



Steering Committee Meeting

13th November 2007, San Jose – Costa Rica
Start – 1330, Finished - 1545

1. Welcome, Opening Remarks, Roll call

Present – Volker, Mikael, Rudolf, David, Matt, Rob
Apology – Naser, Andrew
Observers – Dave Zilkoski and Neil Weston (NGS)

2. Confirmation of Agenda

Item 5 not required for this agenda thus deleted.

3. Action items from previous Steering Committee minutes

Items outstanding addressed and status updated. Actions arising from this meeting appended.
Refer to Action Items spreadsheet.

4. Report from WG's - progress and general discussion on work plans and issues

All working groups reported that they are working on building their membership.

5.1 – David provided an overview on a proposal to create a web location within 5.1 that lists and has PDF summaries of various tests and / or best practice guidelines and practices for various surveying instruments (including GNSS). It was noted that copyright issues needed to be adhered to.

ACTION – David to contact Iain Greenway clarifying copyright issues with respect to ISO publications.

5.2 - Mikael reported that he and Volker had created a CORS Network Provider information template. It was suggested that this template be used by delegates as 'metadata' information who submit posters on CORS networks for the Stockholm FIG WW. Perrine is progressing well with her 'on-line process' project.

ACTION – Mikael to reformat the CORS Network Provider information template so that it can be incorporated into posters for the Stockholm FIG WW.

5. Discussion of Inter-WGs and Inter-Commissions activities.

Removed from Agenda.

6. Feedback, review and reflection on the technical program and other activities with respect to Costa Rica.

- All 3 sessions were well attended with 80 plus in every session and all presenters were 'present'.

- The issues raised and discussed in the two CORS sessions were on the quality of communications between ‘base and rover’ and what FIG can do to assist network providers and users.
- Fact sheets proved to be a good concept and should be posted onto the website. The fact sheet series should continue and be updated on a regular basis.
ACTION – All to address issues raised in sessions and follow up either directly or via technical sessions at Stockholm FIG WW.

7. Report on ACCO and Council – includes Peer Review System

Rudolf reported on the following –

- Peer Review System – ACCO members reviewed draft documentation. The process and documentation will be finalised by end of year and be circulated to Steering Committee.
ACTION – Rudolf to circulate documentation when finalised
ACTION – All to provide a list of ‘potential’ reviewers by 15th December to Rudolf. Ideally these reviewers should be prominent in their field and / or hold a academic qualification (ie Phd or higher). Once the list is compiled, reviewers should be approached informally by Comm 5 then formally by ACCO. Note – what needs to be avoided is publishing ‘the list’ before the reviewers have been asked.
- No shows - FIG office will enforce current policy and that is if the author of a paper has not registered by the specified date their paper will be removed from the proceedings. There will also be more detailed and frequent communication on this matter between FIG office and authors.
- FIG WW 2008 Stockholm, Sweden – Commissions are to liaise with their National Delegate re technical program. For Comm 5 this is Mikael Lilje and we need to keep Goran Eriksson informed.
- 2009 Eilat, Israel – confirmed as WW
2009 Regional Conference – possibly Vietnam either August or November.
2009 SEASC in Bali, August – possibly an event for Comm 5 to participate in with sister organisations IAG, ION.
- Markku will be returning to the office in March 2008
- Elections for 2 Vice President positions and Commission Chairs Elect will occur at the Stockholm FIG WW.

8. FIG Liaisons update and future– ie with UN and IAG, AFREF, ION, ISPRS. New opportunities / liaisons?

- IAG – The draft document will require some minor modifications and then be sent to Chris Rizos for IAG Council endorsement. FIG endorsement can occur at Commission level through Comm 5 member / FIG Vice President Matt Higgins. Proposed action plan for 2008 is combined technical sessions at the deformation symposium in Lisbon – Portugal, May ; combined technical sessions at FIG WW in Stockholm, June. For 2009 it is proposed to target the 2009 SEASC in Bali and use the UN Vertical Reference Frame topic as a common issue. This topic could also involve ION participation. Discussion also occurred on the purpose of the current internal document and the creation of external document outlining the projects for 2008 and 2009.
ACTION – Matt to discuss with Chris Rizos the above and notify Rudolf, Rob, Volker and Mikael of the next phase.
- AFREF – FIG involvement is now a watching brief. Comm 5 to continue monitoring through Matt.
- ION – A proposal for Rob and Mikael to attend ION in September 2008 to follow up possible FIG / ION liaisons was discussed.

ACTION – Matt to discuss with Dorota Brezinska at IGSS Sydney Dec 2007 the implementation action of the current agreement. This includes 2008 / 2009 combined projects, 2009 SEASC Bali, and Rob and Mikael attending ION.

- ISPRS

ACTION – Naser and Andrew to consider attending Beijing, August 2008.

ACTION – Matt to submit report on last meeting (International Committee on GNSS (ICG)) ASAP.

9. Website upgrade – general discussion on proposals.

FIG Office can make normal web site changes whilst Markku is away however major architectural or function changes will need to wait for Markku's return.

ACTION – All need to consider upgrades or changes (ie a static or dynamic website, the use of Blackboard or Wiki-spaces) for the Comm 5 website. Rob will compile these suggestions and then prepare a proposal on future changes for the Comm 5 website. Note – this changes will be submitted to ACCO by Rudolf as possible changes / upgrades for the FIG website.

10. Activities for FIG Working Week – Stockholm Sweden

It was suggested –

- A dedication to Jean Marie Becker be done at the end of a plenary session.
ACTION- Matt and Rudolf to pursue through ACCO and Council.
- A technical plenary session with Comm 4, 6. To fit in with the conference theme the Comm 5 presentation could articulate the history of geodesy and its' future – including contemporary issues such as GNSS, CORS, services.
ACTION - Matt and Rudolf to pursue through ACCO and Council.
- Normal paper topics such as adjustment and theory, mobile mapping, GNSS processing, imagery, networks, levelling / heighting etc
- Possibly 2 invited / designer sessions on GNSS Testing and Calibration - this includes inviting presentations (maybe 6) on topics such as signal and antennae calibration, RTK testing, reference standards, GNSS equipment calibration, legal traceability etc. The format will be similar to Munich 2006 CORS seminar that is have a panel discussion to engage the delegates. Presenters will be required to submit a paper.
- Possibly 2 invited / designer sessions on CORS Network Providers – discussing topics such as digital communications and their developments with respect to positioning, GNSS data management software, RTCM, overview of network operations. The format would be similar to Munich 2006 that is create a panel of GNSS vendors, GNSS CORS network providers, digital communications representative etc. Presenters will be required to submit a paper. Also posters by CORS Networks Providers should be encouraged and be posted in the forum room. Note those who submit a poster will need to also submit the CORS information template or metadata form so that this information can be uploaded to the Comm 5 website.
ACTION – with respect to the invited / designer sessions, David, Matt, Mikael, Volker and Rob to get in contact with potential presenters and develop these sessions.
- Accommodation and social activities in Stockholm
ACTION – Mikael to explore accommodation and Comm 5 social activities.

11. Next Steering Committee meeting

June 2008 at the Stockholm FIG WW.