

7 TECHNICAL COMMITTEES

7.1 Terms of Reference

The terms of reference for each of the Technical Committees for the 2004 - 2007 four-year cycle listed in Section 5.5 are set out in the PIARC Strategic Plan 2004-2007.

7.1.1 *Coordination across Technical Committees and Strategic Themes*

Work plans and actions to address them require coordination across Technical Committees, both within and between Strategic Themes, mounting cooperative and joint studies as appropriate and avoiding unnecessary overlap and duplication.

Sustainable development, technology transfer, management, finance, the environment, safety and the performance of road administrations are of interest to all Technical Committees. Therefore, all Technical Committees should include these topics in their activities. However, the Technical Committees with particular concern for these topics within their terms of reference should address more specific subjects of interest to decision makers and road professionals.

Some topics may concern two or more Technical Committees. To ensure cooperation, the Technical Committee Chairs should initiate liaison between the Technical Committees concerned. Each Strategic Theme Coordinator should support and follow-up this action.

7.1.2 *Liaison with other international and regional organisations*

Other international or regional organisations, governmental and non-governmental bodies may be involved in subjects relevant to the terms of reference of the various Technical Committees. Each Technical Committee should:

- identify these organisations, their objectives and activities;
- establish necessary initial contacts with these organisations;
- seek efficient cooperation and, in particular, organise occasional joint events.

Official contact with these organisations must be made by the General Secretariat on recommendations from the Technical Committees and/or the Strategic Theme Coordinator.

7.1.3 *The needs of developing countries and countries in transition*

The Executive Committee has requested that all Technical Committees include within their terms of reference explicit recognition of the needs of developing countries and countries in transition, and within their work programs specific action plans to address these needs.

Strategic Theme Coordinators should oversee and coordinate these matters, and report regularly on progress and achievements to the Executive Committee through the Technological Exchanges and Development Commission.

7.2 Composition

7.2.1 *Definition of members, corresponding members and associate members*

Member: A member is a person designated by the First Delegate of his or her country (or by an organisation) to participate in the activities of the Technical Committee and attend its meetings.

Corresponding Member: A corresponding member is a person designated by the First Delegate of his or her country (or by an organisation) to participate in the activities of the Technical Committee by

correspondence, without formal agreement to attend meetings, (although attendance of corresponding members at Committee meetings whenever possible is welcomed).

In order to involve a wider range of countries in the activities of Technical Committees the role of corresponding members is very important. The active involvement of corresponding members in the work of Technical Committees will facilitate information exchange and technology transfer especially for developing countries and countries in transition.

Associate Member: An associate member is a person invited by a Technical Committee through its Chair to participate in its activities, given their knowledge and experience, to enhance the work of the Committee. To encourage the participation of young professionals in the Association, First Delegates are also encouraged to nominate such professionals from their countries as Associate members.

The First Delegate and the Chair of the National Committee when appropriate are informed of the nomination of associate members from their country.

A member, a corresponding member or an associate member of a Technical Committee should speak and write English or French.

7.2.2 *Nomination and resignation*

Members and corresponding members of Technical Committees are nominated by the First Delegate of member countries and by international organisations upon invitation of the General Secretariat.

After each World Road Congress, the Secretary General asks the First Delegates of member countries to propose the names of people who will represent them on each Technical Committee as members or corresponding members for four years until the end of the next Congress.

National Committees or equivalent organisations with National Committee status recognised by PIARC may help their First Delegates in identifying and selecting members and corresponding members.

Each person nominated as a member or corresponding member of a Technical Committee by the First Delegate (or by an organisation) is informed of the existence of this Blue Guide indicating his/her responsibilities and he/she can download it from the PIARC website.

Each member country may appoint up to two members or corresponding members to each Technical Committee. The Chair and Secretaries of the Technical Committee are not included in this number.

In the case of a country appointing two members or corresponding members to a Technical Committee, it may be advisable to have one member from the public sector and one member from the private sector.

Furthermore, as a higher participation of cities in the World Road Association is desired, a civil servant from technical services of municipalities or local authorities if relevant can be nominated as members by their First Delegates even if they are from countries which have already nominated two members.

The First Delegate is responsible to ensure that the members and corresponding members he/she has nominated to Technical Committees are provided with the necessary financial and technical support to secure their effective and efficient participation in the meetings and work of their Technical Committees. If resources are not available for members to attend the majority of meetings of their Technical Committee, they should instead be appointed as corresponding members.

Countries affiliated to a regional association may choose to agree on a single representative to serve on a Technical Committee. This representative coordinates exchange of information between his/her regional association and PIARC.

One person should not serve as a member of several Technical Committees at the one time.

A member should serve a maximum of two terms on a Technical Committee except if he/she is appointed Chair or Secretary.

At any time the First Delegate can nominate, modify (from member to corresponding member or vice versa) or replace his country's members of Technical Committees. However, the continuity of Technical Committee activities should be taken into account.

If a member or corresponding member neither attends meetings for a year nor contributes by correspondence, his/her membership will automatically lapse. The Secretaries of the Technical Committee shall inform the Secretary General who will then contact the First Delegate of the member or corresponding member concerned.

A resigning member or a member unable to assume his/her mandate should advise the First Delegate of his/her country with a copy to the Secretary General. The First Delegate may then appoint a replacement representative for the remaining period of the mandate.

7.2.3 *Obligations and rights*

Technical Committee members and corresponding members are strongly encouraged to hold individual membership of PIARC.

The member(s) or corresponding member(s) of a country are required to contribute actively to the work of the Technical Committee.

They should provide all national items of information liable to be of interest to the Committee and, in particular in the case of surveys. They also assume the responsibility for the dissemination of the information they collect from the Technical Committee within their own countries or international organisations having appointed them. This can be done through national counterpart committees dealing with the same topics, or through articles published in specialised national magazines.

They should assist in the organisation of any PIARC seminar in their country involving its Technical Committee.

The members, corresponding members and associate members of Technical Committees who actively contribute are provided with a copy of the reports of their Technical Committee free of charge.

7.3 *Chair of the Technical Committees*

7.3.1 *Nomination*

The Chair of each Technical Committee is designated by the Executive Committee on the advice of the Strategic Theme Coordinators.

After the World Road Congress, the First Delegate of each member country may propose to the Executive Committee candidates for chairmanship of Technical Committees. The curriculum vitae of all candidates must be sent to the relevant Strategic Theme Coordinator and to the General Secretariat.

The First Delegate may designate an additional member to serve on a Technical Committee after his/her representative has been appointed Chair of this Technical Committee.

The Chair has a four-year mandate and can be designated again once only.

Past Chairs may join the activities of the Technical Committees and attend the meetings with agreement of their First Delegates.

The Chair is exempted from paying the registration fee to the World Road Congress.

7.3.2 *Role and responsibilities of the Chair*

The Chair of the Technical Committee:

- Is responsible for the management of the Technical Committee. In this role, in agreement with the members, he/she determines the structure of the Technical Committee, appoints associate members to it, prepares the work programme, sets the plenary meetings of the Technical Committee, oversees the time-table of the work, and establishes a quality assurance approach for the outputs of the Committee;
- Is the direct interlocutor of the Strategic Theme Coordinator and of the Secretary General for all questions relevant to the Technical Committee;
- Sets the agenda and chairs the meetings;
- Validates the minutes of the meetings;
- Approves the reports produced in both languages before transmission for publication to the General Secretariat;
- Assures representation of PIARC, on request, to events and other bodies, where he is invited as Chair of the Technical Committee.

7.4 Secretaries of the Technical Committees

Each Technical Committee has two Secretaries, one French-speaking and one English-speaking.

Whenever possible, a Spanish speaking Secretary should also be nominated. The role of the Spanish Secretary is to act as liaison between Spanish speaking countries and facilitate communication. It is not the role of the Spanish Secretary to circulate minutes in Spanish.

7.4.1 *Nomination of the Secretaries*

After the World Road Congress, the General Secretariat invites all First Delegates to propose nominations for the role of secretaries. A curriculum vitae should be attached to each nomination.

The Secretaries are designated by the Executive Committee after consultation between the Chair of the Technical Committee, the Strategic Theme Coordinator and the Secretary General.

The First Delegate may designate an additional member to serve on a Technical Committee after his/her representative has been appointed Secretary of this Technical Committee.

The Chair and Secretary mandates must be held by different persons.

The Secretaries are exempted from paying the registration fee to the World Road Congress.

7.4.2 *Role and Responsibilities of Secretaries*

The notices/invitations and minutes of the meetings should be prepared by the Secretaries of Technical Committees in English and French.

The minutes of the meetings should be sent as an electronic file to the General Secretariat after approval by the Chair as soon as they are ready in one of the languages of the Association and, in any case, no later than one month after the meeting.

The minutes are posted by the General Secretariat in the members only space of the PIARC website, so that any member can read the minutes of the meeting and understand what work is being done by the Technical Committees. The Secretaries should also send the minutes to all members and corresponding members of the Technical Committee and to the Strategic Theme Coordinator.

The Strategic Theme Coordinator and the General Secretariat should be informed about the date and place of the next Technical Committee meeting as soon as it is set, even before the minutes of the last meeting are finalised. The General Secretariat will update the website.

Each Technical Committee is given a dedicated working space on the website of the Association. This space is managed by the Technical Committee preferably by one of the Secretaries.

The Secretaries of Technical Committees are expected to keep close contact with members, corresponding members and associate members.

The Secretaries of Technical Committees may also be called upon by their Committees or Chairs to play a role in coordinating with:

- other Technical Committees for joint or cooperative activities
- the General Secretariat in regard to the publication of Committee outputs
- National Committees in regard to arrangements for seminars in which the Committee is to be involved.

When Technical Committees want to make contact with other organisations, Technical Committee Secretariats should inform the General Secretariat of their intention and can ask for assistance from the General Secretariat if needed.

All secretariat expenses are covered by the countries and/or organisations of the Technical Committee Secretaries.

There is only one database with the details of all the Technical Committee members, corresponding members and associate members. This data base is managed by the General Secretariat. The Secretaries of the Technical Committees help the General Secretariat to maintain this database up to date by providing the necessary information. They shall keep a record of attendance, apologies and absence for all meetings.

7.5 *Operation of Technical Committees*

Each Technical Committee is responsible for the selection of its structure in order to undertake its work program most efficiently and effectively.

7.5.1 *Work Program Development and Implementation*

Through the Strategic Planning process, terms of reference for each Technical Committee are developed. The outgoing Committee Chairs and members are deeply involved in this process. Preliminary draft work programs for the next four-year cycle are often also developed by the outgoing Committees, usually in the form of recommendations for further work arising out of the results and achievements of the previous four years' work as reported to the World Road Congress.

Within the framework of the approved terms of reference and with the benefit of any recommendations for further work from the outgoing Committee, each incoming Technical Committee is asked in the year following the World Road Congress to develop a provisional work program for the next four years in consultation with its Strategic Theme Coordinator.

At the first meeting, there remains a final opportunity to propose amendments to the formulation of the terms of reference of the Committee prior to finalisation and publication of the Strategic Plan, subject to agreement of the Strategic Theme Coordinator.

Notwithstanding that the Strategic Theme Coordinator has delegated authority to approve the work programs of the Technical Committees within his or her Strategic Theme, it may be presented along with the work programs of other Technical Committees to the Strategic Planning Commission and/or the Executive Committee for comment or endorsement.

The work program of each Technical Committee reflects the directions of the Strategic Plan and takes the form of a brief document that indicates:

- the topics to be studied,
- plans for the organisation of the Technical Committees including Project Teams and cooperation with other Technical Committees and/or organisations,
- plans for involving participants from developing countries and countries in transition,
- envisaged outputs (reports, seminars, articles for "*Routes/Roads*", etc.) with a provisional timetable, preferably spread over the entire four-year cycle so that the Association will be providing and will be seen to be providing a continuous stream of outputs of benefit to its members.

In the third year of the four year cycle, the Executive Committee, through the Strategic Planning Commission, will ask the Strategic Theme Coordinators to review emerging strategic issues and prepare proposals for the organisation of Technical Committees for the four years after the next World Road Congress. These will deal with the creation of new Technical Committees, the division of topics between Technical Committees, joint working by Technical Committees and the possible combining or abolition of Technical Committees.

7.5.2 *Technological exchanges and development correspondent*

PIARC's mission calls for PIARC to consider fully "within its activities the needs of developing countries and countries in transition".

In the context of this mission statement and the Executive Committee's requirement – see Section 7.1.3 above – that all Technical Committees include within their work programs specific action plans to address the needs of developing countries and countries in transition, each Technical Committee shall designate one of its members to act as correspondent of the Technological Exchanges and Development Commission (TEDCom). This member will make sure that the needs of developing countries and countries in transition (DC/CIT) are properly taken into account by the Technical Committee to which he/she belongs.

The correspondent shall receive the working documents of TEDCom and contribute to the preparation of seminars of his/her Technical Committee.

7.5.3 *Meetings*

Each Technical Committee generally holds an average of two face to face meetings a year. However, the number of plenary meetings should be flexible and may depend upon the organizing procedure of each Technical Committee.

The places and dates are set by the Technical Committee, except for the cases mentioned below:

1. The first meeting of each Technical Committee after the World Road Congress is held at the Central Office of the Association.
2. The Strategic Theme Coordinators may organise simultaneous meetings of Technical Committees on a specific topic in collaboration with the Chairs of the Technical Committees in question. Combining meetings may prove to be an effective means of promoting coordination between the Technical Committees belonging to the same Strategic Theme.

In particular, each Strategic Theme Coordinator should hold a meeting with the Chairs of all the Technical Committees in his or her Strategic Theme in the first and third years of the four-year cycle. Additional meeting may be held if there is a need.

It is recommended that Technical Committees consider options for timing their meetings so as to allow members from distant countries to combine Technical Committee meetings with participation in other professional meetings.

It is also recommended that Technical Committees organise joint meetings with other professional organisations such as OECD, TRB and so on.

The notices and agenda for Technical Committee meetings are sent by the Chair or the Secretary at least two months ahead of time to the members (for obtaining visa for travel), to the relevant Strategic Theme Coordinator and to the General Secretariat.

The Technical Committee takes care of the preparation of the meetings and other related matters - reservation of meeting rooms, interpretation, technical visits, meals, etc. - with the assistance of the host country.

When a member offers his/her country's invitation to host a Technical Committee meeting, he/she should make sure that all facilities are provided by the host country - meeting room, interpretation, etc.

PIARC does not cover any expenditure by participants in connection with these meetings - travel, accommodation - except in the case of members sponsored in part by the Special Fund. (See Section 12).

It is the tradition for the host country or organisation to provide a working meal for Technical Committee members. Sharing this friendly meal together encourages and facilitates communication between Technical Committee members who work together over a number of years. It also provides a means of creating ties with the host country.

In principle, PIARC does not cover any expenditure related to the meetings. This principle does not apply to low- and middle-income developing countries as defined by the World Bank.

In this case, PIARC provides financial support for simultaneous translation and for one diner of the Technical Committee subject to the following conditions:

- an upper limit of 25 Euros per participating Technical Committee member is imposed on meal expenses,
- the host country (or organisation) must submit an estimate and obtain agreement in writing from the Secretary General before making any commitment to incur expenditure.

7.5.4 Languages

At plenary Technical Committee meetings members can speak in English or French. Everyone should be able to hear and understand the comments made by members of the Technical Committee via translation. However, there is no objection to holding discussions in one language only provided all members are in agreement.

It is the host country's responsibility to organise interpreters.

The minutes of meetings drafted by the Secretaries of the Technical Committee should be circulated both in English and French.

The final draft of a report, article, etc., produced by a Technical Committee as a result of a completed project should be examined and approved by members in its English and French versions. Technical Committee members should make full use of the resources available to them within their Committee to ensure the translation of the final draft.

7.5.5 Seminars

An important part of the work of a Technical Committee is the organisation of at least two seminars during the four year cycle. See section 10 for more details.

7.5.6 Surveys

The outputs of Technical Committees are often based, at least in part, on the results of international surveys involving PIARC member countries in particular.

When a Technical Committee undertakes an international survey limited to the Committee members' countries, the data required are collected from the members, corresponding members and associate members of the Technical Committee (and/or possibly from other PIARC Technical Committees).

The First Delegate should be contacted for data only if there is no national representative in the Technical Committee.

The questionnaires should be carefully prepared (for clarity of the questions but also in order to determine in advance how the answers will be analyzed) and tested prior to dissemination in the different countries.

7.5.7 Terminology

Each Technical Committee shall appoint a "terminology correspondent" whose task is to revise terminological information and to enhance these documents within their areas of expertise.

7.5.8 *Communication with other international organisations*

Each Technical Committee is also recommended to take advantage of opportunities to cooperate with other international organisations in order to organise international or regional meetings - congresses, seminars, workshops, etc. - and to conduct joint studies which focus on specific topics.

Cooperation with other international organisations is greatly facilitated through exchange of correspondents. Technical Committee members who are designated as PIARC correspondents with other international organisations are expected to act as intermediaries between their Technical Committees and these organisations throughout the four-year cycle between World Road Congresses.

7.5.9 *Management Checklist*

A summary checklist of organisation, planning and administration tasks each Technical Committee is required to undertake to support its work program is given below:

At the beginning of each cycle, each Technical Committee shall appoint:

- A Technological Exchanges and Development Correspondent to liaise with the Technological Exchanges and Development Commission and to oversee the work of the Technical Committee in respect of developing countries and countries in transition
- A Terminology Correspondent to revise terminological information and/or transmit specialised vocabulary in the Committee's fields of study.

At the beginning of each cycle, each Technical Committee shall develop a work plan for the four-year cycle from the previously agreed terms of reference and the issues, strategies and outputs in the Strategic Plan for approval of the Strategic Theme Coordinator.

During the four years of the cycle, each Technical Committee will:

- Hold two meetings per year, often in conjunction with another Committee, another organisation, a seminar or a conference
- Hold two seminars in developing countries or countries in transition
- Propose the venues and times of its meetings well in advance and inform the Strategic Theme Coordinator and the Secretary General
- In the third year of the four year cycle, assist the Strategic Theme Coordinators to review emerging strategic issues and prepare proposals for the organisation of Technical Committees and their terms of reference for the four years after the next World Road Congress
- Prepare one or more sessions for the World Road Congress and, if relevant the International Winter Road Congress, reporting on the work of the Committee over the previous four years and also addressing particular topics and issues of interest within the Committee's terms of reference, possibly in conjunction with other Committees
- Ensure that the required outputs are prepared during the four year cycle.

7.6 Communication

Each Technical Committee should endeavour to communicate with a wide audience each year. This communication can be done by a report, a seminar or conference, a training package, an article in "*Routes/Roads*" or another journal. (See Section 8).

7.6.1 *Communication at the national level*

At the national level, Technical Committee members and corresponding members are responsible for gathering and disseminating information relevant to the Committee's terms of reference within their own countries. To do this, they should use, in addition to the means mentioned above, the various networking mechanisms and structures available in their own countries.

7.6.2 *Sessions at the World and International Winter Road Congresses*

The World Road Congress is an important event that has established PIARC's reputation and is held at the end of a four-year period of Technical Committee activities. The aim of the World Road Congress is to bring together reports on road techniques and management systems from around the world and to organise discussions on road and road transport issues. The outcome of the Congress helps PIARC to set directions for its future activities.

The International Winter Road Congress is held roughly half way through the four-year cycle. It has similar, albeit more narrowly focussed aims and outcomes to the World Road Congress. It is organised by the Technical Committee on Winter Maintenance.

Each Technical Committee is invited to organise a session at the World Road Congress. The aim of these sessions should not necessarily be the presentation of the work of the Technical Committee over the previous four years. Focusing on a topical issue or a discussion on priorities for future study will often be more appropriate.

Technical Committees as well as Strategic Theme Coordinators may also choose to organise a joint session in collaboration with other Technical Committees or other international organisations to present an integrated approach to a Strategic Theme. In addition, each Strategic Theme Coordinator organises a forward looking Strategic Directions sessions related to his or her Strategic Theme.