

**MEMORANDUM OF UNDERSTANDING (MOU)
PIARC NATIONAL TECHNOLOGY TRANSFER CENTRES**

This Memorandum of Understanding reflects the agreement reached between the World Road Association (PIARC) and the PIARC First Delegate of _____ (a member government of PIARC) concerning the operation of a PIARC National Technology Transfer Centre.

The Centre will be known as the “World Road Association (PIARC) National Technology Transfer Centre” (TTC) and it will be located at

The overall policy and strategy for the TTC will be managed by a committee representing stakeholders as follows:-

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The manager of the TTC will be

The contact details for the TTC will be:-

- Postal address:-
- Telephone No:-
- Fax No:-
- E-mail address:-

The TTC will be operated for the benefit of all stakeholders in the Road Transport sector in a manner consistent with the published Vision, Mission and Values of the World Road Association. The TTC may be an independent organisation undertaking the agreed core tasks of the TTC or it may be part of a larger organisation undertaking a much wider range of technology transfer activities.

Where technology transfer activities within a country are shared between more than one centre, only one such centre will be nominated by the First Delegate as the World Road Association (PIARC) National Technology Transfer Centre (TTC). The nominated TTC will be responsible for co-ordinating any PIARC related activities of the other centres.

The core tasks of a TTC will be as follows:-

1. Maintain a reference library of key documents in an appropriate language
2. Maintain Internet access
3. Maintain an up to date list of transport sector web-sites
4. Produce a regular Newsletter
5. Be a member of the World Interchange Network (WIN) concept of putting people with questions in touch with those who can provide solutions through an efficient information and knowledge interchange network
6. Maintain a list of transport sector training courses and distance learning materials
7. Develop and implement a work plan including strategies for using various media for information exchange. Evaluate its own performance as a Technology Transfer Centre
8. Activities should benefit all stakeholders in the Road and Road Transport sector and should include Civil Society organisations as well as the private and public sectors. However the TTC must not permit itself to be used to promote the products or services of any individual or organisation
9. Co-ordinate activities and share information in the field of technology transfer that targets local needs
10. Produce an Annual Report for the PIARC First Delegate of the country and PIARC Central Office

The First Delegate agrees, together with other stakeholders if necessary, to :-

- use his best endeavours to arrange such budgets as necessary to provide sufficient office accommodation, staff and resources for the day to day operation of the TTC core duties.
- make available to PIARC Technical Committee members through the TTC, documents representing best national practice,
- authorise the TTC to respond to reasonable requests for information from other PIARC members and users of WIN.
- nominate the TTC manager (or an approved substitute) as a national representative on PIARC Technical Committee C3 and submit a brief report to each C3 meeting.

The World Road Association (PIARC) agrees to:-

- provide, free of charge, 1 copy of relevant PIARC publications, in whatever form i.e. book, CD, magazine, from an agreed list.
- provide access to the PIARC members internet web-site including access to minutes of all meetings,
- facilitate provision of key documents available from other member countries,
- provide advice through Committee C3 on the management of the TTC and operations of other TTC's and WIN nodes,
- grant rights to reproduce and translate PIARC information in the TTC newsletter,

In addition, where the country is classified by the World Bank as having a low or lower middle income (currently with a national GNP less than US\$ 3,100 per capita), the World Road Association (PIARC) agrees to:-

- provide a contribution of US\$ 10,000 towards the initial costs of equipment or local training associated with the establishment of a PIARC National Technology Transfer Centre subject to meeting the criteria for approval set by the P3 team within the C3 Committee.
- contribute to costs of the TTC hosting PIARC Technical Committee meetings in accordance with PIARC guidelines,
- contribute to costs of the TTC hosting PIARC international seminars in accordance with PIARC guidelines,
- support actions that will provide basic training for TTC staff at a level to be agreed.
- meet from the PIARC Special Fund, (subject to Finance Commission approval) the travel and accommodation costs of the TTC manager (or an approved substitute) attending meetings of PIARC Technical Committee C3. This use of the Special Fund will be in addition to the permitted support of 2 beneficiaries under the present rules and will be subject to review at the time of the World Road Congress in Durban in October 2003.

Signed on behalf of PIARC

Signed by First Delegate

Signed by Manager of TTC