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# CREATING A NATIONAL COMMITTEE IN YOUR COUNTRY

*OVER 30 NATIONAL COMMITTEES HAVE  
ALREADY BEEN ESTABLISHED.*

*WILL YOUR COUNTRY BE NEXT?*



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## 1. STEP 1: GETTING TO KNOW THE WORLD ROAD ASSOCIATION (AIPCR/PIARC)

### 1.1 Historical Background

Founded in 1909 following the first International Road Congress held in 1908 in Paris, the **Permanent International Association of Road Congresses** (PIARC) is the oldest international association in the road sector. It was renamed **World Road Association** in 1995. The World Road Association is a non-profit, non-political association. Its goal is to develop international cooperation and foster progress in the area of roads and road transport.

Founded by 15 countries, the World Road Association has 118 government members, as at January 1st 2012, as well as other members (regional authorities, collective members and individual members) from approximately 140 countries.

The World Road Association Web Site (<http://www.piarc.org>) provides information on membership, organization, activities and products, and on the events (congresses, conferences, seminars) organized or promoted by the Association.

### 1.2 Strategic Plan of the Association

Since 1995, the World Road Association (PIARC) activities have been driven by strategic plans that are developed for a four-year period.

The World Road Association vision is to be the world leader in the exchange of knowledge on roads and road transport policy and practices within an integrated sustainable transport and land use context.

The World Road Association—funded by the fees from its membership— exists as a non-political and non-profit-making Association to serve all its members by:

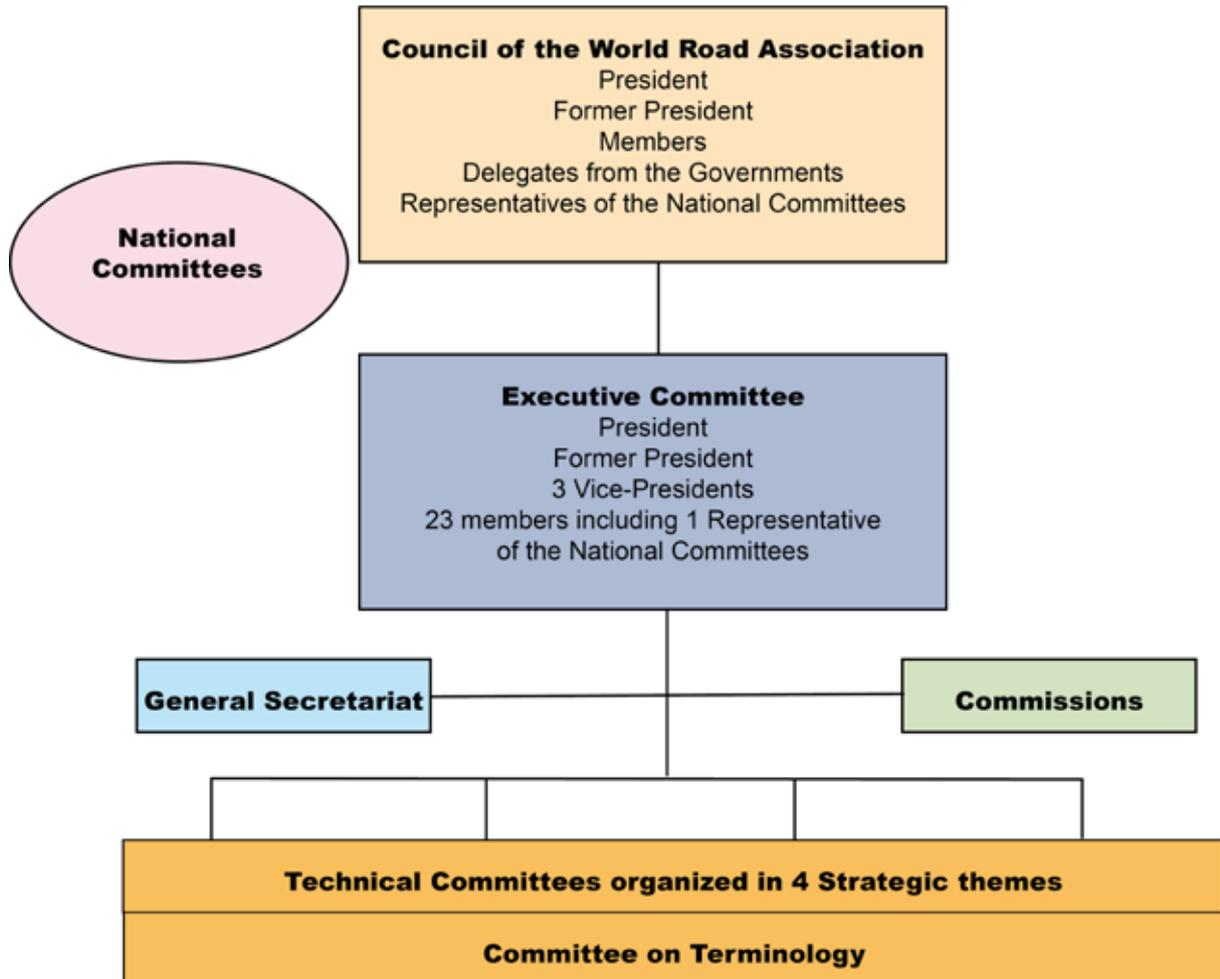
- being a leading international forum for analysis and discussion of the full spectrum of transportation issues related to roads and road transport, especially transportation infrastructure, operations, safety and sustainability world-wide;
- identifying, developing and disseminating best practices and improving access to international information;
- providing within its activities special emphasis on the needs of developing countries and countries in transition;
- developing and promoting effective decision-making tools on matters related to roads and road transport; and
- providing advice on directions to the world's transportation system.

The World Road Association's values are:

- to provide universal quality service to its members;
- to be open, objective and impartial;
- to promote the development of sustainable solutions;
- to recognize road transport in an integrated transport and land use context;
- to be customer-driven;
- to respect the differing international road transport needs.

### 1.3 How the World Road Association is governed and managed

The following diagram outlines the way the Association operates.



The Association is governed by the Council, which consists of delegations from member governments, each led by a First Delegate, and representatives from the National Committees. The Council meets once a year. Elected by the Council, the 30 members that make up the Executive Committee meet at least twice a year and are in charge of the implementation of the policy of the Association.

Commissions assist the Executive Committee in its tasks.

Technical Committees have been set up and organized on the basis of four Strategic Themes in order to deal with the issues identified in the current Strategic Plan. Approximately 1200 experts and decision-makers from almost 60 countries and various international organizations take part in the work of the Committees.

## 2. STEP 2: UNDERSTANDING THE ROLE AND FUNCTIONS OF NATIONAL COMMITTEES

Governments of the World Road Association member countries are represented by the "First Delegates". In addition, there are other members of the Association in a Country (Regional Authorities, Collective or Individual Members) and specialists appointed by the First Delegate to Technical Committees and Working Groups.

To facilitate collaboration among the members and non-members within a Country, the First Delegate and/or key stakeholders can decide to form a "National Committee". They can also call upon an existing organization to assume the role of a National Committee, which may include others who are not World Road Association members.

For the Association, the establishment of a National Committee means increased input from the community of experts of this country. It allows the road community to benefit to the maximum extent from the collaboration of this National Committee with other World Road Association members around the world. Thus, the National Committees play a very valuable role in the operation of the World Road Association.

For the country, a National Committee represents a window into international issues, providing a truly unique interface to international best practice and experience. The National Committee channels information from the Association to a national audience and relays information on the national situation to an international audience through the Association.

On the domestic level, National Committees can also provide a locally-focussed position for contacts to all kinds of road and transport professionals in a Country: the government, road administration, national road agencies, road service providers, universities, research centres and representatives from the private sector. They can provide a valuable link for each of these groups at national level.



Members will benefit from easy access to this extensive network and also benefit from the coordination and focus provided by the Association's Strategic Plan.

### 3. STEP 3: WHAT CAN A NATIONAL COMMITTEE DO FOR ME?

#### Ø BENEFITS YOU CAN EXPECT FROM A NATIONAL COMMITTEE

As mentioned in step 2, the National Committee provides the member country with the ability to build, gather and maintain a network of experts and practitioners interested in road transport activities at the regional and local level.

Not only can a National Committee provide an international platform for the member country, it also provides an opportunity for engagement with other National Committees from across the world. This unique and common goal of peak national bodies provides its members with access to networking and partnerships that can facilitate high-level networking and knowledge sharing.

**National Committees can help achieve key objectives in the following ways:**

- **Put into practice the relevant information collected through the World Road Association:**
  - Ø Action of the National Committee: disseminate (and translate if need be), in the language of the Country, appropriate information obtained at Congresses and other events organized by the World Road Association. Dissemination can occur through publications, national or regional conferences, and newsletters to members of the National Committee, etc.
- **Ensure national participation in the World Road Association activities:**
  - Ø Action of the National Committee: assist First Delegates and national experts on the World Road Association Committees in replying to international surveys. Greater involvement in the preparation of Congresses by providing information about the Country through the submission of National Reports.
- **Facilitate access to the World Road Association information for the entire national road community:**
  - Ø Action of the National Committee: circulate the Association's reports in the language of the Country. Create and maintain a Web-site to be used as a forum for experts representing the Country within the World Road Association Committees and the other members of the national road community.
- **Make the best of the World Road Association experience to improve national know-how:**
  - Ø Action of the National Committee: create working groups at the national level ("mirror committees"). It would be advisable that the leaders of these working groups be the representatives of their Country on the World Road Association Committees. Work for the dissemination of knowledge in close cooperation with the Technology Transfer Centre, if any.
- **Derive maximum benefit from personal contacts made through the World Road Association:**
  - Ø Action of the National Committee: invite experts to participate in the Technical Committees and Working Groups, use the facilities provided by the Association including the World Road Association Terminology databank and the Virtual Library of the Association. Promote exchanges with other international or regional organizations.

## 4. STEP 4: HOW TO ESTABLISH A NATIONAL COMMITTEE?

The National Committee can take different forms. Some are associated with the national road administration, but many are independent associations often with strong ties to the private sector. Each type of a National Committee will develop specific strengths while providing advantages to its members.

### 4.1. Recognition of an existing national organization acting as a National Committee

The lessons learnt from many countries having no National Committee, but in which there is an active road association at the national level, is that it is most efficient to engage in a partnership with an existing organization, which will also act as a National Committee. This strategy brings benefits to both parties, such as:

- for the national organization, it brings the prospect of an international opening and recognition,
- for the World Road Association, it brings the opportunity to rely immediately on a stable and active existing organization and a solid membership base.

Thus, the recognition of an existing organization acting as a National Committee is encouraged by the Association.

Rights and responsibilities that both parties commit themselves to are formalized in a Memorandum of Understanding (MoU). This process is outlined below.

#### Standard MoU framework

A draft MoU is included as *Appendix 1* to this document. Two items are to be noted:

- the MoU is signed with the agreement of the First Delegate(s) of the Country in question.
- the management of membership fees is optional. When the existing organization is in a position to manage membership fees, an amendment will stipulate the rules for the sharing of fees and the transfer of funds to the General Secretariat, in accordance with the Blue Guide.

#### **Process**

1. After initial contacts between the General Secretariat, the First Delegate and key stakeholders of the Country concerned, preliminary discussions based on the standard MoU framework will take place.
2. The representative of National Committees on the World Road Association Executive Committee and the General Secretariat will review the Statutes and the internal Rules of the organisation applying to act as a National Committee to make sure that their intents are in accordance with the spirit and values of the World Road Association, and that it is compatible with the activities of a National Committee.
3. The executive committee (or equivalent) of the organisation applying to act as a National Committee shall approve the draft MoU.
4. The representative of National Committees on the World Road Association Executive Committee shall report to the Executive Committee and suggest that they endorse the draft MoU
5. The MoU shall be signed by:
  - the Chairman of the national or regional organization,
  - the First Delegate of the Country concerned,
  - the President and Secretary General, on behalf of the World Road Association.

## 4.2. Alignment or merge of an existing National Committee and an existing national organisation

In light of the fast changing world in which we live and the pressures that all organizations are under to deliver efficiencies, it may be possible for an existing National Committee to merge with a national organisation in order to create a sustainable and affordable National Committee at the same time as taking the penetration and influence of the World Road Association to a new level within the Country.

The process for formalisation is the same as above except that the Chairman of the National Committee concerned will also be engaged in the discussions.

Furthermore, the following three principles will be observed:

- the arrangements in respect of fees will be such that the Association is not disadvantaged and that a betterment of income is identified and sustained into the future.
- the “members by association” (i.e. the members of the national association who are not full members of the World Road Association) will be able to receive electronic information and circulars from the Association, but will not enjoy the benefits of full members of the World Road Association such as the free copy of Routes/Roads, discount rates to the sale of publications, for registration to congresses, seminars and other events organised by the World Road Association.
- those national members wishing to become members of a Technical Committee of the World Road Association, will, as historically, need to be Collective or Government members of the Association, or individual member for research institutions.

## 4.3. Creation of National Committees as a new national organization

Creating a new national organization as a National Committee imposes few administrative constraints, as it is up to each National Committee to set its own rules and make local adjustments. However, the formalization of certain statutory operating rules facilitates collaboration between the two parties.

Several essential points are indicated below:

- First Delegates and key stakeholders are free to choose the status (official or not) and composition of the National Committee;
- The Statutes of a National Committee must be consistent with the Statutes of the World Road Association; they must also comply with the Country’s legislation respecting non-profit organizations.
- The Statutes of each National Committee should be approved by the Executive Committee to ensure that they are consistent with the Association’s aims.
- As an optional function, the Association’s National Committees can collect the membership fees of collective and individual members in their Country. Generally, this function is fulfilled by the National Committees that have a significant number of members. The management of collective and individual membership fees by the National Committee will be formalized in a signed agreement with the General Secretariat.

If the National Committee is formed *ex nihilo*, it is recommended to follow the advice set out in *Appendix 2*.

The General Secretariat of the World Road Association and the Representative of National Committees on the Executive Committee can provide assistance to the First Delegate in establishing a National Committee.

## 5. IN A NUTSHELL

**The main benefits of creating a National Committee can be summarized as follows:**

- the circulation/dissemination of the World Road Association 's products and knowledge to achieve a faster implementation of best practices
- advantages to the national road community of the benefits derived from their Government's participation in the World Road Association;
- ensured continuity of the World Road Association activities at the national level through the corporate memory of the National Committee;
- increased knowledge transfer in terms of both quality and quantity;
- better utilization of professional resources;
- better utilization of economic resources for roads and transportation.

**Once established, this unique partnership with the World Road Association will provide the National Committee with:**

- participation in the World Road Association Council meetings with a voting right,
- participation in the annual meeting of the Conference of National Committees,
- ability to promote the activities of the National Committee in the quarterly electronic newsletter of the National Committees,
- access to the members area of the Associations' website,
- receipt of three free copies of the Routes/Roads magazine and one copy of all reports published in printed or electronic format,
- reduced price for the purchase of publications sold by the Association,
- creation of a link to the website of the National Committee from the Associations website.



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For further information, please contact:

- Ø the General Secretariat: [info@piarc.org](mailto:info@piarc.org)
- Ø the Representative of the National Committees, Mr. Bojan LEBEN:  
[bojan.leben@zag.si](mailto:bojan.leben@zag.si)

## APPENDIX 1: EXAMPLE OF A MEMORANDUM OF UNDERSTANDING FOR THE RECOGNITION OF AN EXISTING ORGANISATION AS ACTING AS A NATIONAL COMMITTEE OF THE WORLD ROAD ASSOCIATION

### Memorandum of Understanding between the World Road Association and {National Committee's name}

Whereby:

the World Road Association/PIARC, hereafter referred to as the World Road Association, established in 1909 as a non-political, non-profit organization aims to develop international cooperation and foster progress in the area of roads and road transport;

{National Committee's name}, hereafter referred to in the following paragraphs as {National Committee's abbreviation}, is an organization {brief description of the organization};

{National Committee's abbreviation} is an exchange forum gathering the main entities of the public and private road sector in {Country's name};

The missions and activities of {National Committee's abbreviation} as translated in the statutes of {National Committee's abbreviation}, are in accordance with, at a national level, those of the World Road Association and are implemented in accordance with the spirit and values of the World Road Association, i.e. objectivity and impartiality;

{Country's name} became a member of the World Road Association in {year of entry into the World Road Association/PIARC } and has paid its government subscription as at the year of signature of this MoU;

Both parties agree on the following:

#### **Article 1. Purpose of the MoU**

The purpose of the MoU is to define the terms whereby {National Committee's abbreviation} is recognized by the World Road Association as acting as the National Committee of the World Road Association for {Country's name}.

#### **Article 2. {National Committee's abbreviation} acting as a National Committee of the World Road Association**

As a National Committee of the World Road Association, {National Committee's abbreviation} agrees to carry out the tasks listed in article 2.1. In exchange, the World Road Association grants to {National Committee's abbreviation} the benefits listed in article 2.2.

### **2.1. Tasks undertaken by {National Committee's abbreviation}**

{National Committee's abbreviation} agrees to carry out the following tasks:

- disseminate to a national audience information provided by the World Road Association;
- disseminate to an international audience, through World Road Association, national or regional information about roads and road transport;
- assist the First Delegate of {Country's name}:
  - by identifying and suggesting experts who will participate in the activities of technical committees and working groups of the World Road Association, and then bring support to those experts;
  - by contributing views and national reports related to the activities of the World Road Association, and at its request.
- bring support –without financial commitment—to the organization and promotion of events such as seminars, hosting technical committee meetings or other World Road Association events in {Country's name}.
- promote in {Country's name} World Road Association membership of individual and collective members.

In the case where {National Committee's abbreviation} would provide the management of the World Road Association membership fees on the World Road Association's behalf, an appendix to this MoU would be added in order to define the practical details.

### **2.2. Benefits brought by the World Road Association to {National Committee's abbreviation}**

{National Committee's abbreviation} acting as National Committee of the World Road Association for (Country name) benefits from the following rights and advantages:

- participation in the Council meetings of the World Road Association with a voting right,
- participation in the annual meeting of the Conference of the National Committees of the World Road Association,
- access to the members area of the World Road Association website granted to the Chairman and Secretary General of {National Committee's abbreviation},
- receipt of three free copies of the Routes/Roads magazine and one copy of the World Road Association reports published in printed or electronic format,
- reduced price for the purchase of publications sold by the World Road Association,
- possibility to promote the activities of {National Committee's abbreviation} in the electronic letter of the National Committees of the World Road Association,
- creation of a link to the website of {National Committee's abbreviation} from the World Road Association website.

The rights and benefits granted to {National Committee's abbreviation} acting as a National Committee will be automatically updated as changes occur in the Statutory documents of the World Road Association for National Committees and organizations recognized as acting as a National Committee.

### **Article 3. Annual Activity Report**

{National Committee's abbreviation} commits itself to prepare every year, for the annual meeting of the Conference of National Committees, and at the request of the National Committee representative on the Executive Committee of the World Road Association, an annual Activity Report presenting the activities undertaken by {National Committee's abbreviation} acting as a National Committee over the past year.

**Article 4. Information on the statutory changes of the {National Committee's abbreviation}**

{National Committee's abbreviation} commits to inform the General Secretariat of the World Road Association of any modification made to the Statutes and Internal Rules of {National Committee's abbreviation} and provide the related documents, so that the World Road Association can make sure that the changes made are not contradictory to the World Road Association values and do not hinder the missions of the National Committee.

**Article 5. Termination of this MoU**

**5.1 Termination at the initiative of {National Committee's abbreviation}**

{National Committee's abbreviation} may ask any time for the termination of the current protocol, by decision of its Executive Committee. This should be notified to the General Secretariat of the World Road Association by registered letter.

**5.2 Termination at the initiative of the World Road Association**

The World Road Association, by decision of its Executive Committee, may terminate this MoU, by notifying the general secretariat of {National Committee's abbreviation} by registered letter, for one of the following reasons:

- the changes made to the Statutes and Internal Rules of {National Committee's abbreviation} are such that {National Committee's abbreviation} is in contradiction with the values of the World Road Association, or hinder the missions as a National Committee;
- failure to provide an annual activity report or the fact that over two consecutive years, the level of activity was insufficient with regard to the commitments stipulated in article 2.1.

**Article 6. Duration of the MoU**

This MoU shall come into effect as of the date of signature.

It may be complemented or modified by endorsement, upon decision of the executive committee of both parties.

The MoU remains in effect as long as one or the other party has not terminated it in accordance with Article 5.

Signed _____  ZZZZ Chairman of XXXXX Date and place	Signed _____  XXXXXX President of the World Road Association  Date and place
Approved by:  WWWWW (country)'s First Delegate to the World Road Association  Date and place:	Signed _____  YYYYY Secretary General of the World Road Association  Date and place

## APPENDIX 2: GUIDANCE FOR DRAWING UP THE STATUTES OF A NATIONAL COMMITTEE OF THE WORLD ROAD ASSOCIATION

If a National Committee of the World Road Association is formed *ex nihilo*, it is recommended to follow the advice set out hereafter:

### Matters to be covered in the Statutes

- Brief description of the World Road Association and its Goals (as a preamble).
- Declaration of the formation of the National Committee: it generally sets forth the official name of the Committee, its address, its effective date of formation, any necessary references to the law under which it is established and the statutory or regulatory authorities governing its formation.
- Goals of the National Committee and activities that it intends to pursue.
- Identification of the categories of membership and definition of the conditions of membership and resignation. Definition of the rights and duties of the various categories of member.
- Functioning of the National Committee: definition of the various governing bodies (General Assembly, National Executive or Board of Directors), their composition, their respective responsibilities, their method of appointment, provisions respecting meetings, voting procedures, terms of office, and the nature and management of resources.
- Definition of the conditions for approval or amendment of the statutes and dissolution of the National Committee.

When the draft Statutes have been drawn up, they are submitted to the Secretary General of the World Road Association with an official request for the formation of a National Committee signed by the First Delegate of the Country concerned.

Upon the recommendation of the Representative of the National Committees on the Executive Committee, the formation of a World Road Association National Committee is sanctioned by a resolution of the Executive Committee.

The World Road Association will recognize a Country as a National Committee or equivalent organization if the Executive Committee has the assurance that the following conditions are carried out:

- to be officially approved by their government institution (the World Road Association member) as being qualified to act as a National Committee;
- to have an institutional structure allowing for a permanent liaison with the international activities of the World Road Association, in a coherent manner with the mission mandate of the Association and its respective principles;
- to actively circulate international information on the questions related to the field of roads within the national organizations, as well as with the collective members or personnel concerned.

## **Example of National Committee Statutes Plan (for information)**

### Preamble

#### 1. Part I: General

- Article 1: Formation of the National Committee
- Article 2: Official name
- Article 3: Aim
- Article 4: Relations with the World Road Association
- Article 5: Membership
- Article 6: Fees
- Article 7: Membership cancellations
- Article 8: Headquarters
- Article 9: Duration

#### 2. Part II: General Assembly – Composition – Organization

- Article 10: Composition of the General Assembly
- Article 11: Ordinary General Assembly
- Article 12: Special General Assembly
- Article 13: Minutes

#### 3. Part III: Board of Directors – Executive

- Article 14: Board of Directors
- Article 15: Resignation of elected members of the Board of Directors - Replacement
- Article 16: Executive of the organization
- Article 17: Powers of the Board of Directors
- Article 18: Meetings of the Board of Directors
- Article 19: Role of the members of the Executive
- Article 20: By-laws

#### 4. Part IV: Financial Administration

- Article 22: Resources of the organization
- Article 23: Budget
- Article 24: Accounting

#### 5. Part V: Amendment of Statutes

- Article 25: Amendment of the statutes
  - Article 26: Dissolution
  - Article 27: Competent authority
  - Article 28: Formalities
-