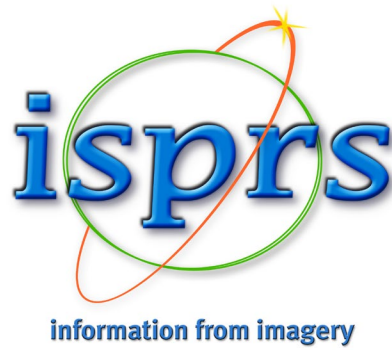


**International Society for Photogrammetry and Remote Sensing**



**Responsibilities and Duties of  
ISPRS Council Members**

**(Green Book)**

## **Introduction**

This publication sets out the responsibilities and duties of ISPRS Council Members. It had originally been compiled including the statutory duties set out in the Statutes and Bylaws of ISPRS and from the experience of current Council Members. As of version V3.1 the statutory responsibilities have been omitted to avoid possible inconsistency between the Green Book and the Statutes & Bylaws.

The Green Book will be updated from time to time as responsibilities change.

V2.0 compiled April 2008  
V3.0 compiled October 2016  
V3.1 amended January 2024

Orhan Altan  
Christian Heipke  
Christian Heipke

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# 1. PRESIDENT

## Specific Tasks

1. Congress
  - a. Prepare the invitation to the Congress for the Second Announcement – Oct. year 2
  - b. Coordinate preparations for the Congress with Congress Director
  - c. Arrange the agendas and chair sessions of the General Assembly
  - d. Report to the General Assembly on developments in the Society
  - e. Handover the Presidential Chain at the closing
2. Coordination of the activities of the Commissions and Working Groups
  - a. Ensure that resolutions are addressed in the preparation of the Terms of Reference of WGs for the 4 years between the Congresses - at Post-Congress JM and JM, October/ November of Congress year
  - b. Monitor the progress of the implementation of Resolutions - at JM, year 2
  - c. Monitor yearly the progress of the work of the Commissions through the Commission President
  - d. Attend Commission Symposia (year 2) and Geospatial Weeks (years 1 and 3)
3. Plan and chair Council and Joint Meetings
  - a. Plan Council Meetings twice per year
  - b. Prepare agenda for CMs with SG and coordinate preparation of documents
  - c. Prepare President's report to Council Meetings
  - d. Plan JMs every year as follows:
    - Post-Congress; October/November year of Congress
    - September/October; year 1
    - At the last Symposium; year 2
    - At Congress location, preferably 1 year before Congress; year 3
    - March/April prior to Congress; year 4
  - e. Prepare agenda for Joint Meetings with SG and coordinate preparation of documents
4. Prepare and sign the contracts for
  - a. The Congress with Congress Director – October post Congress
  - b. The Symposia with the TCPs – by April year 1
  - c. The Geospatial Week the GSW Director – Congress year and year 2
  - d. The publication of the Journals and proceedings – in due time
  - e. The publication of the Book Series – in due time
5. Cooperate with other international organizations concerned with photogrammetry, remote sensing, spatial information science, cartography, geodesy, surveying, and other similar discipline:
  - a. Attend annual meetings of the UN GGIM-Geospatial Societies
  - b. Provide contact of relevant new officers - year 1
6. Represent the Society at international meeting and events
  - a. Attend meetings when appropriate, and communicate with international organizations, e.g. ISC, UN OOSA, UN GGIM-Geospatial Societies
  - b. Maintain passive contact with other organisations
  - c. Attend meetings and communicate with Regional members, multi-national meetings and national members when appropriate
  - d. Represent the Society in one of six regions of the world
7. Awards
  - a. Coordinate all actions concerning the awards

- b. Keep contact with donors, juries and awardees to ensure all necessary actions are carried out in good time (in particular decision taking, preparation of certificates, medals/plaques, funds)
  - c. Prepare awards booklet and citations for each award
  - d. For specific duties see appendix
8. Reporting
- a. Prepare editorial for GIM page and ISPRS eBulletin in agreement with SG and other Council members
  - b. Prepare reports on visits to Members and international meetings for Council
9. Other Duties, as agreed by Council
- a. Work on gaining new members in areas where ISPRS is underrepresented

## 2. VICE-PRESIDENT

### Specific Tasks

1. Represent Society in one of six regions of the world;
  - a. **Strive to participate** in regional events;
  - b. **Coordinate** with Regional Members of Council assigned region.
2. Contracts
  - a. Manage contracts with publishers
3. Reports:
  - a. **Submit** Vice-President activities report to each Council Meeting.
4. **Coordinate** journal publications.
5. **Liaise** with ISPRS Student Consortium.
6. **Other duties** as agreed by Council.

## 3. SECRETARY GENERAL

### Specific Tasks

1. Represent Society in one of six regions of the world
  - a. Strive to participate in regional events
  - b. Coordinate with Regional Members of Council assigned region
2. ISPRS Membership
  - a. Coordinate membership requests, postal votes and online votes
  - b. Work on gaining new members in areas where ISPRS is underrepresented
3. ISPRS events
  - a. Approve sponsorship and co-sponsorship of ISPRS events
  - b. Attend Commission Symposia (year 2) and Geospatial Weeks (years 1 and 3)
4. Reports
  - a. Submit SG activities report to each Council Meeting
5. Publications
  - a. Act as editor of eBulletin
  - b. Coordinate input for web pages together with web master
  - c. Coordinate input for GIM magazine
  - d. Coordinate production and distribution of biennial report
  - e. Coordinate production of ISPRS brochure and distribution to events (4 months prior to event)
  - f. Ensure that the contact points (addresses, emails etc.) of all members are updated, and liaise with regional representatives on updating these records

6. Other duties, as agreed by Council
  - a. Distribute all documents of GA in digital form one month in advance of meeting

#### **4. PAST PRESIDENT**

##### **Specific Tasks**

1. Represent Society in one of six regions of the world
  - a. Strive to participate in regional events
  - b. Coordinate with Regional Members of Council-assigned region
2. Other Duties, as agreed by Council
  - a. Work on gaining new members in areas where ISPRS is underrepresented

#### **5. TREASURER**

##### **Specific Tasks**

1. Represent Society in one of six regions of the world
  - a. Strive to participate in regional events
  - b. Coordinate with Regional Members of Council assigned region
2. Contracts
  - a. Ensure that a contract is signed by the member organisations hosting Congress and Symposia, and the organisation hosting Geospatial Week
3. Reports
  - a. Submit Treasurer Activities report and financial status report to each Council Meeting
  - b. Provide financial details to ISPRS appointed accountant for preparation of Form 990, according to reporting requirements of ISPRS's incorporation in the State of Maryland, in appropriate month of each year
  - c. Maintain archive of financial records for past (1, 2, 3, 4...) years according to legal requirements for ISPRS's incorporation in the State of Maryland
4. Coordinate Scientific Initiative as well as Educational and Capacity Building Initiative (if resources are available)
  - a. Issue call in autumn of appropriate years and manage selection process
  - b. Manage financial transaction with successful applicants
  - c. Collect reports, manage approval process, manage promotion of results
5. Other duties, as agreed by Council
  - a. work on gaining new members in areas where ISPRS is underrepresented

##### **Duties by date**

Jan each year	Send invoices to all members
April 15 each year	Send required documents to ISPRS accounting firm for preparation of US/IRS Form 990
June each year	Dues reminder to all Members in arrears
Sept each year	Call for proposals for Scientific as well as Educational and Capacity Building Initiatives with closing date of 31 January
Nov each year	Request details of accounts to 31 December and budget items

Mid Dec each year	Prepare budget for coming year and submit to Finance Commission with statement of accounts for audit
twice yearly	<ul style="list-style-type: none"> <li>• Send wire transfer for service fees to ISPRS WebMaster</li> <li>• Send wire transfer for service fees to ISPRS Treasurer's Assistant</li> <li>• Send wire transfer for service fees to Editors-in-Chief and Associate Editors of ISPRS Journals, were necessary (see contracts for details)</li> </ul>
Jan Year 4	Write to all defaulters over 4 years and say that they will be expelled if they do not pay
Ongoing	Seek advice on investments and adjust as necessary
Ongoing	Encourage universities to take out Sustaining Membership

## 6. CONGRESS DIRECTOR

### Specific Tasks

1. Represent Society in one of six regions of the world
  - a. Strive to participate in regional events
  - b. Coordinate with Regional Members of Council assigned region.
2. Reports
  - a. Submit Congress Director Activities report to each Council Meeting
3. ISPRS events
  - a. Prepare material for announcement of Congress (web presence, 1<sup>st</sup> and 2<sup>nd</sup> announcement, etc.)
  - b. Attend Commission Symposia (year 2) and Geospatial Weeks (years 1 and 3)
  - c. Prepare and edit ISPRS Archives Vol. A after the Congress
4. Other duties, as agreed by Council

## 7. TABULATED SUMMARY OF RESPONSIBILITIES

Table 1: Responsibility for ISPRS activities

ORG/ACTIVITY	Pres.	VP	SG	PP	Treas.	Congress Director	others
<b><u>Administration</u></b>							
Statutes & Bylaws/guides		X					
Strategic development	P	X		X			
Resolutions				X			
ISPRS Foundation	P				X		
ISAC, IPAC	P	X					
IIAC	X				X	P	
CIPA	X						Com. II

ICORSE	X			P			Com. III
Student Consortium	X	P				X	
Scientific Initiative/ECBI					X		
OdM, AsM, RgM	X		P				
Sustaining Members	X				X	P	
Individual Members			X				
Recruitment of new members	X	X	P	X	X	X	
Capacity building, Outreach		X					Com. V
Regional Representatives		P	X				
Finances					X		Treasury
Address database			X				
Publ. (Journals, Books)		P		X			
Event approval and Publ. (Archives, Annals)			X				
Publ. (eBulletin, GIM)			X				
Web content approval				X			Webmaster
Awards	X			P			
Congress						X	
Contracts	P				X		
Technical Commissions	X						
Dropbox (Deposited Documents)							
Geospatial Week		P		X			Host of GSW
Webinar/Keynote program			X				TCPs, SC
Green and Orange Book		X		P			
<b><u>Regional affaires</u></b>							
Asia	X		P		X		
Africa	X	P					
Eastern Europe	P		X				
Western Europe	X			P			
Middle East	P			X			
South America		X			P		
Australia and Oceania	X		P				
North and Central America	X				P		

Note: Some of the responsibilities may change from one inter-congress period to the next

P: primary contact person  
X: Contact person or secondary contact person

Table 2: Liaison with other organizations

<b>ORGANISATION</b>	<b>Pres.</b>	<b>VP</b>	<b>SG</b>	<b>PP</b>	<b>Treas.</b>	<b>Cong Dir</b>	<b>others</b>
AARSE (African Association of Remote Sensing of the Environment)	P			X			
AARS (Asian Association on Remote Sensing)	P		X				
CEOS (Committee on Earth Observation Satellites)	P		X				TC I
CIPA (International Committee of Architectural Photogrammetry)	P				X		TC II
COSPAR (Consultative Group on Potentially Harmful Effects of Space)	P			X			IPAC
EuroSDR (European Spatial Data Research)		X		P			
FAO (Food and Agriculture Organization of United Nations)	X						
FIG (International Federation of Surveyors)	X					X	TC IV
GEO (Group on Earth Observations)		X	P				TC III
GISciences				X			TC IV
GSDI (The Global Spatial Data Infrastructure Association)				X			TC IV
IAF-IAA (International Astronautical Federation)	P			X			IPAC
IAG (International Association of Geodesy)		X					TC I
IAPR TC-7 (The International Association for Pattern Recognition)		P		X			TC II
ICA (International Cartographic Association)	P			X			TC IV
ICORSE (The International Committee On Remote Sensing of Environment)				X			
ICS GeoUnions	P		X				
ISC (International Science Council)	P		X				
IEEE-GRSS (IEEE Geoscience and Remote Sensing Society)	X			P			TC III
IEEE-CS (IEEE Computer Society)		P		X			TC II
IGU (International Geographical Union)	P	X					TC IV



ION (Institute of Navigation)		X					TC I
ISB (to be confirmed for the full name)							Comm V
ISDE (International Society for Digital Earth)	P	X					TC IV
ISO (International Organization for Standardization)					X		TC III/IV
IUFRO (International Union of Forest Research Organizations)		X					
UN-GGIM Geospatial Societies (JBGIS originally)	P	X	X	X			
OGC (Open Geospatial Consortium)					X		TC IV
OSGeo (The Open Source Geospatial Foundation)	X	P					TC IV
SCO (The Space for Climate Observatory)		X					
SELPER (Sociedad Latinoamericana en Percepción Remota y Sistemas de Información Espacial)	X			P			
SPIE (International Society for Optical Engineering)					X		TC I/II
St. Com. f Glob. Map. (to be confirmed for the full name)	X						
UN GGIM (The United Nations Committee of Experts on Global Geospatial Information Management)	X		P				Com. III & IV
UN OOSA (United Nations Office for Outer Space Affairs)	X						IPAC
UN COPUOS (United Nations Committee on the Peaceful Uses of Outer Space)	X						IPAC
URISA (Urban and Regional Information Systems Association)		X					
URSI (Union Radio-Scientifique International)	X						
EARSel	P			X			
WGIC					X		
ION (Institute of Navigation)		X					TC I

Note: Some of the responsibilities may change from one inter-congress period to the next

P: Primary contact person

X: Contact person or secondary contact person

## 8. APPENDIX

### 7.1 Useful addresses

TIF – The ISPRS Foundation  
c/o  
Dr. Senthil Kumar  
Former Director, Indian Institute of Remote Sensing  
104, Sri Ruby Gardens  
Erode, TN 638012  
INDIA  
Email: [foundation@isprs.org](mailto:foundation@isprs.org)

ISPRS Banking  
UBS  
Bahnhofstr. 45,  
P.O. Box, CH-8098 Zurich, CH  
Phone: +41-44-234 11 11  
Fax: +41-44-239 91 11  
Email via secure online banking only

ISPRS Certified Accountants / Tax Advisor  
Atkinson & Co  
6501 Americas PKWY NE STE 700  
Albuquerque, NM 87110, USA  
Phone: +1 505 843 6492  
Fax: +1 505 843 6817  
Stephanie Catasca <[scatasca@atkinsoncpa.com](mailto:scatasca@atkinsoncpa.com)>  
[www.atkinsoncpa.com](http://www.atkinsoncpa.com)

ISPRS Legal Advisor  
Richard I. Kovelant, Esq.  
Kovelant & Kovelant, LLC  
1957 Valley Road  
Annapolis, MD 21401-6741, USA  
Phone: +1 410 897 0747  
[KovelantLaw@Verizon.net](mailto:KovelantLaw@Verizon.net)  
[KovelantLaw.com](http://KovelantLaw.com)

ISPRS Web Master  
Markus Englich  
Institut für Photogrammetrie  
Universität Stuttgart  
Geschwister-Scholl-Str. 24D  
D-70174 Stuttgart / Germany  
Phone: +49 711 685-83385  
Fax: +49 711 685-83297  
[markus.english@ifp.uni-stuttgart.de](mailto:markus.english@ifp.uni-stuttgart.de)

ISPRS Proceedings Publisher  
Copernicus GmbH  
Martin Rasmussen, Managing Director  
Johannes Wagner, Business Development  
Jürgen Bierwirth, Typesetting  
Bahnhofsallee 1e  
37081 Göttingen, Germany  
Phone: +49 551 90 03 39 0  
Fax: +49 551 90 03 39 70  
<https://www.copernicus.org/>  
[martin.rasmussen@copernicus.org](mailto:martin.rasmussen@copernicus.org), [johannes.wagner@copernicus.org](mailto:johannes.wagner@copernicus.org),  
[juergen.bierwirth@copernicus.org](mailto:juergen.bierwirth@copernicus.org)

ISPRS Journal of Photogrammetry and Remote Sensing Publisher (Elsevier) and  
ISPRS Open Journal of Photogrammetry and Remote Sensing Publisher (Elsevier)  
Lucia Muñoz Franco, PhD – Publishing Director  
Konstantinos Bischiniotis  
Radarweg 29  
1043 NX Amsterdam, The Netherlands  
[L.Franco@elsevier.com](mailto:L.Franco@elsevier.com)  
[k.bischiniotis@elsevier.com](mailto:k.bischiniotis@elsevier.com)

ISPRS Int. Journal of Geo-Information Publisher (MDPI)  
Dr. Shu-Kun Lin  
President, MDPI AG  
Peter Roth (MDPI, Head of Publishing) [roth@mdpi.com](mailto:roth@mdpi.com)  
Ms. Valeria Sun (IJGI, Managing Editor) [valeria.sun@mdpi.com](mailto:valeria.sun@mdpi.com)  
Mr. Petar Jeremic (IJGI, Journal Relations Specialist) [jeremic@mdpi.com](mailto:jeremic@mdpi.com)  
St. Alban-Anlage 66  
4052 Basel, Switzerland

ISPRS Book Series Publisher (Taylor & Francis)  
Alistair Bright  
Taylor & Francis  
[Alistair.Bright@taylorandfrancis.com](mailto:Alistair.Bright@taylorandfrancis.com)

ISPRS Archives Printing Service  
Lori Curran  
Curran Associates, Inc.  
57 Morehouse Lane  
Red Hook, NY 12571 USA  
Phone: +1 845 758 0400  
Fax: +1 845 758 2633  
[www.proceedings.com](http://www.proceedings.com)  
[curran@proceedings.com](mailto:curran@proceedings.com)

Contact for GIM Magazine  
Geomares Publishing  
Durk Haarsma, Publishing Director

Wim van Wegen, Editorial Manager GIM International  
P.O. Box 112, 8530 AC Lemmer  
Vuurtorenweg 18 B, 8531 HJ Lemmer  
The Netherlands  
Phone: +31 514 56 18 54 / +31 6 13 20 47 41  
[duik.haarsma@geomares.nl](mailto:duik.haarsma@geomares.nl)  
[Wim.von.Wegen@geomares.nl](mailto:Wim.von.Wegen@geomares.nl)

## 7.4 ISPRS awards documents

### Contacts and Juries for ISPRS Awards (as of March 2023)

Award	Donor	Contact	Email	Jury
The Brock Gold Medal Award	ASPRS	Charles Toth,	<a href="mailto:toth.2@OSU.EDU">toth.2@OSU.EDU</a>	Council plus advisors
The Otto von Gruber Award	NCG	President of NCG Prof Arnold Bregt, Contact: G. Vosselman, Secretary NCG; Mr Sieb Dijkstra	<a href="mailto:arnold.bregt@wur.nl">arnold.bregt@wur.nl</a> , <a href="mailto:info@ncgeo.nl">info@ncgeo.nl</a> , <a href="http://www.ncgeo.nl">www.ncgeo.nl</a> <a href="mailto:george.vosselman@utwente.nl">george.vosselman@utwente.nl</a> ; <a href="mailto:Dijkstra@kadaster.nl">Dijkstra@kadaster.nl</a> , <a href="mailto:siebdijkstra@ncgeo.nl">siebdijkstra@ncgeo.nl</a>	President of ISPRS (chair but no vote except in the event of a tie) Nominee of DGPF  Nominee of RSPSoc.  Chairman of Netherlands Centre for Geodesy and Geo-informatics (NCG).
The U.V. Helava Award	Elsevier & Leica Geosystems	Clement Mallet, Qihao Weng (Editors-in-Chief) <b>Medal in Annette's office (5 blanks)</b>	<a href="mailto:clement.mallet@ign.fr">clement.mallet@ign.fr</a> <a href="mailto:Qihao.Weng@indstate.edu">Qihao.Weng@indstate.edu</a>	4 experts proposed by Editors-in-Chief of the Journal 1 scientist proposed by Leica Geosystems AG One Editor-in-Chief (secretary, no voting rights)
The ISPRS Fritz Ackermann Award	Elsevier B.V., and Trimble, Inc.	George Vosselmann (E-in-C)	<a href="mailto:george.vosselman@utwente.nl">george.vosselman@utwente.nl</a>	A five-member jury designated by ISPRS Council Editor-in-Chief (secretary, without voting rights)
The Giuseppe Inghilleri	SIFET	President Mr. Andrea Lingua	<a href="mailto:andrea.lingua@polito.it">andrea.lingua@polito.it</a>	The President of ISPRS (Chair) The Secretary General of ISPRS

Award				The President of SIFET or its nominee.
The Eduard Doležal Award	Austrian Society	President Julius Ernst	<a href="mailto:office@ovg.at">office@ovg.at</a>	The President of ISPRS (chair). The Secretary General of ISPRS. The President of the Austrian Society for Surveying and Geoinformation or its delegate to the ISPRS General Assembly. A representative of the UN (e.g. UN OOSA)
The Schwidefsky Medal	DGPF	President Uwe Sörgel	<a href="mailto:soergel@ifp.uni-stuttgart.de">soergel@ifp.uni-stuttgart.de</a>	President of the DGPF (Chair), President of ISPRS Secretary General of ISPRS.
The Schermerhorn Award	Geoinformation Netherlands	President Mr. Peter Hoogwerf Secretary Mr. Mark Verlaat Commissioner for Res. & Educ. Mr. Marien de Bakker In case for help: George Vosselman <b>GV to organize plaque</b>	<a href="mailto:p.hoogwerf@geo-info.nl">p.hoogwerf@geo-info.nl</a> <a href="mailto:m.verlaat@geo-info.nl">m.verlaat@geo-info.nl</a> <a href="mailto:m.debakker@geo-info.nl">m.debakker@geo-info.nl</a>  <a href="mailto:george.vosselman@utwente.nl">george.vosselman@utwente.nl</a>	President of ISPRS (Chair), A board member of Geo-Information Netherlands, Rector/Dean of ITC A professor of Photogrammetry, Remote Sensing or GIS of Wageningen University and Research Centre, and of Delft University of Technology.
The Samuel Gamble Award	Canadian Institute of Geomatics	President Mir Abolfazl Mostafavi	<a href="mailto:president@cig-acsg.ca">president@cig-acsg.ca</a>	President of the Canadian Institute of Geomatics, or his/her nominee Two individuals appointed by the Council
The Wang Zhizhuo Award	CSGPC	Pres. Song Chaozhi, (ISPRS Contact) Wang Qian, (Vice President) and Secretary of Dr. Wang Qian	<a href="mailto:wangqian.nasg@qq.com">wangqian.nasg@qq.com</a> <a href="mailto:huimin.shl@foxmail.com">huimin.shl@foxmail.com</a> <a href="mailto:chenjun@ngcc.cn">chenjun@ngcc.cn</a>	Pres. Sec. Gen. ISPRS Pres. Chin. Soc. Geod., Phot., Cart. (CSGPC) or its nominee

		Ms Hu Huimin  In cc.: Chen Jun		
The Karl Kraus Medal	Austrian, German and Swiss Societies	Norbert Pfeiffer Uwe Sörgel Kirsten Wolff	<a href="mailto:np@ipf.tuwien.ac.at">np@ipf.tuwien.ac.at</a> <a href="mailto:soergel@ifp.uni-stuttgart.de">soergel@ifp.uni-stuttgart.de</a> <a href="mailto:kirsten.wolff@gmail.com">kirsten.wolff@gmail.com</a>	A person nominated by Council + TCP V (Education & Outreach)  Chair of the Student Consortium of ISPRS, and Chair, who shall be nominated by the three donating societies.
The Frederick J. Doyle Award	TIF - White Elephant Club	Armin Gruen,  Medals stored at ISPRS Headquarters (2 blanks)  The Doyle mould remains in Finland, it is the property of the company which produced it.	<a href="mailto:armin.gruen@geod.baug.ethz.ch">armin.gruen@geod.baug.ethz.ch</a>	President of ISPRS (head of jury), Chair of ISAC President of the ISPRS Commission V (Education & Outreach)
The Jack Dangermond Award	MDPI & ESRI	Wolfgang Kainz (Editor-in-Chief)	<a href="mailto:wolfgang.kainz@univie.ac.at">wolfgang.kainz@univie.ac.at</a>	4 experts proposed by Editor-in-Chief 1 scientist proposed by MDPI Editor-in-Chief (secretary, no voting rights)
ISPRS - CATCON Award	TIF			WG Officers of WG dealing with computer assisted teaching TCP of corresponding ISPRS Technical Commission

ISPRS Best Young Author Award	ISPRS	5 TCPs		One jury per commission, appointed by the respective TCP 2 awards per Commission (new in 2020) (One per TC in 2021 and 2022)
ISPRS Best Poster Award	Congress	5 TCPs		One jury per commission, appointed by the respective TCP 2 awards per Commission
The President's Honorary Citation	ISPRS	5 TCPs		President ISPRS, in consultation with Council
The ISPRS Student Consortium Service Award	ISPRS			ISPRS Council
Best paper in Youth Forum	SC			
Kenneth Torlegard Travel Grant	WEC	Armin Grün	<a href="mailto:armin.gruen@geod.baug.ethz.ch">armin.gruen@geod.baug.ethz.ch</a>	



**Information required for nominations (with dates for 2026 Toronto Congress)**

<b>Award Name (Donor)</b>	<b>Deadline for Receipt of Nominations</b>	<b>Documents required</b>
<b>Brock Gold Medal (ASPRS)</b>	<b><i>1<sup>st</sup> Oct. 2025</i></b>	Letter of recommendation and documentation, giving an explanation of the grounds for the award. Nominations from two individuals from different nationalities (and different from the candidate).
<b>Otto von Gruber (NCG)</b>	<b><i>1<sup>st</sup> Feb. 2026</i></b>	Copy of paper
<b>Giuseppe Inghilleri (SIFET)</b>	<b><i>1<sup>st</sup> Feb. 2026</i></b>	Appropriate documentary evidence of the candidate's work
<b>Eduard Doležal (Austrian Society)</b>	<b><i>1<sup>st</sup> Jan. 20126</i></b>	Letter of recommendation and documentary evidence which demonstrates that the nominee has permanently implemented a practical application of photogrammetry, remote sensing or GIS in an efficient manner; or which documents their outstanding success in a field that supports the photogrammetry, remote sensing and spatial information sciences.
<b>Schwidefsky Medal (DGPF)</b>	<b><i>1<sup>st</sup> Feb.2026</i></b>	Letter of recommendation
<b>W. Schermerhorn (Netherlands Society)</b>	<b><i>1<sup>st</sup> Feb. 2026</i></b>	Letter of recommendation
<b>Samuel Gamble (CIG)</b>	<b><i>1<sup>st</sup> Feb. 2026</i></b>	Letter of recommendation
<b>Wang Zhizhou (CSGPC)</b>	<b><i>1<sup>st</sup> Feb. 2026</i></b>	Letter of recommendation
<b>Karl Kraus Medal (DGPF, OVG, SGPF)</b>	<b><i>1<sup>st</sup> Feb. 2026</i></b>	Letter of recommendation. Three copies of the nominated textbook to be sent separately ....
<b>Doyle Award (While Elephants)</b>	<b><i>1<sup>st</sup> Feb. 2026</i></b>	A brief description of the inspirational qualifications that the candidate has exhibited to merit the award.

Helava, Jack Dangermond, Fritz Ackermann Award, Best Poster Award, CATCON Award, Kennert Torlegård: not listed, because no nomination

**Tasks & Schedule Coordination** (with dates for 2026 Toronto Congress)

<b>Award Name</b> (Donor)	<b>Award Content</b>	<b>Deadline for Receipt of Nominations</b> (to whom)	<b>Deadline to Select &amp; Inform Jury</b> (by whom)	<b>Send Nominations To Jury</b> (by whom)	<b>Winner Selection(s) by Jury</b> (to Council)	<b>Inform Winners<sup>5</sup></b> (by whom)	<b>Inform Donors to Prepare<sup>5</sup></b> (by whom)	<b>Presenter of Award<sup>2</sup></b> (Where)
<b>Honorary Member(s) (ISPRS)</b>	<i>Silver Medal, Certificate</i>	<i>1/07/25</i>	<i>(Council is jury)</i>					Pr (Opening)
<b>Fellows (ISPRS)</b>	<i>Silver Medal, Certificate</i>	<i>1/10/25 (Pr)</i>	<i>1/10/25 (Pr)</i>	<i>1/10/25 (Pr)</i>	<i>1/3/26</i>	<i>1/4/26 (Pr)</i>	<i>1/4/26 (Pr)</i>	Pr (Opening)
<b>Brock Gold Medal<sup>1</sup> (ASPRS)</b>	<i>Gold Medal, Certificate</i>	<i>1/10/25 (SG)</i>	<b><i>Council is the Jury</i></b>	Awards Nomination Committee (ANC) to review Awards after deadline and make recommendations on additional nominations.  All nominations will be available to juries on website after review by ANC	<i>1/3/26</i>	<i>1/4/26 (Pr)</i>	<i>1/4/26 (Pr)</i>	Pr (Opening)
<b>Otto von Gruber (NCG)</b>	<i>Medal, Funds, Certificate</i>	<i>1/2/26 (Pr)</i>	<i>1/2/26 (Pr)</i>		<i>1/3/26</i>	<i>1/4/26 (Pr)</i>	<i>1/4/26 (Pr)</i>	SG (Opening)
<b>Giuseppe Inghilleri (SIFET)</b>	<i>2,500 SFr, Certificate</i>	<i>1/2/26 (Pr)</i>	<i>1/2/26 (Pr)</i>		<i>1/3/26</i>	<i>1/4/26 (Pr)</i>	<i>1/4/26 (Pr)</i>	TBR (Gala Dinner)
<b>Eduard Doležal<sup>3</sup> (Austrian Society)</b>	<i>Funds, Certif., Congress regis.</i>	<i>1/1/26 (SG)</i>	<i>1/1/26 (Pr)</i>		<i>1/3/26</i>	<i>1/4/26 (Pr)</i>	<i>1/4/26 (Pr)</i>	Pr & ÖVG (Plenary 2)
<b>Schwedefsky Medal (DGPF)</b>	<i>Medal, Certificate</i>	<i>1/2/26 (Pr)</i>	<i>1/2/26 (Pr)</i>		<i>1/3/26</i>	<i>1/4/26 (Pr)</i>	<i>1/4/26 (Pr)</i>	TBR (Plenary 2)
<b>W. Schermerhorn (Geoinfo Netherlands)</b>	<i>SFr. 1,250 and plaque</i>	<i>1/2/26 (Pr)</i>	<i>1/2/26 (Pr)</i>		<i>1/3/26</i>	<i>1/4/26 (Pr)</i>	<i>1/4/26 (Pr)</i>	TBR (Plenary 1)
<b>Samuel Gamble (CIG)</b>	<i>Certificate</i>	<i>1/2/26 (Pr)</i>	<i>1/2/26 (Pr)</i>		<i>1/3/26</i>	<i>1/4/26 (Pr)</i>	<i>1/4/26 (Pr)</i>	TBR (Plenary 1)
<b>Wang Zhizhou (CSGPC)</b>	<i>SFr 2,500 &amp; Certificate</i>	<i>1/2/26 (Pr)</i>	<i>1/2/26 (Pr)</i>		<i>1/3/26</i>	<i>1/4/26 (Pr)</i>	<i>1/4/26 (Pr)</i>	TBR (Plenary 3)
<b>Karl Kraus (DGPF, OVG, SGPBF)</b>	<i>Medal, Certificate</i>	<i>1/2/26 (Pr)</i>	<i>1/2/26 (Pr)</i>		<i>1/3/26</i>	<i>1/4/26 (Pr)</i>	<i>1/4/26 (Pr)</i>	TBR (Plenary 3)
<b>Frederick J. Doyle (ISPRS)</b>	<i>Silver Medal, US\$ 2,500</i>	<i>1/2/26 (Pr)</i>	<i>1/2/26 (Pr)</i>		<i>1/3/26</i>	<i>1/4/26 (Pr)</i>	<i>1/4/26 (Pr)</i>	Pr + 1 HM (Gala dinner)
<b>U. V. Helava (Elsevier &amp; Leica)</b>	<i>Plaque, SFr. 10,000 Certificate</i>	<i>1/2/26 (Cnl)</i>	<i>(Jury is in place)</i>	<i>1/3/26 (Editors PHOTO)</i>	<i>15/4/26</i>	<i>1/5/26 (Pr)</i>	<i>1/5/26 (Pr)</i>	Pr & Sponsors (Opening, incl. runners up)

<b>ISPRS Fritz Ackermann Award</b> (Elsevier B.V., and Trimble, Inc.)	of a certificate and a grant of EUR 10,000	<b>1/2/26</b> (Cnl)	<i>(Jury TBR)</i>	1/3/26 (Editor OPHOTO)	15/4/26	1/5/26 (Pr)	1/5/26 (Pr)	Pr & Sponsors (Opening, incl. runners up)
<b>Best Young Authors<sup>7</sup></b> (ISPRS)	2,500 SFr, Certificate	30/11/25 <i>(CD)</i>	Jury is TCPs then Council	1/1/26 (CD)	1/2/26	15/2/26 (Pr)	1/4/26 <sup>7</sup> (CD & Tr)	TBR (Gala dinner)
<b>Best Poster Papers<sup>4,6</sup></b> (ISPRS)	Certificate	NLT day before Closing (TCP)	JM year prior TCP appt. jury	Contest held at Congress	NLT day b4 Closing (CD)	NLT day b4 Closing (CD)	1/4/26 (CD)	CD (Closing)
<b>CATCON Award<sup>4,6</sup></b> (ISPRS)	Funds, Certificate	NLT Congress 1 <sup>st</sup> day (TC VI)	2 mo. prior (Pr & TCP VI)	Contest held at Congress	NLT day b4 Closing (CD)	NLT day b4 Closing (CD)	1/4/26 (CD & Tr)	TBR (Closing)
<b>President's Honorary Citation<sup>6</sup></b> (ISPRS)	Certificate	<b>1/3/26</b> <i>(Pr)</i>	6 mo. prior (Pr)	<b><i>Each TC is a Jury</i></b>	1/3/26	1/4/26 (Pr)	1/4/26 (CD)	Pr (Closing)
<b>Best paper in Youth Forum</b> (Leica Geosystems)	2x 1.000 CHF							Stud. Cons. (Youth Forum)
<b>Jack Dangermond Award</b> (MDPI & ESRI)	ISPRS certificate, grant USD 10,000	<b>1/2/26</b> (Cnl)	<i>(Jury is in place)</i>	1/3/26 (Editor IJ-GI)	15/4/26	1/5/26 (Pr)	1/5/26 (Pr)	Pr & Sponsors (Plenary Session, incl. runners up)
<b>ISPRS WEC Kennert Torlegård Travel Grant</b>	TIF certificate, cash grant in US\$					prior to the date of the Award presentation <i>(TIF Operations Officer)</i>		during the ISPRS congress

#### General Notes about Chart:

Entries denoted in ***Bold italics*** are specified in the ToR of the Award. To change them requires a change in the ToR.

Entries not specified by ***Bold italics*** provide recommended ToR (based on Council experience).

Abbreviations used are: NLT = Not Later Than      appt. = appoints      TBR = to be resolved by Council

#### Footnotes (Council Tasks):

1. (Brock 5.a.) "The Council shall, two years prior to each Congress, invite the member societies to submit recommendations for recipients of the Award."  
The SG is to coordinate with the donor for joint presentation and inform the presenting Council Member.
2. (Doležal) SG to request Austrian Society to indicate the amount of grant funds available nine months prior to Congress.
3. (Best Posters & CATCON) It is preferable for these sessions to be completed at least one and half days before the day of the Closing Ceremony so that authors can be informed, on-site publicity can be issued, and certificates can be prepared.

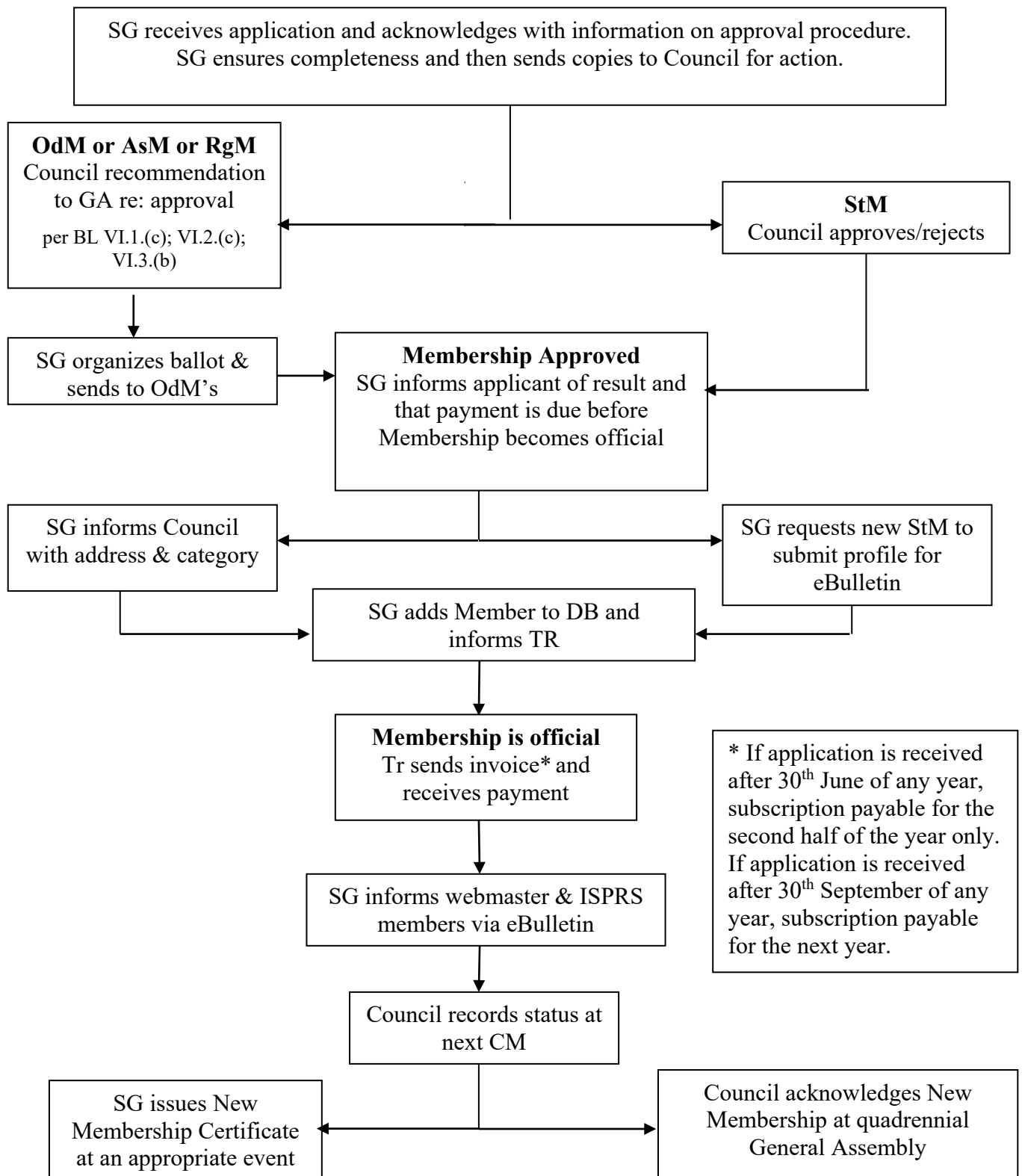
4. (Inform Winners/Donors) The sooner Winners/Donors are notified, the most likely they'll be in attendance and the technical program can be adjusted to avoid potential conflicts in their schedules. Donors are to be informed to prepare Certificates, Plaques, etc. for presentation ceremony.
5. (President's Citations, Best Young Authors, Best Poster Papers, CATCON Prizes) SG to prepare certificates; TR to prepare funds to be transferred to awardees.
6. (Young Authors) TR to transfer award funds upon completion of presentation at Congress.

**Other Council tasks regarding procedures for ISPRS Awards:**

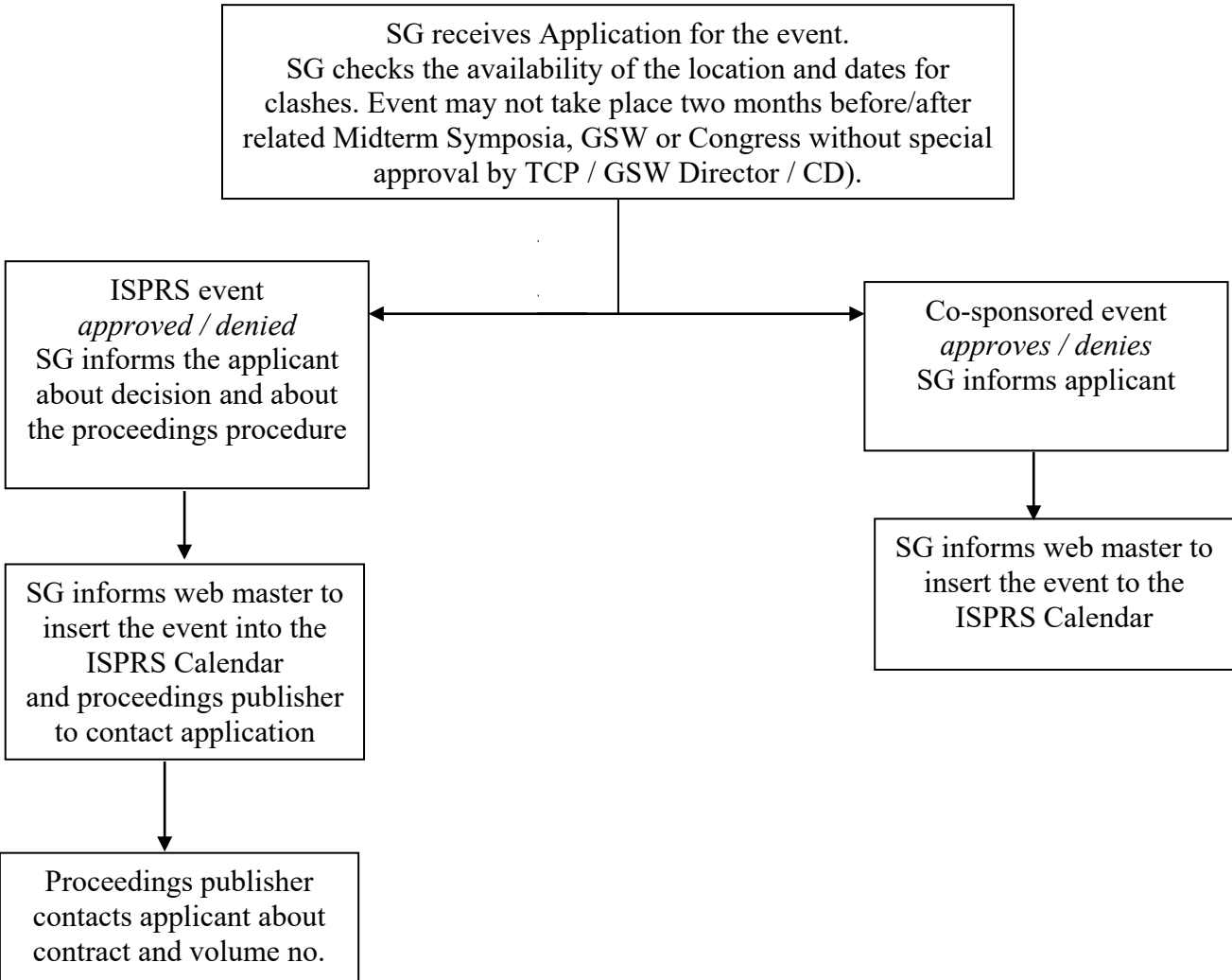
1. SG to communicate with all Member societies, 18 months prior to the Congress, requesting nominations.
2. President or SG should announce request for nominations and provide handouts of Awards Brochure at all Symposia.
3. Incoming President should hand out Certificate of Appreciation to TCPs at a Congress event (e.g. Closing) or General Assembly.
4. Outgoing President should send Certificates of Appreciation to all Commission Secretaries and all WG Officers after the Congress upon request.

## 7.5 ISPRS procedures

### Procedure for admission of new members



Procedure for approval of an **ISPRS event to be sponsored or co-sponsored**



## Guidelines for **Registration for ISPRS General Assembly (GA)**

*As of 2016. Update needed, e.g. regarding distribution of documents and electronic voting.*

### 1. Preparation

- Member fees must be paid up to the end of the year prior to the Congress to be eligible to vote. Outstanding fees may be paid in cash up to the commencement of voting. Members are to be advised of this option at least one month prior to the GA. **(SG)**
- Proof of payment - the only acceptable proof of payment will be confirmation of the funds being received in the ISPRS UBS account. Members are to be advised of this at least 3 months before Congress. **(SG)**
- OdMs are to be requested to nominate one delegate and two advisers, and to submit one email address for the purpose of digital voting at least one month prior to the GA. AsMs and RgMs are to be requested to nominate a representative at least one month prior to the GA. **(SG)**
- The **SG** is to collect the GA documents (GA agenda and all supporting documents) in digital form and forward them to OdMs, AsMs, RgMs and HnMs as well as to Council one month prior to the Congress. The **SG** will distribute an update of those documents approximately 10 days prior to the Congress. For easy access, these documents will be stored on a separate folder on the dropbox.
- The **CD** is to produce paper copies of all last-minute documents (i.e. those which are not in the dropbox folder, because they came in too late) to be distributed at the GA registration desk. The **SG** will distribute these documents to all attendees of the GA and also to Council in digital form as soon as they become available.
- The **SG** is to produce a list of GA attendees (delegates and advisers nominated by the OdMs, representatives of AsMs and RgMs, HnM and guests) - for use at the GA registration desk. The list will be forwarded to the **CD** at least 10 days before the Congress.
- From the list of GA attendees, updated by the **SG** immediately prior to the Congress, the **CD** will produce GA badges. The **CD** will deliver the badges to the **SG** before opening the registration of GA members.
- For OdMs, the badges are to be named "Delegate, Country/Region" and "Adviser, Country/Region"; for AsMs and RgMs, the badges are to be named "Representative, Member Name"; for guests (e.g. people bidding for future positions within the ISPRS), the badges are to be named "Guest"; for HnM the badges are to show the name of the HnM and "ISPRS Honorary Member". Council Members and support staff (e. g. Annette, Dan, possibly others) will also receive GA badges, these will come with the label "Council". Furthermore, the **CD** is to produce a limited number (about 10) of blank badges for GA attendees who failed to register in advance.
- The **CD** is to produce a limited number of paper copies of the GA documents, to be distributed at the GA registration desk, upon request.
- Should digital voting not be implemented at the GA, the **SG** is to prepare voting slips - voting slip numbers and colours are to vary for each vote and category, respectively.
- A link for online participation will be distributed asap prior to the GA to OdMs, AsMs, RgMs, HnMs and others who have registered interest to attend but are detained. **SG**

### 2. Ordinary Member Registration

- There will be the general Congress registration desk for the Congress at the Congress Centre entrance and a separate GA registration at the SG and Treasurer office or at the

GA meeting room entrance. Signs will show the way from the Congress to the GA registration.

- Ordinary Member delegates and advisers must either
    - register for the Congress at the Congress registration desk where they will receive a Congress badge, and subsequently register at the GA registration office, where they will receive the GA badge and when necessary, voting slips, or
    - register at the Congress registration desk for **GA only**, where they will receive a GA ONLY badge, and subsequently register at the GA registration office, where they will receive voting slips when necessary.
    - Only delegates or advisors are eligible to collect voting slips (one per Odm).
  
  - A letter from the Odm's office, naming nominated delegate and advisers, must be produced at the GA registration office as proof of eligibility to represent that Odm. If requested, the delegate and the advisers must prove identification (e.g. passport).
3. Registration of AsMs, RgMs, HnMs, and Guests
- **AsMs** and **RgMs** and representatives must either:
    - register for the Congress at the Congress registration desk where they will receive a Congress badge, and subsequently register at the GA registration office, where they will receive a GA badge, or
    - register at the Congress registration desk for **GA only**, where they will receive a GA ONLY badge, and subsequently register at the GA registration office.
  - Only representatives are eligible to collect GA documents and badges (one per AsM/RgM).
  - A letter from the AsMs/RgMs office, naming nominated representative, must be produced at the GA registration office as proof of eligibility to represent that AsM/RgM. If requested, the delegate and the advisers must prove identification (e.g. passport).
  - **HnMs** will receive the GA badges.
  - **Guests** are required to register for the Congress at the Congress registration desk to obtain the Congress Badge, and subsequently at the GA registration office to obtain their GA badge.
4. Voting
- Should digital voting not be implemented, a roll call will take place before the first vote at each GA session. The **SG** will document the roll call with the help of the list of registered OdMs used at the GA registration desk.
  - When using digital voting, the time-frame to place a vote will be announced prior to each individual vote. All Odm delegates, including in-person attendees, will cast one ballot per individual vote via a personal device (laptop, mobile phone) using the email address registered for the GA for that Odm. Members should be informed that, should an in-person attending member delegate not be able to cast a vote due to lack of personal device, they should inform the SG as soon as possible to arrange an alternative device.
  - When using voting slips, numbers and colours are to vary for each vote and category, respectively areas of responsibility of Council Members.