



Steering Committee Meeting
13th and 16th May 2007, Hong Kong

1. Welcome, Opening Remarks, Roll call
Present – Rudolf, Rob, Andrew, Volker, Mikael, David, Matt (arrived at end of meeting 13th May) and Perrine (attendance 16th May only)
Apology – Naser
2. Confirmation of Agenda
Confirmed.
3. Action items from previous Steering Committee minutes – Refer to Action Items spreadsheet.
Action items were reviewed, updated and new ones appended.
ACTION - Steering Committee members to attend to their 'actions'.
ACTION - Rob to contact Matt to advise him of his required 'actions'.
4. Report from WG's - progress and general discussion on work plans and issues
Working Group Chairs provided a general overview on their progress. Discussion continued on developing membership to the subject Work Groups and possible Commission 5 activities at the Costa Rica and Stockholm symposia.
ACTION – All to 'build' active membership to their Working Group. Review and contact 2002-06 working group members, send letters to Commission 5 National Delegates requesting them to nominate suitable persons. Rob to re-circulate template letters of introduction.
ACTION – Rudolf and Rob to find out who is the 'local' contact for the Costa Rica technical program.
ACTION – Mikael to find out who is the 'local' contact for the Stockholm technical program.
ACTION – All to start considering themes for possible technical sessions or workshops for Costa Rica and Stockholm.
ACTION – Andrew to speak to Naser re 'Car Navigation' conference in 2008 and to circulate details.
5. Discussion of Inter-WGs and Inter-Commissions activities.
Discussion primarily focused on potential joint activities within Commission 5 Working Groups especially with respect to airborne or non terrestrial laser scanning and GNSS.
ACTION – All to continue liaising and consider possible joint themes for future sessions / workshops to facilitate their issues. For example a technical session on processing / analysing LIDAR data, operational guidelines, etc
ACTION – Perrine to contact Frederic Bretar regarding LIDAR information
ACTION – Rudolf to find another contact in ISPRS who can assist Naser as the Commission 5 representative.
ACTION – Mikael to liaise with Commission 4 and report on the proposed actions for the Joint Working Group on Vertical Reference Frame for Hydrography.
6. Follow up on Munich RTK and CORs Forum

Rudolf will provide a brief summary of the actions to date relating to this topic at the ‘new techniques for positioning’ forum. It was noted that many of the issues that arose from this Munich forum have been incorporated into the Working Group plans. Refer to Item 7.

7. Proposal to create a new working group ‘Position Infrastructures’ and related forum. The Steering Committee discussion was primarily about the potential roles and functions of Commission 5 to facilitate the promotion and development of this ‘hot topic’. It was suggested that ‘new positioning techniques and infrastructures’ must be clearly defined, Commission 5’s role and ‘objectives’ be concise and achievable, this topic and the issues ‘could’ be integrated into existing Working Groups, and Commission 5’s activities be -
- facilitate forums on this topic
 - address standards and best practice guidelines
 - be a lobbying voice
 - disseminate information - website
 - instigate and facilitate discussion
 - produce a publication.

ACTION - All to actively participate at HKG New Position Techniques (and infrastructure) forum.

The ‘New Position Techniques’ forum was a well attended and a relative success. Andrew will lead this new sub working group / special study group and discuss further action with Naser.

ACTION – Rob to compile a summary of the New Position Techniques forum and circulate a list of actions for its next phase to Steering Committee for comment.

ACTION – Andrew to update and discuss with Naser further action.

8. Report on ACCO and Council
Rudolf provided an overview of the HKG ACCO meeting. The main items discussed at the ACCO meeting were the activities of the Commissions, Peer Review System and eJournal, details of coming FIG events such as Costa Rica and Stockholm, future enhancement of the FIG website and an update of proceedings for HKG Working Week.
9. FIG proposal to create a Peer Review System
Rudolf provided an overview of the Peer Review System (PRS) and requested the Steering Committee to start considering and preparing a list of potential Commission 5 reviewers. A formal request for reviewers and notification about the PRS to Commission 5 delegates will be sent out once the PRS documentation has been finalised. In summary the PRS will –
- have a list and/or ‘pool’ of reviewers with academic credentials (minimum doctorate) or be considered by peers as an expert in operational surveying.
 - be DOUBLE and BLIND.
 - have a Chief Editor.
 - have a web based ON-LINE Review-System
 - not be mandatory
 - reviewed papers will be labeled accordingly in proceedings
 - papers that do not receive a favorable review will be still be part of the conference proceedings but will not be labeled as reviewed
 - papers to be reviewed shall be submitted in full when abstracts are due
 - it will be trialed for the Costa Rica conference

ACTION – Rudolf to circulate the adopted PRS policy document once Council / ACCO have endorsed it.

ACTION – All to consider and prepare a list of potential reviewers.

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

Matt advised that the ION agreement has been signed and IAG / FIG document is still be developed. He also advised that Ruth Neilan is preparing a summary of AFREF for UN IGNSS to stimulate this project. Note Mikael will now be looking after AFREF. Matt also suggested that a meeting with Chris Rizos, Larry Holtham, Dave Ziloski, David Boyle, Neil Weston, Ruth Neilan, Mikael, Rudolf, Rob and himself have a meeting at HKG to discuss assisting the development of reference frames for Asia Pacific countries. FIG Commission 5 role would be to assist with the organisation of stakeholders (PCGIAP, Geoscience Australia etc), implementation of a new reference frame, facilitate workshops and technical sessions for surveyors in the region.

ACTION – Matt, Mikael, Rudolf and Rob to have a meeting in HKG with stakeholders on AFREF and Asia Pacific Reference Frames.

Meetings were held. Matt's 'document' was discussed. It was agreed that Mikael and Rob were to maintain the IAG/FIG document and Ruth Neilan to do a summary of AFREF for Bangalore, India and Rudolf should try and attend IAG Perugia and provide an overview of FIG Comm 5 and its workplan.

ACTION – Mikael and Rob to amend the latest IAG / FIG document and maintain it, once Matt emails an electronic version.

ACTION – Rudolf to check his schedule to see if he can attend Perugia.

11. Website upgrade – general discussion on proposals.

ACTION – all Working Group Chairs to review their website and update.

The protocol is to send proposed changes to Rudolf and Rob for comment and then forward final proposal to FIG Office –Per Wilhem to upload changes. It was suggested to put the proposal into a Word document and track future changes in the same document.

12. HKG Working Week Feedback

The HKG Working Week was satisfactory, however there is some concern regarding the 'less than average' technical content and quality of some papers thus it was agreed by the Steering Committee that this needs to be improved for Stockholm. The number of 'no shows' was also an issue and this needs attention and action by future technical program committees.

ACTION – Rudolf to advise ACCO of the Steering Committee's concerns and issues.

13. Next Steering Committee meeting

Costa Rica November 2007