

CANADIAN NATIONAL COMMITTEE FOR FIG REPORT
Canadian Council of Land Surveyors
May 2009

A the last CCLS Annual Meeting in September 2008, a motion was passed by the CCLS Board that CCLS take part in the CIG lead national coordinating committee for FIG. It was thought that a national coordinating body, led by CIG as the current FIG member, was the current best strategy to improve the representation of Canadian surveyors in FIG. It was confirmed at that time that CCLS member association ACLS was a key component of this strategy.

A teleconference was held November 12 to review the draft organizational model and terms of reference for the Canadian National Committee for FIG. Call participants were:

- Pierre Gravel, President-elect, CIG;
- George McFarlane, President, Canadian Hydrographic Association;
- Varick Ollerhead, President, Association of Canada Lands Surveys;
- Jean-Claude Tetreault, Executive Director, ACLS;
- Selwyn Sanderson, President, Canadian Council of Land Surveyors;
- Sarah Cornett, Executive Director, CCLS
- David Stafford, Executive Director, CIG (Chair)

A second meeting was held on February 19, 2009 during the AOLS annual meeting in Toronto. Denis Blais represented CCLS at that meeting and CIG, ACLS, CHA were also represented. The meeting agenda included a review of the next draft terms of reference and organizational model, the bid for FIG Congress and General Assembly 2014 in Vancouver, the nomination of Ken Allred as honorary member of FIG, and attendance at the FIG General Assembly in 2010 in Australia.

Attached is the organizational and terms of reference document, version 2, that was considered at the February meeting. Updates will be circulated as they are received.

Submitted by:
Sarah J. Cornett, B.Sc., OLS
Executive Director

**Canadian National Committee for FIG
Draft Organizational Document Version 2**

Objective

To present a national position on administrative and surveying matters relevant to the Fédération Internationale des Géomètres (FIG); to ensure appropriate representation at all levels of the FIG organization, and to prepare the National Report for each quadrennial General Assembly and International Technical Conference.

Organisation

Chair: President of CIG

Executive-Secretary: Executive Director, CIG

Membership:

Association of Canada Lands Surveyors (President or designate)

Canadian Council of Land Surveyors (President or designate)

Canadian Hydrographic Association (President or designate)

Canadian Institute of Geomatics (President or designate)

Other organisations that may, from time to time, seek a closer relationship with the activities of the CNCFIG, such as but not limited to: Canadian Cartographic Association, Office of the Surveyor General, Associations of Quantity Surveyors and Real Estate Appraisers, etc.

Corresponding Members:

Any Canadian holding an FIG appointment (chair or member of a Committee, or higher office, will be a corresponding member to the CNCFIG.

Terms of Reference

1. To review and develop a national position on administrative and surveying matters relevant to the Fédération Internationale des Géomètres (FIG).
2. To ensure that Canada is appropriately represented on Standing Commissions, Ad Hoc Commissions, Working Groups, Joint Inter-Association Working Groups and Committees.
3. To prepare for each quadrennial General Assembly and International Technical Conference by:
 - a) Publishing a national report covering government and non-government surveying activities, survey education, technological developments (including global positioning and geographic information systems), survey literature, activities of professional societies, and any special activities of interest;
 - b) Identifying key issues which will be discussed and voted on at the General Assembly and preparing a Canadian position on these issues;
 - c) Considering the nomination of Canadians for executive positions and, if appropriate, encouraging such individuals to stand for election at the General Assembly;
 - d) Ensuring that high-quality technical papers are prepared by Canadian authors for presentation at the International Technical Conference and publication in the Conference Proceedings;
 - e) Providing a national exhibit, when appropriate, showing advances in Canadian

surveying by displaying representative technologies, models, and other examples representative of surveying developments and improvements.

4. To encourage Canadian participation in support of FIG educational seminars, publication of survey texts, and similar special projects.
5. The Committee shall convene annually, or more often upon the mutual consent of the members.

Job Descriptions / expectations for the different roles

Chair: to preside at meetings; to represent the interests of CNCFIG in Canada and Internationally; to appoint other such representatives as required, to report to the CIG Executive, Council, and Annual Meeting.

Executive-Secretary: to record and maintain minutes and the record of decisions of the Committee; to organise and set the Agenda for meetings, maintain the membership role and correspondence files; maintain communication amongst members of the Committee; to manage the budget and expenditures, and report on operations.

Representatives: to represent the views of their organisations; to encourage others with-in the community to become actively involved in the work of the committee, to work together to reach consensus on matters of National and International importance to FIG in Canada, to contribute to the national reports as required.

Corresponding Members: to report on activities of their organisations; to contribute to the information sharing and report writing.

Operations

Annual Meeting: An Annual Meeting will be held once per year to receive operational reports, to approve a budget, and deal with emerging issues. This meeting may be face to face or by teleconference as appropriate. Meeting costs will be borne by each organisation. Other meetings will be by teleconference or email every two to three months.

Decisions will be by consensus and when consensus is not reached, by a simple majority vote with each member organization having one vote, and the chair having the ability to break a tie.

Budget

A budget will be prepared and approved annually by the members. The budget will cover conference calls; mailings; web site development; meeting space; etc., and delegation travel for approved FIG meetings. Estimated annual expenses will be shared by the member organisations. A budget will be presented each year, based on plans for the year, in such a time frame that each member organisation to seek their own funding approval;

Revenue Source

Each member puts in an equal share, administered by CIG through the CNCFIG Executive Secretary, according to the approved budget, with periodical reporting and an annual expense report.

International Membership

As the member organisation within the FIG, the CIG will maintain the FIG membership fee through the Government of Canada grant.

The following are lifted from the existing CNCFIG Committee with revisions as appropriate for this version:

OPERATING GUIDELINES FOR REPRESENTATION TO FIG

APPOINTMENTS AND TERMS OF OFFICE

Official delegates to the FIG Congress and Permanent Committee meetings shall be appointed by the President of CIG. The Head of the Canadian delegation shall be the President of the CIG or designate. FIG rules and regulations allow CIG to have a total of five members in the delegation who shall be appointed by the CIG.

Delegates, where possible should be CNCFIG Members, FIG Commission delegates, Working Group members, or CIG Councillors or senior CIG members with FIG experience. Appointments to Permanent Committee and Congress meetings should be made at least eight months in advance.

Commission delegates shall be appointed for a term concurrent with the administration of FIG (4 years). Appointments shall be made by the President of CIG in consultation with the Chair of the Canadian National Committee for FIG and others as appropriate. Consideration shall be given to active participation and potential FIG Commission and Working Group appointments.

Working Group members shall be appointed as required by FIG Commission Chairs after consultation with the CIG President or delegate.

Official delegates, Commission delegates, and Working Group members shall, whenever possible, be members in good standing of CIG or one of the CNCFIG partners.

RESPONSIBILITIES

The Head of the Delegation shall be responsible for:

6. Representing Canadian interests in all matters brought before the Assessment Committee and the General Assembly of FIG, which includes voting for the CIG;
7. Co-ordinating input from Official Delegates;
8. Reporting decisions reached by FIG Permanent Committee and General Assembly to the President of CIG and the CNCFIG;
9. Direct liaison with External Affairs in matters concerning Canadian relations with other countries in consultation with the President of CIG through the CNCFIG.

The Chair of the Canadian National Committee for FIG shall be responsible for:

1. Ensuring appointment of appropriate Official Delegates, in consultation with the President to FIG, for each Permanent Committee meeting and FIG Congress and ensuring each Delegate is briefed prior to the meeting;
2. Supporting and ensuring active participation by the FIG Commission delegates and Working Group members;
3. Advising the President of CIG on appointments where appropriate;
4. Ensuring that reports are made in appropriate publications and meetings.

FIG Commission delegates and Working Group members shall be responsible for:

1. Preparing and submitting to the CNCFIG written reports on activities conducted by the Commission each year. The Chair will collate these reports and submit them to the President of CIG for tabling at the Annual Meeting of CIG;
2. Advising Commission Delegates and Working Group members of problems and issues in Canada as they relate to the objectives of the Commissions and Working Groups;
3. Assisting in planning the technical programme of the Commissions or Working Groups for Congresses, local conferences, symposia, or seminars;
4. Collecting and submitting papers from Canadian authors for presentation at Congresses and other FIG activities;
5. Providing liaison between the CIG and the FIG Commissions and Working Group in hosting local conferences, symposia or seminars;
6. Contributing to National Reports for Canada that are published for the FIG Congresses;
7. Contributing to CIG reports on FIG activities.

Note: Since the Chair of CNCFIG is the President of CIG, it may be more reasonable to note that some of the duties of the President and Chair CNCFIG, are delegated to the Executive Secretary.