Kick-off meetings of the Technical Committees

Paris / La Défense – February-March 2016

This note provides a framework for the kick-off meetings of the Technical Committees organized in Paris La Défense by the General Secretariat in February and March 2016.

The calendar of meetings for each Strategic Theme is the following:

- 16 to 18 February 2016 – Strategic Theme A and Committee on Terminology
- 23 to 25 February 2016 – Strategic Theme B
- 1 to 3 March 2016 – Strategic Theme C and E
- 8 to 10 March 2016 – Strategic Theme D.

For each Strategic Theme, meetings are organized according to the same schedule:

<table>
<thead>
<tr>
<th>Day</th>
<th>Schedule</th>
<th>Meetings/Meetings</th>
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</thead>
<tbody>
<tr>
<td>Monday</td>
<td>2.30 to 5.30 p.m.</td>
<td>Preparatory meeting: Strategic Theme Coordinator, Technical Committee Chairs of the Strategic Theme, Secretary General (SG)</td>
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<tr>
<td>Tuesday</td>
<td>10.00 a.m. to 6.00 p.m.</td>
<td>Plenary Meeting of all the Technical Committees of the Strategic Theme</td>
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<tr>
<td>Wednesday</td>
<td>9.00 a.m. to 6.00 p.m.</td>
<td>Parallel meetings of the Technical Committees of the Strategic Theme</td>
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<tr>
<td>Thursday</td>
<td>9.00 a.m. to 4.00 p.m.</td>
<td>Parallel meetings of the Technical Committees of the Strategic Theme</td>
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<tr>
<td>Thursday</td>
<td>4.30 to 6.30 p.m.</td>
<td>Meeting Summary: Strategic Theme Coordinator, Technical Committee Chairs of the Strategic Theme, SG</td>
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Note: Prior to the kick-off meetings, the TC members will be contacted by e-mail by the General Secretariat inviting them to read the Strategic Plan, think about the issues assigned to their TC and about their personal involvement with respect to the various issues.

It is suggested to the TC Chairs that they write to the TC members a couple of weeks before the meeting, raising a few questions in relation to the issues and development of the work program in order to make TC members better prepared, the discussion easier and more productive.
First Day – Monday

Afternoon - 2.00 to 5.30 p.m.
Meeting at the General Secretariat of the Chairs of the new Technical Committees (TCs), the Strategic Theme Coordinator and the General Secretariat.

Note: the outgoing chairs of the TCs will be invited to the meeting.

Goal: to answer the questions from the Chairs and review the draft work program which will be discussed during the Technical Committee meetings.

Second Day – Tuesday, from 9.00 a.m. to 6.00 p.m.

Plenary meeting gathering all TCs belonging to the same Strategic Theme in Coeur Défense building, in the amphitheatre.

The goal of the plenary meeting is to make a presentation for all participants on:

- the World Road Association,
- the outline of the 2012-2015 Strategic Plan, with a focus on the relevant Strategic Theme,
- TC operational aspects and expectations,
- International Seminars,
- Communication and work tools (Internet et Intranet),
- Terminology,
- the work expected during the first TC meeting,
- update on the funding terms for TC members from low income countries.

Note: for Strategic Theme B, C and D, a presentation will also be made on the relevant electronic handbook, i.e. Road Network Operations and ITS, Road Safety, Tunnels.

Third Day – Wednesday, from 9.00 a.m. to 6.00 p.m.

Parallel meetings of the Technical Committees held in Coeur Défense building in La Défense.

Simultaneous translation is provided in French and English during the two days for each Technical Committee (except the Committee on Terminology).

The TCs will have to remain in plenary meeting during the two days and not divide into subgroups, for the following reasons:

- it is essential that all members take part in the discussions on the development of the work programs on the different issues. Even if later on, members decide to contribute to one or two specific issues, it is their responsibility to make useful contacts in their country to ensure effective contribution from their country to the different issues assigned to the TC;
- there are no facilities for sub-group meetings;
- simultaneous translation can be provided only in the room assigned to the Technical Committee.
Morning - 9 a.m. to 12.30 p.m.

The morning should be devoted to the introduction of the Technical Committee members and the presentation of the main activities and products of the Technical Committee of the 2008-2011 cycle so that new members have a clear understanding of the background and previous achievements.

The morning should end with a presentation of the terms of reference (ToR) of the Technical Committee.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>9.00 to 9.30 a.m.</td>
<td>Welcome by the Chair and Secretaries, Presentation of the two-day program</td>
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<tr>
<td>9.30 to 10.30 a.m.</td>
<td>Introduction of all Technical Committee members</td>
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<tr>
<td>10.30 to 11 a.m.</td>
<td>Break</td>
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<tr>
<td>11 a.m. to 12.00</td>
<td>Activities and production of the 2007-2011 Technical Committee and main past productions</td>
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<tr>
<td>12.00 to 12.30 p.m.</td>
<td>Presentation of the Terms of Reference of the Technical Committee</td>
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Lunch will be provided by the Association at the canteen of the French Ministry for Ecology, Energy and sustainable Development, in Sequoia building.

Afternoon - 2 to 6 p.m.

Discussion on the first two issues on the basis of the draft work program prepared by the Technical Committee Chair.

*Note: The indications of timing below are based on the assignment of 3 issues to one TC with equal time dedicated to each issue. Obviously, this is only indicative, and it is up to the Chair to adjust allocation of time per issue according to the number of issues and their complexity.*

Please devote 1h45min to each issue and encourage everyone to speak. Short presentations related to each issue can be envisaged to give a concrete dimension to the discussion. Following the discussion, clarification of the ToR should be achieved if needed, together with a consensus on the issues to be addressed, and the work method. Two co-leaders should be identified for each working group to allow continuity of group leadership, in case one of the co-leaders would no longer be able to contribute to the TC.

A guideline document to develop the work program is disseminated together with this note.
Note: To facilitate networking, it is suggested that each TC gathers for a dinner (attendance optional). Unfortunately, PIARC has no budget to cover the cost but the General Secretariat will provide suggestions of places. Starting time for dinner in France is 7.30 p.m. at the earliest.

Fourth Day – Thursday, 9:00 a.m. to 4:00 p.m. for the TC

Morning - 9:00 to 12:30

Further discussion on the other issues, including the working method. If there are only two issues, spend time on a further definition of the work program.

After the break, review and discussion on seminars in connection with the proposed host countries and regional groups if any.

| 9:00 to 10.45 | Discussion on issue # 3  
Opening statement to start the discussion  
Objectives, outputs, work methods, organization of the CT |
| 10:45 to 11:15 | Break |
| 11:45 to 12:30 | Seminars - review of proposals for host countries and themes |

Lunch will be provided by the Association at the canteen of the French Ministry for Ecology, Energy and sustainable Development, in Sequoia building.

Afternoon – 2.00 p.m. to 4.00 p.m.

The last part of the meeting should be devoted to the organization of the work of the Technical Committee (see table below for discussion points) and the relations with the General Secretariat and the Strategic Theme Coordinator.

It is essential that the work between the first and second meeting be set precisely, also to define precisely what will be presented at the second meeting, with a clear assignment of tasks among the members.

The Technical Committees are expected to finalize the work programme for each issue before the second meeting and on 15 June 2016 at the latest. The finalization process should be made through electronic exchanges and virtual meetings involving the TC Chair and the leaders of each working group.
Each working group is expected to hold at least one virtual meeting before the second physical meeting of the TC to ensure work progress.

Please encourage active participation at future TC meetings by asking for short presentations (case studies, methodology adopted by a country, etc.) in connection with the TC issues.

<table>
<thead>
<tr>
<th>2 p.m. to 4 p.m.</th>
<th>Organization of the Technical Committee work:</th>
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<tbody>
<tr>
<td></td>
<td>- use of the website and designation of Webmaster</td>
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<td>- development of the work program (method and schedule)</td>
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<td></td>
<td>- establishment of working groups</td>
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<td>- relation with the Terminology Committee and designation of a correspondent,</td>
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<td>- sharing responsibilities among the TC chair and secretaries,</td>
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<td>- tentative schedule of meetings and international seminars during the cycle,</td>
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<td></td>
<td>- next meeting of the Technical Committee (date, place, program, work to present),</td>
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<td></td>
<td>- intermediate virtual meetings of working groups,</td>
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**Review meeting 4.30 p.m. to 6.30 p.m.**

Meeting at the **General Secretariat**, involving the Technical Committee Chairs, the Strategic Theme Coordinator and the General Secretariat for a brief overview and identification of possible difficulties.