

**SPECIAL ISSUE**

# THE NEXT GENERAL ASSEMBLY OF THE UIS IS COMING

**MEMBER COUNTRY DELEGATES,**

**you have several important documents to review and  
vote upon. The UIS counts on your participation.**

*See you in Australia at the*



17th  
International  
Congress of  
Speleology,  
Sydney 2017



Sydney, Australia, 23-30 July 2017

**This issue has everything you need to prepare for the General Assembly:  
new documents for your examination, the new procedure to apply  
for positions on the UIS Bureau, and much more...**



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**Union Internationale de Spéléologie**

Founded in Postojna, Slovenia, 1965

The UIS is a non-profit, non-governmental worldwide speleological organization that promotes the development of interaction between academic and technical speleologists of a wide range of nationalities to develop and coordinate international speleology in all of its scientific, technical, cultural and economic aspects.

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**REMEMBER**  
**SAVE A TREE;**  
**DO NOT PRINT**  
**IF UNNECESSARY**

## Editorial

# BIG STEP AHEAD

## Your Contribution is a Must

By Fadi H. NADER (Lebanon)

*UIS Secretary General*

[fadi.nader@gmail.com](mailto:fadi.nader@gmail.com)

Dear Member Countries, Dear Delegates,  
The UIS is made by your voluntary contributions. In 2015, we have celebrated together 50 years of existence. This legacy obliges us to work even harder and go further, for the sake of the future of our Union. Even more, the “health” and future of the UIS are associated to the development of speleology and the protection of caves and karst worldwide. It is a huge responsibility and will definitely needs all of us (from the largest caving communities down to the individual caver). We need to make ourselves heard; we need to be able to count.

In the last four years, we have been able to enlist the UIS as a science associated member of ICSU (the scientific body of UNESCO), we have upgraded and modernized our website and the UIS Bulletin – and we modernized and promoted the International Journal of Speleology. Together, we maintained excellent relationships with regional speleological bodies and kept healthy financial status. Yet, all of this is, is not enough, as we continue to see caves being destroyed and we are not always able to support cavers in need.

In the coming year, ahead of our next General Assembly in Sydney (23<sup>rd</sup> and 29<sup>th</sup> of July, 2017), we have more challenges ahead that will increase the Union’s capability to support speleologists and protect caves and karst. To list a few challenges: i) we would like to launch an international speleological expedition fund to support international caving activities; ii) we are proposing major changes in the UIS Statutes and Internal Regulations; and iii) we would like to have – following President Woo’s proposal – a UNESCO International Year for Cave and Karst (IYCK),

in 2021, in order to clearly express a worldwide solidarity for protecting caves and karst.

My dear friends, none of this can happen without your help. So for such a big step ahead, I am asking you on the behalf of the UIS Bureau to help us and be part of the new challenges and achievements.

Here in this issue of the UIS Bulletin, you will find all the needed information. In particular, you are requested to go over the changes that we made on the UIS Statutes and Internal Regulations as well as the associated documents, and send us your comments and suggestions before the 30<sup>th</sup> of April 2017. This gives you six months to discuss and debate the proposed amendments. By end of April (2017), we will apply the suggestions to the new documents and prepare them for the General Assembly (in July 2017). We do need to have everything ready for voting at the General Assembly, and again I need your help and reactivity.

I suggest that you start by reading the entry entitled “The Guiding Policies of the UIS: A Summary of Revisions and New Documents,” which guides you – spot-on – for reviewing the proposed amendments. Some changes are requested by law following our establishment in Slovenia, others are crucial for our future functioning (e.g. yearly fees).

I trust that you will do your best and that your support will be unflinching in view of the future of the UIS, your family.

I look forward meeting you next year in Sydney,

Your friend, Fadi.





# INTERNATIONAL UNION OF SPELEOLOGY

## Preparation of the General Assembly of the Union

By Fadi H. NADER (Lebanon)

*UIS Secretary General*

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### DELEGATES

**Notice:** Following the spirit of the UIS Statutes and tradition, speleologists of each UIS Member Country nominate, by their choice of means, two Delegates (a Delegate and a Substitute Delegate). These Delegates are persons authorized to represent their countries and ensure the link between the UIS Bureau and the speleologists of their country, particularly on matters regarding the information, documentation, and financing of the UIS.

National delegates of the UIS Member Countries have to show official letters declaring that they represent the speleologists of their country before the first session of the General Assembly. When more than one speleological organization (i.e., federations, unions, societies, associations) exist in the same country, they have to agree on the proposed national delegates for the General Assembly.

If the speleologists or the national representative organizations of speleologists in any Member Country have decided to give the authorization for voting in the UIS General Assembly to another person, it is necessary to inform the Secretary General of the UIS by letter/email before the opening of the first session of the General Assembly (July 23<sup>rd</sup>, 2017).

### RIGHT OF VOTES

**Notice:** According to the UIS Statutes, Member Countries that have not paid their fees for more than three (3) years at the date of a General Assembly meeting have no right to vote. Member Countries that have not paid their annual fees for more than five (5) consecutive years, without an accepted reason, lose their membership to the UIS. Member Countries are invited - if necessary - to contact the Treasurer as soon as possible in questions concerning the payment. The amounts of annual contributions by categories of Member Countries are published regularly in the UIS Bulletin

(provided on the UIS website: [www.uis-speleo.org](http://www.uis-speleo.org)).

Each Member Country has only one vote at the UIS General Assembly. The right to vote is given to the official Delegate or to his/her substitute. If the two persons are absent, it is necessary - in accordance with the UIS statutes and Internal Regulations - for the Member Country to appoint a "Voting Delegate" by letter/email to be received to the Secretary General before the beginning of the General Assembly. Yet, preferably, this letter/email should be submitted to UIS Secretary General, earlier before July 1<sup>st</sup>, 2017.

### NEW MEMBERS

Requests for new membership and/or old-returning membership are possible before the opening of the International Congress of Speleology by letter/email to the Secretary General of the UIS. Any request is only deemed acceptable, if it meets the set membership requirements according to the UIS Statutes and Internal Regulations.

Requests for new membership and/or old-returning membership are to be accepted by the Voting Delegates of the Member Countries during the General Assembly. New members have to nominate immediately the official Delegates and participate also on further votes and elections.

### PROPOSALS FOR THE NEXT CONGRESS

Applications for organizing for the upcoming 18<sup>th</sup> International Congress of Speleology to be held in 2021, are presented to the UIS Bureau no later than July 1<sup>st</sup>, 2016. The candidate Member Countries have the possibility to give a short summary concerning the outline of the upcoming Congress, the region(s) foreseen for the main events and the possible excursions during the first session of the General Assembly on the 23<sup>rd</sup> of July, 2017.

During the Congress, Voting Delegates are invited to further discuss the proposals with the

other participants from their countries as well as representatives of the candidate Member Country (for 2021, the official remaining candidate is FRANCE). If necessary, a meeting room for this discussion will be reserved by the General Assembly, a decision is made by vote.

The organizing Member Country of the upcoming 18<sup>th</sup> International Congress of Speleology to be held in 2021, will be decided by vote of Member Countries at the second session of the UIS General Assembly (29<sup>th</sup> of July, 2017).

### **COMMISSION, WORKING GROUPS, AND COMMITTEES**

Presidents of Commissions, Committees and

Working Groups are invited to send activity-reports concerning the previous four years (since the 16<sup>th</sup> ICS, Brno, Czech Republic, 2013) and the intentions for the forthcoming four-years-period to the Vice President of Administration, preferably before June 1<sup>st</sup>, 2017.

It is foreseen to publish all received reports, in due time, in a special number of the UIS Bulletin before the 17<sup>th</sup> International Congress of Speleology and to distribute this number to the participants of the General Assembly of the UIS in Sydney, Australia.

Meeting and sessions of all Commissions, Committees and Working Groups are foreseen during the Congress.

## **INTERNATIONAL UNION OF SPELEOLOGY**

### **General Assembly – Preliminary Agenda**

#### **FIRST SESSION - July 23, 2017**

1. Official opening of the General Assembly  
     A moment of silence – for speleologists who died since the last (16<sup>th</sup>) congress
2. Ascertainment of the number of Voting Delegates
3. Salutations and thanks
4. Approval of Minutes of the previous UIS General Assembly from Brno (2013)
5. Reports concerning the activities of the UIS Bureau (President, Secretary and Treasurer), Commissions, Working Groups and Committees
6. Election of two auditors
7. Election of a Committee for voting procedures at this General Assembly
8. Presentation of candidate countries to organize the 18<sup>th</sup> International Congress of Speleology (2021)
9. Presentation and voting of new Member Countries and Old-returning Member Countries of the UIS
10. Presentation of proposals and motions
11. Introduction and voting of the new UIS Statutes and Internal Regulations
12. Introduction of the UIS Prizes

#### **SECOND SESSION - July 29, 2017**

13. Report concerning the future activity of Commissions, Working Groups and Committees, and confirmation of Presidents by the Assembly General
14. Information concerning speleological events between the International Congresses of Speleology
15. Report of the Advisory Committee concerning the proposals, motions and decisions
16. Report of budget auditors of past-UIS Bureau
17. Election of country organizing the 18<sup>th</sup> International Congress of Speleology (2021)
18. Elections for the period 2017-2021
  - of the UIS President
  - of the UIS Vice-President of Administration
  - of the UIS Vice-President of Operations
  - of the UIS General Secretary
  - of the UIS Treasurer? (*pending approval of amended UIS Statutes*)
  - of other members of the UIS Bureau
19. Statement of the new UIS President
20. Any other business and information
21. Thanks and closure of the General Assembly (passing on the UIS Flag)

# THE GUIDING POLICIES OF THE UIS: A Summary of Revisions and New Documents

By UIS Bureau

The business of the UIS is determined by the General Assembly and conducted by the Bureau. Since the beginning of the UIS, changes have been made in the primary documents that define and guide UIS policies: the Statutes and Internal Regulations. These changes have improved the functioning of the UIS and recently it became clear that after many years, major review and revision of these documents were needed. Some reasons were legal, others to address new technologies and needs, and others to update the policies to reflect what the UIS is actually doing.

This issue of the UIS Bulletin is not about exciting speleological news. Instead it focuses on the important business of improving our guiding documents so the UIS can be stronger and more productive at supporting speleology for many years to come. In July 2017 in Sydney, Australia, the UIS General Assembly will meet to vote on approving these proposed revised and new documents.

It is crucial that the Delegates of the Member Countries review all of this material carefully. If you have any questions or suggestions, please send them to Secretary General Dr. Fadi Nader ([fadi.nader@gmail.com](mailto:fadi.nader@gmail.com)) no later than 15 April 2017 so the Bureau will have time to answer your questions and consider your suggestions. Any changes from the documents as printed in this Bulletin will be discussed during the General Assembly. There will not be enough time to discuss all of the changes presented in this Bulletin so any changes presented here which receive no comments by 15 April 2017 will be considered accepted (pending the official vote during the General Assembly) and that no discussion of those changes will be needed.

Below is a summary of the major changes in the existing documents and purposes of the new documents. In many modern documents, changes are tracked and shown in detail. That is not done here. Hundreds of small changes have been made to:

- improve and clarify the English;
- fix mistakes;
- make actions and terminology consistent between all of the documents;
- define important titles and actions that were previously undefined; and
- reorganize and reformat the text for a better and more easily usable structure.

The magnitude of those changes alone would make the documents very difficult to read and understand if all of the changes were shown. Also, none of these changes affect the meaning or policies of the documents, which is why they not shown or discussed further. If you try to compare these documents with earlier versions, remember the article and section numbers may be different because so much information has moved and been updated.

The full UIS Bureau has spent many hours carefully preparing and considering these documents. We feel that the UIS Delegates and other members of the UIS will be best able to understand them as we present them on the following pages - in their final proposed forms.

Below we provide summaries of the major changes in the revised documents and the purposes of the new documents. We believe these documents are a major and necessary improvement for the UIS and hope you agree. Thank you for carefully reading and considering this material.

## STATUTES OF THE INTERNATIONAL UNION OF SPELEOLOGY (UIS)

The Statutes are the legal document under which the UIS is organized and registered in Slovenia. As such, they were reviewed and approved by a Slovenian lawyer to assure they comply with Slovene law and obligations. The Statutes are designed to provide general information for most topics and refer to the

Internal Regulations for details.

The major changes are:

**1) Preamble.** Slovenian law requires the addition of a Preamble, which has been written and added by our Slovenian lawyer.

2) Article 1. This short article is legally necessary

ry to define the document.

**3) Article 2.** This list of short items was moved from the Internal Regulations because it is legally needed to define key aspects of the UIS.

**4) Article 5(a).** Following the recommendations of our auditors, better business methods, and the practice we have been using for several years, the financial responsibilities of the UIS are removed from the Secretary General and a new officer, Treasurer, is established to conduct that work.

**5) Article 5(a).** Most bureaus and boards recognize an Executive Committee made up of the officers of the organization. The purpose of the Executive Committee is to conduct and approve business that does not require discussion by the full Bureau. The Executive Committee greatly improves the efficiency and speed at which the organization conducts business.

The UIS Bureau has functioned informally under the direction of an Executive Committee for the past seven years and has seen the benefit of improved planning and communication. This is made formal now in the Statutes and is fully defined in the Internal Regulations.

**6) Article 5(d).** Election of the Bureau was poorly defined and the method needed improvement. This section provides the basic structure for Bureau elections, which are defined in greater detail in the Internal Regulations.

**7) Article 5(f).** The purpose of Bureau mem-

bers as representing the good of speleology for all Member Countries, not their individual countries, has been understood but never stated in the UIS documents. This important principle is now added.

**8) Article 6.** Because the UIS is established in Slovenia, it is necessary to establish an official UIS Representative to Slovenia to conduct certain business. While this person is likely to be from Slovenia most of the time, that is not required and this article is written so someone from another country can be appointed if needed.

**9) Article 8(b) and (c) and Article 9.** The purpose and organization of Departments, Commissions, Working Groups, and Committees has changed from how they were defined in previous years. These articles were changed to reflect how they now function in the UIS and to remove some other confusing information.

**10) Article 8(e).** The means by which the UIS is funded has been updated and significantly expanded with the assistance of the UIS lawyer. The UIS cannot currently sell materials or provide services for income under Slovene law. The addition of this information will make such sales and services legal for the UIS when the proposed revised Statutes are approved by the General Assembly. At such a time, the Statutes will be officially translated into Slovenian for registration in Slovenia, although the official version for discussion and future revision will be in English.

*[Click here to access the document on page 10](#)*

## INTERNAL REGULATIONS OF THE UIS

This is the most important document for the daily business of the UIS. It provides the details and procedures for actions and activities. Some sections were overly long and removed to create their own documents that are defined in the Internal Regulations. This was done and approved by the General Assembly in 2009 for the Instructions and General Recommendations for Organizers of International Congresses of Speleology, which have not been revised further and are not included here. Because the Statutes link to the Internal Regulations, and they in turn link to other documents, all are legal and important documents of the UIS.

**1) Article 1.** This was modified and part of it moved to the Statutes to meet legal requirements.

**2) Article 3.** During the last General Assembly meeting in 2013, Delegates and Bureau members discovered some inconsistencies and lack on information on some aspects of holding General Assembly meetings. Those problems are now resolved.

**3) Article 3(3).** All information on voting during the General Assembly is now described in one

new document, Voting Procedures and Guidelines for the UIS General Assembly. See the summary for this document below.

**4) Article 4(2)(d).** The Treasurer's job is defined as a new officer position. Most of the job responsibilities are moved from the Secretary Treasurer's position. One new important ability was added, which authorizes the Treasurer to spend small amounts of money to conduct necessary UIS business without asking the Bureau. This is a common business practice. It should not be necessary for the Treasurer to ask permission to buy stamps, office supplies, and other minor good and services.

**5) Article 4(2)(f).** All organizations write procedures to add members, but also to remove them. The Bureau realized that the UIS has no procedure to remove Bureau members, Delegates, Member Countries, etc., if serious problems occur and removal is necessary. We hope such actions will never be needed, but we have written this and other sections below to address these problems if they ever occur. This section describes the serious actions that would

justify removal of a Bureau member, and the process for replacing that member.

**6) Article 4(3).** This new section describes the Executive Committee, when it meets, and its authority. Like most professional organizations, the Executive Committee is authorized to approve spending money for UIS needs when the amount exceeds that which can be spent by the Treasurer. The amount is limited; above that, approval of the full Bureau is needed. Like with the Treasurer, financial decisions sometimes must be made quickly and do not justify the time and effort to get approval of the full Bureau. The UIS has often been criticized for not acting or working fast enough, especially in our modern electronic world. This change will help fix this problem by using standard, professional, financial decision-making methods.

**7) Article 7(2)(f).** One common problem the UIS has faced is that the General Assembly votes to accept new Member Countries but some of those countries do not pay their dues. This section requires that countries applying to become members must pay their dues when they apply for membership. If they are not accepted, the dues will be immediately refunded.

**8) Article 7(2)(second paragraph).** One national organization represents each Member Country of the UIS. Some countries have more than one national organization and most of them develop ways to cooperate in representing their country. However, some countries have problems and have asked the UIS Bureau to decide which organization will represent the country. For many years, the UIS policy has been to not get involved in internal national problems. This is now made clear in this article. Careful procedures are established that require national organizations to cooperate in order to have a Delegate in the General Assembly.

**9) Article 7(3).** In recent years, there has been confusion about Member Country categories. The original criteria for the categories no longer exist and clear, easy-to-understand criteria are needed. These have been developed and are based on the number of members in the national organizations representing their countries.

The Bureau examined the number of members in each member country and found a problem. A few countries have very large numbers of speleologists in their organizations and thus, as a percentage, pay much less per member than countries with few members. Therefore, the categories are now proposed as defined by the number of members in the organizations, with a fourth member category added for countries with the highest number of members. The fees for the original three categories remained the same at 50, 200, and 300 Euros, and the new cate-

gory for countries with the most speleologists in their organizations was proposed at 400 Euros during the Bureau's initial discussion. This created much more fair and equal fees for all countries.

Afterward, the Bureau reviewed the finances of the UIS found this change did not provide enough funds to make the UIS financially secure and better able to help its members. We reviewed the fees and found they have not changed (except for a small adjustment of dollars to Euros in 2009) since before 1994! Yet costs have risen considerably over the past 23 years. To adjust for this, the new fees are proposed at 20% above the fee structure described in the previous paragraph: 60, 240, 360, and 480 Euros.

Whenever fees are increased, people ask, "What am I getting for this money?" Here are some examples:

- The UIS offers up to 2,000 Euros each year to support the programs of its Departments, Commissions, and Working Groups.
- The UIS has supported speleological training in Africa, Asia, and the Middle East to increase skills and safety.
- Several international expeditions and conferences have received UIS financial support.
- In 2015, the UIS printed a book on its 50-year history.
- In 2013, the UIS financed the printing of Dr. Art Palmer's book *Cave Geology* in Spanish to support cave scientists and students in a large and speleologically important part of the world.
- The International Journal of Speleology, one of the world's major scientific speleological journals, is now published for free on the Internet.

As the UIS continues to grow and create more opportunities with approval of these new documents, it will be able to raise and then spend more money to benefit more speleologists around the world.

**10) Article 7(4).** As above with Article 4(2) (f), removing Bureau members, this section describes how Member Countries may be removed from the UIS. This would only be for severe problems and we hope would never be needed. They would only be used if other solutions have been exhausted. This section includes the procedure for the removed country to rejoin the UIS.

**11) Article 7(5).** Similarly, this section describes how a Delegate may be removed and replaced if necessary.

**12) Articles 8, 9, and 10.** The Bureau realized that there are important non-profit organizations exist that share the goals of the UIS, but the current definitions for UIS Associated and Affiliated Organizations did not provide a way for those non-profit organizations to formally work with the UIS. Therefore, Article 9 was created for Cooperative Organizations, non-profit organizations that wish to formally work

with the UIS but which do not qualify as Associated or Affiliated Organizations. Articles 8 and 10 were modified to recognize this change, and expanded to describe how Associated and Affiliated Organizations may be removed from the UIS if necessary, and rejoin when appropriate.

**13) Article 11.** The creation, responsibilities, and deactivation of Departments, Commissions, and Working Groups was made clearer and generally expanded with more information.

**14) Article 18.** All information on symbolic devices of the UIS are now described in two new do-

cuments, the UIS Symbols Flag and Anthem Guide and the Visual Identity Guide. See the summaries for those documents below. on pages ? and ?

**15) Article 19.** All information on UIS Internet facilities is now described in one new document, the Internet Facility Guidelines. See the summary for this document below. on page

**16) Article 20.** All information on UIS support for speleological events is now described in one new document, the Speleological Event Support Guidelines.

*[Click here to access the document on page 13](#)*

## VOTING PROCEDURES AND GUIDELINES FOR THE UIS GENERAL ASSEMBLY

Voting at the General Assembly meetings has occurred by tradition and individual memories, with relatively few details written. During recent meetings, questions arose about some procedures and there was no clear answer. This new document takes the existing written rules, and updates them by writing previously unwritten traditions and describing proce-

dures for voting electronically, either during the Regular General Assembly meeting, or remotely through the Internet during an Extraordinary General Assembly meeting. Also, Delegates who are present at a Regular General Assembly meeting are limited to serve as proxy for only Delegate who is unable to attend. *[Click here to access the document on page 25](#)*

## UIS SYMBOLS - FLAG AND ANTHEM GUIDE

Since 2009, an official flag and anthem for the UIS were selected and a fanfare from the creation of the UIS in 1965 was discovered.

This completely new document describes these symbolic items, their history, and appropriate use.

*[Click here to access the document on page 26](#)*

## VISUAL IDENTITY GUIDE

This document is almost completely new. It takes the very short description of the UIS logo from the previous *Internal Regulations* and greatly expands it to describe the logo, its history, appropriate use,

and use on letterhead, business cards, seals, envelopes, medals, certificates, and T-shirts.

*[Click here to access the document on page 37](#)*

## INTERNET FACILITIES GUIDELINES

Almost all of this new document is taken from the previous Internal Regulations. Some of the information has been reorganized, the Website Manager renamed the Social Media Manager, with expanded

tasks for the UIS' social media, and the addition of a Social Media Editor to review the UIS website and social media for accuracy, clarity, and functionality.

*[Click here to access the document on page 55](#)*

## SPELEOLOGICAL EVENT SUPPORT GUIDELINES

Almost all of this new document is taken from the previous Internal Regulations. It has been slightly expanded for clarity and to include events that the

Bureau was asked to support, but couldn't because they were outside of the scope of the Internal Regulations. *[Click here to access the document on page 57](#)*



# STATUTES OF INTERNATIONAL UNION OF SPELEOLOGY (UIS)

Adopted by vote of the UIS General Assembly at the 4<sup>th</sup> International Congress of Speleology (Ljubljana, 1965) and modified:

- at the 5<sup>th</sup> International Congress of Speleology (Stuttgart, 1969),
- at the 7<sup>th</sup> International Congress of Speleology (Sheffield, 1977),
- at the 12<sup>th</sup> International Congress of Speleology (La Chaux-de-Fonds, 1997),
- and at the 14<sup>th</sup> International Congress of Speleology (Kalamos, 2005)

**with additional modifications proposed by the UIS Bureau for review, comment, and approval by the General Assembly of the 17<sup>th</sup> International Congress of Speleology (Sydney, Australia, 2017)**

## PREAMBLE

According to the Union Internationale de Spéléologie's Act of Societies Article 11 (official paper of the Republic of Slovenia No. 60/5) created during the 4<sup>th</sup> International Congress of Speleology in Ljubljana, Yugoslavia, on September 16, 1965, and amended during the session of the General Assembly held on July 23, 2001 in Brasilia DF, Brazil during the 13<sup>th</sup> International Congress of Speleology, the Union's General Assembly set the Union's stable address in Slovenia in accordance with the Slovenian law about Associations (Zakon o društvih, Official Journal of the Republic of Slovenia 64/11).

## ARTICLE 1: Scope

These *Statutes* are the basic act of the International Union of Speleology (UIS).

## ARTICLE 2: Name and general function

1. The name of this organization is: **Mednarodna speleološka zveza UIS, Union Internationale de Spéléologie** (hereafter referred to in English as "**International Union of Speleology**," "**Union**," or "**UIS**").

2. The UIS office and address is 6230 Postojna, Titov trg 2, Slovenia.

3. The UIS is a legal subject of Slovene law.

4. The UIS has a logo and other symbolic emblems defined in the *UIS Visual Identity Guide*.

5. The UIS is governed by its General Assembly.

6. The UIS General Assembly elects the UIS Bureau to conduct the business of the UIS.

7. The UIS Representative to Slovenia is appointed by the UIS Bureau.

8. The UIS can be associated with caving and other organizations in Slovenia and abroad.

9. The UIS works on a volunteer basis and is open to the public.

10. The UIS publicizes its activities directly by publishing reports and/or through public media.

11. The UIS can have real or other property, which must be listed as property of the UIS in its inventory. Property of the UIS can be bought or sold through the decision of the UIS Bureau.

12. The UIS is a non-profit organization that may sell goods and services and accept donations that are not contrary to its non-profit status.

13. The UIS can be dissolved by a vote of more than two-thirds of the members of its General Assembly. In the case of UIS dissolution, the General Assembly of the UIS will decide to whom the assets, property, and authority of the UIS will belong.

## ARTICLE 3: Purpose

The purpose of the UIS is the development of relationships between speleologists of all countries and the coordination of their activities internationally as described in detail in the *Internal Regulations*.

## ARTICLE 4: Members of the UIS

(a) The UIS is an association of countries (called "Member Countries"). The Member Countries are not represented by the actual national governments but by speleologists in those countries by whatever means they decide, typically by national speleological organizations.

(b) Speleologists of each Member Country nominate, by their choice of means, two Delegates: a Delegate and a Substitute Delegate. These Delegates are persons authorized to represent their countries and ensure the link between the UIS Bureau and the speleologists of their country, particularly on matters regarding the information, documentation, and financing of the UIS. Use of "Delegate" in these *Statutes* implies the Substitute Delegate if the Delegate is not available.

(c) The term of office for each Delegate is the period between two Regular meetings of the UIS's General Assembly. Each Member Country can re-nominate the same Dele-

gates at the end of their term or nominate different people as the Delegates. Countries wishing to change their Delegates must inform the UIS Bureau of their nomination in writing before the opening of the General Assembly.

(d) Organizations interested in the development of speleology and in the activities of the UIS may apply in writing to become associated or affiliated with the UIS.

(e) Associated and affiliated organizations may appoint a representative to the UIS, who may participate in the UIS's open meetings but does not have the right to vote in the UIS's decisions. This representative ensures the contacts and the exchange of information between the organization and the UIS Bureau.

(f) Member Countries that have not paid their annual fees for more than five consecutive years, without an accepted reason, lose their membership to the UIS. If someone from that country is serving on the UIS's Bureau at that time, that person loses his or her Bureau position. Affiliated Organizations which have not paid for their annual fees for more than two consecutive years, without an accepted reason, lose their affiliation to the UIS.

#### **ARTICLE 5: Bureau of the UIS**

(a) During each Regular General Assembly meeting, the Delegates elect by secret ballot a Bureau comprised of a President, Vice President of Administration, Vice President of Operations, Secretary General, and Treasurer, collectively known as the "officers" or "Executive Committee" of the Bureau, and Adjunct Secretaries. The number of Adjunct Secretaries is determined in the *Internal Regulations*.

(b) Bureau members must be proposed or accepted by the Delegate of the proposed Bureau member's country. Each must be a citizen of a different Member Country; i.e. no country may have more than one citizen on the Bureau.

(c) Bureau members are elected by absolute majority on a first ballot or by relative majority on a second ballot. In case of tied votes on the second ballot, the candidate with the greater number of votes on the first ballot is elected. If this first ballot was also tied, a third vote will be held between only the tied candidates.

(d) Candidates for the Bureau should be nominated and announced at least two days prior to the election. Individuals can be nominated for no more than one position. Elections will occur in the following order: President, Vice President of Administration, Vice President of Operations, Secretary General, Treasurer, and Adjunct Secretaries. If there are an insufficient number of candidates for a position, then nominations will be open to the floor of the General Assembly and a losing candidate for a higher position may run for that lower position.

(e) The President, Vice Presidents, and Adjunct Secretaries can hold their positions for no more than two consecutive terms. The Secretary General and Treasurer may be re-elected without any time limitation.

(f) Between Congresses, the Bureau represents the UIS and makes all decisions concerning the administration

of the UIS. Bureau members should bring information and perspectives from their countries but do not represent their countries; their first duty is to the good of the UIS and all of its Member Countries. Decisions are made by a simple majority vote of all Bureau members present.

#### **ARTICLE 6: Representative to Slovenia**

(a) The UIS Representative to Slovenia is appointed by a majority vote of the UIS Bureau, either in person or electronically if conditions for authentication and non-repudiation are met.

(b) The UIS Representative to Slovenia shall be responsible for the following as they relate to Slovenian law and obligations in Slovenia:

1. ensures the implementation policy and management priorities of the UIS;
2. facilitates official visits of members of the UIS General Assembly and Bureau and their meetings;
3. communicates for and represents the UIS in official matters concerning legal registration, activities, operations, and organization;
4. manages UIS financial affairs as directed by the UIS Bureau;
5. assures logistical and administrative support to the UIS General Assembly and Bureau.

#### **ARTICLE 7: General Assembly**

(a) The General Assembly of the UIS is the collected Member Countries as represented by their Delegates. It serves as the highest rule-making and administrative authority in the UIS. Its function is to provide oversight and approval for major activities of the UIS as conducted by the Bureau.

(b) The General Assembly meets during each International Congress of Speleology, where the President and Secretary General deliver their reports. For any decisions by the Assembly, each country has only one vote. The General Assembly meeting is presided over by the UIS President or other designated Bureau member.

(c) At the initiative of the Bureau or at the request of not less than one third of the Member Countries of the UIS, an Extraordinary General Assembly meeting can be called; the UIS's *Internal Regulations* define this process.

(d) Member Countries that have not paid their fees for more than three years at the date of a General Assembly meeting have no right to vote.

(e) During its meeting, the General Assembly elects, by the majority of the attending Delegates, one of the candidate countries proposing to organize the next International Congress. If there is no candidate country or no country selected during a Congress, the UIS Bureau will propose new candidates within 6 months and may organize an Extraordinary General Assembly to select the country that will host the Congress. In case of renunciation by the elected country, the UIS Bureau will select a new country to host the Congress.

(f) The General Assembly approves the activities of Departments, Commissions, and Working Groups.

## **ARTICLE 8: Functioning of the UIS**

(a) The Bureau is accountable to the General Assembly. The activities of the Bureau are defined by the *Internal Regulations* and are in accordance with these Statutes. The *Internal Regulations* describe the prerogatives, roles and responsibilities of each member of the Bureau, the protocols for the UIS's activities, and the UIS's relationships with other organizations. Where these *Statutes* do not provide information or guidance, the *Internal Regulations* will be followed.

(b) The General Assembly is responsible for the establishment of Departments, Commissions, and Working Groups. Membership of Departments, Commissions, and Working Groups is open to all speleologists who wish to participate. Departments, Commissions, and Working Groups usually meet during the UIS's Congresses or at other International Meetings. The members elect their own President, who is responsible for the Department, Commission, or Working Group and who reports to the Bureau. Departments, Commissions, and Working Groups are required to keep the Bureau informed of their activities. The Bureau can take necessary actions to develop Departments, Commissions, and Working Groups, or to suspend them if they are insufficiently active or no longer deemed necessary.

(c) The Bureau may establish Committees as needed for specific issues or assistance. The tasks, duration, and membership of a Committee depend on its purpose. The Bureau will define each Committee's purpose, and may define its tasks, duration, and membership or assign some or all of those duties to the Committee.

(d) The official languages of the UIS are also those of the International Congress of Speleology: English, French, German, Italian, Russian, and Spanish.

(e) The UIS obtains its finances from:

1. annual fees paid by the speleological associations of Member Countries of the UIS as defined in the *Internal Regulations* as approved by the General Assembly;
2. annual fees paid by organizations which are affiliated with the UIS;
3. contributions from private and public individuals, institutions, organizations, corporations, and other sources, provided these contributions do not conflict with the UIS's *Code of Ethics* or other regulations, guidelines, and standards;
4. the sale of any goods or services either offered to the UIS or prepared under its supervision, which include (with Slovene current commercial activity codes, which may be amended in the future without modifying these Statutes):
  - i. Retail sale of newspapers and stationery in specialized outlets (G47.6.2);
  - ii. Retail sale of sporting equipment in specialized outlets (G47.6.4);
  - iii. Publishing of all printed and digitally developed materials (books, journals, periodicals, etc.) (J58.1.4);

- iv. Educational materials (P85.5.9);
- v. Botanical and zoological gardens and nature reserve activities (R91.0.4);
- vi. Other sports activities (R93.1.9);
- vii. Activities of professional membership organizations (S94.1.2);
- viii. Advertising activities (M.73.110);
- ix. Other professional, scientific and technical activities n.e.c. (M.74.900)
- x. Photographic activities (M.74.200);
- xi. Organization of conventions and trade shows (N.82.300).

(f) The Treasurer receives and manages all financial resources of the UIS, following the guidelines established by the Bureau, and arranges and is responsible for proper accounting procedures which will be examined annually by an independent auditor hired by the UIS and checked by two auditors during the Regular General Assembly meeting. These latter two auditors are elected by the General Assembly and must belong to countries other than that of the Treasurer.

## **ARTICLE 9: Departments, Commissions, and Working Groups**

(a) The Departments, Commissions, and Working Groups are internal organizations within the UIS that are directed by the Bureau and which are organized to study, collaborate, or work on some specific aspect of speleology with experts and interested parties from around the world.

(b) The general organization of Departments, Commissions, and Working Groups is as follows (details on their organization are provided in the Internal Regulations):

1. Departments work on major speleological themes, such as documentation, education, exploration, protection, and research.
2. Commissions generally work within the Departments and focus on specific topics within the Departments' themes.
3. Working Groups may work within the Commissions and focus on specific issues or needs related to the Commissions' topics or be established to determine if the topic is of long-term importance to the UIS, in which case the Working Group later becomes a Commission.

## **ARTICLE 10: Modification of Statutes**

(a) Any proposal for modification of the Statutes of the UIS must be submitted by written notification to the UIS Bureau at least six months before the meeting of the General Assembly. The proposal shall be studied by a committee established by the Bureau, and it shall be subject to the judgment of the General Assembly. Decisions are made by a simple majority of the General Assembly.

(b) In the case of disagreement on the interpretation of these Statutes, the original text in the English language shall be definitive.

# INTERNAL REGULATIONS OF THE UIS

Adopted by the General Assembly to the 5<sup>th</sup> International Congress of Speleology (Stuttgart, Germany, 1969);  
 modified at the 15<sup>th</sup> International Congress of Speleology (Kerrville, USA, 2009);  
 modified at the 15<sup>th</sup> International Congress of Speleology (Kerrville, USA, 2009) and  
 the 16<sup>th</sup> International Congress of Speleology (Brno, Czech Republic, 2013);

**with additional modifications proposed by the UIS Bureau for approval by the General Assembly  
 of the 17<sup>th</sup> International Congress of Speleology (Sydney, Australia, 2017)**

## ARTICLE 1:

### Purposes of the Internal Regulations

The principal purpose of these *Internal Regulations* is to complement the UIS *Statutes* by establishing the detailed procedures, standards, and obligations of the UIS Bureau and those the Bureau assigns to perform duties for the UIS. Their intent is to promote fellowship among speleologists and cavers around the world, develop all aspects of speleology (scientific, technical, cultural, sporting, social, and economic), and to promote the protection and management of the world's speleological and karst heritage in ways conducive to sustainable development in all locations where caves or speleological activities occur.

## ARTICLE 2:

### Official documents of the UIS

The official documents of the UIS include the:

- 1) *Statutes*;
- 2) *Internal Regulations*;
- 3) *Code of Ethics*;
- 4) *Voting Procedures and Guidelines for the UIS General Assembly*;
- 5) *UIS Symbols Flag and Anthem Guidelines*;
- 6) *Visual Identity Guide*;
- 7) *Instructions and General Recommendations for Organizers of International Congresses of Speleology*;
- 8) *Internet Facilities Guidelines*;
- 9) *Speleological Event Support Guidelines*;
- 10) Agreements signed with other organizations.

## ARTICLE 3:

### General Assembly meetings

#### 1. Regular meetings

##### a. Schedule

Regular General Assembly meetings occur in two sessions at each International Congress of Speleology. The first or opening session occurs on the first day of the Congress

and the second or closing session occurs on the last day of the Congress. In general, the purpose of the first session is to report business since the last Congress and introduce business for consideration by the Delegates during the week of the Congress. The first session will also include the election of new and reinstated Member Countries. The general purpose of the second session is to hear reports on activities and business that occurred during the week of the Congress and to make decisions requiring voting, which at a minimum are: acceptance of the auditors' report on the UIS' finances, election of the country that will host the next Congress, and election of the new Bureau. Additional decisions commonly voted on include, but are not limited to the approval of new or revised UIS documents. The elections for the next Congress and Bureau should be the last topics voted on by the General Assembly, and voted on in that order.

#### b. Selection of adjudicators

During the first session of the General Assembly, the Assembly must elect two adjudicators who will count and verify voting by the Assembly; the Bureau will count and verify the vote that elects the adjudicators. The adjudicators are recommended by the Bureau and must not be Delegates. UIS adjudicators are typically past officers of the Bureau because they are familiar with UIS procedures, but this is only recommended and not required.

## 2. Extraordinary meetings

### a. Definition

Extraordinary General Assembly meetings can be called by the UIS Bureau or not less than one third of the Member Countries of the UIS between Regular General Assembly meetings as defined in UIS *Statutes* Article 7(c). They are called when waiting until a Regular General Assembly meeting is not in the best interest of the UIS.

### b. Convocation

Extraordinary General Assembly meetings may be

convened as physical or electronic meetings. If they are physically convened, they are conducted under the same procedures and rules as Regular General Assembly meetings. If they are convened electronically, they also follow the same general rules except that they follow the rules for electronic voting as described in ***Voting Procedures and Guidelines for the UIS General Assembly***.

The agenda of the Extraordinary General Assembly meeting is established by the Bureau. The President is the person responsible for writing a letter to all of the Delegates justifying the need to convene the Extraordinary General Assembly meeting.

The Secretary General sends the President's letter by e-mail, together with the agenda for the analysis and vote, to all the Delegates and Substitute Delegates of any Member Country of the UIS in good standing with the treasury of the UIS as a first convocation of the Assembly (use of "Delegate" in these ***Internal Regulations*** implies the Substitute Delegate if the Delegate is not available). This letter should be accompanied with a request to confirm receipt.

### **3. Voting**

Procedures for voting at Regular and Extraordinary General Assembly meetings are defined in the UIS document ***Voting Procedures and Guidelines for the UIS General Assembly***.

## **ARTICLE 4: UIS Bureau**

### **1. Bureau Responsibilities and Power**

#### **a. The UIS Bureau is responsible for:**

I. Analyzing, approving, or disapproving new organizations as Associated, Affiliated, or Cooperative Organizations. These analyses must be made at Bureau meetings.

II. Defining the policies for publicizing the UIS.

III. Defining the policies governing UIS Internet facilities.

IV. Proposing new UIS Honorary Bureau Members, but it is necessary for those candidates to be approved by the General Assembly.

V. Copying to the respective country's Delegate all official letters to a national federation and/or society of a Member Country.

VI. Requesting three detailed reports each year from the Organizing Committee of each International Congress of Speleology for the archives of the UIS and for evaluating the Organizing Committee's progress. The Bureau may request more reports if it believes more information is necessary.

VII. Collaborating constructively with the Organizing Committee of every International Congress of Speleology to establish the Congress program. The Bureau will supply a copy of the ***Instructions and General Recommendations for Organizers of International Congresses of Speleology***, to each Organizing Committee. If the elected country is unable or potentially unable to successfully host the Congress, the Bureau has the right and duty to convene an Extraordinary

General Assembly meeting to review the situation and possibly change the country responsible for the Congress.

### **b. Conduct of UIS Bureau meetings:**

I. A Bureau meeting requires the participation of at least five members for a quorum, otherwise Bureau members present may discuss UIS business but cannot make any decisions.

II. All Bureau decisions can be approved by a simple majority of the Bureau members present at a meeting. The President will cast the deciding vote in the case of a tie.

III. The Bureau may hold discussions, conduct business, and make decisions by e-mail between Bureau meetings. For such business to be valid, all Bureau members must be copied on the messages. Any Bureau member may make a motion for a vote by e-mailing or other electronic voting method, sending the motion to all Bureau members and providing a reasonable date and time (set to Greenwich Mean Time) by which the Bureau members must respond for their votes to be counted. The motion is considered a "yes" vote and the first supporting response is also considered a "yes" vote and a second to the motion. A decision is valid once the Secretary General has tallied the votes after the deadline and those results are confirmed by the President and reported to the Bureau. As with regular Bureau meetings, a simple majority is needed for a motion to pass and at least five members of the Bureau must participate.

IV. The Bureau may hold open and closed meetings, including discussions by e-mail. As much as possible, meetings should be open. Open meetings can be attended by any member of the UIS or any person interested in UIS affairs. Closed meetings include only the currently elected members of the Bureau and can be called by any Bureau member. A simple majority vote of the Bureau can refer a topic to an open meeting. During meetings where Bureau members are physically present, all topics for the closed portion of the meeting should be scheduled for one closed session.

### **a. Conclusion of Bureau membership**

At the end of a Bureau member's term in office, all UIS documents, finances, and property in the member's possession must be transferred to the Secretary General of the new Bureau.

## **2. Bureau Members**

The Bureau consists of 12 elected members: President, Vice President of Administration, Vice President of Operations, Secretary General, Treasurer, and seven Adjunct Secretaries. The Bureau also includes invited and honorary members, but their role is primarily advisory and supportive and they do not make decisions for the Bureau or officially represent the UIS.

### **a. President's Responsibilities and Powers**

#### **The President:**

I. is, with the Secretary General, responsible for the

function of the UIS Bureau between sessions of the General Assembly;

II. presides at all meetings of the Bureau and the General Assembly;

III. represents the UIS in all situations where it appears as an international organization;

IV. raises the profile of the UIS among speleologists, publicizes the work of the UIS, and generally carries out any publicity policy set by the Bureau;

V. advises the members of the Bureau and ensures that the work of the Bureau and Secretary General are in agreement with the directives of the General Assembly;

VI. designates UIS representatives for any event at which he will not be present;

VII. oversees the use of UIS funds after the approval by the Bureau;

VIII. presents a report of the activities of the UIS at every General Assembly meeting;

IX. coordinates the selection of two auditors by the General Assembly to verify the financial report of the Treasurer; these auditors must be from countries other than that where the Treasurer resides;

X. sends copies of all of the President's signed formal UIS correspondence to the Secretary General.

### ***b. Secretary General's Responsibilities and Powers***

#### **The Secretary General:**

I. is responsible for the functioning of the Bureau in relation to all technical affairs, as well as the execution of actions determined by the Bureau;

II. represents the UIS at all events with official support of the UIS whenever both the President and the Vice-Presidents cannot be present, without the need for a special request by the President;

III. reports the minutes of the meetings of the Bureau and of the General Assembly;

IV. within 30 days after a Bureau meeting, sends the minutes of each meeting of the Bureau to all Bureau members;

V. within 90 days after a General Assembly meeting, makes the minutes of the meeting public so that necessary actions can be taken and information about the UIS is available;

VI. within the same 30 and 90 day time limits, sends the minutes or other documents to the Website Manager for inclusion on the UIS website;

VII. preserves the essential documents of the UIS and passes them on to the next Secretary General (these documents include principally protocols and agreements, minutes, reports, files, and accounts);

VIII. sends a copy of all new documents at the end of each 4-year term of office to the archives of the UIS at the UIS headquarters at the Karst Research Institute in Slovenia;

IX. maintains contact with all representatives of the Member Countries of the UIS through the website, and by e-mail when rapid notification is necessary and/or the website

is not operating, and with national or regional groups, scientific societies, institutes and research centers, as well as isolated researchers and international organizations;

X. coordinates the distribution of information of general interest which he receives or that he solicits from correspondents;

XI. submits a report, at the beginning of each International Congress, summarizing his activities to the General Assembly, and an analysis of the existing problems and solutions proposed by the Bureau;

XII. sends copies of all formal correspondence, which is of general interest to the UIS, to the President.

### ***c. Vice-Presidents' Responsibilities and Powers***

#### **The Vice-Presidents:**

I. serve as the UIS President on his written request or in the case that the President is not able to carry out his duties, and report on all their activities on the President's behalf in detail to the President;

II. assist the President when requested and collaborate with the Secretary General whenever necessary;

III. represent the UIS at all UIS-supported events whenever the President cannot be present;

IV. should encourage and regulate the commissions and sub-commissions of the UIS and receive regular reports of their activities;

V. regularly exchange information with the President and the Secretary General, keeping them informed of their actions;

VI. send copies of all formal correspondence signed by them to the President and Secretary General.

#### **The additional responsibilities and powers of the Vice-President of Administration are to:**

I. coordinate and communicate with the Organizing Committee of each International Congress of Speleology and other international meetings supported by the UIS in the establishment of their programs;

II. coordinate and communicate with the UIS Departments, Commissions, Working Groups, and other internal UIS organizations to ensure that all groups are active, productive, reporting their results to the Bureau on a regular basis, and publishing their results as available;

III. assist and rehabilitate International Congress Organizing Committees and UIS internal organizations as needed;

IV. recommend to the Bureau that Organizing Committees and UIS internal organizations continue to be supported by the UIS or be disbanded if they are inactive or not functioning in a way that supports the goals and standards of the UIS;

V. assign, if the position is vacant, a Librarian for the Documentation Center of the UIS and communicate with that person on a regular basis to insure the Center is active, functioning properly, and that it meets the needs and purposes of the UIS.

**The additional responsibilities and powers of the Vice-President of Operations are to:**

I. assign, if the position is vacant, a person as Social Media Manager to coordinate and maintain the UIS website and other social media, and communicate with that person on a regular basis to ensure the website is active, productive, up-to-date, easy to use, informative, and reflects the goals and standards of the UIS;

II. assign, if the position is vacant, a person as Social Media Editor to review the UIS website and other social media for accuracy, clarity, and ease of use, and to make recommendations for improvement as needed to the Social Media Manager;

III. assign, if the position is vacant, a person as Technical Manager to attend to the technical aspects of the UIS Internet facilities, and communicate with that person on a regular basis to ensure the facilities are properly operational and secure;

IV. assign, if the position is vacant, a person as Chief Editor of the UIS Bulletin who will be responsible for its publication and distribution, and communicate with that person on a regular basis to ensure the Bulletin is produced and distributed on time, within its budget, and is professional in appearance, informative, and reflects the goals and standards of the UIS;

V. assign, if the position is vacant, a person as Chief Editor of the International Journal of Speleology who will be responsible for its publication and distribution, and communicate with that person on a regular basis to insure the Journal is produced and distributed on time and within its budget, maintains a high professional international standard in appearance, content, and scientific recognition, and reflects the goals and standards of the UIS;

VI. regularly review the content of all UIS printed and electronic publications, including the website, and coordinate as needed with the President and Secretary General on their policy and content;

VII. replace any person in an assigned publication or Internet position, following consultation and approval by the President and Secretary General, if the person is not able or willing to perform their assignment or in a manner consistent with UIS goals and standards.

**d. Treasurer's Responsibilities and Powers**

**The Treasurer:**

I. is authorized to receive, manage and delegate the finances of the UIS;

II. preserves the essential financial documents of the UIS and must pass these documents on to the successor Treasurer. These documents include but are not limited to bank statements, accounting of all income and expenses, audits, records of payment status of Member Countries and Affiliated Organizations;

III. makes all deposits and issues all payments for the UIS, and maintains all financial records;

IV. is authorized to make individual payments of up to 500 Euros, or a total of 1,000 Euros total per year, for the UIS' general administrative needs without prior approval of the Executive Committee or the Bureau;

V. submits an annual report of all UIS finances to the Bureau for review and approval;

VI. contracts for an annual independent audit of all of the financial records;

VII. sends a copy of all new financial documentation at the end of each term of office to the archives of the UIS at the UIS headquarters at the Karst Research Institute in Slovenia;

VIII. maintains contact with all representatives of the Member Countries and Associated, Affiliated, and Cooperative Organizations of the UIS and notifies them when fees or other payments to the UIS are due;

IX. at the beginning of each International Congress, submits a financial report to the General Assembly.

**e. Adjunct Secretaries' Responsibilities and Powers**

**The Adjunct Secretaries:**

I. serve as voting members of the UIS Bureau and are the primary people consulted by the UIS officers on UIS issues and decisions;

II. represent the UIS at all events with the official support of the UIS, either in their country or in any country of their region, whenever one of the officers cannot be present, even without any special request by the President;

III. should assist the officers as requested in all activities of interest to the UIS;

IV. should regularly exchange information with the President and Secretary General, keeping them informed of their actions;

V. will each accept responsibility for at least one project, activity, or goal for their term of office that is important or significantly beneficial to the UIS; and

VI. must provide a detailed report to the Bureau on their activities since the last International Congress of Speleology to a short time before the beginning of the next International Congress of Speleology.

**f. Loss and Removal of Bureau members**

The UIS Bureau may lose members by resignation, death, and removal. Bureau members may voluntarily resign when they find themselves unable to perform their duties. Resignations become effective upon receipt of a resignation letter by the UIS President from the resigning member, or a later date stated in the letter.

Removal of a Bureau member requires a minimum two-thirds majority vote of the Bureau. The Bureau has the right to remove any member for any of the following reasons:

- I. the member illegally used UIS funds or property;
- II. the member demonstrated repeated malfeasance

in UIS decisions, representation, and use of UIS funds and property;

III. the member violated and/or behaved contrary to the UIS *Statutes*, *Code of Ethics*, and/or other standards of the UIS;

IV. the member misrepresented the UIS;

V. the member's conduct does not follow generally accepted professional behavior.

If the lost or removed Bureau member is an officer, the Bureau by simple majority vote must immediately elect a replacement to that office from the remaining Bureau officers. That officer's position will be filled by an Adjunct Secretary elected to the position by a simple majority vote.

The Bureau may decide to fill the remaining time period of that Adjunct Secretary's position by the election of an Invited Adjunct Secretary or by calling an Extraordinary General Assembly to elect an Adjunct Secretary. The Bureau has the discretion to not fill a vacant Adjunct Secretary position, especially if little time is left in the term.

#### ***g. Invited Adjunct Secretaries' Responsibilities and Powers***

The Bureau, by simple majority vote, may appoint people from member countries not represented on the Bureau to serve as Invited Adjunct Secretaries. These members have all of the rights, duties, and privileges of Adjunct Secretaries, except they cannot vote. The Bureau will elect Invited Adjunct Secretaries for the following reasons:

I. to fill an elected Bureau position that is vacant due to illness, death, resignation, or removal of a Bureau member elected by the General Assembly;

II. if needed, to create a representative from the Bureau in the country which maintains the UIS bank account to serve as UIS Treasurer, in the event the General Assembly does not elect a Bureau member from that country;

III. to create a representative from the Bureau in the country which will host the upcoming International Congress of Speleology, in the event the General Assembly does not elect a Bureau member from that country;

IV. to fulfill other needs of the UIS, as deemed necessary, which are not met by other elected and non-elected offices of the UIS.

#### ***h. Honorary Bureau Members' Responsibilities and Powers***

Honorary Members of the Bureau (excluding past Presidents) are recommended by the Bureau, based on their contributions to the development of speleology, and are appointed by the General Assembly.

The Honorary Members have the right to be heard at meetings and thus serve as advisors to the Bureau, but they do not have the right to vote.

Honorary Bureau members do not need to be former Bureau members. Past Presidents are normally included as Honorary Members of the Bureau.

#### ***i. Honorary Presidents' Responsibilities and Powers***

Honorary Presidents are appointed by the General Assembly. The Honorary Presidents have the right to be heard at meetings and thus serve as advisors to the Bureau, but they do not have the right to vote.

### **3. Executive Committee**

The Executive Committee is comprised by the five officers of the UIS: President, Vice President of Administration, Vice President of Operations, Secretary General, and Treasurer. The purpose of the Executive Committee is handle general business and planning that does not require the full Bureau. The Executive Committee:

a. should meet at least once before each Bureau meeting to set the agenda and prepare for a more efficient and effective meeting, and at other times in person or remotely as needed;

b. can make decisions for the Bureau on minor matters as they deem appropriate, but must report their decisions and activities at least annually to the full Bureau;

c. may authorize the Treasurer to make individual payments of up to 2,000 Euros, or a total of 5,000 Euros total per year, without prior approval of the full Bureau;

### **ARTICLE 5: Awards of the UIS**

This UIS gives awards to recognize excellent and/or longstanding service to the UIS and/or speleology in general. The General Assembly gives the UIS Bureau the authority to select the people receiving the awards in order to protect the privacy, dignity, and integrity of the selection process and the nominees. There are three award categories: Fellowship, Honorary List, and Prizes.

Fellowships are the highest award given by the UIS in recognition of outstanding contributions to speleology and/or the UIS. The Honorary List acknowledges people who have significantly contributed to the development of speleology and/or the UIS.

Nominees for Fellowships or the Honorary List may be submitted to the UIS Bureau or from within the UIS Bureau. Each nomination must include information with the person's qualifications and justifications for nomination. During a closed session of the UIS Bureau meeting, the UIS Bureau will select which people will receive a Fellowship or be added to the Honorary List. The selection will occur at the UIS Bureau meeting one year before an International Congress of Speleology to allow time to create certificates for those selected, and for notification of the selectees so they have adequate time to plan and attend the congress where they will be formally recognized at the first session of the General Assembly meeting. The names of the selectees will be kept confidential until announced at the congress.

Prizes are given at the International Congress of Speleology for specific accomplishments at the congress or du-

ring the period since the previous congress. Prizes may be given for outstanding books, scientific posters presented at the congress, and other contributions to speleology as determined appropriate by a Prize Committee appointed by the UIS Bureau. The Prize Committee will also decide the number of prizes, who will receive them, the nature of the prize (e.g. certificate, medal, funds, etc.), and other conditions as necessary per the unique materials and accomplishments present at a congress or since the previous congress. The prizes are not competitive and not related to the cartographic, photographic, athletic, and other competitions at the congresses. More than one prize may be given for a category, and prizes will not be given if the Prize Committee does find accomplishments worthy of the recognition.

## **ARTICLE 6: Advisory Committee**

The Advisory Committee consists of a minimum of five members invited by the Bureau, although they do not actually belong to the elected Bureau. The members of the Advisory Committee:

1. are asked by the Bureau to give their opinions about important Bureau decisions;
2. can participate in the meetings of the Bureau and have the right to be heard, but have no vote;
3. are available to advise UIS Departments, Commissions, Working Groups, and Committees;
4. select one Advisory Committee member to present the committee's activity report during the first session of the Regular General Assembly meetings;
5. are automatically relieved of their duties upon termination of the term of the Bureau which appointed them;
6. can be invited to serve as members of Advisory Committees for subsequent Bureaus.

## **ARTICLE 7: Member Countries 1. Definition**

A Member Country is a region legally identified as a distinct political geographic entity as reported by the United Nations list of countries. The Bureau may accept exceptions from this rule, which must be endorsed by the General Assembly, in order to consider unique or exceptional situations. Any country where speleology is practiced, whatever its level of development, can apply to join the UIS. The acceptance of a new Member Country is ratified by the General Assembly.

### **2. Membership requirements**

A new country can be admitted into the UIS by making a formal request which must include the following:

- a. a request to join the UIS printed on letterhead and sent in paper or digital form to the Secretary General of the UIS;

- b. the name of the legally registered organization with that country, which must have a registered address, submitting the request on behalf of the country;

- c. information about the organization and data and publications showing that it is representative of speleology in the country; letters of support from Delegates of UIS member countries in good standing may also be submitted;

- d. the names and addresses of the Delegates who will represent the country in the UIS and participate in the General Assembly meetings;

- e. full payment of the first annual fee at or prior to the upcoming ICS (see Section 3, Membership fees, below);

- f. payment of fees before the General Assembly votes to accept or reinstate a Member Country (if the country is not accepted into the UIS, the fees will be returned after the General Assembly meeting);

- g. a statement that the organization will respect the UIS *Statutes, Code of Ethics*, and other standards, and that it and its Delegates represent all people interested in speleology in the country, and not just the representative organization.

The Bureau will review all membership applications and if they are found acceptable the Bureau will recommend them to the General Assembly for approval.

If more than one national speleological organization wants to represent its country in the UIS, then all such organizations need to come to an agreement on how the country will be represented and who the Delegates will be, and each organization must sign the letter of formal request. The UIS will not be involved in the internal negotiations or activities of the organizations. However, the UIS has the right to not recognize organizations if their activities, structure, or that of their representatives, are contrary to the *Statutes, Code of Ethics*, and other standards of the UIS, or those of generally accepted professional behavior, or which misrepresent the UIS.

Once a new Member Country is formally accepted, the Secretary General of the UIS must communicate this fact in the UIS Bulletin and on the web site, and send the new Delegates a copy of all of the official documents of the UIS. The Delegates of the Member Country will be sent the UIS logo for use by that country's speleological organizations to show affiliation with the UIS, but the logo may not be used for the organization's events without requesting permission as described in Article 21 below.

### **3. Membership fees**

The annual fees each Member Country must pay to the UIS are determined by the country's membership category, which are:

- a. **Category A:** the Member Country has 2,000 speleologists or more in the national organization or organizations that represent the country to the UIS;

- b. **Category B:** the Member Country has at least 1,000 but fewer than 2,000 speleologists in the national organiza-

tion or organizations that represent the country to the UIS;

**c. Category C:** the Member Country has at least 100 but fewer than 1,000 speleologists in the national organization or organizations that represent the country to the UIS;

**d. Category D:** the Member Country has less than 100 speleologists in the national organization or organizations that represent the country to the UIS.

The UIS Bureau will propose the annual fees and list them in the UIS Bulletin and website after approval by the General Assembly. If the fees are not paid for more than five years, the Member Country will lose its membership in the UIS (see Section 4, Membership Revocation, below). The UIS Bureau may reduce or waive the fee of a Member Country if the Member Country makes a written request describing the reasons why it is having difficulties making its payments and how long those difficulties are expected to continue. All fee payments and related communications are conducted between the UIS Treasurer and the Member Countries.

#### 4. Membership revocation

A Member Country may be removed from the UIS for any of the following reasons:

- a. it fails to communicate for more than five years when contacted by the UIS Bureau or its representatives;
- b. it does not pay its fees for more than five years;
- c. it is represented by one organization and that organization violates and/or behaves contrary to the UIS *Statutes, Code of Ethics*, and other standards of the UIS;
- d. it misrepresents the UIS;
- e. its general conduct does not follow generally accepted professional behavior.

If membership is threatened, the UIS Bureau will first generally work with the Member Country to try to resolve the problem. If the Bureau is not able to find a solution, the country may be removed from the UIS by a vote of the General Assembly following a recommendation by the Bureau.

If membership is revoked, the Member Country may immediately apply for reinstatement by a different national organization from that country along with payment for all unpaid fees. If the unpaid fees cannot be paid at that time, the national organization must wait until the next International Congress to reapply, at which time past unpaid fees will not be owed unless reinstatement is requested by the national organization that developed the debt.

#### 5. Delegates

National Delegates represent all speleology in their respective countries at the General Assembly, not just certain organizations or clubs. The Delegates participate in and vote on behalf of their countries at the General Assembly meeting of the UIS (if the Delegates cannot attend the General Assembly meeting, a Voting Delegate may be appointed for voting only at that meeting by a letter from the National Organization to the Secretary General that identifies that Voting Member). Delegates may also perform the following

tasks if appointed by the national organization(s) representing their countries or if those organizations are not able to perform these tasks:

- a. serve as the point-of-contact for speleological information about their countries;
- b. exchange of information between the UIS (Bureau, Departments, Commissions, and Working Groups) and the organized speleological groups of their respective countries;
- c. ensure the payment of the annual fees of their countries to the Treasurer of the UIS;
- d. circulate of documents, circulars, and electronic messages sent by the President and/or Secretary General to the speleological community in their respective countries;
- e. represent the UIS at speleological events in their countries, respecting the directions and decisions of the UIS as reported by the UIS President;
- f. collaborate in updating of the Karst Information Portal and Speleological Bibliographical Bulletin by sending digital copies of their publications for posting;
- g. participate in the meetings of the Bureau, but without the right to vote.

The UIS Bureau has the right to reject a Member Country's Delegate for any of the following reasons:

- a. the Delegate violates and/or behaves contrary to the UIS *Statutes, Code of Ethics*, and other standards of the UIS;
- b. the Delegate misrepresents the UIS;
- c. the Delegate's conduct does not follow generally accepted professional behavior.

At such a time, the Member Country may immediately propose a new Delegate following the conditions stated above in this Article.

#### ARTICLE 8: Associated Speleological Organizations

Associated Speleological Organizations are international speleological organizations composed of national organizations within a continental-scale geographic region that represent individual speleologists or speleological organizations. These international organizations may request association with the UIS on their stationary in letters containing the name of the organization, data about the organization's origin, goals, membership and activities, and a statement that the organization supports the goals and *Code of Ethics* of the UIS. An official representative must be indicated, the letter must be sent to the President or the Secretary General of the UIS. Acceptance follows a majority vote by the UIS Bureau and is in effect at that time, but requires ratification by the next General Assembly.

Associated Speleological Organizations should appoint a representative to the UIS who will serve as the point-of-contact for communications and the exchange of information. The representative must be identified by name and address in a letter from the organization to the Secretary General, and has the right to participate in the General As-

sembly meetings of the UIS and open UIS Bureau meetings with the right to be heard, but without the right to vote. Members of the UIS Bureau have the right to participate in the open meetings of the Associated Speleological Organizations with the right to be heard, but without the right to vote.

The establishment of new Associated Speleological Organizations will be communicated by the Secretary General of the UIS in the UIS Bulletin and on the UIS website. The Associated Speleological Organizations will communicate their association with the UIS to their members through their publications and websites. Copies of all official documents of the UIS and the Associated Speleological Organization will be exchanged between the organizations.

An Associated Speleological Organization may lose its association with the UIS for any of the following reasons:

1. it fails to communicate for more than five years when contacted by the UIS Bureau or its representatives;
2. it violates and/or behaves contrary to the UIS Statutes, **Code of Ethics**, and other standards of the UIS;
3. it misrepresents the UIS;
4. its general conduct does not follow generally accepted professional behavior.

If association with the UIS is threatened, the UIS Bureau will generally work with the Associated Speleological Organization to try and resolve the problem. If the Bureau is not able to find a solution, the organization's association with the UIS may be terminated by a vote of the General Assembly following a recommendation by the Bureau.

## ARTICLE 9: Cooperative Organizations

Cooperative Organizations are non-profit organizations whose work fully or partly supports speleology and the goals of the UIS. Cooperative Organizations work in partnership with the UIS on mutually beneficial activities, especially where one organization has expertise or abilities the other lacks. Neither organization pays fees to the other for this cooperative status.

Requests for Cooperative Organization status require a formal statement requesting cooperative status with the UIS. This request must be printed on the organization's letterhead containing the name of the organization, and must be sent to the President or the Secretary General of the UIS. Provisional acceptance follows a majority vote by the UIS Bureau and all rights and obligations of the organization go into effect at that time; full acceptance requires ratification by the next General Assembly, which has the right to support or reject the Bureau's decision. The request must contain data about the organization and a brief account about its interest and activities in speleology and the UIS. An official representative must be identified by name and address, and the organization must agree to respect the **Statutes** and standards of the UIS once cooperative status is approved.

The acceptance of new Cooperative Organizations

will be communicated by the Secretary General of the UIS in the UIS Bulletin, and on the website, and copies of all official documents of the UIS will be sent to the official representative of the organization.

Cooperative Organizations should appoint a representative to the UIS who will serve as the point-of-contact for communications and the exchange of information. The representative must be identified by name and address in a letter from the organization to the Secretary General, and has the right to participate in the General Assembly meetings of the UIS and open UIS Bureau meetings with the right to be heard, but without the right to vote. Members of the UIS Bureau have the right to participate in the open meetings of the Associated Speleological Organizations with the right to be heard, but without the right to vote.

Each Cooperative Organization will publish information about the UIS in their respective publications and has the right to non-commercial use of the UIS logo on their documents to show their affiliation to the UIS.

A Cooperative Organization may lose its association with the UIS for any of the following reasons:

1. it fails to communicate for more than five years when contacted by the UIS Bureau or its representatives;
2. it violates and/or behaves contrary to the UIS **Statutes**, **Code of Ethics**, and other standards of the UIS;
3. it misrepresents the UIS;
4. its general conduct does not follow generally accepted professional behavior.

If association with the UIS is threatened, the UIS Bureau will generally work with the Cooperative Organization to try and resolve the problem. If the Bureau is not able to find a solution, the organization's association with the UIS may be terminated by a vote of the General Assembly following a recommendation by the Bureau.

## ARTICLE 10: Affiliated Organizations

Affiliated Organizations include private companies and public agencies that support the goals of the UIS. Their affiliations are intended to provide moral and monetary support to the UIS, as well to facilitate partnerships for mutually beneficial projects and activities.

Each Affiliated Organization will pay an annual affiliation fee to the UIS. The fee will be negotiated between the UIS Bureau and the candidate Affiliated Organization, and at a minimum the fee must equal the fee for Category C member nations of the UIS. At the discretion of the UIS Bureau, an Affiliated Organization that provides the UIS with its offices or other major service does not need to pay the annual fee.

For the affiliation of a new organization, a formal statement requesting affiliation with the UIS is required. This request must be printed on the organization's letterhead containing the name of the organization, and must be sent to the President or the Secretary General of the UIS. Provi-

sional acceptance follows a majority vote by the UIS Bureau and all rights and obligations of the organization go into effect at that time; full acceptance requires ratification by the next General Assembly, which has the right to support or reject the Bureau's decision. The request must contain data about the organization and a brief account about its interest and activities in speleology and the UIS. An official representative must be identified by name and address, and the organization must agree to respect the **Statutes** and standards of the UIS, as well as to pay the annual fees once affiliation is approved.

The affiliation of new organizations will be communicated by the Secretary General of the UIS in the UIS Bulletin, and on the website, and copies of all official documents of the UIS will be sent to the official representative of the organization.

Affiliated Organizations should appoint a representative to the UIS who will serve as the point-of-contact for communications and the exchange of information. The representative must be identified by name and address in a letter from the organization to the Secretary General, and has the right to participate in the General Assembly and Bureau meetings of the UIS, with the right to be heard, but without the right to vote. Members of the UIS Bureau have the right to participate in the open meetings of the Affiliated Organizations with the right to be heard, but without the right to vote.

Each Affiliated Organization will publish information about the UIS in their respective publications and has the right to non-commercial use of the UIS logo on their documents to show their affiliation to the UIS.

An Affiliated Organization may lose its affiliation with the UIS for any of the following reasons:

1. it does not pay its annual fees for more than two consecutive years;
2. it violates and/or behaves contrary to the UIS **Statutes**, **Code of Ethics**, and other standards of the UIS;
3. it misrepresents the UIS;
4. its general conduct does not follow generally accepted professional behavior.

If affiliation is terminated for lack of fee payment, the organization may reapply for affiliation. If affiliation is threatened for the other above reasons, the UIS Bureau will generally work with the Affiliated Organization to resolve the problem. If the Bureau is not able to find a solution, the organization's affiliation with the UIS may be terminated by a vote of the General Assembly following a recommendation by the Bureau. Fees are not refunded if the UIS terminates a membership.

## **ARTICLE 11: Departments, Commissions, and Working Groups**

### **1. Definition**

Departments, Commissions, and Working Groups are internal organization of the UIS which are organized to study,

collaborate, or other work on some specific aspect of speleology with experts and interested parties from around the world. They are defined in Article 9 of the UIS **Statutes**.

### **2. Creation**

Any speleologist or group of speleologists interested in creating or reestablishing a UIS Department, Commission, or Working Group (collectively called "group" below) must do the following:

- a. develop a dialogue among speleologists in multiple countries to determine if there is enough interest in the topic in forming such a group;
- b. contact the Organizing Committee of the next International Congress of Speleology to schedule a room where the group can meet, and advertise the meeting and group's interest broadly;
- c. attend (by one representative of the group) the first General Assembly meeting at the Congress to present the intention of possibly creating a new group;
- d. meet during the Congress and define the group's purpose, goals, and officers for the next four years until the next congress (it is recommended that the officers represent multiple countries);
- e. attend (by one representative of the group) the second General Assembly meeting at the Congress to present the group's purpose, goals, and officers, and request approval as a UIS Department, Commission, or Working Group, at which time the General Assembly will vote on the request.

The organization of the group's membership, goals, and activities is decided by the group. The UIS Vice President of Administration should be consulted by the group throughout this process for guidance.

### **3. Responsibilities**

The President of each Department, Commission, and Working Group is responsible for its activities. The President or the President's designee must:

- a. coordinate general activities and questions with the UIS Vice President of Administration;
- b. present an oral report of the activities of the Department, Commission, and Working Group at each General Assembly meeting of the UIS;
- c. submit a written report of the activities of the Department, Commission, and Working Group following each General Assembly meeting of the UIS for publication in the UIS Bulletin and documentation in the UIS archives;
- d. submit a written report of the activities of the Department, Commission, and Working Group whenever requested by the Bureau;
- e. send scientific reports or papers produced by the group to the UIS Secretary General, Documentation Center, website, and the Karst Information Portal;
- f. reply in a timely fashion to communications sent by the members of the UIS Bureau or other people interested in the Department's, Commission's, or Working Group's activities;

g. communicate and promote cooperation internationally with people who are interested in the topics of the Department, Commission, or Working Group;

h. submit information about the group directly to the UIS Website Manager to update the UIS website.

Presidents are encouraged to delegate these and other responsibilities to their members for greater effectiveness.

Departments, Commissions, and Working Groups generally make decisions on a consensus basis, but if formal votes are deemed necessary, they should be based on one vote per individual member who is actively participating.

If a Department, Commission, or Working Group has difficulty organizing an activity in a Member Country and wants the assistance of the UIS Bureau, it should inform the Union's Vice President of Administration who will work with the Secretary General to contact the Member Country to find a solution to the opposition.

Each Department, Commission, and Working Group is encouraged to develop a website and post it through the UIS website. The UIS Bureau will provide financial support to the Departments, Commissions, and Working Groups when possible, and the Vice President of Administration will notify the Departments, Commissions, and Working Groups when funds are available and how to apply for the funds.

### 1. Deactivation

UIS Departments, Commissions, and Working Groups may deactivate for any of the following reasons:

- its purpose is complete and no further work is expected;
- the members are no longer active or able to work on its goals;
- its purpose is duplicated by another UIS Department, Commission, or Working Group and the members have agreed to join the other group.

If the work is complete, deactivation should follow a presentation of the results to the General Assembly and publication of the results in the UIS Bulletin. If deactivation occurs for the other reasons, a written notification should be given to the Vice President of Administration that explains the decision, circumstances, and any recommendations. The UIS Bureau may require a Department, Commission, or Working Group to deactivate, reorganize, or select new officers if the responsibilities in Section 3 of this Article are not met.

## ARTICLE 12: UIS Bulletin

The UIS Bulletin is the official publication for publicizing the activities of the UIS and the state of the art of international speleology.

The UIS Bulletin will be published twice a year, but this frequency can be increased if deemed necessary.

The publishing, printing and distribution of the UIS Bulletin is conducted under the direction of the UIS

Vice-President of Operations.

The UIS Bulletin will be primarily distributed in electronic form but with archival paper copies sent to the UIS Documentation Center in La Chaux-de-Fonds, the UIS permanent headquarters in Postojna, and to any of the people, organizations, or facilities listed below that cannot receive the UIS Bulletin in electronic form and requests a paper copy. An electronic copy of each edition will be sent to:

- The Documentation Center of the UIS in La Chaux-de-Fonds;
- The permanent headquarters of the UIS in Postojna;
- Each member of the UIS Bureau;
- Each Delegate of the Member Countries;
- Each President of a UIS Department, Commission, or Working Group;
- Each of the Associated, Affiliated, and Cooperative Organizations;
- All libraries in the Member Countries registered with the UIS;
- The UIS Website Manager for inclusion on the UIS website; and
- The Karst Information Portal.

### The following material must be published in the UIS Bulletin:

- The proceedings of all regular or Extraordinary General Assembly meetings of the UIS, as well as all official meetings of the Bureau (in the first issue published after the event).
- The reports of the activities of the Bureau, Departments, Commissions, and Working Groups presented at the General Assembly meetings of the UIS.
- All official documents of the UIS whenever these are modified and/or updated. These documents include the **Statutes, Internal Regulations, Code of Ethics**, any UIS guidelines, and agreements and contracts.
- Calendar of speleological events scheduled in the Member Countries of which the UIS has officially been informed.
- Up-to-date list of Member Countries and Associated, Affiliated and Cooperative Organizations of the UIS immediately after each General Assembly meeting of the UIS, and after each change.
- Up-to-date list of the Delegates of the UIS, with their addresses, immediately after each UIS General Assembly meeting, and after each change.
- List of UIS publications.
- List of UIS membership fees.

### The following material is recommended for publication in the UIS Bulletin:

- Announcements of speleological records, e.g. longest and deepest caves.
- List of new publications.
- Updates to the list of Member Countries and the

Associated, Affiliated, and Cooperative Organizations of the UIS.

4. Updates to the list of UIS Delegates.
5. Schedule of meetings of Departments, Commissions, and Working Groups.
6. List of publications in speleology and related areas.

**Advertisements can be published in the UIS Bulletin as long as:**

1. There is no conflict of interest with the UIS or any of its regulations, goals, or standards.
2. The advertiser pays for the space utilized.
3. The space utilized by the advertisement is not out of proportion in relation to the other information being published.

### **ARTICLE 13: International Journal of Speleology**

The International Journal of Speleology is a peer-reviewed multidisciplinary scientific publication of the highest international standard.

The publication, printing and distribution of the International Journal of Speleology is delegated to a society or national federation of one of the Member Countries of the UIS by means of a specific agreement approved by the UIS Bureau.

The organization responsible for the publication, printing, and distribution of the International Journal of Speleology will appoint someone as a Chief Editor responsible for maintaining contact with the UIS Bureau through the UIS Vice-President of Operations and will select an Editorial Staff and advise the UIS Bureau of its members.

Special editions can be organized by a Guest Editor.

The occurrence of international speleological events officially supported by the UIS may justify the organization of additional special issues of the International Journal of Speleology.

The International Journal of Speleology supplements the scientific reports or papers produced by the Departments, Commissions, and Working Groups, but it cannot take their place.

Special editions can be organized with the agreement of the responsible organization, the Chief Editor, and the Presidents of Departments, Commissions, or Working Groups to present the result of work and/or studies developed by these organizations of the UIS.

For each published issue of the International Journal of Speleology, at least one digital copy must be sent to the UIS Documentation Center in La Chau-de-Fonds, the UIS permanent headquarters in Postojna, the Karst Information Portal, and to each of the Associated, Affiliated, and Cooperative Organizations. An electronic copy should be available from the Journal's website.

### **ARTICLE 14: Bulletin Bibliographique Spéléologique/Speleological Abstracts**

Speleological Abstracts, the Bulletin Bibliographique

Spéléologique, is a publication that annually lists and abstracts all publications related to speleology within a given year. It is produced to facilitate research and the study of speleology and works closely with the Karst Information Portal. It is available in electronic form from its website, and limited printed back issues are available as supplies last.

Speleological Abstracts is the responsibility of the President of the Bibliography Commission of the UIS, who coordinates with the UIS Vice-President of Administration.

Speleological Abstracts is regularly updated electronically. Special collaborators are invited from each Member Country, as well as the assistance provided by the UIS Delegates.

The UIS Treasurer is required to provide financing for the publication, printing and distribution of the Speleological Abstracts.

### **ARTICLE 15: Karst Information Portal**

The Karst Information Portal (KIP) is a project that the UIS conducts with the National Cave and Karst Research Institute (NCKRI) of the USA, University of New Mexico (UNM), and the University of South Florida (USF) as part of the signed agreement of the Karst Information Portal Consortium (KIP-C). Based on that agreement, KIP's "purpose is to organize, manage, and generally make available data on caves, karst, and related phenomena, and provide a collaborative forum for the exchange of ideas and information on such topics, all in an international virtual environment known as the Karst Information Portal (KIP). These services are provided for charitable, educational, and scientific purposes that support effective and sustainable research, utilization, and management of caves, karst, and related resources. The KIP-C reserves the right not to distribute certain information if it could result in the exploitation or degradation of cave, karst or related resources."

The agreement further states "The role of the UIS is to develop communication, collaborations, and data linkages and exchanges between the KIP-C and the international community of cave and karst researchers, managers, and explorers. The UIS will link its website and cave and karst databases to the KIP-C, and will actively promote similar action by its members, as well as international non-member individuals and organizations. The UIS will inform the KIP-C of any relevant international activities and will inform the international cave and karst community of the KIP-C's activities. The UIS will assist in providing language translations when needed by the KIP-C."

The UIS will appoint a member of the Bureau to serve as the representative to the KIP-C and to work with UIS Officers, Bureau Members, Delegates, Departments, Committees, Working Groups, Associated, Affiliated and Cooperative Organizations, and other individuals, projects, and programs of UIS to support the KIP as stated in the KIP-C agreement.

## **ARTICLE 16:**

### **Documentation Center of the UIS**

The Documentation Center of the UIS is a library composed of speleological and related publications from around the world.

The Documentation Center of the UIS must maintain complete collections of all official publications of the UIS: Proceedings of the ICS, *UIS Bulletin*, *International Journal of Speleology*, *Speleological Abstracts*, scientific reports or papers produced by the Departments, Commissions, and Working groups, etc.

The organization and maintenance of the Documentation Center of the UIS is delegated to one of the national societies or federations of one of the member countries of the UIS, by means of a special agreement approved by the UIS Bureau until such time as the UIS will be able to maintain this center at the permanent headquarters.

The organization responsible for the Documentation Center of the UIS can nominate a Librarian, who will be responsible for the maintenance of contacts with the UIS Bureau through the UIS Vice-President of Administration.

The Librarian is responsible for the presentation of an oral report about the present situation of the Documentation Center of the UIS, as well as a written report containing an index of the publications available at the center, at each UIS General Assembly meeting for inclusion in the UIS archives.

The Librarian is responsible for sending an up-to-date list of the publications available at the Center to the UIS Bureau, as well as to the UIS website, whenever any significant change occurs.

## **ARTICLE 17:**

### **Archive of the UIS**

The UIS Archive is located in the Institute of Karst Research, ZRS SAZU, Postojna, Slovenia.

The UIS Archive collects all paper and electronic documents dealing with UIS activities, i.e. activities of the UIS Bureau, its members, commissions and working groups, and Advisory Committee.

The UIS Archive collects all materials obtained by library exchange with other bodies.

The UIS Archive collects all publications (proceedings, books, journals, leaflets, etc.) produced with the logo of the UIS without respect to the address of the publisher. The responsible editor of such publications must deliver two copies to the UIS Archive in Postojna.

All elected members of the UIS Bureau will deliver all paper and electronic materials involving their activity with the UIS Bureau to the UIS Archive: (a) every 2-3 years, and/or (b) when their term of office is complete, if the materials are not delivered to their successors.

Honorary members of the UIS Bureau will deliver all paper and electronic materials involving their activity with

the UIS Bureau to the UIS Archive every 2-3 years.

Presidents of UIS Commissions and Working Groups will deliver all paper and electronic materials dealing with the activities of their respective UIS bodies to the UIS Archive: (a) every 2-3 years, and/or (b) after they finished their term as President, if not delivered to their successors.

The UIS Archive is managed by a member of the UIS Bureau charged by the UIS Bureau. The manager should preferably, but not necessarily, be an active or past Bureau member, past President, or Honorary Member and must know or be able to readily learn the organizational structure of the Archive. The charged member is responsible for the organization and management of the UIS Archive.

The UIS Bureau can establish regional archives of the UIS. This act does not relieve respective UIS persons and bodies from also delivering identical materials to the UIS Archive in Postojna.

## **ARTICLE 18:**

### **Symbolic devices of the UIS**

The policies governing the official UIS symbolic devices, which include the UIS logo, seal, flag, anthem, and fanfare, are the responsibility of the Bureau and are defined by the *UIS Symbols Flag and Anthem Guide* and the *Visual Identity Guide*.

## **ARTICLE 19:**

### **UIS Internet facilities**

The policies governing the UIS Internet Facilities are the responsibility of the Bureau and defined by the *UIS Internet Facility Guidelines*.

## **ARTICLE 20:**

### **International Speleological Congresses**

The ICSs are conducted once every four years and organized by a Member Country whose proposal is analyzed and chosen by vote during the General Assembly meeting of the UIS. They are regulated by the *Instructions and General Recommendations for Organizers of International Congresses of Speleology*.

## **ARTICLE 21:**

### **Formal support for speleological events**

The policies governing UIS support for speleological events are the responsibility of the Bureau and defined by the *UIS Speleological Event Support Guidelines*.

## **ARTICLE 22:**

### **Modification of the Internal Regulations**

All modifications to these *Internal Regulations* will be made by the Bureau, and must be presented at the next Regular General Assembly meeting for approval following the Advisory Committee's review of the proposed modifications to the General Assembly.

# VOTING PROCEDURES AND GUIDELINES FOR THE UIS GENERAL ASSEMBLY

**Proposed for adoption to the General Assembly of the  
17<sup>th</sup> International Congress of Speleology (Sydney, Australia, 2017)**

## **ARTICLE 1: Introduction**

This document describes all aspects of voting by the UIS General Assembly. General information on voting is provided in the UIS *Internal Regulations*.

## **ARTICLE 2: Physical Voting**

When the General Assembly physically meets for a Regular or Extraordinary meeting, it votes by one or more of three different methods: cards, ballots, and electronic.

### **1. Voting by cards**

This method is used for non-secret voting, such as approval of reports and acceptance of new or modified documents. The cards are typically sheets of paper or cardstock. One of the following two methods should be used when the General Assembly votes with cards:

a. Three different cards are given to the Delegates with the words “Yes”, “No”, and “Abstain” or in three different colors that represent those words. When a vote is called, the Delegates raise the one card that represents their vote.

b. One card is given to the Delegates and it has the UIS logo, “VOTE”, or some other word or symbol printed so it cannot be duplicated by non-Delegates. The vote is called in three stages. First, Delegates voting “yes” raise their cards. After they are counted, Delegates voting “no” raise their cards. After they are counted, Delegates abstaining from the vote raise their cards.

### **2. Voting by ballots**

This method is used for the election of the next International Congress of Speleology, UIS Bureau, new and reinstated Member Countries, and any other vote the Bureau or General Assembly believes the individual votes of the Delegates should be secret. For each vote, every Delegate is given a paper ballot with the options. The Delegate will then place a mark next to the option or options preferred. If voting for multiple options is allowed, then the Delegate may vote for as many options as instructed by the Bureau; if more than that number is selected, the entire ballot becomes invalid and will not be counted in the vote. If the ballot

has only one option, it must provide spaces that can be marked for “Yes”, “No”, and “Abstain”.

### **3. Voting electronically**

If electronic voting is possible at a General Assembly meeting, it will provide the following: “Yes”, “No”, and “Abstain” options, secrecy of the votes where secrecy is required, and a format that is easily understood and used by the Delegates.

## **ARTICLE 3: Remote Voting**

When an Extraordinary General Assembly meeting is electronically convened, the following procedure is used for electronic voting.

The agenda of the Extraordinary General Assembly meeting is established by the Bureau. The President is the person responsible for writing a letter to all of the Delegates justifying the need to convene the Extraordinary General Assembly meeting.

The Secretary General sends the President’s letter by e-mail, together with the agenda for the analysis and vote, to all the Delegates and Substitute Delegates of any Member Country of the UIS in good standing with the treasury of the UIS as a first convocation of the Assembly (use of “Delegate” implies the Substitute Delegate if the Delegate is not available). This letter should be accompanied with a request to confirm receipt.

The period for voting of the Delegates is 15 days from the Secretary General’s first e-mail summons calling the Extraordinary General Assembly. Proxy votes are not accepted because the Delegates of every Member Country have the opportunity to participate. The deadline for voting will be stated for clarity in the Secretary General’s e-mail, including the date and the time by Greenwich Mean Time. If in the period of 15 days the majority of the Delegates have not voted, the Secretary General sends by e-mail the President’s letter again, together with the agenda to be voted, as a second summons of the Assembly. The voting will close after seven days following the second e-mail summons.

All voting will be through an Internet voting or polling service where each Delegate’s vote can be seen by all other delegates to assure transparency, accuracy, and honesty in

voting. Each UIS Member Country the right to only one vote on each issue brought forward for a vote. Delegates who do not vote or vote outside the established period will be registered as abstentions. A Delegate who votes in the first summons is released from voting in the second summons, unless the Delegate's position has altered. If a Delegate votes in response to both summonses, the second vote will be considered the Delegate's true and final vote. The UIS Secretary General will report the results of the vote as counted on the voting or polling service used. The results will be determined by a simple majority of received valid votes. In case of a tie vote, the President of the UIS casts the deciding vote.

The Secretary General will file all of the documents of the summons process, voting, and scrutiny of the voting for consideration and confirmation during the next Regular General Assembly meeting.

The Secretary General will implement the results of the Extraordinary General Assembly meeting and inform

the international speleological community. Within 15 days after the deadline for the vote, the results of the vote should be sent to the UIS Bureau and all UIS Delegates. The results should be published in the next edition of the *UIS Bulletin* and posted within 30 days on the UIS Website.

**ARTICLE 4:  
Proxies**

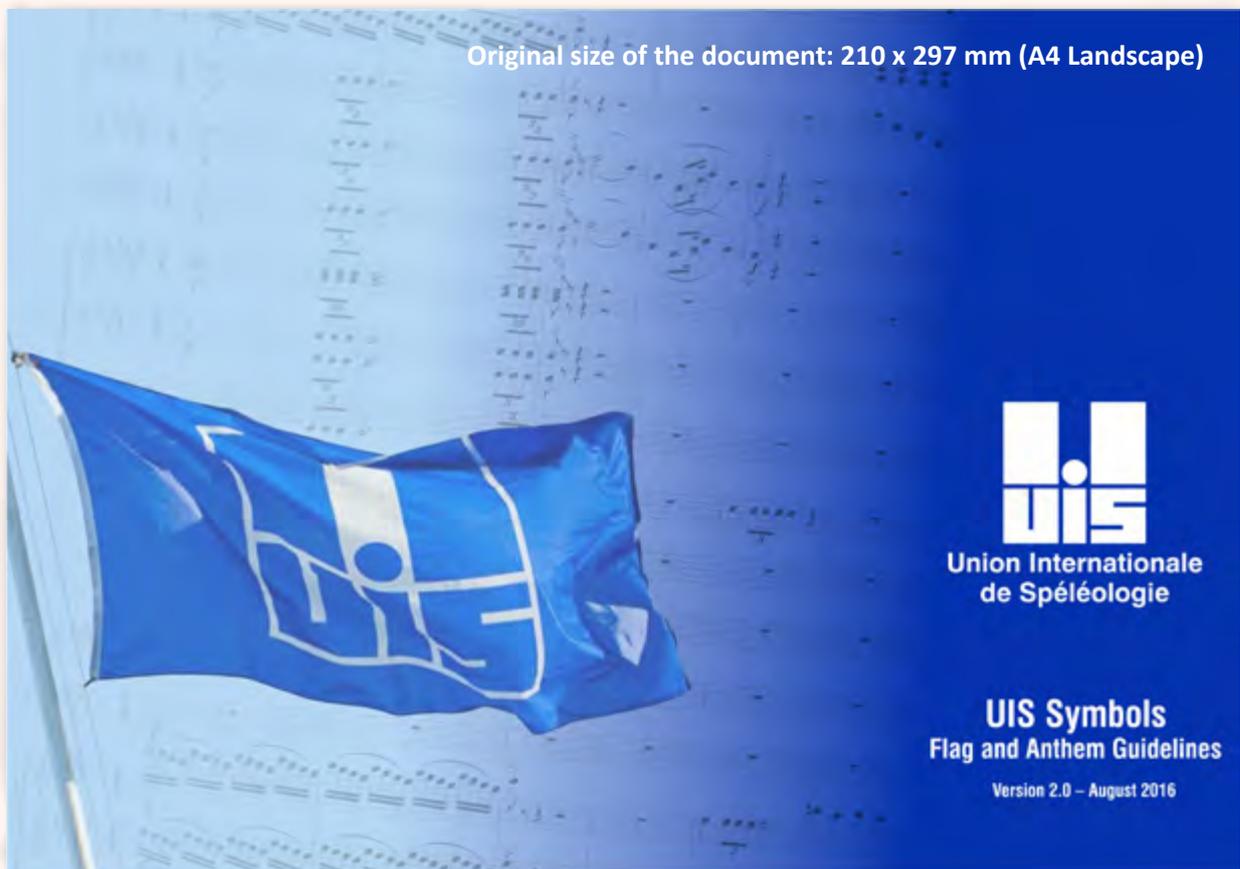
If Delegates from a Member Country cannot attend a General Assembly meeting, they may appoint someone else from their country, or a Delegate from another country, to vote as a proxy Delegate. This requires the Delegate or other authorized representative of the non-attending Member Country to send a letter to the Secretary General identifying the proxy Delegate. The nominated proxy Delegate is not required to serve as a proxy and has the option to refuse. A person can be a proxy for no more than one country during a General Assembly meeting.



# UIS SYMBOLS FLAG AND ANTHEM GUIDE

**Proposed for adoption to the General Assembly of the  
17<sup>th</sup> International Congress of Speleology (Sydney, Australia, 2017)**

Original size of the document: 210 x 297 mm (A4 Landscape)





Proposed for adoption to the General Assembly of the  
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## 1.0 Introduction



Union Internationale  
de Spéléologie

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(Sydney, Australia, 2017)

## 1.0 Introduction

### Initial considerations

This document describes the flag and the anthem of the UIS and their proper usage. Together with the logo, they compose the three main symbols of the UIS.

For information on the logo and its correct use, see the **Visual Identity Guide of the UIS**.

The following pages hold the story behind the creation of the UIS Flag and Anthem, some of their characteristics, as well as in which occasions these symbols should be present.



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## 1.0 Introduction

### About the UIS

Founded in 1965, in Postojna, Yugoslavia (now Slovenia), the UIS is a non-profit, non-governmental world wide speleological organization that promotes the development of interactions between academic and technical speleologists of a wide range of nationalities to develop and coordinate international speleology in all of its scientific, technical, cultural, and economic aspects.

The acronym "UIS" stands for the Union Internationale de Spéléologie, in the original French. Although the name maybe written differently in other languages, the original acronym is maintained.

At present, the UIS has about 60 member nations from five continents and is open to all national associations or federations.

Since 20 July, 2002, the UIS has had its offices at:

**Titovtrg 2, 6230 - Postojna, SLOVENIA**

The space is generously provided by the Slovenian Government via the Institute of Karst Research of the Slovenian Academy of Arts and Sciences. The UIS Archives are located in these offices.

More information about UIS can be found at: [www.uis-speleo.org](http://www.uis-speleo.org)

## 2.0 UIS Symbols

Following the tradition of other institutions, the UIS has adopted various symbols to represent it, whether on its publications and official documents or at the events it conducts and supports. These symbols are:

- **UIS logo** (see the “Visual Identity Guide of the UIS”)
- **UIS flag**
- **UIS anthem**

## 2.1 UIS Flag

The UIS flag was conceived at the 2006 UIS Bureau meeting when George VENI (USA), at that time a UIS Adjunct Secretary, suggested establishing a tradition of opening and closing each International Congress of Speleology (ICS) by passing a symbolic object from the organizers of one ICS to those of the next. The Bureau members agreed and decided a flag should be designed for this purpose.

The Bureau organized an international competition for the creation of a design for this flag. George VENI then contacted Carolina SHREWSBURY (USA/UK), who had organized several international speleological art salons, and she invited speleologists from the international speleological community to create designs for a UIS flag. During the UIS Bureau meeting of 2007, several proposals were presented. The artists and their nationalities were not identified until after the voting and the selection of a winner. The winning design, a blue rectangular flag with the UIS logo printed in the center, was submitted by SHREWSBURY.

Once the design was chosen, the exact shade of blue had to be selected. Four options of blues similar to those used in UIS publications up to that time were presented, and the Bureau selected Royal Blue PMS 286. SHREWSBURY then created the flag, which was officially introduced to the UIS Bureau during its 2008 annual meeting in Jeju, Republic of Korea.



## 2.1 UIS Flag

The UIS flag was publically presented and raised for the first time at the opening ceremony of the 15<sup>th</sup> ICS, in front of the Dietert Auditorium at Schreiner University, Kerrville, Texas, USA, at around 08:00 am on July 19, 2009 (*upper photo*). This flag now represents everyone who has a passion for exploring, studying, and protecting caves and karst.

Just before the end of the UIS General Assembly, the President of the Organizing Committee of the 15<sup>th</sup> ICS, George VENI (USA), passed the UIS Flag to Zdeněk MOTYČKA (Czech Republic), Chairman of the 16<sup>th</sup> ICS, which was then hoisted during the opening ceremony in 2013 in Brno, Czech Republic (*lower photo*). This tradition of passing the flag to the organizers of the next ICS, and its raising and lowering at the opening and closing of each ICS, is now repeated every four years. Between congresses, the UIS flag is stored in a special blue canvas storage bag made by SHREWSBURY.

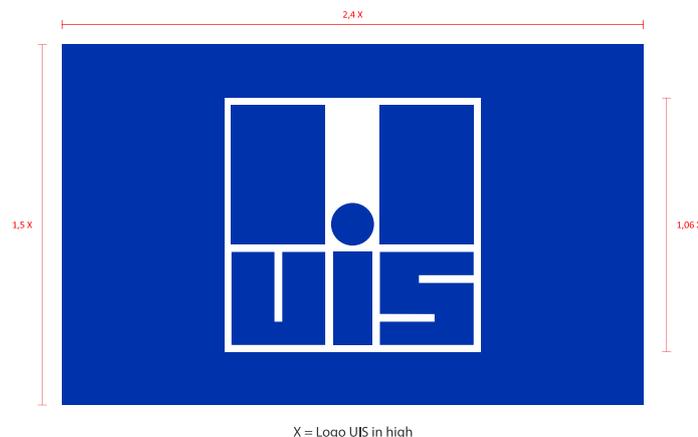
After each ICS where the flag is flown, the official pin of that ICS should be attached to the bag to mark the flag's travels.

The flag has since been reproduced in a desk-top and other sizes when it is needed for other purposes.



## 2.1 UIS Flag

### Structure





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## 2.2 UIS Music

When the UIS flag was raised at the 15<sup>th</sup> International Congress of Speleology in 2009, all were pleased to see the flag flying, but something was missing. It was too quiet. The raising of a flag is usually accompanied by music: an anthem. In 2010, the Bureau thus decided to adopt an anthem for the UIS. George VENI, then UIS Vice President of Administration, asked Ian Ellis CHANDLER (Spain), President of the newly-created UIS Commission on Arts and Letters, to organize a contest to select an anthem for the UIS. CHANDLER invited musically talented cavers from around the world to submit entries according to some specific conditions approved by the UIS Bureau.

During the UIS Bureau Meeting in May 2012, in Cancun, Mexico, the proposed anthems were heard. The names and nationalities of the composers were known only to VENI, who did not vote and did not participate in the discussion until a single entry had been selected. The Bureau selected a then untitled composition by Pete FINE (USA) that was supposed to be played and its composer officially recognized during the raising of the UIS flag at the 16<sup>th</sup> ICS in Brno, Czech Republic, on 21 July 2013. Unfortunately, this did not occur because to some of the European Bureau members, who had not been present for the voting, the option selected sounded quite similar to the anthem of the former Soviet Union. The question was not resolved before the opening ceremony of the 16<sup>th</sup> ICS. Later, the anthem was modified by composer FINE and the new version was accepted by the UIS Bureau in October 2014.

At the same time, research on the history of the UIS in Postojna in late 2013 led to an important discovery. A perusal of the proceedings of the 4<sup>th</sup> ICS (1965 in Postojna, Yugoslavia) revealed the score of the musical presentation (named "Fanfare") especially prepared by A. SREBOTNJAK (Yugoslavia) for the Opening Ceremony of the 4<sup>th</sup> Congress and presented by the musicians of the Slovenian National Theater on 12 September 1965 in the Dance Hall of Postojna Cave in Postojna, Yugoslavia. Since the UIS was founded during this Congress, some of the older members of the UIS Bureau thought that this should be adopted as the anthem of UIS. The issue has resolved by the UIS Bureau in October 2014 by accepting Fanfare as the official fanfare of the UIS. They decided that Fanfare would be played during special ceremonies, and the anthem, now titled by FINE as "The Spirit of Adventure: A Short Symphonic Fantasy Inspired by Caves and Cavers" would play to open and close the International Congresses of Speleology.

The following pages contain the scores of the UIS anthem and fanfare.



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## 2.3 UIS Music - Anthem

### **The Spirit of Adventure** *A Short Symphonic Fantasy Inspired by Caves and Cavers*

"The Spirit of Adventure, composed in 2014 and scored for symphony orchestra, portrays the excitement and awe-inspiring sights that are a part of exploring underground worlds. Having caved for over 30 years, and having composed symphonic music for even longer, I have been inspired by wonderful, unique, and irreplaceable works of nature found in caves as well as the many cavers whom I have shared these adventures and experiences with. This short symphonic fantasy has led to a much larger work, my Symphony N° 2, which I hope to have performed one day.

I dedicate The Spirit of Adventure to the many cavers who have gone way beyond what I have done in my caving career, and who have pushed the limits of exploration as well as conservation for these priceless natural resources"

**Pete Fine**  
Tucson, Arizona, USA  
2015



## 2.3 UIS Music - Anthem

### The Spirit of Adventure



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## 2.3 UIS Music - Anthem

### The Spirit of Adventure



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## 2.3 UIS Music - Anthem

### The Spirit of Adventure



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## 2.4 UIS Music - Fanfare

### Fanfare 1965



Actes IVe CIS, 1-2, 1972



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- LABEGALINI, J.A.. *Fifty years of the UIS 1965-2015*. 1<sup>st</sup> ed. - Ljubljana: Založba ZRC, 2015, 523 p. ISBN 978-961-254-785-1
- *Proceedings of the 4<sup>th</sup> International Congress of Speleology-ICS*. Vol 1-2, p.14, Ljubljana, 1973
- UIS-UNION INTERNATIONALE DE SPÉLÉOLOGIE. *Internal Regulations*. July 2013  
[http://www.uis-speleo.org/index.php?option=com\\_content&view=article&id=63&Itemid=377](http://www.uis-speleo.org/index.php?option=com_content&view=article&id=63&Itemid=377)

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## 4.0 Photo credits

### Photos used in this manual

#### Cover and Page 7

UIS Flag at the 16<sup>th</sup> International Congress of Speleology  
BVV Convention Center, Brno, Czech Republic, July 2013  
© [www.facebook.com/Speleo2013/photos\\_stream](http://www.facebook.com/Speleo2013/photos_stream)

#### Page 8, upper

First UIS flagraising  
Opening Ceremony of the 15<sup>th</sup> ICS, in front of the Dietert Auditorium  
Schreiner University, Kerrville, Texas, USA, July 19, 2009  
Author: Nivaldo Colzato

#### Page 8, lower

UIS Flag at the 16<sup>th</sup> International Congress of Speleology  
BVV Convention Center, Brno, Czech Republic, July 2013  
Author: Iva Podskubkova

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## 5.0 Contact

For questions regarding this document, please contact the  
UIS Secretary General through the UIS website, [www.uis-speleo.org](http://www.uis-speleo.org).

Alternatively, write to:  
**Union Internationale de Spéléologie**  
Titov trg 2 - 6230, Postojna - Slovenia

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# VISUAL IDENTITY GUIDE

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# 1.0 Introduction



Proposed for adoption to the General Assembly of the  
17<sup>th</sup> International Congress of Speleology  
(Sydney, Australia, 2017)

## 1.0 Introduction

### Initial considerations

Welcome to the official guidelines of the UIS visual identity.

This document aims to ensure that the basic elements of our visual identity are used clearly and consistently on all of our printed and electronic communications.

In the following pages you will find all the necessary information to properly use our logo and understand the concept and the story behind it.

We hope that the explanations are sufficient to reproduce the patterns contained herein in order to demonstrate, with clarity and precision, and to highlight the UIS name and the logo that represents it.



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## 1.0 Introduction

### On using this guide

This visual identity guide was developed for use in Adobe Acrobat software (PDF) that allows its reading on any platform or operating system.

The file of this guide may be sent via internet or printed if required.

To avoid distortions, the UIS logo may not be scanned from printed materials nor copied digitally.

For correct reproduction, please request the electronic artwork ([refer to Page 18](#)).

This guide may receive periodic updates when it is considered necessary and approved by the Executive Committee of the UIS.



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## 1.0 Introduction

### About the UIS

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At present, the UIS has about 60 member nations from five continents and is open to all national associations or federations.

Since 20 July 2002, the UIS has had its offices at:  
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## 2.0 The Visual Identity Elements

The essence of the UIS visual identity is expressed by using a combination of the following elements:

- Logo
- Colors
- Font

Each of these elements has its own rule of application which are detailed in the following pages. These rules and the creative combination of the elements provide a distinctive style for our visual identity.

## 2.1 Logo

### Initial considerations

The logo is the focal point of any identity system and the key to its acceptance.

Logos are signs, visual, or word marks of identity designed for easy recognition in every part of the world, from international corporations, to charities, political parties, community groups, educational institutions, etc.

Logos helps us distinguish one organization from another. The way a logo does this is by reflecting visually, the activities, values, or attributes that best represent an organization in the view of the organization's founders.

## 2.2 Logo

### UIS Logo

This is the UIS logo



The UIS logo is the key element of the UIS visual identity and must appear on all official UIS communications and all non-official UIS communications but supported by UIS.

In 1965, when the UIS was founded, French was the international language of communication, and this exerted a strong influence on the UIS. For this reason the official name was originally written in French as Union Internationale de Spéléologie, and the official acronym, "UIS," is based on this form.

The UIS logo was probably designed between 1965 and 1969. Although the artist is unknown, it is believed to be created by Hubert Trimmel (Austria). It graphically represents the acronym "UIS" with two rectangles above the letters U and S, of the same color as "UIS" (blue or black), and can include the caption "Union Internationale de Spéléologie."

Drawn as a stylized "U" to represent "Union," it also abstractly represents a person in a cave. It was first published in the UIS Bulletin in 1970, accompanying the title of the minutes of the first General Assembly of the UIS.

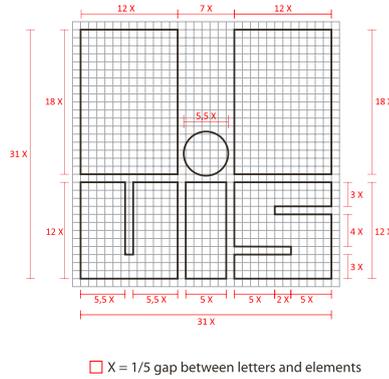
The first color version appeared on the front cover of the International Journal of Speleology (IJS) in 1978 (volume 10, N° 1). It was blue, but the color may have been selected by the editor. It was only later that blue was formally adopted by the UIS Bureau and recently the hue of blue called Royal Blue (Pantone 286) was made official ([see page 11](#)).

The UIS logo must not be modified in any way.

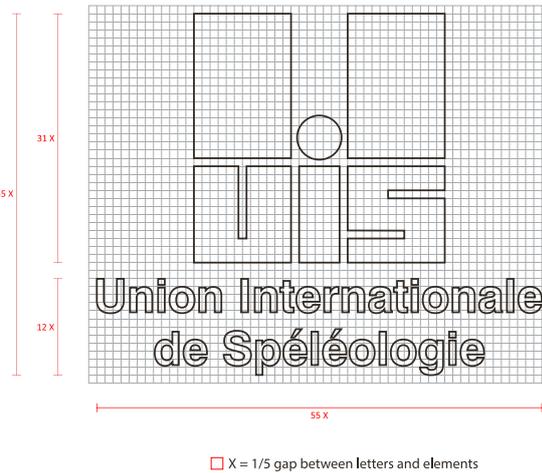
## 2.3 Logo

### Structure of UIS Logo

UIS Logo without caption



UIS Logo with caption



## 2.4 Logo

### Correct color

The UIS logo must always be reproduced in the color version when used in electronic media and color printed documents.

The official color that should be used is Pantone 286. Always refer to Pantone color swatches.

If Pantone color is not available, use the four color process (CMYK), but in this case check against Pantone swatches to make sure that the hue of blue is reproduced as accurately as possible, because the four color process generally does not reproduce correctly the hue of blue Pantone 286. When using the RAL Color Matching System or other methods, the same procedure is recommended.

The colors must always be reproduced to conform with one of the specifications indicated below:

- **Pantone** for direct tone printing
- **CMYK** for four color printing
- **RGB** for on-screen applications (PowerPoint, video etc.)
- **Web** for the Internet
- **RAL** for information defining standard colors for paint and coatings

#### Popular name: Royal Blue

Pantone Blue 286C

R 0  
G 51  
B 171

Web (Hexadecimal) = #0033AB



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## 2.5 Logo

### Correct color application

#### COLOR VERSION

Popular name: Royal Blue  
Pantone: Pantone 286 C  
RGB: R0, G51, B171  
Web (hexachrome): #0033AB



#### REVERSED COLOR VERSION



#### BLACK VERSION

For use only in single color printing.

Popular name: Black  
Pantone: Pantone Black C  
RGB: R0, G0, B0  
CMYK: C0, M0, Y0, K100  
Web (hexachrome): #000000



#### REVERSED BLACK VERSION



Both black and color reversed versions should only be used when there is sufficient contrast between the background and the logo.



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Logo - Clearspace  
Logo - Variations permitted - Color Version  
Logo - Variations permitted - Black Version

Logo - Using with other logos  
Logo - Incorrect Application  
Logo - Font

## 2.6 Logo

### Application images

On photographic backgrounds, gradients and textured backgrounds, the UIS logo should be applied to areas with less visual interference, respecting the color contrast between the logo and the background.



CORRECT



INCORRECT



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## 2.7 Logo

### Clearspace

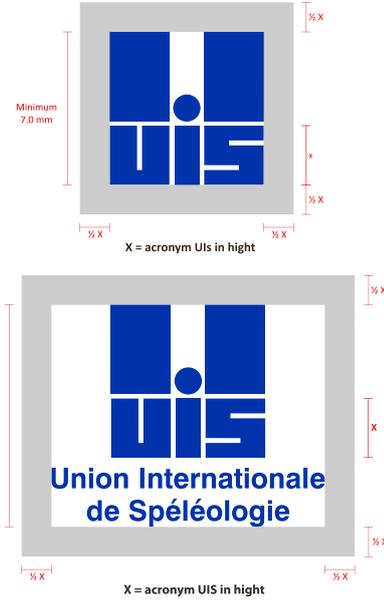
“Clearspace” defines the minimum area that must be left clear around the logo, and ensures that the logo is never overshadowed by other text or visual elements.

The clearspace assures clarity and improves impact. No text or graphics should appear within this boundary.

Clearspace is scaled in proportion to the logo size. The diagrams on the right illustrate how the clearspace should be calculated.

### Minimum Size

The logo should not be reproduced smaller than 7.0 mm in height for the version without the caption and 12.0 mm in height for the version with the caption.



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## 2.8 Logo

### Variations permitted with the caption Color Version



#### COLORS

##### Logo and Name

- Pantone: Azul 286 C
- RGB: R0, G51, B171
- Hexadecimal: #0033AB

##### Website

- 70% Black
- RGB: R77, G77, B77
- Hexadecimal = #4D4D4D

Font: Swis721Bt



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## 2.9 Logo

### Variations permitted with the caption Black Version



COLORS	
<b>Logo and Name</b>	<b>Website</b>
- Black	- 70% Black
- RGB: R0, G0, B0	- RGB: R77, G77, B77
- Hexadecimal = #000000	- Hexadecimal = #4D4D4D

Font: Swis721Bt



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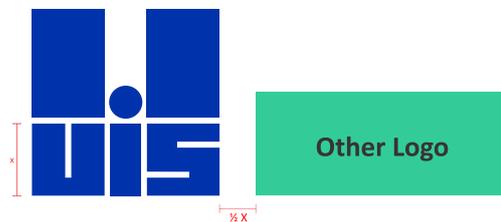
## 2.10 Logo

### Use with other logos

When using the UIS logo with other logo(s), special attention should be paid to the relationship between the UIS logo and the other logo(s).

#### Clearspace

The clearspace defines the minimum gap that must be left between the UIS logo and other logo(s). Clearspace is scaled in proportion to the logo size. The diagram on the right illustrates how the clearspace should be calculated.



X = acronym UIS in height

#### Scaling

In addition to using clearspace between the UIS logo and other logo(s), if possible, the other logo(s) should be scaled appropriately to suit the size of the UIS logo being used.

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Logo - Font

## 2.11 Logo

### Incorrect application

The UIS logo must not be modified in any way.



Do not change the orientation of the logo



Do not distort the shape of the logo



Do not modify the colors of the logo



Background color is too dark for the positive logo. The reversed black and white version (white letters) should be used.



Logo overlaying the image

#### Please note

Do not try to use the UIS logo copied from websites.  
The logo is available in the following original formats, which can be saved in different formats for all purposes:

- .ai - Adobe Illustrator
- .cdr - Corel Draw

For permission to use the UIS logo as well as to receive the original files, please refer to page 34.

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Logo - Variations permitted - Black Version

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**Logo - Font**

## 2.12 Logo

### Font

The font used in the composition of the UIS logo is  
"Swis721 BT Bold."

**Swis721 BT Bold**  
ABCDEFGHIJKLMN**OP**QRSTUVWXYZ  
abcdefghijklmnopqrstuvxyz  
1234567890@£\$%&\*



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	Stationery - Letterhead Stationery - Envelopes	Stationery - Business cards Seal	Medal Certificate - UIS Award		Certificate - UIS Recognition Certificate - UIS Honorable Mention	T-shirt

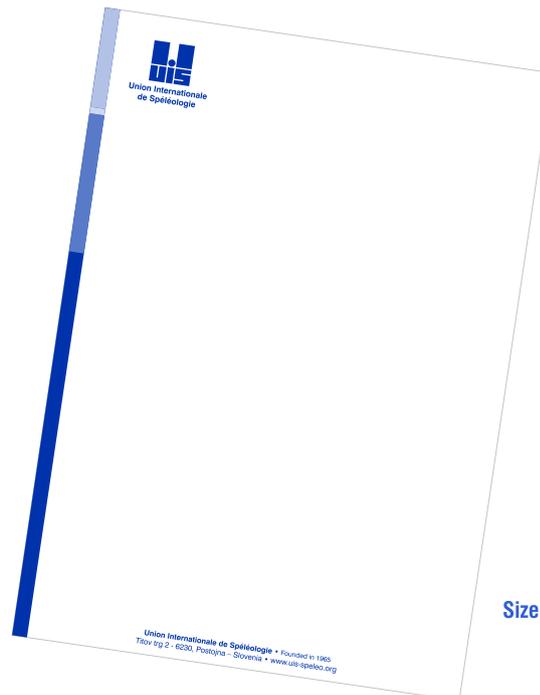
## 3.0 Brand Applications

**Stationery  
Seal  
Medal  
Certificate  
T-Shirt**

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## 3.1 Stationery

### Letterhead



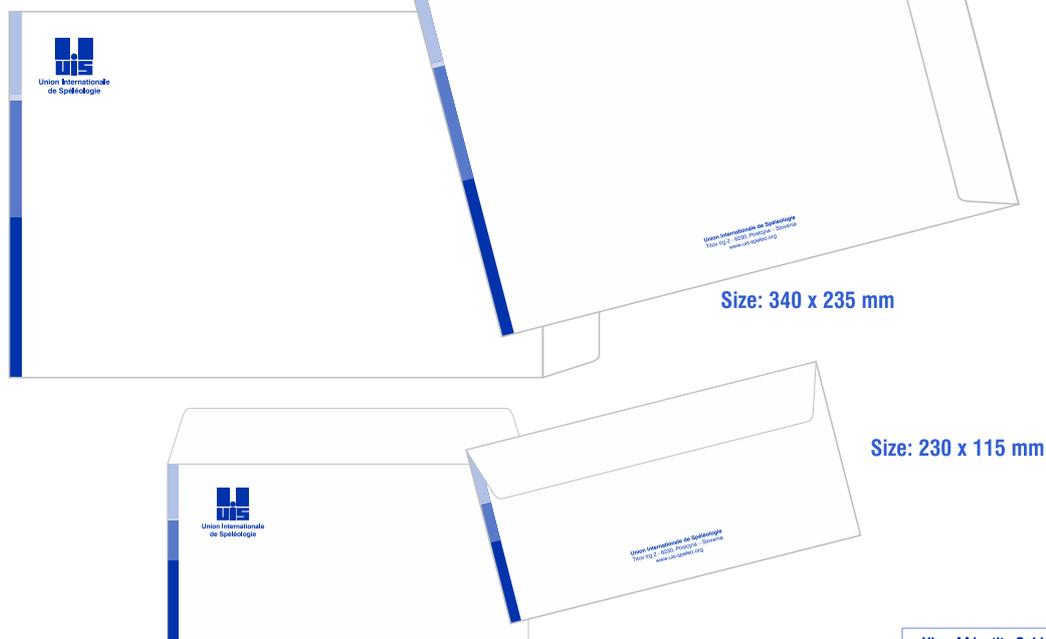
Size A4 = 210 x 297 mm

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## 3.2 Stationery

### Envelopes



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## 3.3 Stationery

### Business cards



Size: 90 x 50 mm



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### 3.4 Seal



Diameter = 50 mm



Color Version

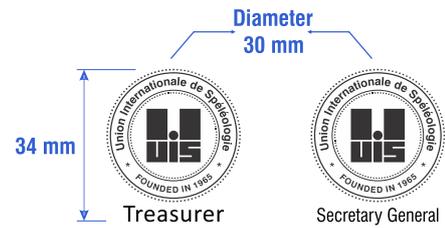


Black Version

Diameter 45 mm



High Relief Version  
(for official documents)



Rubber Stamp Version  
(for exclusive use of the Treasurer and the Secretary General)



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### 3.5 Medal



Diameter = 60 mm

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### 3.6 Certificate

#### UIS Award



A4 Size

\* The seal will not be printed on the certificate.  
It will be applied in high relief.

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### 3.7 Certificate

#### UIS Recognition



A4 Size

\* The seal will not be printed on the certificate.  
It will be applied in high relief.

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### 3.8 Certificate

#### UIS Honorable Mention



A4 Size

\* The seal will not be printed on the certificate. It will be applied in high relief.

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### 3.9 T-Shirt

An exclusive collection of shirts, sweaters, and other kinds of souvenirs with the UIS brand may be created for sale to promote or raise funds for the UIS.



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## 4.0 Bibliography

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## 4.0 Bibliography

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[http://www.ieee.org/documents/ieee\\_visual\\_guidelines.pdf](http://www.ieee.org/documents/ieee_visual_guidelines.pdf)
- JISC-JOINT INFORMATION SYSTEMS COMMITTEE. *Visual Identity Guidelines*. Version 2.1, March 2009  
[http://www.academia.edu/6247806/Visual\\_Identity\\_Guidelines](http://www.academia.edu/6247806/Visual_Identity_Guidelines)
- LABEGALINI, J.A.. *Fifty years of the UIS 1965-2015*. 1<sup>st</sup> ed. - Ljubljana: Založba ZRC, 2015, 523 p. ISBN 978-961-254-785-1
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[http://www.naso.org/portals/0/downloads/naso\\_style\\_guide.pdf](http://www.naso.org/portals/0/downloads/naso_style_guide.pdf)
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[http://www.mrane.com/images/nitp\\_manual.pdf](http://www.mrane.com/images/nitp_manual.pdf)
- UIS-UNION INTERNATIONALE DE SPÉLÉOLOGIE. *Internal Regulations*. July 2013  
[http://www.uis-speleo.org/index.php?option=com\\_content&view=article&id=63&Itemid=377](http://www.uis-speleo.org/index.php?option=com_content&view=article&id=63&Itemid=377)
- UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION. *Draft manual on the visual identity of the World Heritage Emblem*. World Heritage Committee. June 2002.  
<http://whc.unesco.org/archive/2002/whc-02-conf202-inf7e.pdf>

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## 5.0 Photo credits

## 5.0 Photo credits

### Photos used in this manual

#### Cover

##### Gruta do Lago Azul (Blue Lake Cave)

Bonito – MS – Brazil

Author: José Ayrton Labegalini

#### Page 13

##### Gruta dos Cascudos (Cascudos Cave)

Januária/Itacarambi – MG – Brazil

Author: Nivaldo Colzato

#### Page 18

##### Lapa Piolho do Urubu

Januária – MG – Brazil

© Nivaldo Colzato



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## 6.0 Contact

For questions regarding the UIS Visual Identity Guide as well as to ask for original files of the UIS logo, please contact the UIS Secretary General through the UIS website, [www.uis-speleo.org](http://www.uis-speleo.org).

Alternatively, write to:

**Union Internationale de Spéléologie**  
Titov trg 2 - 6230, Postojna - Slovenia

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# INTERNET FACILITIES GUIDELINES

**Proposed for adoption to the General Assembly of the  
17<sup>th</sup> International Congress of Speleology (Sydney, Australia, 2017)**

## **ARTICLE 1: Introduction**

The UIS Internet facilities consist principally of the UIS' domain name (uis-speleo.org), websites, social media, e-mail lists (listservers), generic e-mail address redirections, web-based databases, and the supporting Domain Name Service (DNS).

## **ARTICLE 2: Responsibilities**

The policies governing the UIS Internet Facilities are the responsibility of the UIS Vice President of Operations. For the proper operation and updating of the Internet Facilities, and to share the workload, volunteers may be invited to take responsibilities in the management of specific tasks (key tasks are described in Article 3). All the positions should be invited by the UIS Vice President of Operations or that person's designee.

## **ARTICLE 3: Administrators**

All of the following are administrators of the UIS Internet Facilities. They are directed by and coordinate with the Vice President of Operations, or the UIS Secretary General or President in that Vice President's absence. Their responsibilities are listed below.

### **1. Technical Manager**

- a. Technical design and management of the Internet facilities.
- b. Coordination with the provider of the Internet facilities.
- c. Administration of the Domain Name registration.
- d. Assures effective backup arrangements for the facilities.
- e. Assures effective security arrangements for the facilities.
- f. Assures, as much as practicable, the ease of transferring the facilities to another site if that becomes necessary, for example, by the use of open-source and commonly used software.
- g. Provides technical advice to the Bureau and other UIS officers as requested.

- h. Creates the initial basic e-mail lists (listservers) as requested.

- i. Updates generic e-mail redirections when advised by the Addresses Manager.

- j. Creates the initial basic Internet databases as required, and sets up the software authorization for their management.

- k. Sets up website access for Commission Presidents and others who will be uploading their own material on to the website, upon request from the Social Media Manager.

### **2. Social Media Manager**

- a. Prepares and loads website content in accordance with Bureau policy and upon request by the Vice President of Operations.

- b. Uploads website pages received from the UIS Calendar Editor and the Addresses Manager, although these uploads may be delegated directly to the Calendar and Address Managers if preferred by the Social Media Manager.

- c. Manages, but does not load, the web pages of Commission Presidents others who will be uploading their own material on to the website.

- d. Establishes, maintains, and monitors other UIS social media Internet sites as directed by the Vice President of Operations, but is not responsible for uploading content to sites that are designed for communications uploaded by UIS members.

- e. Other day-to-day operations of the website and social media.

### **3. Social Media Editor**

- a. Regularly reviews the UIS website and social media for functionality, accuracy and clarity of information (including spelling, grammar, correct use of language), and ease of use.

- b. Make recommendations for improvement as needed to the Social Media Manager;

### **4. Calendar Editor**

- a. Solicits and receives information about new speleological events.

- b. Publicizes the UIS' calendar international speleological events;

- c. Operate the calendar database;
- d. Designs, maintains, and improves as needed the calendar web pages;
- e. Loads or supplies updated calendar pages to the website, as coordinated with the Social Media Manager.

### 5. Address Manager

- a. Publicizes the procedures for address updates for UIS Bureau member and Member Country Delegates.
- b. Receives updates for people, organizations, and positions in the address database.
- c. Operates the address database.
- d. Loads or supplies updated address and related web pages to the website, as coordinated with the Social Media Manager.
- e. Supplies address list facilities to UIS officers, for example, files to the UIS Secretary General for printing postage labels.
- f. Updates e-mail addresses in any closed listservers (e-mail lists) used by the Bureau.

### 6. Listserver Managers

- a. Configure and manage the e-mail listservers for which they have volunteered.
- b. Use the initial basic listserver and software authorization created by the Technical Manager.

### 7. Database Managers

- a. Arrange for the analysis, design, construction, configuration and day-to-day management of the database for which they have volunteered, with the option of doing the work themselves or arranging for assistance.
- b. Responsible for routine data entry or updating unless delegated to others.
- c. Use the initial basic database and software authorization created by the Technical Manager.

## ARTICLE 4: Website

The UIS Website is the official electronic medium for the presentation of information of the activities of the UIS and the state of international speleology. The policy and content of the UIS website are the direct responsibilities of the Vice President of Operations. The day-to-day management of the website is carried out by the Social Media Manager.

### 1. Website design policy

**The UIS website will be designed to:**

- a. provide the user with UIS information which is easily found, up-to-date, fast and navigable, using any web browser;
- b. avoid special effects or graphics which may unnecessarily slow down the user's browser, limit the browser type, or require special add-ons;

- c. use large file-size graphics only where the user can choose whether to view them or not;
- d. establish a directory structure that allows for the separation of login access rights between the various people responsible for updating various aspects of the website, for example, addresses, calendar, a commission's own pages, etc.

### 2. Website contents

The following will be included on the UIS website:

- a. the UIS Bulletin;
- b. UIS Official Documents;
- c. at least one page for each Department, Commission, or Working Group, if they do not have their own website;
- d. list of publications of the UIS specifying the edition, year of publication, and those responsible for them, including the UIS Bulletin, the International Journal of Speleology, the Speleological Abstracts, scientific reports or papers prepared by the Departments, Commissions, and Working Groups, etc.;
- e. list of the publications available in the UIS Documentation Center;
- f. names of members of the UIS Bureau, Departments, Commissions, and Working Groups;
- g. up-to-date list of the Delegates, Member Countries, and Associated, Affiliated and Cooperative Organizations;
- h. minutes of the General Assembly and Bureau meetings;
- i. history of the UIS (list of all International Congresses of Speleology, all past UIS Bureaus, past and present versions of documents, etc.);
- j. list of UIS contact addresses;
- k. links to speleological sites;
- l. calendar of speleological events;
- m. list of projects under development;
- n. other items of speleological interest.

### 3. Commission Websites

The UIS website can provide space for the websites of Bureau Officers and all UIS Departments, Commissions, and Working Groups who request it, provided they:

- a. request the space for the website and the setup access directly from the Social Media Manager;
- b. define who is responsible for the website;
- c. prepare the web pages before sending them to the Social Media Manager, or alternatively directly update their own material on the website whenever possible;
- d. follow the Bureau and UIS website policies when preparing their web pages;
- e. post only content relevant to the Bureau function, Department, Commission or Work Group who has requested the space;
- f. do not post advertisements, personal promotion or material outside the interest of UIS;
- g. do not use the website for any commercial purpose without explicit written permission from the Bureau.

## ARTICLE 5: Listservers

E-mail listservers can be set up to facilitate discussion and information dissemination on various speleological and administrative topics. Each is generally configured and maintained by its own Listserver Manager. The listserver and topics must be directly related to the purpose of the UIS group responsible for it.

## ARTICLE 6: E-mail redirections

Generic e-mail address redirections allow generic

addresses such as "president@uis-speleo.org" to be automatically redirected to person's personal address without posting that address publicly. These redirections are maintained by the Technical Manager.

## ARTICLE 7: Databases

Web-based databases can be used to facilitate speleological and administrative purposes, for example, the Caver's Multi-lingual Dictionary and UIS addresses. Each is generally configured and maintained by its own Database Manager, after initial configuration by the Technical Manager.



# SPELEOLOGICAL EVENTS SUPPORT GUIDELINES

Proposed for adoption to the General Assembly of the  
17<sup>th</sup> International Congress of Speleology (Sydney, Australia, 2017)

## ARTICLE 1: Introduction

All events which contribute to the technical, scientific or cultural development of speleology, whether of a general, international, national or even regional nature, are of interest to the UIS. The official support of the UIS is thus desirable for all such events, as this should increase their status. UIS support may include, but is not limited to use of the UIS logo, and/or assistance with promotions, information, and finances. This document defines the types of events supported by UIS, the means of applying for UIS support, and the obligations of events that receive UIS support.

## ARTICLE 2: Classification of Events

Events are classified according to their objectives and may involve various subjects in relation to geographical areas. These are categorized as follows:

### 1. Congresses

Congresses involve technical, scientific and/or cultural presentations on various topics. These events must have an organizing committee, maintain a register of participants, and publish the proceedings of the event. They may include

practical activities in the field, technical visits, and/or pre- and/or post-congress excursions. Congresses may be further subdivided into two sub-categories:

#### *a. National congresses:*

National events involve a single country and are coordinated through an internal national organization. Participation is principally by residents of that country although visitors from other countries can be involved. In larger countries, regional events limited to participants from a certain part of the country may also be organized.

#### *b. International congresses:*

**I. International Congress of Speleology (ICS):** These congresses are regulated in part by their own standards while following the UIS guidelines in *Instructions and General Recommendations for Organizers of International Congresses of Speleology*.

**II. Other International Congresses:** International events, excluding the International Congress of Speleology, go beyond the boundaries of a single country either in relation to the organization and/or the participation. Although the organization can involve individuals from only one country, the participants must come from more than one. The

scope can range from including participants from only two countries up to the whole world. Although any combination of individual countries can organize their own international event, those involving larger regions tend to unite participants from countries with special affinities, whether topical, geographic, linguistic, or cultural.

## 2. Symposia

Symposia involve technical, scientific and/or cultural presentations on a single theme. These events must have an organizing committee, maintain a register of participants, and publish the proceedings of the event. They may include practical activities in the field, technical visits, and/or pre- and/or post-symposium excursions.

## 3. Meetings

Meetings involve scientific (e.g. geomorphology, hydrogeology, speleogenesis), technical (e.g. exploration, training, surveying), cultural, and public educational presentations on various topics. These events must have an organizing committee and maintain a register of participants. They may include practical activities in the field, technical visits, demonstration of caving techniques, and/or pre- and/or post-meeting excursions.

## 4. International expeditions

Expeditions involve the organization of technical, cultural, or scientific investigations to collect information and/or samples, and produce new data (e.g. maps, photographs). These events must have practical activities in the field and should involve the study and organization of the data collected. Expeditions must have an Expedition Leader, maintain a register of participants, publish their results, and be organized according to the UIS *Code of Ethics*. They may involve technical visits.

## 5. Other events

Any other kind of scientific, technical, cultural, or educational event of potentially significant interest may qualify for UIS support if it has an organizing committee that can demonstrate the proposed event's significance to speleology and the goals of the UIS.

### ARTICLE 3: Conditions for formal support

For the UIS to provide formal support for an event, the proposal must be of international significance and within the scope of the regulations of the UIS, while also respecting the regulations and standards of the countries involved.

## 1. Formal request for support

Requests for support must be submitted digitally or physically printed on the letterhead of the event or the organizing entity. It should contain a short description of the event, including its purpose, scope, location, date, organizers, expected outcome, and the support requested. The letter must be signed by the president of the organizing committee of the event and the relevant Delegate(s) of the UIS.

a. For events organized by a country which is member of the UIS, the proposal should bear the signature of the Delegate of that country.

b. For events organized by more than one country, the proposal should bear the signature of the Delegate of at least one of the countries involved.

c. For international expeditions organized by UIS Member Countries, the proposal must include a copy of communications sent to the Delegate (if the destination country is a Member Country), local caving club(s), or relevant individuals from whom cooperation is sought in the destination country; if a response is received, it must be included.

In principle, the UIS does not support events organized by countries which are not members.

## 2. Legality

The request for support should explicitly show that the proposed event obeys the regulations and standards of the countries involved.

## 3. Agreement with Regulations of the UIS

The request for support should explicitly show that the proposed event is in agreement with the *Statutes*, *Internal Regulations*, and *Code of Ethics* of the UIS.

## 4. Receipt of requests for support

Requests for support should be addressed directly to the UIS President or Secretary General, although they can be sent indirectly through any member of the Bureau.

### ARTICLE 4: Obligations

All events which have the formal support of the UIS will automatically assume the following obligations:

#### 1. Use of the UIS logo

The official logo of the UIS should be printed on all material advertising the event, including posters, folders, banners, films, and any other printed matter, in a manner

appropriate to the level of sponsorship and in accordance with the UIS Visual Identity Guide.

## **2. Promoting the name of the UIS**

Press releases, circulars, websites, or any other kind of publicity for the event should state that the event is supported by the UIS.

## **3. Official opening of the event**

At the opening session of the event, a UIS representative should be given an opportunity to speak. This position should be reserved for the UIS President or his official representative. The Delegate of the UIS of the country where the opening ceremony is being held should also be given the opportunity to speak. Upon request by the speaker, the UIS can provide a PowerPoint, video, or other promotional material as available.

## **4. Publications from the event**

In any publications resulting from the event (proceedings, minutes, reports, results, etc.), the formal support of the UIS should be mentioned. In the case of expeditions, there should be space for the comments from the UIS, which would be a text written by a member of the UIS Bureau. These comments would explain the relevance and importance of the expedition.

## **5. Registration costs**

An official representative of the UIS, and the Delegate of the UIS country hosting the event, should be invited to participate in any event supported by the UIS and be exempt from registration fees.

## **6. Exhibit stands**

At international events formally supported by the UIS, when stands are installed for exhibits and/or sales, the event organizers should provide exhibit space for use by the UIS. Mounting of a stand for the UIS should be discussed by the organizers of the event with the UIS President and Secretary General, and the Delegate of the country promoting the event, with the latter in charge of maintaining someone at the stand of the UIS during the event. The UIS will provide the display and other promotional materials for the stand. This stand can be shared with the national society of the promoting country if desired.

## **7. Financial support**

For international events formally supported by the

UIS, depending on the importance of the event, it is recommended that the organizers of the event facilitate the presence of the official representative of the UIS, furnishing, if possible, transportation, room, and board.

## **ARTICLE 5: Consideration**

If the event has a surplus of funds at its conclusion, the event organizers are asked to consider making a donation to the UIS to support its goals and activities. The donation, if any, and the amount is voluntary; any donation would be appreciated by the UIS and recognized in UIS publicity.

## **ARTICLE 6: Letters of support**

Once a request for UIS support is received, the UIS Bureau will analyze it and respond by either sending a letter of support or furnishing reasons for denying support.

Prior to responding to a request for support, the UIS Bureau Member responsible for answering will consult with the UIS Delegate(s) of the country or countries involved if they did not sign the request for support.

A request for support for a national event will be analyzed and answered directly by the Bureau Member who received it. The Bureau member will forward a copy of the request and response to the UIS President and Secretary General for review before sending the response to the person making the request. If there is disagreement about the response, all Bureau members will receive a copy of all relevant correspondence and a vote will be taken. The Bureau member who received the request will then respond as directed by the Bureau. If an event is supported, the UIS Vice President of Operations will be notified by the Bureau member about the dates of the event so that it can be included on the UIS website calendar of international speleological events and other UIS social media.

Requests for support for international events should be forwarded directly to the UIS President or Secretary General, who will analyze the request and send an answer. Before writing the answer, they should consult with each other, the UIS Bureau, and the Delegates of the countries involved. Requests should be sent as early as possible to allow enough time for review and consultation. If a letter of support is sent, information about the event should be forwarded to the UIS Vice President of Operations to be included on the UIS website calendar of international speleological events and other UIS social media.



# APPLICATION FORM FOR UIS BUREAU CANDIDATES

The UIS Bureau has created this form to improve the election of future Bureau members. This form is designed so candidates for the Bureau can provide information about themselves and what they would do for the UIS if elected.

These forms will be posted at the International Congress before the elections. We ask that all candidates visit <http://uis-speleo.org/downloads/UIS%20Bureau%20Candidate%20Application.pdf> to download and complete the form, and then submit it by the deadline listed.



## UIS Bureau Candidate APPLICATION FORM FOR 2017-2021

### INSTRUCTIONS

Thanks for opting to be a candidate for the next UIS Bureau period (2017-202). We at the UIS value your interest and commitment. In order to get the most precise information from you, please, fill the provided spaces. This information will be used to get the General Assembly updated. Once finished, please click **Submit by Email**.

**Applicants must complete and submit this form by 1900 hours, Wednesday, 26 July 2017.**

Insert your Photo

**Please, orient your camera VERTICALLY**

Full Name

Telephone Number  EMail

Nationality

Country of Residence

Speleological organization you belong to

Position for which you want to apply

In the space provided below, please explain briefly why you want to serve on the UIS Bureau

Please, explain briefly how you would contribute to the goals and projects of the Union Internationale de Spéléologie and its member countries.

**Submit by Email**

**Print Form**

**Reset Form?**

**\*\*\*FOR OFFICIAL USE ONLY\*\*\***

Received by  Date   Time



Union Internationale  
de Spéléologie  
www.uis-speleo.org

# MINUTES UIS BUREAU MEETING

August 18-19, 2016 - Dalesbridge, United Kingdom

By Fadi H. NADER (Secretary General) - [fadi.nader@gmail.com](mailto:fadi.nader@gmail.com)

## SESSION 1

Thursday, August 18, 2016; 09:00-19:00 (local time)

### Attendance

**President:** *Kyung Sik WOO*

**Vice-President of Administration:** *George VENI*

**Vice-President of Operations:** *Efrain MERCADO*

**Secretary General:** *Fadi H. NADER*

### Adjunct Secretaries:

*Jean-Pierre BARTHOLEYNS*

*Nivaldo COLZATO*

*John CUGLEY*

*Christian DODELIN*

*Mladen GARAŠIĆ*

*Zdeněk MOTYČKA*

*Nadja ZUPAN HAJNA*

### Honorary members/Past-Presidents:

*Andrew James EAVIS*

*José Ayrton LABEGALINI*

*Julia JAMES*

### Bureau members not in attendance:

*Giovanni BADINO*

### Guests:

*Ged CAMPION (FSE)*

*Arjan Van WAARDENBURG (Speleo Nederland)*

*Hayatullah KHAN DURRANI (Pakistan)*

*Frederic DELEGUE (FFS)*

### 1) Opening comments of the UIS President/ Approval of the Agenda

Kyung Sik Woo thanked all participants for coming to Yorkshire. He thanked Nadja Zupan Hajna for the success of the 50<sup>th</sup> Anniversary of the UIS (last year, 2015). He expressed gratitude to Andy Eavis and the EuroSpeleo Congress organizers for the invitation and facilities to undertake the 2016 UIS Bureau meeting at Dalesbridge, coinciding with the European congress of speleology.

Kyung Sik Woo also thanked Nivaldo Colzato for the exceptional work regarding the UIS Bulletin and the Leaflet which was distributed at the EuroSpeleo Congress. Then, Fadi Nader presented the Agenda of the 2016 Bureau meeting, which was approved by the Bureau members.

### 2) Approval of Minutes from the 2015 Bureau Meeting (Postojna, Slovenia)

The minutes of the 2015 UIS Bureau Meeting were approved by consensus.

### 3) Review of Decisions and Action Items of previous UIS Bureau Meeting (2015)

Most of the Decisions and Action Items of the 2015 UIS Bureau meeting were achieved. Only a couple of Actions, which were partially achieved, have been transferred to the 2016 list.

In particular, the decisions and actions pertaining to the amendment of the UIS-ISCA MOU, the promotion of the 17<sup>th</sup> ICS (Australia, 23 to 29 July, 2017), and Spanish version of the book "Cave Geology" of Art Palmer, as well as a request to add two plates on the Proteus Sculpture in front of the Karst Institute in Postojna, have been reported on the 2016 list. The work on the UIS statutes and internal regulations also proceeded.

### 4) UIS Relationships with Regional Organization and Countries (F. Nader)

#### a. European Federation of Speleology (FSE), Affiliated Organization of the UIS

Ged Campion, president of the European Federation of Speleology (FSE), attended the morning session of the meeting and expressed the FSE's satisfaction regarding the constructive relationship between the UIS and FSE, especially since last year. In addition, UIS Adjunct Secretary Mladen Garašić has been elected as Vice-President of FSE, providing further links between the two organizations. A discussion also took place about similar issues concerning member countries and delegates.

Ged pointed out the most active commissions of the FSE, namely for cave and environmental protection and cave rescue, as venues for further collaboration. The latter commission was headed by UIS Adjunct Secretary Christian Dodelin until the FSE meeting the day before. FSE seeks special collaboration and coordination with these two themes. Since Efrain Mercado and Christian Dodelin formed a committee in 2015 to look after cross-

border rescuing possibilities, they were invited to discuss such matters with the FSE Cave-Rescue Commission (Antoniya VLAYKOVA), who is dealing with similar issues.

**DECISION 1: The UIS will communicate with FSE concerning cave rescue cross-borders, via Efrain Mercado and Christian Dodelin.**

**b. Latin America and the Caribbean Speleological Federation (FEALC)**

Efrain Mercado (President of FEALC and UIS Vice President of Operations) briefed the UIS Bureau on the major development of speleology in Latin America and the Caribbean.

He informed the Bureau that the upcoming FEALC congress will take place in Colombia in 2018, and that he will seek accommodation for the UIS Bureau's 2018 meeting.

**The UIS Bureau, hence, recommends that the next Bureau (2017-2021) considers having the annual 2018 meeting coinciding with the FEALC 9th congress in Colombia.**

The FEALC and FSE Presidents signed the cooperation agreement between their two organizations at the UIS Bureau Meeting. This is a symbolic gesture highlighting the UIS role, as a platform for the world's caving organizations.



*FEALC President Efrain MERCADO (left), and FSE President Ged CAMPION (right), after signing the FEALC/FSE Agreement (Dalesbridge – UK, August 19<sup>th</sup>, 2016).*

**c. Asian Union of Speleology (AUS), Affiliated Organization of the UIS**

Kyung Sik Woo informed the Bureau about the Asian Speleological Federation which now is called Asian Union of Speleology (after its first congress in China, 6-8 November, 2015). The Union will be registered in Indonesia and is led by Eko HARYONO (President, Indonesia), Zhang YUAN HAI (Vice-President, China) and Satoshi GOTO (Secretary, Japan).

It appears that some member countries of the AUS are not member countries of the UIS; some efforts should be done to integrate these countries in the UIS.

**DECISION 2: The UIS Bureau members will do their best to help integrate into the UIS member countries of the AUS.**

**d. Balkan Speleological Union (BSU)**

Fadi Nader shared documents sent by the Balkan Speleological Union (Alexey Zhalov; Ref# № 001 /08.01.2016, Sofia), requesting that the BSU becomes an Associated Organization of the UIS.

The UIS Bureau members discussed this matter carefully and proposed to refer this request to the European Federation of Speleology (already an Associated Organization of the UIS).

The UIS Bureau considers the UIS as the international platform where member countries form its General Assemblies and Continent-scale international organizations form its Associated Organizations. Smaller-scale, regional and sub-continental organizations are encouraged to be associated to the FEALC, FSE and AUS.

**ACTION 1: Fadi Nader will inform BSU about the decision of the UIS Bureau regarding their request to be associated to UIS, suggesting them to refer their proposal to FSE (Associated Organization of the UIS covering Europe).**

**e. Spanish Federation(s) / Confederation**

The UIS Bureau received an official letter from the Confederation de Espeleologia y Cañones (CEC), which is the new nation speleological organization covering almost all of Spain. Prior discussions with the representatives of CEC, Luis Domingo I Mila and Francisco M. Martinez Garcia, clarified the situation in Spain following the legal problems and dissolution of the Spanish Speleological Federation.

The UIS Bureau agreed to accept the representation of Spain by CEC and the delegates proposed in their official letter (Luis Domingo I Mila and Francisco M. Martinez Garcia, respectively). Fadi Nader reminded them that according to the UIS Statutes, the delegates of the UIS represent all cavers and speleologists of their member countries and not any single organization.

**ACTION 2: Efrain Mercado will see to the updating of the UIS website concerning Spain, its related delegates, and national speleological organizations.**

**ACTION 3: Fadi Nader and Nadja Zupan Hajna will contact the CEC and confirm their acceptance as delegates for Spain, provided them with the modes of payment Spain's fees ahead of the upcoming General Assembly in Sydney, Australia, in 2017.**

**f. Pakistan (returning member)**

Fadi Nader summarized the history of communication with Pakistan for more than 12 years. In 2005, Pakistan was approved as a member country of the UIS at the General Assembly of the 14<sup>th</sup> ICS (Kalamos, Greece). However, the Pakistan delegates could not attend the two next General Assemblies (Kerrville, USA, and Brno, Czech Republic, in 2009 and 2013 respectively). This prompted the UIS Bureau to revoke Pakistan's membership in 2013 to save Pakistan the expense of paying 8 years of fees and to make sure that its active contribution to the General Assembly can be maintained. The Bureau will be happy to re-present Pakistan as a returning member country to the upcoming General Assembly in Sydney, Australia, 2017, provided that a representative of Pakistan attends and that the needed requirements according to UIS Statutes are met.

Mr. Khan Durrani, President and founder of the Chiltan Adventurers Association Balochistan, and Pakistan Cave Research and Caving Federation, clarified the situation of Pakistan throughout the last decade and the difficulties encountered inside Pakistan to search for new caves and to do cave research and caving. He also expressed the difficulties and circumstances not allowing him or any representative of the Federation to attend the previous UIS General Assemblies.

The UIS Bureau members and Mr. Khan Durrani agreed to maintain an excellent level of communication and prepare for the upcoming General Assembly, hoping to re-integrate actively Pakistan within the Union. Meanwhile, the Pakistan Cave Research and Caving Federation will be part of the list of international and national caving organizations listed on the UIS website.

Mr. Hayatullah Khan Durrani presented the UIS Secretary General, Fadi Nader, on the behalf of the Pakistan Cave Research and Caving Federation, a plaque to thank him for his collaboration and support.

**ACTION 4: Efrain Mercado will see to the updating of the UIS website concerning Pakistan and related details for its national speleological organization.**

**ACTION 5: Fadi Nader will keep contact with the Pakistan Cave Research & Caving Federation and prepare with**



José Ayrton Labegallini

*Pakistan Cave Research & Caving Federation Hayatullah KHAN DURRANI (left), presenting a plaque to UIS Secretary General Fadi NADER (right), (Dalesbridge – UK, August 19<sup>th</sup>, 2016)*

**them the information needed for presenting Pakistan to the upcoming General Assembly as a returning member country.**

**g. Speleo Nederland (membership of international sport organization)**

Arjan Van Waardenburg (Speleo Nederland; the Netherlands), attended the morning session of the meeting and expressed again his suggestion that the UIS joins SportAccord, the international organization of sports. The annual fees to join that organization is around 5,000 Euros (or equivalent), and Arjan expressed his will to help in providing such amount of money for the first year should the UIS agrees to ask to become affiliated.

After discussion, and when considering the annual income of the UIS (which is less than the required fee), this request was dismissed at this stage. Instead, the Bureau would welcome any further idea proposed by Arjan to increase the income of the Union. Only, in the eventuality of stable, and sustainable yearly income exceeding considerably the fees requested by such international sport organizations, the Bureau would seriously be able to consider joining SpeleoAccord or similar organizations.

**h. French Speleology Federation (Candidate for organizing the 2021 ICS)**

Frederic Deleuge, representing the FFS, attended the meeting and presented the latest news about the proposal in-the-making by France as a candidate to organize the 18<sup>th</sup> ICS in Lyon, France.

He showed the map of the proposed congress venues and the areas for potential cave excursions.

France is at this moment the only candidate for the 18<sup>th</sup> ICS. They are working to fulfill all needed requirements and to be ready to present their bid at the upcoming 17<sup>th</sup> ICS in Australia in 2017.

Prior to the meeting at Dalesbridge, Efrain Mercado, Fadi Nader, and George Veni were invited by the FFS and Only-Lyon (the public agency for the promotion of Lyon) to visit the city and some of the possible caves and karst areas where excursions could take place. They also commented about the logistics and discussions they had with the potential French organizers during their visit.

Fadi Nader reiterated that one major purpose of the visit was to boost the French colleagues to have France propose the International Year of Caves and Karst to UNESCO. The meetings in France were very successful in this regard. The FFS will soon coordinate an initiative to ask together with other organizations, such as the national show caves association, the national parks, as well as the associations of geologists and hydrogeologists, to ask the French government to make the proposal to UNESCO. Integrated actions and communications will be maintained with Fadi Nader.

#### **i. Other matters**

Fadi Nader briefed the Bureau about the news concerning the Cyprus Cave Project, stressing on the collaboration with European Federation of Speleology in general and the European cavers and speleologists in particular.

He stressed that in addition to the support for this project since its conception, the UIS, together with FSE and European cavers, will organize an international speleological expedition to Cyprus (similar to the previous ones: Tanzania, 2004/5; Iran, 2008; Lebanon, 2014) within the framework of this project.

#### **5) UNESCO International Year for Caves and Karst (K.S. Woo)**

Kyung Sik Woo informed the UIS Bureau about the development and status of the International Year of Caves and Karst (IYCK) initiative that was launched prior to and during the 50<sup>th</sup> Anniversary of the UIS last year in Postojna, which consists of proposing to UNESCO, and later to the UN, an international year in 2021 dedicated to caves and karst, coinciding with the 18<sup>th</sup> ICS.

The proposal has to be made formally by at least one UNESCO state member. Then it has to be included in the November 2017 UNESCO General Assembly. Nadja Zupan Hajna informed the Bureau that Slovenia has a seat on the executive committee of UNESCO and that since Slovenia had accepted to support this project, its UNESCO representative will bring the IYCK project to discussion at the upcoming meeting in September/October 2016, in Paris.

Fadi Nader summarized to get UNESCO to vote on the IYCK project, three actions should be passed by each proposing country. These actions are:

- 1) approval by the National UNESCO Commissions and referring the proposal to Governments;
- 2) approval of governments and referring the proposal to Permanent Delegations in UNESCO, Paris; and
- 3) voting and approval by the General Assembly of UNESCO in November 2017.

At this stage, Croatia, Lebanon, and Slovenia have reached completed Action 2, Belgium has completed action 1, and Hungary and France are aiming at action 1. Hopefully before the UNESCO executive meeting in Fall 2016, some of these countries will complete action 3, consolidating the proposal.

Once the proposal is included on the agenda of the UNESCO General Assembly, the UIS (together with the International Council of Scientific Unions) will need to organize and financially support an IYCK Day at the UNESCO in Paris to promote the project among the UNESCO state members and politicians.

There was also a common recommendation to seek for support from countries outside Europe, since until now most potentially proposing countries – except for Lebanon – are European.

**DECISION 3: The UIS Bureau members are asked to keep pressure on and make sure that their countries support the 2021 IYCK UNESCO project. Fadi Nader will liaise between UNESCO delegations in Paris, ICSU and UIS.**

**ACTION 6: Kyung Sik Woo, with assistance from Nivaldo Colzato, George Veni, and Nadja Zupan Hajna, will work on a short PowerPoint presentation about the UIS and the proposed 2021 IYCK (by the first week of September). This document will accompany the formal proposal, declaration and letter pertaining to the proposal of 2021 IYCK.**

#### **6) News and Updates of the UIS Commissions (G. Veni)**

Note: Several of the commissions do not report activities below, but George Veni forgot to ask them for reports in time for the Bureau meeting so there may be more activities than listed.

- **Archaeology and Paleontology** (*Donald McFarlane - USA*): Participated in the International Cave Bear Symposium, The Netherlands, September 2015.

- **Artificial Cavities** (*Mario Parise - Italy*): Planning has begun for the March 2017 Hypogea conference in Cappadocia, Turkey.

- **Arts and Letters** (*Ian Chandler - UK*): Two workshops taught at EuroSpeleo.

- **Bibliography** (*Patrick Deriaz – Switzerland*): Working on Speleological Abstracts.
- **Biology** (*John Holsinger – USA*): No activities reported.
- **Cave Diving** (*Maxime de Gianpietro – Switzerland*): No activities reported.
- **Cave Mineralogy** (*Bogdan Onac – Romania*): No activities reported.
- **Cave Rescue** (*Christian Dodelin – France*): Training reported in UIS Bulletin 57-2 and 58-1.
- **Cavers' Dictionary** (*Mladen Garasic – Croatia*): No activities reported.
- **Department of Education** (*Marcel Meyssonier – France*): No activities reported.
- **Department of Protection and Management** (*Jean-Pierre Bartholeyns – Belgium*): See Jean-Pierre's report to the Bureau and UIS Bulletin 57-2 and 58-1.
- **Glacier, Firn, and Ice Caves** (*Valter Maggi – Italy*): International Workshop on Ice in Caves held in Slovenia in May 2016.
- **History of Speleology** (*Bernard Chirol – France*): Activities reported in UIS Bulletin 57-2.
- **Informatics** (*Peter Matthews – Australia*): Several activities. See UIS Bulletin 58-1.
- **Karst Hydrogeology and Speleogenesis** (*Alexander Klimchouk – Ukraine*): DeepKarst 2016 Conference, in April 2016 in Carlsbad, New Mexico, USA.
- **Longest and Deepest Caves** (*Pat Kambesis – USA*): No activities reported.
- **Microbiology and Geomicrobiology** (*Hazel Barton – USA*): No activities reported.
- **Paleokarst and Speleochronology** (*Stein-Erik Lauritzen – Norway*): No activities reported.
- **Physical Chemistry and Hydrogeology** (*Yavor Shopov – Bulgaria*): No activities reported.
- **Pseudokarst** (*Jan Urban – Poland*): Several activities. See UIS Bulletin 58-1.
- **Speleotherapy** (*Iuri Simionca – Romania*): No activities reported.
- **Techniques and Materials Development** (*Aaron Bird – USA*): No activities reported.
- **Volcanic Caves** (*Jan Paul van der Pas – The Netherlands*): Organized 17<sup>th</sup> Symposium on Vulcanospeleology in February 2016 in Hawaii, USA.

## 7) Communication & Data

The UIS Bureau discussed several issues related to UIS communication means and data in general. These are reported briefly here below.

### a. UIS website

The UIS Bureau would like to specially thank Jasmina Rijavec for her prompt actions with regard to updating and managing the UIS website.

### b. Facebook and social networks

Fadi Nader and Jasmina Rijavec take care of the Facebook Group of UIS, under the management of Efrain Mercado.

### c. Electronic Voting

Since 2013, the UIS General Assembly has had electronic voting. Today, this is an important tool, especially for having Extraordinary General Assemblies if needed. Efrain Mercado had managed an electronic form for undertaking the elections, yet the Bureau can also use other possible and available means for electronic voting, or by emails.

### d. Data storage or electronic archive in Postojna

Zdenek Motycka presented a draft, preliminary structure for the electronic archiving in the UIS office in Postojna. It has been agreed that Pavel Bosak and Nadja Zupan Hajna will take care of this matter and manage the archiving of Bureau and general UIS data at the UIS offices in Postojna (Slovenia).

**DECISION 4: Pavel Bosak and Nadja Zupan Hajna will be in charge of data storage and the electronic archives of the UIS in Postojna UIS office.**

### e. UIS Bulletin

The Bureau members unanimously thanked Nivaldo Colzato for the excellent work he has achieved in modernizing the UIS Bulletin.

A common understanding was expressed that the next issue of the Bulletin will be dedicated to the upcoming ICS General Assembly sessions and related pre-congress documents.

### f. UIS Logo and Visual Identity

Nivaldo Colzato presented the document he prepared defining the UIS logo and visual identity. The Bureau found no further comments to make and accepted the document.

**ACTION 7: Efrain Mercado will see to posting the "UIS Logo and Visual Identity" document on the UIS website.**

### g. UIS Flag and Anthem

Nivaldo Colzato also presented his document concerning the definition and characterization of the UIS flag and anthem. The Bureau agreed that this document needs further reviewing.

**ACTION 8: George Veni with Nivaldo Colzato will first review the "UIS Flag and Anthem" document before its revision by the Bureau and finalization by the year end (2016).**

### 8) Review of modified UIS Statutes

The UIS Bureau reviewed the modified UIS Statutes which has been earlier modified by a lawyer in Slovenia (together with Nadja Zupan Hajna) in order to make them compatible with the related Slovenian laws. Besides, the same document was also revised by Fadi Nader and George Veni, and discussed with Efrain Mercado, Kyung Sik Woo, and Nadja Zupan Hajna just before this Bureau meeting in Dalesbridge (UK).

As such, the statutes were read carefully and modified by the present members of the Bureau and made almost ready to include in the upcoming UIS Bulletin and sent to UIS delegates.

It is the wish of the UIS Bureau to seek comments and further modifications if needed by the UIS Delegates within six (6) months after publishing in the UIS Bulletin, so that a final version can be voted on at the first session of the upcoming General Assembly in Sydney, on the 23<sup>rd</sup> of July, 2017.

**ACTION 9: George Veni will prepare a summary on the modifications made concerning the UIS Statutes and Nadja Zupan Hajna will consult the Slovenian lawyer about such changes, before submitting both the summary and modified text to Nivaldo Colzato for inclusion in the next UIS Bulletin (September/October 2016).**

### 9) Review of modified UIS Internal regulations

The UIS Bureau reviewed also the modified Internal Regulations, which have been earlier modified by Fadi Nader and George Veni. The new modified text together with a summary will be published in the next UIS Bulletin.

**ACTION 10: George Veni will prepare a summary on the modifications made concerning the UIS Internal Regulations, before submitting both the summary and modified text to Nivaldo Colzato for inclusion in the next UIS Bulletin (September/October 2016).**

**ACTION 11: Fadi Nader will contact the UIS Delegates and ask them to review the modified Statutes and Internal Regulations within six months after publishing in the UIS Bulletin to make sure that they can be voted on at the first session of the General Assembly on the 23<sup>rd</sup> of July 2017 in Sydney (Australia).**

### 10) Procedure for applying for election to the UIS Bureau

Efrain Mercado, Jean-Pierre Bartholeyns, and Nivaldo Colzato showed an electronic form that they prepared for the candidates applying for election to the next UIS Bureau. This form consists of an electronic application that will make the candidature systematic and uniform.

Fadi Nader explained that in addition to this form there should be a nomination form proposing the candidature of the applicants.

**ACTION 12: Nivaldo Colzato and Efrain Mercado will modify the standardized electronic form for candidates aspiring to be elected as Bureau members, and include a possibility to attach the nomination letter.**

### 11) Pre-General Assembly document

Fadi Nader went through the pre-General Assembly document, which reminds delegates about their role at the General Assembly and introduces a preliminary agenda.

Together with the Bureau members, the documents was updated and prepared. It will be included in the next UIS Bulletin.

**ACTION 13: Fadi Nader will finalize the pre-General Assembly document and send it to Nivaldo Colzato for inclusion in the UIS Bulletin.**

*The meeting was adjourned at around 19h00 (local time).*

## SESSION 2

*Friday, August 19, 2016; 09:00-17:00 (local time)*

### Attendance

**President:** *Kyung Sik WOO*

**Vice-President of Administration:** *George VENI*

**Vice-President of Operations:** *Efrain MERCADO*

**Secretary General:** *Fadi H. NADER*

### Adjunct Secretaries:

*Giovanni BADINO*

*Jean-Pierre BARTHOLEYNS*

*Nivaldo COLZATO*

*John CUGLEY*

*Christian DODELIN*

*Mladen GARAŠIĆ*

*Zdeněk MOTYČKA*

*Nadja ZUPAN HAJNA*

### Honorary members/Past-Presidents:

*Andrew James EAVIS*

*José Ayrton LABEGALINI*

*Julia JAMES*

**Guests:** *Ernest GEYER (FSE)*

## 12) Review of Finances (Nadja ZUPAN HAJNA)

### a. Simplified summary of past year and current financial status:

Nadja Zupan Hajna presented a comprehensive summary of 2015 and 2016 (until July) financial status. At the moment of this Bureau meeting, the financial situation of the UIS was as follows:

#### USD Sub-Account

- Deposit (until July 2016): ~35000 \$
- Active account: ~15000 \$

#### Euro Sub-Account

- Deposit (until July 2016): ~18000 €
- Active account: ~ 6400 €

The Bureau members thanked Nadja Zupan Hajna for the careful keeping of the UIS accounts.

### b. Fees payments of member countries

Nadja Zupan Hajna showed a list of the member countries and their situation with respect of paying their dues to the UIS. The Bureau members discussed each member country separately and decided to prepare two lists: one for countries that failed to pay their dues for 3 years (and may not be able to vote at the upcoming General Assembly) and those that failed paying dues for 5 years and may have their membership stopped.

**ACTION 14: Fadi Nader will notify the member countries that failed to pay their dues for the last 3 years or more ahead of the upcoming General Assembly.**

### c. Upcoming expenses

The Bureau members made a list of the upcoming expenses for 2016 and 2017 (until the 17<sup>th</sup> ICS General Assembly). Hence, the forecasted expenses (not exclusive) are the following:

• Support Expeditions (see below)	3000 €
• Commissions: (up to)	~2250 €
• Habe Prizes:	500 €
• ICSU fees:	500 €
• Lawyer (Slovenia):	500 €
• Auditor (Slovenia):	320 €
• Shipment (Books):	400 €
• ICSU fees:	500 €
• Speleogenesis:	300 \$
<b>TOTAL</b>	<b>8270 \$</b>

**DECISION 5: Nadja Zupan Hajna will execute payment in due time of the above listed expenses from the UIS active accounts (Euros, and US Dollars if needed).**

### d. Modified categories for Member Countries yearly fees

Following on the discussion reported above with Arjan Van Waardenburg (Speleo Nederland), on enhancing the financial capabilities of the UIS, and based on the fact that since at least 1994 UIS fees did not change (except for the change from US Dollars to Euros), while speleology has been developing in many countries, the Bureau revised the Member Country categories and yearly fees in the proposed Internal Regulations which will be voted on at the next General Assembly in Sydney (2017).

The new categories and yearly fees are as follows:

<b>Category A (&gt;2000 speleologists):</b>	<b>480 €</b>
<b>Category B (1000 to 2000 speleologists):</b>	<b>360 €</b>
<b>Category C (100 to 1000 speleologists):</b>	<b>240 €</b>
<b>Category D (&lt;100 speleologists):</b>	<b>60 €</b>

### e. Instructions to Bank

Further instructions to the bank holding the UIS accounts are not needed since the US Dollars and Euro-subaccounts deposits are blocked until July 2017.

The next elected Bureau will decide on further actions.

## 13) Fund-raising and projects financial support

Since 2015, Zdeněk Motyčka has worked on a document suggesting a workflow for fund-raising and providing financial support for multinational speleological activities by the UIS.

### a. Funding

In a simplified approach, he proposes funding to be split in two categories: i) funding caving activities; and ii) funding non-caving activities. George Veni suggested to add a third category whereby the funding party leaves the decision to UIS Bureau to what end (caving or non-caving) the money is used. So a third category "any activity" has been added.

Such funding categories will be published on the website and donations can be made to the UIS using the newly established PayPal account/website link. Zdeněk Motyčka also suggested increasing the general promotion of the UIS. He asked for an electronic PDF or a PowerPoint file for the leaflet which Nivaldo Colzato made and was distributed at this EuroSpeleo Congress.

**ACTION 15: Efrain Mercado will see to adding to the website's Paypal page the ability to make donations to the UIS based on three categories: i) caving activities; ii) non-caving activities; or iii) any activity.**

**ACTION 16: Nivaldo Colzato will prepare an electronic PDF file or PowerPoint, based on the paper-copy of the**

**UIS leaflet, and send it to Bureau members to help in promoting the UIS.**

**b. Sponsorship and Affiliated Organizations financial support**

Zdeněk Motyčka pointed out that sponsorship should be sought and for that reason the UIS should give something in return. The Bureau members discussed this matter and found out that what UIS can offer at this moment for potential sponsors is limited to space on the UIS Bulletin and the websites, as well as the use of the Logo. A leaflet designed for potential sponsors (Sponsoring Prospectus) needs to be prepared toward this end.

**ACTION 17: Zdeněk Motyčka will prepare, together with George Veni and Nadja Zupan Hajna, a draft sponsoring leaflet which will be reviewed by Bureau members by end of 2016.**

In order to strengthen the image and attractiveness of the UIS with respect to sponsorship, and since with the next General Assembly the UIS fees will likely increase, the UIS Bureau members agreed to change the minimum yearly fees required from Affiliated Organizations in the Internal Regulations to the fees for the proposed Category C member countries (i.e. proposed 240 Euros). Affiliated Organizations are invited of course to support the UIS with larger amounts of money if they can.

**ACTION 18: Zdeněk Motyčka will prepare a list of potential Affiliated Organizations. Bureau members will assist him.**

**c. UIS Support for Multinational Speleological Expeditions**

In order to demonstrate UIS support for cavers and speleologists around the world, and since the UIS Treasurer has the needed surplus in terms of budget, the UIS Bureau decided to support financially up to three multinational speleological expeditions in 2017 and before the next UIS General Assembly. Each project will be supported with a budget of 1000 Euros. The selection of the winning projects will be based on transparent judging and precisely defined criteria.

Zdeněk Motyčka will provide a simple workflow for applications, which will be received by Fadi Nader. The final decisions will be made by the UIS Bureau.

**DECISION 6: The UIS Bureau agrees on financially supporting multinational speleological expeditions, twice on yearly basis, provided that the budget permits such action.**

**ACTION 19: Zdeněk Motyčka will provide the workflow and criteria for multinational speleological expeditions**

**to apply for financial support.**

**14) ICS 2017**

John Cugley, informed the UIS Bureau about the status of the organization of the 17<sup>th</sup> ICS in Australia (2017). He went through the 2<sup>nd</sup> Circular and informed the Bureau that online registration has just started. A group discussion followed with respect to visas and general costs.

In order to help cavers and speleologists to attend the congress in Australia, the UIS Bureau agreed to ask the organizers of the 17<sup>th</sup> ICS to remit part of the 5% dues to the UIS in the form of 10 Congress registrations that the UIS Bureau will give to cavers and speleologists who need financial support to attend the ICS.

**DECISION 7: The UIS Bureau will forego payment of no more than \$4,500 (Australian) from the 5% of ICS fees paid to the UIS, in the form of 10 full congress registrations. The remaining amount will be paid separately to UIS. Subsequently, the UIS Bureau will offer these 10 registration to active cavers and speleologists who need financial support to attend the 17th ICS. The Bureau will set fair criteria for selecting who will receive the registrations.**

**15) Speleological events since the last Bureau meeting**

There was consensus that reports on past events should be limited to those where some presentation or promotion was made on the UIS and not just where Bureau members attended.

**a. KG@B, International Conference on Groundwater in Karst**, 20-26 June 2015 (Birmingham, UK), <http://www.birmingham.ac.uk/generic/kgatb/index.aspx>: Andy Eavis, George Veni, and Derek Ford attended this event.

**b. NSS Convention**, 13-17 July 2015 (Waynesville, Missouri, USA); <http://nss2015.caves.org/>: George Veni attended this annual convention.

**c. 33<sup>rd</sup> Congress of the Brazilian Speleological Society**, 15-19 July 2015 (Eldorado, Sao Paulo, Brazil), <http://www.cavernas.org.br/33cbe.asp>: Nivaldo Colzato, José Labegalini, and Jean-Pierre Bartholeyns attended.

**d. 21<sup>st</sup> International Cave Bear Symposium**, 10-13 September 2015 (Hellevoetsluis, The Netherlands), <http://icbs2015.pleistocenemammals.com/>:

**e. 13<sup>th</sup> Symposium on Pseudokarst**, 16-20 September (Czech Republic), <http://www.pseudokarst.de.vu/>: This is an event of the UIS Commission on Pseudokarst and Zdeněk Motyčka attended.

**f. 14<sup>th</sup> Multidisciplinary Conference on Sinkholes and the Engineering and Environmental Impacts of Karst**, 5-9 October 2015 (Rochester, Minnesota, USA), <http://www.sinkholeconference.com/>: NCKRI jointly organized this event with the Minnesota Ground Water Association

and George Veni co-chaired it. It is the longest-running international meeting on engineering and environmental problems in karst.

**g. Asian Conference on Speleology**, 6-8 November 2015 (China): Arrigo Cigna, Kyung Sik Woo, Zdeněk Motyčka, Jean-Pierre Bartholeyns, Christian Dodelin, Andy Eavis attended.

**h. 9<sup>th</sup> Balkan Speleological Union Camp**, 15 to 21 November 2015 (Ogulin, Croatia): Mladen Garasic attended.

**i. National Cave and Karst Management Symposium**, 19-23 October 2015 (Cave City, Kentucky, USA), <http://nckms.org/>: George Veni attended this meeting.

**j. 2<sup>nd</sup> International Planetary Caves Conferences**, 20-23 October 2015 (Flagstaff, Arizona, USA), <http://www.hou.usra.edu/meetings/2ndcaves2015/>:

**k. Geological Society of America (GSA) Convention**, 1-4 November 2015 (Baltimore, Maryland, USA), <http://www.geosociety.org/>: The new GSA Karst Division is already planning several cave and karst sessions and two field trips. George Veni attended.

**l. Karstology in Arid Regions**, January 2016 (Abu Dhabi, United Arab Emirates), <http://abudhabi.zrc-sazu.si/>: Nadja Zupan Hajna and Pavel Bosak attended.

**m. Karst, Groundwater, Contamination, and Public Health**, 27-30 January 2016 (San Juan, Puerto Rico), <http://karstwaters.org/conferences/kqcph/>.

**n. DeepKarst 2016**, 11-14 April 2016, (Carlsbad, New Mexico, USA), <http://deepkarst.org/>: George Veni chaired this meeting for the UIS Karst Hydrogeology and Speleogenesis Commission.

**o. Protection and Management of Show Caves Workshop**, YokJakarta (2-3 June, 2016): Jean-Pierre Bartholeyns attended.

**p. Protection and Management of Show Caves Workshop**, Bogor (4-5 June, 2016): Jean-Pierre Bartholeyns attended.

**q. 24<sup>th</sup> International Karstological School (Classical Karst)**, 13 to 17 June 2016, (Postojna, Slovenia): Nadja Zupan Hajna and Pavel Bosak attended.

**r. 10<sup>th</sup> Jubilee Balkan Cavers Camp**, 21 to 27 June 2016 (Vratza, Bulgaria): Efrain Mercado attended.

**s. Workshop Karst Protection and Show Cave Management**, from 17 to 23 July 2016 (Hpaan, Myanmar): Jean-Pierre Bartholeyns attended.

**t. NSS Convention**, 18-22 July 2016 (Ely, Nevada, USA); <http://nss2016.caves.org/>: Derek Ford, Zdeněk Motyčka, and George Veni attended this annual convention.

**u. 5<sup>th</sup> European Speleological Congress**, August 2016 (Yorkshire Dales National Park, England, UK), <http://www.eurospeleo2016.eu/wiki/doku.php?id=start>: All Bureau members attended.

## 16) Future speleology events until July 2017 that UIS should consider attending

**a. EuroKarst 2016**, 5-7 September 2016 (Neuchâtel, Switzerland), <http://www.eurokarst.org/>: Mladen Garasic will attend.

**b. 40 Anniversary of Speleo Nederland**, 16-18 September 2016 (Belgium): Jean-Pierre Bartholeyns will attend.

**c. 43<sup>rd</sup> International Association of Hydrogeologists**, 25-29 September 2016 (Montpellier, France), <http://www.60iah2016.org/en/>.

**d. Geological Society of America Convention**, 25-28 September 2016 (Denver, Colorado, USA), <http://community.geosociety.org/gsa2016/home>, George Veni will attend.

**e. Espeleoturismo Caripe**, 23 to 25 November 2016 (Monagas, Venezuela): Efrain Mercado will attend.

**f. American Geophysical Union**, 12-16 December 2016, (San Francisco, California, USA), 3 August abstract deadline, <http://fallmeeting.agu.org/2016/>: Kyung Sik Woo may attend.

**g. Hypogea 2017: International Congress of Speleology in Artificial Cavities**, 6-10 March 2017 (Cappadocia, Turkey), [www.hypogea2017.com](http://www.hypogea2017.com): Fadi Nader may go.

**h. US Geological Survey Karst Interest Group Meeting**, 16-18 May 2017 (San Antonio, Texas, USA): George Veni will attend.

**i. Climate Record: The Karst Record VIII**, 21-24 May 2017, (Austin, Texas, USA), <http://sites.uci.edu/krc8conference/>: George Veni will attend

**j. 25<sup>th</sup> International Karstological School**, mid-June 2017 (Postojna, Slovenia): Nadja Zupan Hajna, Mladen Garasic, Zdeněk Motyčka will attend.

**k. 34<sup>th</sup> Brazilian Congress of Speleology**, 13-18 June, 2017 (Ouro Preto, Brazil), <http://www.cavernas.org.br/34cbe.asp> Nivaldo Colzato, Jose Ayrton Labegalini, Jean-Pierre Bartholeyns, and Efrain Mercado will attend.

**l. NSS Convention**, 19-23 June 2017 (Rio Rancho, NM USA); <http://nss2017.caves.org/>: Zdeněk Motyčka and George Veni will attend.

**m. National Association of Mining History Organisations Conference 2017**, 23-26 June 2017 (Godstone, Surrey, UK), <http://namho2017.info/>

**n. 17<sup>th</sup> International Congress of Speleology**, 23-30 July 2017 (Sydney, New South Wales, Australia), <http://speleo2017.com/>. All bureau members will attend.

## 17) Venue and Date of the 2017 UIS Bureau Meeting:

The UIS Bureau members will have their next meeting at the 17<sup>th</sup> ICS in Sydney (Australia). The meetings will be scheduled as follows:

- i. 20<sup>th</sup> July: Arrival of officers
- ii. 21<sup>st</sup> July: Executive meeting, preparation of Bureau meeting, and initial preparation of General Assembly
- iii. 22<sup>nd</sup> July: 1<sup>st</sup> Bureau Meeting and final preparation of General Assembly
- iv. 29<sup>th</sup> July: 2<sup>nd</sup> Bureau Meeting (newly elected Bureau)

**DECISION 8: The next UIS Bureau meeting will take place in Sydney (Australia) on the 22nd of July 2017, just before the 17th ICS.**

**18) Other business:**

a. Kyung Sik Woo informed the UIS Bureau about his communications with Boris Watz and the idea of making a new film for the UIS.

**ACTION 20: Mladen Garasic and Jose-Ayrton Labegalini will help Boris Watz in producing a new film on the UIS.**



b. Julia James discussed with the Bureau about the Advisory Committee and the UIS prizes. This led to group discussions about the two subjects and further feedback.

**20) Closing Statements**

Kyung Sik Woo closed the 2016 UIS Bureau meeting at around 17h00, and thanked everybody for their presence and their contribution. He especially thanked again Andy Eavis and the organizers of the 5<sup>th</sup> EuroSpeleo Congress for inviting the UIS Bureau.

**ACTION 21: Fadi Nader will prepare the minutes of the 2016 Bureau meeting and the Action List for 2016-2017.**



*Participants of the UIS Bureau Meeting 2016 - Dalesbridge, United Kingdom*

# UIS BUREAU 2013/2017

## President:

Kyung Sik WOO (*Republic of Korea*)

## Vice-President for Operations:

Efraín Mercado (*Puerto Rico*)

## Vice-President for Administration:

George VENI (*USA*)

## Secretary General:

Fadi NADER (*Lebanon*)

## Adjunct Secretaries:

Christian DODELIN (*France*)

Gioanni BADINO (*Italy*)

Jean-Pierre BARTHOLEYNS (*Belgium*)

John CUGLEY (*Australia*)

Mladen GARASIC (*Croatia*)

Nadja ZUPAN HAJNA (*Slovenia*)

Nivaldo COLZATO (*Brasil*)

Zdeněk MOTYČKA (*Czech Republic*)

## UIS Past-Presidents

Arrigo A. CIGNA (*Italy*) - 1973-1981

Adolfo ERASO ROMERO (*Spain*) - 1981-1986

Derek C. FORD (*Canada*) - 1986-1989

Paolo FORTI (*Italy*) - 1993-1997

Julia Mary JAMES (*Australia*) - 1997-2001

José Ayrton LABEGALINI (*Brazil*) - 2001-2005

Andrew EAVIS (*United Kingdom*) - 2005-2013



José Ayrton Labegalini

## UIS BUREAU 2013/2017 in Dalesbridge, United Kingdom, August 2016.

**Left to right:** Efraín MERCADO (*Vice-President for Operations/Puerto Rico*); Nivaldo COLZATO (*Adjunct Secretary/Brazil*); Giovanni BADINO (*Adjunct Secretary/Italy*); Kyung Sik WOO (*President/Republic of Korea*); Zdeněk MOTYČKA (*Adjunct Secretary/Czech Republic*); Nadja ZUPAN HAJNA (*Adjunct Secretary and Treasurer/Slovenia*); Mladen GARASIC (*Adjunct Secretary/Croatia*); Fadi NADER (*Secretary General/Lebanon*); Jean Pierre BARTHOLEYNS (*Adjunct Secretary/Belgium*); John CUGLEY (*Adjunct Secretary/Australia*); George VENI (*Vice-President for Administration/USA*) and Christian DODELIN (*Adjunct Secretary/France*);

Photo by José Ayrton LABEGALINI (*UIS Past President*)



Union Internationale  
de Spéléologie  
www.uis-speleo.org

# ACTIVE NATION MEMBERS LIST

## as reported by the UIS Treasurer

*54 Active Member Nation in June 2016  
(with debts for 2 or more years marked with \*)*

Algeria*	Honduras*	Portugal
Argentina*	Hungary	Puerto Rico
Australia	Indonesia	Romania
Austria	Islamic Republic of Iran	Russia*
Belgium	Israel*	Serbia
Bosnia & Hercegovina	Italy	Slovakia
Brazil	Jamaica*	Slovenia
Bulgaria	Japan	South Africa
Canada	Lebanon*	South Korea
China	Lithuania	Spain*
Colombia	Luxembourg	Sweden
Costa Rica	Mexico	Switzerland
Croatia*	Mongolia*	Turkey
Cuba*	Norway	Ukraine
Czech Republic	The Netherlands	United Kingdom
France	New Zealand	United States of America*
Germany	Paraguay*	Venezuela*
Greece	Poland	Vietnam*

*Some of the countries have paid the annual fees up to 2022; some didn't for last 2 years or even more!*

*Please be aware to do the agreement about WHO is paying for your country - especially if there are two or more speleological associations in one country; UIS Bureau can't select payer for your country and we don't return money!!!*

*If you have new treasurer or responsible person for payments, please send the new name and e-mail address on [zupan@zrc-sazu.si](mailto:zupan@zrc-sazu.si); in some countries I have problem to get the proper connection or I have no address.*

### **PAYMENT VIA UIS WEBSITE**

Now the payment of the annual fees can be done directly via UIS Web Page through PayPal service.

[http://www.uis-speleo.org/index.php?option=com\\_content  
&view=article&id=67&Itemid=383](http://www.uis-speleo.org/index.php?option=com_content&view=article&id=67&Itemid=383)

*Have not found your  
country in this list?*

[Ask the UIS Treasurer](#)

**UPDATE your status now!**

**CONTACT UIS**

**UNION INTERNATIONALE DE SPÉLÉOLOGIE**

Titov trg 2, 6230 Postona, Slovenia

[www.uis-speleo.org](http://www.uis-speleo.org)

## FINANCE

# ANNUAL CONTRIBUTIONS

By: Nadja ZUPAN HAJNA, UIS Treasurer/UIS Adjunct Secretary (Slovenia) - [zupan@zrc-sazu.si](mailto:zupan@zrc-sazu.si)



Prof. Dr. Nadja ZUPAN HAJNA (Slovenia) in United Arab Emirates

### ANNUAL CONTRIBUTIONS

The UIS General Assembly at the 15<sup>th</sup> ICS decided to change the annual contributions of the UIS member-countries to Euro currency, while keeping the same rates as those since 1994. The annual contributions will be as follows, starting from January 2010:

Category A - 300 Euros

Category B - 200 Euros

Category C - 50 Euros

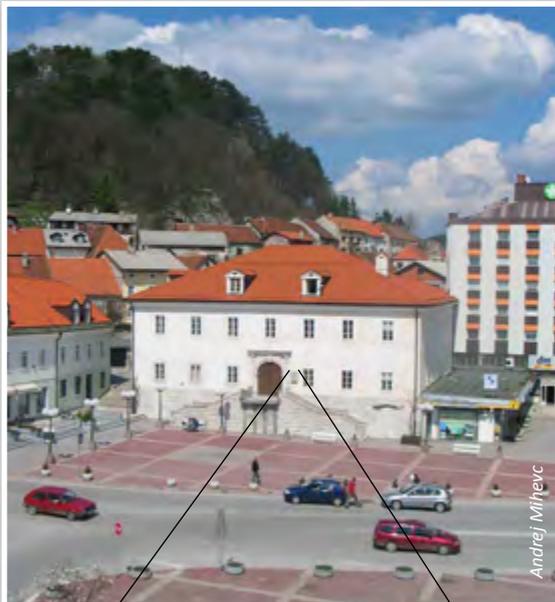
Each UIS member country has the free choice of the category in accordance with its own financial possibilities and with the number of speleologists or speleological societies/ associations/ federations/ clubs/ institutions.

The UIS Bureau authorized to reduce or to remit the contributions, if the UIS member-country makes a respectively written demand. If the UIS Bureau requires, the UIS member country has to give reasons for the difficulties of a payment.

The authorization of the UIS Bureau to reduce or remit the contributions confirms that the impossibility of a payment by actual political problems or difficulties will not be an argument to exclude any member country from the international collaboration within the structure of the UIS.

### UIS BANK ACCOUNT

<b>Account name</b> Mednarodna speleološka zveza-UIS Titov trg 2 6230 Postojna - Slovenia	<b>Account No.</b> IBAN SI56 1010 0003 7861 520  <b>SWIFT Code:</b> BAKOSI2X
<b>Bank (name and address)</b> Banka Koper d.d. Traška 2 6230 Postojna - Slovenia	<b>Accepted Currencies:</b> USD (United States Dollars) EUR (Euros)



Headquarters of the Karst Research Institute in Postojna, Slovenia, where the offices of the UIS are located. In the detail, the bronze plaque with the emblem of the UIS affixed below the name of the institute.

### STATE OF UIS BANK ACCOUNT ON JULY 31, 2016

#### USD Sub-Account

- Deposit: ~35000 \$
- Active account: ~15000 \$

#### Euro Sub-Account

- Deposit: ~18000 €
- Active account: ~ 6400 €

Deposits in EUR and USD bring interest to cover various bank and account charges.

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# EDITOR'S DISCLOSURE

UIS Bulletin, nor its editors are responsible for:

- misspellings
- wrongly written names
- incorrect articles
- typographical mistakes

Every effort possible has been made to keep all articles as close to the original version. In some cases, the editors review the structure in order to present the article in a clear and consistent manner and obvious errors are corrected if found.

We appreciate your understanding.

Should you have any comments, please send them to:

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**UIS BULLETIN**



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