

INTRODUCTION

Presentation

During recent times the organisation of IGU has become increasingly complicated, and its activity fields have expanded. Therefore the need to fruit from a comprehensive view of how the IGU facilities and services may be benefited from, together with that of assessing how collaboration may be designed and operated in the framework of the Union, have expanded. In particular, this need was emphasised in various occasions, particularly during discussions associated with the 2004 General Assembly(GA) and meetings of the Executive Committee with Commission (C) and Task Force (TF) chairs.

To meet this need the present *Handbook* is provided. It may be imagined as «Instructions for the use» of the Union. This initial edition will be followed by others, updating and implementing its content. In this respect, the IGU National Committees (NCs), Commissions (Cs) and Task Forces (TFs), as well as individuals, are cordially invited to contribute to the optimisation of the *Handbook* by conveying comments, suggestions and proposals to Professor Ronald A. Abler, Secretary General and Treasurer of IGU:

Professor Ron Abler
IGU Secretary General and Treasurer
E-mail: rabler@aag.org.

The *Handbook* assembles guidelines and instructions which have been adopted and circulated by the EC in the past. Moreover, some new clarifications, suggestions and instructions are included.

The *Handbook* design

The *Handbook* consists of the following sections:

1. Becoming an IGU member
2. Establishing and conducting research bodies
3. Conducting National Committee
4. Communicating with the IGU Executive Committee
5. Communicating and interacting within the IGU
6. Using the Home of Geography
7. Networking on a regional basis
8. Convening IGU events
9. Asking for, and giving, sponsorship.

Each Section is constructed with the aim of responding to the following basic queries:

- What regulations may be found in the IGU Statutes
- What guidelines were provided by the Executive Committee
 - How is the optimum way to operate
- Who is the contact person in the Executive Committee

Using Standardisation guidelines

Technical instructions of how to use the name of IGU and other bodies, to use the IGU logo, to design the publications covers, to mention the IGU books, articles and papers, and others, are included in the *IGU Standardisation Guidelines*, that may be found in, and downloaded from, the IGU web site (www.igu-net.org). These guidelines may be regarded as complementing the present *Handbook*.

Key organisational features

The 2004-2008 EC membership includes eleven persons, whose co-ordinates may be found in Annex 1 (*EC membership*). Following recently taken decisions, each EC member is appointed to individual activity fields. This is the relevant breakdown:

EC member	Operational field	Sub-Committee established
Adalberto Vallega	<i>General co-ordination IGU representative in external relationship</i>	
Anne Buttimer	<i>Past President Home of Geography</i>	
Ronald Abler	<i>General Secretariat, publications</i>	
Markku Löytonen	<i>information technology</i>	
Woo ik-Yu	<i>promotion, media</i>	R. Abler, A. Bailly, T. Dietz, E. Ehlers, L. Magi
José Luis Palacio Prieto	<i>research</i>	
Nikita Glazovsky	<i>global change and globalisation</i>	
Changming Liu	<i>mapping and GIS</i>	
Hiroshi Tanabe	<i>education, membership</i>	<i>Membership subcommittee: R. Abler, A. Buttimer, L. Magi, J.-L. Palacio Prieto, Y. Verhasselt</i>
Lindisizwe M. Magi	<i>IGU events</i>	

Key addresses

At the present time the IGU organisation is based on two headquarters:

GENERAL SECRETARIAT/SECRETARIAT GENERAL

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c/o Association of American Geographers

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General Secretary and Treasurer: Prof. Ronald A. Abler (rabler@aag.org)

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URL: www.homeofgeography.org

Director: Prof. Giuliano Bellezza (g.bellezza@homeofgeography.org)

1. BECOMING AN IGU MEMBER

1.1 — How many member categories

The membership of the IGU includes four categories:

- Full members
- Associate members
- Corresponding members
- Corporate members.

1.2 Looking at the Statutes

According to the IGU Statutes, these categories are regulated by the following provisions:

Full membership	
Paragraph II, C	A Committee for the IGU, fully representative of geographers, shall be formed in each of the countries belonging to the Union.
Paragraph II, B	All applications for membership shall be made to the Secretary-General, considered by the Executive Committee, and decided by the General Assembly.

Paragraph II, D	The Committees for the IGU shall promote the objects of the Union in their respective countries with specific reference to international aspects. They shall diffuse information from the Executive Committee to the geographers in their country and report every four years to the Executive Committee about their activities and the state of geography in their country. The Committees for the IGU shall nominate delegates to represent them at meetings of the Union. Each Committee for the IGU, either singly or jointly with one or more other Committees for the IGU, has the right to submit to the Union, for discussion, questions within the objectives of the Union
Associate membership	
Paragraph II, E	If the development of geographical studies or the number of geographers is insufficient to make possible the formation of a Committee for the IGU [...], any group of three or more persons may constitute themselves a Committee and apply for associate membership.
Paragraph II, E	The Executive Committee of the Union may submit to the General Assembly recommendations for the acceptance or the continuance of associate membership or for transfer of associate members to ordinary membership.
Corresponding membership	
Paragraph II, F	In order to maximize the Union's contacts with geographers throughout the world there shall be a class of corresponding members. These members may be either individuals or institutions.
Corporate membership	
Paragraph II, G	Corporate Sponsors may be academic institutions, government agencies, not-for-profit organizations, or private firms that support the goals and programs of the International Geographical Union.

1.3 Applying for full membership

According to Paragraph II, B of the Statutes, applications for full membership «may be made through a committee for the IGU, a principal academy, a Research Council, or some other similar institution, or through scientific societies or an association of such institutions or societies, or, in special cases, through an appropriate government department».

The full member acquires the status of IGU National Committee, which includes the voting right in the General Assembly and by postal ballot. The application for full membership is to be addressed to Prof. Ronald A. Abler, IGU General Secretary (see the above co-ordinates).

Application should consist of the following sections:

1. *Presentation of the body applying for full membership* — This Section should aim at demonstrating that the applying body has the basic requisites required by the IGU Statutes, namely that of representing the national geographical community as a whole.
2. *List of bodies and individuals which have joined the applying body* — This section aims at showing how ample is the audience which the applying body benefits from in the local framework.
3. *Personal data and concise CVs of the persons designated to serve as President and Secretary of the National Committee* — This section should show the scientific quality of those persons that are going to serve as liaisons between the local geographical context and the EC and General Assembly (GA).
4. *The co-ordinates of the headquarters of the National Committee* (address, telephone and fax numbers, e-mail, URL) — This information should show that an essential organisational basis for interacting with the EC and GA is available.
5. *The category of affiliation fee* — which the National Committee, if established, intends to be included in.

Upon a proposal from the EC, the General Assembly decides about the candidacy to full membership.

1.4 **Applying for associate membership**

According to the IGU Statutes, the associate member consists of a group of geographers who are not provided by the requisites for applying for full membership but they are willing to make efforts towards this target. In order to help them to move towards the acquisition of the full status, no affiliation fee is required from and, as a consequence, no voting rights are attributed to, this second-rank category. Therefore the condition of associate member is transitory.

The application for associate membership must be addressed to the General Secretary of IGU (see the above co-ordinates).

The application should include:

1. The *presentation of the group* of applying geographers, including the personal data (name, affiliation, address, telephone and fax, e-mail and URL) of each of them;
2. The *description of the reasons* and motivation which have induced the group to apply;
3. The *specification of the assistance* that the IGU EC may provide to help the associate member to move towards the acquisition of the status of full member.

Upon a proposal from the EC, the General Assembly decides about the candidacy to associate membership.

1.5 Applying for corresponding membership

Any body and individual may apply for corresponding membership by filling the form included in Annex 2 (*Corresponding membership application*), and sending it to the IGU Secretary General (see the above co-ordinates). The status of corresponding member does not need any further step.

1.6 Becoming a corporate member

Following the above mentioned approach from the Statutes, this newly established component of the IGU membership consists of organisations, institutions and firms which give strong impetus, also from the financial side, to IGU. According to the IGU Statutes (Paragraph II, G) «the dues for IGU Corporate Sponsorship shall be set at the time of admission and may be adjusted from time to time by the IGU Executive Committee».

Up till now no corporate members have been included in the IGU family, therefore the procedure has not still be defined. Nevertheless, it may be supposed that the decision to recognise a body as a corporate IGU member should be undertaken by the IGU General Assembly upon a proposal from the EC.

2. RESEARCH ORGANISATION

2.1 How many research bodies

At the present time, the IGU research bodies include:

- Commissions
- Task Forces
- Steering Committees of joint research programmes and projects.

2.2 Looking at the Statutes

The IGU Statues includes a whole section, the sixth one, which is concerned with the Commissions. These are the key points:

Paragraph VI, A	<i>Background goals</i> — Commissions shall be established for the study of a specific problem or for the accomplishment of a task which requires international collaboration.
Paragraph VI, A	<i>The mission</i> — Commissions shall promote individual and group research work, encourage the exchange of relevant documents and information, and organize conferences, meetings and, where appropriate, field excursions, both between Congresses and during International Geographical Congresses.
Paragraph VI, B	<i>The establishment proposal</i> — The establishment of a new Commission may be proposed by a member country or by the Executive Committee.

Paragraph V, H, 6	<i>The approval of proposal</i> — The approval of Commissions to examine defined geographical problems.
Paragraph VI, D	<i>The management fulcrum</i> — A Commission shall consist of a Chair and a Steering Committee normally consisting of not more than ten other members.
Paragraph VI, I	<i>Reporting</i> — Each Commission shall prepare a concise report on its work which should be submitted to the Secretary-General for the Executive Committee at least nine months before the next ordinary meeting of the General Assembly.

The Task Forces is only mentioned in Section V, regulating the Executive Committee (EC). It is specified that the EC may decide about «the establishment of special or temporary committees or task forces for particular tasks».

In short, the Commissions and Task Forces differ essentially because the Commission carries out investigations on an extended subject area, while the Task Force is established to pursue a specific objective, which may be concerned with research, education or other purposes.

The proposal for the establishment of a Commission is to be addressed to the General Secretary (see the co-ordinates above). In principle, the proposal for the establishment of a Task Force does not need such a process because it may arise during the EC meeting discussions.

The Steering Committees of joint programmes and projects are not explicitly mentioned in the Statutes. They could be established by the EC in the framework of collaboration with other international scientific organisations, or intergovernmental organisations.

2.3 Making the proposal

The proposal for the establishment of a Commission should design the research body accurately, in such a way as to provide a comprehensive and clear view of the role that the body will play in the IGU scientific activity. The relevant guidelines are presented in Annex 3 (*Commission establishment*).

Each Commission and Task Force is linked to the EC through a Vice-president, who serves as liaison person. The breakdown of liaisons for the 2004-2008 term may be found in the IGU website (www.igu-net.org). The essential role of the Vice-president includes:

- helping the Commission and the Task Force to operate its programme;
- participating in the scientific events of these bodies;
- identifying possible linkage between Commissions and Task Forces;
- promoting the involvement of the Commissions and Task Force in international programmes and projects;
- providing any other useful collaboration and assistance.

2.4 Participating in the Commissions and Task Forces

Those individuals and bodies (such as University departments and institutes, and extra-academic organisations) that are interested in participating in the Commission and Task Force

activities may contact the chairperson of the body concerned. The co-ordinates of the chairpersons may be found in the IGU website (www.igu-net.org).

2.5 Getting informed about the Commissions and Task Forces

The list of Commissions and Task Forces may be found in the IGU website (www.igu-net.org).

2.6 Evaluating the Commissions and Task Forces

Approaching the General Assembly (GA), the EC evaluates the activity of the individual Commissions and Task Forces. Moving from this evaluation, a broad report is presented by the EC in the GA focusing on the renew, changes and dismantle of the individual research body.

The evaluation by the EC is made upon a report from the Commission and the Task Force. Guidelines for performing the reports are circulated by the IGU Secretary General.

3. NATIONAL COMMITTEES

National Committees interacting with the EC

Each IGU Vice-president serves as the liaison person between the EC and a group of National Committees (NCs).

The breakdown of liaisons may be found in the IGU website (www.igu-net.org).

The Vice-president appointed to the liaison plays a double role consisting of:

- helping the NC to optimise its position and role in the IGU family;
- monitoring the conduct of the NC.

4. COMMUNICATING WITH THE IGU EXECUTIVE COMMITTEE

At the present time, the IGU bodies and individuals may communicate with the EC using three basis tools: i) hard communication, ii) e-mail communication, iii) website communication.

Hard communication:

Letters and document may be addressed to the EC members (President, Secretary General and Treasurer, Past President, First vice-presidents and Vice-presidents) who are concerned. The relevant co-ordinates are included in Annex 1 (*EC membership*).

E-mail communication

The above mentioned Annex 1 includes also the e-mail addressed of the EC members.

Website

The IGU website (www.igu-net.org) includes the co-ordinates of the EC members. Therefore they may be contacted by e-mail moving from the website.

In special occasions, such as an IGU event, some *Fora for discussions* convened by the EC may be found in the IGU website, which may be used for communication.

5. COMMUNICATING AND INTERACTING WITHIN THE IGU

Interaction between NCs, Commissions and Task Forces may be operated by hard- and e-materials, and through list serve of the IGU website.

Hard materials

The IGU NCs, Commissions and Task Forces may operate mutual communication by using the mailing lists lodged in the IGU web site (www.igu-net.org). Also the Commissions' and Task Forces' hard newsletters may be used for circulating announcements, calls for collaboration and other kinds of communication.

E-communication

The IGU website provides also the e-mail addressed of the IGU bodies, that may be used for communication. As for e-communication it is worthy of mentioning that the IGU Commissions and Task Forces have been increasingly inclined to circulate Newsletters in e-format and to set up websites. This approach is going to widen the communication ground remarkably.

Listserve

List serve for EC, research bodies (Commissions and Task Forces) and NCs have been established. They may be acceded by using passwords.

Liaison persons of EC for the IGU website and, in general, for e-communication tools is Vice-president Markku Löytönen, who may be contacted for any need and queries. Co-ordinates:

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6. USING THE HOME OF GEOGRAPHY

In 2000, as a result of the GA convened in Seoul in the framework of the International Geographical Congress, the Home of Geography (HG) was established in Rome. It was hosted in Villa Celimontana, an ancient restored building of property of the Italian

government and used by the Società Geografica Italiana (Italian Geographical Society). Co-ordinates:

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Villa Celimontana
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00184 ROMA
Voice: ++39-06-7759 1183
Fax +39-06-7759 1183
E-mail: info@homeofgeography.org
URL: www.homeofgeography.org

The present Director is Professor Giuliano Bellezza:
<g.bellezza@homeofgeography.org>

The HG provides facilities and assistance to IGU bodies and individuals for:

- consulting the IGU Archives
- convening scientific events (a 150-seats room is available)
- consulting the widest Italian geographical library
- consulting a wide cartographic collection, including historical, geographical exploration-concerned maps
- spending stages
- using computer and Internet facilities
- benefiting from assistance to contact local organisations
- Id., to find for hotel accommodation and other staying facilities.

For any queries and collaboration needs, contact the HG at the above-mentioned e-mail and phone/fax numbers.

Information about the HG services, events and facilities may be found in the above-mentioned websites. Also the HG Newsletter may be found in, and downloaded from, the website.

7. NETWORKING ON A REGIONAL BASIS

In recent times, three regional networks were established. The «regional network» is meant as a group of geographers from a part of the world who communicate, interact and co-operate on subject relevant to this geographical space.

The following networks were established. In order to explore the initiatives undertaken by these networks, and to be involved in these, contacts could be established with the relevant co-ordinators.

Network	Co-ordinator (s)	EC liaison person
Commonwealth of Independent States (CIS)	Nikita Glazovsky nikita@leadnet.ru	Nikita Glazovsky nikita@leadnet.ru
Latin America	Ana Maria Liberalli humboldt@uolsinectis.com.ar Alvaro Sanchez	José-Luis Palacio Prieto palacio@servidor.unam.mx

	asc@igiris.igeograf.unam.mx	
Mediterranean	Maria Sala sala@trivium.gh.ub.es	Adalberto Vallega a.vallega.@iol.it

8. CONVENING IGU EVENTS

Four categories of events have marked the IGU activity fields:

- the International Geographical Congresses (IGCs), which have been convened each four years. The next one will be held in Tunis, Tunisia, August 2008;
- the IGU Regional Conferences, which have been convened each four years as mid-term events between two IGCs;
- the events convened by the IGU research bodies (Commissions, Task Forces, and other bodies), and the NCS;
- the events convened by IGU bodies jointly with extra-IGU bodies, such as Unions of ICSU.

International Geographical Congresses

Addressing the proposal — The proposal of the IGC is addressed to the EC under the format of an invitation. This document should present the essential information in an accurate and comprehensive way, as to enable the EC to acquire a correct vision of the essential scientific and organisational aspects of the event.

Designing the proposal — At least, the proposal should include the following sections:

OBJECTIVE OF THE IGC — The scientific motivation of the event should be specified, and the scientific objective, in terms of improvement of scientific knowledge-, concept-, method- and technique-building, should be enunciated. As a result, the proposal should provide a clear view of how and in which direction the event will serve as a ground to move towards new frontiers in geography, to implement the bridging role of geography between natural and social sciences, to diffuse geography in the public, and so on. The advantage that are expected to be acquired by IGU should be also specified.

THE LOCAL SCIENTIFIC AND INSTITUTIONAL CONTEXT — Those features of the institutional local framework (governmental research agencies, universities, headquarters of inter-governmental organisations, etc.) that could contribute to qualify the framework within which the IGC will take place should be described in detail. This presentation should enable the EC to perceive how intensively the IGC will benefit from the local «atmosphere».

THE ETHICAL GUARANTEES — How the local political and social conditions may ensure that the participants in the IGC will not be subject to any kind of stress should be emphasised. In this respect, the guarantee to conform to the provision of the IGU Statutes (Paragraph VIII, D: «There shall be no discrimination as regards race, ethnic group, citizenship, religion, sex or political opinion within the Union or in the meetings organized by it or held on its behalf») should be explicitly mentioned.

PLACE, VENUE, AND LOGISTIC — The place and venue should be specified. Accordingly, the following aspects are to be described in detail: a) accommodation facilities, together their standard quality and costs, b) health facilities, c) security services, d) accessibility by air and ground transportation, e) telephone and Internet facilities.

LANGUAGES — All the IGC official documents (programme, announcements, registration form, etc) should be in (British) English and French. Also the local languages may be used in addition to the official ones.

REGISTRATION FEES — The structure of registration fees should be described in detail, specifying what reduction will be operated in the interest of young geographers and individuals from less and least developed countries.

ORGANISING BODIES — What kind of bodies (Organising Committee, Scientific Committee, Advisory Committee, etc) will be concerned with the IGC should be specified. In particular, at least the membership of the Organising Committee should be notified.

COMMUNICATION TOOLS — The hard- and e-communication tools should be mentioned. As regards the hard tools, it should be useful if not only the traditional leaflets and announcements are performed and circulated, but also an IGC Newsletter is edited in order to disseminate information about the event's progress, particularly its scientific preparation. The design of the IGC website should be provided.

PROGRAMME DESIGN — The structure of the IGC should be presented. In principle, it should be articulated into: a) plenary sessions, b) parallel sessions, c) poster sessions, d) special scientific events (such as workshops and round tables), e) exhibitions, f) social events, g) field trips and excursions.

SCIENTIFIC PRODUCTS — It will be specified whether and how: a) hard- and e-abstracts circulate, b) discussion fora are hosted in the IGC websites, d) hard- and e-proceedings are worked out, e) final documents, such as final declarations, launching of international research project and educational initiatives, are expected.

SPONSORSHIP — The list of actual and expected sponsors is to be provided, distinguishing moral and financial sponsorship.

BUDGET — The IGC budget is to be provided.

TIMETABLE — The timetable should at least specify: a) the dates by which the announcements of the IGC will be circulated, b) the dates by which the registration may be made benefiting from special fees, c) the deadlines for proposing sessions, workshop and other scientific events, d) the deadlines pertinent to the delivery of abstracts.

Collaborating in the proposal's evaluation — The IGC organising committee will be invited to present the Congress organisation in:

- a meeting of the EC;
- the GA meeting, where the proposal will be evaluated and voted by the IGU members.

Regional Conferences

The organisational structure and design, as well as the procedure, of the Regional Conference does not differ substantially from that of the IGC.

Events convened by the IGU research bodies

As regards these events, no specific prescriptions and guidelines are provided. Therefore the scientific design and logistic organisation may respond to those criteria that the convening body believes to be adequate to the event goals. Nevertheless, the guidelines regarding the IGC and Regional Conferences and pertaining to:

- the use of languages,
 - the help to young geographers and geographers from less and least developing countries,
 - the absence of discrimination,
- should be followed also in any other kind of event.

Events convened by IGU bodies jointly with extra-IGU bodies

The IGU body involved in joint events should feel free to design the scientific and logistic organisation in collaboration with the partner organisations. In any case, the absence of discrimination should be guaranteed in the terms that are specified in the Paragraph VIII, D, of the IGU Statutes.

8. ASKING FOR, AND GIVING, SPONSORSHIP.

Two kinds of sponsorship may be operated in the framework of IGU:

- the sponsorship by the IGU as a whole, which gives shape to the first level sponsorship;
- the sponsorship by an IGU body, which gives shape to the second level sponsorship.

First level: sponsorship by the IGU as a whole

This sponsorship may be given to scientific events convened by:

- an inter-governmental organisation acting on the global scale, such as a UN organisations, and on the regional scale, such as the European Union or the Asian Pacific Economic Organisation;
- an international non governmental organisation (e.g., the World Wild Fund);
- an international scientific organisation, such an ICSU Union, or the ISSC.

The relevant decision is taken by the EC.

Second level: sponsorship by an IGU body

This sponsorship may be given to any other scientific events which are not included in the above mentioned categories.

It may be given by IGU NCs, Cs and TFs, as well by any other body concerned with IGU, such as a Regional Network of NCs and Special committees.

The relevant decision is taken by the Steering Committee of the involved research body or the NC.

Annex 1

IGU EXECUTIVE COMMITTEE: 2004-2008 MEMBERSHIP

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Annex 2

Corresponding membership application

Establishing an IGU Commission

*how to design the project of a new IGU Commission
and to apply the IGU Executive Committee:*

refer to	Section VI of IGU Statutes
follow	these guidelines
convey the proposal to	the IGU Secretary General
keep in mind	the nine month deadline
in case of need, contact	the IGU Secretary General

Reference framework

According to the IGU Statutes, the IGU activity may be based on three kinds of bodies:

- A. Commissions,
- B. Task Forces, and
- C. Temporary committees.

Commissions form the oldest and most important category, which is a fundamental part of the Union organisation. The establishment procedure of a Commission includes three steps:

Step 1 — A proposal is addressed by a National Committee, or by any body that may be configured as pertaining to a «country member», to the Executive Committee;

Step 2 — The proposal is evaluated by the Executive Committee and. Where the existence of the required organisational and scientific requisites is checked and evaluated positively, the proposal is approved and, as a result, the Commission is established.

The following sections aim at providing guidelines for making the proposal.

Addressing proposal

The proposal should be addressed to the General Secretary and Treasurer of IGU. To meet the requisites defined by the IGU Statutes and praxis, the proposal may include the following Sections:

Section 1 — Justification

The establishment of a Commission implies the relevant reasons being extensively and clearly presented. In this respect, a three-level presentation may be designed.

The first level is concerned with the exploration of *literature* on the subject area where the Commission is expected to operate in order to focus on the gap that may be filled through its work.

The second level consists of an exploration of *research projects and programmes* which were convened, or that are about to be convened, by the International Council of Science (ICSU), the International Social Science Council (ISSC), the UN organisations and programmes, or by regional organisations, such as the European Union (EU). This exploration should lead to focus on those projects and programmes with which the proposed Commission could be concerned.

Finally, the discussions that have arisen in *scientific events*, such as international conferences, concerned with the subject area of interest, form the third level. These events should be mentioned as far as they are relevant to perceive the scientific importance of the subject area where the Commission is expected to operate.

It would be helpful if a specific event, such as a workshop or a seminar, is convened by those scientists that have proposed the establishment of the Commission, with the aim of discussing the prospects arising from the above-mentioned three levels, and at defining the main lines of the proposal. In this respect, the publication of the proceedings of this event, the convening of a special issue of a journal, and/or the publication of individual papers in journals, may contribute to emphasise the reliability of the proposal.

Section 2 — **Mission**

The Commission's mission should be defined as a result of the above-mentioned explorations and discussions. It should be clearly specified whether the mission relates to research, education, or technology (such as mapping, GIS, or other Information Technologies). It should be also specified whether the relevant goals are concerned with concept-, methodology- or/and technology-building and testing.

The mission's design should make self-evident how ample and intriguing the prospects of improving geography would be as a result of the Commission activity. In particular, this design should emphasise how much international collaboration, and the role of IGU in the international research arena, may benefit.

Section 3 — **Targets**

While the goals included in the mission refer to the long-term scientific stream, the Commission's targets is expected to focus on those targets that are to be achieved in the four-year term of its activity. It may be expected that the proposal: i) shows the consistency of targets with the goals, and ii) demonstrates that targets are achievable in the four year activity term.

Section 4 — **Programme**

The targets that are expected to be performed in accordance with the Commission's mission, should be presented in detail. This part of the proposal gives shape to the Commission's programme, which should specify the:

1. kinds of expected initiatives (publications, events, software-building, etc.);
2. concerned operational fields (research, education, Information Technology);
3. expected products (in terms of concepts, methods, and techniques);
4. international research project or programme, which it refers to;
5. time by which the individual products are expected to be worked out.

Section 5 — **Interaction within IGU**

The IGU encourages the establishment and improvement of collaboration between Commissions and Task Forces. In this respect, it is strongly recommended that the proposal includes the list of IGU research bodies with which the Commission, if established, is expected to collaborate. The relevant documents, such as the design of initiatives that may be convened jointly other Commissions, should be attached to the proposal. It should be specified how collaboration may solidify (partnership in investigations, joint scientific events, jointly-edited books and special issues of journals, etc.).

Section 6 — **Interaction in extra-IGU arenas**

The more the Commission's design is tailored to the prospect of establishing, or implementing, the participation of IGU in international research programmes and projects, the more the proposal is expected to be appreciated by the Executive Committee. As a result, the framework of possible interactions should be presented in detail by distinguishing bodies included in the ICSU and ISSC system, and those pertaining to the UN system.

It should be also specified whether some arrangements have solidified with the interested international bodies during the preparatory phase of the proposal or, differently, if collaboration is presumed only. Where possible, what outcomes may be achieved as a result of collaboration should be specified.

Section 7 — **Communication**

The proposal should describe in detail the communication tools that will be used. In principle, the Commission should circulate a Newsletter, and it should convene a website.

As regards the *Newsletter*, the proposal should specify whether it is expected to circulate in a hard-format or/and in e-format.

As regards the *website*, the basic configuration (what kind of information and materials will be included) and a tentative list of links should be presented.

The collaboration that the Commission is expected to establish with *journals* and *book* series should also be specified in detail.

Section 8 — **Membership**

The Chairperson, Secretary and the Steering Committee membership should be presented. Their co-ordinates (affiliation, addresses, telephone, fax, e-mail, URL of the website) should be mentioned. Their relevant CV, including the main bibliographic references, should be presented in an annex to the proposal.

A preliminary list of corresponding members would be also appreciated.

Section 9 — **IGU Archives**

The endorsement to convey all the materials of the Commission organisation and activity to the IGU Archives, situated in the Home of Geography, should be specified in the proposal.