

PIARC's VISION, MISSION, VALUES

Vision

PIARC will be the world leader in providing information on roads and road transport policy and practices within an integrated sustainable transport context.

Mission

PIARC exists to serve all its members by:

- being a leading international forum for analysis and discussion of the full spectrum of transport issues, related to roads and road transport,
- identifying, developing and disseminating best practice and giving better access to international information,
- providing within its activities special emphasis for developing countries and countries in transition,
- developing and promoting efficient tools for decision making on matters related to roads and road transport,

Values

PIARC's values are:

- to provide universal quality service to its members,
- to be open, objective and impartial,
- to promote sustainable and sound economic solutions,
- to recognize road transport in an integrated transport and land use context,
- to be customer driven,
- to respect the differing international road transport needs,
- to be a leader in technology transfer.

PIARC GLOSSARY

The following expressions or acronyms are sometimes used in documents of the World Road Association (PIARC).

Administration of the World Road Association (PIARC)

| | |
|---|---|
| Council of the World Road Association | Assembly managing the Association. The Council meets at least once a year (usually during the 4th quarter). |
| Executive Committee (EC) | Board elected at the head of the Association by the Council. The EC meets in spring and autumn every year. |
| First Delegate | Head of delegation of a member country to the Council. |
| Official Delegate | Representative of a member country to the Council. |
| National Committee & Corresponding Organization | Organization grouping all the members of a country, coordinating their activities within PIARC and delegated with specific tasks by the Central Office. |

PIARC Technical Committees

| | |
|---|--|
| PIARC Technical Committee (C) | Group which undertakes studies in a broad subject area on technical topics and on issues related to road policy, road management, socio-economic issues and quality of life. |
| PIARC Project (P) | Action limited in time and led by PIARC for an output goal. Projects benefit from a specific financing (Association's Funds). Some staff may be seconded to the General Secretariat on a part-time or full-time basis. |
| Project Team | Group set up to conduct a PIARC Project. Project Teams are working under the leadership of the Secretary General. |
| Coordinator | Executive Committee member responsible for coordinating PIARC activities related to one Strategic Theme and maintaining liaison with appropriate Technical Committees. |
| Member of a PIARC Technical Committee | Person designated by the First Delegate of their country (or by an organization) to participate in the activities of the Technical Committee and attend its meetings. |
| Corresponding Member of a PIARC Technical Committee | Person designated by the First Delegate of their country (or by an organization) to participate in the activities of the Technical Committee by correspondence, without formal agreement to attend meetings. |
| Associate member of a PIARC Technical Committee | Person invited by a Technical Committee to participate in their activities. |
| Strategic Theme (ST) | One of the five broad fields of activities defined in PIARC's Strategic Plan. |

PIARC TECHNICAL COMMITTEES: STRATEGIC THEMES

1. The PIARC Strategic Plan was first adopted by the Council in September 1995 (Montreal). The principles for updating it for the period 2000-2003 were approved by the Council in October 1999. The details of the drafting were agreed by the Executive Committee in February 2000 (Sapporo). The Strategic Plan governs all the activities of the Association and its implementation is evaluated every two years.
2. Five Strategic Themes have been identified. All the goals in the areas of road and road transport which PIARC wishes to pursue are covered by these:

ST 1 Road Technology

ST 2 Road Transport, Livability and Sustainable Development

ST 3 Road and Road Transport Operations

ST 4 Management and Administration of the Road System

ST 5 Appropriate levels of Road and Road Transport Development

3. List of Technical Committees for 2000-2003

ST 1 Road Technology

- C1 Surface Characteristics
- C8 Road Pavements
- C12 Earthworks, Drainage and Subgrade

ST 2 Road Transport, Livability and Sustainable Development

- C4 Interurban Roads and Integrated Interurban Transport
- C10 Urban Areas and Integrated Urban Transport
- C14 Sustainable Development and Road Transport
- C19 Freight Transport

ST 3 Road and Road Transport Operations

- C5 Road Tunnel Operation
- C13 Road Safety
- C16 Network Operations
- C17 Winter Maintenance
- C18 Risk Management for Roads

ST 4 Management and Administration of the Road System

- C6 Road Management
- C9 Economic and Financial Evaluation
- C11 Road Bridges and other Structures
- C15 Performance of Road Administrations

ST 5 Appropriate Levels of Road and Road Transport Development

- C2 Community Consultation
- C3 Technological Exchanges and Development
- C20 Appropriate Development
- T Terminology

The Executive Committee appoints a Coordinator for each Strategic Theme. Each Coordinator maintains liaison with relevant Technical Committees and takes the lead in proposing strategies, identifying issues to be addressed and establishing priorities on behalf of the Executive Committee. More details are included in the chapter: "Strategic Theme Coordinator" (page 23).

4. The fields of activities covered by Technical Committees are not self-contained.

4.1 Topics such as appropriate development, technology transfer, management, finance, the environment, safety and the performance of road administrations are of interest to all Technical Committees. The corresponding activities concern all the Technical Committees.

All Technical Committees should include these topics in their activities. The Technical Committees concerned by each of these fields should address more specific subjects of interest to decision makers, road professionals and also subjects of interest to other Technical Committees.

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

5. Other international or regional organizations, governmental and non governmental bodies may be involved in subjects relevant to the field of activity of the various Technical Committees. Each Technical Committee should:

- identify these organizations, their objectives and activities;
- establish necessary initial contacts with these organizations;
- seek efficient cooperations and, in particular, organize joint events while avoiding to hold too many.

[The list of international organizations with which PIARC keeps up favoured links is available at <http://www.piarc.org/info/intr1297.htm>. For each of these organizations, a correspondent has been identified. Some information on joint actions with PIARC is sometimes given.]

Official contact with these organizations must be made by the General Secretariat on recommendations from the Technical Committees.

PIARC TECHNICAL COMMITTEES: COMPOSITION

The composition of Technical Committees is set by the Executive Committee according to the orientations set out by the Council of the World Road Association.

1. Members and corresponding members

1.1 Definition of members and corresponding members

A member is a person designated by the First Delegate of their country (or by an organization) to participate in the activities of the Technical Committee and attend its meetings.

A corresponding member is a person designated by the First Delegate of their country (or by an organization) to participate in the activities of the Technical Committee by correspondence, without formal agreement to attend meetings.

A Technical Committee member should speak and write English or French.

The member(s) or corresponding member(s) of a country are in charge of transmitting to the Technical Committee all national items of information liable to be of interest to it; conversely they assume the responsibility for the dissemination of the information they collect from the Technical Committee within their own countries or international organizations having appointed him or her. This can be done through national counterpart committees dealing with the same topics as PIARC Technical Committees, or through articles published in specialized national magazines.

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 activities will facilitate information exchange and technology transfer especially for developing countries and countries in transition.

The corresponding members must be given enough information on the activities of Technical Committees through the minutes of the meetings, the reports of Technical Committees and other forms of communication. The Secretaries of Technical Committees are responsible for keeping close contacts with them. In that regard, the PIARC website is very useful, particularly its part with access limited to members: each Technical Committee has a specific directory.

Furthermore members and corresponding members are expected to contribute to the work of Technical Committees and disseminate information to their countries. For example, they should serve as main contact points for any survey conducted by the Technical Committees, as well as for the organization of a PIARC seminar in their country.

1.2 Nomination and resignation of members

Members and corresponding members of Technical Committees are nominated by the First Delegate of member countries and by international organizations.

After each World Congress, the General Secretariat asks the First Delegates of PIARC member countries, and possibly some international organizations, to propose the name of people who will represent them on each Technical Committee as a member or corresponding member up until the end of the next Congress. The Technical Committees set up in 2000 will operate for four years.

National Committees or Corresponding Organizations may help the First Delegates in identifying and selecting members or corresponding members.

Each person nominated member or corresponding member on a Technical Committee by the First Delegate (or by an organization) is given this blue guide indicating what will be expected of them.

Each member country may in principle appoint for each Technical Committee only one member or corresponding member. The Chair and Secretary of Technical Committee are not included in this number.

However, those countries wishing to do so may appoint two members to a Technical Committee provided they make sure that those two members will have all facilities available to effectively attend the meetings of the Technical Committee and will contribute to the work of the Technical Committee. In this case, 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 (PIARC) is desired, civil servants from technical services of municipalities can be nominated as members by their First Delegates even if they are from countries which have already nominated two 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.

It is not recommended that one person serves as a member of several Technical Committees.

It is recommended that a member serves a maximum of two terms on a Technical Committee except if he/she is appointed Chair or Secretary.

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 is then in charge of appointing a new person if needed for the remaining period of the mandate.

At any time the First Delegate can nominate or modify the members of Technical Committees. However, the continuity of Technical Committee activities should be taken into account.

The First Delegate shall make sure that he can provide to the members he/she has nominated the financial and technical support required to secure their effective and efficient participation in the meetings and work of Technical Committees.

It is recommended that members of Technical Committees hold individual membership of PIARC.

1.3 Rights of Technical Committee members and corresponding members

The members and corresponding members of Technical Committees are provided the following documents free of charge:

- "*Routes/Roads*", the quarterly PIARC magazine;
- "*Via*", the newsletter to PIARC Technical Committee members;
- "PIARC Reports" and "Congress Report" of the Technical Committee concerned.

2. Chair

The Chair of each Technical Committee is designated by the Executive Committee. After the World Road Congress each member country may propose to the Executive Committee candidates for chairmanship of Technical Committees. In addition to that, members and corresponding members present at the first meeting of the Technical Committee may also propose to the Executive Committee the candidacy of one or several members for chairmanship. The curriculum vitae of all candidates must be sent to the relevant Coordinator and to the Central Office.

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.

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

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

3. Secretaries

Two Secretaries, one French-speaking and one English-speaking, must be appointed or elected by the Technical Committee members themselves. Each Technical Committee may appoint only one Secretary provided he/she is bilingual (French and English).

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

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

4. Structure of Technical Committees

Flexibility in the organization of Technical Committees is useful.

For example, each Technical Committee may organize working groups to address particular topics. Several working methods are proposed to facilitate activities of working groups as follows:

- delegate the conduct of studies to working groups to the maximum degree;
- invite outside specialists and/or experts to participate in working groups for the duration of particular studies; these people are called **associate members** and are nominated by Chairs of Technical Committees;
- use a flexible working group structure to build links with other Technical Committees and organizations. Technical Committees may seek appropriate opportunities to invite members of other Technical Committees and organizations to participate in working groups, or to form joint working groups. Potential colleagues include regional associations, road user organizations, organizations representing other transport modes and public transport, organizations concerned with urban and regional planning, safety and the environment, etc.

PIARC TECHNICAL COMMITTEES: SECRETARIAT

The invitations and minutes of the meetings should be prepared by the Secretaries of Technical Committees in English and French and sent to all members and corresponding members of the Technical Committee, to the Coordinator and to the Central Office. These documents may be put on the PIARC website in a directory with access limited to members. This directory is accessible by a password.

The Coordinators as well as the General Secretariat should be informed about the date and place of the next Technical Committee meeting as soon as they are set even before the minutes of the last meeting are finalized. The General Secretariat immediately updates the website (<http://www.piarc.org/info/cal-cq-b.htm>).

The minutes of the meetings should be sent to the Central Office as soon as they are ready in one of the languages of the Association, and in any case, no later than two months after the meeting.

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

When Technical Committees want to make contact with other organizations, 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 organization of the Technical Committee Secretaries.

The database of Technical Committee members and corresponding members is managed by the General Secretariat. The Secretaries of the Technical Committees help the General Secretariat to update this database. They shall keep a record of attendance, apologies and absence to meetings.

| |
|---|
| <p>The database of Technical Committee associate members is managed by the Secretaries of this Technical Committee. In particular, Secretaries of Technical Committees should forward to each associate member general information which may be useful to them, in particular the "Via" newsletter.</p> |
|---|

PIARC TECHNICAL COMMITTEES: STRATEGIC THEME COORDINATOR

The Executive Committee delegates the responsibility for one Strategic Theme to one member of the Executive Committee, namely Coordinator (see point 3, page 9). Each Coordinator may designate a representative to ensure continuous liaison with Technical Committees and the General Secretariat.

The Coordinators are responsible for the general coordination of the activities of the World Road Association (PIARC) related to the Strategic Themes and the liaison with the appropriate Technical Committees.

On behalf of the Executive Committee the Coordinator has to:

- identify the strategic issues related to the Strategic Theme and develop proposals for the objectives and goals of Technical Committees in consultation with their Chairs,
- prioritize these issues and develop strategies and actions to deal with them,
- advise the Executive Committee on the appropriate structure for implementing the proposed strategies and actions,
- review the proposed work programmes and productions of relevant Technical Committees, and report and make recommendations to the Executive Committee, possibly with proposals to redirect certain Technical Committee activities, and
- propose subjects on which presentations might be made to the Council or a seminar might be organized at the same time as a Council meeting.

The Coordinators work with most of Technical Committees because a Technical Committee's field of activity often involves more than one Strategic Theme. However, for operational reasons, each Technical Committee is allocated one Coordinator who acts as its principal intermediary and who is responsible for ensuring that the other interested members of the Executive Committee are kept informed and consulted.

Principal liaisons between Coordinators and Technical Committees

| | |
|--|-----------------------------|
| 1. Coordinator in charge of Road Technology | C1 - C8 - C12 |
| 2. Coordinator in charge of Road Transport, Livability and Sustainable Development | C4 - C10 - C14 - C19 |
| 3. Coordinator in charge of Road and Road Transport Operations | C5 - C13 - C16 C17 - C18 |
| 4. Coordinator in charge of Management and Administration of the Road System | C6 - C9 - C11 - C15 |
| 5. Coordinator in charge of Appropriate Levels of Road and Road Transport Development | C2 - C3 - C20 - T |

PIARC TECHNICAL COMMITTEES: STEERING THE TECHNICAL COMMITTEES

The Technical Committee Chair is in charge of liaising with his/her Coordinator.

After consultation with the Technical Committee Chairs, the First Delegates, the National Committees and the relevant international organizations and associations, the Coordinators formulate, with assistance from the General Secretariat, proposals for restructuring the Technical Committees and Project Teams. This restructuring is conducted with reference to the stability and continuity of the activities of the Technical Committees. The proposals are approved by the Executive Committee on behalf of the Council.

The work programme of each Technical Committee and Project Team reflects the directions of the Strategic Plan which result mainly from:

- the conclusions of the Kuala Lumpur Congress (see <http://www.piarc.org/kl/rg-kl-e.htm>: general report and detailed conclusions per session),
- the needs and opinions of the First Delegates, National Committees and the Chairs of Technical Committees during the previous period, as expressed through surveys carried out in 1999.

The Technical Committees draw up a provisional work programme during their first meeting following the World Road Congress. The work programme takes the form of a brief document that indicates:

- the topics to be studied,
- plans for the organization of the Technical Committees including Project Teams and cooperation with other Technical Committees and/or organizations,
- plans for involving participants from developing countries and countries in transition,
- envisaged outputs (reports, seminars, articles for "*Routes/Roads*", etc.) with a provisional timetable. It is recommended that output should be spread over the entire 2000-2003 cycle so the Association will be permanently visible.

The Coordinator presents the integrated programme for his/her Strategic Theme to the Executive Committee for approval. The Coordinator agrees any necessary modifications with the Chairs of Technical Committees.

For its Coordinator and the Secretary General, each Technical Committee produces a short report at the end of each year (follow-up form). This describes:

- achievement in the past year,
- plans for the coming year,
- current timetable for each output,
- evaluation of the participation of members.

A standard example is provided in an annex to this document (see Annex 1).

In the course of 2003, the Executive Committee will ask the Coordinators to review emerging strategic issues and prepare proposals for the organization of Technical Committees for the four years after the Congress (2004-2007). 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.

PIARC TECHNICAL COMMITTEES: LIAISON WITH C3

PIARC provides *special emphasis for developing countries and countries in transition* (see Mission, page 3).

In that context, each Technical Committee shall designate one of its members to act as correspondent of the Technical Committee on Technological Exchanges and Development (C3). This member will make sure that the needs of developing countries or countries in transition (DC/CIT) are properly taken into account by the Technical Committee he/she belongs to. The correspondent shall receive the working documents of C3 (draft reports, minutes of meetings, etc.) and contribute to the preparation of seminars of his/her Technical Committee in DC/CIT.

Conversely, C3 shall designate several of its members to act as corresponding members of other Technical Committees. Each of them shall receive the working documents of the Technical Committee he/she is correspondent of (draft reports, minutes of meetings, etc.).

The pairs of designated members shall work together, including for the preparation of seminars, so as to facilitate the expression of the needs of developing countries and countries in transition and to secure their actual consideration by PIARC.

PIARC TECHNICAL COMMITTEES: MEETINGS AND SEMINARS

Each Technical Committee generally holds an average of two plenary 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 cases mentioned below.

The first meeting of each Technical Committee after the Congress is held at the Central Office of the Association or any other location decided on by the Coordinator.

In order to strengthen PIARC's presence throughout the World, to be more receptive to the needs of developing and in transition countries, and make the results of their work more widely known, all the Technical Committees are invited to organize at least two seminars between March 2000 and October 2003. Preference should be given to holding these seminars in developing or in transition countries. They may be organized jointly with one or more other PIARC Technical Committees and will be prepared in consultation with the Strategic Theme Coordinator in charge of "Appropriate Levels of Road and Road Transport Development" and the General Secretariat. They will be held immediately before or after a plenary meeting of the Technical Committee in the same place. The Council of the World Road Association has provided a specific budget in order to assist the practical organization of these seminars. In 1999 C3 drafted a short document entitled "[Recommendations for planning and carrying out PIARC Seminars](#)" [PIARC reference: 03.07.B]. The General Secretariat keeps these recommendations at the disposal of Technical Committees. Particular attention should be paid to the fact that at least one year must elapse between the decision to organize a seminar and holding it.

The "[Recommendations for planning and carrying out PIARC Seminars](#)" may also be consulted in the members area of the PIARC website:

<http://www.piarc.org/cgq/cgqplus/03-07-e.htm>

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 organize joint meetings with other professional organizations such as OECD, TRB and so on.

The Coordinators may organize 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.

The meeting notices and agenda 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 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.).

For any meeting held at the Central Office, the Technical Committee should get in touch with the General Secretariat before setting dates and procedures (meeting room reservation).

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 page 39).

It is the tradition for the host country or organization 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 theory PIARC does not cover any expenditure related to the meetings.

This principle is strictly applied to countries whose per capita GDP is over USD 10,000¹. It is also applied to international organizations.

When the host country or organization lacks the financial resources to pay for the meal and/or simultaneous interpreting in the two official languages, these will be paid for by the Association in the case of plenary meetings. The aim of this measure is to ensure that a developing or in transition country is not prevented from inviting a PIARC Technical Committee for a plenary meeting.

In this case:

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

¹ World Bank: "*World Development Indicators*", published yearly. As at 1.1.1998, the countries in this category were: Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Ireland, Israel, Italy, Japan, Kuwait, Netherlands, New Zealand, Norway, Singapore, Spain, Sweden, Switzerland, United Arab Emirates, United Kingdom and United States of America. See: <http://www.undp.org/hdro/98hdi1.htm>.

PIARC TECHNICAL COMMITTEES: LANGUAGES

At plenary Technical Committee meetings members can speak in English or French. The presence of at least one interpreter at each meeting is a fundamental rule. Everyone should be able to obtain the translation of an intervention made by a member of the Technical Committee. However, there is no objection to holding discussions in one language provided all members are in agreement.

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 version. Translation of the final draft can, however, be arranged by the General Secretariat on request.

PIARC TECHNICAL COMMITTEES: SURVEYS

The documents of Technical Committees are often based on the results of international surveys involving PIARC member countries in particular.

When a Technical Committee undertakes an international survey, 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).

Technical Committees should pay close attention to the preparation of an inquiry and the processing of data so that they can make the most use of the collected information.

| |
|--|
| Any survey of all member countries of the Association -and all the more so if it is proposed to include non-member countries- can only be undertaken through the General Secretariat. This is to avoid too many surveys being submitted to member countries at the same time on similar matters. |
|--|

PIARC TECHNICAL COMMITTEES: COMMUNICATION

Each Technical Committee should endeavour to communicate with a wider 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 page 43 and following pages).

One of the main benefits of being a member of a Technical Committee is to allow access to the latest and innovative ideas and techniques brought by other members in the meetings and/or other activities.

Each Technical Committee is also recommended to take advantage of opportunities to cooperate with other international organizations such as the World Bank, ILO/ASIST², OECD, IRF, ITE³ and UITP⁴ as well as with regional associations such as the Council of Iberia and Iberoamerica Road Directors, REAAA⁵ (Asia), the Association of African Road Directors (ADAR), the Maghreb Road Association and NVF⁶ (Nordic Countries) in order to organize international or regional meetings (Congresses, seminars, workshops, etc.) and conduct joint studies which focus on specific topics.

A detailed list of international organizations with which PIARC has (or has had) links is given on the PIARC website (<http://www.piarc.org/info/intr1297.htm>). It is recommended that Committees should help the General Secretariat to keep this list up to date.

The method of exchange of correspondents between international organizations is effective. In this way PIARC correspondents with international organizations, who are identified at <http://www.piarc.org/info/intr1297.htm> are expected to act as an intermediary between Technical Committees and these organizations. They act during the whole cycle of Technical Committees.

The World Road Congress is an important event which 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 road techniques and management systems from around the world and to organize discussions on road and road transport issues. The outcome of the Congress helps PIARC to set directions for its future activities.

Each Technical Committee may decide to organize a session or other event at the World Road Congress for the purpose of communication and/or discussion with a wider audience. 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 Coordinators may also choose to organize a joint session in collaboration with other Technical Committees or other international organizations to present an integrated approach to a Strategic Theme. For example, six cross-linking sessions have been organized by the six Coordinators during the Kuala Lumpur Congress.

² ILO/ASIST: International Labour Organization (ILO) Advisory Support, Information Services and Training (ASIST)

³ ITE: Institute of Transport Engineering

⁴ UITP: International Union (Association) of Public Transport

⁵ REAAA: Road Engineering Association of Asia and Australasia

⁶ NVF: Nordic Road Association (Denmark, Finland, Feroe Islands, Iceland, Norway and Sweden).

Communication between PIARC members: "Via"

Each Technical Committee must keep close contact with other Technical Committees to seek possible cooperation with them and to avoid duplication of activities.

"Via" is PIARC's newsletter circulated to the active members of PIARC. This newsletter is designed to facilitate the circulation of information between:

- members of the Council (including members of the Executive Committee) and members of Commissions,
- Technical Committee members, allowing them to be informed of the work undertaken by other Technical Committees so that they can better formulate their own actions and create mutual cooperation with other Technical Committees,
- National Committees.

"Via" is published twice a year. Articles from Technical Committees are to be sent to the Central Office according to the timetable announced in the previous issue of "Via".

If Technical Committees wish to cooperate with other Technical Committees, "Via" will provide them with a useful communication tool. It is highly recommended that each Technical Committee should make the best use of "Via" to facilitate its activities.

"Via" issues are available on the PIARC website, in the directory with access limited to members (<http://www.piarc.org/cgg/cggplus/list.htm>).

PIARC TECHNICAL COMMITTEES: TERMINOLOGY

The revision of the PIARC Technical Dictionary of Road Terms and the PIARC Lexicon of Road and Traffic Engineering is an ongoing activity of the Association.

This activity is performed by the Technical Committee on Terminology using a specially developed computing tool ("PIARC-Terminology"). The Chair of this Technical Committee is responsible for managing this tool.

Each Technical Committee or Project Team must appoint at least one "terminology correspondent" whose task is to use the above tool as an "editor", in order to revise terminological information and/or transmit specialized vocabulary in their areas of expertise. The "terminology correspondent" receives a CD-ROM containing "PIARC-Terminology" and all the terminology databases. He should contribute to update these databases via the Internet.

Similarly, each PIARC member country can designate a "terminology correspondent" whose task is to use the above tool as an "editor", in order to translate and/or revise terminological information in the language of their country.

PIARC TECHNICAL COMMITTEES: PIARC SPECIAL FUND

The Special Fund of the World Road Association (PIARC) is designed to facilitate participation of members from developing countries and countries in transition in PIARC activities, especially Technical Committee activities. It aims at covering part of travel and/or accommodation expenses for participation in meetings and/or Congresses.

The General Secretariat manages the Special Fund. The Strategic Theme Coordinator on Appropriate Levels of Road and Road Transport Development designates beneficiaries with the help of the Chair of C3 when demands presented by First Delegates and/or Chairs of Technical Committees have been examined.

Beneficiaries must sign an agreement with the First Delegate of their country and PIARC clarifying their responsibilities such as periodical reports to both of them.

Technical Committees are recommended to use the Special Fund to strengthen the participation of members from developing countries and countries in transition.

Detailed rules are clarified in "*Special Fund, Operating Rules, 2000-2003*" approved by the Executive Committee. (See these rules in annex 2.)

WORLD INTERCHANGE NETWORK

The World Interchange Network (WIN) for the transfer of road knowledge was established to allow people having questions related to roads and road transport to get in touch with at least one person liable to answer these questions. WIN operates in close cooperation with PIARC, mainly with C3.

WIN is based on nodes which are committed to providing the names and addresses of experts likely to answer inquiries.

The General Secretariat of the World Road Association is a node of WIN and can consult the Secretaries of the various Technical Committees in order to identify experts able to answer inquiries.

The terms for providing the information are set in common agreement between the inquirer and the expert or his/her organization.

You can read about the WIN concept: <http://www.piarc.org/info/nœuds-e.htm>
and visit the WIN website: <http://www.rme-win-rmi.qc.ca>

INTERNET

E-mail

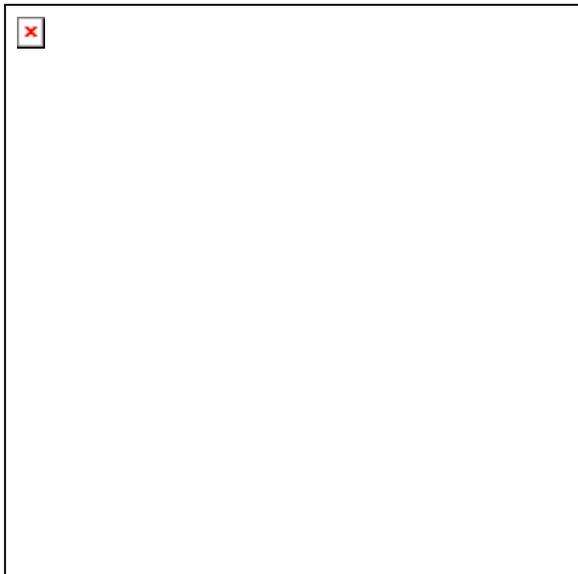
It is recommended to use the E-mail to send the invitations, agenda and minutes of meetings, and any other information to the General Secretariat. The E-mail address of the World Road Association (PIARC) is:

piarc@wanadoo.fr

Home page

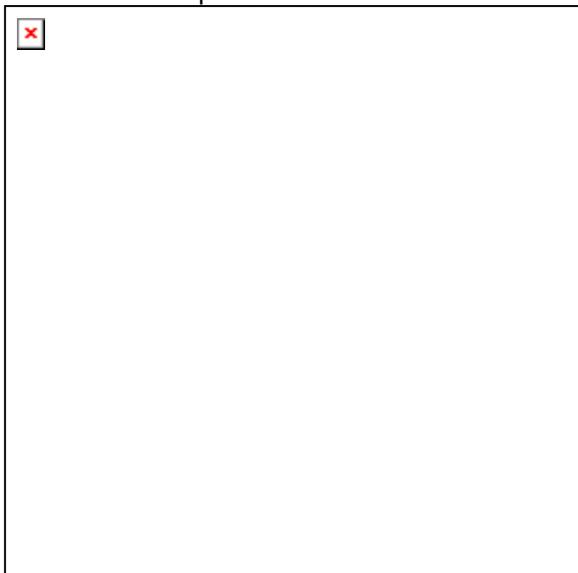
<http://www.piarc.org>

PIARC home page has been in service since 1996 and contains the following as of 8 February 2000:



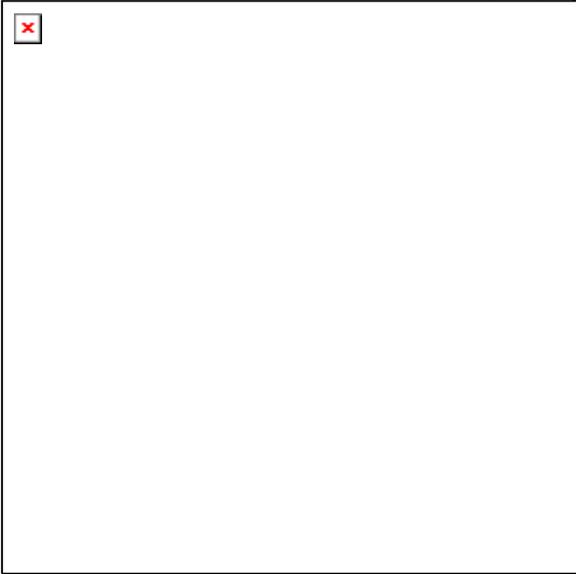
AIMS and ACTIVITIES of the World Road Association;

PowerPoint97® presentation of PIARC



MEMBERS (Governments, National Committees, Regional

Authorities, Collective Members, Individual Members)
TECHNICAL COMMITTEES 2000-2003 (List, Agenda, Terms of Reference)



COMMITTEES and WORKING GROUPS 1996-1999 (List,

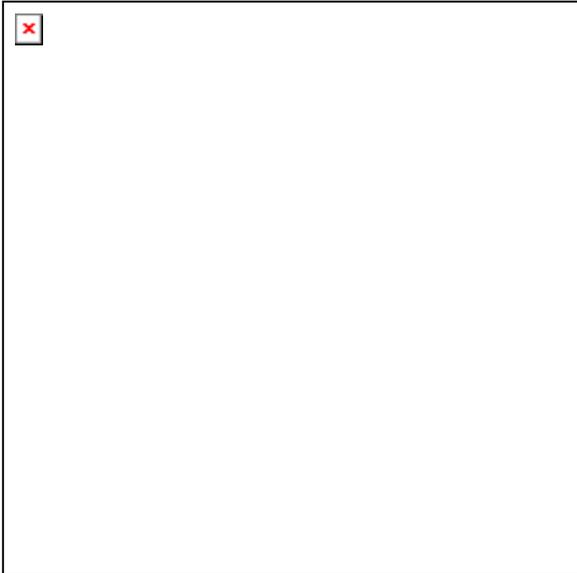
Addresses, Work Programmes, Productions)



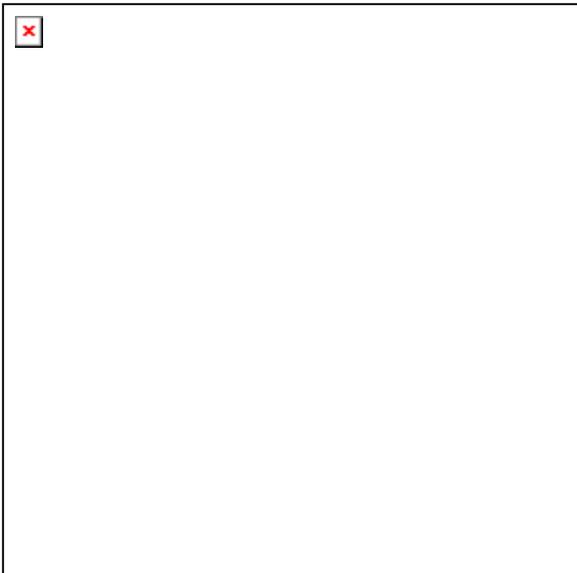
HDM-4 Project



CONGRESSES (Kuala Lumpur 3-9 Oct. 1999: CD-ROM,
Video, Virtual Visit - Sapporo 2002 - Durban 2003)

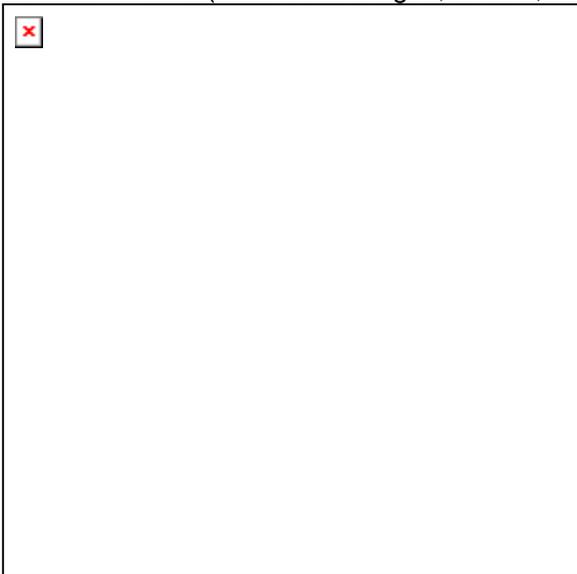


INTERNATIONAL RELATIONS (detailed list)

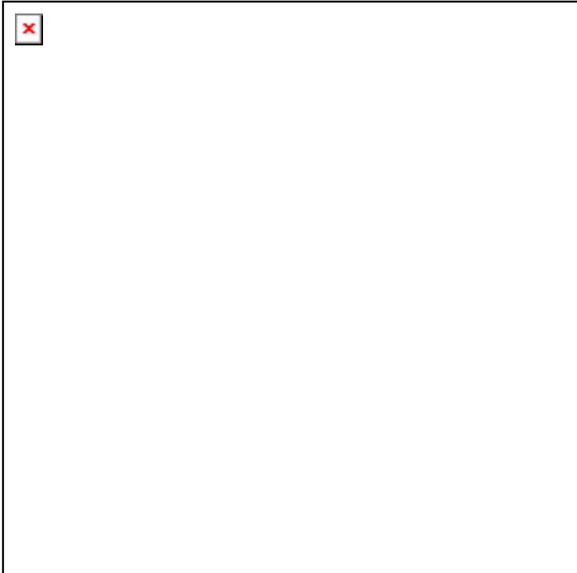


WORLD INTERCHANGE NETWORK (WIN) (Concept)

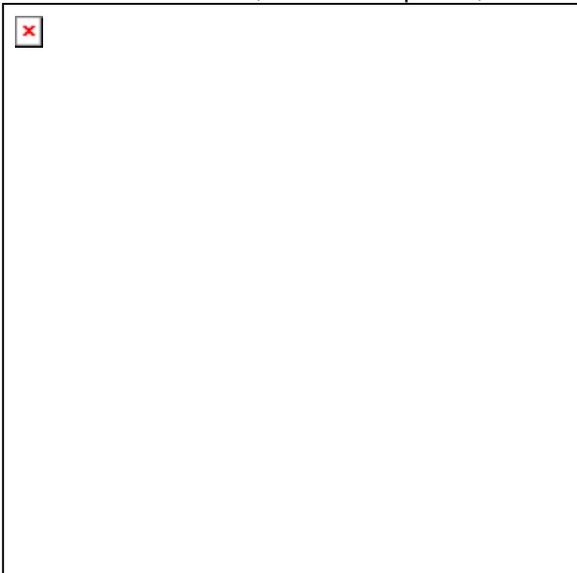
PUBLICATIONS (Detailed catalogue, Orders, Last Publications, etc.)



ROUTES/ROADS Magazine (Abstracts, Subscription, Advertising)



GOVERNING BODIES and FINANCING (Council, Executive Committee, Membership fees, Central Office)



WHAT'S NEW ? (Calendar, Workshops, Last Publications, etc.)

Directory with access limited to PIARC members

Instructions to PIARC members (Procedure to follow in order to declare your password)

PIARC home page is generally updated on a weekly basis.

During 1999, the following statistics have been recorded:

- different sites connected: 28 787
- different countries: 143
- number of pages read: 377 039
- number of different files used: 2 535
- volume of transmitted data: 4276.94 Mb

Just like the Association Magazine, the PIARC website enables many professionals to have access to PIARC information. It also allows quick exchange between members of a Technical Committee. Technical Committee Secretaries may put any working document in the part reserved for them (meeting notices, minutes, draft reports, draft

articles, etc.). This private domain is accessible through a password. Each member may receive a password by following instructions given at:

<http://www.piarc.org/passe-e.htm>

PUBLICATIONS: GENERAL DESCRIPTION

1. There are many categories of the World Road Association (PIARC) publications:

- PIARC Reports (Technical Committee Reports),
- Dictionary and Lexicon,
- "*Routes/Roads*", PIARC's quarterly magazine,
- Congress Reports,
- Softwares.

1.1 The **reports** of the World Road Association (PIARC), i.e. Technical Committee Reports, aim to:

- provide "State of the Art" and precise recommendations on specific topics,
- improve international information exchange among countries whatever their stage of development.

They include both policy issue and technical issue documents.

Some documents designed specially for decision-makers can be published as "Special PIARC Reports" with the proposal and/or approval of the Executive Committee.

1.2 The PIARC **Technical Dictionary of Road Terms** and the PIARC **Lexicon of Road and Traffic Engineering** are specially designed for road engineers and contain a variety of road and road traffic engineering terms and expressions.

As of 1st January 2000 the basic version (French-English) of the Dictionary has been translated into twenty languages: Arabic, Chinese, Croatian, Czech, Danish, Dutch, German, Greek, Hungarian, Italian, Japanese, Latvian, Lithuanian, Polish, Portuguese, Romanian, Russian, Slovak, Spanish and Vietnamese. The most recent printed version of the French-English Dictionary was released in 1997.

The basic version (French-English) of the Lexicon has been translated into Dutch and Russian (1991 edition). The most recent printed version was released in 2000.

Continuous updating (via Internet) and the translation of those two documents are facilitated by the "PIARC-Terminology" CD-ROM.

1.3 "**Routes/Roads**" is the association's quarterly news and information magazine. It includes synthesis articles, technical articles, PIARC news and other.

1.4 Introductory Reports to the Congress sessions are published and distributed on the occasion of the World Road Congress. It is recommended that Congress Reports be designed to stimulate discussion at the Technical Committee sessions at the Congress. In this sense they have to be short. Technical Committee **Activity Reports** are published every four years on the occasion of the World Road Congress.

1.5 Softwares are the Terminology CD-ROM or HDM-4 software.

2. The documents mentioned above are also published in the form of a CD-ROM, namely the "CD-ROUTE".

The "CD-ROUTE", first published in 1995, republished in 1997 and 2000, contains more than 15,000 pages of illustrated texts:

- PIARC Reports released starting from 1991,
- Articles from "*Routes/Roads*",
- Congress Reports of the XIXth Congress (Marrakech, 1991), the XXth Congress (Montreal, 1995) and the XXIst Congress (Kuala Lumpur, 1999),
- Presentation of the World Road Association (PIARC),
- IRRD thesaurus of OECD in English, French and German.

The "CD-ROUTE" is updated in principle every two years.

3. Property of publications

Reports, articles and other publications produced by Technical Committees are the collective property of the World Road Association (PIARC). Unless a preliminary and explicit agreement is made (for example in the case of a considerable amount of individual commitment), neither Technical Committee members nor their organizations can claim copyright of these publications.

PUBLICATIONS: PIARC REPORTS

1. Contents of documents

The document generally contains:

- an executive summary;
- an introduction (between 500-1,000 words in one language);
- chapters written specially for decision-makers in which they are given the outline of the subject dealt with, followed by an account of the sensitive technical and economic factors and a summary (decision-making aid);
- chapters intended for design, field or maintenance engineers where those as yet unfamiliar with the technique can learn about its major technical aspects; these chapters will also deal with probable future developments as well as with major current research;
- description of the recommended procedure (e.g. for tests: apparatus, preparation of sample, performance of test, expression of results), perhaps by referring the reader to documents already published elsewhere;
- conclusions and recommendations;
- a bibliography;
- possibly a glossary. This glossary is drawn up by the "terminology correspondent" of the Technical Committee, especially for acronyms and road concepts which are not yet included in the PIARC Dictionary. Technical Committees establish glossaries in English and French. These glossaries are submitted to the Technical Committee on Terminology before publication. This Technical Committee inserts new or updated terms into the PIARC Dictionary and Lexicon.

The names of the members of the drafting Committee, followed by their country of origin should appear on the flyleaf of the document below the title.

2. Size and layout of documents

PIARC Reports are printed on vertical A5 paper (14,5 x 21 cm) or (16 x 24 cm). Congress Reports are generally printed on vertical A5 paper (14,5 x 21 cm).

The French text is printed on the left hand pages (even numbers) and the English text on the right (odd numbers).

One page of text with no illustrations may contain up to 400 words in one language.

The layout and design of the reports is precisely defined in the "PIARC Graphic and Editorial Charter" (1995).

3. Printing and circulation of documents

Printing and circulation expenses of PIARC Reports and Congress Reports are borne by the World Road Association (PIARC).

PIARC National Committees are provided the summary of PIARC Reports and asked to purchase it prior to its printing.

PIARC Reports are circulated free of charge to:

- First Delegates according to the Statutes,
- Regional Authority Members according to the Statutes,

and one copy per person to:

- Chairs and Secretaries of National Committees,
- Members and corresponding members of the Technical Committee who wrote the publication,
- Chairs and Secretaries of other Technical Committees,
- Collective members on request.

4. PIARC Reports published in special issues of "*Routes/Roads*"

If a Technical Committee prefers to have one of its PIARC Reports published in a special issue of "*Routes/Roads*", the Technical Committee and the General Secretariat should study the ad hoc funding.

5. Timetable

The preparation, printing and circulation schedule of PIARC Reports and Congress Reports is set by mutual agreement between the drafting Technical Committee and the General Secretariat.

6. Purchasing publications

All the publications of the World Road Association (PIARC) including CD-ROUTE can be purchased from the following office:

"Le Routeur", 32 rue du Marché commun
Centre de gros, BP 33245,
44332 NANTES Cedex 03 (FRANCE)
Fax: +33 (2) 40 50 15 72 – E-mail : anrtp.le.routeur@wanadoo.fr

The Publications Catalogue presents the general contents and prices of reports, articles of "*Routes/Roads*", CD-ROUTE and softwares. It can be obtained free of charge on request to the above office.

The catalogue is also available on the PIARC website:

<http://www.piarc.org/pub-some.htm>

PUBLICATIONS: "*Routes/Roads*" MAGAZINE

1. Editorial Committee

An Editorial Committee is designated by the Executive Committee to serve the ordinary management of "*Routes/Roads*" publication. The Editorial Committee liaises with PIARC Technical Committees, National Committees and First Delegates to ensure that a sufficient flow of editorial materials is under preparation. The composition of the Editorial Committee appears in the synopsis page of every issue.

2. Synthesis Articles

The aim of synthesis articles is to present points of convergence on specific subjects, comparing the practice in a number of countries.

The Editorial Committee is in charge of identifying:

- the topics of the synthesis articles,
- countries related to the selected topic and
- a Technical Committee or country in charge of the selected topic.

The identified Technical Committee or country is responsible for collecting reports from other countries with the assistance of the General Secretariat and make a short conclusion and/or recommendation of the report.

3. Technical Articles

Technical Committees are expected to produce technical articles for publication in the "*Routes/Roads*" Magazine. Those articles may in practice be the work of:

- a Technical Committee,
- a Technical Committee member or corresponding member,
- a distinguished person from outside Technical Committees.

In any case, the articles are submitted to the Chair of the relevant Technical Committee who may provide a few lines of introduction to the text (and its author).

In the absence of a Technical Committee qualified to judge the value of an article for publication, the Editorial Committee is consulted. A short introductory note can be drafted by the President of the Editorial Committee, the President or the Secretary General of the Association.

The length of the article should correspond to maximum 10 pages of the Magazine and the text should not exceed 3,000 words in one language.

4. Articles by member countries

A member country of the World Road Association (PIARC) may produce an article published in "*Routes/Roads*" Magazine to present its innovative ideas and techniques for specific topics.

The PIARC National Committee is responsible for publishing the article. Where there is no National Committee, this responsibility is assumed by the First Delegate of the country.

5. PIARC News

The PIARC News published in the Association's Magazine are the responsibility of the editorial staff.

They may consist of news:

- about the activities of the Association,
- about member countries,
- of a general nature.

The Magazine correspondents from each country (or where there is none, Association members) may send suggestions for short texts (300 words or less) together with a map, a logo or an illustration where appropriate.

The editorial staff reserves the right to summarize suggested texts.

News published in the Magazine are classified by heading and date on the PIARC website:

<http://www.piarc.org/info/nou-e.htm>

<http://www.piarc.org/info/cal.htm>

6. Size and Layout of the Magazine

One page of the Magazine, without illustrations, may contain up to 350 words in one language.

The layout and design of the articles is precisely defined in the "PIARC Graphic and Editorial Charter" (1995).

7. Circulation of the Magazine

The "*Routes/Roads*" Magazine is circulated free of charge -one copy per person- to the members and corresponding members of the Technical Committees. It is also circulated to all members of the World Road Association (PIARC). The average print run is 6000 copies.

8. Standard timetable

"*Routes/Roads*" is published four times a year. The ordinary schedule of the release date and deadline for articles is shown below:

Reference timetable for "*Routes/Roads*"

| N° | Deadline for articles in case they are submitted: | | Date of publication |
|-----|--|------------------|----------------------|
| | in one language | in two languages | |
| I | End of September | End of October | Beginning of January |
| II | End of December | End of January | Beginning of April |
| III | End of March | End of April | Beginning of July |
| IV | End of June | End of July | Beginning of October |

PUBLICATIONS: GENERAL DRAFTING RULES

1. Bilingual nature

All texts published by the Association are bilingual (English and French). As far as possible the documents published are themselves bilingual, so that instead of publishing a text in two separate volumes (one in each of the official languages of the Association) the reader is presented with the English and French texts side by side.

This arrangement is applied paragraph by paragraph.

Documents should be submitted to the General Secretariat in both languages and it should be made clear which language should be considered as the original.

However, texts may be submitted in one language where an agreement on translation has been made beforehand with the General Secretariat.

2. Size and number of originals

Two copies of all documents to be printed should be submitted on 21 x 29,7 cm paper (A4 size) typed on one side only.

3. Summary

Regarding PIARC Reports, Congress Reports and articles of "*Routes/Roads*" by Technical Committees, an executive summary of a maximum of 300 words should be provided together with a copy of the report for insertion in the Publications Catalogue and the CD-ROUTE.

4. Word processing

In 1999 the General Secretariat was using Word 97 (Microsoft ®).

The typed text should be sent together with a copy on diskette of the corresponding file or by E-mail with the name and version of the word processing software used. The file should beforehand be cleared of any command (bold, underlining, left margin, word cutting). Paragraphs should be separated by a blank line. The ideal format is "RTF" format (RTF file).

5. Illustrations

There should be a sufficient number of illustrations to make the text pleasant to read.

The size of drawings attached to the document should under no circumstances exceed 21 x 29,7 cm. A photocopy of the original drawings must be enclosed. Illustrations (tables, figures, photographs) should be devised and selected with a view to their legibility once reproduced in the printed document. Therefore the author himself should verify the legibility of illustrations submitted in A4 size by reducing them down to their approximate published size.

A clear diagram is to be preferred to a highly detailed engineering drawing.

Monochrome photographs should be supplied in the form of positive enlargements (minimum dimensions 9 cm x 9 cm). Photographs which have undergone the halftone process (for offset lithography) will not be accepted. Colour photographs whether paper prints (9 cm x 9 cm minimum) or slides (24 mm x 36 mm minimum) may be reproduced in black and white or, occasionally, in the Magazine only, as four-colour prints.

During page make-up, the General Secretariat will ensure that the reader is presented with the text and illustration simultaneously. Numbers should appear in the text to direct the reader to an illustration only where the same illustration is referred to in several different places. The use of such numbers is best avoided.

Captions are extremely important.

Illustrations -and therefore their captions- are what the reader notices first, immediately after the cover. One should not hesitate to use captions of several lines which may be lifted from the text. Ideally, after reading the title of the article (or document) and the captions alone, the reader in a hurry should have an approximate idea of the content of the article. A caption such as "view of a road" serves no purpose.

Unless there is a specific prior agreement, illustrations are not returned to authors after publication.

Article sur les nouvelles techniques de terrassement

Légende : *En deux ou trois passes, le matériau brut de la couche de forme est réduit à une dimension maximale de 10 cm.*

Caption: In two or three passes, the coarse material of the subgrade is crushed to a maximum sieve size of 10 cm.

Toute illustration comporte au dos :

- *le nom de l'article qu'elle illustre,*
- *le numéro d'ordre de l'illustration dans cet article,*
- *sa légende (si possible dans les deux langues),*
- *l'origine de la photographie (ou du dessin) si cette information doit figurer sur le document imprimé.*

The following must be noted on the back of all illustrations:

- the title of the article it relates to,
- the number which indicates the order of the illustration in the article,
- its caption (if possible in both languages),
- the origin of the picture if this information should appear in the printed document.

6. Cross references

Cross references to illustrations should be kept to an absolute minimum.

Footnotes should be eliminated.

The only cross references admissible are to the bibliography at the end of the article or document. References to the bibliography should be numbered in increasing order (either the order in which references appear in the text or the alphabetic order of the authors). The corresponding numbers should appear inside either //, () or [].

A bibliographic reference for an article should contain in the following order:

- the name of the author (in capitals),
- the initials of his/her first name (in capitals),
- the title of the article in its language of publication (inside " "),
- the name of the journal, using international abbreviations,
- the number of the journal,
- paging (beginning and end),
- the date (at least the year).

For a book the bibliographic reference should contain in the following order:

- the surname of the author (in capitals),
- the initials of his/her first name (in capitals),
- the title of the book (inside " ") followed by its subtitle,
- the name of the publisher,
- the town of publication,
- the date (year).

Examples:

[1] BOUSSINESQ, J. "*Application des potentiels à l'étude de l'équilibre et du mouvement des corps élastiques*", Gauthier Villars, Paris, 1885.

[2] PIARC TECHNICAL COMMITTEE ON ROAD BRIDGES
"*Repair of bridges under traffic*", reference 11.03.B, PIARC, Paris, 1991

[3] FAIZ, A. "*An Overview of Automotive Air Pollution*", "*Routes/Roads*", PIARC Magazine, n°274, p.88-92, 1991.

7. Numbering

Chapters and chapter sections should be numbered solely with figures. Each number made up of several figures allows the corresponding passage to be easily identified. It is not desirable to exceed the third level of subdivision.

8. Paragraphs

Paragraphing makes a text well spaced out. It is of prime importance at the composition stage, where paragraphs in both languages are juxtaposed. Excessive use of very short paragraphs (less than 30 words) and the use of very long ones (more than 200 words) should therefore be avoided.

9. Line ends

In both English and French text, words should never be hyphenated.

10. Acronyms, abbreviations and formulae

Except for those in common international use (e.g. UNO, PIARC, etc.) acronyms and abbreviations should be explained in brackets the first time they appear in a text. When a text contains a large number of acronyms and abbreviations they are explained in a glossary at the end of the document.

Mathematical formulae in a text are particularly bulky, difficult and expensive at the composition stage. To avoid all risk of confusion it is advisable to write them very legibly by hand, bearing in mind that the person who will recopy them may not possess an adequate scientific background.

A clear difference must be made between:

- upper and lower case letters (k and K, v and V),
- figures and letters (1, i and I),
- indices and exponents and other numbers,
- various Greek letters (lower case φ and upper case Φ) and between Greek letters and similar Latin ones (η and n, ρ and p).

Immediately after a formula the symbols used must be defined and their units given in the International System (SI).

Example: $S = \pi R^2$ with: S (m²) surface area, R (m) radius

Where units other than SI are used they should be followed in brackets by their value in SI units.

11. Currencies

Currency symbols are written in capital letters, e.g., USD (US dollar), GBP (British sterling pound), JPY (Japanese Yen), CHF (Swiss Franc), EUR (for EURO, European Currency Unit), CAD (Canadian dollar), etc.

12. Countries

In publications, it is often useful to use abbreviations for the name of countries. PIARC uses the ISO 3166 standard as a reference (see annex 3).

This list is available on the PIARC website, directory with access limited to members:

<http://www.piarc.org/cgg/cggplus/iso3166.htm>

13. Glossary

The terminology of roads, like that for other fields, is changing rapidly. For PIARC and its members it is vital for the understanding of a term to be based on a definition which is accepted and understood by the majority. The translation of a concept from one of the official languages of the Association into the other should not give rise to any ambiguity. The Dictionary and Lexicon have been produced for this purpose, but require constant revision. For this reason, a glossary should be attached to any Technical Committee report or highly specialized paper. All the glossaries created by the Technical Committees are submitted to the Technical Committee on Terminology before publication. New or revised terms are added to the PIARC Dictionary and Lexicon without delay. They will be made available to owners of the "PIARC-Terminology" CD-ROM via the Internet.

14. Author's corrections

Unless agreed beforehand, printer's proofs are not submitted to the authors of articles or documents.

Care should be taken that the spelling and grammar of documents are faultless when they are sent to the General Secretariat.

15. Advertising

Any reference of political, commercial or advertising nature is excluded from the publications of the World Road Association (PIARC) except for the "*Routes/Roads*" magazine in which 8 pages and 3 cover pages may be used for advertising, separate from the text. The only references of an indirectly commercial nature which are tolerated are those which are necessary for the understanding of the text. Authors are advised to ensure themselves that this rule is applied.

During publishing the General Secretariat reserves the right to remove or modify passages containing commercial references in any PIARC publication.

16. Shipping of documents to the Central Office / E-mail

Each time it is possible, the documents are sent under a printed version together with a copy of the corresponding files on floppy disk (for PC).

It is recommended to use the E-mail to send the draft of a paper instead of sending a diskette.

The PIARC E-mail address is:

piarc@wanadoo.fr

The text of the article or report must be attached to the message and not included into the message. The size of each attached file must be less than 2 Mo (if necessary, the original file could be cut into several parts).

|

|

|

|

|

|

|

|

|

|

ANNEX 2

SPECIAL FUND Operation rules for 2000-2003

Goal: To enable professionals from developing nations and countries in transition to participate practically to World Road Association's activities and particularly Technical Committees activities. This goal is essential for PIARC (see Strategic Plan).

Means: The Special Fund is supplied on the one hand by PIARC and on the other hand by member governments. Part of the necessary travel and hotel expenses is given to the beneficiary in order to participate in each Technical Committee meeting. The General Secretariat manages the Special Fund. The Coordinator of the Strategic Theme "Appropriate Levels of Road and Road Transport Development" designates beneficiaries with the help of C3's Chair, following examination of nominations by First Delegates and Chairs of Technical Committees.

Principle: The First Delegate, the beneficiary and PIARC sign an agreement (see model in Annex). After each meeting the beneficiary participates with Fund's help, the beneficiary must present a report to the First Delegate and to PIARC. The agreement is not a contract in the legal sense but a moral commitment. The beneficiary must be able to participate in the Technical Committee's activities for the whole of the current four-year period.

The Special Fund must help to reflect the whole range of PIARC member governments in PIARC activities (the objective being to have a balanced representation across continents and regions).

The amount of the grant given is a function of GNP per capita (reference: the latest version of the "*World Development Indicators*", published by the World Bank). Only the countries classified as "Low-income economies" and "Lower-middle-income economies" in the World Bank list may benefit from the Special Fund (in 1997: GNP per capita lower than USD 3,100).

At the request of the First Delegate, the Fund could bear up to either 100% of travel expenses or 100% of accommodation expenses linked to the participation of the beneficiary in a meeting of the related PIARC Technical Committee.

The Fund may also be used for participation in some events closely linked with PIARC activities, especially in the case of seminars organized by Technical Committees.

**PROTOCOL OF AGREEMENT
BETWEEN
THE WORLD ROAD ASSOCIATION (PIARC)
AND
THE FIRST DELEGATE OF _____
FOR THE ACTIVE PARTICIPATION OF _____
IN THE ACTIVITIES OF TECHNICAL COMMITTEE _____**

Preamble

This Protocol sets out the terms according to which PIARC will contribute to bear part of the travel expenses necessary for the participation of _____ in the plenary meetings of the Technical Committee _____.

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 _____ until the XXIInd 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 organization representing several countries of the region.

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.

Reports of activities

Within two months following each meeting _____ 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.

Payments

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.

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

