



## European Group of Institutes of Navigation Established in 1997

### **EUGIN Council & Assembly** May 30, 2016, 13:00-14:30 Finlandia Hall, Helsinki **Minutes of Meeting**

– List of participants

Bertrand Merminod	EUGIN Chairman, ION-CH President
Heidi Kuusniemi	NNF President
Børje Forssell	NNF
Jan Johansson	RNN
Manfred Wieser	OVN Vice-President
Krzysztof Czaplewski	PNF President
Hermann Rohling	DGON President
James Taylor	RIN President
Bart Banning	NIN President
Rein van Gooswilligen	NIN
Tom Willems	NIN Treasurer (meeting rapporteur)

- The President opened the meeting at 13:10 and welcomed all participants.
- The President proposed to combine the Council and Assembly meetings. No objections were raised.
- Minutes of previous meeting

The previous EUGIN Council & Assembly meeting was held in Bordeaux on April 7, 2015. Meeting minutes still need to be prepared as none were taken at the meeting. The participants of the current meeting agreed on the scope of the meeting minutes:

- the appointment of the new Chairman,

- the organisation of ENC 2017 by the Swiss Institute of Navigation.  
The Chairman will prepare and distribute brief minutes of the Bordeaux meeting.

*Post-meeting note:* On May 31, 2016, the Chairman sent to the meeting attendees a summary of the decisions taken in Bordeaux . In the absence of objections within 10 days, further dissemination will take place.

- Minutes of current meeting  
Tom Willems volunteered to prepare the minutes of the current meeting.

- Publications

To attract significant scientific contributions at ENC 2016, the NNF has made an agreement with the IEEE. The papers of the Scientific Track are included in the IEEE Xplore Database. Under the agreement between NNF and IEEE, the papers from the Scientific Track cannot be republished in EJM (unless some 50% of the content would be changed). Consequently, a possible source of EJM contributions is not available due to this agreement.

Note that the Conference Proceedings, provided to all conference participants, include both the papers from the Scientific Track and the (light peer review) Industry Track.

The question was asked whether future ENC conferences should continue the cooperation with IEEE regarding the inclusion of papers in the Xplore library. Most participants spoke out strongly in favour of this. Such an agreement makes the ENC conference a more attractive publishing avenue for many authors, increases the scientific quality of the conference and generally improves the standing of ENC.

Heidi Kuusniemi remarked that the cooperation with IEEE did not cause a lot of additional work and that the cost was roughly around EUR 4000.

Hermann Rohling suggested that it may be negotiated with IEEE to allow a limited number of papers (e.g., 10 papers) to be reprinted in EJM.

What concerns ENC 2016, all papers from the Industry Track can be republished in EJM without any problem. This should provide enough EJM papers for the coming issues. An ENC 2016 theme issue has already been distributed (EJM April 2016).

It is assumed that the problem of the lack of EJM submissions should be solved in the short term using ENC 2016 papers (Industry Track), and a similar approach should be continued using papers from future ENC conferences. Only some 10 papers per year are required.

The Chairman mentioned that, in the past, ION-US has offered the opportunity to submit ENC papers to their Journal 'Navigation'. This may be followed up in the future.

Further discussion on the European Journal of Navigation continued in a separate meeting after the EUGIN Council & Assembly.

- Exchange of booth with ION-GNSS+

In exchange for exhibition space at ENC, it is possible for the ENC Organising Institute to exhibit at the ION-GNSS+ Conference. At ENC 2016, representatives from ION-US were not able to attend but they provided promotional material instead.

This opportunity to exchange exhibition space is appreciated and the meeting participants expressed their moral approval.

– Permanent Secretariat

EUGIN has been approached by a Czech company, which proposes to act as a ‘Permanent Secretariat’. The company offers general administrative support (secretarial services) but is also in the business of organising conferences.

Because the organisation of the ENC conferences is the responsibility of the Member Institutes, and also considering that ENC is held in a different country each year, the meeting attendees agreed that it is not useful for a company based in the Czech Republic to organise ENC in the future.

The question was raised whether EUGIN needs administrative support from an external company, and if so which budget might be set aside for this. Bart Banning remarked that administrative activities should be voluntary, performed by volunteers from the Institutes.

The administrative overhead of EUGIN is not high. A more important point of attention is the Website. It was agreed that there is no interest in the services of the Czech company. Volunteers should be sought within the Member Institutes to assist in administrative tasks when required.

– Postal address of EUGIN

The registered address of EUGIN currently resides at the offices of EMPA in Antwerp, Belgium. However, it appears that EMPA no longer wishes to continue this arrangement. EUGIN, being registered in Belgium, needs a registered address in Belgium where official mail can be received. This is normally limited to a few letters per year.

Tom Willems (NIN Treasurer) offered the use of his home address in Belgium and to assist in the administrative steps to complete this action.

Rein van Gooswilligen commented that this would be a good solution for the enduring problem with EUGIN’s legal address.

The Council decides to transfer the EUGIN Registered Office to the address of Tom Willems (NIN Treasurer), Veeweidestraat 9, 3300 Tienen, BELGIUM.

– Reduced rate at ENC for delegates from EUGIN member institutes

There is a tradition of offering a reduced ENC registration fee to delegates of the Member Institutes. This is in the interest of EUGIN as it is important for all Institutes to be represented at ENC. In the past, two delegates per Institute were normally offered a

reduced rate. However, this understanding has never been formalised, causing some budget planning issues on both the organising and participating Institutes' sides.

After discussion, the following statement was adopted:

*“Each member Institute is entitled to a 50% reduction in the normal delegate fee for at least one attending person, as nominated by his/her parent Institute.”*

– Financial Affairs

The financial statement was not received in time for the meeting. Hence, the accounts could not be approved. The Chairman indicated that a single invoice was processed (annual fee 2016 for the website, shared with EJofN and PNF, that is, 66 EUR for EUGIN).

– ENC 2017

A website is now available for ENC 2017: <http://enc2017.eu/>

– ENC 2018

Jan Johansson gave a presentation regarding ENC 2018, which will be held in Gothenburg at the Chalmers University of Technology.

– ENC 2019

Krzysztof Czaplewski gave a presentation regarding ENC 2019, which will be held from April 9 to April 12, 2019. The conference will be held in Warsaw at the Novotel Warszawa Centrum Hotel. A website is now available: <http://enc2019.eu/>.

– ENC 2020

Hermann Rohling proposed for DGON to organise ENC in May 2020, probably in Dresden. This proposal was accepted unanimously.

- At 14:40, the Chairman closed the meeting with thanks to all participants for their attendance and contributions.

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