



Minutes of the WCTRS Steering Committee Meeting

Held on Thursday 14 January 2016

at The Cosmos Club, Washington DC

Present:

Hayashi, Yoshitsugu (YH) - **Chairman**

Boltze, Manfred (MBo)	Macario, Rosario (RM)	Pan, Haixiao (HP)
Crozet, Yves (YC)	Madanet, Samer (SM)	Pringle, Chris (CP) **
Dablanc, Laetitia (LD)	Marsden, Greg (GM)	Perkins, Stephen (SP)
Dresner, Martin (MD)	Matthew, Tom V***	Rao, Krishna***
Gifford, Jonathan (JG)	May, Anthony (ADM)	Rottengatter, Werner (WR)
Huzayyin, Ali (AH)	Musso, Antonio (AM)	Ulengin, Fusun (FU)
Jara-Diaz, Sergio (SJD)	Nakamura, Hideki (HN)	Stones, Jennie (JSt) *
Kopp, Andreas (AK)	Oh, Jaehak (JO)	Vedagiri, P***
Li, Keping (KL) **	Oum, Tae (TO)	Vickerman, Roger W. (RWV)

*Secretary **Observers ***Guests from ITT Bombay, India

Apologies:

Bierlaire, M (MB)	Kii, Masanobu (MK)**	Tzieropoulos, Panos (TZ)
Bonnafeous, Alan (AB)	Miyamoto, Kazuaki (KM)	Vanderschuren, Marianne (MV)
Candemir, Yucel (YC)	Mohan, Dinesh (DM)	

1. Minutes of STC Shanghai Meeting – Tuesday 30 June 2015 (YH)

YH welcomed members to the meeting and briefly referred to the action points from the above which were highlighted in red.

2. Arising Issues

The Minutes of the meeting held 30 June were agreed. There were no matters arising.

3. Site Selection for 15th WCTR 2019

3.1 *Agree dates for WCTR 2019.* YH referred to the notes from the meeting held in Bombay during December 2015, confirming he was very much satisfied that the SSSC(Site Selection Sub-Committee) led by AH had done a very good job. The impression is that the local team is well organised, with a very high level of preparation and potential. Final calculations were based on 2,000 delegates as detailed in the meeting pack. YH mentioned there were several alumni in Bombay who hold high positions in the business world, and whose organisations may wish to financially support the event.

- **ALL. The dates for WCTR 2019 Mumbai were confirmed as 26 to 31 May 2019.**

3.2 *2019 Conference – MoU Signed.* AH said the SSSC consisting himself, AM and SJ-D had collaborated to ensure the facilities met all requirements and that the MoU fully complied with what they had seen and agreed during their site visits. At this point, the Bombay guests were asked to leave the room so further discussion could take place. YH pointed out that the MoU previously circulated had been updated following discussions with MB, ADM and FU, when the need for additional support was highlighted. The recommendation was to recruit an assistant in India for eighteen months, starting six months prior to the conference, and the budget for the post would go into the registration fees. JG moved to accept the recommendation and RM seconded. Following further discussion, the Bombay delegates were welcomed back into the room and the MoU was signed. AH confirmed that a final agreement would now be prepared ready for signing at the closing ceremony of Shanghai.

4. Progress Report of WCTR 2016 (PH)

HP ran through the presentation included in the meeting pack, clarifying and highlighting following points:

4.1 Budget plan. Based on an estimate of 1,500 delegates, a surplus of around \$15,000 USD was anticipated.

4.2 Facilities. Detailed information was given on how each of the areas/rooms had been allocated, including individual capacity.

4.3 Transport. Welcome desks would be placed both at the airport and train station and delegates will be eligible for free metro travel for one week. There will also be a shuttle bus service to the Gala dinner at Shanghai International Convention Centre, but not return.

4.4 Hotels (location, price band). STC and SCC will be given priority for bookings at The Kingswell Hotel, which is within five minutes walk from the main gate of Tongji University. A letter can be produced confirming this if members need this for financial authorisation purposes. HP advised that hotel information would also be needed for all Visa applications and that application info was on the website.

➤ **JS. To forward list of committee members to HP.**

4.5 Bursaries/Prizes, others. Ten bursary awards will be available for papers B and above. Category 1 provides 7 x \$1,000 USD for delegates from countries listed on the 'low income country list', who are present in session; and Category 2 which provides 3 x \$1,000 USD for delegates who are present in session and whose papers focus on 'critical and emergency issues in low income countries'.

4.6 Final approval of facilities. JG questioned who would be taking the currency risk on the budget and HP confirmed it would be Tongji University. AH added that as part of the site selection process, the Vice President of Tongji University had signed a letter taking responsibility for this.

YH thanked HP for his preparations and detailed report, and suggested it would be helpful to email members a brief report on this meeting, together with a reminder of the deadline for non-review track papers which is 24 March.

➤ **YH/HP. To disseminate, by the end of February, notes from meeting and reminder of deadlines.**

5. Publicity

5.1 Newsletters (LD). LD confirmed two newsletters had been produced during 2015 and suggested the first for 2016 would be finalised in April, in order to include an update on the number of papers submitted. A proposed outline would be circulated for comment, and suggested content will include: origins of those submitting papers; who is coming from where; info on local agencies, keynote speakers, technical visits, and activities planned etc, plus a glimpse at the timetable. There will be the usual recurrent topics such as SIG updates, possibly with information from Patrick Bonnel on development of the new SIG D1 (Data Collection and Processing Methods). Originally it was agreed that newsletters would only be available to WCTRS members. However, following discussions last autumn, it was agreed to have an initial member only version, followed by an abbreviated public version added to the website around a month later.

- LD. To circulate proposed outline for newsletter for comment with a view to final version being ready for April.

LD confirmed MA had created a Facebook page which can be accessed by typing the society's name in full (as opposed to initials), or by clicking the link on the website. She suggested visits to the FB page could be increased if members would 'like' and 'share' the page.

- ALL. To 'like' and 'share' to promote visitors to Facebook page and website.

5.2 Leeds Headquarter Website (ADM). ADM ran through some of the key points relating to the new website which went live in January 2015, in which there were two major gaps. The first was the lack of past proceedings available, and YCr confirmed it would cost around £4,000 to scan everything back to Yokohama (approximately 20,000 pages). This price did not provide for splitting the papers but suggested this could be a role for the additional secretarial support. The Committee approved this expenditure. LD confirmed she had the proceedings from Sydney and would pass these to YCr to complete the records.

- LD. To pass copy of Sydney proceedings to YCr.
- YCr. To arrange asap for two initial sets of proceedings to be scanned as 'trial'.

The second major gap related to SIG membership lists, and ADM ran through the list of those still outstanding, adding that in some cases, there was neither a main web page nor membership list. A number of SIG chairs had already promised to forward this info, and bearing in mind the work involved in checking WCTRS membership against the lists, ADM asked for this to be addressed as a matter of urgency.

Other areas which need attention/updating include: the President's message; Prizes; the WCTRS-Y page which is a procedural document rather than something interesting to read; and the links page, which is not being used as effectively as it might be.

Overall, there has been little feedback on the strengths and weaknesses of the website and any comments/suggestions would be appreciated.

- SIG Chairs. To ensure updated information on SIGs and SIG membership is forwarded to JS. → JS to send a mail to request the update.
- ALL. To feedback comments and suggestions on website generally.

5.3 *Facebook (MA)*. MA had given LD an update on development of the WCTRS Facebook page https://www.facebook.com/wctrs.org/timeline?ref=page_internal which was now up and running, having taken on board all comments and recommendations put forward by LD and others.

5.4 *Promotion of WCTRS, Dupuit and JTRP prizes*. YH said the WCTRS prizes were not yet well known and asked for suggestions on how to widen the appeal, for example, sharing info on all websites. RV said the TP prize was detailed on the TP webpage and that the Dupuit prize was outside the journals' remit, because it was a reflection of prestige on someone, provided for long service etc, while the WCTRS prizes related to papers generating from the conference. ADM said the editorial board had discussed about having more information on the society in the two journals, although CP made the point that now everything is on line people look at papers and not issues. Suggestions for widening the appeal included: web links on individual articles; a paragraph on each prize in the newsletter, including profiles of prize winners and disseminating this via other channels e.g CARs. YH also suggested to upload on WCTRS website the past prize winners and the paper titles, which are on the past newsletters edited by Karin Delvert, Lyon secretary before Jean-Noel.

- LD. To draft a paragraph on each prize for inclusion in newsletter and dissemination via CARs.
- YCr. To find out the past newsletters and inform the articles of prize winners, paper titles and reasons for awarding.

5.5 *WCTRS URL (ADM)*. ADM said that in spite of rapid action by the Head of the web team in trying to regain the web address WCTRS.ORG, he discovered it had already been renewed and linked with something other than transport. It was considered too costly to take action against this and the key message is that the correct address of <http://www.wctrs-society.com/> should be used at all times. JG commented that Wikipedia still refers to the .org site and representations should be made to have this corrected.

- ALL. To ensure the correct web address is used at all times, including on any correspondence and publicity materials.
- JS. To arrange for address to be corrected on Wikipedia pages.

6. Organisation and Management of WCTRS

6.1 *Report on Leeds Secretariat (ADM, JS)*. Reporting mostly for information, ADM confirmed two mailing lists still remain on the old system in Lyon, which we had asked to be suppressed. He mentioned the newsletters and news briefings sent out during the year and various other updated information, and reminded members that JS's usual days of work were "Tuesday" and "Thursday", asking them to bear this in mind when expecting updates or needing information. As a result of increased workload after the Shanghai meeting, additional help was recruited on a zero hours contract to provide assistance as and when needed. So far, this has been utilised for tracking down members whom we had lost contact with due to a change in email address and will be used again to help splitting papers in past proceedings when received from YCr.

6.2 *Audit (AM)*. AM confirmed he had conducted an audit on the financial situation for the full Year January to December 2015 and outlined the main points relating to the transition from Lyon to Leeds. He confirmed the statements present the financial situation fairly in all material aspects and thanked JS and ADM for their cooperation in answering all questions relevant to the figures.

6.3 Society finance and budget plan (ADM). ADM said it was now time to prepare for the next three year cycle, and referred to the internal financial test agreed two or three years ago to ensure the budget did not present any unreasonable risks; the test being that the balance at the end of the year immediately before the conference (in this case, 2018), should have at least sufficient to cover the expenditure in the following year assuming we get no new members. He said it was a dramatic test, but assures if anything goes wrong or doesn't work, we can still cover our costs for the following year. Two versions of the budget to 2019 were then presented. The first showed costs for 2019 of £60,165 which just about met the test, and the second version which easily satisfied the test with a balance of £102,232 at the end of 2018, against total estimated costs of £49,915 in 2019.

ADM ran through the assumptions used, explaining the rationale behind each and asked for comments. Support costs for the SCC were discussed and ADM had assumed that because these were now in the MoU, the 7,500 Euros used this cycle would not be needed in future. However, MB said it would be very useful to have a small budget in addition to what had been agreed by the Mumbai team, and it was agreed this would be added to the budget plan.

MB also expressed the desire for the society to become more professional in terms of arranging conferences etc. and although having 18 months support is a good step for the future, it would be helpful to have one more permanent member of the society to deal with conference organisation as the main, single point of access within the society. He outlined the time involvement for himself and FU which goes beyond capacity and especially when emergencies arise which need to be dealt with, and encouraged the STC to think about including provision for a secretary for scientific matters, within bids for 2022. The other alternative would be to give more responsibility to Elsevier, but he would rather not do that as it takes control away from the society.

MB's suggestion was discussed at length, and RM raised concerns about any potential increase in costs for preparing conferences, referring back to the serious financial situation which arose just before Lisbon. Although she agreed it would be more comfortable having people to share the burden, she did not see revenue increasing to sufficiently cover the costs and offered a word of caution because the history of financial problems is recent. MB clarified this was not something to consider now, but for 2022, to be part of the agreement with the next conference hosts. RM's final comment was that the conference has limited capacity to increase payments to the society and if we ask for more and more, we will reach the point where the conference is not viable.

ADM said there were two issues. Firstly, we need to budget for the next three years and need to think about these issues before we send the call for proposals for 2022. Secondly, we need to have a small group from the STC to sit down before Shanghai and look at the options for future funding and have a discussion at the first meeting of the STC and finalise it next year. More immediately, the 2016-2019 budget did not include income from organisational membership and it is possible this may grow rapidly enough to cover some of these things. As a result of further discussion, the following were agreed:

- ADM/YH/GM. To form team to consider long term financial issues.
- MB to provide an estimate of support needed for SCC in 2018-19.
- YH to provide an estimate of likely income from organisational membership.
- ALL. To feedback before 17 February on any other points to be taken on board for 2016-2019 budget.
- ADM/JS to produce a final version of the budget for circulation with these minutes.

[Note: the final budget, including an estimate from MB, is being circulated. ADM/JS made their own assumptions on income from organisational membership. The opportunity has also been taken to simplify the budget based on suggestions from YCr.]

6.4 *Operating Practice (AH)*. AH referred to Chapter 5 on how the conference is run, confirming that a plan had been submitted in Shanghai to get feedback. The chapter needs drastic changes and will be reviewed in light of experience in the run up to the conference, to ensure it is realistic and sustainable. The intention is to start the update one month after Shanghai and have an initial draft available at the January 2017 Washington meeting, with the final version prepared one or two months later.

7. Committee Structure and Membership

7.1 *STC/SCC membership (YH,MB)*. There were no changes in the committee membership or structure.

7.2 *Nominations for the Editors in Chief of TP and CSTP (AM)*. TO and RM were asked to leave the room for initial discussions on this item.

TP. The nominations committee consisting AM (chair), HN and MD were responsible for finding a successor for RV. AM advised seven nominations were put forward and following in-depth evaluation of each, it was felt TO was by far the strongest candidate and the right person to be recommended for the EiC position of TP. YH asked for comments. None were raised and he then thanked AM, MD and HN for their contributions.

CSTP. It was noted that by the end of January 2016, RM would finish her first three year term as EiC of CSTP and that the STC must give approval to renew the appointment for a second three year term. AM confirmed the committee was very happy with the work carried out by RM and happy to recommend renewal of the appointment.

ADM reminded members that under the constitution, these recommendations to STC need to be put to the General Assembly for final approval. YH confirmed that financial support was made by Elsevier to Elsevier editors and not to society editors, and that the budget discussed earlier included additional financial support for the EiC TP. SJ-D offered thanks to RV for the excellent work done and for leaving TP in such a prominent position.

7.3 *EB-JTRP membership (RV)*. RV said there were one or two changes in the constitution of the JTRP Editorial Board and suggestions for replacements to cover missing areas will be discussed with other editors and EiC elect, and confirmed in Shanghai. Due to the volume of work, he is also looking for a fourth editor of submitted papers and asked for suggestions, particularly for anyone with interests in freight, maritime, ports and security issues.

7.4 *EB-CSTP membership (RM)*. No changes.

7.5 *Approval of any recommendations for appointment of editors (YCr)*. Not applicable.

7.6 *Elsevier – Proposals for Elsevier editors of TP (CP, YH)*. As detailed in 7.3 (above), CP confirmed they will be seeking a fourth editor and will be consulting with STC to finalise the post in July 2016.

7.7 *Report on contractual meeting with Elsevier (YH, ADM)*. ADM referred to notes from the meeting held in Paris on 3 December 2015 and attended by YH, ADM, RV and CP. He explained when the new contract was set up in 2012, the plan was to have an informal

annual meeting for the three parties, the Society, Elsevier and the Editors, to review how things were going and discuss possible improvements both individually and jointly, and the first of these was held in January 2013. There is also a formal requirement to review the contracts in July 2018 and July 2021. However, it is hoped that a further informal meeting can be arranged for January 2017 to agree on the terms for the formal meeting in 2018, and a suggestion that it might be preferable to reschedule the formal meetings to December/January to ensure a yearly cycle and provide time in which to review any required changes to contracts etc. CP confirmed he had put this request to his directors and was awaiting their response.

➤ **CP. To confirm dates for future meetings.**

YH advised full details of all the points discussed were included in the meeting pack and also touched upon in other parts of the agenda. He then offered thanks to RV for hosting the meeting.

8. International Liaison

8.1 ITF (SP). SP confirmed there were no places left in 2016 and that side events were already oversubscribed. They were looking to organise an additional day on the 17th, and if this goes ahead he will be in touch. He also said he hoped to be able to waive registration costs for Leipzig for YH and possibly one other, as well as providing a stand and blog space for WCTRS.

In respect of Shanghai, he offered apologies to MB and FU for the delay in confirming his proposal for a special session on “Looking at practical examples of where research has actually influenced and changed policy”. MB confirmed there was still time to respond on the correct form.

8.2 TRB (JG). JG reported on the personnel changes announced last year, including Neil Pederson who took over from Mark Norman as Executive Director and Ann Brock who has been selected for the strategic research programme of Division A and currently re-thinking the schedule of paper submissions and some ways on how to do business with the annual meeting. He confirmed suggestions for handling liaison with TRB in future would be welcome.

8.3 EASTS (KM, JO). JO provided a comprehensive summary of EAST activities, including the last conference held in the Philippines and attendance at the Annual Cooperation Committee of TRB. He suggested a media meeting may be held in 2016 in Shanghai or Seoul and that he would talk with KM and LD about how to recruit new members.

➤ **JO. To inform dates and venues for media meeting.**

8.4 CODATU (KM, AH). AH reported on activities of SIG H5 (formerly Sig 7), and which covers joint activities of WCTRS with CODATU. He confirmed KM was organising a session in Shanghai and would coordinate with MB to hopefully include more sister organisations. He also thought the next conference would be in India in November 2017.

8.5 WB (AK). AK had discussed with RM the possibility of organising something for Shanghai, but it was now difficult due to internal change within the bank. However, given that particular knowledge groups had been established, it may now be easier to map these with SIGs. He suggested a joint working group or special session may be possible and was advised to send any information to FU to put the application forward. RM also commented on an important initiative with the European Commission with ADM and a meeting which had

been held on how to obtain collaboration. ADM confirmed that DGRTD in Brussels was interested in a special session in Shanghai.

- AK. To follow up potential for a joint working group or special session with WB.
- DM. To follow up potential for special session with DGRTD.

8.6 Other organisations – KST, COTA

9. Prize Sub-Committees (YH)

9.1 *Prize Sub-committee (S-JD)*. SJ-D outlined the slides contained in the meeting pack, confirming the agreement made in the SCC for assigning one additional award per TA, and making a clear distinction between ‘prizes’ which have a monetary value and ‘awards’. Key points to note were that there will be monetary prizes for best paper, young author prize, best poster and best paper on transport in developing and emerging countries, with one non-monetary award assigned to each of the eight topic areas. It was also agreed that the awards would be for papers from both oral and poster sessions as these are considered of equal value.

9.2 *Dupuit Prize Sub-committee (YCr)*. YCr said he would shortly be circulating an invitation for nominations. It was reported that Antti Talvitie had secured €5000 from Ramboll Finland to finance the 2016 prize.

9.3 *Transport Policy Journal Prize (RV)*. RV outlined the procedure for this, which will be based on data derived from Elsevier and relating to the three year period up to 2016. Once shortlisted, he will be discussing further with the editors.

10. Society Membership and Marketing

10.1 *Membership report (ADM)*. ADM referred to the figures discussed in the SCC this morning and discussed ways of stimulating people to register. He confirmed the expectation immediately after the conference, to have a full record of members and the database will be able to produce list of those who have not renewed their membership. As soon as possible after the conference we will be approaching all those on the list inviting them to re-join.

- JS. Following the conference, to send renewal reminders to anyone who has not renewed their membership.
- ALL. Decision to be made at the second STC in Shanghai whether we should offer reduced membership rates for those who did not attend the conference.

10.2 *Proposals for SIG members who are not Society members (ADM)*. ADM confirmed that results on the work done so far, showed that around ¾ of members of SIGs are not actually members of the Society. He referred to discussions at the last STC on how to deal with these, and wanted to make sure the STC was still in favour of the agreement made, which was to remove entitlement to access the member area of the website for anyone who had not joined by the end of November 2017, reiterating that this would be a good way of enforcing SIG members to join the society. No further comments made and this was agreed.

- JS. To remove membership rights for any SIG member who has not joined or renewed membership by the end of November.

10.3 Scheme for increasing individual membership via CARs (KM, LD). LD referred to discussions regarding the boundary between the roles of LD, JS and the MMC. ADM said there was a clear distinction, with JS responsible for following up membership and maintaining records etc and the MMC responsible for coming up with ways to increase membership. He mentioned it was also important to keep CAR information updated and LD agreed to discuss ways of increasing membership working with CARs with KM and propose a plan for the next meeting, which would include increasing links with country representatives and linking all publicity activities to the promotion and marketing of the society. YH added that it was important to invite local people such as national & local governmental officers, transport related industries who would input practice flavours to SIGs and researchers & students to SIG meetings to attract new members. He also stressed the importance to publish books, perhaps as a WCTRS series in Elsevier, reflecting the results of every SIG meeting, which are more appealing to practitioners than single academic papers.

- LD/KM. To propose a plan for the next meeting.
- LD/KM. To ensure leaflets are up to date and include correct web address.
- TO/MB/MD. To request SIG chairs to organise more frequently SIG events inviting local people and publishing books

10.4 Organisational Membership (DM, YH, ADM). DM, ADM and YH asked everyone to list potential supporting organisational members and send copies to YH, with a copy to JS. YH explained the intention to circulate updated information detailing SOMs (Supporting Organisational Members) for private firms and other organisations only because OM (Organisational Members) for universities and research institutes not applicable until after Shanghai.

- ALL. To send details of potential SOMs to YH with a copy to JS by the end of February.

11. Education

11.1 Distance Learning (RM). RM provided clarification and a brief resume on the DL initiative. ADM referred to his discussions with Binyam Reja who had indicated there was quite a lot of interest in the World Bank in China, to make use of the resources the society has in DL. He also referred to initial discussions two or three years ago when JG and he raised two sorts of concerns. Firstly relating to quality assurance and whether there was any expectation that the society would be legally responsible for ensuring this, and secondly, the suggestion that it could be viewed as creating competition between the Society and its members. He suggested to have a small group to look at this and provide what would become a section in the OPs, setting out how we think this ought to be run in the future and this was agreed.

- ADM/AH/RM/JG. To review the process and feedback at the next STC.

11.2 Young Initiative (AH). AH provided an update on the WCTRS-Y initiatives and outlined in particular, some of the issues relating to Y-3 when it became clear that two of the successful applicants were unable to continue. In order to make up for lost time, he asked permission from YH and ADM to find replacements and suggested a way forward. He found one from Iffstar (Pierre Launey), who is coming to Shanghai and two others from Y-1 who would support. The suggestion was to split the remuneration €500 to Pierre Launey and €250 each to Chenfeng Xiong and Cassia B Galvao and AH sought agreement to accept this. JG moved to accept the proposal and Samer Madanet seconded.

12. Timetable for Next STC

RV advised there will be no formal Editorial Board meeting in Shanghai because it is not possible to guarantee members being there. Other meetings were confirmed as follows:

Tongji University, Shanghai – July 2016		
Sunday 10 July 2016	0830-1010	SCC
	1030-1210	STC
Wednesday 13 July 2016	1910-2030	STC (new) with meals