

## **STATUTES AND INTERNAL RULES**

### **PROPOSAL TO THE 24<sup>TH</sup> GENERAL ASSEMBLY SEOUL, KOREA 6–11 MAY 2001**

#### **Introduction**

The FIG 23<sup>rd</sup> General Assembly adopted the principles on the future governance of FIG at its meeting in Prague in May 2000. The decision was based on the recommendations of the Task Force on the Future Governance of FIG. At the same time the General Assembly agreed to make amendments to the statutes and internal rules to be adopted at its next meeting to be held in Seoul, Korea 6–11 May 2001.

To help this discussion the Bureau posted the draft statutes and internal rules on the FIG web site in December 2000. This final proposal to the General Assembly is based on the draft and comments received from the member associations. The proposal includes changes resulting from the Task Force's proposal – e.g. procedures for elections – but also some other amendments that are needed e.g. after the establishment of the permanent office.

In this paper no changes are proposed to the Commission, Task force and Permanent Institution structure because a new Task Force is working on this subject.

This proposal includes a full set of statutes, internal rules and guidelines as they are proposed to be in force after the General Assembly in Seoul.

On the FIG web site ([www.fig.net](http://www.fig.net)) the current statutes and internal rules are placed in a way that they can be compared and where the changes are highlighted.

The set of Statutes and Internal Rules include:

- Statutes
- Internal Rules
- Responsibilities of the new Council members
- Guidelines on organising FIG congresses
- Guidelines on organising FIG working weeks
- Guidelines on FIG certificates and badges
- FIG Council members during the transition period

# **INTERNATIONAL FEDERATION OF SURVEYORS (FIG)**

## **STATUTES**

### **PREAMBLE**

The International Federation of Surveyors was founded in 1878 as the Fédération Internationale des Géomètres (FIG) by seven national associations of surveyors representing Belgium, France, Germany, Italy, Spain, Switzerland and the United Kingdom. It is an international, non-government organisation (NGO) registered in the country in which its permanent office is domiciled, whose aim is to ensure that the disciplines of surveying and all who practise them meet the needs of the markets and communities that they serve. It operates under the following Statutes.

### **STATUTES**

#### **1.0 DEFINITIONS**

- 1.1 In these Statutes the following definitions shall apply
  1. “Federation” means the International Federation of Surveyors (FIG)
  2. “Internal Rules” means rules prescribed by the General Assembly for the efficient and democratic management of the affairs of the Federation
  3. “Permanent Institution” means an institution established for the purpose of pursuing specific on-going tasks
  4. “Office” means the permanent office for the purpose of administering the work of the Federation
  5. ACCO means the Advisory Committee of Commission Officers
  6. “Surveyor” means a professional person as defined in Appendix 1.

#### **2.0 OBJECTIVES**

- 2.1 The objectives of the Federation are
  1. to provide an international forum for the exchange of information about surveying and for the development of fellowship between surveyors
  2. to collaborate with the United Nations and other international and regional agencies in the formulation and implementation of policies affecting the use, development and management of land and marine resources
  3. to promote the disciplines of surveying, particularly in developing countries and countries in economic transition
  4. to promote the role of the surveyor in the management of natural and man-made environments

5. to promote the development of national associations of surveyors and to promote professional standards and codes of ethics and the exchange of surveying personnel
6. to promote high standards of education and training for surveyors and to facilitate continuing professional development (CPD)
7. to encourage the development and proper use of appropriate technology
8. to encourage research in all disciplines of surveying and to disseminate the results.

2.2 The Federation shall abstain from any interference in questions of a political, racial or religious nature.

2.3 The Federation shall not permit any of its activities to be influenced by statements or actions of a political, social or religious nature.

### **3.0 MEMBERS**

3.1 There shall be the following categories of members

1. member association: a national association representing one or more of the disciplines of surveying
2. affiliate: a group of surveyors or surveying organisation undertaking professional activities but not fulfilling the criteria for member associations
3. corporate member: an organisation, institution or agency which provides commercial services related to the profession of surveyor
4. academic member: an organisation, institution or agency which promotes education or research in one or more of the disciplines of surveying
5. correspondent: an individual in a country where no association or group of surveyors exists that is eligible to join the Federation as a member association or affiliate
6. honorary president: a past president who has rendered outstanding service to the Federation during his or her period of office
7. honorary member: an individual who has materially assisted the development and promotion of the surveying profession at the international level.

3.2 The admission of a member association and the appointment of an honorary president and honorary member shall be decided on a vote of the General Assembly. All other admissions shall be decided by the Council.

3.3 Membership shall cease by resignation or by expulsion.

## **4.0 MEMBERSHIP FEES**

4.1 The General Assembly shall set levels of fees, including minimum and maximum levels, for member associations based on the numbers of their members.

4.2 Fees shall be payable annually on the first day of the calendar year in which they fall due.

4.3 The General Assembly shall have powers to expel from the Federation any member association whose fees are in arrears. The General Assembly shall under normal circumstances expel from the Federation any member association whose fees are three years in arrears. The Council shall take action to expel any other member whose fees are in three years in arrears.

4.4 The fees payable by affiliates, corporate members, academic members and correspondents shall be decided by the Council and reported to the General Assembly.

4.5 Honorary presidents and honorary members shall not be required to pay any fees.

## **5.0 ADMINISTRATION OF THE FEDERATION**

5.1 The Federation is an international organisation with a registered Office.

5.2 The business of the Federation shall be directed by the Council under the authority of the General Assembly and administered by the Office.

5.3 The Council is composed of the president of the Federation and four vice presidents.

5.4 Additional ex-officio (non-voting) members of the Council may be appointed by the General Assembly. These will include the Director of the Office, an ACCO representative and the Director of the next Congress.

5.5 The term of office for all elected members of the Council is four years. No individual may serve for more than two consecutive periods on the Council and the term of office of the president is limited to one period of four years. The term of office for the President, Vice Presidents and the ACCO representative starts on 1 January in the year immediately following the preceding General Assembly.

5.6 If any elected/appointed officer is unable to complete his or her period of office, a replacement member shall be elected/appointed for the remaining period.

## **6.0 GOVERNANCE OF THE FEDERATION**

6.1 The Federation is governed by its General Assembly of member associations which shall meet once each calendar year. The meetings of the General Assembly should be held at intervals of about 12 months but must be no closer than nine months apart, except in the case of an extraordinary meeting.

6.2 Meetings of the General Assembly are presided over by the president of the Federation or, in his or her absence, by one of the vice presidents. A full agenda, with motions for each item to be put to the meeting, shall be sent out at least two months prior to each meeting and shall also be placed on the Federation's home page on the World Wide Web.

- 6.3 The powers of the General Assembly are
1. to amend the Statutes of the Federation
  2. to admit member associations and to appoint honorary presidents and honorary members
  3. to elect members and to confirm appointments to the Council and to approve the responsibilities delegated to each of its members
  4. to set levels of fees for the member associations
  5. to establish commissions, ad hoc commissions, permanent institutions and task forces and to elect chairs and vice chairs of the commissions and directors of the permanent institutions
  6. to adopt plans of work, budgets and audited statements of accounts
  7. to prescribe Internal Rules
  8. to expel member associations
  9. to do all such other matters as the Federation sees fit for the achievement and promotion of its objectives.

6.4 For a General Assembly to be constitutionally valid, there must be present at least one individual member of at least one third of the member associations. An individual member may represent only one member association.

6.5 All decisions of the General Assembly shall be taken by simple majority vote. Only member associations which have paid their fees for the previous calendar year and have no other arrears and which are represented at the meeting by an individual member shall be entitled to vote. Each member association shall nominate an individual member who shall be authorised to cast that member association's vote at any meeting or extraordinary meeting of the General Assembly.

6.6 The number of votes which may be cast by a member association is one.

6.7 The vote shall be taken by a show of hands unless a ballot is ordered by the chairperson or requested and seconded from the floor. Elections should always be by ballot. In the case of an equality of votes the chairperson shall cast the deciding vote except in the case of elections to office where the final decision will be made by selecting a name by blind ballot.

6.8 The Council or one quarter of the member associations can demand the convening of an extraordinary meeting of the General Assembly. The period of notice, quorum and voting procedures for an extraordinary meeting shall be the same as those for the General Assembly.

## **7.0 POWER TO BIND AND LIABILITY**

7.1 The Federation shall indemnify employees, members of the Federation and members of the Council against any liability in respect of actions properly taken on behalf of the Federation.

## **8.0 FORCE MAJEURE**

8.1 In the event of force majeure rendering liaison with the majority of members of the Federation impossible, the Council shall take all measures necessary for the safety of the Federation's funds and its archives and for the custodianship of the Federation; but otherwise all activity of the Federation shall cease until conditions permit activities to be resumed.

## **9.0 LANGUAGE**

9.1 The working language of the Federation shall be English.

## **10. LIQUIDATION**

10.1 The decision to liquidate the Federation can be taken only at a meeting or an extraordinary meeting of the General Assembly.

10.2 Assets which may become available or realised shall be transferred to the members in proportion to annual fees paid in the calendar year prior to liquidation.

## **INTERNAL RULES**

### **1.0 DEFINITIONS**

1.1 In these Internal Rules the following definitions shall apply

1. “congress” means an international meeting held every fourth year and including meetings of the General Assembly, the Advisory Committee of Commission Officers and the Council.
2. “host” means the member association or member associations responsible for hosting and organising a meeting
3. “working week” means a period of activity including an international or regional seminar and meetings of the General Assembly, the Advisory Committee of Commission Officers and the Council.

### **2.0 MEMBER ASSOCIATION**

2.1 A member association is comprised of individuals who possess relevant academic qualifications (which should normally be equivalent to at least UNESCO International Standard Classification of Education (ISCED) level 5 degrees) plus approved professional experience; and who provide professional services in accordance with ethical standards.

2.2 Associations which include technician grades of membership are also eligible for membership of the Federation.

2.3 A member association shall be entitled to host congresses and working weeks, to nominate candidates for election to the Council, to nominate delegates to the commissions and ad hoc commissions of the Federation, to participate in voting at meetings and extraordinary meetings of the General Assembly and to receive all material disseminated in the name of the Federation. A member association shall encourage its members to participate in the Federation’s technical meetings.

2.4 In the case of an application received from an association in a country which already has one or more member associations, these associations shall be informed of the application and their comments sought.

2.5 An association wishing to become a member of the Federation shall make an application to the Council which will consider it and submit it to a vote of the General Assembly.

### **3.0 AFFILIATE**

3.1 An affiliate is an organisation, comprised of individuals who practise the profession of surveying, which does not fulfil the criteria for membership as a member association.

3.2 An affiliate may be admitted to membership where the discipline or disciplines it represents are not already represented within the Federation by a member association from the same country. The admission of an affiliate should normally be a step towards the development of an association which can eventually become a member association.

3.3 An affiliate shall be entitled to nominate delegates to the commissions and ad hoc commissions of the Federation and to receive all material disseminated in the name of the

Federation. An affiliate shall encourage its members to participate in the Federation's technical meetings.

3.4 In the case of an application received from a group or organisation in a country which already has one or more member associations, these associations shall be informed by the Council of the application and their comments sought.

3.5 A group wishing to become an affiliate shall make an application or organisation to the Council which will consider it and notify its decision to the applicant and to the General Assembly. Under normal conditions an affiliate must withdraw from membership consequent on the disciplines it represents becoming represented within the Federation by a member association from the same country.

#### **4.0 CORPORATE MEMBERS**

4.1 An organisation, institution or agency wishing to become a corporate member shall make an application to the Council which will consider it and notify its decision to the applicant and to the General Assembly.

4.2 A corporate member shall be entitled to contribute to the work of the commissions and ad hoc commissions of the Federation, to receive all material disseminated in the name of the Federation and to promote its products and services through the medium of the Federation. Corporate members' representatives shall be encouraged to participate in the Federation's technical meetings.

#### **5.0 ACADEMIC MEMBERS**

5.1 An organisation, institution or agency wishing to become an academic member shall make an application to the Council which will consider it, and notify its decision to the applicant and to the General Assembly.

5.2 An academic member shall be entitled to contribute to the work of the commissions and ad hoc commissions of the Federation, to receive all material disseminated in the name of the Federation and to promote its educational and research activities through the medium of the Federation, including the Federation's surveying education data base. Academic members' representatives shall be encouraged to participate in the Federation's technical meetings.

#### **6.0 CORRESPONDENTS**

6.1 A correspondent shall be a senior member of the profession whose activities bring him or her into contact with more than one discipline of surveying. There shall be no more than one correspondent per country.

6.2 Correspondents shall be entitled to contribute to the work of the commissions and ad hoc commissions of the Federation and to receive all material disseminated in the name of the Federation and have a duty to make this material available to surveyors and others in their countries. Correspondents and other surveyors in the countries they represent shall be encouraged to participate in the Federation's technical meetings.

6.3 The admission of a correspondent should normally be a step towards the development of groups or associations in the same country which can eventually become affiliates or member associations.

6.4 The admission of a correspondent shall be decided by the Council and reported to the General Assembly.

## **7.0 HONORARY PRESIDENT AND HONORARY MEMBER**

7.1 Nominations for these appointments shall be made by a member association or the Council which will consider them and submit them to a vote of the General Assembly.

7.2 Honorary presidents and honorary members shall be kept informed about the activities of the Federation and welcomed at meetings of the General Assembly.

## **8.0 OFFICE**

8.1 The Office of the Federation is registered in Copenhagen, municipality of Frederiksberg.

## **9.0. THE COUNCIL**

9.1 The president is elected by the General Assembly in the year of a Congress. Each nomination shall be made by the member association of which the nominee is a member. The Council will write to member associations asking for nominations and giving the closing date for their receipt by the Office. This will normally be six months prior to the General Assembly.

9.2 The four vice presidents are elected by the General Assembly. The election will take place on a phased basis so that two posts are filled at the General Assembly held during a congress year and two posts at the Assembly held two years later. Each nomination shall be made by the member association of which the nominee is a member. The Council will write to member associations asking for nominations and giving the closing date for their receipt by the Office. This will normally be six months prior to the General Assembly.

9.3 A member association can nominate a new candidate or renominate a previously unsuccessful candidate whenever nominations are called for the office of president or vice president.

9.4 The General Assembly shall establish a Nominations Review Group (NRG) on the recommendation of the Council. The NRG shall normally consist of three to five persons with considerable experience of the Federation and shall be chaired by the immediate past president. Its members shall hold office for four years, from Congress to Congress. A member of the current Council cannot be a member of the NRG. If any member of the NRG is unable to complete his or her period of office, a replacement shall be appointed by the Council and ratification of that appointment sought from next meeting of the General Assembly.

9.5 The Council shall promulgate guidance notes for the NRG requiring it, inter alia, to review the nominations for president and vice-presidents and, in making its selection, to consider the candidates' qualifications and ensure a balanced distribution of candidates as between different geographical regions and different surveying disciplines. The recommendation of the NRG, together with relevant information on the candidates, shall be circulated to members with the agenda and papers for the General Assembly which will be voting on the recommendation. If a nominee of a member association is not included in the recommendation of the NRG that member association has to reconfirm that its candidate remains a nominee and for which post(s) before or at the General Assembly.

9.6 If the recommendation of the NRG is not adopted as a package the General Assembly shall be invited to vote for each candidate. The first vote shall be between all candidates, including the one proposed by the NRG, for the post in question. If no single candidate for that post gains an absolute majority of the votes cast, a second vote will be held between the three candidates that have the most votes. If there is no absolute majority a final vote will take place between the two candidates that have gained the largest number of votes in the second round. In the event of a tie on that vote, the President shall order a ballot.

9.7 The Council shall meet whenever necessary and at least twice year.

9.8 The Council shall develop and ensure the implementation of the policy of the Federation and seek approval for the Federation's plan of work from the General Assembly. It shall prepare and submit to the General Assembly for approval annual budgets and statements of account and ensure that professional audits are conducted annually. It shall execute contracts to maintain and staff the Office, lay down the responsibilities of the Office and monitor its performance.

## **10.0 FINANCIAL ADMINISTRATION**

10.1 The Federation shall finance its activities from fees payable by its members; meetings, publications and other revenue-generating activities; grants and subsidies; special levies; and gifts and legacies.

10.2 Changes to levels of fees set by the General Assembly must be approved by the General Assembly during the calendar year that occurs two years ahead of the one in which the changes are to take effect.

10.3 In the case of a member expelled for non-payment of fees, membership can be restored on payment of the arrears by the decision of the Council.

## **11.0 COMMISSIONS**

11.1 Commissions shall be established to further the technical and professional work of the Federation. Between them they shall cover all the activities listed in the definition of a surveyor. The terms of reference of the commissions and the duration of their work shall be decided by a vote of the General Assembly so that together they shall be able to anticipate and respond to market trends and client demand.

11.2 A commission shall be comprised of delegates appointed by the member associations and affiliates. Each member association or affiliate shall be entitled to appoint one delegate to each commission, who will be expected to attend, as a minimum, at least one congress and, whenever possible, technical meetings organised by the commission in the intervening years. It is, however, recognised that much of the work of a commission will be conducted by correspondence.

11.3 Correspondents, corporate members, academic members or other persons appointed by commission chairs may contribute to the work of the commissions but not to their administration.

11.4 Each commission shall be presided over by a chair who shall take office at the conclusion of a congress and serve until the conclusion of the next congress. The appointment of chairs of commissions shall be decided by a vote of the General Assembly. In the case of each commission, nominations may be made either by the current chair on

behalf of the commission or by member associations. The nominations shall be called for at least six months in advance of the General Assembly at which the appointments are to be made to enable the Council to ensure that the nominees command the support of their member associations and the relevant commissions. A nominee shall preferably have played an active part in the activities of the commission for which he or she is being nominated as chair and shall have demonstrated possession of the personal and professional capabilities needed to lead the work of the commission. In addition, the Council shall assure itself as to the nominees' practical availability for service and that they have sufficient financial and administrative support. In the event of no nomination being received for the chair of a particular commission, the Council shall take such action as may be needed to ensure that the position is filled.

11.5 No one country shall normally hold a chair of the same commission for two consecutive terms.

11.6 Each commission chair shall attend and submit a report to each meeting of the General Assembly and may participate in debate but shall not have voting rights.

11.7 The Council shall promulgate guidance notes for commission chairs.

11.8 The appointment of vice-chairs shall be decided by a vote of the General Assembly at the same meeting at which chairs are appointed. In the case of each commission nominations may be made either by the chair on behalf of the commission or by member associations. The nominations shall be called for at least six months in advance of the General Assembly at which the appointments are to be made to enable the Council to ensure that the nominees command the support of their member associations and the relevant commissions. In the event of no nomination being received for the vice chair of a particular commission, the Council shall take such action as may be needed to ensure that the position is filled.

11.9 In the event that a chair or a vice-chair is unable to fulfil the responsibilities of the office the Council shall make such arrangements as it deems necessary to ensure the continuity of that commission's work, including the appointment of a new chair or new vice-chair if necessary.

11.10 The work of the commissions shall be supported financially by the Federation. Exact amounts of annual grants and any other support shall be determined by the Council.

## **12.0 THE ADVISORY COMMITTEE OF COMMISSION OFFICERS (ACCO)**

12.1 ACCO is constituted by the commission chairs and vice chairs and the vice president responsible for commissions and the ACCO representative on the Council. It shall be chaired by the vice-president and shall be responsible to the Council. ACCO shall meet at least annually, during either the working week or the period of a congress. It is responsible for co-ordinating and advising the Council on the work of the commissions. It may also debate other matters affecting the Federation and advise the Council accordingly.

12.2 ACCO shall be entitled to nominate a representative to the Council whose term of office shall be two years. This representative shall be knowledgeable about the commissions and their way of working and will normally be a commission chair, vice chair or immediate past chair.

## **13.0 AD HOC COMMISSIONS**

13.1 In addition to the commissions, ad hoc commissions may be established by a vote of the General Assembly to carry out special technical assignments, projects or studies, including cross-commission activities. Ad hoc commissions will normally be established for a specified period and disbanded following the acceptance of their reports by the General Assembly. Their composition, chairs, terms of reference and work plans shall be approved by the Council.

13.2 The work of an ad hoc commission may be supported financially by the Federation.

## **14.0 TASK FORCES**

14.1 Task forces may be established by the Council to research and advise on matters of an administrative nature. They will normally be of short duration and will be concluded on the presentation and acceptance of their reports by the Council and, where necessary, the General Assembly. Their composition, chairs, terms of reference and work plans shall be approved by the Council.

## **15.0 PERMANENT INSTITUTIONS**

15.1 The establishment of a permanent institution shall be decided by a vote of the General Assembly for the purpose of pursuing specific on-going tasks.

15.2 The work of a permanent institution shall be presided over by a director, who shall be nominated by a member association in the country in which the permanent institution is housed. The Council will consider the nominations for the director and submit it to a vote of the General Assembly. The Council will ensure that the work of a Permanent Institution accords with the Federation's plan of work.

15.3 Directors of permanent institutions may attend meetings of the General Assembly and ACCO and may participate in debate but shall not have voting rights. They shall present reports on the work of their permanent institutions to each meeting of the General Assembly.

15.4 Each permanent institution shall be responsible for its own finances and for any expenses incurred by its director.

## **16.0 LIAISON WITH INTERNATIONAL BODIES**

16.1 The Council, together with the commissions where appropriate, shall seek opportunities for the Federation to develop relationships and undertake activities jointly with the United Nations and other international agencies.

16.2 The Council shall take action to ensure that the profession of surveying is correctly represented in international and regional classifications of activities, occupations and educational programmes.

## **17.0 CONGRESSES AND WORKING WEEKS**

17.1 Congresses provide opportunities for commissions to report the results of their previous four years' work and to establish the goals which will guide their future work. Technical and professional meetings, including those held during working weeks, and other technical and professional events provide a medium for the commissions to present interim

reports and otherwise to review progress and identify trends that will influence their future work.

17.2 A member association or associations wishing to host a congress or a working week in its country shall make a submission, accompanied by an outline budget, to the Council and the venue shall be selected five years in advance on a vote of the General Assembly. If the host is subsequently unable to fulfil its commitment, the Council will decide on an alternative venue, which the General Assembly will be invited to ratify at its next meeting.

17.3 The Council will publish guidelines on procedures for congresses and working weeks.

## **18.0 DOCUMENTATION AND INTERPRETATION**

18.1 Documentation for and presentations at all meetings of the Federation shall be in English apart from regional seminars and symposia and special sessions during the working weeks and congresses. Host associations can, if they so wish, organise the translation of documents into other languages. The host may provide simultaneous interpretation into its own language. Other member associations can bring their own interpreters and the host may provide simultaneous interpretation facilities for a limited number of languages, debiting the cost to the event budget.

## **19.0 PUBLICATIONS**

19.1 The Council shall be responsible for publishing

1. a home page on the World Wide Web
2. an annual report, which is the Federation's main medium of external communication and its principal marketing tool
3. a quarterly bulletin, as the main medium of communication between the Council; the commissions and their delegates; and the members of the Federation
4. additions to the FIG publication series, which includes formal policy statements and ethical, educational and technical guidelines
5. practice statements
6. minutes of meetings and extraordinary meetings of the General Assembly and minutes of meetings of the Council.

## **20.0 BADGES AND CERTIFICATES**

20.1 From time to time the Federation may award badges and certificates in recognition of individuals who have made significant contributions to the work of the Federation. The Council shall decide who merits the awards and shall publish guidelines regarding the format of the badges and certificates.

## **RESPONSIBILITIES OF THE NEW COUNCIL MEMBERS**

### **1. The responsibilities of the Council members during 2001 – 2002**

The individual responsibilities of the members of the Council shall be as follows

#### **President**

- provide the professional leadership of the Federation
- take appropriate initiatives to ensure that the Federation achieves its principal objectives as laid down in the statutes and defined within the plan of work
- clarify and communicate a future vision for the Federation
- promote the Federation to external agencies and ensure the co-ordination of the Federation's relations with such agencies
- recommend and ensure the appointment of ad hoc commissions or task forces to undertake specific tasks which are not within the ambit of the commissions or to assist the work of the Council
- consult commission chairs and the member associations regarding nominees as vice-chairs
- consult the General Assembly whenever a question arises outside the administrative powers of the Council
- submit a written report to each meeting of the General Assembly.

#### **Vice presidents**

Each vice president shall be required to

- chair task forces as appropriate
- attend meetings of the Advisory Committee of Commission Officers
- report as required to meetings of the General Assembly.

The separate responsibilities of vice-presidents shall be as follows

#### **Vice president (former secretary general)**

- advise the FIG office on administration policy matters
- monitor the implementation of all decisions of the Federation's administrative meetings
- develop the Federation's information policy
- ensure that the Federation works within its statutes and internal rules
- submit a written report to each meeting of the General Assembly
- maintain contact with sister and other international organisations according to the decisions of the Council
- maintain contact with member associations according to the decisions of the Council
- chair task forces as appropriate
- report as required to meetings of the General Assembly.

#### **Vice president (former treasurer)**

- be responsible for financial strategy and its implementation
- ensure the preparation of annual budgets and long term financial policy
- develop fundraising policies for the Federation
- provide the link between the Federation and the Council and between the Federation and the FIG Foundation

- chair task forces as appropriate
- report as required to meetings of the General Assembly.

Vice-president (A) (for the moment the designated incoming president)

- chair the Advisory Committee of Commission Officers
- oversee the development of the Federation's strategic plan
- prepare the Council's plan of work for inclusion in the Federation's work plan
- ensure that commission chairs develop their plans of work for inclusion in the Federation's work plan
- ensure that commission chairs implement tasks assigned to them in congress resolutions and included in their work plans
- ensure liaison as required between the commissions.

Vice-president (B) (for the moment nominated by the member association providing the outgoing Council)

- be responsible for broadening the membership base
- encourage members to play a full part in the Federation's activities, *inter alia* and as appropriate by nominating delegates to commissions, participating in meetings, and contributing to and distributing publications and computer-generated information
- advise on the continuity of policy in the affairs of the Federation

Vice-president (C) – (for the moment from the current Council)

- ensure the maintenance, co-ordination and development of the Federation's liaison with non-government organisations and other professional bodies
- co-ordinate the work of the task forces
- oversee the organisation of technical meetings held during working weeks
- co-ordinate programmes for other technical meetings organised in the name of the Federation
- assist professional development, by ensuring that technical meetings are organised in all parts of the world, including less developed countries and those in economic transition.

Congress director

- draw up the agenda and programme for the congress, for approval by the General Assembly
- ensure the despatch of all documents relevant to the congress
- be responsible for all the congress arrangements
- consult the Council on congress matters that relate to the Federation's policies and work plans - for example, the format and content of the opening and closing ceremonies
- submit periodic reports to the General Assembly.

## **2. The responsibilities of the Council members from 1 January 2003**

The individual responsibilities of the members of the Council shall be as follows:

## President

- provide the professional leadership of the Federation
- take appropriate initiatives to ensure that the Federation achieves its principal objectives as laid down in the statutes and defined within the plan of work
- clarify and communicate a future vision for the Federation and oversee the development of the Federation's strategic plan
- promote the Federation to external agencies and ensure the co-ordination of the Federation's relations with such agencies
- recommend and ensure the appointment of ad hoc commissions or task forces to undertake specific tasks which are not within the ambit of the commissions or to assist the work of the Council
- consult the General Assembly whenever a question arises outside the administrative powers of the Council
- submit a written report to each meeting of the General Assembly.

## Vice president A – Membership affairs

- be responsible for membership affairs and maintain contact with member associations according to decisions of the Council
- encourage members to play a full part in the Federation's activities, inter alia and as appropriate by nominating delegates to commissions, participating in meetings, and contributing to and distributing publications and computer-generated information
- provide the link between the Federation and the FIG Foundation
- be responsible for broadening the membership base
- lead on links with member associations within his or her region
- co-operate with other international and with regional bodies within his or her region according to the decisions of the General Assembly
- chair and participate in task forces as appropriate
- report as required to meetings of the General Assembly.

## Vice president B – Commissions

- chair the Advisory Committee of Commission Officers
- be responsible for contacts with the permanent institutions
- ensure that commission chairs develop their plans of work for inclusion in the Federation's work plan
- ensure that commission chairs implement tasks assigned to them in congress resolutions and included in their work plans
- ensure liaison as required between the commissions
- consult commission chairs and the member associations regarding nominees as vice-chairs
- lead on links with member associations within his or her region
- co-operate with other international and with regional bodies within his or her region according to the decisions of the General Assembly
- chair and participate in task forces as appropriate
- report as required to meetings of the General Assembly.

### Vice president C – External Relations

- be responsible overall for co-operation with other international and with regional bodies
- ensure the maintenance, co-ordination and development of the Federation's liaison with non-government organisations and other professional bodies
- maintain contact with sister and other international organisations according to the decisions of the Council
- assist professional development, by ensuring that technical meetings are organised in all parts of the world, including less developed countries and those in economic transition, and co-operate on these issues with other international and regional bodies.
- develop the Federation's information policy
- lead on links with member associations within his or her region
- co-operate with other international and with regional bodies within his or her region according to the decisions of the General Assembly
- chair and participate in task forces as appropriate
- report as required to meetings of the General Assembly.

### Vice president D – Fundraising and Corporate Members

- be responsible for financial strategy and its implementation
- ensure the preparation of annual budgets and long term financial policy
- develop fundraising policies for the Federation
- provide the link between the Federation and its corporate members
- lead on links with member associations within his or her region
- co-operate with other international and with regional bodies within his or her region according to the decisions of the General Assembly
- chair and participate in task forces as appropriate
- report as required to meetings of the General Assembly.

### Congress director – ex-officio

- draw up the agenda and programme for the congress, for approval by the General Assembly
- ensure the despatch of all documents relevant to the congress
- be responsible for all the congress arrangements
- consult the Council on congress matters that relate to the Federation's policies and work plans - for example, the format and content of the opening and closing ceremonies
- submit periodic reports to the General Assembly.

# **FIG GUIDELINES ON ORGANISING CONGRESSES**

## **1. Responsibilities**

Financial responsibility for organising a congress rests with the host member association or associations (referred to from now on as the host). The host, working through the medium of a congress director and such local back-up support that may be required, is also responsible for the provision of all local facilities. The host has to work in close co-operation with the FIG office and consult the Council on all main issues.

## **2. Length and content of meeting**

A congress lasts no more than eight days excluding the administrative meetings of the Council and the Advisory Committee of Commission Officers (ACCO). Provision should be made for sessions of the General Assembly (exact number and their duration to be advised by the Council); for the technical sessions, workshops and poster sessions and a complementary programme of technical tours; for a social programme and an accompanying persons programme; and for an opening and closing ceremony and an exhibition. .

## **3. Programme and administrative arrangements**

The content, number and duration of technical sessions allocated to each commission, including joint sessions, shall be settled by agreement between the congress director, the commission chairs, mainly through the medium of the ACCO and the Council, with the technical assistance of the FIG office. The Council should be asked if it requires any plenary or breakout sessions.

The congress director, with the assistance of an organising committee and, if so required, a professional event organiser, is responsible for all administrative arrangements associated with the event. The role of the FIG office will be agreed between the host and the FIG office for each congress.

The congress director and the host shall work in close co-operation with the FIG office. It is normal for the Director of FIG office to visit the host once or twice before the congress, to discuss the programme with the local organising committee; visit venues and review facilities; help with local promotion of the event and otherwise assist with the arrangements; and agree on the share of responsibilities between the local organisers and FIG. A technical visit closer to the date of the event may be needed to check that arrangements are proceeding according to plan.

## **4. Preparation and presentation of technical papers**

The work of each commission consists of the presentation and discussion of (i) reports of commission working groups and (ii) invited and selected, and possible poster, papers. It is important that authors of reports and papers (referred to from now on as papers) should be given a clear indication of what is required. The host, in consultation with commission chairs should therefore prescribe a timetable for preparing and issuing papers and ensure that this is strictly followed.

Authors are expected to attend the event as paying delegates to present their papers in person. A reduced fee for the speakers can be offered. The congress director may care to consider accepting papers only after their authors or nominated presenters have registered for the congress.

On acceptance by the commission chair of the subject matter of a paper, each author should be told by the commission chair, the FIG office or, if agreed, the organising committee:

- the length of time available for presentation of the paper
- that the paper must be written and presented in English (unless it has been agreed and notified via the congress programme that there will be sessions in any other language)
- the maximum length of the paper (which should not normally exceed 10 A-4 pages) and all requirements regarding format including title page, headings, page numbering, drawings, diagrams, formulae, photographs, tables, captions, footnotes and references
- that the paper must be accompanied by a summary (not exceeding 500 words) in English and any other language(s) which the event organiser may specify
- that the author is responsible for the English summary and possible summaries in any other languages
- whether the paper is required to be submitted in electronic format and, if so, the format to be used
- how many copies of the paper (and summary) are required
- the latest date by which the paper must be ready and to whom it is to be sent
- whether the event organisers will produce the copies required for distribution to delegates or whether this is to be the responsibility of the author (and, if so, what arrangements are to be made for paying the cost)
- the computer and audio-visual facilities which will be available for the presentation of papers
- that FIG has the right to publish the paper on the FIG web site without compensation both as an abstract and as a full paper.

When deciding how many papers to invite and how long each should be, commission chairs and the host should have regard to

- the time available at the event and its individual sessions for the presentation and discussion of papers
- whether or not simultaneous interpretation will be available
- the general nature and scope of the papers, and the results which are to be sought in the discussion and
- the cost of printing or otherwise producing the papers and other material comprising the proceedings of the event.

## **5. Translation and interpretation**

Simultaneous translation facilities and a team of interpreters should be provided if the host decides to provide simultaneous interpretation between English and the local language. Simultaneous interpretation facilities will also be needed for those member associations who advise that they will be bringing their own interpreters with them to the congress. If several member associations request this facility, the host should consult with the Council before deciding how many languages are to be accommodated. The costs of interpretation between English and the local language can be included in the event budget.

## **6. Registration fees and other charges**

The host should establish either a schedule of charges or registration fees to cover all costs associated with the organisation of the event, or a lower fee supported by grants or subsidies obtained by the host. It is advisable to avoid extra expenses for services, activities or events. Registration fees for students and for accompanying persons may be lower than the fees for delegates but the latter should at least cover the costs of their participation.

Gratis registrations should not be given, other than for members and ex-officio members of the Council (but not any accompanying persons) and Commission chairs or those directly responsible for the technical programme. There are also special rules applying to representatives of FIG's partners (e.g. UN agencies).

The Federation will not support a congress financially except to cover incidental costs the Council incurs for its work in the host's country.

The Council has to be consulted on the registration fees and fees for accommodation and technical tours. The additional registration fee for the General Assembly, if needed, should be low and could only be collected to cover the additional costs.

The registration form should include a payment box enabling delegates to make a voluntary contribution to the FIG Foundation. The details should be agreed with the FIG office.

## **7. Technical tours**

Technical visits to government departments and agencies, private practices, commercial undertakings, university departments and any other bodies concerned with surveying disciplines should be included in the programme, to give participants a first-hand look at the facilities and work of their counterparts. The tours should be scheduled to avoid conflict with other activities relevant to their fields of interest and at least half a day should be allocated to each tour or group of tours.

## **8. Social programme**

Wherever possible costs associated with social programmes should be included in the registration fee. The host itself is encouraged to sponsor at least one social event and every effort should be made to obtain hospitality from national and local government and from other organisations or commercial undertakings which may be willing to sponsor social events.

## **9. Accompanying persons programme**

A programme for accompanying persons should be designed by the host. Costs for these activities should be charged to the participants, either separately or in the registration fee.

## **10. Invitations and programme**

The invitation leaflet, registration form, programme and web site for the event should be designed in co-operation with the FIG office and approved by the FIG office before printing or being placed on the internet.

The timetable for sending out invitations, calling for papers, submitting papers, etc. should be agreed with the FIG office.

Invitations should be sent to all FIG member associations, affiliates, correspondents, academic members, corporate members, honorary presidents and honorary members, commission officers, task force chairs, permanent institutions and members of the Council. Addresses will be provided by the FIG office, which is also able to assist with other contact information. The number of invitations to be sent to each member should be agreed with the FIG office.

## **11. Numbers of participants**

The number of delegates and accompanying persons can vary considerably from time to time and from country to country. It is therefore recommended that information about numbers at previous congresses be sought from congress statistics or from the FIG office.

Normally 50–60 member associations and 150–250 delegates attend the meetings of the General Assembly at the Congress. The number of participants to the technical sessions varies depending on the programme and local participation.

## **12. Facilities**

Meetings of the General Assembly held during a congress should be laid out class-room style, with Council members seated on a platform facing the delegates. The FIG banner and the flags of countries represented in the Federation by member associations are normally placed behind the platform; and they are transferred from meeting organiser to meeting organiser, together with country and other name cards (costs are covered by the next host). A public address system with table and floor microphones should be provided, together with headsets for interpretation if there is to be simultaneous interpretation of any or all of the proceedings. Computer and audio-visual facilities and flip charts should be made available as required. The details should be agreed with the FIG office.

The same facilities should wherever possible be provided for technical seminars, commission and task force meetings and workshops.

Auditorium-style seating should be provided for the opening and closing session. The FIG banner and the Federation's country flags should be displayed, together with a banner or other backdrop if the host so wishes. Arrangements should be made for playing the FIG fanfare at the opening and closing session. Computer and audio-visual facilities should be made available as required by the FIG office.

A series of rooms, each with audio-visual facilities and flip charts, whose seating capacity when set out committee-style should range from between 20 to 50 people, should be made available to provide meeting accommodation for the Council, President, ACCO and individual commissions. For Commission meetings a room for each Commission (seats for 20-50 people) is required at least for the Commission meetings shown on the programme but ideally for the whole length of the congress.

For technical sessions rooms accommodating 50–300 people are required. The number of rooms will depend on the number of parallel sessions.

If possible there should be a hospitality room for accompanying persons. Rooms should also be made available for the administrative staff and helpers and translators (if simultaneous interpretation facilities are being provided). For the FIG office a room equipped with copier, printer, personal computer and internet and telephone connection should be reserved. The host is in charge of copying administrative papers during the working week and for providing assistant personnel.

Computers and photocopiers should be provided in a secretariat office. Other facilities, including telephone, fax and e-mail should be made available at cost for the delegates.

Whoever is responsible for organising each session is also responsible for appointing the moderator of that session. Moderators are responsible for appointing rapporteurs where

these are required to keep records or prepare reports for inclusion in the published proceedings of the event, for presentation to General Assemblies or for other purposes.

Provision should be made to tape the discussions in any or all of the sessions if this is considered essential to the production of the final report of the proceedings.

Depending on the number of delegates, paging and message facilities should be provided. The possibility for internet café should be considered.

### **13. Published proceedings**

The papers to be presented at the technical sessions of each of the commissions at the congress are made available in advance, in electronic format and/or in separate published volumes for each commission. The format of the proceedings (hard copy of full papers/hard copy of extended abstracts/CD-rom) should be agreed with the FIG office as well as the pricing principles.

The host is also responsible for providing all papers to FIG office in electronic format, to be posted on the FIG web site.

An additional volume, published after the congress, contains reports of the proceedings including the welcoming and keynote addresses presented at the opening ceremony, the congress prize winning paper, national reports from member associations, a summary of main decisions, the list of delegates, the list of exhibitors and the congress statistics. The registration fee should include the costs of providing each delegate with a CD-Rom of all presentations or/and three volumes of commission papers at the start of the congress (or such other number of volumes as the congress director may decide) and for sending delegates the additional volume by post.

Sale copies of all volumes should be available, at a price to be decided by the congress director.

### **14. Exhibition**

The number of exhibitors and visitors to the exhibition can vary considerably from time to time and from country to country. It is therefore recommended that information about numbers at previous comparable events be sought from the congress statistics or from the FIG office.

The amount of exhibition space, the rates to be charged and the duration of the exhibition will be determined by the host, who will usually find it helpful to consult with organisers of exhibitions at previous FIG congresses and at conferences organised by other international professional bodies. Space is leased to exhibitors at a rate determined by the host. Income from fees charged to exhibitors may be fixed so as to provide sufficient income to help defray other costs; and perhaps also to pay for the cost of a social function hosted by the exhibitors. Entry to the exhibition should be free to congress delegates; a separate day registration fee should be charged to members of the public.

FIG Corporate Members have to be given the first choice of space in the exhibition area. They are normally offered other benefits such as reduced booth prices. Booths should also be provided free of charge to the hosts of the next working weeks and the next congress, to enable them to promote these forthcoming events, and to FIG, to promote its own activities.

It is recommended that coffee/tea breaks and lunches take place in the exhibition area.

## **15. Publicity**

The host is advised to produce their preliminary programme in time for it to be available and promoted at the working week held two years prior to the congress. The preliminary programme is normally produced and promoted one year in advance. Organisers are encouraged to access the FIG web site ([www.fig.net](http://www.fig.net)) in compiling mailing lists for the preliminary programmes, other publicity material and the final programme/registration form. The host is encouraged to circulate these as widely as possible within their own country to encourage local attendance.

## **16. Pre- or post-congress tours**

These optional tours should be included in the overall event programme at the discretion of the congress organisers and should be financially self-supporting.

## **17. Finances**

The allocation of financial responsibilities as between the host and FIG will be agreed after the selection of the member association(s) hosting the congress.

The host must submit to the Council a draft budget, including the proposed registration fee and approximate accommodation and other relevant costs, when bidding for the congress. The final budget of the event should be sent to the FIG office as soon as it prepared. The host must also deliver key figures and indicators of the congress to the FIG office for statistical purposes.

The apportionment of the costs of visits of FIG officers and/or Council representatives to the host will be agreed between the FIG office and the host. The help provided by the FIG Office (e.g. assisting with the preparation of the technical programme ) will be charged in accordance with an agreement between the FIG office and the host.

Rooms required for administrative meetings, the FIG office and the commissions should be provided free of charge as well as technical facilities (including telephone, personal computer, internet, etc. facilities and printing documents for administrative meetings) during the congress.

# **FIG GUIDELINES ON ORGANISING WORKING WEEKS**

## **1. Responsibilities**

Financial responsibility for organising a working week rests with the host member association or associations (referred to from now on as the host). The host, working through the medium of a conference director and such local back-up support that may be required, is also responsible for the provision of all local facilities. The host has to work in close co-operation with the FIG office and consult the Council on all main issues.

## **2. Length and content of meeting**

A working week lasts no more than five days excluding the administrative meetings of the Council and ACCO. Provision should be made for sessions of the General Assembly (exact number and their duration to be advised by the Council); for the technical sessions and workshops and a complementary programme of technical tours; for a social programme and an accompanying persons programme; and for an opening and closing ceremony.

A working week or other technical event may also include an exhibition, at the discretion of the host.

## **3. Programme and administrative arrangements**

The content and number of technical sessions allocated to each commission, including joint sessions, and the commissions which shall contribute to their organisation shall be settled by agreement between the host, the commission chairs, mainly through the medium of the Advisory Committee of Commission Officers (ACCO) and the Council, with the technical assistance of the FIG office. In addition to the Commission programme there can be professional symposia organised by the host. The Council should be asked if it requires any plenary or breakout sessions.

The conference director, with the assistance of an organising committee and, if so required, a professional event organiser, is responsible for all administrative arrangements associated with the event. The role of the FIG office will be agreed between the host and the FIG office for each working week.

The host should work in close co-operation with the FIG office. It is normal for the Director of FIG office to visit the host once or twice before the event, to discuss the programme with the local organising committee; visit venues and review facilities; help with local promotion of the event and otherwise assist with the arrangements; and agree on the share of responsibilities between the local organisers and FIG. A technical visit closer to the date of the event may be needed to check that arrangements are proceeding according to plan. The host often invites the President of the Federation to visit his or her country before the working week to promote FIG and the event in the host country.

## **4. Preparation and presentation of technical papers**

The work of each commission consists of the presentation and discussion of (i) reports (or interim reports) of commission working groups and (ii) invited and selected, and possible poster, papers. It is important that authors of reports and papers (referred to from now on as papers) should be given a clear indication of what is required. The host, in consultation with commission chairs should therefore prescribe a timetable for preparing and issuing papers and ensure that this is strictly followed.

Authors are expected to attend the event as paying delegates to present their papers in person. A reduced fee for the speakers can be offered. Event organisers may care to consider accepting papers only after their authors or nominated presenters have registered for the event.

On acceptance by the commission chair (or event organiser) of the subject matter of a paper, each author should be told by the commission chair, the FIG office or, if agreed, the organising committee:

- the length of time available for presentation of the paper
- that the paper must be written and presented in English (unless it has been agreed and notified via the event programme that there will be a session or symposium in any other language)
- the maximum length of the paper (which should not normally exceed 10 A-4 pages) and all requirements regarding format including title page, headings, page numbering, drawings, diagrams, formulae, photographs, tables, captions, footnotes and references
- that the paper must be accompanied by a summary (not exceeding 500 words) in English and any other language(s) which the event organiser may specify
- that the author is responsible for the English summary and possible summaries in any other languages
- whether the paper is required to be submitted in electronic format and, if so, the format to be used
- how many copies of the paper (and summary) are required
- the latest date by which the paper must be ready and to whom it is to be sent
- whether the event organisers will produce the copies required for distribution to delegates or whether this is to be the responsibility of the author (and, if so, what arrangements are to be made for paying the cost)
- the computer and audio-visual facilities which will be available for the presentation of papers
- that FIG has the right to publish the paper on the FIG web site without compensation both as an abstract and as a full paper.

When deciding how many papers to invite and how long each should be, commission chairs and the host should have regard to

- the time available at the event and its individual sessions for the presentation and discussion of papers
- whether or not simultaneous interpretation will be available
- the general nature and scope of the papers, and the results which are to be sought in the discussion and
- the cost of printing or otherwise producing the papers and other material comprising the proceedings of the event.

## **5. Translation and interpretation**

Simultaneous translation facilities and a team of interpreters should be provided if the host decides to provide simultaneous interpretation between English and the local language. Simultaneous interpretation facilities will also be needed for those member associations who advise that they will be bringing their own interpreters with them to the working week. If several member associations request this facility, the host should consult with the Council before deciding how many languages are to be accommodated. The costs of interpretation between English and the local language can be included in the event budget.

## **6. Registration fees and other charges**

The host should establish either a schedule of charges or registration fees to cover all costs associated with the organisation of the event, or a lower fee supported by grants or subsidies obtained by the host. It is advisable to avoid extra expenses for services, activities or events. Registration fees for students and for accompanying persons may be lower than the fees for delegates but the latter should at least cover the costs of their participation.

Gratis registrations should not be given, other than for members and ex-officio members of the Council (but not any accompanying persons) and Commission chairs or those directly responsible for the technical programme. There are also special rules applying to representatives of FIG's partners (eg UN agencies).

The Federation will not support a working week financially except to cover incidental costs the Council incurs for its work in the host's country.

The Council has to be consulted on the registration fees and fees for accommodation and technical tours. The registration fee for the General Assembly should not be remarkably higher than that for the technical conference or symposium.

The registration form should include a payment box enabling delegates to make a voluntary contribution to the FIG Foundation. The details should be agreed with the FIG office.

## **7. Technical tours**

Technical visits to government departments and agencies, private practices, commercial undertakings, university departments and any other bodies concerned with surveying disciplines should be included in the programme, to give participants a first-hand look at the facilities and work of their counterparts. The tours should be scheduled to avoid conflict with other activities relevant to their fields of interest and at least half a day should be allocated to each tour or group of tours.

## **8. Social programme**

Wherever possible costs associated with social programmes should be included in the registration fee. The host itself is encouraged to sponsor at least one social event and every effort should be made to obtain hospitality from national and local government and from other organisations or commercial undertakings which may be willing to sponsor social events.

## **9. Accompanying persons programme**

A programme for accompanying persons should be designed by the host. Costs for these activities should be charged to the participants, either separately or in the registration fee.

## **10. Invitations and programme**

The invitation leaflet, registration form, programme and web site for the event should be designed in co-operation with the FIG office and approved by the FIG office before printing or being placing on the internet.

The timetable for sending out invitations, calling for papers, submitting papers, etc. should be agreed with the FIG office.

Invitations should be sent to all FIG member associations, affiliates, correspondents, academic members, corporate members, honorary presidents and honorary members, commission officers, task force chairs, permanent institutions and members of the Council. Addresses will be provided by the FIG office, which is also able to assist with other contact information. The number of invitations to be sent to each member should be agreed with the FIG office.

## **11. Numbers of participants**

The number of delegates and accompanying persons can vary considerably from time to time and from country to country. It is therefore recommended that information about numbers at previous working weeks be sought from their organisers or from the FIG office.

Normally 40–50 member associations and 150–200 delegates attend the meetings of the General Assembly. The number of participants to the technical conference varies depending on the programme and local participation.

## **12. Facilities**

Meetings of the General Assembly held during a working week should be laid out class-room style, with Council members seated on a platform facing the delegates. The FIG banner and the flags of countries represented in the Federation by member associations are normally placed behind the platform; and they are transferred from meeting organiser to meeting organiser, together with country and other name cards (costs are covered by the next host). A public address system with table and floor microphones should be provided, together with headsets for interpretation if there is to be simultaneous interpretation of any or all of the proceedings. Computer and audio-visual facilities and flip charts should be made available as required. The details should be agreed with the FIG office.

The same facilities should wherever possible be provided for technical seminars, commission and task force meetings and workshops.

Auditorium-style seating should be provided for the opening and closing session, if needed. The FIG banner and the Federation's country flags should be displayed, together with a banner or other backdrop if the host so wishes. Arrangements should be made for playing the FIG fanfare at the opening and closing session. Computer and audio-visual facilities should be made available as required by the FIG office.

A series of rooms, each with audio-visual facilities and flip charts, whose seating capacity when set out committee-style should range from between 20 to 50 people, should be made available to provide meeting accommodation for the Council, President, ACCO and individual commissions. For Commission meetings a room for each Commission (seats for 15-30 people) is required at least for the Commission meetings shown on the programme but ideally for the whole length of the working week.

For technical sessions rooms accommodating 30–100 people are required. The number of rooms will depend on the number of parallel sessions.

If possible there should be a hospitality room for accompanying persons. Rooms should also be made available for the administrative staff and helpers and translators (if simultaneous interpretation facilities are being provided). For the FIG office a room equipped with copier, printer, personal computer and internet and telephone connection should be reserved. The host is in charge of copying administrative papers during the working week and for providing assistant personnel.

Computers and photocopiers should be provided in a secretariat office. Other facilities, including telephone, fax and e-mail should be made available at cost for the delegates.

Whoever is responsible for organising each session or symposium is also responsible for appointing the moderator of that session. Moderators are responsible for appointing rapporteurs where these are required to keep records or prepare reports for inclusion in the published proceedings of the event, for presentation to General Assemblies or for other purposes.

Provision should be made to tape the discussions in any or all of the sessions if this is considered essential to the production of the final report of the proceedings.

Depending on the number of delegates, paging and message facilities should be provided. The possibility for internet café should be considered.

### **13. Published proceedings**

Papers presented at the technical sessions or symposia organised as part of working weeks should be published, for free distribution to delegates and for sale. The format of the proceedings (hard copy of full papers/hard copy of extended abstracts/CD-rom) should be agreed with the FIG office.

The host is also responsible for providing all papers to FIG office in electronic format, to be posted on the FIG web site.

### **14. Exhibition**

The number of exhibitors and visitors to the exhibition can vary considerably from time to time and from country to country. It is therefore recommended that information about numbers at previous comparable events be sought from their organisers or from the FIG office.

The amount of exhibition space, the rates to be charged and the duration of the exhibition will be determined by the host, who will usually find it helpful to consult with organisers of exhibitions at previous FIG events and at conferences organised by other international professional bodies. Space is leased to exhibitors at a rate determined by the host. Income from fees charged to exhibitors may be fixed so as to provide sufficient income to help defray other costs; and perhaps also to pay for the cost of a social function hosted by the exhibitors. Entry to the exhibition should be free to congress delegates; a separate day registration fee should be charged to members of the public.

FIG Corporate Members have to be given the first choice of space in the exhibition area. They are normally offered other benefits such as reduced booth prices. Booths should also be provided free of charge to the hosts of the next working week and the next congresses, to enable them to promote these forthcoming events, and to FIG, to promote its own activities.

It is recommended that coffee/tea breaks and lunches take place in the exhibition area.

### **15. Publicity**

The host is advised to produce their preliminary programme in time for it to be available and promoted at the working week held two years in advance. The preliminary programme is normally produced and promoted one year in advance. Organisers are encouraged to

access the FIG web site ([www.fig.net](http://www.fig.net)) in compiling mailing lists for the preliminary programmes, other publicity material and the final programme/registration form. The host is encouraged to circulate these as widely as possible within their own country to encourage local attendance.

## **16. Pre- or post-event tours**

These optional tours should be included in the overall event programme at the discretion of the event organisers and should be financially self-supporting.

## **17. Finances**

The allocation of financial responsibilities as between the host and FIG will be agreed after the selection of the member association(s) hosting the working week.

The host must submit to the Council a draft budget, including the proposed registration fee and approximate accommodation and other relevant costs, when bidding for the event. The final budget of the event should be sent to the FIG office as soon as it prepared. The host must also deliver key figures and indicators of the working week to the FIG office for statistical purposes.

The apportionment of the costs of visits of FIG officers and/or Council representatives to the host will be agreed between the FIG office and the host. The help provided by the FIG Office (eg assisting with the preparation of the technical programme) will be charged in accordance with an agreement between the FIG office and the host.

Rooms required for administrative meetings, the FIG office and the commissions should be provided free of charge as well as technical facilities (including telephone, personal computer, internet, etc. facilities and printing documents for administrative meetings) during the working week.

## Appendix

### **Checklist and timetable for congresses/working weeks**

	<u>Months before event</u>
Appointment of local organising committee and PCO	
Selection and booking of venue (meeting and exhibition)	
Budget	
Publicity	
Issue of preliminary programme	
Appointment of exhibition contractor	
Issue of exhibition information/ booking forms	
Opening and closing ceremony	
Keynote speaker	
Issue of final programme/registration form	
Hotel accommodation	
Technical visits	
Social programme	
Accompanying persons programme	
Local transportation	
Translation services	
Recruitment of local helpers	

Council and commission rooms  
Other secretariat facilities  
Message centre  
Receipt of abstracts  
Receipt of final papers  
FIG banner, flags, country and other name cards  
Selection of registrants' satchels  
Selection of gifts for registrants and speakers  
Recording services for sessions  
Computer and audio visual equipment, microphones  
Local invitations to opening, social events  
Crèche  
Microphones  
Photographer  
Delegate wallets  
List of participants  
Individual name tags  
Press information

**Checklist of expenses** (including self-financing activities)

- Professional event organiser costs (management fee and direct costs)
- Stationery
- Administration costs (postage, telephone, fax, etc)
- Meeting accommodation
- Participants accommodation
- Exhibition (venue, contractor)
- Promotion and publicity, including associated travel
- Printing - including exhibition booking forms, delegates' registration forms, publicity material, programmes, registration lists, name tags, invitations, proceedings
- Mailing - including preliminary programme, exhibition information/booking form, final programme/registration form
- Registrants' satchels
- Gifts for registrants and speakers
- Signs and decorations, including floral arrangements and flowers for presentation
- Bank charges and audit
- Legal costs
- Delegate wallets
- Catering, including morning/afternoon tea/coffee and water/glasses in all rooms
- Entertainment
- Invited guests
- Registration procedures and desk
- Local helpers
- Technical tours
- Social programme
- Accompanying persons programme, including hospitality room
- Transport
- Photography
- Welcome reception
- Security
- Translations and simultaneous interpretation infrastructure
- Gratuities.

## **GUIDELINES ON FIG CERTIFICATES AND BADGES**

### **Badges**

1. There shall be three categories of badge, each 17mm x 17mm, enamelled and displaying the FIG logo,
  - for honorary presidents, with golden oak leaves
  - for honorary members, with silver oak leaves
  - for members of the Council and chairs of commissions, with bronze oak leaves.

### **Certificates**

1. There shall be certificates of appointment for honorary presidents and honorary members.
2. There shall be certificates of membership for member associations, affiliates, corporate members, correspondents and academic members.
3. There shall be certificates of appreciation for past members of the Council and past chairs of commissions. In addition the Council may present a certificate of appreciation to anyone who has made a valuable contribution to the work of the Federation.

## **FIG COUNCIL MEMBERS DURING THE TRANSITION PERIOD**

### **1. Background**

This paper is prepared to help the General Assembly to consider the members of the Council and their responsibilities during the transition period 2002-2006, ie until the new governance structure becomes fully operational on 1.1.2007

### **2. The FIG Council 1.1.2007**

#### **President**

Responsible for the overall strategic direction of the Federation and for the delivery of the Federation's strategic plan.

#### **Vice president A - Membership affairs**

Responsible for the coordination of the work of the Member Associations, taking full account of geographical, cultural and linguistic diversity.

#### **Vice president B – Commissions**

Responsible for the coordination of the work plans and activities of the Commissions, taking full account of the need for flexibility and responsiveness in relation to changes in market conditions.

#### **Vice president C – External Relations**

Responsible for the coordination of the links between the Federation and external bodies such as UN agencies, other international NGOs and other international professional bodies.

#### **Vice president D – Fundraising and Corporate Members**

Responsible for coordinating fund raising to support the work of the Federation and for liaison with corporate members.

**ACCO representative**, ex-officio member

**Congress director**, ex-officio member

**Director, FIG office**, ex-officio member

### **3. Council Members during the transition period**

#### **2002**

Robert Foster, President

Holger Magel, Vice president

Tom Kennie, Vice president

Jerome Ives, Vice president

Christian Andreasen, Vice president

Charles Challstrom, Vice president

Mary Clawson, Congress Director

N.N., ACCO representative, elected 2001, 1<sup>st</sup> year, ex-officio

Markku Villikka, Director, ex-officio

## 2003

Holger Magel, President  
Andreas Drees, Vice president A  
Helmut Brackmann, Vice president B  
A.A., Vice president C – elected 2002, 1<sup>st</sup> year  
Ralf Schroth, Vice president D  
Marcus Wandinger, Congress Director, (ex-officio)  
O.O, ACCO representative, elected 2002, 1<sup>st</sup> year, ex-officio  
Markku Villikka, Director, ex-officio

The Vice president A.A. is elected to the post of Vice presidents C External Relations.

## 2004

Holger Magel, President  
Andreas Drees, Vice president A  
Helmut Brackmann, Vice president B  
A.A., Vice president C – elected 2002, 2<sup>nd</sup> year  
Ralf Schroth, Vice president D  
Marcus Wandinger, Congress Director, (ex-officio)  
O.O, ACCO representative, elected 2002, 2<sup>nd</sup> year, ex-officio  
Markku Villikka, Director, ex-officio

## 2005

Holger Magel, President  
Andreas Drees, Vice president A  
Helmut Brackmann, Vice president B  
A.A., Vice president C – elected in 2002, 3<sup>rd</sup> year  
Ralf Schroth, Vice president D  
Marcus Wandinger, Congress Director, (ex-officio)  
B.B., Vice president – elected 2004 – additional member, 1<sup>st</sup> year  
C.C., Vice president – elected 2004 – additional member, 1<sup>st</sup> year  
P.P, ACCO representative, elected 2004, 1<sup>st</sup> year, ex-officio  
Markku Villikka, Director, ex-officio

The Vice presidents that are additional members of the Council have no voting rights and they will be elected to the one of the posts A, B or D.

## 2006

Holger Magel, President  
Andreas Drees, Vice president A  
Helmut Brackmann, Vice president B  
A.A., Vice president C – elected 2002, 4<sup>th</sup> year  
Ralf Schroth, Vice president D  
Marcus Wandinger, Congress Director, (ex-officio)  
B.B., Vice president – elected 2004 – additional member, 2<sup>nd</sup> year  
C.C., Vice president – elected 2004 – additional member, 2<sup>nd</sup> year  
P.P, ACCO representative, elected 2004, 2<sup>nd</sup> year, ex-officio  
Markku Villikka, Director, ex-officio

## 2007

K.K., President, elected 2006, 1<sup>st</sup> year  
D.D. Vice president C – elected 2006, 1<sup>st</sup> year  
E.E., Vice president – elected 2006, 1<sup>st</sup> year  
B.B., Vice president – elected in 2004, 3<sup>rd</sup> year  
C.C., Vice president – elected in 2004, 3<sup>rd</sup> year  
Q.Q, ACCO representative, elected 2006, 1<sup>st</sup> year, ex-officio  
R.R., Congress Director 2010, elected 2006, ex-officio  
Markku Villikka, Director, ex-officio