

GUIDE FOR FIRST DELEGATES

You are the First Delegate of your country to the World Road Association because of the leadership you have shown in the road and transport industry in your country. This prominent position offers you the opportunity to draw on the activities and outputs of the Association to enhance the development of the road and transport sector in your country.

As the First Delegate of your country you also play a significant role in the directions given to the World Road Association to better serve the needs of your country as well as the global road and transport community as a whole.

With more than a hundred government members of the Association, the First Delegates of the member countries form a valuable network of leaders with whom you can share experience and ideas.

This Guide aims to assist you in undertaking your role as First Delegate to the World Road Association by summarising in a brief easy-to-read guide the administrative tasks and responsibilities of the First Delegate while also providing some guidance on how to maximise the benefits for your country and the Association.

The first section lists the tasks required to ensure that your country's experts gain maximum benefit from the opportunity to exchange knowledge and network with other professionals from across the world. The second part of the document outlines how this knowledge exchange and networking can be transferred at a national level.

Active participation and interactive communication are the keys to efficient and appropriately directed work, good results, useful exchange of information and overall satisfaction. The more you add knowledge and ideas to the processes of the Association, the more you and your country will gain from being a member.



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1. INTRODUCTION **This guide gives you tips how to maximise the benefits for your country and the Association, and to minimise the time you need to take care of the necessary tasks.**

The successful functioning of the Association, being primarily a forum for cooperation between the governments of the member countries, is greatly dependent on the activity of, and the services provided to, the First Delegate of the member country.

The Minister (or equivalent) in charge of roads and road transport is the official representative of the government and appoints the First Delegate to the Association. The First Delegate acts as the official link between the government and the Association and as the head of the delegation of the country to the Council.

In a broader sense, the First Delegate, in consultation with the National Committee, where one exists, manages the participation of their country in the activities of the Association.

The formal duties and responsibilities of First Delegates, as written in the **Internal Rules** and the **Blue Guide**, are collected and collated in this guide in a compact and readable way.

Furthermore the guide suggests ways the First Delegates can most effectively utilise their Association membership, e.g. by disseminating information to their staff and utilising other national organisations and their networks to do the same; in particular, to encourage participation, particularly by young professionals, educational and research organisations and the commercial sector in the activities of the Association.

2. THE TASKS OF FIRST DELEGATES **The best way to ensure that the work of the Association progresses in the desired direction and gives the best results is to nominate active and experienced professionals to the Technical Committees, the Commissions and the other groups within the Association, and to facilitate their ongoing commitment to the work.**

The Association's Internal Rules and the Blue Guide define the administrative tasks and responsibilities of the First Delegate. They are briefly summarised in the following sections with references to more detailed information.

2.1 Appointing representatives to the activities of the Association

The task of the First Delegate, in consultation with any National Committee, is to appoint or to nominate :

1. MEMBERS TO THE COUNCIL

In addition to the two statutory delegates, member governments may have additional delegates on the Council (**Internal Rules, Articles 11-12**).

The vote of a Council member who is prevented from attending a meeting may only be delegated to another Council member by written proxy approved by the First Delegate (**Internal Rules, Articles 24**).

2. MEMBERS TO THE EXECUTIVE COMMITTEE

The Executive Committee manages the Association by delegation of the Council.

Every four years, the First Delegates are invited by the President to announce their candidature, or the candidature of other Council members, for the posts of President, Vice-President or other member of the Executive Committee ([Internal Rules, Section V](#)).

3. MEMBERS TO THE COMMISSIONS

The Executive Committee is supported in its work by the Commissions. A call for nominations for members of the Commissions is sent out to the First Delegates of member countries just before the start of mandate of the newly elected Executive Committee ([Internal Rules, Section VI](#)).

4. STRATEGIC THEME COORDINATORS

The Strategic Theme Coordinators are responsible for coordinating the activities of the Association related to one Strategic Theme and maintaining oversight of the Technical Committees within their theme.

Upon the call for nominations sent out before the beginning of the four-year work cycle by the General Secretariat, the First Delegate may propose candidates for the position of Strategic Theme Coordinator.

5. CHAIRS AND SECRETARIES OF THE TECHNICAL COMMITTEES

Upon the call for nominations sent out before the beginning of the four-year work cycle by the General Secretariat, the First Delegate may propose candidates for the chairmanship and role as secretaries of Technical Committees ([Blue Guide, Section 7.3-4](#)).

6. MEMBERS TO THE TECHNICAL COMMITTEES

Each member country may nominate up to two members or corresponding members to each Technical Committee.

Members of Technical Committees are nominated by First Delegates at the commencement of the four-year work cycle, although members can be nominated at any time, and resigning members can be replaced at any time.

When nominating members to the Technical Committees, it is recommended that First Delegates look at the market as a whole, and select appropriate members from the private sector and from research organisations, in addition to representatives from the public sector.

The efficient work of the Technical Committees forms the main basis for the activities and outputs of the Association. Hence, the active participation and commitment of the Committee members is crucial. The members also play an important role in the exchange of information between the Committee and the road community in their country. The First Delegates should clearly define the tasks and expectations when nominating new members to the Committees, and replace members if needed.

To encourage the participation of young professionals in the Association, First Delegates are also invited to nominate such professionals from their countries as associate members of the Technical Committees.

The associate members as well as the Chair and Secretaries of the Technical Committee are not included in the maximum number of members mentioned above.

For more information, including on options to increase the participation of local authorities and the private sector, please consult [Internal Rules, Section 7](#).

7. OFFICIAL REPRESENTATIVES TO THE WORLD ROAD CONGRESS AND THE INTERNATIONAL WINTER ROAD CONGRESS

The statutory subscription paid by member governments entitles the First Delegate to nominate five representatives to the World Road Congress and two representatives to the International Winter Road Congress, exempted from a registration fee.

For more information on reduced registration fees, please consult [Internal Rules, Articles 13-17](#).

2.2 Applying for support from the Special Fund

The Special Fund exists to facilitate participation in the activities of the Association, especially Technical Committee activities, of members from countries defined as “*Low-income economies*” and “*Lower-middle-income economies*” by the World Bank.

The list of eligible countries is annually updated by the General Secretariat from the document entitled “*World Development Indicators*”, published by the World Bank.

The Special Fund aims to cover part of travel or accommodation expenses for participation in meetings, seminars or Congresses organised by the World Road Association, as long as the benefiting Government’s annual subscription fees are up to date.

Subject to the eligibility criterion, a member country can ask to benefit from the Special Fund for participation of:

- one delegate to the meetings of the Council,
- elected members to the Executive Committee and the Commissions,
- up to three members of Technical Committees to the meetings of these Committees.

For the Technical Committees, the First Delegate, the beneficiary and the Secretary General of the Association sign an agreement. After each meeting in which the beneficiary participates with Fund’s help, the beneficiary must present a report to the First Delegate and to the General Secretariat. The agreement is not a legal contract but a moral commitment.

If the beneficiary does not participate actively and regularly in the activities of the respective Technical Committee, the benefit of the Special Fund can be denied by the General Secretariat.

In other cases, the request should be presented to the General Secretariat with the support of the First Delegate.

For more information, please consult [Blue Guide, Section 12](#).

2.3 When leaving office as First Delegate

When leaving office, the First Delegate must inform the General Secretariat and their respective Minister (responsible for roads and road transport), who appoints a new First Delegate and informs the General Secretariat of the appointment.

3. IMPROVING EXCHANGE OF INFORMATION AND NATIONAL COOPERATION The results of the work done in the Association benefit the road and transport sector in your country and vice versa the Association benefits from the achievements and experiences of your country. Maximum effect is achieved, when national professional networks are involved in the interactive communication and disseminating of results.

To enable this it is recommended to build up a support for the First Delegates within their own organisation, as well as on a national level.

3.1 Assisting person

First Delegates are commonly the heads of road agencies and may have limited time to focus on Association activities. To secure a smooth, efficient and continuous operation it is strongly recommended, that the First Delegate appoints a person from their own organisation, with the task to give support in all the activities of the Association.

The name and contact information of the assisting person is to be given to the General Secretariat. He or she will receive the same material as the First Delegates and can thus act directly within given jurisdiction.

The assisting person can also be helpful in disseminating results and organising cooperation not only within their own administration, but also within various national networks.

3.2 Cooperation between First Delegate, National Committee and other national networks

NATIONAL COMMITTEES

To build and strengthen the activity and visibility of the Association at the national level, the World Road Association promotes the establishment of a National Committee in its member countries.

In the process of establishing a National Committee the initiative and support of the First Delegate is sought.

When the draft statutes or the Memorandum of Understanding have been drawn up, they are submitted to the Secretary General of the Association with an official request for the formation of a National Committee supported by the First Delegate of the country concerned (**Blue Guide, Appendix A.1**).

L'existence d'un Comité national permet à la communauté routière d'un pays de bénéficier au mieux de la coopération du gouvernement avec d'autres membres de l'Association dans le monde. Cela améliore l'échange d'informations et de connaissances avec un large public.

The existence of a National Committee allows the road community to benefit to the maximum extent from the collaboration of their government with other members of the Association around the world. It improves the sharing of information and knowledge to a wide audience.

National Committees can offer First Delegates valuable help e.g. in the adaptation of best practices identified by the Association to suit local conditions: geography, climate, social and economic

development, etc. With access to international information and reports, National Committees can select the most relevant elements to their country and circulate them as widely as possible.

For more information on National Committees, please consult **Blue Guide, Section 4**.

OTHER NATIONAL NETWORKS

It is important to facilitate personal contacts between experts on Technical Committees and members of the Association within the country. But it is as essential to extend this network to other professionals in the road and road transport sector.

The First Delegates and their assistants are recommended to support the formation and utilisation of such networks. The main advantages of an open and neutral forum, i.e. where commercial or corporate interests do not prevail, can be summarised as follows:

- Promoting development of a common stance by the road community on subjects of national importance (standards, new technologies, road safety, environment, etc.);
- Promoting a broad knowledge base that will improve the continuity of national contributions to the work of the Association across successive generations of representatives.

Young professionals represent the future of the First Delegate's own organisation as well as of the Association. To attract the interest of the next generation, there needs to be an understanding of their means of communication (e.g. social media) and an utilisation of their forums to market not only the administrations and companies, which are cooperating internationally through the Association, but also the Association itself and its National Committees.

4. SURVEY OF FIRST DELEGATES The support and contribution given by you as First Delegate of your country is of utmost importance to the Association. To ensure that you feel that your and your country's participation in the work of the Association is worthwhile and provides positive benefits, a survey of First Delegates is to be conducted twice during each four-year work cycle.

The survey will give you an opportunity to express your wishes and ideas for the future activities and direction of the Association

Thank you for your cooperation!

