3 PIARC INTERNET WEBSITE

The Internet website of the Association www.piarc.org is a means for internal and external communication and a tool for all members of the Association and its different bodies.

The Internet website is designed to complement the other media of communication and dissemination of the results of the work of the Association (Routes/Roads magazine, technical reports…). The content of the website is overseen by the Communication Commission which is also responsible for users' surveys.

3.1 Administration and Structure of the website

The General Secretariat is responsible for the administration, development and maintenance of the website.

The Secretary General reports to the Communication Commission at every meeting about the evolution of the website and provides statistics of consultation.

The website consists of two main parts:

- The site containing information accessible to the public and information for members only,
- Work areas (extranet) for the different bodies of the Association.

3.1.1 *Information accessible to the public*

The site contains information accessible to the public that aims to promote the Association, its organisation and its activities:

- A presentation of the Association and its corporate documents,
- How to become a member and description of the rights of members,
- The National Committees with links to their addresses and websites,
- The Technical Committees and their terms of reference,
- Information about the events organized by the Association and an up-dated calendar of the events in the road and road transport domains,
- Organisation by topic areas, in the "Knowledge Base", of publications, events and related information,
- The Virtual Library providing access to most reports of the Association and past articles of Routes/Roads and possibility of downloading PDF files free of charge,
- A presentation and links towards the website of international associations and of the road administrations of the member countries,
- Online consultation of the Terminology database.

Those website users who do not have a login and password must identify themselves first. Users can also subscribe to feeds, allowing them to stay up to date with the events, news and productions in a specific area of interest.

The site is maintained in French and English, and also in Spanish for its main parts.

The General Secretariat is in charge of its administration.

3.1.2   *Information for members only*

Each individual and collective member of the Association up to date with the payment of his/her membership fee and the members of the different bodies of the Association get a login and password from the General Secretariat. This gives a right of access to the information for members only. The members only information appears in the pages identified by an orange tab.

This information includes:

- General documents related to the functioning of the Association, in particular the Internal Rules and the Blue Guide, together with the minutes of the Council meetings;

- Detailed information regarding the Commissions, the Technical Committees and their activities: list of members and contact details (downloadable list in Excel format), minutes of the meetings (for the on-going and the previous cycle);

- The calendar of all meetings of the Association;

- An electronic version of the articles of the last issue of the magazine Routes/Roads.

Information for members only is maintained in French and English by the General Secretariat.

3.1.3   *Work areas*

Work areas (extranet) are provided to the different bodies of the Association. These work areas are only accessible to the related members of these bodies. The President of the Association and the staff of the General Secretariat can access all these work areas.

These work areas are for posting documents for the preparation of meetings and working drafts.

The areas of the Council, the Executive Committee and the Commissions are maintained by the General Secretariat. Administration of the other areas in particular those of the Technical Committees is delegated to these groups. The administrator is nominated by the Chair of the group. The General Secretariat provides information to the administrator who then produces and publishes the web pages.

The Chair of the group is responsible for the content of the work area. The General Secretariat oversees all these work areas and can intervene in case of abnormal use.

3.2   **Website linked with the Association's members data base**

The members data base is linked with the website. Each member can access and update his/her personal data on line, using the "My account" heading. It is also possible to modify the access codes (login and password).

3.3   **E-mail and Electronic Communication**

It is recommended to use the E-mail for communication with the General Secretariat. The E-mail address of the General Secretariat of the World Road Association (PIARC) is:

info@piarc.org