

AGI
COUNCIL 2004
Hand Book

Date: December 2003

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Note :

The Council handbook provides Council members with information that will enable each member to participate fully and in an informed manner in the affairs of the Council.

1 Code of Conduct for Council and Committee members

Members serving on Council or any Committee of the Association are expected to abide by the following code of conduct:

- to participate freely and in a professional manner;
- to maintain commercial confidence at all times;
- to represent the interests of all AGI members at all times;
- to use information gained to promote the AGI;
- to conform to the standards and procedures of the AGI;
- to be familiar with and abide by the Memorandum of Agreement and the Articles of the Association
- to declare any personal interests that may affect their recommendation(s) or participation in the Council.

2 Council members - attendance at Council meetings

~~If a Council member fails to attend more than two of the meetings called of the Council during a Council Year (other than special meetings of the Council), or does not carry out any of his or her obligations and commitments as determined at such meetings to a standard considered appropriate by the Council, his or her office shall be vacated~~

~~If a Council member is absent from 40% or more of Council meetings including extraordinary Council meetings in any AGI year, they will— subject to appeal to the chair, be retired from Council with effect from the commencement of the next year at the end of the AGM. Subject to Article 39, such Council members may stand for re-election.~~

~~For the number of meetings to be a whole number the percentage shall be 40% if there are 5 Council meetings in a year (normal situation) or 33% if there are six Council meetings in a year.~~

~~In order to address the problem of the attendance register not being accurate Council members are reminded that it is their duty to ensure that the minutes for each Council meeting correctly show their attendance. Failure to do so could mean the Council member is stood down if the recorded absence break the above rule.~~

It is the responsibility of the Secretariat to maintain the attendance record.

3 Responsibilities of the Association's Officers and Committee Members

(a) Chair of the Association

~~Key responsibilities:~~

- ~~Chair Council meetings in accordance with the AGI Terms of Reference.~~
- ~~Chair Executive Group meetings in accordance with the AGI Terms of Reference~~
- ~~Ensure that the Council underpins the AGI's mission, objectives and strategy~~
- ~~Represent the Association with communications with the media and other external bodies~~
- ~~Produce a written report to Council on their Association activities~~
- ~~Monitor the progress of strategic and operational objectives~~

~~The key responsibilities of the Association chair are to:~~

- ~~chair Council meetings in accordance with the Councils Terms of Reference~~
- ~~chair Management committee meetings in accordance with the committees Terms of Reference~~
- ~~Chair the AGI Chair group meetings~~
- ~~ensure that the Council underpins the AGI's mission, objectives and strategy~~
- ~~represent the Association with communications with the media and other external bodies~~

AGI

- ~~□ represent the Management Committee at Council meetings~~
- ~~□ keep the Management Committee informed of Council decisions~~
- ~~□ produce a written report to Council on their Association activities ten working days prior to the next Council meeting~~
- ~~□ oversee all aspects of the Council and Management committees budget, including drafting, monitoring and approval of expenditure~~
- ~~□ monitor and support action working groups established by Council or the Management Committee~~

(b) Senior Vice Chair of the Association

Key responsibilities:

- Deputise for the Chair in times of absence at Council and Executive Group meetings
- Manage the production of the strategy for the next Association year, (for the year the Senior Vice Chair may become Chair of the Association)
- Initiate an annual salary review for the AGI Team
- Contribute to AGI Team staff reviews

~~The key responsibilities of the Association Senior Vice Chair are to:~~

- ~~to deputise for the Chair in times of absence at Council and Management committee meetings~~
- ~~manage the production of the strategy for the next Association year, (for the year the Vice Chair may become Chair of the Association)~~
- ~~Provide an Association welcome message at AGI seminars, meetings and conferences.~~
- ~~Undertake the quarterly level 2 reviews together with the Junior vice Chair and the AGI Director. Ensure the outcome from the reviews has been circulated to the AGI Director and the AGI Chair.~~

(c) Junior Vice Chair of the Association

Key responsibilities:

- Deputise for the Chair and Senior Vice Chair in times of absence at Council and Executive Group meetings
- Lead special initiatives required by the Chair where there is a requirement for all parts of the Association to be involved and this is not part of an AWG or SIG remit
- Contribute to AGI Team staff reviews

(d) Past Chair

Key responsibilities

- Ensures continuity of AGI Policies and Strategy
- Monitors progress on those Objectives that were not completed during their year of Office as Chair

~~The key responsibilities of the Associations Junior Vice Chair are to:~~

- ~~to deputise for the Chair and Senior Vice Chair in times of absence at Council and Management committee meeting~~
- ~~to lead special initiatives required by the Chair where there is a requirement for all parts of the Association to be involved and this is not part of a standing committees remit~~
- ~~undertake the quarterly level 2 reviews together with the Senior vice Chair and the AGI Director. Document the outcome within 10 working days and inform the AGI Director and the AGI Chair.~~

(d) Honorary Treasurer

Key responsibilities

- Oversee all aspects of the AGI budget
- Be responsible for the Associations Accounts and budget
- Advise the Council on all matters appertaining to the Associations financial viability
- to present the Management accounts at each Council meeting

~~The key responsibilities of the Honorary Treasurer are to:~~

- ~~to be responsible for the Associations Accounts and budget~~
- ~~to advise Council on all matters appertaining to the Associations financial viability~~
- ~~to present the Management accounts at each Council meeting~~

(e) Honorary Secretary

Key responsibilities

- Take the minutes and issue them when the Council meeting goes into closed session
- Chair an extraordinary session where there is a dispute between AGI Officials

AGI

- Ensure Council meeting minutes are produced and issued within 10 working days of the meeting
- Custodian of the AGI constitution
- Monitor and support the AGI Team in all matters appertaining to Companies House

~~The key responsibilities of the Honorary Secretary are to:~~

- ~~to take the minutes and issue them when the Council or the Management Team go into closed session~~
- ~~ensure minutes are produced and lodged with Secretariat within 10 working days of each Council meeting~~
- ~~to monitor and support the Secretariat in all matters appertaining to Companies House, which will include the formal submission of the Associations approved accounts, each year and notification of the changes in the Associations Directors.~~

(f) Elected Council members (Directors of the company)

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the Association. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts
- prepare the financial statements on the going concern basis unless it is inappropriate to presume the Association will continue
- ensure proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association are maintained
- ensure that the financial statements comply with the Companies Act 1985
- safeguard the assets of the Association
- take reasonable steps for the prevention of fraud and other irregularities
- confirm that these financial statements comply with the above requirements
- prepare for each Council meeting to ensure meetings meet their objectives
- complete their actions within the agreed time frame
- complete any expense claims in accordance with the AGI's procedures
- represent their allocated area within the Council committee if applicable
- keep the Council informed on all GI matters that are of relevance to the Council and in particular to the AGI as a whole.
- keep the Honorary Secretary informed regarding their contact details
- actively support and assist with all working committee activities when ever possible
- encourage members to become involved in the workings of the Association
- encourage organisations and people to become members of the Association.

~~(g) — Committee Chairs~~

~~The key responsibilities of the Committee chairs are to:~~

- ~~chair all committee meetings in accordance with the committees *Terms of Reference*~~
- ~~ensure that the committee underpins the AGI's mission, objectives and strategy~~
- ~~represent the committee at Council meetings or other bodies to which the committee reports~~
- ~~represent the committee at Management meetings if applicable for the committee~~
- ~~keep the committee informed of Council and Management Team decisions~~
- ~~ensure minutes are produced and lodged with the Secretariat within 10 working days of each committee meeting~~
- ~~produce a written committee report to Council ten working days prior to the next Council meeting if applicable for the committee~~
- ~~manage all aspects of the committee budget, including drafting, monitoring and approval of expenditure~~
- ~~monitor and support committee action working groups~~
- ~~advise the AGI officers, Secretariat on GI related matters of relevance to the AGI~~

(h) — Committee Members

The key responsibilities of each committee member are to:

- prepare for each committee meeting to ensure meetings meet their objectives
- complete their actions within the agreed time frame
- complete any expense claims in accordance with the AGI's procedures
- represent their allocated area within the committee if applicable
- keep the committee informed on all GI matters that are of relevance to the committee and in particular to the AGI as a whole
- keep the Secretary informed regarding their contact details
- actively support and assist with all committee activities when ever possible

(gi) Action Working Group -Chair

The AWGs will act as working parties with a finite and determined lifespan, tasked to deliver an agreed set of objectives. These objectives could be project specific or sector specific. The BoD decides on the areas/activities to form AWGs, and their work is coordinated by the EG, with administrative support from the AGI Team.

AWGs that will be established in the first instance are,

- AGI Conference (The Conference Committee will become a recurring AWG, but its purpose revised at the end of each annual cycle).
- Education
- Structural Review (to support the implementation of the new structure)
- Inspire/PSI
- Standards (the TORs for this AWG would be designed to accommodate the contract we have with BSi for the running of IST/36)
- GIGateway (The GIGateway Advisory Group will act as an 'external' AWG)

BoD members will be required to chair or participate in at least one of these AWGs per year.

Key areas of responsibility

- Delivers the objective focused 'work' of AGI within defined timeframes.

Decision-making authority

- Decides on activities within the terms of reference of the AWG to ensure the objective of the AWG is achieved, but where the activities have an impact on AGI policy, to receive advice and a decision from the AWG Coordinator on the EG.

Terms of reference.

- Meets the objectives of the AWG within the agreed project timescales
- Coordinates the activities of the AWG using a representative membership of AGI volunteers
- Reports to the BoD, via the AWG Coordinator, on progress of the AWG and any issues of which the BoD should be informed.

The key responsibilities of the AWG are to:

- ensure the AWG meets the objectives set by the committee that commissioned the AWG
- regularly report to the Chair of the committee that commissioned the AWG

1.1. 4 Executive Group

The Executive Group will be a sub group of the Board of Directors, plus the AGI Director. Its membership will consist of,

- AGI Chair
- AGI Director
- Senior Vice Chair
- Upto four additional members of the BoD each taking responsibility for one key area (see below). The Chair will be responsible for coordinating and monitoring AGI Strategy, the SVC will be responsible for proposing the following year's AGI Strategy, and the AGI Director will be responsible for 'operational support'.

The EG will meet four times per year.

Key areas of responsibility

- AGI Strategy to implement policy set by BoD
- Operational support of the BoD
- Partnership coordination
- SIG coordination
- AWG coordination
- Conference coordination

Decision-making authority

- The EG will act as a quick decision-making group, supporting the operations of the AGI, and making decisions (or providing information on request) that are consistent with AGI policy. These decisions will include those that relate to the key areas of responsibility, and decisions on unbudgeted expenditure between £1500 and £5000.

Terms of reference.

- Responds quickly to all non-contentious issues:
 - day-to-day operational issues
 - on issues of agreed AGI policy
- Consults and decides on contentious issues,
 - day-to-day operational issues
 - on issues that stray into an area on which there is no AGI agreed policy, consulting the other EG members before a decision is made
- Comments on an issue where no AGI policy exists and when there is no time for a full consultation. (This is followed up by a retrospective submission to the BoD for approval. Where time permits, the AGI procedures for formulating policy through the BoD will apply.)
- Undertakes risk assessment on all matters relating to AGI and advise BoD where appropriate on actions to be taken
- Ensures that the Association conforms to current legislation when conducting the Association's affairs
- Filters projects, activities and information for BoD discussion
- Scrutinises topics and reports before they go to the BoD
- Develops, reviews, maintains and proposes the AGI Strategy, including the AGI's partnership strategy
- Monitors and manages media/press releases/lobbying activities

In delivering any of the above, the EG may choose to set up an Action Working Group, with the approval of the BoD.

The Chairs' Group

Membership

The AGI Chairs' Group is made up of the four Chairs (immediate past chair, current chair, senior vice chair and junior vice chair) and the Director.

Communication and decision-making

On all non-contentious day-to-day issues, or on issues of agreed AGI policy, both the AGI Chair and Director can make public statements and communicate with external organisations.

If either the Chair or Director feels an issue goes beyond the day-to-day, or strays into an area on which there is no AGI-agreed policy, he will consult the other and decide whether the issue needs to be shared with the rest of the Chairs' Group.

As already agreed by Council, where no AGI policy exists and when there is no time for a full consultation, the Chairs' Group may comment on an issue as long as there is a retrospective submission to Council for approval. Where time permits, a proposal may be passed to members of AGI's Management Committee for further advice, but will ultimately go through the existing AGI procedures for formulating policy.

e-mails

The preferred method of communication between members of the Chairs' Group is e-mail. Wherever possible a proposed course of action will be recommended and a deadline given for responses. All e-mails will be clearly marked as an item for decision with a response date in the "subject" box. It is then incumbent upon members of the group to respond by the deadline and the decision will be taken by a majority vote of those responding. On the rare occasions when members of the Chairs' Group are unable to respond, their silence will be taken as neither supporting nor opposing the proposed course of action.

ML-15.8.02

5—Committee Responsibilities

5(a)—Corporate Affairs Committee

National Affairs

To monitor relevant national activity in order to identify immediately issues on which the Association's advice should be offered.

- Manage and report upon all matters related to national parliamentary affairs in close liaison with the Secretariat and in particular PITCOM.
- Lobbying activities.

International Affairs

To monitor relevant international activity in order to identify immediately issues on which the Association's advice should be offered.

- Manage and report upon all matters related to AGI's European presence in close liaison with the Secretariat and in particular EUROGI, the European Commission together with its associated organisations, and the European Parliament.
- Lobbying activities.

Membership Affairs

To manage and report upon all matters related to AGI membership in close liaison with the Secretariat:

- Membership benefits
- New member initiatives

Public Relations

To manage and report upon all matters related to public relations and external communications in close liaison with the Secretariat. This will include:

- liaison with the media;
- support with the production of press releases;
- support and advice to the Secretariat with regard to producing and publishing the AGI Newsletter;
- support AGI at exhibitions;
- monitor and when applicable report on the activities of the AGI as a whole to ensure the AGI corporate image is being maintained to the highest standard in accordance with the published mission statement and strategy;
- lobbying activities.

Constitutional Affairs

- To advise Council on all Constitutional matters and to provide advice and support to the Secretariat with regard to the AGM

Internal Affairs

AGI Awards, Lecture and Dinner:

- To administer the AGI Awards Scheme, Annual Dinner and Annual Lecture.

AGI Revenue:

- To be alert to any opportunity to increase the Association's income stream and to advise Council accordingly.

Partnerships

- Define objectives for partner relationships such as PITCOM and IGGI.

5(b)—Conference Committee

The Conference committee on behalf of the Association manages, recommends and reports on all aspects of the Annual Conference jointly together with the secretariat and the exhibition subcontractor:

- programme
- speakers

- ~~□the presentation of~~
- ~~□publications~~
- ~~□awareness programme~~
- ~~□liaison with Exhibition subcontractor~~
- ~~□paper selection (a sub-committee)~~

5(c) — Direct Action Committee

~~The DAC on behalf of the Association manages, recommends and reports on the technical programme, SIG's and other short term projects~~

~~Special projects~~

- ~~□round table co-ordination, management and reporting~~

~~Special Interest Group Co-ordination~~

- ~~□negotiating, monitoring and presenting SIG budgets~~

~~Standards (a sub-committee)~~

~~Spatial Infrastructure Programmes~~

- ~~□monitoring, reporting and recommending on each initiative.~~

5(d) — Education Committee

~~**Note:** This committee has been suspended. Work currently undertaken by an action working group reporting to the CAC.~~

~~The e-committee on behalf of the Association manages, recommends and reports on the education, research and publications programme.~~

~~Research programme~~

- ~~□GISRUK sponsorship~~

~~Schools programme~~

- ~~□managing, monitoring and reporting on the schools award~~
- ~~□providing information and raising awareness of GI in schools~~

~~Raising GI Awareness~~

- ~~□Publications programme — identifying, commissioning and editing GI publication identifying areas where publications would assist raise awareness~~

5(e) AGI's Standards Committee

Organisation

The Standards Committee reports to AGI Council through the Direct Action Committee (DAC). Over the past 10 years, it has established itself as the official standards committee for geographic information in the UK. It is constituted as an external committee of British Standards Institution (BSI), named IST/36, and is supported financially by AGI. Under annual contracts, AGI pays BSI administration fees, and for an external secretariat. AGI obtains revenue through the sale of standards, and through seminars. Standards development work is financed by sponsorship and government grants.

Membership of IST/36 is open to all members of AGI. The main committee, chaired by John Rowley, currently has 15 members. It meets three times a year and deals with policy and votes on national and international standards. The detailed work is carried out by Technical Panels and Review Groups, often convened for a specific purpose. More than 30 people have participated in these during the past year.

The primary aim of the committee is to equip the UK with a set of standards for better exploitation and sharing of geographic information. The main objectives are as follows:

- to provide UK input to international standards for geographic information
- to produce a series of British Standards for geographic information
- to contribute towards all relevant spatial standards authorities on open interoperability standards

International Standards

There are three main international standards bodies relevant to geographic information:

- CEN, the European standards body. During the 1990s, a committee for geographic information produced a limited set of standards. CEN standards maybe mandated by EU directives.
- ISO, International Standards Organisation. The committee for geographic information (ISO/TC 211) is very active, with a work programme of 25 standards, most of which are scheduled to become Draft International Standards during 2000-2001. There are more than 20 active member countries, and regular attendance in excess of 100 at its meetings. The UK holds the convenorship of its Working Group on data standards. This was previously filled by Ordnance Survey, and now by Rob Walker.
- OGC, the open GIS Consortium, a group of system suppliers creating implementation-level standards for interoperability. Close liaison has been set up between OGC and ISO/TC 211 so that OGC specifications can be put forward as ISO standards.

The UK participates actively in the International Standards programme in order that the resulting standards are suitable for the UK market:

- representation at all Technical Committee and Working Group meetings:
- extensive review and comment of draft standards
- provision of specialist expertise (five projects are led by UK personnel)
- coordination of the activities of ISO/TC 211 with OGC and other related IT standards activities

Travel to international meetings is largely financed by DTI grants. In some cases, top-up funding is provided by AGI. Attendees' time is provided at their employer's expense. **British**

Standards activities

In recent years, the main activity has been related to BS 7666 *Spatial datasets for geographical referencing*. This forms the basis of many of the national initiatives such as the National Street Gazetteer and the NLPG. All development work has been sponsored by bodies from the user community. Other British Standards produced have been BS 7567 *National Transfer Format*, used for the supply of Ordnance Survey data, and BS 7975, *UK Standard Geographic Base*, currently at the public review stage

6 Terms of Reference - Council

The purpose of the Council is to govern the Association in accordance with the Articles of Association, which includes managing the business, controlling the Association, allocating work but not undertaking work itself. (Articles of Association clause 49)

- 2 Within this purpose the aims of the council will be to:
 - 2.1 provide wise counsel and support to the Secretariat, the main working committees, special interest groups, regional groups and other groups established by Council from time to time.
 - 2.2 ensure the Association is operating in accordance with both the Memorandum and Articles of Association and in particular that the Council itself operates within the powers delegated to it by clause 49 and 51 of the Articles of Association.
 - 2.3 ensure the Association is financially sound and that adequate reserves are in place to cover its commitments.
 - 2.4 ensure the Association complies with the requirements of the Companies Act 1985 and other applicable legislation.
 - 2.5 ensure the complement and skill set of the Secretariat together with resources available to them are adequate to accomplish the Association's remit.
 - 2.6 ensure the Association's annual budget is distributed equitably and that it meets the approved annual strategy and serves all members of the Association.
 - 2.7 ensure the profile of the Association is maintained at a high standard such that the AGI is widely respected.
 - 2.8 delegate tasks and particular powers to the Management committee and other main committees as it sees fit.
 - 2.9 monitor the working committees and to consider and approve where applicable recommendations that they make.
 - 2.10 establish special interest groups and regional groups as and when required and regularly monitor and review the progress of such groups.
 - 2.11 dissolve committees, action working groups, special interest groups, regional groups after due consideration where they are no longer serving the interest of the Association and its membership.
 - 2.12 initiate disciplinary action if required against a member of the Association or the Secretariat.
 - 2.13 monitor developments that are pertinent to the Association and its members and make recommendations for actions where applicable.

~~3 Constitution~~

- ~~3.1 The composition of the council shall be the 27 elected members all of whom are Directors registered at Companies House. The Director and Deputy Director and the immediate past Chair of the Association if not an elected member, are ex-officio members of the council. Council may co-opt other fully paid-up members onto council but they shall have no voting power. Six years is the maximum continuous term that a member may serve on Council after which there must be a break of at least one year.~~
- ~~3.2 The chair of the Association will chair the committee. In the Chair's absence the Senior Vice Chair or if both absent the Junior vice Chair will chair the committee~~

~~3.3 — Quorum: no decisions relating to expenditure or policy may be made unless at least ten Council members including at least the Chair of the Association, or the Senior Vice-chair, or the Junior Vice-chair are present.~~

~~3.4 — The Council may elect to establish working committees or Action Working Groups to deal with particular subjects. The chair of such committees or AWG will be appointed by Council and report to Council. Other members of the Committee or AWG need not be members of the council but must be paid-up members of the Association.~~

~~3.5 — Council will meet a minimum of four times and a maximum of six times per Association year excluding extra-ordinary Council meeting's.~~

4 Procedures

Council will:

- 4.1 Approve the annual budget in December each year.
- 4.2 Receive and approve annually the Association's audited Accounts prior to their submission to Company House.
- 4.3 Approve the minutes of each Council meeting.
- 4.4 Annually review and approve the Association's short term (annual) and medium to long term strategy.
- 4.5 Annually review who shall be entitled to sign on the Association's behalf bills, notes, receipts, acceptances, endorsements, cheques, releases, contracts and documents.
- 4.6 Annually review the membership benefits and subscriptions and recommend appropriate actions where required.
- 4.7 regularly review the management accounts and consider the honorary Treasurer's recommendations for approval where applicable.
- 4.8 regularly review the Association's action plan and deliverables and make recommendations for action where appropriate.
- 4.9 Follow the guidelines issued on conflict of interest.
- 4.10 In the event of no consensus being reached about Council policy, strategy or achievement of objectives, the Chair will be responsible for deciding the matter after consulting the officers of the Association
- 4.11 The Chair will report on behalf of Council to the Annual General meeting

1.2. Executive Group

The Executive Group will be a sub group of the Board of Directors, plus the AGI Director. Its membership will consist of.

- AGI Chair
- AGI Director
- Senior Vice Chair
- Upto four additional members of the BoD each taking responsibility for one key area (see below). The Chair will be responsible for coordinating and monitoring AGI Strategy, the SVC will be responsible for proposing the following year's AGI Strategy, and the AGI Director will be responsible for 'operational support'.

The EG will meet four times per year.

Key areas of responsibility

- AGI Strategy to implement policy set by BoD
- Operational support of the BoD
- Partnership coordination
- SIG coordination
- AWG coordination
- Conference coordination

Decision-making authority

- The EG will act as a quick decision-making group, supporting the operations of the AGI, and making decisions (or providing information on request) that are consistent with AGI policy. These decisions will include those that relate to the key areas of responsibility, and decisions on unbudgeted expenditure between £1500 and £5000.

Terms of reference.

- Responds quickly to all non-contentious issues:
 - day-to-day operational issues
 - on issues of agreed AGI policy
- Consults and decides on contentious issues,
 - day-to-day operational issues
 - on issues that stray into an area on which there is no AGI agreed policy, consulting the other EG members before a decision is made
- Comments on an issue where no AGI policy exists and when there is no time for a full consultation. (This is followed up by a retrospective submission to the BoD for approval. Where time permits, the AGI procedures for formulating policy through the BoD will apply.)
- Undertakes risk assessment on all matters relating to AGI and advise BoD where appropriate on actions to be taken
- Ensures that the Association conforms to current legislation when conducting the Association's affairs
- Filters projects, activities and information for BoD discussion
- Scrutinises topics and reports before they go to the BoD
- Develops, reviews, maintains and proposes the AGI Strategy, including the AGI's partnership strategy
- Monitors and manages media/press releases/lobbying activities

In delivering any of the above, the EG may choose to set up an Action Working Group, with the approval of the BoD.

~~7—Terms of Reference—Management Committee~~

~~The purpose of the committee is the supervision of the day to day affairs of the Association on the behalf of Council~~

~~2—Within this purpose the aims of the committee will be to:~~

~~2.1—Advise and support as appropriate the Secretariat, which has to responsibility for managing and implementing the Associations affairs on a day to day basis.~~

~~2.2—Develop, review, maintain and propose the strategy for the Association to Council~~

~~2.3—Undertake risk assessment on all matters related to the Association and to advise Council where appropriate on the actions to be taken.~~

~~2.4—Report to Council on all matters delegated to it by Council~~

~~2.5—Recruit and appoint the Director and other senior positions within the Secretariat as and when required~~

~~2.6—Decide and convene an extraordinary meeting of Council as and when required.~~

~~2.7—Ensure the Association remains financially solvent and to advise Council immediately on all matters of financial concern~~

~~2.8—Monitor and take action where required on matters that effect or impact upon the Association and the GI sector that it represents in between Council meetings~~

~~2.9—Monitor and ensure the Association is performing in accordance with the articles of Association~~

~~2.10—To receive and review reports from the Director on the workload and performance of the Secretariat and to take action where appropriate~~

~~2.11—Receive and act accordingly upon advice from the Secretariat on the direction of the Association and views of the members.~~

~~2.12—Ensure the Association conforms to current legislation when conducting its affairs~~

Constitution

~~3.1—The composition of the committee shall be the officers of the Association plus two members elected by Council (Article of Association 45B) The Chairs of the main committees, the Director and Deputy Director are ex officio members of the committee~~

~~3.2—The chair of the Association will chair the committee. Copies of all minutes and meeting notices will be lodged with the Secretariat~~

~~3.3—Quorum: no decisions relating to expenditure or policy may be made unless at least three committee members including at least the Chair of the Association or the Senior Vice Chair are present~~

~~3.4—The chair may establish Action Working Groups to deal with particular subjects. The chair of each AWG will be a member of and report to the committee. Other AWG members need not be members of the committee but must be paid up members of the Association.~~

4—Procedures

The Committee will:

- 4.1—Initialise the annual budget cycle in September each year
- 4.2—Present the draft budget to Council for approval at its last Council meeting in each Association year
- 4.3—Ensure the Association is operating within the financial budgets agreed with Council, for both expenditure and for revenue whenever appropriate
- 4.4—To annually receive and recommend to Council the Associations audited accounts
- 4.5—Authorise expenditure where it exceeds the Secretariats powers
- 4.6—To receive reports from the main committees and to advise and support the main committees where appropriate
- 4.7—Ensure the main committees are functioning effectively and operating within their terms of reference and to take action if appropriate
- 4.8—To delegate tasks to the main committees for implementation
- 4.9—To seek legal advice as and when required regarding the Associations affairs
- 4.10—To support and advise the Director when negotiating contracts between the Association and third parties
- 4.11—To produce and present to the last Council meeting in each Association year the timetable for Council meetings for the next Association year.
- 4.12—Follow the guidelines on conflict of interest issued.
- 4.13—In the event of no consensus being reached about Committee policy, strategy or achievement of objectives, the Chair will be responsible for deciding the matter
- 4.14—The Chair will report to Council as it requests and will be responsible for reporting to the Committee on relevant Council affairs.

8 GIgateway Advisory Group Terms of Reference

Overall role

The Advisory Group's role is to advise the AGI Director and the AGI Services team on the successful running of GIgateway, and to make recommendations to AGI Council on action on relevant issues.

Specific functions

- To provide advice on individual programme deliverables and on the services in general
- To advise on the content on the annual Operating Plan/Work Programme
- To make recommendations on the future development of the services
- To assist with the negotiation of the annual contract with Ordnance Survey

Membership

The group is initially made up of former members of the NGDF metadata and UKSGB boards, representing the following organisations: Royal Mail, JUG-T, Ordnance Survey, ONS, Intelligent Addressing and Edinburgh University. With no executive authority within the AGI, the group will include a member of AGI Council to ensure it has proper representation at the appropriate level. During the course of the first year, the group will consider possible additional members of the group, and AGI Council might suggest names.

Reporting and communication

The group will meet five times a year, with each meeting taking place at least two weeks prior to the AGI Council meeting. Minutes of each meeting will be lodged with the AGI secretariat (and will be available to Council members on request) and a report will be prepared for each Council meeting by the Services Manager.

AGI

**Meeting of The AGI Council
14.00 2003 London**

Sandwich lunch at 13.00

1. Apologies	14.00
2. Actions and Minutes of the Council meeting 25.06.03	14.10
3. Matters arising	14.20
4. Reports *	14.35
4.1. Chair's report	
4.2. Treasurer's report	
4.3. Director's report	
4.4. Deputy Director's report	
4.5. Committee reports	
4.5.1. Corporate Affairs Committee	
4.5.2. Direct Action Committee	
4.5.3. Education Committee	
4.5.4. Conference committee	
4.6. Regional Groups	
4.6.1. AGI Cymru	
4.6.2. AGI Scotland	
4.6.3. AGI Northern Ireland	
4.7. GI Gateway report	
4.8. AGI strategic and operational objectives	
4.9. Items for decision	
4.9.1. a.n.other	
4.9.2. a.n.other	
4.9.3. a.n.other	
4.10. Structural Review progress report	
BREAK	15.15
5. Items for debate and discussion	
5.1. a.n.other	15.45
5.2. a.n.other	16.15
5.3. a.n.other	16.45
6. Any other business	17.15

THE MEETING WILL FINISH AT 17.30

Date of next meeting:

* Means report taken as read unless Chair is asked prior to the meeting for a report to be opened up.

AGI

Association for Geographic Information

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Fax: 020 7251 4505 WWW: http://www.agi.org.uk

EXPENSES CLAIM FORM – see notes over page

for members attending meetings of Council, Committees or Groups of the Association

PAYEE
ADDRESS

BUDGET CODE		
CHEQUE NO		
DATE ISSUED		
Entered committed		
Entered actual		

Please state name and date of meeting attended:

TRAVEL:

Rail fares (including buses) £____.____
Air fares £____.____
Car mileage (@ 30p per mile) £____.____
Car parking £____.____

SUBSISTENCE:

Overnight stay £____.____
Breakfast £____.____
Dinner £____.____
Other £____.____
VAT £____.____

PLEASE ATTACH RECEIPTS

TOTAL AMOUNT CLAIMED £____.____

SIGNATURE_____

DATE_____

Approved_____

DATE_____

NOTES FOR COMPLETION OF TRAVEL AND SUBSISTENCE FORMS

GENERAL

AGI reimburses members for reasonable expenses incurred when working on its behalf and not recoverable from other sources. However, we owe a duty to our members to ensure that this expenditure is carefully budgeted and controlled. We therefore ask those working on our behalf to use modest but decent accommodation, to plan their journeys to keep expenditure to a minimum and to take advantage of discounted fares whenever possible. If in any doubt, please discuss your travel plans with the relevant committee chair in advance.

All reasonable expenses incurred by volunteers engaged on AGI duties will be reimbursed in full by the AGI providing claims are submitted by the end of the calendar month following the month in which the expenses were incurred, and that claims are accompanied by receipts (originals or photocopies).

Unfortunately any claim received after this deadline will not be met, and where receipts are not available a clear explanation of the reason and breakdown of the expenditure will be required.

TRAVEL

Members may claim the full costs of second or economy class travel between home or office and AGI headquarters or meeting venue including, where necessary, the reasonable costs of parking at the station or airport and car mileage to and from the station or airport at 33p per mile.

OVERNIGHT ACCOMMODATION

~~Members may claim reasonable costs of overnight accommodation when necessary or when obliged to stay in London overnight to attend meetings on two consecutive days. The Secretariat recommends the following hotels in the London area:~~

~~The President Hotel, Russell Square, London, WC1N 1DB. Tel: 020 7837 8844
The Tavistock Hotel, Tavistock Square, London, WC1H 9EU. Tel: 020 7636 8383
The Royal National, Bedford Way, London, WC1H 0DG. Tel: 020 7637 2488
Hotel 50, Ebury Street, London, SW1. Tel: 020 7730 2722~~

SUBSITENCE

Reimbursement of breakfast and supper costs for those staying overnight or travelling early or late on day trips can be made. Lunch and light refreshments during the day are not normally covered.

NOTE:

- **Claim forms with no receipts to support them will be returned to claimants for further action**
- **Attach receipts so that any VAT paid can be recovered by AGI**
- **Send claim form to relevant committee chairman for approval**

AGI [Secretariat Team](#)
July 2002

AGI Council 2003

Ref.	Name	Role	Comment
1	John Alderson	CAC Chair	On Conference committee.
2	Robert Barr		Chair 2001. On GI Gateway steering Group
3	Tony Black		On Conference Committee and on GI Gateway steering Group
4	Steve Brandwood		Member of the LG SIG
5	Hugh Buchanan		On AGI Scotland mgmt committee.
6	Peter Capell		Junior Vice Chair 2002
7	Stefan Carlyle		
8	Spencer Chainey	Chair	Chair Crime & Disorder SIG
9	Nick Chapallaz	Chair Conf Cmt.	
10	Peter Clegg	DAC Chair	
11	Chris Corbin	Past Chair	Chair 2002, EUROGI Excom, CAC
12	Simon Doyle*		On DAC
13	Lionel Elliott	Hon. Sec.	On IST/36 standards committees
14	Jennifer Forsythe		
15	Gayle Gander		On CAC & Conference Committee
16	Liz Hobman		On CAC
17	Dave Lovell		On CAC
18	Ian Masser		GSDI & EUROGI Presidents, CAC
19	Angus McDonald		On AGI Scotland mgmt committee.
20	Adrian Moore	AGI NI	Chair AGI NI
21	Graham Rees	AGI Cymru	AGI Cymru steering committee
22	Gesche Schmid		On DAC, on Conference committee, and Deputy Chair of the Local Govt. SIG
23	Mike Traynor	AGI Scotland	Chair of AGI Scotland
24	Michael Turnill		
25	Rob Walker	Chair IST/36	On DAC, and on standards committees.
26	Robin Waters		On CAC
27	David Yarwood	Hon. Treas.	Chair of the Local Govt. SIG, also organiser of AGI Social events

* Seconded to AGI Council for 2004.

Profile of AGI Council

AGI Council 2003

Ref.	Name	Organisation	AGI Membership category	Sector
1	John Alderson	Informed Solutions	Corporate	Private
2	Robert Barr	Unv. Of Manchester	Individual	Academic Research
3	Tony Black	Intelligent Addressing	Sponsor/Individual	Private
4	Steve Brandwood	LGIH	Corporate	Public
5	Hugh Buchanan	OS-GB	Sponsor	Public
6	Peter Capell	ODPM	Sponsor	Public
7	Stefan Carlyle	Env. Agency	Sponsor	Public
8	Spencer Chainey	Infotech Europe JDI	Corporate	Private Academic
9	Nick Chapallaz	ESRI (UK)	Sponsor	Private
10	Peter Clegg	Independent Cons.	Corporate	Private
11	Chris Corbin	Independent Cons.	Corporate	Private
12	Simon Doyle	CADCORP ISL	Corporate	Private
13	Lionel Elliott	ESRI (UK)	Sponsor/Individual	Private
14	Jennifer Forsythe	MapInfo	Sponsor	Private
15	Gayle Gander	Getmapping	Sponsor	Private
16	Liz Hobman	ODPM	Sponsor	Public
17	Dave Lovell	OS-GB	Sponsor/Individual	Public
18	Ian Masser	Independent Researcher	Individual	Academic Research
19	Angus McDonald	Independent Cons.	Corporate	Private
20	Adrian Moore	Ulster Unv.	Corporate	Academic Research
21	Graham Rees	Nat. Assembly for Wales	Corporate	Public
22	Gesche Schmid	Medway Council	Corporate	Public
23	Mike Traynor	Registers of Scotland	Corporate	Public
24	Michael Turnill	ORACLE	Corporate	Private
25	Rob Walker	Independent Cons.	Corporate	Private
26	Robin Waters	Independent Cons.	Corporate	Private
27	David Yarwood	RB of Kensington & Chelsea	Corporate	Public

Where a council member is an employee of an AGI sponsor or Corporate member but is also an Individual member in their own right this is shown.

Academic/Research	= 3	AGI Sponsor members	= 10
Private sector	= 14	AGI Corporate members	= 15
Public Sector	= 10	AGI Individual members	= 2
Total	= 27	Total	= 27

Council Contacts 2003

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