Technical Committee 2.4 - Winter Service  
Minutes of the 5th Meeting  
Andorra la Vella  
3 and 7 February 2014  

General  

1. Welcome and opening remarks  
   Mr. Giloppé welcomed the members and opened the meeting of Technical Committee 2.4-Winter Service at the date and time established. The objectives of the meeting were reviewed and Mr. Giloppé relayed comments from our hosts to the TC.  
   Mr. Palmitjavila gave a brief overview of the Congress events and activities.  

2. Introduction of new members  
   Mr. Giloppé recognized guests in attendance from the AASHTO Winter Maintenance Technical Service Committee. He announced that guests from CEDR could not be in attendance on Monday (3 February) would be attend the meeting on Friday (7 February).  
   Mr. Nelson announced that the TC members from South Korea have changed and had sent them emails welcoming them to the TC, however none were present at this TC meeting.  
   The TC attendance roster is attached and made part of the minutes.  

3. Approval of the agenda  
   Agenda was reviewed by the committee and accepted and approved with minor adjustments to the order of events.  

4. Approval of the minutes of the 4th meeting in Garmisch-Partenkirchen  
   There were no corrections mentioned during the meeting.  

PIARC Andorra Congress 2014  

5. Report on the situation, Information and questions, Congress program, Opening and closing ceremonies.  
   Mr. Palmitjavila gave a thorough overview of the Congress events and activities outlining the venue and schedule. The location of the various events were discussed and the schedule for transportation. The Organizing Committee has reached to the community to make them a part of the Congress by placing equipment on display throughout the city and opening the venue to them during a special time.  

6. Organization of the sessions (timing, chairing, ...), Organization of the posters sessions  
   We reviewed the assignment of technical session Chair and Co-chair and made clear the responsibility during and after the session.  

7. Any other item concerning the congress  
   It was noted that the CV’s of each speaker would be available in each room just prior to each technical session. Chairpersons should check to be sure the speakers have uploaded their presentations prior to the session.
8. Terminology

Mr. Haaland made a report on the activities of the Terminology Committee. There is still review of the English and French terms and definitions. It has been difficult to devote time to this activity as the winter season has increased the regular duties of the team members.

It was noted that the technical reports to be produced this cycle should include a glossery of terms that are not already included in the Terminology database.

9. WG meetings

The working groups meet in individual sessions to discuss the progress of their works and future plans for their projects.

10. Progress Reports

Each working group reported on their progress in completing technical reports.

WG2.4.1 (Extreme Events) reported that the report skeleton is completed and a “Survey Monkey” will be created to collect information from 9 to 10 countries regarding lessons learned. They expect to be finished by the end of 2014. The report will be created in English then translated into French.

WG2.4.2 (Climate) reported that they expect to obtain valuable input for their report during the Winter Road Congress. They expect to have their first draft completed by Fall 2014 in English; however, they will require some assistance from other TC members to achieve a “true” English version before translating into French.

WG2.4.3 (Data) reported that they completed the report skeleton and identified some 10 use cases to include in their technical report. A template for gathering the necessary information to document the use cases is under development. They expect to complete the first draft in English by Fall 2014.

11. Snow and Ice Data Book

It is anticipated that the Snow & Ice Data Book will be published in the Autumn 2014.

12. Any other item concerning PIARC Strategic Plan 2012 – 2015

A question was raised regarding the need or desire to produce the technical reports in Spanish. The question was left unresolved at this time but will be investigated. A draft Quality Control plan will be circulated to the WG’s in the near future for their comment and adoption.

13. CEDR and AASHTO exchanges

Wilfred Nixon (Chairperson of the TRB Committee on Surface Transportation Weather and member of the AASHTO-SICOP) reported on the activities of the APWA North American Snow Conference, AURORA, Clear Roads and AASHTO connections. He mentioned the PEER Exchange recently conducted in Vancouver, Washington which lead to the creation of the current research needs document and the dissemination of those research needs to other research organizations. He provided an update on the progress of the “Top 10 List” which many of the TC2.4 members participated. See Attachment 2.

Max Perchanok (Chairperson of the TRB Committee on Winter Maintenance and member of the AASHTO-SICOP) reported on the activities of the TRB Winter Maintenance Committee and the research underway with AURORA. See Attachment 3 and 4.

Bine Pengal (Something of CEDR) reported on CEDR Project N3 Winter Maintenance Standards. They have issued a questionnaire to member countries to gain information to establish research needs.
associated with common problems faced in winter service. The draft report should be available in the summer of 2014. See Attachment 5. Their next meeting will be in March and we were invited to attend.

It was noted by Mr. Guevara that many of the topics identified in the CEDR report are very similar to those being addressed by AASHTO and other organizations in the USA and there would be many benefits to establishing future collaborations.

14. Next seminar

It was mentioned that the next seminar has been fixed in Romania. Now that the Winter Road Congress has concluded planning can begin on the next seminar. The next seminar will most likely be in the spring of 2015 and held in conjunction with our regular TC2.4 meeting.

15. Conclusions of the congress

There was unanimous agreement that the Congress had been a success and our thanks and appreciation was signaled to the Organization Committee. Some minor comments were brought up and documented below:

- It would have been more convenient if there were multiple computers networked to the printer located in the ready room.

- It was suggested that a separate Instruction Sheet be prepared and distributed to the Chairs and Co-chairs that formalizes the instructions Mr. Giloppe emailed to Chairs and Co-chairs before the Congress. There were several additions of Chair and Co-chair who did not receive the email, Attachment 6.

- It would be helpful if the Chair and Co-chair contact information were collected and exchanged so coordination between Chairs and Co-chairs could occur before the technical session.

- It would be helpful if at least the Chair or Co-chair of a session were a member of the review team for the topic since they have already read and critiqued the papers. It is acknowledged that there must be opportunity afforded to other individuals to preside of technical sessions. In that case the co-chair should be from the review team.

- The technical session rooms were well appointed. The Laser pointers would not show on the LED screens, which created some difficulty for presenters. As they moved away from the microphone to point to the screen the interpreters could not hear them to translate.

- The organization and location of the posters was very good. Affording all the presenters an opportunity to present a poster as well offered additional time for dialogue and debate on the topic. Having the posters located next to the coffee break area encouraged attendees to visit the area.

- If a poster display location were assigned it would eliminate some confusion in where to set up ones poster.

- It was made know by some exhibitors that they were not allowed to attend technical sessions. The fees to exhibit were quite high yet did not give them access to the technical sessions. Consideration should be given to some special consideration for the vendors who are interested in limited technical sessions.

- The location for the snowplow championship was quite windy and cold for many of the viewers. The limited site created some confusion regarding where to watch and what the actual schedule for the event was to be. The viewing area was quite difficult to reach and the viewing opportunity was limited. There should be interpreters for the drivers.
16. General report draft version

Mr. Giloppé prepared and draft report, which was augmented by the reports provided by each technical session Chair. This report was circulated to the topic chairpersons for additional comments and editing before being transmitted to the General Secretary. See Attachment 7.

17. Article Routes/Roads

This was not discussed.

General

18. Web site

No web site report was offered.

19. Any other item

No other items were discussed.

20. Next meetings autumn 2014

There was much discussion regarding the location of the next meeting. There are only 3 meeting opportunities remaining in the current cycle. Historically, the TC has always met at the site of the next Winter Road Congress, which in this case will be Gdansk, Poland. This meeting is utilized to provide the next organizing committee the benefit of the experiences just gained before the current TC disbands and some of the experiences are lost.

We also have been offered the opportunity to return to Madrid, Spain where TC-B5 met in 2009 for our TC meeting. After considerable debate, the TC members concurred that it is important for this committee to meet with the Polish Organizing committee to exchange the experience of this Congress. The recommendation to Mr. Giloppé was to organize the next meeting in Gdansk, Poland.

Suggested schedule of meetings:

<table>
<thead>
<tr>
<th>Year</th>
<th>Location</th>
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<tbody>
<tr>
<td>Fall 2014</td>
<td>Gdansk, Poland</td>
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<tr>
<td>Spring 2015</td>
<td>Timisoara, Romania (Seminar 2)</td>
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<tr>
<td>November 2015</td>
<td>Seoul, South Korea (Final TC meeting in conjunction with the XXVth World Road Congress)</td>
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21. Summary of 5th meeting

No summary was offered due to the late hour of the meeting

22. Closing of the 5th meeting

The Chairman closed the fifth meeting of TC2.4 on 7 February at approximately 16:30
### Glossary

| **AASHTO** | American Association of State Highway Transportation Officials  
AASHTO is a nonprofit, nonpartisan association representing highway and transportation departments in the 50 states, the District of Columbia, and Puerto Rico.  
http://www.transportation.org |
| **SICOP** | Snow and Ice Cooperative Program - AASHTO  
To ensure that testing and evaluation of potentially implementable international or domestic winter maintenance technologies are performed and that the results of these efforts are presented in a way that they are easily understood and integrated into state and municipal operational programs. Work to establish a sustainable systems approach to snow and ice control in the United States involving the vehicle, the driver, the equipment, the materials and practices, and the receiving environment.  
http://sicop.transportation.org |
| **APWA** | American Public Works Association  
The American Public Works Association exists to develop and support the people, agencies, and organizations that plan, build, maintain, and improve our communities. Working together, APWA and its membership contribute to a higher and sustainable quality of life.  
www.apwa.net |
| **AURORA** | Aurora is an international partnership of public road agencies working together to perform joint road weather-related research.  
http://www.aurora-program.org |
| **CEDR** | Conference of European Directors of Roads  
The purpose of co-operation at European level is to facilitate the exchange of experience and information and to analyze and discuss all road-related issues, especially infrastructure, infrastructure management, traffic and transport, financing, legal and economic problems, safety, environment, and research in all of these areas.  
www.cedr.fr |
| **Clear Roads** | The Clear Roads pooled fund project began in early 2004 in response to a need for real-world testing in the field of winter highway operations. This ongoing research program has already attracted 26 member states and is funding practical, usable winter maintenance research.  
www.clearroads.org |
Transportation Research Board

The mission of the Transportation Research Board (TRB) is to promote innovation and progress in transportation through research. In an objective and interdisciplinary setting, TRB facilitates the sharing of information on transportation practice and policy by researchers and practitioners; stimulates research and offers research management services that promote technical excellence; provides expert advice on transportation policy and programs; and disseminates research results broadly and encouraged their implementation.

www.trb.org