

## **GUIDELINES ON IUGG ADMINISTRATION**

(Adopted at the XXIV IUGG General Assembly, Perugia, Italy, 2007)

The IUGG is governed by its Statutes and By-Laws, as well as quadrennial Assemblies of the Council of Delegates (the Council). Between meetings of the Council, the Bureau administers the affairs of the Union. This document consolidates the current administrative practices of the Union as mandated by the Statutes and By-Laws and as interpreted by IUGG Officers, the Bureau, and the Executive Committee. The Bureau is responsible for maintaining this document, which shall be posted on the IUGG website.

### **Version 2011a**

(incorporating changes in the Statutes and By-Laws adopted at the XXV IUGG General Assembly, Melbourne, Australia, 2011, and mandated by the Bureau on 1 October 2012)

### **Version 2015a**

(incorporating changes in the Statutes and By-Laws adopted at the XXVI IUGG General Assembly, Prague, Czech Republic, 2015, and mandated by the Bureau on 1 February 2017)

## Table of Contents

<b>I. UNIVERSALITY</b> .....	<b>1</b>
<b>II. MEMBERSHIP</b> .....	<b>1</b>
A. Regular Membership .....	1
A1. Members in Observer status .....	2
B. Associate Membership (Category A) .....	2
C. Affiliate Membership (AF).....	3
D. Honorary Membership (Fellowship) .....	3
<b>III. FINANCIAL INFORMATION</b> .....	<b>3</b>
A. Determination of price of 1 unit of dues .....	3
B. Determination of allocations to the IUGG Associations .....	4
C. Evaluation of the category of an Adhering Body .....	5
D. Relationship of Financial Committee and Bureau .....	5
<b>IV. VOTING RIGHTS</b> .....	<b>5</b>
<b>V. MODIFICATION OF THE STATUTES AND BY-LAWS</b> .....	<b>6</b>
A. Statutes .....	6
B. By-Laws.....	7
<b>VI. ALLOCATION OF SUPPORT</b> .....	<b>7</b>
A. Allocation of Support for Meetings and Symposia .....	7
B. Allocation of Support for the IUGG Grant Program for 2016-2019 .....	8
C. Guidelines for IUGG Liaisons to International and Intergovernmental Organizations including the allocation of travel support.....	9
D. Allocation of Support for Union Commissions and Inter-Union bodies.....	10
E. Allocation of Support for Inter-Association Commissions .....	10
<b>VII. IUGG RESOLUTIONS</b> .....	<b>10</b>
A. Procedures for proposing and approving IUGG Resolutions at General Assemblies.....	10
B. Special Resolutions.....	10
<b>VIII. GUIDELINES FOR UNION COMMISSIONS</b> .....	<b>10</b>
<b>IX. GENERAL PROCEDURES</b> .....	<b>11</b>
A. Conduct of Meetings .....	11
B. Meetings of the Council, Bureau, Executive Committee, and Finance Committee .....	11
C. Travel of IUGG Officers to Business Meetings .....	12
D. Vade Mecum .....	12
E. Electronic Journal .....	12
F. Yearbook .....	12
G. Reports.....	13
G1. Annual Reports .....	13
G2. Quadrennial Report.....	13
H. Selection of Venues for General Assembly .....	13
I. Schedule of Deadlines before General Assembly.....	15

<b>Appendix 1. Guidelines on how to join IUGG .....</b>	<b>17</b>
<b>Appendix 2. Guidelines on the nomination of Honorary Members (IUGG Fellows) .....</b>	<b>19</b>
<b>Appendix 3. Guidelines on the operation of the standing Council .....</b>	<b>20</b>

## **I. UNIVERSALITY**

IUGG and all of its component bodies adhere to the ICSU Principle of Universality, which states: “The practice of science should be equitable and without discrimination. A primary aim is to enhance the pluralism of science and reach out to all countries, by:

- Ensuring that scientists can freely associate and communicate
- Providing equitable access to data and information
- Enabling equitable access to research materials and facilities
- Building scientific capacity
- Bringing nations and disciplines together.” (ICSU Statute 5)

National diversity: by general consent, the members of the Bureau are from different countries.

## **II. MEMBERSHIP**

IUGG membership is national and contributes to the scientific well-being of Member countries, which may lead to economic benefits through enhanced exchange of scientific and technical expertise.

According to IUGG Statutes and By-Laws: “Any country in which independent activity in geodesy and geophysics has been developed may adhere to the Union, provided that it takes an adequate share in the maintenance of the Union. That country shall be represented by a single body, known as the Adhering Body, which may be either its principal scientific Academy, or its National Research Council, or any other institution or association of institutions, whether non-governmental or governmental, representing the geodetic and geophysical activities of the adhering country. Only under extraordinary circumstances, the Council of IUGG (defined in Statute 5) may admit a suitably designated additional Adhering Body for a country, provided a corresponding Adhering Body of that country has already been admitted as a National Member of the International Council for Science. In this case, each Adhering Body shall have a separate Council Delegate and shall be treated separately in questions of Voting and Finances” (Statute 4.a).

“A country in which activity in geodesy and geophysics has been developed but which cannot participate financially in the maintenance of the Union may become Associate. That country shall be represented by a single body, as specified in Article 4.a” (Statute 4.b).

“Each Adhering Body shall form a Committee for Geodesy and Geophysics hereafter known as an IUGG National Committee, which normally consists of a President, Secretary General, and National Correspondents to Union Associations. The function of the National Committee is, under the direction of the Adhering Body, to provide for the participation of the member country in the Union activities. During the interval between General Assemblies, the Bureau of the Union may directly consult by correspondence the National Committee of each member country on any question of scientific character or on administrative matters not involving finance. On matters of finance and on admission of new member countries, the Bureau of the Union shall communicate with the Adhering Bodies of paying members” (By-Law 4).

### **A. Regular Membership**

Regular members of IUGG are countries (represented by their Adhering Body and National Committee) that pay dues and therefore have voting rights. Most members are regular members.

While the category of each Adhering Body is determined at the time of adherence, it is possible to change categories. An Adhering Body may raise its category at any time with the agreement of the Council; between Council Meetings the Bureau is authorized to act on their behalf (Statutes 7, 8, and 13.b). A paying Member Country may lower its category or become an Associate only with the consent of the Council of the Union (Statute 13.b).

### A1. Members in Observer status

According to Statute 14.b, “if at the end of any (calendar) year a paying Member Country has not paid its subscription for that year, the benefits of membership in the Union will be denied to that Member Country (including the voting rights) until full payment has been made of that year's subscription and of any further subscriptions in arrears. Such Member Countries shall be deemed to be in Observer status”.

A Member in Observer status shall continue to accrue annual subscription obligations. Scientists represented by Adhering Bodies that have been in Observer status for two or more years are not eligible to hold the positions in the Bureau and the Finance Committee, and the positions of Presidents of the Associations (By-Law 10.e).

If at the start of any year a paying member country has been (continuously) in Observer status for (the previous) four years, that member country shall be deemed to have withdrawn from membership unless a written request to be transferred to Associate membership (Category A) has been received by the Secretary General. The Bureau of the Union is authorized to grant requests for transfer temporarily to Category A, until a final decision is made by the Council.

### B. Associate Membership (Category A)

Countries that wish to enter IUGG but are not financially able to commit to dues payments may enter as Associate members. These members do not have voting rights, but may otherwise participate in IUGG scientific activities and are encouraged to do so. One person from each Associate member may attend any Council meeting with voice but without the right to vote (By-Law 11). According to the IUGG Statutes:

“There shall be fourteen categories of membership in the Union, numbered 1 to 14, plus a special category called A and AF” (see C; Statute 12.a).

“For categories 1 to 14, each Member Country shall pay annually the number of units of contribution assigned to the category in which it adheres. In each country the Adhering Body shall be responsible for the payment of the contribution. Any member country may additionally donate contributions for travel support of scientists from countries of category A” (Statute 12.b).

“Category A is composed of the Associates. They do not pay an annual contribution to the Union” (Statute 12.c).

“A country which seeks to adhere to the Union must specify the category in which it proposes to adhere. Its application for admission may be refused if the category proposed is considered inadequate” (Statute 13.a).

“An Associate may enter a paying category, or a paying Member Country may raise its category at any time provided the Council agrees. A paying Member Country may lower its category or become an Associate only with the consent of the Council of the Union” (Statute 13.b).

“Every Associate Membership shall be reviewed by the Bureau and the Finance Committee and the results communicated to Council at each General Assembly. Countries in Associate Membership will be asked to consider entering a paying category if it is deemed appropriate. If, following such a request, a Country does not enter a paying Category, Council shall decide at its next meeting or by electronic voting whether the Country can continue its membership in the Union” (Statutes 14.h and 16).

### **C. Affiliate Membership (AF)**

According to Statute 4.d: “There shall be a category of adherence known as Affiliate Membership. Any multi-national or regional geodetic, geophysical or other geosciences organization shall be eligible for Affiliate Membership. Affiliate Members shall have the same rights, duties and obligations as Associate Members.” Affiliates do not pay an annual contribution to the Union (Statute 12.d).

A representative of each Affiliate Member duly accredited to IUGG is entitled to take part in meetings of IUGG Council. The President of the Union may invite representatives of Affiliate Members to participate in the Executive Committee meetings, when topics of mutual interest are discussed.

The Guidelines on *How to join IUGG* as a Regular, Associate and Affiliate Member can be found in *Appendix 1*.

### **D. Honorary Membership (Fellowship)**

“Fellowship of the International Union of Geodesy and Geophysics is a tribute, awarded by the IUGG Bureau, to individuals who have made exceptional contributions to international cooperation in Geodesy and Geophysics and attained eminence in the field of Earth and space sciences” (By-Law 22).

According to Statute 4.e: “There shall be a category of membership within IUGG known as Honorary Member conferred upon individuals awarded IUGG Fellowship by the IUGG Bureau. Honorary Members shall have no rights to attend meetings of the Council or participate in Council business.”

Honorary Members are bestowed an IUGG Silver Medal, certificate of IUGG Fellowship, and an IUGG pin which is presented by the IUGG President at the Opening Ceremony of the IUGG General Assembly.

IUGG Executive Committee and Finance Committee members and Association Secretaries General will become IUGG conferred Fellows upon retirement from their office.

The Guidelines on the *Nomination for honorary membership* can be found in *Appendix 2*.

## **III. FINANCIAL INFORMATION**

### **A. Determination of price of 1 unit of dues**

The price of 1 unit of dues to IUGG is given in USD and is based on a US Department of Labor inflator. The price is adjusted for every year based on the September value in the year prior to the year where the price is applied. However, the September index is normally not available at the time required, i.e. by the end of the year. The calculation must be ready by mid-December as the invoices are due around the beginning of the new year. Therefore, the calculation is actually based on the August index with an estimated value for September (the tendency up to August is added to this month). This is the reason for the interval shown below. Since 2009 the inflator index has been obtained from the following address:

<http://data.bls.gov/cgi-bin/surveymost?cu>

(click on U.S. All items, 1982-84 = 100 – CUUR0000SA0)

Year for the price	Index September the previous year	Actual price of 1 unit in USD
2005	189,90	1525
2006	198,80	1600
2007	202,90	1630
2008	208,49	1675

2009	218,78	1750
2010	215,97	1730
2011	218,44	1750
2012	226,89	1815
2013	231,40	1850
2014	234,15	1875
2015	238,03	1905
2016	237,95	1905

## **B. Determination of allocations to the IUGG Associations**

Half the membership dues paid to IUGG in a calendar year, hereafter called TOT, is redistributed among the eight Associations using percentages calculated on the basis of attendance at General Assemblies. The annual allocation in a given year is calculated based on the TOT values from the previous year. Surcharge, interest and other sources of income are kept out of the calculation.

The distribution among the Associations is defined by the formula:

$$\text{individual allocation} = \text{individual percentage} * \text{TOT}$$

The percentages are calculated for every 4-year budget period. The following table will be applied for the period 2016-2019:

IACS	10.46%
IAG	11.68%
IAGA	15.19%
IAHS	12.39%
IAMAS	15.81%
IAPSO	10.82%
IASPEI	13.19%
IAVCEI	10.46%
Total	100.00 %

The basis for the calculation of the percentages is the formula:

$$\text{individual percentage} = \frac{1}{2} * (1/8 + \text{percent attendance})$$

The percent attendance is an average over the three previous General Assemblies, see the following table for General Assemblies 2003-2011. Since 1999 participants have been able to indicate IUGG as their affiliation.

IACS gets the same percentage as IAVCEI for the period 2016-2019 (and until 2023).

	Sapporo 2003	Perugia 2007	Melbourne 2011	Prague 2015
IACS	-	-	120	212
IAG	407	433	370	533.5
IAGA	741	715	536	624.5
IAHS	381	565	423	346
IAMAS	823	700	607	559
IAPSO	410	285	323	353
IASPEI	658	494	395	527.5
IAVCEI	347	255	337	307.5
IUGG	384	933	257	768
Total	4151	4380	3368	4231

### **C. Evaluation of the category of an Adhering Body**

The statutes and By-Laws of IUGG require that new members suggest a category of their membership. In evaluating both these proposals and also present member categories the Finance Committee will apply the following basic criteria:

1. the utility of membership
2. the ability to pay

In order to access these criteria two surrogates are used:

1. the number of attendees from the members' scientific community at 3 of the 4 most recent General Assemblies
2. the gross domestic income of the country

Scores for each of these are computed for all Members by subtracting from the number for an individual Member the average of the numbers for all Members and then dividing the result by the standard deviation of those numbers.

The two surrogates are weighted and added together. The total scores are then plotted against units paid and when a Member appears to be 1 category or more below the regression line a suggestion is made to that Member to reconsider its level of support.

Carrying out this analysis the Finance Committee suggested at the General Assembly in Sapporo, July 2003, several changes.

Data for attendance are given above and data for GNP are taken from a World Bank Atlas available in simple excel spreadsheet format. The analysis is easily done, but should of course be used with some care.

### **D. Relationship of Financial Committee and Bureau**

The Finance Committee is a committee of 4 persons elected by the Council at General Assemblies according to Statute 11. It is independent of the Bureau and Executive Committees. The duties of the Finance Committee (By-Law 19) are to

- a) advise the Council on all financial matters of the Union;
- b) receive and review the audits of the accounts;
- c) report to the Council;
- d) advise the Treasurer on preparation of the budget; and
- e) advise the Treasurer, the Bureau, and the Executive Committee on financial matters, including raising funds to support Union and Association activities, and reviewing the category of membership of National Members.

The Chair of the Finance Committee will normally be invited to meetings of the Bureau or Executive Committee when financial matters are on the agenda.

## **IV. VOTING RIGHTS**

According to the IUGG Statutes:

“Voting in Council is held (a) at meetings of the Council or (b) electronically. Electronic voting is voting using electronic systems (e.g., Internet, E-mail, Fax) and organized by the IUGG Secretariat. Electronic votes shall be open for one calendar month from the date of announcement. Electronic voting shall normally be suspended in the 6 months preceding a meeting of Council.”

Associates have no voting rights” (Statute 16).

“On questions of scientific nature, or of administrative nature, or of a character partly administrative and partly scientific not involving matters of finance, voting shall be in Council by Member Countries, each Council Delegate having one vote, provided that the subscription of the Adhering Body has been paid up to the end of the calendar year preceding the voting” (Statute 17.a).

“On questions involving finance, voting shall be in Council by Member Countries with the provision that a voting country must have paid its subscriptions up to the end of the calendar year preceding voting in Council. The number of votes allotted to each Member Country shall be equal to the number of its category of membership” (Statute 17.b).

“Questions on admission of new Member Countries and appeals against denial of transfer to Associate membership shall be decided by a two-thirds absolute majority vote of the Council Delegates meeting in Council or voting electronically, each Council Delegate having one vote” (Statute 18).

“A Council Delegate may represent only one Member Country. No member of the Bureau shall serve as a Council Delegate of a country. No Member of the Executive Committee shall vote with the Council unless under exceptional circumstances he or she is also the Council Delegate of a Member Country.

A paying Member Country which is not represented at a Council meeting may vote by correspondence on any specific question provided that the matter has been clearly defined on the final agenda distributed in advance to the Member Countries and that the discussion thereon has not produced any new considerations or changed its substance and provided that said vote has been received in writing by the President prior to the voting.

For the validity of the deliberations of the Council, at least one third of the Member Countries eligible to vote must be represented by their Council Delegates” (Statute 19).

“Before a vote in a Council meeting or an electronic vote, the President shall decide whether the matter under consideration is scientific, administrative or financial in character and whether the procedure of voting by correspondence applies” (Statute 20).

“Decisions of the Council shall be taken by a simple majority except as otherwise specified in the statutes.

If a tie should occur in a Council vote, the decision shall rest with the President.

Simple or two-third majorities are determined by the proportion of affirmative votes to the sum of votes (affirmative, negative, abstention), provided that the total number of delegates voting (affirmative, negative, abstention) is not less than one third of the total membership of the Union eligible to vote. Blank or invalid ballots and votes not cast by Delegates present at a Council meeting or by electronic voting are counted as abstentions” (Statute 21).

Additionally, the Executive Committee and the Finance Committee attend Council meetings with voice but without vote.

## **V. MODIFICATION OF THE STATUTES AND BY-LAWS**

### **A. Statutes**

“The Statutes of the Union may be modified only with the approval of two thirds of the Council Delegates present at a meeting or voting electronically” (Statute 23).

“Proposals for changes to any articles of the Statutes and By-Laws of the Union may be made by a Member Country or the IUGG Bureau.

The proposals must reach the Secretary General at least six months before the date of the meeting at which the changes are to be considered. The Secretary General shall notify all Member Countries of any proposed change at least four months before the announced date of the Council meeting.

If a proposal is submitted to Secretary General between Council meetings, the Bureau, in consultation with the Executive Committee, shall determine whether the proposal has merit to be placed for electronic voting by the Council. In the case of electronic voting, the Secretary General shall notify all Member Countries of any proposed change at least three months before the date of the vote” (Statute 24).

“These statutes or any further modification to them shall come into force at the close of the Council meeting at which they are adopted, or in the case of electronic voting on the date at which they are adopted” (Statute 22).

## **B. By-Laws**

“The Council has the power to adopt By-Laws within the framework of the statutes of the Union. These By-Laws may be modified by a simple majority of votes cast at a Council meeting or by electronic voting. These By-Laws or any further modification of them shall come into force at the close of the Council meeting at which they are adopted or, in the case of electronic voting, at the date on which they are adopted” (By-Law 23).

## **VI. ALLOCATION OF SUPPORT**

### **A. Allocation of Support for Meetings and Symposia**

The guidelines below were adopted in 2008 and modified in 2011 (Bureau Meeting, 8 July 2011), and in 2015 (Bureau Meeting, 2 July 2015). The program of IUGG support for scientific meetings (e.g., workshops, advanced schools, symposia) is one of the most important means by which the Union and its Associations pursue a goal of promoting geophysics and geodesy through international collaboration. A fraction of the IUGG's budget is devoted to the support of these scientific meetings. The IUGG Executive Committee places great emphasis on maintaining high scientific standards, coverage of a balanced spectrum of topics, and an appropriately broad and international flavour for the scientific program of the meetings. In that respect, the ICSU rules on non-discrimination in the access of qualified scientists from all parts of the world to any IUGG-sponsored meeting apply.

The number of co-sponsored meetings ranges from 10 to 15 (up to US\$2,000 each). Accordingly, not all meeting proposals worthy of support can be awarded IUGG sponsorship. IUGG funds are provided to support travel of students, early career scientists, female scientists, and especially those from less-affluent countries.

The following guidelines for obtaining IUGG sponsorship should be observed by prospective proposers:

- An IUGG-sponsored scientific meeting should have a well-defined and scientifically relevant theme, should be scheduled at a propitious time for significant progress in the field, and should be of interest to young researchers as well as senior experts.
- While the IUGG embraces all fields in geophysics and geodesy, a proposed program should maintain a balanced scope relevant to IUGG Associations. Each proposal will be judged on its own scientific merits.
- Given the international nature of the Union, meetings are by definition internationally oriented. This requires a well-balanced geographical and gender distribution.

Normally, the initiative to propose a scientific meeting for IUGG sponsorship originates from a group of scientists in a certain field. Prospective meeting organizers should contact the respective Association Secretary General (ASG) well in advance of their intended proposal submission, by sending a request for IUGG support until **15 October**. Please note that IUGG will support scientific meetings to be held in the following calendar year.

To ensure that the information necessary for the evaluation of the proposals by the Associations and the IUGG Bureau are complete and in a uniform format, allowing objective comparison between proposals as far as possible, the request for support must specify all entries listed below:

- Name of meeting, venue and dates
- Primary sponsors and other known co-sponsors
- Name and address of the Chair of the Local Organizing Committee
- The meeting website
- Scientific objective and scope of the meeting
- Estimated number of participants, abstracts, and sessions

- Level of support requested (in US\$) and explanation of how the money will be used
- Additional information as appropriate

IUGG will not support scientific meetings in the year of an IUGG General Assembly and those meetings organized during Association scientific assemblies.

The scientific merit of each scientific meeting's proposal should be evaluated by the respective ASG, taking into consideration comments and advice received from the Association Executive Committee. The Association Secretaries General should communicate their recommendation for selection to the IUGG Secretary General as soon as possible after receiving the requests, but not later than **31 October**.

The allocations will be suggested by the IUGG Secretary General and reviewed by the Members of the IUGG Bureau to assure impartiality. The Bureau will decide on the final selection of the successful applications. The decision on the IUGG support will be communicated to the Association Secretaries General by the IUGG General Secretary in a letter of award as soon as possible but not later than **1 December**.

The IUGG support should be acknowledged in all documents related to a sponsored meeting (e.g., in scientific program, on the website, in brochures, publications of proceedings, etc.).

Within **2 months** after the meeting, a meeting report must be sent to the IUGG Secretary General by the respective ASG and must contain:

- (i) a brief technical report summarizing the scientific highlights of the meeting (1-2 pages);
- (ii) a copy of the final scientific program;
- (iii) a list of participants, including their distribution by gender and country; and
- (iv) a list of recipients of IUGG grants, stating amount, country, age, and gender.

## **B. Allocation of Support for the IUGG Grant Program for 2016-2019**

IUGG continues its Grants Program for 2016-2019, which will complement the Union program of funding symposia and workshops (see VI.A) organized or co-sponsored by Union Associations and Union Commissions. Key priority areas are defined for the Grants Program in line with IUGG overall scientific strategies:

- Creation of new knowledge in Earth and space sciences
- Dissemination of knowledge, data and information on geophysics and geodesy
- Geoscience for sustainable development
- Geoscience and policy interface
- Geoscience education and outreach in developing countries

Proposals related to the priority areas will be funded for a fixed term of one or two years. The IUGG Grants Program aims to support projects of importance to the international geophysical and geodetic community, which will explore new scientific ideas and develop future international initiatives. A typical proposal may be for a workshop or a meeting of experts from several disciplines to develop a specific scientific program or assessment, particularly addressing an enhancement of geophysical research and Earth science education in underdeveloped and developing countries. Although the range of activities supported is broad, the project proposals should be of scientific and societal importance, and their results are expected to provide clear recommendations to politicians and other decision makers at national and local levels and to the general public in terms of the urgent actions to be undertaken. The deliverables of the projects should bring increased visibility to IUGG and the Union Associations.

***Proposals can be submitted by IUGG Associations and Union Commissions only.*** Associations' bodies (e.g., Commissions, Task and Work Groups) seeking funding for a project should submit their proposals via relevant IUGG Associations or Union Commissions. Any grant application must involve at least two IUGG bodies (Associations or Union Commissions): a Lead Applicant + at least one Supporting Applicant. Preference will be given to proposals that are multi- and trans-disciplinary and truly international, especially those involving more than two of the IUGG Associations and Union Commissions and representatives of several nations and countries. Proposals should be global or

regional in scope and involve a multi-national group, especially scientists from developing countries, women, and younger researchers.

The number of proposals to be funded per year is not fixed, but depends upon relevance, quality, proposal budget requests, and the total amount of funds available for the Grants Program. The total funding for the Program in 2016-2017 is US\$40,000. The same amount of funds is reserved for 2018-2019. A ceiling of US\$20,000 is imposed on all applications. Co-sponsorship from other sources is encouraged.

***The deadline for the project proposal submission is 1 April 2016 for the first call and 1 April 2018 for the second call.*** Following a biennial call, all proposals are peer-reviewed in open competition by the IUGG Bureau. If necessary, experts may be invited to participate in the review process. Successful applicants will be notified by 1 July 2016 (and 1 July 2018, respectively).

Grants will be made for periods of one or two years commencing from 1 August 2016 (and 1 August 2018, respectively). Projects may be cancelled if progress has been unsatisfactory. For funded projects, an annual report is to be sent to the IUGG Secretariat by 31 October 2017 (31 October 2019, respectively) and subsequently annually on the same date for all multi-year projects. A final report is to be submitted within three months of the date of the project termination.

Applicants are encouraged to submit their applications electronically. The application form can be obtained from the IUGG Secretariat on a request of IUGG Association or Union Commission Secretaries General.

### **C. Guidelines for IUGG Liaisons to International and Intergovernmental Organizations including the allocation of travel support**

(adopted at the 2010 IUGG Bureau meeting, Cairo)

The work of IUGG is related to that of many other scientific organizations. Some of these are inter-governmental such as those affiliated with the United Nations; some are Interdisciplinary Bodies of ICSU, and others are organizations of particular interest to specific Associations. From time to time, it has been deemed beneficial for IUGG to name liaisons to specific organizations in order to promote communication and co-operation. Liaisons are recommended by the Executive Committee and are appointed by the Council at each General Assembly; they serve until the subsequent General Assembly when they must provide a report of their relevant activities. The IUGG budget includes limited funds that the liaisons may access, if needed, to carry out their duties.

An IUGG liaison is encouraged to:

- Attend business meetings (General Assemblies, Executive Committee meetings, etc.) of the organization where (s)he represents the Union.
- Make contact with officers of the organization and with the members (national and Union) of the organization trying to promote IUGG activities related to the organization.
- Intervene in any discussion related to geophysics and geodesy (e.g., at the business meetings, teleconferences, e-mail correspondence) pointing out expertise of the Union in a particular problem.
- Undertake joint activities with the organization (e.g., scientific meeting which could be co-sponsored by IUGG and its Associations; joint statements and resolution; etc.).
- Nominate IUGG scientists for positions of the organization's officers in consultation with the President and Secretary General of IUGG.
- Nominate IUGG scientists for awards and medals of the organization in consultation with the President and Secretary General of IUGG.
- Prepare a report (2 pages) with a short summary (max. ½ page) on the business meeting(s) attended, emphasizing current activities of the organization especially related to geodesy and geophysics.
- Prepare a quadrennial report on the activity as the IUGG Liaison and to submit the report 6 months prior to IUGG General Assemblies.

IUGG liaisons are encouraged to seek external funding to attend meetings of the organization. If such funding is not forthcoming, then IUGG may cover travel expenses of IUGG Liaisons to one or two business meetings of the organization per quadrennium, depending on the importance of the meeting for IUGG. Prior approval for such travel expenses should be sought from the IUGG President or Secretary General, and Treasurer.

#### **D. Allocation of Support for Union Commissions and Inter-Union bodies**

Support for Union Commissions and Inter-Union bodies is recommended by the Executive Committee but is allocated from Union funds (not Association funds).

#### **E. Allocation of Support for Inter-Association Commissions**

Support for Inter-Association Commissions is recommended by the Executive Committee but is allocated from Association funds.

### **VII. IUGG RESOLUTIONS**

#### **A. Procedures for proposing and approving IUGG Resolutions at General Assemblies**

IUGG Resolutions will normally be approved during General Assemblies. No later than six months prior to a General Assembly, a Resolutions Committee will be formed by the IUGG President. Any Association or Member Country is invited to submit Resolutions, which must be received by the specified deadline. The Resolutions must be approved by both the Bureau and the Executive Committee before being presented to the Council.

#### **B. Special Resolutions**

Under rare circumstances, Special Resolutions or Statements may be adopted by the Bureau between General Assemblies.

### **VIII. GUIDELINES FOR UNION COMMISSIONS**

(adopted at the 2004 Executive Committee meeting, Boulder)

1. The IUGG Executive Committee may establish Union Commissions in order to examine scientific issues of mutual interest to at least four Associations.
2. A proposal to establish a Union Commission shall be put to the IUGG Executive Committee by an Association with the support of other (at least three) Associations. The proposal shall specify the aims and objectives of the Union Commission and include the names of the scientists comprising the Executive Body.
3. Each Association that supports the Union Commission is encouraged to designate a representative who will liaise between the Union Commission and the Association. The Executive Body of the Union Commission should consist of appropriate scientists from the component Associations.
4. The Executive Body of each Union Commission will advise the IUGG Executive Committee on their choice of Officers, consisting of at least a Chair/President and a Secretary. Their term of office will be for one period of approximately four years, or until the next IUGG General Assembly. This term may be extended for a second period.
5. Prior to any scientific or business meeting of the Union Commission, the Commission Officers shall notify the IUGG Vice-President and the supporting Associations of the time and place of the meeting.
6. The Union Commissions will formulate their program of work and should report to the Vice-President of the Union at least on an annual basis. An annual financial statement based on the calendar year shall be provided to the IUGG Treasurer.
7. Union Commissions may establish sub-commissions and working groups.

8. Union Commissions are encouraged to work through their sponsoring Associations to lead or co-sponsor interdisciplinary workshops or symposia at IUGG General Assemblies.
9. Inter-Association Commissions, comprising representatives of less than four IUGG Associations, may be established by the relevant Associations. Such inter-Association Commissions are encouraged to adopt these guidelines.

## **IX. GENERAL PROCEDURES**

### **A. Conduct of Meetings**

Meetings shall be conducted according to *Robert's Rules of Order Newly Revised*. The edition in current use is the Tenth Edition (2000) (hardback ISBN 0-7382-0384-X; paperback ISBN 0-7382-0307-6; leather-bound ISBN 0-7382-0923-6).

### **B. Meetings of the Council, Bureau, Executive Committee, and Finance Committee**

According to Statute 5, “the General Assembly shall consist of three parts: i) a meeting of the duly accredited Delegates of the Member Countries and guests invited in accordance with the By-Laws (the Council Meeting); ii) business meetings of the Union; iii) an open scientific assembly.”

The Council of the Union shall consist of the Delegates known as Council Delegates, designated by the Adhering Bodies of the Member Countries, one Council Delegate for each Adhering Body. Each Council Delegate shall be formally accredited by the Adhering Body in advance of each meeting of Council. Adhering Bodies in Associate status are not entitled to appoint a Council Delegate. Each Council Delegate, normally the President of the relevant IUGG National Committee, is expected to serve until the beginning of the first session of the subsequent Council meeting. However, an Adhering Body may replace its Council Delegate during the interval between successive Council meetings, and/or appoint an Alternate Delegate for a specific meeting. The right of a Council Delegate to vote is subject to the relevant Adhering Body meeting its financial obligations to the Union”.

General Assemblies shall be held once every four years at the call of the President of the Union (from By-Law 5). Notice of the date and of the place of the meeting of the next General Assembly shall be sent by the Secretary General to the Member Countries at least nine months before the Assembly (from By-Law 6). The Council is convened by the President of the Union, and shall meet at appropriate times during each Assembly. It may be convened between two General Assemblies when a written request is made by at least a third of the paying Member Countries or by a simple majority of the members of the Executive Committee, with notice of the questions to be placed on the agenda of the meeting; the decisions reached at such a meeting of the Council shall be subject to Article 5 of the Statutes (from By-Law 11). Council meetings shall be open to Council Delegates, the Executive Committee, and the Finance Committee. One person from each Associate Member may attend any Council meeting with voice but without the right to vote. The IUGG President may invite guests to make presentations at Council meetings. Other individuals may, with concurrence of the President, attend Council meetings as Listeners only, except that a simple majority of Council Delegates present may declare part of any meeting closed to Listeners (from By-Law 11).

A plenary meeting of the participants in the General Assembly shall be held during each General Assembly for discussions of Union activities (By-Law 8). The Associations shall hold business meetings and scientific sessions at the General Assemblies of the Union (from By-Law 9).

In between face-to-face meetings of the Council, the President can call the Council Delegated to take part in discussion and in electronic voting on the topics determined by the Executive Committee. The Procedure related to the operation of the standing Council can be found in *Appendix 3*.

The Bureau will normally meet once a year, at the call of the President of the Union. In a meeting, no Member of the Bureau can be represented by any other person. For the validity of the deliberations, four Members at least must be present (from By-Law 13).

The Executive Committee is convened by the President of the Union. It shall meet at each General Assembly, and also at all sessions of the Council with voice but without vote. It will also meet

normally at least once between General Assemblies, two years ahead of the next General Assembly, in order to prepare an outline of the interdisciplinary scientific agenda and of the timetables for the Union and for the Associations during the next General Assembly (from By-Law 12). In recent practice, the Executive Committee has been convened twice between General Assemblies: in the first and the second years of each term. The expenses of the members of the Executive Committee to attend the meeting are borne by the Union.

At a meeting of the Executive Committee, no member of the Bureau, nor the Past President of the Union, may be represented by any other person. The Presidents of the Associations, in case of hindrance, may be represented by a Vice-President or the Secretary of their Association. The Past President has voice but no vote. For the validity of the deliberations of the Executive Committee, at least half of its members must be present or represented (from By-Law 12).

The Finance Committee shall elect a Chair from among its members. The Finance Committee shall meet, at the call of its Chair, and at least once during its term of office. The Chair of the Finance Committee will normally be invited to meetings of the Bureau or Executive Committee when financial matters are on the agenda (from By-Law 19). The Finance Committee shall meet with the Council at sessions of the latter, with voice but without vote (Statute 11).

### **C. Travel of IUGG Officers to Business Meetings**

According to IUGG By-Law 21 travel expenses and per diem subsistence may be paid by the Treasurer in accordance with rates established by the Bureau. The following conditions must be satisfied:

- a) the meeting must be for specific Union business;
- b) those concerned must represent the Union and not Adhering Bodies; and
- c) those concerned must be unable to obtain adequate allowances from sources in their own country.

Normally IUGG pays only economy class air travel. Exceptionally, in case of occupational health and safety grounds, the President, Secretary General, and Treasurer of the Union may fly business class only to the IUGG Bureau, Executive Committee and Council meetings where their presence is essential. IUGG does not cover medical insurance of those traveling to the meetings for Union business.

### **D. Vade Mecum**

(Annual Notification to Associations and Union Commissions of documents required by the Union)

The notification of documents and deadlines for receipt of reports needed by Union Officers shall be issued by the Secretary General as soon as practical, and no later than 30 days following the first day of each calendar year.

### **E. Electronic Journal**

An electronic newsletter, the IUGG E-Journal, intended to inform IUGG Adhering Bodies, National Committees for IUGG, IUGG component bodies, and the organizations involved in cooperation with IUGG of recent activities of the Union, shall be issued by the Secretariat as close as possible to the first day of each month. A draft newsletter should be circulated to the IUGG Executive Committee and Association Secretaries General approximately one week before the first of the month, in order to assure accuracy of the material.

### **F. Yearbook**

In order to facilitate contact between the Union and National Committees, and also among scientists internationally, IUGG compiles an updated Yearbook at the beginning of each year. The deadline for the submission of updates by the National Committees for IUGG and IUGG bodies is **15 November**. An electronic copy of the Yearbook placed on the website and may be updated more frequently than

annually. A hard copy of the Yearbook is published approximately in the middle of April together with the Annual Report for the preceding year (see G below) and distributed in print form to the IUGG Adhering Bodies, National Committees for IUGG, IUGG officers, organizations involved in cooperation with IUGG, and major libraries. The Yearbook contains general information about IUGG and its composition, details about each Association and National Committee, and complete contact information (as it is available) for each person who serves as an Association Officer or National Committee Member.

## **G. Reports**

### **G1. Annual Reports**

Each year, IUGG requests a short annual report from each Association, Union Commission and the International Lithosphere Program (joint research program with the International Union of Geological Sciences) outlining their activity, major conferences, and other details of the previous year. These reports are collected mid-February and compiled into one cohesive document (Annual Report), which is then distributed together with the Yearbook as a hard copy document (see F above). The document is a concise way of keeping the members of IUGG informed of the projects and accomplishments of the Union.

### **G2. Quadrennial Report**

In addition to the Annual Report for the year preceding a General Assembly, IUGG requests a quadrennial report from each Association, Union Commission, IUGG Liaisons and the International Lithosphere Program outlining their activity for the years after the last General Assembly, major conferences, and other details of the previous years. The request should be issued by the Secretary General (or Assistant Secretary General) six months before an IUGG General Assembly. These reports are compiled into an Agenda Book to be sent to the IUGG Council Delegates four months before the IUGG General Assembly.

Reports (annual and quadrennial) from Associations, Union Commissions, and the International Lithosphere Program should contain

1. short introduction of Association (max. ½ page)
2. administration (max. ½ page)
  - EC & Bureau meetings
  - Changes in administration (setting up of new Commissions, Working Groups, etc., or termination of old Commissions, Working Groups, etc.)
3. activities (max. 2 pages)
  - Scientific Assemblies, Workshops/Symposia etc.
  - Activities of Association Commissions, Working Groups, Divisions, Services etc.
  - Scientific Programs, Projects, Publications
  - Awards/Anniversaries/Obituaries
4. planned future activities / announcements (max. ½ page)

## **H. Selection of Venues for General Assembly**

A Call for proposals to host an IUGG General Assembly shall be issued by the Secretary General and published in the IUGG E-Journal approximately 2 years before the next IUGG Council Meeting, where a selection of the venue for the subsequent General Assembly should take place. Proposals should be received 6 months before the Council Meeting. The Guidelines on Proposals to Host an IUGG General Assembly are placed on the IUGG website. A proposal to host an IUGG General Assembly should include:

- The inviting body/bodies, including:
  - o The official host body;
  - o Other supporting institutions; and

- Government support to assure free circulation of scientists, consistent with the ICSU “Principle of Universality.”
- Potential venue/venues, including:
  - Maximum number of participants who could be accommodated;
  - Meeting facilities: number of halls; rooms of various sizes and technical equipment; poster facilities, etc.
  - Space and facilities for the Bureau, Finance Committee and Association offices;
  - Rooms for meetings of the Council, the Executive Committee, the Bureau and the Finance Committee;
  - Accommodations: range of lodging types and costs; distance from meeting facilities; and
  - Proposed dates for an Assembly of 10 days in length.
- Financial aspects:
 

IUGG expects that the host will take full responsibility for the financial affairs of a General Assembly. However, it is desirable to have the following information:

  - Resources available for the preparations leading up to the General Assembly and for preparing the Comptes Rendus following the Assembly;
  - Possibilities for support from governmental, industrial, and commercial bodies in order to minimize registration fees; and
  - Possibilities for fund-raising to support young scientists from developing countries to attend the Assembly.
- Deadline:
 

Inquiries to the IUGG Secretariat regarding a potential proposal are welcome at any time. The official invitation should be received by the Secretary General at least six months before the General Assembly at which the host will be determined (consistent with IUGG By-Law 6). All invitations will be evaluated by a committee selected for that purpose, and a report will be presented to the IUGG Council before their final vote. The IUGG Council selects the winning invitation.

More information on the preparation of bids can be found at the IUGG website:

[http://www.iugg.org/assemblies/invitation\\_host\\_GA.pdf](http://www.iugg.org/assemblies/invitation_host_GA.pdf)  
[http://www.iugg.org/assemblies/Guidelines\\_IUGG\\_GAs.pdf](http://www.iugg.org/assemblies/Guidelines_IUGG_GAs.pdf)

Proposals shall be reviewed by a committee, experienced in the logistics of convening Union or Association Assemblies, appointed by the IUGG President. In the case of multiple proposals, a member of the committee appointed by the committee’s chair shall travel to the place of the venue with the aim to inspect the site and its environment. The following criteria should be considered:

### ***1. Official Bidders and Supporting Institutions***

- The official host body
  - Composition of the proposed LOC, number of local scientists in various IUGG disciplines
- Other supporting institutions
  - Rank according to their number and importance
- Government support to assure free circulation of scientists
  - Visa issues

### ***2. Financial Aspects***

- Possibilities for support from governmental, industrial, and commercial bodies in order to minimize registration fees
  - Rank according to their number
- Possibilities for fund-raising to support young scientists from developing countries to attend the Assembly

- Rank according to level of support effectively promised (in writing)
- Resources available for the preparations leading up to the General Assembly and for preparing the Comptes Rendus following the Assembly
  - Level of available pre-conference funds

### **3. Dates of the GA**

- Proposed dates for an Assembly of 10 days in length, taking into account availability of facilities and suitability of weather
  - June-August period or January period (southern hemisphere)

### **4. Venue and around**

- Max number of participants who could attend
  - At least 4,000, max 6,000
- Past history of successful assemblies held in the same venue
- Meeting facilities: number of halls; rooms of various sizes and technical equipment; poster facilities, etc.
  - In one place/building? If several buildings how far to walk?
- Exhibition space
- Air quality of the venue
- Space and facilities for the Bureau, Finance Committee and Association offices
  - Should be close by the lecture halls
- Rooms for meetings of the Council, the Executive Committee, the Bureau and the Finance Committee
  - Should be near the above offices
- Wi-Fi availability in venue
- Closeness of lunch-break cafeterias, restaurants, bars
- Distance to airport, how many cities airport serves, flight times and costs from “typical” places, and transportation from airport to conference area
- Safety of city, including for groups of or individuals

### **5. Registration Fee**

- Level of registration fees (especially the “early bird” rate!)

### **6. Accommodation**

- Accommodation options: range of lodging types and costs, distance from meeting facilities etc
  - Low-cost student accommodation essential!
- Wi-Fi availability in hotels

### **7. PCO/LOC**

- PCO and web-based program for handling registration, abstracts, etc.
- Proposed social program, accompany person program
- Proposed pre- and post-conference tours, programs
- Association Banquet possibilities
- Marketing and advertising strategies
- Outreach program
- Invitation of media representatives

## **I. Schedule of Deadlines before General Assembly**

General Assemblies are held once every four years (By-Law 5)

### **GA – about 2 years:**

- The program of the scientific meetings and the selection of interdisciplinary topics for joint sessions shall be decided by the Executive Committee of the Union on the basis of recommendations made earlier by the Associations (By-Law 9)

### **GA – 18 months:**

- The President appoints the Nominating Committee with the advice and approval of the Executive Committee. The Nominating Committee shall consist of a Chairman and three

other members, not themselves members of the Executive Committee or of the Finance Committee (By-Law 10.b)

**GA – 9 months:**

- Ensure that the IUGG Adhering Bodies have been notified of the date and time of the General Assembly (By-Law 6)

**GA – 8 months:**

- Release the first list of persons nominated for IUGG Bureau and Finance Committee officers (By-Law 10.b)

**GA – 6 months:**

- Appointment of the Resolutions Committee
- Due date to receive proposals for modifications to the IUGG Statutes and By-Laws (Statute 24)
- Due date to receive proposals for the agendas of both the Council meetings and the Executive Committee meetings (By-Laws 6 and 12)

**GA – 4 months:**

- Council must be notified of proposed changes to the Statutes and By-Laws (Statute 24)
- Final agendas must be issued for the Council and Executive Committee meetings (By-Laws 6, 12)
- Council must be notified of any proposed change in the amount of a unit (By-Law 11.f)

**GA – 3 months:**

- Due date for names to be added to the ballots for officers (By-Law 10.c)
- A report on the administration of the Union since the last General Assembly must be sent to all Member Countries (By-Law 16.d)
- A preliminary budget must be sent to the Adhering Bodies (By-Law 20.a)
- A report on the complete accounts of the Union for the previous period shall be presented to the Bureau and to the Finance Committee (By-Law 20.f)
- A summary report on the Finances of the Union shall be distributed to the Member Countries (By-Law 20.g)

**GA – 2 months:**

- Final ballots for officers must be sent to the Adhering Bodies/Council delegates (By-Law 10.b).

## Appendix 1. Guidelines on how to join IUGG

Every country in which “independent activity in geodesy and geophysics has been developed” is eligible for IUGG membership. We believe that IUGG membership contributes to the scientific well-being of our member countries, and may lead to economic benefits through enhanced exchange of scientific and technical expertise. The IUGG Statutes and By-Laws are available on our website (<http://www.IUGG.org>). According to our Statutes, the following information is required and constitutes an application for membership. If you have specific questions, please contact the IUGG Secretariat ([secretariat@iugg.org](mailto:secretariat@iugg.org)).

### 1. *What body (known as the Adhering Organization) shall represent your country to IUGG?*

Please identify the mailing and e-mail addresses and the telephone and fax numbers of this Adhering Organization. This is usually the principal scientific academy or council for national research. However it can be any other institution or association of institutions, whether non-governmental or governmental, that represents your geodetic and geophysical activities. A country is represented by a single body except under extraordinary circumstances. For examples of Adhering Organizations, please consult the IUGG brochure enclosed or the IUGG Yearbook posted on the IUGG website.

### 2. *The Adhering Organization must establish a National Committee for IUGG and identify at least one officer.*

Most National Committees identify the President and Secretary of the Committee, but some Committees identify additional officers. Please provide the mailing and e-mail addresses and telephone and fax numbers of all officers. The fax and e-mail address of the officer who will be the IUGG Correspondent on behalf of the National Committee should be identified. The term of these officers is generally, but not necessarily, the same as the IUGG quadrennium (e.g., 2015-2019).

### 3. *IUGG consists of 8 Associations*, each representing a discipline of geodesy or geophysics.

These Associations are as follows:

- International Association of Cryospheric Sciences (IACS/AISC)
- International Association of Geodesy (IAG/AIG)
- International Association of Geomagnetism and Aeronomy (IAGA/AIGA)
- International Association of Hydrological Sciences (IAHS/AISH)
- International Association of Meteorology and Atmospheric Sciences (IAMAS/AIMSA)
- International Association for the Physical Sciences of the Oceans (IAPSO/AISPO)
- International Association of Seismology and Physics of the Earth's Interior (IASPEI/AISPIT)
- International Association of Volcanology and Chemistry of the Earth's Interior (IAVCEI/AIVCIT)

Each Association would like to be able to contact a single person who will then represent the interests of that Association within your National Committee. In so far as possible, please provide the mailing and e-mail addresses and telephone and fax numbers of a representative for each Association. In most countries, these individuals are appointed by the National Committee but a more formal election conducted by the Adhering Organization could be held.

### 4. *Please indicate whether you wish to apply to be a Regular Member or an Associate Member.*

The difference is explained below.

Regular (paying) Member: Regular Members may send a delegate to quadrennial meetings of the IUGG Council, and vote on matters of business. Scientists from member countries may hold office in the Associations and vote in their business meetings. A Regular Member pays dues annually according to a scale ("the category") established by the IUGG Finance Committee (shown below) and as explained further in Statute III and By-Law III. Your application should specify which

category of membership you wish to take. Countries are expected to subscribe to a category that is consistent with their overall economy and participation at General Assemblies.

As a guide to help choose the category, the IUGG Yearbook lists IUGG member countries and their category of membership. A Regular Member country that misses an annual payment temporarily falls into a special class of membership known as "observers." Every year, the Treasurer uses an algorithm to determine the price of a unit of membership, and also reviews the category of membership of regular members at least every quadrennium. As of the Year 2017, a single unit of membership is valued at USD 1,935.

Category	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Units of Contribution	1	2	3	5	7	10	15	20	25	30	35	40	45	50

Associate (non-paying) Member: Associate Members have no voting rights, and persons from Associate countries may not hold office in IUGG or in any of the Associations. On the other hand, scientists are welcome to attend all scientific and social activities at all IUGG and Association meetings. The scientific data and research done within Associate Member countries is valued and the opportunities for networking and collaboration with other IUGG Members are enhanced. Associate Members receive all of the ordinary correspondence of IUGG, such as notices of forthcoming meetings and information about applications for travel support. Associate Membership is welcomed as a first step toward regular membership if a country's economic condition currently does not permit the payment of annual dues.

#### **5. Application Procedure**

When the information requested above is ready, please submit your application as a letter to the IUGG Secretary General. Membership application forms can be requested from the IUGG Secretariat.

The Application will be processed in the following steps (By-Law 14):

1. It will be sent to the members of the IUGG Executive Committee who will determine the scientific merits of the application.
2. The application and the recommendation of the Executive Committee will be sent to the Adhering Organizations of the IUGG Regular Members via their National Committees, who will vote to accept the application. The Council should then ratify the voting results.

“Questions on admission of new Member Countries and new Affiliate Members and appeals against denial of transfer to Associate membership shall be decided by a two-thirds absolute majority vote of the Council Delegates meeting in Council or voting electronically, each Council Delegate having one vote” (Statute 18).

## **Appendix 2. Guidelines on the nomination of Honorary Members (IUGG Fellows)**

### Procedure and Requirements for Nomination

Adhering Bodies/National Committees, Association of IUGG or Affiliate Members can submit nominations for IUGG Honorary Membership. It should be addressed to the Chair of the IUGG Honorary Membership Committee. The nomination should contain:

- a nomination letter signed by the President of the National Committee for IUGG, Union Association President or Affiliate Member President;
- three supporting letters (not from scientists of the nominee's country of residence) emphasizing the nominee's scientific eminence and broad international cooperation;
- the nominee's CV (max. 3 pages, A4 format) with an emphasis on nominee's scientific work in a research field of IUGG and contribution to world science and international scientific cooperation; and
- a list of the nominee's major published scientific works (max. 2 pages, A4 format).

The Nominee should meet the following criteria:

- prominent scientist in one or more of the fields of IUGG;
- person who has actively promoted international scientific cooperation in Earth and space sciences.
- experience of active work in IUGG or within one or several IUGG associations of at least 10 years.

### Honorary Membership Committee

The IUGG Honorary Membership Committee is appointed by the IUGG President with the approval of the IUGG Bureau. The Committee consists of 6 members including an IUGG Bureau Member (ex-officio).

The IUGG Honorary Membership Committee will consider the nominations and will give preliminary conclusion on the conformity of the nominees to the established criteria. If needed, the Committee will propose independent reviewers from the community of leading scientists to review the nominations. The Committee's Chair addresses the proposed experts with a request to review the nominations and to provide his/her opinion on the nominees.

Based on the comments of the independent reviewers, on the nomination and supporting letters, the Committee's members select up to 10 nominees and make the final recommendation (by simple majority of votes). The Committee's Chair sends the list of the recommended persons to the IUGG Secretary General. The IUGG Bureau makes the final decision on the IUGG Fellows.

### **Appendix 3. Guidelines on the operation of the standing Council**

According to IUGG Statute 6, “responsibility for the direction of the Union’s affairs shall be vested in the Council of the Union. Decisions of the Council shall be reported to the General Assembly.” Delegates of the Union’s Council had been appointed by the Adhering Bodies of Member Countries for the duration of a Council Meeting normally held once every 4 years during IUGG General Assemblies. “Between meetings of the Council, the direction of the affairs of the Union shall be vested in the Bureau and the Executive Committee, of which the respective responsibilities are hereafter defined” (IUGG Statute 7).

To modernize the Union’s practices and improve flexibility in decision-making, in 2015 the IUGG Council approved several changes to the Union’s Statutes and By-Laws allowing the Adhering Bodies of Member Countries to appoint Delegates to IUGG Council for the period between General Assemblies (normally for 4 years) so that the Council can vote electronically to make decisions as soon as the need arises.

Therefore, there is a need to introduce the procedure, which will regulate the relationship between the Bureau and Executive Committee on one side and the Council on another side and describe the operations of the Council during 4 years between face-to-face meetings of the Council.

#### ***Procedure***

1. At least 6 month before an IUGG General Assembly, the IUGG Secretary General issues a request to the Adhering Bodies of Member Countries to appoint Delegates to IUGG Council for the period starting from the opening of the Council Meeting at the General Assembly. “Each Council Delegate, normally the President of the relevant IUGG National Committee, is expected to serve until the beginning of the first session of the subsequent Council meeting. However, an Adhering Body may replace its Council Delegate during the interval between successive Council meetings, and/or appoint an Alternate Delegate for a specific meeting” (IUGG Statute 5).
2. The work of the Council for the period between general assemblies concerns decision-making (by electronic voting) related to administrative matters and/or major programs, plans and activities proposed by the Bureau and the Executive Committee of the Union. For example, the Council considers “questions on admission of new Member Countries and new Affiliate Members and appeals against denial of transfer to Associate membership” (IUGG Statute 18), discusses and votes on strategic and implementation plans.
3. The IUGG President chairs the Council and invites the Council Delegates to consider a particular issue, which the Executive Committee agreed to table for the Council’s decision. The IUGG Secretary General communicates with the Council on technical aspects of the issue related to discussion and voting procedures.
4. The IUGG Secretariat provides a forum for electronic discussion to Council Delegates, and the Assistant Secretary General / Executive Secretary facilitates the technical work of the Council. This covers communications between the Council and the President and/or Secretary General, organization of a discussion forum and electronic voting, information of the Council and the Executive Committee on the results of the voting, and other relevant activities.
5. “Electronic voting is voting using electronic systems (e.g., Internet, E-mail, Fax) and organized by the IUGG Secretariat. Electronic votes shall be open for one calendar month from the date of announcement. Electronic voting shall normally be suspended in the 6 months preceding a meeting of Council. Associates have no voting rights” (IUGG Statute 16).
6. “The decisions of the Council shall come into force at the close of the Council meeting at which they are adopted, or in the case of electronic voting on the date at which they are adopted” (IUGG Statute 22).
7. “Proposals for changes to any articles of the Statutes and By-Laws of the Union may be made by a Member Country or the IUGG Bureau.

The proposals must reach the Secretary General at least six months before the date of the meeting at which the changes are to be considered. The Secretary General shall notify all Member Countries of any proposed change at least four months before the announced date of the Council meeting.

If a proposal is submitted to Secretary General between Council meetings, the Bureau, in consultation with the Executive Committee, shall determine the urgency of the proposal and decide whether the proposal should be placed for electronic voting by the Council or for voting during the next Council meeting. In the case of electronic voting, the Secretary General shall notify all Member Countries of any proposed change at least three months before the date of the vote.” (IUGG Statute 24)