

**APPENDIX E.1**

PROTOCOL OF AGREEMENT  
BETWEEN  
THE WORLD ROAD ASSOCIATION (PIARC)  
AND  
THE FIRST DELEGATE OF \_\_\_\_\_  
FOR THE ACTIVE PARTICIPATION OF \_\_\_\_\_  
(named hereafter the "beneficiary")  
IN THE ACTIVITIES OF TECHNICAL COMMITTEE \_\_\_\_\_

**Preamble**

This Protocol sets out the terms according to which PIARC will contribute to bear the travel or accommodation expenses necessary for the participation of the beneficiary in the plenary meetings of the Technical Committee above-mentioned.

This Protocol is not a contract in a legal sense, but it sets out the respective moral commitments of the parties involved. It relies essentially on the honesty and good will of each party and their mutual trust.

PIARC would like to benefit from the active and continued participation of the beneficiary until the XXIIIrd World Road Congress. However, the commitment shall be renewed every year and shall then take account of the evolution of the financial resources of both parties.

"Active participation" should imply the personal commitment of the beneficiary to PIARC activities as well as the commitment to seeking the best way to disseminate the outcome of the work in the country of the beneficiary and the neighbour countries whenever possible, e.g. through a road organisation representing several countries of the region.

**Report of activities**

Within two months following each meeting, the beneficiary shall present a report about the activities in the framework of PIARC. This report shall be sent to the First Delegate and the PIARC Central Office. The report should describe the preparation and follow-up of each plenary Technical Committee meeting or other events closely linked with PIARC activities. It should also mention the progress made thanks to the contacts thus established and in the circulation of PIARC publications or recommendations.

**Financial aspects**

The amount of the grant paid by PIARC will be either 100% of direct travel expenses or 100% of accommodation expenses linked to the participation of the beneficiary in the plenary meeting of the related PIARC Technical Committee.

When establishing the budget for travel expenses, both parties should always seek to find the cheapest alternative, e.g. charter flights, to allow as many countries as possible to benefit from the resources available. Business class air tickets are not allowed.

PIARC shall transfer the amount of the grant into the bank account designated by the First Delegate.

**Date:**

**Signatures:**                      For PIARC                      The First Delegate                      The beneficiary