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## FIG Commission Chairs

### Role and responsibilities

#### What is a FIG Commission

According to the FIG Statutes and Internal Rules, Commissions are 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. A commission is comprised of delegates appointed by the member associations and correspondents (non-voting delegates) appointed by other members.

Each member association is entitled to appoint one delegate to each commission, who will be expected to attend, as a minimum, at least one congress or a working week and, whenever possible, technical meetings organized by the commission. It is, however, recognized that that much of the work of a commission will be conducted by correspondence.

According to the FIG statutes, affiliates, corporate members and academic members shall be entitled to appoint one correspondent (non-voting delegate) to each commission. Correspondents and other persons appointed by commission chairs may contribute to the work of the commissions but not to their administration.

#### What is a Commission Chair

FIG Commission chairs are elected by the FIG General Assembly. The Commission Chairs are elected two years into the term of a Commission Chair and operate two years as Chairs Elects until they are being elected official Commission Chairs at the General Assembly during a FIG Congress. Commission Chairs are elected for four years.

A Commission chair is the head of a commission and is responsible for the work of the commission and the working groups within the commissions. The commission chairs refer to the Vice President in Council responsible for the work of the commissions.

The two years as Chairs Elects are planned to prepare the work that will take place during the term as Chair. A work plan must be presented and work groups organized. The FIG Statutes and Internal Rules state:

*11.10 The Commission chair-elect will appoint a minimum of three chairs of Working Groups prior to the General Assembly in which he or she will take over the chairmanship of the Commission. These Working Group chairs will be given the status of a Commission Vice Chair. In addition the chair-elect may also appoint a person to provide administrative and communication support to the work of the Commission. This person will also be given the status of a Commission vice chair.*

11.11 *The chair of each commission shall prepare a work plan setting out the various activities of the commission together with inter-commission activities proposed for the four year term. The work plan shall be prepared and submitted to Council between the time of the General Assembly when the chair is elected and commencement of the term of office.*

## **Responsibilities of Commission Chairs**

The FIG Statutes and internal rules describe the responsibilities of Commission Chairs. This text was endorsed by the General Assembly 15 June 2008:

*The particular responsibilities of each chair are as follows:*

- *lead the commission in seeking to achieve the overall objectives of the Federation*
- *prepare a work plan that helps to take forward FIG's strategic plan and advance the overall objectives of the Federation, appointing working groups as appropriate*
- *modify the work plan if asked to do so by the Council in order to meet the overall objectives of the Federation*
- *direct the affairs of the commission so that it achieves the goals outlined in its current work plan*
- *consult with and involve the delegates, correspondents (non-voting delegates) and others involved in the work of the commission in order to achieve these goals*
- *work with other commission officers and chairs of commission working groups (commission vice chairs) in all matters relating to strategy and planning*
- *submit annual written reports to the General Assembly on progress in implementing the work plan*
- *attend all meetings of the Advisory Committee of Commission Officers*
- *if required, appoint a commission secretary (Vice Chair of Administration) to assist with the work of the commission*
- *organise seminars, workshops and commission delegate meetings during congresses, FIG working weeks and regional conferences, if possible, or otherwise, on an annual basis*
- *seek opportunities for advancing the work of the commission through the co-sponsorship of events with relevant outside bodies, member associations, etc*
- *participate as requested by the Council and the General Assembly in cross-commission project activity as a means of advancing the overall objectives of the Federation and its current work plan*
- *prepare, in collaboration with the FIG Office and the congress director, a detailed programme for the congress, working weeks and regional conferences and call for papers*
- *select the required number of papers for discussion in the technical sessions (papers having an international relevance and a high professional, technical or scientific standard), leaving as poster session papers those of immediate relevance or those more appropriate for that form of presentation*
- *chair sessions at FIG events or select chairs and brief them to ensure that creative and informative discussions take place*
- *appoint rapporteurs for summarising discussions at technical sessions and for subsequent publication in appropriate Federation media*
- *maintain a commission web page on the World Wide Web.*

## **ACCO (Advisory Committee of Commission Officers)**

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

*12.1 ACCO is constituted by the commission chairs and chairs-elect 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 or a chair elect.*

ACCO comprises:

1. the commission chairs;
2. chairs-elect;
3. the vice president responsible for commissions;

### **ACCO Representative to Council**

According to the FIG Statutes, the ACCO representative is an ex officio member of the Council, and, as such, has no voting rights. The ACCO representative has special responsibilities in relation to communication to and from ACCO.

Specifically, the ACCO Representative is responsible for bringing to the Council issues from ACCO (and as such is the spokesperson for the Commissions on the Council); and also bring back to ACCO, issues that could be of interest to the Commissions from the Council.

The ACCO representative provides a summary of the Council discussions to the Commission Chairs.

An ACCO representative is elected among the Commission Chairs for two years (with the option for re-election).

### **Commission work plans**

Each commission chair must submit a work plan for the commission for the 4 year term. The work plan must be approved by FIG Council and will be presented and formally approved by the General Assembly at the first general assembly in the 4 year term.

The work plan contains the focus areas for the coming 4 years, arranged working groups with dedicated work group chairs and other key representatives, and the overall goals of the commission during the term.

The commission chair decides on working groups, chairs and other responsibilities for the commission work.

At ACCO meetings there will be a follow up on the commission work plans, and whether there are adjustments to the plan. It varies what the outcome of a working group is – it might be promotion of the results as part of a conference with focus on the specific items, publications, specific focus at FIG conferences, sub web site info etc. There are many possibilities.

## Commission Chairs and FIG Conferences

Each year FIG organises a conference. Every 4 year a congress which is the largest event, and the other years a Working Week. At each conference a technical programme is offered. Commission Chairs are responsible for the technical programme. The programme consists of both papers submitted through an open call for papers and sessions that are planned by the commissions that highlight relevant areas of interest. Some of the in advanced planned sessions can be by the commission work groups, but also the commission (chair) can encourage specialists to submit an abstract to specially created sessions.

I must be noted that in periods the work on the coordination and planning of the technical programme is intensive and requires frequent contact with FIG office and the other Commission Chairs. This work is essential for the FIG event. Several sessions are co-organised between more than one Commission.

Each Commission Chair organises an open Commission session that is intended to inform about the work of the Commission and to recruit volunteers. Not only official delegates/correspondents to a Commission are welcome at the session, but also supporters (also called “friends” of a Commission) in general.

FIG offers a peer review process for papers at the Working Week/Congress. A Chief Editor (CE) is in general found amongst the Commission Chairs. The Chief Editor involves other Commission Chairs if an editorial board is preferred to appoint reviewers for papers, and also help to find potential reviewers within a Commission.

Apart from the Commission activities at the Working Week/Congress, several commissions also organise a Commission meeting each year or every other year, either in connection with a seminar or a conference (not necessarily organised by the commission, but will be an excellent opportunity to meet).

FIG Regional Conferences are held normally once per 4 years. Not necessarily all Commission area will be involved in the technical programme, since it is often a more specialised conference. The themes and areas involved depend on the specific focus of the conference and the region.

## Finances

The position as Commission Chair and Chair Elect is voluntary and comes with no financial compensation. FIG has reserved a grant per year for each commission. This grant must be used by the commission chair to the commission work. It can be used to help the commission chair participate in the FIG Working Weeks/Congresses since the presence of the commission chairs is necessary, if no other (local) funds are available. Furthermore it can be used to help support others to the FIG conferences and to support further

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commission activities. It is the hope that the nominating association and/or employer can help financially, and with time spent on FIG work as FIG financial funds are limited.

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