

Paris, 20 September 2010

**Note to
the Strategic Theme Coordinators
and the
Chairpersons of the Technical Committees**

Topic: Allocation of rooms for the 2011 World Road Congress

Congress sessions

The proposed planning of the sessions which was circulated among the Technical Committees received general agreement; one single permutation between two sessions was made. ***The attached programme is the final one for the sessions of the Congress; no change will be made.***

Preparatory meetings

On the attached spread-sheet you will also find, for review, a proposal of allocation of rooms for the preparatory meetings of the strategic direction sessions and the TCs sessions of the congress.

While preparing the attached proposal, we tried to avoid planning a preparatory meeting of a TC at the same time as the corresponding Strategic Direction session and at the same time as a special session which could be of interest to the TC.

These constraints led to schedule 6 meetings on Monday afternoon: 5 in the rooms of Palacio de la Canal for STA and TC A3, B5, C1, C2; and one in Casa Montejo 1,2 for TC B1.

For the rest of the week preparatory meetings will all take place in rooms of Palacio de la Canal.

On Monday 26 September, the programme of the Congress is as follows:

- Opening session will end at 13.00
- Lunch break 13.00 to 15.00
- Ministers' session 15.00 to 17.30
- Opening of exhibition and welcome cocktail in the exhibition 17:30 to 21.00

The facilities of the Congress center, Centro Banamex, can be used until 22.00.

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In addition we will call for two meetings:

- on **Sunday 25 September, from 15.00 to 17.00**, all TC Chairs and secretaries and the Strategic Theme Coordinators will be invited to a meeting with the General Secretariat and the Congress organizers for information, questions and answers about running of the congress and in relation to completion of the work cycle. This meeting will take place in the Centro Banamex; the room of the meeting will be fixed later.
- on **Friday 30 September, after the closing ceremony, from 16.00 to 17.30**, a meeting will be organized between: the in-coming TC Chairs (present at the Congress) for the 2012-2015 work cycle, the out-going Chairs, the Strategic Theme Coordinators and the General Secretariat for a presentation of the start of the 2012-2015 work cycle. The room of the meeting will be confirmed later.

(Note: in order to improve the start of the next work cycle, the call for nomination for TC Chairs and Secretaries for the 2012-2015 cycle will be made in 2011 prior to the Congress and the appointments will be made by the Executive Committee just before the Congress)

I invite all Strategic Theme Coordinators and Chairpersons to provide an answer to the following questions **before 31 October 2010**:

1. Do you agree with the proposed date (day and morning or afternoon) assigned to the preparatory meeting for your Strategic Direction session or TC session?
If you don't, provide two alternative options with a priority order.
2. What will be the starting time of your meeting and its duration?
(Note: if some meetings are short we might be able to accommodate two preparatory meetings in the same room, during the same half day, if this leads to a better programming of these meetings)
3. Do you want to hold another meeting of your TC during the Congress?
(Note: meeting rooms will be available from Wednesday afternoon till Friday morning included)
In this case, when (day, starting time and duration of the meeting)

I thank you for your cooperation,

Sincerely,



Jean-François Corté
Secretary General

Att. Table of allocation of rooms

c.c. TC secretaries

General Secretariat, R. Felix, A.M. Leclerc, J. Barton, M. Winter