

## 4 NATIONAL COMMITTEES

Article XI of the Statutes of the Association encourages member countries to create a National Committee or designate equivalent organizations acting as a National Committee (in one country or a group of countries).

Note: there can be only one National Committee within a country.

This section of the Blue Guide sets out the rules and guidelines for the establishment and operations of National Committees..

### 4.1 Objectives of a National Committee

The National Committee or equivalent national or regional organisation recognised as acting as a regional Committee should have the following objectives, as set out in Article XI.1 of the Statutes, to serve the country or countries concerned by:

- providing a national focus for the activities of the Association;
- channelling information from the Association to a national audience;
- channelling information on the national or regional situation to an international audience through the Association;
- identifying and proposing to their First Delegates specialists to participate in the work of Committees and supporting them;
- holding seminars on topics related to the Association's activities, or of interest to the National Committee, in its country or jointly with other countries in the region;
- ensuring that national membership administration tasks are carried out for the Association. In this case, the Association will share subscription income with National Committees or equivalent organisations.

This list of tasks is neither restrictive nor prescriptive. National Committees are, however, strongly encouraged to undertake these activities as an effective means of furthering the aims of the Association in the specific country.

With regard to organizing participation in the activities of the Association and its Congresses, the National Committee shall help the First Delegate to;

- appoint members on Technical Committees and Working Groups;
- organize the national delegation to the congresses;

The National Committee is responsible for:

- preparing technical contributions for World Congresses,
- proposing subjects to be dealt with either at World Congresses or in the Association's Technical Committees and Working Groups;
- setting up, when required, working groups to study subjects of interest to the Association or which might usefully contribute to the work of the Association's Technical Committees and Working Groups;
- providing the Association with information on the country's road activities and vice-versa;
- facilitating liaison between its members and the Executive Committee of the Association; and
- promoting initiatives in accordance with the ultimate aims of the Association.

Managing Association membership and fees is an optional activity. A National Committee may decide to do so when the number of members is significant in the country. The tasks are to:

- deal with membership applications and ensure that membership lists are current;
- record resignations and officially cancel the membership of those whose subscription is overdue;
- provide the General Secretariat with a complete up-to-date list of members annually;
- ensure that the subscription fees are collected relative to the Association affiliation including collection of the Association's portion and that belonging to the National Committee;  
(Note: Association government membership fees should be paid directly by the member government to the General Secretariat in Paris);
- provide numbered membership cards to Association members.

#### **4.2 Creation of a PIARC National Committee**

A guide has been prepared to assist other countries thinking about creating a National Committee. The guide is in Appendix A.1 *Creating a National Committee in your country*. This guide is available in English, French and Spanish.

The structure and composition of a National Committee are left up to each country to decide.

The guide considers two possible approaches:

- recognition of an existing organization as acting as a National Committee. In that case, the guide includes in Appendix 1, the standard text of a memorandum of understanding which should be signed by the World Road Association and the organization considered;
- creation of a National Committee as a new organization. In that case, the guide includes in Appendix 2, recommendations to draw up the statutes of the National Committee.

#### **4.3 Rights of a National Committee**

Each National Committee or organization recognized as acting as a National Committee has the following rights and benefits:

- appoint a representative with a voting right in the meetings of the Council of the Association (article VI.3 of the Statutes);
- take part in the election of the representative of National Committees on the Executive Committee;
- participation in the annual meeting 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 Association's website,
- receipt of three free copies of the Routes/Roads magazine and one copy of all reports published in printed 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 Association's website.

#### 4.4 Recognition of a National Committee

In accordance with Article 63 of the Internal Rules of the World Road Association, for a National Committee to be officially recognized by the Association, its operation rules (statutes and internal rules) must be approved by the Executive Committee.

The Association shall give its consent on two conditions. Firstly, the National Committee should be able to meet the requirements set out in article XI.2 of the Statutes regarding the structure of the National Committee and its ability to disseminate information on behalf of the Association. Secondly, the National Committee should maintain an adequate level of activity (or have viable projects) to disseminate international information on road subjects to the national organizations, to the corporate members and to the individual members.

In addition, any subsequent revision or modification of the operation rules should be submitted to the Executive Committee for approval (article 64 of the Internal Rules).

#### 4.5 National Committees' Financial Resources

All expenses incurred in the activities of a National Committee are the responsibility of the National Committee. To meet these expenses a National Committee may:

- obtain any funds it requires;
- retain its own share of the subscription fees collected if it provides assistance in managing the Association; the amount of this share is determined by a formula set out in the Section below.

The General Secretariat can also approve a global agreement with national associations allowing them to offer a double affiliation to their members. The relevant agreement is then submitted to the Executive Committee for approval.

#### 4.6 Share of Subscriptions collected to be retained by a National Committee

The share "B" of subscriptions collected to be retained by a National Committee, is set as follows:

"A" is the amount of annual subscription actually collected by a National Committee, in a given year, in Euro (government subscription not included);

"N" is the population of the country considered in millions of inhabitants;

If  $A / N < 230$  then  $B = 0.20 A$

If  $230 \leq A / N < 460$  then  $B = 0.30 A$

If  $A / N \geq 460$  then  $B = 0.40 A$

#### 4.7 Ownership of the PIARC share of membership fees

It should be clear that the share of membership fees which is related to the Association's membership (Regional Authorities, Corporate and Individual Members) belongs to the Association. A National Committee may not under any circumstances use them for purposes other than those specified in this document.

Similarly, any Association funds held in a given country belong exclusively to PIARC. The National Committees is simply responsible for the management of such funds.

#### 4.8 Annual Financial Documents to be prepared by a National Committee

The following documents should be sent every year to the General Secretariat.

Deadline for Receipt of Documents by the General Secretariat:

**Before 1st February** of year “(n+1)”:

- up-dated membership list for the current year including member contact details and the status of payment of the membership fee;
- financial situation of the preceding year “n” relative to members affiliation to PIARC and of the amount due to the Association (see Appendix A.2).

**Before 1st September** of year “(n + 1)”:

- the audited statement of the accounts of the National Committee for the preceding year, “n”, for information. In particular, this document should describe the financial situation of the National Committee as far as the Association is concerned.

#### 4.9 List of countries having a National Committee as at the end of 2011

ALGERIA	CZECH REPUBLIC	MOROCCO
ARGENTINA	FRANCE	NEW ZEALAND (*)
AUSTRALIA (*)	GERMANY	PORTUGAL
AUSTRIA	GREECE	ROMANIA
BELGIUM	HUNGARY	SENEGAL
BENIN	INDIA	SLOVAK REPUBLIC
BURKINA FASO	ITALY	SLOVENIA
CAMEROON	JAPAN	SPAIN
CANADA	Rep. of KOREA	SWITZERLAND
CANADA-QUEBEC	MALI	UNITED KINGDOM
CHILE	MADAGASCAR	UNITED STATES
CONGO	MEXICO	URUGUAY

(\*) AUSTROADS