



ICOMOS International Scientific Committee - ISPRS Permanent Committee (ISC)

CIPA - HERITAGE DOCUMENTATION
(1969 – 2018: International Committee for Architectural Photogrammetry, CIPA)

CIPA - DOCUMENTATION DU PATRIMOINE
(1969 – 2018: Comité international de photogrammétrie architecturale, CIPA)

January 27, 2019

STATUTES
(In force by 2019)

I. Name and mission

Article 1

The ICOMOS International Scientific Committee - ISPRS Permanent Committee (ISC), CIPA-HD – **Heritage Documentation** (hereafter referred to as CIPA-HD), is a joint committee organized by members and sanctioned by the International Council on Monuments and Sites (ICOMOS) and the International Society for Photogrammetry and Remote Sensing (ISPRS). It ensures liaison and co-operation between ICOMOS and ISPRS.

Article 2

The mission of CIPA-HD:

- Promote recording, documentation, information management, and monitoring of cultural objects, monuments, groups of buildings and their context, villages, towns, sites, cultural landscapes as well as intangible heritage by means and further development of applications of traditional and advanced survey methods, techniques, and tools such as photography, photogrammetry, laser scanning, remote sensing, information technology and management, including and integrating related disciplines and techniques in order to aid conservation of significant cultural heritage.
- Pursue programs that include stimulating and supporting research, training, and education, in order to increase exchange, dissemination, and outreach of relevant information and knowledge to promote a greater understanding and worldwide cooperation in the discipline.
- Advocate and promote international co-operation between:
 - the Commissions and Members of ISPRS,
 - the ISCs and National Committees of ICOMOS, especially with respect to ICOMOS' tasks and needs for UNESCO's World Heritage Centre,
 - other co-operation partners of ICOMOS, for example ICCROM, ICOM, IUCN, DOCOMOMO,
 - any other international recognized professional bodies involved in Cultural Heritage policies.

Article 3

CIPA-HD exercises its activities in the best possible agreement with the statutes and objectives of both ICOMOS and ISPRS.

II Structural relationship with ICOMOS

Article 4

As CIPA-HD is an ISC of ICOMOS, the CIPA-HD President is designated ex-officio member of the ICOMOS Scientific Council.

An ICOMOS Delegate formally represents ICOMOS in the CIPA-HD Executive Bureau.

One of the two Vice Presidents of CIPA-HD should be approved by ICOMOS as its formal representative to the CIPA-HD Executive Bureau.

III Structural relationship with ISPRS

Article 5

CIPA-HD is a permanent ISPRS Committee according to ISPRS Bylaw VII: Organisation and Administration.

The CIPA-HD President, or delegate, has observer status at the ISPRS General Assembly.

One of the two Vice Presidents of CIPA-HD should be approved by ISPRS as its formal representative to the CIPA-HD Bureau.

IV Objectives and activities

Article 6

In order to accomplish its mission, CIPA-HD will:

- a) Establish links between architects, historians, archaeologists, conservation professionals, recording and inventory specialists, and specialists in photogrammetry, computer vision, laser scanning, remote sensing, geographic information systems (GIS), computer aided architectural design (CAD), building information modelling (BIM) computer graphics, surveying and in other related fields.
- b) Organise and encourage the dissemination and exchange of ideas, knowledge, experience, and the results of research and development.
- c) Establish contacts with and between the relevant institutions and companies involved in recording, documentation, and measurement of cultural heritage and/or in the education, training, the research and development of technologies related with their respective aims.
- d) Initiate and organise symposia, specialist colloquia, workshops, tutorials, practical sessions, training schools, and specialised courses; all the activities related to the education, dissemination and raise awareness purposes.
- e) Establish three Permanent Commissions on:
 - I. Application of Recording, Documentation, and Information Management for Cultural Heritage
 - II. Technologies for Cultural Heritage Geometric Documentation
 - III. Education and Dissemination
- f) Provide scientific and technical expertise for specific projects and initiatives or letters of support in international programmes and activities.
- g) Submit an annual report on its activities to the ICOMOS Scientific Council and the ISPRS Council.

V Membership, Executive and Boards

Article 7

Individual Membership of CIPA-HD is open to all ICOMOS members and/or individuals belonging to ISPRS members, who agree to promote the aims and objectives of CIPA-HD as permitted in the statutes and bylaws of ICOMOS and ISPRS.

Article 8

The membership categories comprise:

1. Regular Members
2. Expert Members
3. Honorary Members and Honorary Presidents
4. Sustaining Members

Article 9

Regular Members are all the persons who declare their intention to actively work on CIPA-HD activities and are accepted by the CIPA-HD Executive Bureau (see article 11). The list of CIPA-HD Regular Members is published on the CIPA-HD website.

Expert Members are all the CIPA-HD Members that have been appointed as Experts by the CIPA-HD Executive Bureau by considering their professional and/or academic activity and achievements in the topics of CIPA-HD. The list of CIPA-HD Expert Members is published on the CIPA-HD website.

Honorary Members, and Honorary Presidents may be elected by the Expert Member Board (see article 11) after relevant suggestion of the Executive Committee, in recognition of their distinguished service rendered to the Board and in furthering the aims and objectives of CIPA. Honorary Membership is for life, except in the case of suspension by the Expert Member Board.

Sustaining Members are persons, organisations, institutions, and public or private enterprises who show interest in the mission of CIPA-HD. They offer financial support for the operations and activities of CIPA-HD. Sustaining Members are proposed and approved by the Executive Committee.

Article 10

The structure of CIPA-HD consists of the:

- Member Board
- Expert Member Board
- Executive Committee
- Executive Bureau
- Permanent Commissions

Article 11

The CIPA-HD **Member Board** is comprised of all the CIPA-HD members.

The CIPA-HD **Expert Member Board** is formed by all the CIPA-HD Expert Members and by one representative from each Sustaining Member.

The CIPA-HD **Executive Committee** is formed by seven ICOMOS and seven ICOMOS and ISPRS members. The Executive Committee is elected every four years by the Expert Member Board for the next four years. The Honorary Presidents and Honorary Members have the right to participate to the meetings without voting rights.

The **Executive Bureau** is formed by the President, the two Vice Presidents, the Secretary General, the incoming Symposium Director, the three Chairs of the Permanent Commissions and the Webmaster. The Executive Bureau is elected every four years by the Executive Committee for the next four years. The Symposium Director is appointed every two years by the CIPA-HD Expert Member Board.

The **Permanent Commission Chairs** are individuals appointed by the Executive Committee to head special sessions such as training, outreach, and publications

The President, the two Vice Presidents and the Secretary General must come from at least three different Countries.

Only CIPA-HD Expert Members can be elected as members of the Executive Committee and Executive Bureau.

Article 12

The CIPA-HD **Member Board** should:

- Propose and support research, dissemination, outreach, training and teaching activities in their country under CIPA-HD auspices
- Invite new experts to become CIPA-HD Members and CIPA-HD Expert Members
- Contribute to the newsletter issues and greater dissemination
- Join the CIPA-HD Member meetings during the Symposia and in any other activities that requires their attendance

Article 13

The CIPA-HD **Expert Member Board** should:

- Participate in the election of the Executive Committee members
- Critically observe the activities of the Executive Committee and advise actions
- Join the Executive Board meetings during the Symposia and in any other activities that might be necessary
- Support the Symposium Director in the review of submitted papers for scientific events
- Contribute to the newsletter issues, dissemination and outreach activities

Article 14

The CIPA-HD **Executive Committee** should:

- Provide advice and critically observe the activities of the Executive Bureau.
- Propose modifications to the administration of CIPA-HD
- Participate in voting during the election of the Executive Bureau
- Seek new Sustaining Members in collaboration with the Vice Presidents
- Contribute to the CIPA-HD newsletter issues, dissemination, and other outreach activities
- Critically observe the activities of the Commission Chairs and advise on actions
- Approve the annual reports of Executive Bureau and Commission Chairs
- Support the Symposium Director in the review of submitted papers for scientific events.
- Join the Executive Committee meeting once a year
- Actively contribute to any amendments to the Statutes proposed by the Executive Bureau
- Support the Executive Bureau in any possible way to achieve its goals and main objectives

The mandate of the Executive Committee's members will be four years. The mandate can be renewed only twice

Article 15

The CIPA-HD **President** should:

- Represent the Committee, personally or with his/her deputy, with respect to the parent societies and all other international authorities and organisations with which the CIPA-HD has relations
- Ensure liaison between CIPA-HD and the national ICOMOS and ISPRS Members
- Direct the internal activities of CIPA-HD
- Represent CIPA-HD at international events
- Collaborate with the Secretary General (see article 16) for the organisation of meetings
- Advise the Symposium Director (see article 18) during the Symposium preparations
- Prepare the reports to ISPRS and ICOMOS in collaboration with the Secretary General
- Prepare the annual reports to Executive Committee, Expert Member Board and Member Board
- Maintain relationship with ISPRS and ICOMOS

- Establish and manage with the Vice Presidents (see article 17) and all members of the Executive Bureau a sustainable four years financial plan
- Prepare a four-year strategic action plan with concrete milestones, deliverables, and impact to the scientific society and in general to CIPA-HD

The mandate of the President will be four years. The mandate can be renewed only once.

Article 16

The CIPA-HD **Secretary General** should:

- Assist the President in the management of CIPA-HD and its external and internal relations
- Be responsible for the Secretariat of the organisation
- Manage Committee meetings, preparing the agenda in co-operation with the President, inviting the board members, and providing a draft of the meetings minutes
- Be responsible for the historical files of CIPA-HD and for the effective communication of CIPA-HD matters in collaboration with the webmaster (newsletter, web, etc.)

The mandate of the Secretary General will be four years. The mandate can be renewed only once.

Article 17

The CIPA-HD **Vice Presidents** should:

- Cooperate in all CIPA-HD decisions and assist the President especially in all questions of intersociety relationships and communications
- Maintain the relationships with the Sustaining Members
- Seek new opportunities to raise funding and maintain CIPA-HD interest and visibility.
- Replace the President in his/her absence at events
- Contribute to the newsletter issues, dissemination and outreach activities
- Critically observe the activities of the Permanent Commissions (see article 19) and advise actions

There are two Vice Presidents, one originating from ISPRS and one from ICOMOS. One of the two Vice Presidents will be the Treasurer.

The mandate of the Vice Presidents will be four years. The mandate can be renewed only once.

Article 18

The **Symposium Director** should:

- Organise the upcoming symposium, decided during the previous symposium
- Define a local and scientific committee to prepare and run the symposium.
- Organise the paper submission and review process
- Be responsible for the finances of the symposium
- Ensure publication of the submitted papers in the ISPRS Annals and Archives
- Create and maintain a symposium website

The Symposium Director is elected by the Expert Member Board during the International Symposium and his/her mandate lasts for two years.

Article 19

The **Permanent Commission Chairs** should:

- Organise scientific events, benchmarks, special issues, (summer) schools, special sessions, and tutorials related to the topics of their commission
- Be responsible of the finances of the organised events
- Seek and promote cooperation with ISPRS, ICOMOS and other related organisation in the field of their commission
- Organise and stimulate expert discussion and communication within their commission
- Contribute to the newsletter issues, dissemination and outreach activities
- Support the Symposium Director in the review of submitted papers
- Be responsible for awards (thesis, papers, etc.)

The mandate of the Permanent Commission Chairs will be four years. The mandate can be renewed only once.

Article 20

The **Web master** should:

- Be responsible for the main communication activities of CIPA-HD.
- Maintain, update and enrich the information on the website
- Support the preparation, publication, and distribution of the newsletters
- Maintain the list and contact information of CIPA-HD members

The mandate of the Web master will be four years. The mandate can be renewed multiple times.

VI Executive Bureau Authority

Article 21

The CIPA-HD Executive Bureau has the authority to:

- Make By-Laws governing the efficient operation of CIPA-HD
- Take key decisions and embark to actions to support CIPA-HD activities
- Enter into agreements with third parties, including Symposium organisers
- Publish Guidelines, Symposium Proceedings, Workshop material, training manuals, and other documents in either electronic or hard-copy form relevant to achieving the mission and objectives of CIPA-HD

VII Financing

Article 22

CIPA-HD activities are financed by:

- Special grants made by ICOMOS and ISPRS
- The contributions of Sustaining Members
- Subventions, donations, etc. received from national or international institutions.
- Contracts entered into by CIPA-HD itself or by ICOMOS or ISPRS on behalf of CIPA-HD, for undertaking specific tasks related to its domain
- Contracts received from any other International Organisations
- Income from CIPA-HD Symposia / Workshops and other events
- Income from publications

Article 23

The Executive Bureau is responsible for the management of the funds received by CIPA-HD. In the event of dissolution of CIPA-HD, the funds remaining after settlement of all liabilities remitted, belong in equal portions, to ICOMOS and ISPRS.

VIII Languages

Article 24

The official languages of CIPA-HD are English and French. The working language and communication will be in English.

IX Voting

Article 25

- The election of Executive Committee members is made among received candidatures. Each candidate to the Executive Committee has to be supported by two members of Expert Member Board.
- In case of absence, Expert Members can delegate his/her vote to another member of the Expert Member Board. Each Expert Member can be delegated by only one member
- Each member of the Executive Committee and Executive Bureau with voting rights shall have one vote
- A vote of Executive Committee and Executive Bureau shall be passed by simple majority of those present
- Amendments to the Statutes shall require a two-third majority of the present Expert Member Board
- The election of the CIPA-HD Executive Committee and Executive Bureau members shall require a simple majority of those present.
- The suspension of Executive Bureau members requires simple majority of Executive Committee present members
- A vote by correspondence may be undertaken if absent Executive Committee members are required to vote.
- Between annual meetings voting by correspondence or by email is permitted after appropriate discussion and agreement, except for the election of the Executive Bureau
- In the event of a tie, the President shall have the casting vote

X Panel of Arbitration

Article 26

In case of a disagreement in matters between members of CIPA-HD the case must be submitted at first to a panel of arbitration being formed by two members of the Executive Committee selected by the two parties and a third member of the Executive Bureau selected by these two members.

XI Amendments to the Statutes

Article 27

Proposals for amending the Statutes will be submitted by the Executive Bureau to all Members at least six months before the date of the Expert Member Board meeting during which they will be presented, with a view to their adoption.

Article 28

The approval of amendments requires two-thirds (2/3) of the votes of the present Expert Member Board.

The amendments adopted by the Expert Member Board will be submitted for approval to ICOMOS and the ISPRS. If they are approved, or remain unopposed for six weeks, they will come into force

immediately unless a parent body requests an extension, in which case the approval period will be extended up to twelve weeks.