

**Report for the 26th General Assembly
FIG Working Week in Paris, 13-17 April 2003**

Responsibilities of the Council Member from 1 January 2003

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

President (Holger Magel)

- 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
- lead a supporting group for UN relations (members to be nominated)
- 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 – Deputy President (Andreas Drees)

- deputize for the president, support the president
- chair the Advisory Committee of Commission Officers
- 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
- be responsible for broadening the membership base
- chair and participate in task forces as appropriate
- report as required to meetings of the General Assembly
- co-ordinate the development of a Good Practice Report together with ACCO representative
- support commissions 7, 8 and 9
 - 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 the contribution of the commissions to the Good Practice Report
 - ensure liaison as required between the commissions
- consult commission chairs and the member associations regarding nominees as vice-chairs.
- in the field of work of the supported commissions
 - be responsible 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.

Vice president – Membership affairs (T.N. Wong)

- 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
- be responsible for broadening the membership base
- lead on links with member associations within Asia and the Pacific region
- co-operate with other international and with regional bodies within Asia and the Pacific 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
- support commissions 4, 5 and 10
 - 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 the contribution of the commissions to the Good Practice Report
 - ensure liaison as required between the commissions
- consult commission chairs and the member associations regarding nominees as vice-chairs.
- in the field of work of the supported commissions
 - be responsible 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.

Vice president – Information Policy (Bettina Petzold)

- be responsible for contacts with the permanent institutions
- develop the Federation's information policy
- develop the Federation's marketing
- 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

- be responsible for broadening the membership base
- chair and participate in task forces as appropriate
- report as required to meetings of the General Assembly
- support commissions 1, 3
 - 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 the contribution of the commissions to the Good Practice Report
 - ensure liaison as required between the commissions
- consult commission chairs and the member associations regarding nominees as vice-chairs
- in the field of work of the supported commissions
 - be responsible 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.

Vice president – Fundraising and Corporate Members (Ralf Schroth)

- 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
- enhance sponsorship
- provide the link between the Federation and the FIG Foundation
- provide the link between the Federation and its corporate members
- 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
- be responsible for broadening the membership base
- chair and participate in task forces as appropriate
- report as required to meetings of the General Assembly
- support commissions 2, 6
 - 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 the contribution of the commissions to the Good Practice Report
 - ensure liaison as required between the commissions
- consult commission chairs and the member associations regarding nominees as vice-chairs
- in the field of work of the supported commissions
 - be responsible 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.

Congress director – ex-officio (Thomas Gollwitzer)

- 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.

ACCO representative – ex-officio (Gerhard Muggenhuber)

- represent the interests and proposals of the technical commissions in the Council
- co-ordinate the development of a Good Practice Report together with Vice President
- disseminate information between the Council and Commissions.