

10 SEMINARS

10.1 The concept of the PIARC Programme of International Seminars

In order to strengthen PIARC's presence throughout the World, to be more receptive to the needs of developing countries and countries with economies in transition, and to make the results of PIARC's work more widely known, PIARC has established the *"The PIARC Programme of International Seminars"*.

This programme is under the responsibility of the Commission on Technological Exchanges and Development which appoints a Seminar Programme Manager (SPM).

During the 2004-2007 cycle, all PIARC Technical Committees are asked to organize at least two seminars.

The seminars should be organised in developing countries or countries with economies in transition. They may be organised jointly with one or more other Technical Committees or jointly with relevant professional organisations. They may also be arranged as a segment within a larger national or regional conference. Seminars should generally be held back-to-back with plenary meetings of the Technical Committee(s) involved.

The Appendix D.1, *Guidelines for Planning and Conducting PIARC International Seminars*, provides information on how to plan and conduct a PIARC seminar and defines the role and responsibilities of the various actors involved.

In order to assist the practical organization of the seminars, PIARC is prepared to support the organizers with up to 8,000 euros per seminar; Appendix D.1 provides more detail about the terms and conditions of such support.

10.2 Main steps of the organization of a seminar

The main steps of the organization of a seminar are:

1. Transmission of a seminar proposal by the Chair of the Technical Committee to the Seminar Programme Manager (SPM) of the Commission on Technological Exchanges and Development, preferably 12 months before the activity.
2. Letter from the SPM to the Chair of the Technical Committee mentioning the decision of the Commission.
3. Letter from the PIARC Secretary General to the First Delegate of the potential host country in order to ask for an official confirmation of the country to host the seminar, and to provide him with information on the financial support from PIARC.
4. Creation of an Organising Committee by the host country, including representatives of the Technical Committee involved.

BLUE GUIDE 2004–2008

5. Preparation of the Technical Programme by the Organising Committee.
6. Transmission by the Organising Committee of a budget to the PIARC General Secretariat, for consideration of an allocation.
7. Publication of the First Announcement, and a Call for Papers, if applicable, preferably not later than ten months in advance.
8. Publication of the Second Announcement, preferably about 4 months before the seminar.
9. Transmission by the Organising Committee to the SPM and PIARC General Secretariat of the seminar proceedings, for publication on the PIARC Website.
10. Other publications following the seminar.
11. Consideration by the Technical Committee of the conclusions of the seminar and the lessons to be learned from it for its current and future work.

10.3 Follow-up of the programme

Each year, the Seminar Programme Manager prepares a report on the execution of the programme of international seminar for consideration of the TED Commission.

The TED Commission reports to the Executive Committee and information is provided to PIARC's Council.