



WORLD ROAD ASSOCIATION PIARC

CONGRESS HANDBOOK

XXIVth World Road Congress

**Mexico City, Mexico
26-30 September 2011**



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*This document will be updated regularly
as new decisions are made*

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FOREWORD

The PIARC World Road Congresses held every four years are milestones in the activities of the association especially for the Technical Committees. The congresses give the opportunity to present and submit for discussion the result of the work carried out over the past three years, while Strategic Direction Sessions contribute to identify the topics for study for the following work cycle.

Organizing the World Road Congress is a complex operation involving coordination of many contributors, i.e. strategic theme coordinators; Technical Committees chairs, secretaries and members; organizing committee of the host country and related bodies; PIARC General Secretariat and other international organizations invited to take part in several sessions. All this is placed under the supervision of the PIARC Executive Committee and PIARC Council.

This « Congress Handbook » aims at providing coordination and guidelines to prepare the sessions of the 24th PIARC World Road Congress to be held in Mexico City in 2011. These guidelines come in addition to the day-to-day operating rules included in the PIARC Blue Guide.

This Handbook is intended to be read and used by all those in charge of organizing a session or part of a Congress session.

The calendar for decisions and deadlines for delivering the various congress documents has been developed so as to allow maximum time to prepare them. Meeting the deadlines is essential to make sure that the congress announcements and documents are produced in time. ***Your cooperation is requested to meet these deadlines strictly.***

The contents of the Handbook will be updated in the coming months as decisions are made on the topics of the various sessions. The guidelines on the format of documents will be presented in several appendices to this document.

Jean-François CORTÉ
Secretary General

1. General Framework

1.1. Dates, venue and Theme

Date	26-30 September 2011
Venue	Banamex Convention Centre Av. Del Conscripto 311, Col. Lomas de Sotelo Miguel Hidalgo 11200, Mexico Tel +52 (55) 5268 2000 Fax +52 (55) 5268 2004 Website www.centrobanamex.com
Theme	<i>Mobility, Sustainability and Development</i>

1.2. Overall Programme

Days	Morning	Afternoon
Day 1 (Monday 26 September)	Opening Session	Ministers' Session
Day 2 (Tuesday 27 September)	Half-day (1)	Half-day (2)
Day 3 (Wednesday 28 September)	Half-day (3)	Half-day (4)
Day 4 (Thursday 29 September)	Half-day (5)	Half-day (6)
Day 5 (Friday 30 September)	Half-day (7)	Closing Session

Technical Visits will be scheduled from Tuesday morning to Friday morning (included). Exhibition will be open from Monday afternoon till Friday noon.

1.3. Languages

The Congress languages will be **English, French and Spanish**. Simultaneous interpretation will be provided at all sessions.

Note: For the reports, please see Section 3 "Congress Reports"

1.4. Sessions

The Congress will offer three types of sessions:

- **Plenary Sessions**
 - Opening Session
 - Ministers' Session
 - Keynote Speeches
 - Closing Session
- **Main Sessions**
 - Strategic Direction Sessions
 - Technical Committee Sessions
 - Special Sessions
- **Other Sessions**
 - Presentation of papers of PIARC Prizes winners
 - National Committee's Session
 - Poster Sessions
 - Workshops

1.5. Publications

1.5.1 Documents for promotion and information

For the promotion of the Congress and for information, the following documents will be published:

- **Circular No.1** (First announcement, issued January 2010),
- **International call for National Reports and Individual Papers,**
- **Circular No. 2** (Second announcement), together with the Registration Form,
- **Congress Guide** (containing the final programme of the Congress).

"Circular No.1", "Circular No.2" and the "Congress Guide" will be prepared by the Mexican Organizing Committee in liaison with the PIARC General Secretariat.

The International call for National Reports and Individual Papers will be prepared by the PIARC General Secretariat.

All these documents need to be published both in electronic and printed forms to facilitate dissemination.

The Congress Guide should be prepared in printed format to be included in the congress bag for delegates while an electronic form will be included in the pre-proceedings CD-Rom.

1.5.2 Proceedings

The proceedings will be produced in CD-Rom format by PIARC General Secretariat:

- **Pre-proceedings**, available prior to the congress,
- **Proceedings**, available within 6 months following the congress.

1.5.3 Key dates for the publications

January 2010	Publication of "Circular No.1"
April 2010	International call for National Reports and Individual Papers
January 2011	Publication of "Circular No.2"
July 2011	Publication of the pre-proceedings including Congress Guide
March 2012	Publication of the proceedings

1.6. Websites

The Mexican Organizing Committee is responsible for establishing, maintaining and regularly updating the official website of the Mexico Congress.

The address of the Congress website is:

<http://www.piarcmexico2011.org>

or

<http://www.aipcrmexico2011.org>

This website will contain at least the following information in French, English and Spanish:

- General framework of the Congress, e.g. date, venue, languages, etc.
- Tentative programme,
- Information regarding the exhibition,
- Contact details of the Mexican Organizing Committee,
- Circular No.1 and No.2 and Congress Guide (when available),
- Call for papers (when available),
- Registration Form (when available),
- General information about Mexico and Mexico City.

It will be linked with PIARC website:

<http://www.piarc.org>

PIARC website home-page will display a link with the congress website.

2. Sessions

2.1. Plenary sessions

There will be three half-day plenary sessions, i.e.:

- **Opening Session**
- **Ministers' Session**
- **Closing Session.**

and 3 one-hour **Keynote Speeches.**

2.1.1 Opening Session (Monday, 26 September 2011, morning)

The opening session consists of the following addresses:

- Welcome speech by President of the Organizing Committee,
- Congress purpose and goals by President of the World Road Association,
- Address by Mexico's Secretary of State Secretaria de Comunicaciones y Transportes
- Opening speech by President of Mexico
- Presentation of the technical program by Secretary General of the World Road Association
- Awards of PIARC Prizes

2.1.2 Ministers' Session (Monday, 26 September 2011, afternoon)

The ministers' session provides opportunities for political decision makers and policy makers to exchange and share their views and experiences in a session chaired by the Minister for Communications and Transport of Mexico.

The session will deal with the topic: "**Sustainable mobility within social policy**".

The Government of Mexico and the Mexican Organizing Committee are in charge of preparing the Ministers' Session, with the assistance of the PIARC General Secretariat.

Participation of PIARC in this session is to be considered.

Official invitation letters to the relevant Ministers of PIARC member countries will be prepared and mailed by the Mexican Government **before the end of 2010.**

2.1.3 Keynote Speeches

From Tuesday to Thursday, every-day a one-hour keynote speech will take place on topical issues selected by PIARC in liaison with the host country.

2.1.4 Closing Session (Friday, 30 September 2011, afternoon)

The closing session consists of the following addresses and ceremonies:

- Congress highlights
- Introduction of next Strategic Plan (2012-2015)
- Invitation to coming congresses:
 - 14th International Winter Road Congress in Andorra (2014)
 - 25th World Road Congress in Korea (2015)
- Handover to the 25th World Road Congress
- Address by President of the World Road Association
- Closing remarks from the host country

2.2.MAIN SESSIONS

One half-day period will be granted for each of the following main sessions:

- 4 **Strategic Direction Sessions** (STA to STD)
- 18 **Technical Committee Sessions** (TCA.1 to TCD.4)
- 13 **Special Sessions.**

During each half-day period, up to 6 sessions will be held concurrently. Each half-day session will have a 3.5-hour period including a 30 min break:

- Morning sessions 9:00-10:30 - 11:00-12:30
- Afternoon sessions 15:00-16:30 - 17:00-18:30

2.2.1 Strategic Direction Sessions

The Strategic Direction Sessions, prepared and chaired by Strategic Theme Coordinators, are devoted to the four Themes of the PIARC Strategic Plan 2008-2011.

Aims

The Strategic Direction Sessions are to be:

- **cross-linking**; each Strategic Direction Session covers the areas of all Technical Committees belonging to the same Strategic Theme,
- **future-oriented**; topical road issues will be discussed; the purpose of these sessions is also to facilitate the identification of future activities of the Technical Committees after the Mexico City Congress,
- **open**; these sessions may include external contributions not only from Technical Committees belonging to other Strategic Themes, but also from keynote speakers outside PIARC.

The Strategic Direction Sessions should focus on the future prospects from a more political and strategic point of view and should NOT repeat the work of Technical Committees.

Conclusions of these sessions are aimed at defining the direction of the Technical Committee activities under the framework of the future Strategic Plan. After the Mexico City Congress and before the end of 2011, these sessions will be followed by a meeting of the Strategic Planning Commission so as to finalise the orientations of the works of Technical Committees for the following four-year period 2012-2015 and to start the Technical Committee activities as early as the beginning of 2012.

For the Strategic Direction Sessions, each Strategic Theme Coordinator may call for National Reports and individual papers in order to facilitate discussion from various points of views. Section 3.3 and Section 3.4 describe the National Reports and individual papers in detail respectively.

Format

The format of the Strategic Direction Sessions may include:

- a very brief summary of the Introductory Report emphasising the main trends and emerging topics of significant interest with regard to the Strategic Theme and the Strategic Direction Session topic in particular,
- presentations,
- panel and/or discussion with the audience,
- at the end of the session, a short summary by the Strategic Theme Coordinator.

During the Strategic Direction Sessions, substantial time should be devoted to discussion. Outside keynote speakers can be invited to participate. Special facilities can be provided such as payment by PIARC of costs related to the participation of keynote speakers, a professional facilitator, etc. as decided by the PIARC Council upon recommendation of the PIARC Executive Committee.

Main deadlines

The issues selected for the Strategic Direction Sessions will be agreed by the Executive Committee in **September 2009**.

For publication in the call for national reports and individual papers, the Chairs of the Strategic Direction Sessions will be requested to provide a description (max 400 words in one language) of the call for their session to the PIARC General Secretariat **before 31 January 2010**.

For publication in Circular n°2, the Chairs of Strategic Direction Sessions will be requested to forward to the PIARC General Secretariat a presentation (no more than 300 words in one language) of the content of their session **before 31 October 2010**.

For publication in the Congress Guide, the Chairs of Strategic Direction Sessions will be requested to forward to the PIARC General Secretariat the programme of their session **before 31 May 2011**. (Appendix 7)

Strategic Direction Sessions

Strategic Theme	Title of the Strategic Direction Session	Chair (Strategic Theme Coordinator)
STA Sustainability of the Road Transport System	Mitigating the impact of the road system on climate change	Hicham N'HAMMOUCHA (Morocco)
STB Improving Provision of Service	Delivering integrated transport modes and services to customers	Keiichi INOUE (Japan)
STC Safety of the Road System	A strategic approach for safety: putting knowledge into practice	Jeffrey PANIATI (USA)
STD Quality of Road Infrastructure	Managing road assets in the context of sustainable development and climate change adaptation	Gheorghe LUCACI (Romania)

2.2.2 Technical Committee Sessions

Technical Committees will hold one half-day session.

TC D2 will hold two half-day sessions with its 3 subcommittees.

A Technical Committee Session will be chaired by the Chairperson of the Committee.

The Technical Committee Sessions will include:

- a brief summary of activities carried out during the period of 2008-2011, highlighting the main productions. The session does not aim to make an exhaustive presentation of all activities carried out by the Technical Committee over the last four-year period, but rather to emphasize the essential outcome (PIARC technical reports in particular), and the progress achieved in the various areas studied by the Technical Committee;
- a discussion, introduced by the introductory report, on a topic linked to the state-of-the-art in the specific field of the Technical Committee. This discussion is intended to be prospective;
- a discussion on the future directions of Technical Committees based on the discussion at the Strategic Direction Sessions, the suggestions made by the outgoing Technical Committee and the outcome of the above mentioned discussion.

As an additional input to the preparation of sessions, Chairpersons of Technical Committees can make an international call for individual papers. Section 3.4 describes individual papers in detail.

Main deadlines

For publication in the call for individual papers, the Chairs of the Technical Committees will be requested to provide a description of the call for individual papers (max 200 words in one language) to the PIARC General Secretariat **before 31 January 2010**.

For publication in Circular n°2, the Chairs of the Technical Committees will be requested to forward to the PIARC General Secretariat a presentation (no more than 300 words in one language) of the content of their session **before 31 October 2010**.

For publication in the Congress Guide, the Chairs of the Technical Committees will be requested to forward to the PIARC General Secretariat the programme of their session **before 31 May 2011**. (Appendix 7)

Technical Committee Sessions, in accordance with the four Strategic Themes

Technical Committee Sessions		Strategic Theme		
TC A.1	Preserving the Environment	STA	Sustainability of the Road Transport System	
TC A.2	Financing, Managing and Contracting of Road System Investment			
TC A.3	Road System Economics and Social Development			
TC A.4	Rural Road Systems and Accessibility to Rural Areas			
TC B.1	Good Governance of Road Administrations	STB	Improving Provision of Services	
TC B.2	Road Network Operations			
TC B.3	Improved Mobility in Urban Areas			
TC B.4	Freight Transport and Inter Modality			
TC B.5	Winter Service			
TC C.1	Safer Road Infrastructure	STC	Safety of the Road System	
TC C.2	Safer Road Operations			
TC C.3	Managing Operational Risk in Road Operations			
TC C.4	Road Tunnel Operations			
TC D.1	Management of Road Infrastructure Assets	STD	Quality of Road Infrastructure	
TC D.2	Road Pavements			
	Sub-committees			
	<i>D.2.a.</i>			<i>Road surface characteristics</i>
	<i>D.2.b</i>			<i>Flexible and semi-rigid pavements</i>
	<i>D.2.c</i>			<i>Concrete pavements</i>
TC D.3	Road Bridges			
TC D.4	Geotechnics and Unpaved Roads			

Strategic Theme Coordinators and Committee Chairs and Secretaries are listed in **Appendix 1**. Their contact details are available on the PIARC Website.

2.2.3 Special Sessions

The Special Sessions are designed to consolidate PIARC's relationships with other international and regional organizations active in the field of road and road transport.

These sessions should address topical issues which are different from those dealt with by Technical Committees and Strategic Direction Sessions,

These sessions are prepared by PIARC General Secretariat.

Selection process

The Special sessions are to be approved by the Executive Committee, based on proposals from the Strategic Planning Commission. The process of selection is as follows:

- **October 2009:** A call for proposals by the Secretary General among the members of the Executive Committee, Strategic Planning Commission and the chairs of the Technical Committees and National Committees.
- **February 2010:** Selection of the Special Sessions by PIARC Executive Committee.

Main deadlines

For publication in Circular n°2, the PIARC General Secretariat will prepare a presentation (no more than 300 words in one language) of the content of these sessions **before 31 October 2010**.

For publication in the Congress Guide, the PIARC General Secretariat in liaison with the Chairs of the Special Sessions will be requested to produce the programme of these sessions **before 31 May 2011**. (Appendix 7)

Topics of the special sessions

1. Sustainability of road transport. Where are we heading, how do we assess sustainability?
2. What are the perspectives for road transportation systems in different parts of the world?
3. Integration of road networks and other surface transport modes at continent level and modal shift
4. Large cities: integration of the surface transport modes and their interaction
5. Sustainable rural roads networks
6. Transport and land use planning - How well integrated are they?
7. Performance-based management of the road transport system
8. Good governance and integrity
9. Road safety: The UN Decade of action
10. Practical experiences in Public – Private Partnerships (PPPs) in the road sector
11. Road User Charging Schemes - lessons learned and future prospects
12. Intelligent Transport Systems (ITS) for safer and more efficient traffic management
13. Future of automobile transport (technology and usage) and its impacts on road infrastructure design and operations.

2.3. Other sessions

2.3.1 Poster Sessions

Posters of Technical Committees

The posters of Technical Committees summarize activities and introduce the products of the Technical Committees to delegates. These posters will be displayed throughout the congress. The Poster will be produced in 3 languages: English, French and Spanish. Technical Committees are responsible for translations. The General Secretariat will provide the format of the posters and will take care of their production. **Appendix 9** shows guidelines for these posters.

The content of the posters prepared by the Technical Committees should be sent to the PIARC General Secretariat **before 28 February 2011**.

Posters of accepted individual papers

All the authors of accepted papers will have the opportunity to present a poster during the congress at least for half a day.

The PIARC General Secretariat will be responsible for planning the poster sessions.

In the letter of acceptance, the PIARC General Secretariat will notify the authors of this opportunity and authors will be requested to advise PIARC General Secretariat if they will present a poster **before 31 July 2011**.

Appendix 10 contains the guidelines related to the posters of individual papers.

2.3.2 Presentation by PIARC National Committees

National Committees will host a session for presenting their activities. This session will be divided into 3 sub-sessions in each official language, English, French and Spanish, and each session will be held consecutively.

This session will be open to the public and scheduled on Thursday 29 September Afternoon.

2.3.3 Presentation of papers of PIARC Prizes winners

The presentation of papers of PIARC Prizes winners is scheduled on Tuesday 27 September Afternoon.

2.3.4 Presentation on PIARC Pavilion

The presentation on PIARC Pavilion is scheduled on Monday 26 September.

2.4. Meetings

2.4.1 Meeting of all session chairs with General Secretariat and Congress organizers

The PIARC General Secretariat will host a meeting for all session chairs. At the meeting, practical information on how to organize sessions, such as interpretation, audiovisual aids and preparation of the conclusions, will be presented.

This session is scheduled on Sunday 25 September, 15:00 – 17:00, (in Centro Banamex: Room to be decided)

2.4.2 Preparatory Meeting for the sessions

The preparatory meeting for each session is scheduled in advance to the session (Please see the table attached to the next item)

2.4.3 Meeting of incoming and outgoing Technical Committees Chairs and Secretaries, Strategic Theme Coordinators and General Secretariat

The PIARC General Secretariat will host a meeting of incoming and outgoing Technical Committees Chairs and Secretaries and Strategic Theme Coordinators.

This session is scheduled on Friday 30 September (after the closing session, 16:00 – 17:30, in Centro Banamex: Room to be decided),

2.5. Programme of the congress

- Three plenary sessions, i.e. "Opening Session", "Ministers' Session" and "Closing Session", are scheduled on Monday morning, Monday afternoon and Friday afternoon, respectively,
- Four Strategic Direction Sessions are to be scheduled on the basis of "one session per half-day",
- Technical Committee Sessions are scheduled after the related Strategic Direction Session as far as possible,
- Presentation of activities of National Committees on *Thursday 29 Afternoon*
- The Meeting for Technical Committee Chairs and Secretaries is scheduled on Sunday afternoon,
- Technical visits are scheduled everyday from Tuesday morning to Friday morning,
- The Congress Dinner is scheduled on Thursday evening.

Tentative Programme of the Congress

Venue		Palacio de Valparaiso 3	Palacio de Valparaiso 2	Palacio de Valparaiso 1	Casa Montejo 1,2	Casa Montejo 3,4	Palacio de Iturbide 2,3	Casa del Diezmo	Palacio de la Canal 4	
		1 632	952	896	432	432	480	225	104	
Monday 26	morning	Opening session 9:00-13:00								
	Afternoon	Ministers' session 15:00-17:30								
		Welcome Reception 17:30-21:00								
Tuesday 27	morning 9:00-12:30		STA	SP 9 Road Safety - UN Decade of action	B5	SP 8 Good Governance	SP3: Integration of road transport and other modes			
		Keynote speech 12:40-13:30								
	Afternoon 15:00-18:30	<i>Presentation of papers of PIARC Prize winners</i>	A3*	STC	SP4: Large cities	SP 7: Performance based management	SP 5 Rural Roads			
Wednesday 28	morning 9:00-12:30		A2	C1	STB	SP1: Sustainability of road transport	SP6: Transport and land use planning	HDM4 workshop		
		Keynote speech 12:40-13:30								
	Afternoon 15:00-18:30		A1*	C2	B1	STD	SP2: Perspectives for transportation system	Airfield pavement workshop		
Thursday 29	morning 9:00-12:30		A4	C3	B2	D2 (1)	D3	Airfield pavement workshop	HDM4 specialized workshop for users	
		Keynote speech 12:40-13:30								
	Afternoon 15:00-18:30	National Committee		SP10: PPP	C4	B3	D2(2)	SP13: Future of automobile		
		15:00-16:00- English Session	16:00-17:00- French Session							
		Congress Dinner 20:00-23:00								
Friday, 30	morning 9:00-12:30	<i>Preparation of closing session</i>	SP 11: User charging	SP12: ITS and traffic management	B4	D1	D4			
	Afternoon	Closing session 14:00-15:30								

Tentative Programme of the preparatory meetings

Venue		Casa del Diezmo	Palacio de la Canal 3	Palacio de la Canal 4	Palacio de la Canal 5	Palacio de la Canal 6
		225	104	104	104	104
Monday 26	morning					
	Afternoon	STA	B5 15:00-17:00 STC 17:30-19:00	B1 13:00-17:00 A3 17:30-19:00	C1	C2 13:00-17:00
Tuesday 27	morning 9:00-12:30		B3 10:00-13:00		D2 9:00-13:00	
	Afternoon 15:00-18:30	STB 13:00-15:00	A2 13:00-17:00	A1 13:00-15:00	D2 14:00-18:00	D1 14:00-18:00
Wednesday 28	morning 9:00-12:30		C3 9:00-11:00	C4 9:00-12:00	STD 9:00-10:30 A4 11:00-13:00	D3 9:00-11:00
	Afternoon 15:00-18:30		B2 14:00-18:00	C4 13:00-17:00	B4 14:00-17:00	
Thursday 29	morning 9:00-12:30		D4			D1 9:00-13:00
	Afternoon 15:00-18:30		B3 14:00-17:30	A4 17:00-19:00		
Friday, 30	morning 9:00-12:30		B5 9:00-12:00			
	Afternoon 16:00-17:30					

3. TECHNICAL DOCUMENTS OF THE CONGRESS

3.1. *Introductory Reports*

3.1.1 General

Introductory Reports provide introduction to the discussion at the sessions. The Chairs of main sessions (Strategic Direction and Technical Committee sessions) are responsible for the preparation of the Introductory Report for each session.

3.1.2 Contents

Introductory Reports should point out to topics about which no clear-cut conclusions exist, or topics for which the conclusions made are questionable.

The title of Introductory Reports is that of the session. The reports should include the following parts, in this order:

- executive summary (what is at stake? what is proposed?) in **500 words maximum in one language**,
- contents,
- list of the members who have contributed to drafting the report (name and country only),
- text of the report,
- bibliographical references,
- draft conclusions (possibly with options) to be approved by the Congress.

In addition, the Introductory Reports for the Strategic Direction Sessions should include the main points of the National Reports if they are used for the Strategic Direction Session.

3.1.3 Format

Introductory Reports are published in English, French and Spanish. Technical Committees are responsible for translations.

As for general drafting rules, please refer to **Appendix 4**.

Strategic Direction sessions

The ***maximum number of pages in one language is 40*** for a half-day session. A page can contain up to 500 words. Taking account of the pages for the title, summary, table of contents, references, conclusions and illustrations, the text of the Introductory Report for a Strategic Direction Session is limited to approximately 12,000 words in one language.

Technical Committee sessions and other sessions

The ***maximum number of pages in one language is 20*** for a half-day session. A page can contain up to 500 words. Taking account of the pages for the title, summary, table of contents, references, conclusions and illustrations, the text of the Introductory Report for these sessions is limited to approximately 6,000 words in one language.

The final draft of the Introductory Reports should reach the PIARC General Secretariat at the dates below:

- Introductory Reports for **Technical Committees, and Special Sessions; before 31 January 2011**,
- Introductory Reports for **Strategic Direction Sessions; before 31 March 2011**.

The Introductory Reports will be distributed to the Congress delegates as a part of pre-proceedings.

3.2.PIARC Activity Report 2008-2011

3.2.1 General

This report is to present an overview of PIARC activities for 2008-2011.

3.2.2 Contents

The PIARC Activity Report 2008-2011 will consist of:

- The core part prepared by the PIARC General secretariat with the contributions from the different Commissions, presenting the different main features of the activities of the Association for 2008-2011;
- A set of activity reports from all Technical Committees for 2008-2011.

The Technical Committee activity reports should contain:

- the list of Committee members having contributed to the activities,
- the work programme and organization,
- the productions (publications, seminars and participation to other events),
- bibliographical references.

A foreword by the Strategic Theme Coordinator will be inserted as an introduction to the report on activities of the Technical Committees, grouped according to the Strategic Plan.

3.2.3 Format

The PIARC Activity Report 2008-2011 is to be published in English, French and Spanish. Technical Committees are responsible for translations. As for general drafting rules, please refer to the **Appendix 5**.

The ***maximum number of pages for a Committee Activity report is 20*** in one language. One page can contain up to 500 words. Taking account of the pages for the title, references and illustrations, the text of the report for each Committee is limited to approximately 6,000 words in one language.

All Technical Committees activity reports should reach the PIARC General Secretariat **before 31 March 2011**.

The PIARC Activity Report 2008-2011 will be distributed to the Congress delegates as a part of the pre-proceedings.

3.3. National Reports (Only for the Strategic Direction Sessions)

For the Strategic Direction Sessions, the Strategic Theme Coordinators may call for National Reports.

National Reports are a tradition, which has contributed to PIARC's reputation. The reports offer the opportunity to all member countries to express themselves, bearing in mind that not all member countries are represented on Technical Committees.

National Reports should be concise and describe successful or unsuccessful experiences. The content of the "National" Report may refer to the federal, state or even regional level.

The text of all the call for National Reports will be circulated to the First Delegates and the National Committees of member countries by the PIARC General Secretariat in April 2010. Member countries have about six months (April to October 2010) to answer if they wish to do so.

For this purpose, the texts of the call for National Reports prepared by the Strategic Theme Coordinators should reach the PIARC General Secretariat **before 31 January 2010** (see 2.2.1).

There is no specific format for the National Reports. For each PIARC Strategic Theme, a country can choose to address all or only part of the issues raised in the call for National Reports.

The content should:

- be original and unpublished before the Congress,
- refer to the federal, state or regional level,
- deal with topics that present new information that would be of interest to the world road community,
- not include any advertising nor any paragraph of a commercial or political nature (the PIARC General Secretariat reserves the right to delete such paragraphs).

Authors can prepare reports representative of the federal, national, regional or local level. When reports are drafted by a regional or local entity, this should be mentioned at the beginning of the report.

Contributions to different Strategic Themes should be presented in separate reports (one National Report per Strategic Theme).

The recommended maximum length for each National Report is 15 pages (approximately 8,000 words). Please pay attention to the size of any digitized illustrations in order to limit, whenever possible, the total size of the electronic file to 1Mo.

The National Reports shall be submitted to the PIARC General Secretariat in **both English and French** (a Spanish version may also be submitted in addition to those in English or French) **before 31 October 2010** to allow the Strategic Theme Coordinators to prepare their Strategic Direction Sessions and draft their own Introductory Reports.

For drafting National Reports, general rules will be attached to the text of the call for National Reports circulated to member countries (see **Appendix 2**). In addition, specific guidelines for drafting may be added by the Coordinator.

The National Reports will be distributed to Congress delegates as a part of pre-proceedings.

3.4. Individual Papers

As an additional input to the preparation of sessions, Chairpersons of Technical Committees and Strategic Theme Coordinators can make an international call for individual papers.

Individual papers accepted in a World Road Congress must be of high quality and original.

The Chairs of Technical Committees and Strategic Theme Coordinators may choose from the following alternatives:

- select papers from abstracts received after the call for papers,
- invite speakers directly without call for papers,
- combine the above options,
- make no call for papers.

The international call for individual papers will proceed as follows:

- Chairs of Technical Committees and Strategic Theme Coordinators wishing to make a call for papers will forward the text of their call for individual papers to the PIARC General Secretariat **before 31 January 2010**; the text should include the list of topics open for individual papers and contain **no more than 200 words in one language** for each session;
- The international call for individual papers will be available on-line in **April 2010**;
- Authors will be requested to send in their abstracts in preferably **both English and French** to the PIARC General Secretariat **before 30 September 2010**;
- The Technical Committees and the Strategic Theme Coordinators will review and select abstracts. Decisions will be notified to the authors before **15 November 2010** together with guidelines for drafting the full text of individual papers.

Appendix 3 presents the general format of the.

- Authors should send in the full text of their papers to the PIARC General Secretariat **before 28 February 2011** in **either English or French** (they may send a Spanish version as well if desired). ***This deadline also applies to the papers of invited speakers.***
- The PIARC General Secretariat shall forward to each session Chair ***for review*** a copy of the individual papers as soon as they reach the Central Office.
- Decision regarding acceptance and presentation (oral presentation or poster) of the papers will be notified to the authors **before 15 May 2011** together with the guidelines for preparation of the posters and of the oral presentations.

The individual papers will be distributed to Congress delegates as a part of pre-proceedings, for those which reached the PIARC General Secretariat before 31 May 2011. Otherwise they will be included in the final proceedings.

3.5. General Report

The General Report is a comprehensive summary which reflects the results of the work of the World Road Association since the Paris Congress and the conclusions of the discussions in the Congress sessions of Mexico. It reflects the views of the Association.

The draft of the General Report is prepared by the host country. The host country will nominate a General Reporter.

Preparation of the draft General Report should start sufficiently before the Congress (e.g. from around the beginning of 2011). The draft General Report will be submitted, before the Congress, to the Strategic Planning Commission for consideration.

For every session of the congress, the Mexican Organizing Committee will appoint a young professional as technical secretary of the session. This responsibility will be to produce a brief report of the main aspects of the discussions of the session.

During the Congress, the General Reporter will be in charge of collecting conclusions of all the sessions. Should contradictory conclusions arise from different sessions the General Reporter shall contact the Chairpersons of the sessions concerned.

Immediately after the Congress, the revised version of the General Report will be sent for validation to the chairpersons of the congress (for what is of concern to them) and to the Secretary General before it is forwarded to the Strategic Planning Commission for review and amendments if necessary. The final draft must be ready, in English and French, **before 15-November 2011.**

The General Report will be published in the January 2012 issue of the Association's magazine Routes/Roads (in English and French) and as a part of the final proceedings (in English, French and Spanish) in March 2012.

3.6. Detailed conclusions of the Sessions

Shortly after each session, ***on the site of the Congress***, all Chairs of sessions will hand in to the General Reporter and the PIARC General Secretariat the final text of their approved conclusions in **both English and French** (they may send a Spanish version as well if they wish so). Conclusions should be drafted carefully, short and clear cut, which explains why they should be prepared in advance. They should be **future-oriented**.

It is recommended that conclusions include three parts maximum:

- the first part for decision makers (Minister, Head of Road Directorate, etc.),
- the second part devoted to technical aspects,
- the third part to the attention of international road organizations and the World Road Association itself.

The text of conclusions from a Technical Committee Session or a Strategic Direction Session should **not exceed 1,000 words in one language** (approximately two pages).

3.7. Key timings for preparing the congress

2009	Timing	Topic	Responsible
	August 2009	Review of Congress registration fees	Com Finances
	September 2009	Selecting topics for the strategic direction sessions	SP Com
		Approving the general outline of the Congress	Ex Com + Council
		Approving congress registration fees	Ex Com + Council
	October 2009	<i>Call for proposal for special sessions</i>	GS

2010	Timing	Topic	Responsible
	January 2010	Publication of "Circular No.1"	Mexican Organizing Committee
	31 January 2010	Deadline: text of call for National Reports and individual papers should reach the General Secretariat	ST Coordinators and Technical Committees
	February 2010	Selecting topics for the special sessions	SP Com + Ex Com
		Approval of text of call for National Reports and individual papers	
		Selecting the topic for the ministers' session	
	April 2010	<i>International call for individual papers and National Reports</i>	GS
	30 September 2010	Deadline: abstract of individual papers should reach Gen. Secretariat	Authors
	October 2010	Appointing the Congress General Reporter	Ex Com on nomination of host country
		Setting up the international jury of PIARC Prizes competition	Ex Com, on proposal of CIR Com
		Setting budget for Strategic Direction Sessions and Special Fund to facilitate participation in Congress	Ex Com + Council
	31 October 2010	Deadline: National Reports should reach General Secretariat	Member countries
		Deadline: short text presenting sessions for Circular n°2 should reach General Secretariat	ST Coordinators, Technical Committees, Chairs of other sessions
	15 November 2010	Deadline: acceptance notification of abstracts of individual papers sent to authors	Technical Committees and ST Coordinators

2011	Timing	Topic	Responsible
	January 2011	Publication of "Circular No.2"	Mexican Organizing Committee
	31 January 2011	Deadline: full text of "Introductory Reports" to Technical Committee Sessions should reach the General Secretariat	Technical Committees and other session chairs
	March 2011	Programme of opening and closing sessions	SP Com + Ex Com
		Programme for newcomers session	CIR Com + Ex Com
	28 February 2011	Deadline: the full text of individual papers should reach Gen. Secretariat	Authors
		Deadline: content of the posters prepared by the Technical Committees should reach Gen. Secretariat	Technical Committees
	31 March 2011	Deadline: full text of "Activity Reports" should reach Gen. Secretariat	President, ST Coordinators, Technical Committees, GS
		Deadline: full text of "Introductory Reports" to Strategic Direction Sessions should reach Gen. Secretariat	ST Coordinators
	15 May 2011	Deadline: acceptance notification of individual papers	Technical Committees
	31 May 2011	Deadline: programme of the sessions for the Congress Guide should reach Gen. Secretariat	ST Coordinators, Technical Committees, Chairs of other sessions
	15 July 2011	Announcement of results of PIARC Prize Competition	International Jury
	July 2011	Publication of pre-proceedings	GS + Mexico Organizing Committee
	31 July 2011	Deadline: information on presentation of posters of accepted individual papers should reach Gen. Secretariat	Authors
	26-30 Sept. 2011	XXIVth World Road Congress (Mexico City)	

2012	Timing	Topic	Responsible
	January 2012	Release of "Routes/Roads" issue entirely devoted to the Paris Congress	GS
	March 2012	Publication of the final Congress proceedings	GS

4. PROCEEDINGS

The proceedings are prepared by the PIARC General Secretariat.

4.1.Pre-Proceedings

The pre-congress publication aims to provide a summary of PIARC activities, reports/papers to the sessions as well as practical information of the Congress. CD-Rom will contain:

- Technical documents:
 - Introductory Reports to the sessions
 - PIARC Activity Report
 - National Reports
 - individual papers
- The Congress Guide and other related information.

This pre-congress publication will be produced 2 months ahead of the congress and be available to delegates prior to the congress.

4.2.Proceedings

“Proceedings” will include the following contents in addition to the contents of “Pre-Proceedings”:

- Visuals of the oral presentations
- Report from the Plenary sessions
- General Report
- Report on Exhibition
- Daily bulletins
- List of participants.

Appendix 6 summarizes the contents of the pre-processing and the proceedings.

In addition, the January 2012 issue of the magazine "Routes/Roads" will be entirely devoted to the sessions of the Mexico City Congress, just like the issue No. 336/337, January 2008, for the Paris Congress in 2007.

5. PIARC PRIZES 2011

PIARC is organizing a new edition of the PIARC Prizes competition for the XXIVth World Road Congress in 2011. The aim of this competition is to highlight the road sector in general and the World Road Association-PIARC in particular.

PIARC Prizes will be awarded among individual contributions as result of the call for papers for the congress. Process of selection is to be determined by the Commission on Communication and International Relations.

Prior to the Mexico Congress, the result of the competition will be announced before **15 July, 2011** to the winners and the first delegates of their country. The winners will be invited to participate in the Congress and will receive their awards during the Congress.

Award of the PIARC Prizes will be held during the opening session.

Presentation of papers of the winners are scheduled Tuesday 27 Afternoon.

Awards will be given in accordance with the following themes:

- "Young professionals" sponsored by Canada-Quebec (paper presented by authors less than 30 years of ages)
- "Developing countries" sponsored by Japan (paper presented by authors from countries of low income and lower-middle income economies according to the classification established by the World Bank in 2009)
- "Safety of road users and road workers" sponsored by Australia / New Zealand
- "Best innovation – Maurice Milne medal" sponsored by United Kingdom
- "Sustainable Development" sponsored by South Korea
- "Road design and road construction" sponsored by Belgium
- "Road maintenance and operation" sponsored by United States
- "Roads and inter-modality" sponsored by France

6. PREPARATION AND RUNNING OF THE SESSIONS

6.1. *Session programmes*

For publication in the *Congress Guide*, the Chairs of the sessions will be requested to forward to the PIARC General Secretariat the programme of their session **before 31 May 2011**.

The session programme should include the following information:

- Title of the session,
- Date and time,
- Name, affiliation and titles of Chair and co-chairs (if exist) and presenters,
- Theme of sub-sessions, panel discussions and roundtables,
- Titles of presentations,
- Time line.

Example for the session programmes is available in **Appendix 7**.

6.2. *Interpretation*

Professional interpreters will provide simultaneous interpretation into English, French and Spanish at the sessions.

The quality of the interpretation largely depends on the degree of preparation of the teams. This is why it is important for the interpreters to receive from PIARC the main documents several weeks before the Congress. The PIARC General Secretariat will ensure the liaison between Session Chairs and interpreters.

6.3. *Visual Aids*

The clarity of sessions depends greatly on the quality of visual aids. **Appendix 8** contains the guidelines regarding visual aids, which will be provided to speakers.

All the speakers at the Congress will have to bring their visual presentation to the preview room at least the day before their presentation.

6.4. *Invited Speakers*

For the Strategic Direction Sessions or Special Sessions, PIARC could envisage inviting outside speakers (e.g. representatives of road users, environmentalists associations, etc.). The corresponding rules will be defined in due time.

A specific budget will be allocated on PIARC's funds to contribute to travel and accommodation costs for guest speakers. This decision will be made by PIARC Council on recommendation of PIARC Executive Committee.

7. KEY CONTACTS

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