

APPENDIX D.1

Guidelines for Planning and Conducting PIARC Seminars

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1. Introduction

PIARC emphasises the need to ensure greater involvement by developing countries and countries with economies in transition in its activities.

At the meeting in July 2003 in Birmingham, the Executive Committee decided to carry on with the seminar programme with the objective of two seminars per Technical Committee for the 2004-2007 period (Comex/03-07/07).

For information, Attachment 1 presents the PIARC programme of International Seminars during the last cycle, 2000-2003.

These updated guidelines provide information on how to plan and conduct a PIARC seminar and define the role and responsibilities of the various actors involved.

2. Objective of the Seminar Programme

The official name of the seminar programme is:

The PIARC Programme of International Seminars

The objective of the programme is 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. The programme will cover all kind of road and road transport related-issues and problems of particular concern to those countries.

2.1 Scope of the Seminar Programme

All the Technical Committees were asked to organise at least two seminars during the four-year cycle. The seminars should be organised in developing countries (lower middle income or low income) or countries with economies in transition (upper middle income). The seminars will be organised as international or regional events.

The host country of the seminar has to be a PIARC member country up-to-date with payment of the Government membership fee. At least half the seminars should be held in developing countries. Attachment 2 shows the classification of PIARC member countries in terms of economies.

Seminars may be organised jointly with one or more other Technical Committees or jointly with relevant professional organisations. It may also be most effective to arrange a seminar as one or more sessions or 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.

3. Responsibilities of the Technological Exchanges and Development Commission

The Technological Exchanges and Development Commission will oversee the management of the seminar programme.

The Commission will give recommendations, make a follow-up on the implementation of the seminar programme, recommend actions to be taken, carry out an evaluation of this programme and report to the Executive Committee.

The Commission has designated a **Seminar Programme Manager** who will, in cooperation with the PIARC General Secretariat, manage the seminar programme and provide support to the organisation of seminars.

The Technological Exchanges and Development Commission will ensure that the seminar programme covers a wide range of relevant topics and serves different geographical regions and language groups.

With the collaboration from the Technology Transfer Centres, the Technological Exchanges and Development Commission will follow-up on how the seminar conclusions and recommendations can be taken into account by the Technical Committees in their work programme;

4. The Design and Implementation of the Seminar Programme

4.1 Identification of a Seminar Topic and a Host Country

The topic of the seminar proposed by the Technical Committee has to be related to the terms of reference of the Technical Committee involved and relevant to developing countries and countries with economies in transition in the Region.

It is recommended not to make the scope of the topic too broad. A restricted scope of the topic will generally make it easier to achieve meaningful conclusions.

The host country will be a volunteer, have a particular interest in the seminar topic, and have the physical capacity to organise the seminar. It should preferably be represented in the Technical Committee involved or appoint someone to liaise with the Technical Committee for the preparation of the seminar. If the host country has a PIARC National Committee and/or a Technology Transfer Centre, they will be involved in the practical arrangements.

The dates of the seminar should take into account the time required for preparing and promoting the seminar. Preparation usually takes about one year.

When choosing the venue, one should take into account its accessibility, particularly by plane.

4.2 Approval of the seminars proposals

After the identification of a topic, a host country, an approximate period for the seminar and its duration (preferably 12 months ahead of the date of the seminar), the Chair of the Technical Committee should send the proposal to the Technological Exchanges and Development Commission through the designated Seminar Programme Manager for approval of the Commission or recommendations for changes. A copy of the proposal will also be sent to the Chairs and Secretaries of the other Technical Committees within the Strategic Theme, the Strategic Theme Coordinator and the PIARC General Secretariat. Attachment 3 gives an example of form for a seminar proposal.

If the Technical Committee has not found a host country for the proposed seminar, The Technological Exchanges and Development Commission, through the Seminar Programme Manager and the PIARC Secretary General should be contacted for advice in making necessary enquiries.

Once the Technological Exchanges and Development Commission has given the approval of the proposed seminar to the Chair of the Technical Committee, the PIARC Secretary General will write a formal letter to the First Delegate of the potential host country in order to:

- Receive an official confirmation of the country to host the seminar,
- Provide the host country with information on the financial support from PIARC.

4.3 Organising Committee (Technical Committee + Host Country)

The country offering to host the seminar is responsible for setting up an organising committee of the seminar including representatives of the Technical Committee involved (in particular the Technical Committee member appointed as a liaison to the Technological Exchanges and Development Commission).

The organising committee will be responsible for the technical and organisational matters in relation to the preparation and implementation of the seminar including:

- promoting the seminar,
- preparing the seminar budget and request seminar funds from the PIARC Secretary General,
- preparing the seminar programme,
- producing the seminar proceedings.

4.4 Technical Programme

The Technical Committee Chair together with the named representatives from the host country will decide on the Technical Programme of the planned seminar. The Technological Exchanges and Development Commission through the appointed Seminar Programme Manager shall receive the draft of the Technical Programme together with a copy to the Strategic Theme Coordinator, Strategic Theme Secretaries and the PIARC General Secretariat.

The precise format of the seminar is flexible. It is, however, recommended to spend at least 40% of the time on discussions and not more than 60% of the time on formal presentations.

At least half an hour should be set aside for a presentation on PIARC (an example can be downloaded from the PIARC website).

The recommended duration of the seminar is three days, including one day field visit.

The field visit should be planned in such a manner that it will provide information on the actual local situation in order to enhance understanding during the session discussions.

At least one of the languages of the seminar should be English or French with translation into this language.

4.5 *Participants and Speakers*

The seminar will be open to participants from all countries. Participation from the host country and from the region should be encouraged. Students should also be invited to attend the seminar in order to promote PIARC's activities amongst young people.

Participants and speakers from various disciplines and professions are encouraged to join the seminar in order to give the broadest possible perspective on the seminar topic.

At least half the speakers should be from outside the host country.

4.6 *Promotion*

It is recommended to make the First Announcement/Call for Papers not later than ten months in advance and the Second Announcement approx. four months in advance. General information about the host country and visa requirements of the host country must appear in the Second Announcement.

In order to enter the host country, the participants might need a visa. General information on how to apply for a visa shall be given.

Attachments 4 and 5 provide examples of the announcements.

For promotional purposes, it is recommended to create a seminar web page in addition to circulating the announcements. This can be done locally (in this case a link to this web page will be created in the PIARC website) or on the PIARC website, provided that the PIARC General Secretariat receives the information.

The PIARC Secretary General will support the host country in promoting the seminar.

In order to promote regional participation, the host country shall consult the PIARC Secretary General that will inform the First Delegates of the neighbouring countries.

4.7 Budget prepared by the host country and PIARC Funding

The organizing committee must prepare a realistic budget for the seminar.

When the seminar proposal is accepted by The Technological Exchanges and Development Commission and once a budget has been prepared and sent to the PIARC Secretary General, PIARC will consider the allocation of a maximum sum of 8000 EUR to contribute to the costs of the seminar. Expenditures eligible for the use of PIARC seminar funds are listed in Attachment 6.

The payment of the 8000 EUR will be made after the seminar and only on the basis of documented expenses.

In order to have a balanced budget for the seminar, the host country may consider requesting the payment of a participant fee (depending on the economic situation of her/his country). If possible, this fee should not exceed 300 EUR.

Sponsorship of the seminar by partners is acceptable provided it does not create a situation of conflict of interest.

4.8 PIARC Support to Participants

Given the importance for the participation of delegates from developing countries and countries with economies in transition, one participant from such a PIARC member country can be entitled support from the PIARC Special Fund up to 100% of travel expenses or up to 100% of accommodation expenses. The support is subject to the agreement of the PIARC First Delegate.

The rules relating to the Special Fund are presented in section 12 of the PIARC “Blue Guide”.

4.9 Evaluation

The seminar participants will be asked to complete a special evaluation form at the end of the seminar. Attachment 7 provides this form. The seminar proceedings should include an evaluation synthesis.

The Technological Exchanges and Development Commission will finally make an overall evaluation of the Seminar Programme based on the evaluation produced for each seminar and will report the results to the Executive Committee.

4.10 Proceedings

Seminar proceedings should be made available not later than three months after the seminar. Attachment 8 outlines the expected content of the proceedings.

The Organising Committee is responsible for producing and sending an electronic version of the proceedings to the PIARC General Secretariat which will post them on the PIARC website.

4.11 Publications

The seminar should generate material suitable for publication and distribution through PIARC, as well as suitable inputs for the Technical Committee work. The material can take the form of autonomous publications such as articles in national magazines and in the PIARC magazine Routes/Roads.

Attachments

Attachment 1	The 2000-2003 PIARC Programme of International Seminars
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Attachment 1 The 2000-2003 PIARC Programme of International Seminars

No	Committee	Date	Topic	Country	1 st Language
1	C20	Jun 2000	Commercialisation of Roads	Benin	French
2	C6	May 2001	Priority issues in Road Management	Estonia	English
3	C3 / HDM4	May 2001	First African Technology Transfer Conference	Tanzania	English
4	C16	May 2001	2 nd International Conference ITS Prague 2001	Czech Rep	English
5	C18	Oct 2001	Road Risk Management	Chile	Spanish
6	C14 (+ST2)	Nov 2001	Sustainable Development in Road Transport	India	English
7	C1	Apr 2002	Surface Characteristics	Cuba	Spanish
8	C5	Apr 2002	Road Tunnel Operations	Chile	Spanish
9	C3 and C20	May 2002	Rural Transport – Key Element of Development	Cambodia	English
10	C11	Jun 2002	Management of Bridges in Asian Countries	Thailand	English
11	C13	Jun 2002	Road Safety Management	Thailand	English
12	C12	Jun 2002	Appropriate use of Natural Materials in Roads	Mongolia	English
13	C9 and C15	Sep 2002	Institutional Strengthening and Financing for Road Administrations – Development Opportunities	Cuba	Spanish
14	C7/8	Oct 2002	Road Pavement Recycling	Poland	English
15	C5	Nov 2002	Tunnel and Road Technology	China	English
16	C18	Nov 2002	Risk Management for Roads	Hungary	English
17	C3 and C20	Nov 2002	HDM-4, Road Maintenance Management and Pavement Maintenance Technology	Costa Rica	Spanish
18	C14	Nov 2002	Sustainable Transport Development	Argentina	Spanish
19	C12	March 2003	Slope Management & Risk Guidance	Nepal	English
20	C4	April 2003	Inter-urban roads	Senegal	French
21	C16	April 2003	ITS	Mexico	Spanish

Attachment 2 PIARC Member Countries - Classification of Economies

GNI per capita 2004
Source: World Bank

High Income (GNI per capita > USD 9,075)	Upper Middle Income (GNI per capita < USD 9,075 and > USD 2,935)	Lower Middle Income and Low Income (GNI per capita < USD 2,935)	
	Countries with Economy in transition	Developing Countries	
29 countries	16 countries	64 countries	
Andorra Australia Austria Belgium Canada Canada-Quebec Denmark Finland France Germany Greece Iceland Ireland Israel Italy Japan Korea Kuwait Luxembourg The Netherlands New Zealand Norway Portugal Slovenia Spain Sweden Switzerland United Kingdom United States	Argentina Chile Costa Rica Croatia Czech Republic Estonia Hungary Malaysia Mauritius Mexico Latvia Lithuania Panama Poland Saudi Arabia Slovak Republic	Algeria Azerbaijan Bangladesh Benin Bhutan Bolivia Brazil Bulgaria Burkina Faso Cambodia Cameroon Cape Verde Chad China Colombia Congo (DR) Congo (R) Côte d'Ivoire Cuba Ecuador Egypt Gabon Ghana Guatemala Guinea Honduras India Indonesia Iran Kenya Madagascar Mali	Mongolia Morocco Namibia Nepal Nicaragua Pakistan Papua NG Paraguay Peru Philippines Romania Russia Salvador Senegal South Africa Sri Lanka Swaziland Syria Tanzania Thailand Togo Tonga Tunisia Turkey Uganda Ukraine Uruguay Uzbekistan Venezuela Vietnam Yemen Zimbabwe

Attachment 3 Form for proposal of a seminar by a Technical Committee

Technical Committee making the proposal :

Other Technical Committee(s) involved :

Topic proposed for the seminar :

Host country :

Approximate Dates :

Envisaged duration for:

- technical presentations
- discussion sessions
- technical visit

This form must be returned by the Chair of the Technical Committee to the Manager of the seminar programme of the Technological Exchanges and Development Commission, preferably 12 months ahead of the seminar dates.

Copy to : The Chairs and Secretaries of the other TCs of the Strategic Theme, the Strategic Theme Coordinator and the PIARC General Secretariat.

Attachment 4 Example of First Announcement/Call for Papers

(Logo of Organisers)

International Seminar on ...

**Venue
Dates**

First Announcement/Call for Papers

Organised in cooperation by ...

Introduction

- Context (PIARC Programme of International Seminars, Technical Committee (s), organisers, etc.)
- Seminar topic
- Seminar objective(s)
- Participants

Methodology

- Presentations, discussions, group work, etc.

Languages

- Official language(s) of the seminar
- Simultaneous translation provided

Preliminary Programme

Sessions and field visit

Call for Papers

Technical papers are invited for the seminar presentation and publication.

Abstracts of papers should:

- not exceed ... words
- be submitted in (language)
- be submitted in paper and electronic format

Abstracts should be sent to:

Timetable for receipt of papers:

- | | |
|--------------------------------------|-----------------------------|
| • Submission of abstracts of papers: | 6 months before the seminar |
| • Review of abstracts: | 5 months before the seminar |
| • Notification to the authors: | 5 months before the seminar |
| • Submission of full papers: | 3 months before the seminar |

PIARC Special Fund

The PIARC Special Fund can cover up to 100% of travel expenses or up to 100% of accommodation expenses of participants from developing countries (lower middle income and low income countries). It can cover the expenses of one participant per PIARC member country, subject to the agreement of the First Delegate. Requests for Special Fund should be made by the First Delegate to PIARC Secretary General, e-mail: piarc@wanadoo.fr

The rules relating to the use of the Special Fund are available on the PIARC web site: www.piarc.org, in the Blue Guide

Registration Fees

- Participants from lower middle income and low income countries:
- Participants from upper middle income and high income countries:
- Technical Committee members:
- Students:
- Companions:
- ...

The registration fee includes participant kit, seminar literature and proceedings, local transport, lunch and tea/coffee during technical sessions, official dinner, field visit, etc.

Accommodation

Lodging and travel information will be provided in the second announcement which will be sent out four months before the seminar.

Programme for Companions

The programme for companions will be provided in the second announcement which will be sent out 4 months before the seminar.

Pre-registration

Please return the filled-in form to:

- Name and contact details of the organising committee

Please check the appropriate boxes:

- I am planning to attend the seminar
- I would like to make a presentation

Name:

Title:

Organisation:

Address:

Phone:

Fax:

E-mail:

Attachment 5 Example of Second Announcement

(Logo of Organisers)

International Seminar on ...

**Venue
Dates**

Second Announcement

Organised in cooperation by ...

Introduction

- Context (PIARC Programme of International Seminars, Technical Committee (s), organisers, etc.)
- Seminar topic
- Seminar objective(s)
- Participants

Methodology

- Presentations, discussions, group work, etc.

Languages

- Official language(s) of the seminar
- Simultaneous translation provided

Programme

Include a table

Field Visit

- Brief description of the field visit

PIARC Special Fund

The PIARC Special Fund can cover up to 100% of travel expenses or up to 100% of accommodation expenses of participants from developing countries (lower middle income and low income countries). It can cover the expenses of one participant per PIARC member country, subject to the agreement of the First Delegate. Requests for Special Fund should be made by the First Delegate to PIARC Secretary General, e-mail: piarc@wanadoo.fr.

The rules relating to the use of the Special Fund are available on the PIARC web site: www.piarc.org, in the Blue Guide.

Accommodation

- Transport service between hotel and airport
- List of hotels with rates, location and contact details

Programme for Companions

- Brief description of organised tours and the rates and duration

General Information about the Host Country

- Currency, credit cards, passport and visa, vaccinations, electricity, water, climate, what to wear, rental cars, etc.

Registration Form

Please return this filled-in registration form within to:

- Name and contact details of the organising committee

Personal Information

Participants: Title – Surname – First Name – Organisation – Nationality – Passport No. – Address – Phone – Fax – Email

If you are author/presenter, please provide the title of your paper:

If you bring your companion, please provide the name and passport no. of your companion:

Visa will be issued in:

Estimated time of arrival:

Registration Fees

- Participants from lower middle income and low income countries:
- Participants from upper middle income and high income countries:
- Technical Committee members:
- Students:
- Companions:
-

The registration fee includes participant kit, seminar literature and proceedings, local transport, lunch and tea/coffee during technical sessions, official dinner, field visit, etc.

Payment

How to remit the registration fee: name, type and number of bank account, bank name, remarks

Cancellation Policy

The date up to which cancellations will be refunded

Attachment 6 Expenditures Eligible for the Use of PIARC Seminar Funds

PIARC seminar funds can be used to support the costs of:

- promotion, incl. seminar announcement, web page, etc.
- simultaneous translation
- seminar facilities
- local transport

PIARC seminar funds cannot be used to support:

- social functions or meals
- hotel accommodation for participants or speakers
- participants fees
- speakers fees

Attachment 7 Seminar Evaluations by Participant

The participants are asked to complete an evaluation form at the end of the seminar. A synthesis of this participants' evaluation will be included in the seminar proceedings.

1. What is your overall impression of the seminar?

☐ outstanding ☐ very good ☐ good ☐ fair ☐ poor

2. What do you think of the methodology (presentation, group work, forums etc.) used in the seminar?

☐ outstanding ☐ very good ☐ good ☐ fair ☐ poor

3. What do you think of the quality of the presentations?

☐ outstanding ☐ very good ☐ good ☐ fair ☐ poor

4. What do you think of the quality of the discussions?

☐ outstanding ☐ very good ☐ good ☐ fair ☐ poor

5. What have been the best aspects of the seminar?

6. Has the seminar responded to the preoccupations of your country?

7. Do you think that the objectives of the seminar have been attained?

8. Do you have any suggestions or ideas for the follow-up of this seminar?
(Other relevant topic, publication material, training etc.)

9. What can be improved in future seminars?

10. Other remarks

Thank you for your cooperation!

Attachment 8 Outline of Seminar Proceedings

The seminar organising committee is asked to prepare proceedings of the seminar within three months after the seminar. These proceedings will be made available on line on the PIARC website.

The seminar proceedings should, as a minimum, contain the issues outlined below.

The Seminar conclusions and lessons learned are key results that the organizing Technical Committee need to take into account for their current and subsequent work. It is recommended that organizers are asked to provide a summary sheet of conclusions and recommendations for further consideration by the Technical Committee.

Contents

1. Introduction

- Programme
- Organisers
- Participants

2. Seminar Presentations and Papers

3. Synthesis of Discussions

4. Technical Conclusions

5. Synthesis of Participant Evaluation

6. Recommendations for Future Seminars

- Lessons learned

Annex 1: Seminar Programme

Annex 2: List of Participants

Annex 3: Synthesis of the Evaluation by Participants

Annex 4: Seminar Summary Sheet (see below)

Annex 4 to the Seminar Proceedings: Seminar Summary Sheet

1	PIARC Technical Committee	
2	Host country	
3	Seminar title	
4	Seminar venue	
5	Seminar dates	
6	Number of speakers from lower middle income and low income countries	
7	Number of speakers from upper middle income countries	
8	Number of speakers from high income countries	
9	Number of participants (exclusive speakers) from lower middle income and low income countries	
10	Number of participants (exclusive speakers) from upper middle income countries	
11	Number of participants (exclusive speakers) from high income countries	
12	Total participants (sum of Q6-Q11)	
13	Total participants from host country	
14	Number of lower middle income and low income countries represented	
15	Number of upper middle income countries represented	
16	Number of high income countries represented	
17	Was a PIARC Technical Committee meeting held the same week?	
18	Was the seminar held in connection with another non-PIARC event? If yes, which event and organisation?	
19	Duration of the seminar, incl. field visit. Was a field visit organised?	
20	Participants fees – (Currency)	1. 2. 3. 4.