



World Road Association (PIARC)

CONGRESS HANDBOOK

XIVth International Winter Road Congress

Andorra la Vella, ANDORRA
4-7 February 2014



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This document will be updated regularly as new decisions are made

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FOREWORD

The PIARC International Winter Road Congresses is a forum that the PIARC organizes every four years in a PIARC member country. The congresses give the opportunity for those in charge of roads, operations, researches, meteorology, equipments and products from around the world to report and exchange ideas on the latest developments and challenges related to winter services.

This « Congress Handbook » aims at providing guidelines to prepare the sessions of the 14th PIARC International Winter Road Congress to be held in Andorra la Vella, Andorra in 2014. These guidelines come in addition to the day-to-day operating rules included in the PIARC Blue Guide.

This Handbook is intended to be read and used by all those in charge of organizing a session or part of a Congress session.

The calendar for decisions and deadlines for delivering the various congress documents has been developed so as to allow maximum time to prepare them. Meeting the deadlines is essential to make sure that the congress announcements and documents are produced in time. ***Your cooperation is requested to meet these deadlines strictly.***

The contents of the Handbook will be updated in due course as decisions are made on the various aspects of the Congress. The guidelines on the format of documents will be presented in several appendices to this document.

Jean-François CORTÉ
Secretary General

1 GENERAL FRAMEWORK

1.1 DATES, VENUE AND THEME

Dates	4-7 February 2014
Venue	Andorra la Vella Congress Center Andorra la Vella, Andorra
Theme	<i>"Reconciling road safety and sustainable development in a context of climate change and economic constraints"</i>

1.2 OVERALL PROGRAMME

Days	Morning	Afternoon
Monday 3 February		Registration
Tuesday 4 February	- Registration - Opening Session - Opening of Exhibition	- Plenary Session - Technical Session - Exhibition
Wednesday 5 February	- Technical Session - Technical Visit - Exhibition	- Equipment Demonstration - Snowplough Championship - Exhibition
Thursday 6 February	- Technical Session - Technical Visit - Exhibition	- Technical Session - Technical Visit - Exhibition - Gala dinner
Friday 7 February	- Exhibition - Technical Session - Closing session	

1.3 LANGUAGES

The Congress languages will be **English, French and Spanish**. Catalan will be provided for opening and closing sessions.

Simultaneous interpretation will be provided at all sessions, except at the poster sessions.

1.4 SESSIONS

The Congress will offer the following sessions:

- **Opening Session**
- **Closing Session**
- **Plenary Session**
- **Technical sessions** (prepared by the PIARC Technical Committee 2.4 on Winter Service, 3.3 on Road Tunnels Operations and 4.3 on Road Bridges)
- **Poster Sessions** (prepared by the PIARC Technical Committee 2.4 on Winter Service, 3.3 on Road Tunnels Operations and 4.3 on Road Bridges)

1.5 PUBLICATIONS

1.5.1 Documents for promotion and information

For the promotion of the Congress and for information, the following documents will be published:

- **Bulletin No.1** (First announcement) including **call for individual papers**,
- **Bulletin No.2** (Second announcement), together with the Registration Form,
- **Congress Guide** (containing the final programme of the Congress).

These documents will be prepared by the Andorra Organizing Committee in liaison with the PIARC General Secretariat and will be circulated to the Technical Committees.

The call for individual papers will be prepared by the Technical Committees.

All these documents need to be published both in electronic and printed forms to facilitate dissemination.

The Congress Guide should be prepared in printed format to be included in the congress bag for delegates while an electronic form will be included in the pre-proceedings DVD.

1.5.2 Proceedings

The proceedings will be produced in DVD format by Andorra Organising Committee with the content provided by PIARC General Secretariat:

- **Pre-proceedings**, available prior to the congress,
- **Proceedings**, available within 6 months following the congress.

1.5.3 Key dates for the publications

- **Bulletin n°1 and call for papers: June 2012**

The Technical Committees will be requested to forward a draft text of the call for individual papers to PIARC General Secretariat **before the end of March 2012**.

The Andorra Organising Committee will be requested to forward a draft text of the Bulletin n°1 to the Technical Committee and PIARC General Secretariat **before the end of April 2012**.

- **Bulletin n°2 : June 2013**

The Technical Committees will be requested to forward to the PIARC General Secretariat draft programmes and if necessary, introductory texts of technical sessions **before end of March 2013**.

The Andorra Organising Committee will be requested to forward a draft text of the Bulletin n°2 to the Technical Committees and PIARC General Secretariat **before the end of April 2013**.

- **Congress Guide : January 2014**

The Technical Committees will be requested to forward to the PIARC General Secretariat and to Andorra Organising Committee the programmes of technical sessions **before the end of October 2013**.

The Andorra Organising Committee will be requested to forward a draft text of the Congress Guide to the Technical Committees and PIARC General Secretariat **before the end of November 2013**.

● **Pre-proceedings: December 2013 on the Congress website (with a private access)**

The Andorra Organising Committee will be requested to define and forward the contents and structure of the pre-proceedings to the PIARC General Secretariat and identify materials expected from the Association and others **before the end of October 2013.**

Those who are in charge will be requested to forward all materials for the pre-proceedings to the Andorra Organising Committee **before the end of November 2013.**

● **Proceedings: June 2014**

The Andorra Organising Committee will be requested to define and forward the contents and structure of the proceedings to the PIARC General Secretariat and identify materials expected from the association and others **before the end of October 2013.**

Those who are in charge will be requested to forward all materials for the proceedings to the Andorra Organising Committee **before the end of April 2014**

1.6 WEBSITES

The Andorra Organizing Committee is responsible for establishing, maintaining and regularly updating the official website of the Andorra Congress.

The addresses of the Congress website are:

www.aipcrandorra2014.org

This website will contain at least the following information in English, French and Spanish:

- General framework of the Congress, e.g. date, venue, languages, etc.
- Programme,
- Information regarding the exhibition,
- Information regarding sponsoring,
- Contact details of the Andorra Organizing Committee,
- Bulletin No.1 and No.2 and Congress Guide (when available),
- Text of Call for papers,
- Information to authors with a link to the site for the submission of abstracts,
- Online Registration (when available),
- General information about Andorra.

It will be linked with PIARC website:

www.piarc.org

The home-page of the World Road Association will display a link to the congress website.

PIARC General Secretariat is responsible for the website related to the call for individual papers (on-line submission, review of abstracts and full papers).

1.7 SPECIFICATIONS CONCERNING THE LOGISTICAL REQUIREMENTS

Timing	Topic	Responsible
December 2012	Estimate of the number of rooms required for technical sessions	TCs
	Estimate of the equipments and setup required in the rooms for technical sessions	TCs
December 2012	Estimate of the needs for additional meetings (executive committee, commissions, technical committee, etc.): date, number of attendants, equipment required, setup of the rooms	TCs+GS
March 2013	Estimate of the number of poster sessions and of the number of posters shown at the same time	TCs
November 2013	Deadline: final number of rooms required for technical sessions	TCs
	Deadline: final needs in equipment and setup of the rooms for technical sessions	TCs
November 2013	Deadline: final needs for additional meetings	TCs+GS
November 2013	Deadline: final needs for poster sessions	TCs
December 2013	Deadline: final requirements for the setup of the GS room and for the president of PIARC office	GS
December 2013	Final data concerning communications: name of the authors, country, and title of the presentation.	TCs

Note: All indications of specifications expected by the TCs will be reviewed by the PIARC General Secretariat and transferred to Andorra.

2 SESSIONS

2.1 OPENING SESSION (Tuesday, 4 February 2014, morning)

The opening session consists of the following:

- Addresses from representatives from the host country,
- Address from President of the World Road Association,
- Address from Chair of Technical Committee 2.4 on Winter Service related to the issues of the congress
- Speech from guest speaker (TBD)

2.2 CLOSING SESSION (Friday, 7 February 2014, morning)

The closing session consists of the following addresses and ceremonies:

- Presentation of the General Report by TCs
- Invitation to coming congresses by the organizing committees of:
 - 25th World Road Congress 2015
 - 15th International Winter Road Congress
- Address from President of the World Road Association,
- Closing speech by the Andorra Organizing Committee

2.3 PLENARY SESSION (Tuesday, 4 February 2014, afternoon)

The Plenary session provides opportunities for political decision makers and policy makers to exchange and share their views and experiences in a session chaired by the Minister for Transport of Andorra.

The session will deal with the topic: "**TBD**".

The Government of Andorra and the Andorra Organizing Committee are in charge of preparing the Plenary Session, with the assistance of the PIARC General Secretariat.

Official invitation letters to the relevant Ministers and other speakers will be prepared and mailed by the Andorra Government **before the end of February 2013**.

2.4 TECHNICAL SESSIONS

Up to 5 sessions will be held concurrently. There will be 40 technical sessions in total. Each session will have a duration of 1.5-hour period:

- Morning sessions 8:30 - 10:00 ; 11:00 - 12:30
- Afternoon sessions 14:30 - 16:00 ; 17:00 - 18:30

These sessions will be prepared by the Technical Committees.

The chairs of sessions will be nominated in consultation between the Technical Committees, Andorra Organising Committee and the General Secretariat.

Each session must include at least 20 minutes for discussions.

As an additional input to the preparation of sessions, there will be a call for individual papers. Section 5.2 describes individual papers in detail.

Main deadlines

*For the publication in Bulletin n°1 and on the congress website, the Technical Committee will be requested to forward a draft text of the call for individual papers to PIARC General Secretariat **before the end of March 2012**.*

*For publication in Bulletin n°2, the Technical Committee will be requested to forward to the PIARC General Secretariat draft programmes and if necessary, introductory texts of technical sessions **before the end of March 2013**.*

*For publication in the Congress Guide, the Technical Committee will be requested to forward to the PIARC General Secretariat the programmes of technical sessions **before the end of October 2013**.*

*For the publication in the pre-proceedings, those who are in charge will be requested to forward all materials for the pre-proceedings to the Andorra Organising Committee **before the end of November 2013**.*

*For the publication in the proceedings, those who are in charge will be requested to forward all materials for the proceedings to the Andorra Organising Committee **before the end of April 2014**.*

Topics of the technical sessions

Topic 1. Winter service and climate change

How climate change affects winter conditions and what are the impacts of climate change on winter service? In some cases the winter becomes harsher and in other more moderate. How do winter service organizations respond considering benefit/cost analysis with appropriate planning periods, and opportunities for technology? Examples of adaptation of practices in road winter operations to climate change will be examined.

Topic 2. Costs and benefits of winter service in a constraint budgetary context

The economic crisis is a concern to many countries while expectations for winter service remain high. Adapting the delivery of winter service to decreasing budgets is necessary. What impacts have there been regarding training? Have there been changes to winter maintenance equipment fleets particularly regarding modular equipment? Which solutions to consider?

Topic 3. Extreme events in winter time

Some winter events are so intense that hundreds of users become stranded on motorways and entire communities or even countries become isolated. During these extreme events standard response plans are no longer valid. Case studies describing such extreme events will address specific organization, management, and cooperation between highway authorities and other agencies. Discussion points include established plans to cope with resource limitations that are likely during extreme events of extended duration such as management of strategic salt reserves, manpower working limits, equipment reliability, and prearranged agreements for assistance from other sources. Communication plans designed for road users and management strategies for private, heavy and commercial vehicles, and emergency response vehicles should also be included.

Topic 4. Winter service management

This topic provides an update on a wide range of winter maintenance management activities. Reports on level of service and the relationship between operational strategies and the effect on mobility like accident rates, types and severity, and travel time reliability will be covered. Updates on innovations, technology and information for decision-making such as meteorology and advanced forecasts, road weather information systems and the next generation of winter maintenance decision support systems will be made. This topic will also address measures suited for vulnerable users such as cyclists, pedestrians, and disabled persons or those with reduced mobility.

Topic 5. Operational approaches, equipment and products for winter conditions

Developments in equipment, technology, and materials for controlling snow and ice will be explored. Presentations will address properties, performance, life cycle analysis, impacts on the environment, and sustainability of winter maintenance operational approaches, equipment and materials. The topic will review the evolution of techniques for removing snow and ice including snow plowing, material spreading, and chemicals and abrasives used in winter maintenance. Alternative approaches to traditional methods are becoming

available. A discussion would also include the control of drifting snow, detection and protection from avalanche, and solutions as the use of geothermal energy sources.

Topic 6. The road user in winter conditions

The road user is an important partner in providing winter service. The needs of road users in winter vary depending on the type of their trip (personal, commercial-freight and other heavy vehicles, and responding to emergencies). How do we learn these needs to form appropriate management plans and communicate in the best way to them? For example, smart phones, apps, on vehicle communication systems, and social media may be viable ways to communicate winter situations to road users and communication from the road user by the same methods could provide valuable information to the road authorities. Vehicles have evolved to include many driving aids, safety features, and methods to communicate with its operator. How have these advances helped winter mobility and how can we take advantage of them in the provision of winter service? Special individualized equipment and communication strategies for vehicles and vulnerable users (pedestrians, cyclists, and those with reduced mobility) could also be presented.

Topic 7. Road tunnels in winter conditions

Papers are invited which detail recent ideas, knowledge and experience relating to any of the following topics:

- Maintenance and operation under severe climate conditions
- Measures to improve safety under risks related to winter climate
- Measures to prevent or reduce water seepage and icicles
- Impact of cold tunnel environment on the performance of equipments (fire fighting systems, etc)
- Implications on users behaviour

Topic 8. Road bridges in winter conditions

Papers are invited which detail recent ideas, knowledge and experience relating to any of the following topics:

- Impact of de-icing salts on bridges, alternative deicing methods, and measures for protection
- Design and management of specific elements under winter conditions (expansion joints, barriers, cables, curbs, etc.)
- Scouring of bridges due to melting ice condition
- Behaviour of (semi-) integral bridges under extreme winter condition

2.5 POSTER SESSIONS

All the authors of accepted papers will have the opportunity to present a poster during the congress.

The Technical Committees are requested to prepare a program for the poster sessions.

2.6 TENTATIVE PROGRAMME OF THE CONGRESS

- Opening Session and Closing Session are scheduled on Tuesday morning, and Friday morning, respectively,
- Technical visits are scheduled on Wednesday and Thursday morning, and Thursday afternoon is combined with Machinery demonstration & International PIARC Snowplough Championship
- The Congress Dinner is scheduled on Thursday evening.

Tentative Programme of the Congress

Monday 3 February	AM			
	PM	- Registration		
Tuesday 4 February	AM	- Registrations (8:30-) - Opening Session (10:30-12:00)		- Opening of Exhibition
	PM	- Plenary Session (14:30-16:00) - Break (16:00-17:00) - Technical Sessions (17:00-18:30)		- Exhibition
Wednesday 5 February	AM	- Technical Sessions (8:30-10:00) - Break (10:00-11:00) - Technical Sessions (11:00-12:30)	- Technical Visit	- Exhibition
	PM	- Machinery demonstration & International PIARC Snowplough Championship (14:30-18:30)		- Exhibition
Thursday 6 February	AM	- Technical Sessions (8:30-10:00) - Break (10:00-11:00) - Technical Sessions (11:00-12:30)	- Technical Visit	- Exhibition (Open to the public)
	PM	- Technical Sessions (14:30-16:00) - Break (16:00-17:00) - Technical Sessions (17:00-18:30)	- Technical Visit	- Exhibition (Open to the public)
	Night	- Congress Dinner (20:30-)		-
Friday 7 February	AM	- Technical Session (8:30-10:00) - Break (10:00-11:00) - Closing session (11:00-12:30)		- Exhibition (Open to the public)
	PM			

3 MACHINERY DEMONSTRATION & INTERNATIONAL PIARC SNOWPLOUGH CHAMPIONSHIP

The demonstration of machinery and mechanical devices and the International PIARC Snowplough Championship will take place on Wednesday 5 February.

This event will be prepared by the Andorra Organizing Committee and a detailed description and necessary information will be posted on the Congress web site as well as in the documents of Bulletin No.2 and Congress Guide.

4 TECHNICAL VISITS

The Technical visits will be organized by the Andorra Organizing Committee and the following technical visits will be provided during the congress for every Congress delegate.

- National Traffic Centre (CENATRA)
- Dos Valires and Pont Pla Tunnels
- Anti-avalanche system at Dic d'Arinsal

A detailed description and necessary information of each technical visit will be found on the Congress web site as well as in the documents of Bulletin No.2 and Congress Guide.

5 TECHNICAL DOCUMENTS OF THE CONGRESS

5.1 INTRODUCTORY TEXTS

5.1.1 General

Introductory texts provide introduction to the discussion at the sessions. The Technical Committees are responsible for the preparation of introductory text for each session. The introductory texts will be distributed to the Congress delegates as a part of Congress Guide and pre-proceedings.

5.1.2 Format

Introductory texts are published in English, French and Spanish. The Technical Committees provides all 3 versions.

The ***maximum number of words in one language is (TBD).***

The final draft of the introductory texts should reach the Andorra Organising Committee **before the end of November 2013.**

5.2 INDIVIDUAL PAPERS

As an additional input to the preparation of sessions, the Technical Committees will make an international call for individual papers.

Individual papers accepted in an International Winter Road Congress must be of high quality and original.

The Technical Committees may choose from the following alternatives:

- select papers from abstracts received after the call for papers,
- invite speakers directly without call for papers,
- combine the above options,

The international call for individual papers will proceed as follows:

- The Technical Committees propose topics **one month before the Executive Committee meeting prior to call for individual papers;**
- The call for individual papers will be launched online in **May 2012;**
- Authors will be requested to send in their abstracts online either in **English or French before 31 December 2012;**
- The Technical Committees will review and select abstracts. Decisions will be notified to the authors before **1 April 2013** together with guidelines for drafting the full text of individual papers.
- Authors should send in the full text of their papers online **before 31 July 2013** in one of the official languages: **English, French or Spanish. *This deadline also applies to the papers of invited speakers.***
- It is strongly recommended that the full text of papers submitted in Spanish be accompanied with a translation in English or French for the review.
- The Technical Committees shall start the review of the individual papers as soon as they are submitted.
- Decision regarding acceptance and presentation of the papers will be notified to the authors **before 31 October 2013** together with the guidelines for preparation of the posters and of the oral presentations.

The individual papers will be distributed to Congress delegates as a part of pre-proceedings, on the Congress website (with an access code) in December and on a DVD included in the attendant kit (on site). Otherwise they will be included in the final proceedings.

5.3 GENERAL REPORT

The General Report is a comprehensive summary which reflects the conclusions of the discussions in the Congress sessions.

The Technical Committees are responsible for preparing the General Report

Preparation of the draft General Report should start sufficiently before the Congress (e.g. in the third quarter of 2013).

The **draft General Report will be presented at the Closing Session** of the Congress by the Technical Committees. The final version of the General Report will be published as a part of the final proceedings and in the Association's magazine Routes/Roads in 2014.

The Technical Committees will be requested to submit to PIARC General Secretariat the final version of the General Report **before 30 April 2014**.

5.4 KEY TIMINGS FOR PREPARING THE CONGRESS

	Timing	Topic	Responsible
2012	March	Final proposal for theme and topics	TCs
		Text of call for individual papers to GS	TCs
	April	Endorsement for draft proposal for topics / Review of draft protocol	EC
		Draft Bulletin No.1 to GS and TC	AOC
	May	Review and test of the online system to receive abstracts to call for individual papers	GS + TCs
		Completion of the online system to receive abstracts to call for individual papers	GS
		Estimate of the number of rooms, equipment and setup required for technical sessions	TCs
	June	Publication of "Bulletin No.1" with Call for individual papers	AOC +GS
October	Approval for the general format of the Congress, protocol and registration rates	EC + Council	
31 December	Deadline: submission of abstract to call for individual papers	Authors	

	Timing	Topic	Responsible
2013	March	Deadline: Draft programmes of technical sessions for Bulletin No.2 to GS	TCs
	1 April	Acceptance notification of abstracts of individual papers to authors	TCs
	April	Draft Bulletin No.2 to GS	AOC
	June	Publication of "Bulletin No.2"	AOC
	31 July	Deadline: the full text of individual papers to GS	Authors
	October	Deadline: programme of the technical sessions for the Congress Guide to GS	TCs

31 October	Acceptance notification of abstracts of individual papers to authors	TCs
31 October	Contents and structure of the pre-proceedings and the proceedings	AOC
November	Deadline : final number of rooms, equipment and setup required for technical sessions	TCs
November	Deadline : final logistical requirements for additional meetings	TCs+GS
November	Deadline : final logistical requirements for poster sessions	TCs
30 November	End of reduced registration fee	
30 November	Deadline : all materials for the Congress guide and the pre-proceedings	TCs+GS
December	Publication of pre-proceedings Including Congress Guide on the website (for registered delegates)	GS
December	Deadline : final requirements for the setup of the GS room and for the president of PIARC office	GS
December	Final data concerning communications: name of the authors, country, and title of the presentation.	TCs

	Timing	Topic	Responsible
2014	January	Publication of pre-proceedings Including Congress Guide on a CD-Rom	AOC
	January	First draft of the General Report (for closing ceremony)	TCs
	8-11 February	14th International Winter Road Congress	AOC+TCs+GS
	30 April	Deadline: General Report to GS	TCs
	30 April	Deadline: all materials for the proceedings	TCs + GS
	June	Publication of the proceedings	GS

TC: Technical Committee

EC: Executive Committee

AOC: Andorra Organizing Committee

GS: General Secretariat of PIARC

6 PIARC PRIZES 2014

PIARC is organizing a new edition of the PIARC Prizes competition for the XIVth International Winter Road Congress in 2014.

PIARC Prizes will be awarded among individual contributions as result of the call for papers for the congress. Process of selection is to be determined by the Commission on Communication and International Relations.

Prior to the Congress, the result of the competition will be announced before 15 December, 2013 to the winners and the first delegates of their country. The winners will be invited to participate in the Congress and will receive their awards during the Congress.

Award of the PIARC Prizes will be held during the opening session and presentations of papers of the winners will be scheduled during the Congress.

7 PROCEEDINGS

The content of the proceedings is defined by GS with contributions from the Andorra Organizing Committee and the Technical Committees.

The Andorra Organizing Committee is responsible for the production of the Pre-Proceedings and the Final Proceedings.

7.1 PRE-PROCEEDINGS

The pre-congress publication aims to provide reports/papers to the sessions as well as practical information of the Congress. The pre-proceedings will contain:

- Individual papers
- The Congress Guide and other related information.

This pre-congress publication will be published and be available to delegates prior to the congress.

7.2 FINAL PROCEEDINGS

The Final Proceedings will include the following contents in addition to the contents of pre-proceedings:

- Visuals of the oral presentations
- Report from the Plenary sessions
- General Report
- Report on Exhibition
- Daily bulletins
- List of participants
- Videos and photos

In addition, the General Report of the Andorra Congress will be included in April or July 2014 issue of the magazine "Routes/Roads".

8 PREPARATION AND RUNNING OF THE SESSIONS

8.1 SESSION PROGRAMMES

*For publication in the Congress Guide or pre-proceedings, the Technical Committee will be requested to forward to the PIARC General Secretariat the programme of their session **before the end of October 2013.***

The session programme should include the following information:

- Title of the session,
- Date and time,
- Name, affiliation and titles of Chair and co-chairs (if exist) and presenters,
- Theme of sub-sessions, panel discussions and roundtables,
- Titles of presentations,
- Time line.

8.2 INTERPRETATION

Professional interpreters will provide simultaneous interpretation into English, French and Spanish at the sessions.

The quality of the interpretation largely depends on the degree of preparation of the teams. This is why it is important for the interpreters to receive the main documents a few weeks before the Congress if possible. The Technical Committee and Andorra Organising Committee will ensure the liaison with interpreters.

8.3 VISUAL AIDS

The clarity of sessions depends greatly on the quality of visual aids.

All the speakers at the Congress will be requested to submit their visual presentation online prior to the congress and also will have to bring it to the preview room at least the day before their presentation.

8.4 PREPARATORY MEETING FOR THE SESSIONS

The preparatory meeting for each session will be scheduled in advance to the session.

9 CONTACT POINTS

ANDORRA ORGANIZING COMMITTEE

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APPENDICES

Appendix 1 - Guidelines for drafting individual papers (general format) TBD

Appendix 2 - Visual aids – Guidelines for speakers TBD

Appendix 3 - Guidelines for posters of individual papers TBD