**Minutes of the WCTRS Steering Committee Meeting**

**Held on Sunday 10 July 2016**

**at The Kingswell Hotel, Tongji, Shanghai**

**Present:**

|  |  |
| --- | --- |
| Hayashi, Yoshitsugu (YH) - ***Chairman*** |  |
| Attard, Maria (MA)\*\* | Li, Keping (KL) \*\* | Oum, Tae (TO) |
| Bierlaire, Michel (MBi) | Macario, Rosario (RM) | Pan, Haixiao (HP) |
| Boltze, Manfred (MBo)  | Madanet, Samer (SM) | Pringle, Chris (CP) \*\* |
| Crozet, Yves (YC) | Marsden, Greg (GM) | Perkins, Stephen (SP) |
| Dresner, Martin (MD) | May, Anthony (ADM) | Pringle, Chris (CP) |
| Huzayyin, Ali (AH) | Miyamoto, Kazuaki (KM) | Rottengatter, Werner (WR) |
| Kii, Masanobu (MK)\*\* | Musso, Antonio (AM) | Stones, Jennie (JSt) \* |
| Jara-Diaz, Sergio (SJD) | Oh, Jaehak (JO) | Ulengin, Fusun (FU) |
|  |  | Vickerman, Roger W. (RWV) |
| **\***Secretary \*\*Observers  |

**Apologies:**

|  |  |  |
| --- | --- | --- |
| Bonnafous, Alan (AB) | Gifford, Jonathan (JG) | Vanderschuren, Marianne (MV) |
| Dablanc, Laetitia (LD) | Tzieropoulos, Panos (TZ) |  |
|  |  |  |

1. **Minutes of STC Shanghai Meeting – Thursday 14 January (YH)**

YH welcomed members to the meeting and briefly referred to the action points from the above which were highlighted in red, expressing the hope that all actions had been completed.

1. **Arising Issues**

AH had a number of items for amendment, and subject to these being updated, the Minutes of the meeting held 14 January were agreed. There were no matters arising.

1. **Progress Report of WCTR 2016 (PH)**

*3.1 Final programme.* HP ran through the presentation included in the meeting pack which included a comprehensive structure for the final programme, put together by a local scientific committee member. This included conference facility names, locations, session chairs and a location map of the campus.

*3.2 Conference facilities, transport, hotel (location and price band).* Registration is on the ground floor of Zonghe (ZHB) Building, approximately ten minutes walk from the opening ceremony. Delegates can register today, or from 8am Monday 11 July. There is also an information desk and room for committee members in ZHB building.

Many people have chosen to stay in the city because the Metro is a very convenient way to travel, and all delegates have been provided with a free three day Metro pass. Transport will be provided to the Gala Dinner on Wednesday 12 July, but delegates will have to make their own way back.

*3.3 Bursaries.* Six applications were being considered for Category 1 including three from China. There were no applications for Category 2. ADM confirmed he had been invited by KL to review all applications and he confirmed all were of appropriate quality. He expressed regret there were so few applications and suggested it would probably be better to start the process earlier next time and aim to have all applications assessed by Christmas or the end of 2018, so people are informed in good time that funding is available and can make travel arrangements.

*3.4 Sponsors and Exhibitors.* HP reported there had been significant interest, with eight contracts in place, plus two others. However, getting the money is not so easy with only 100,000RMB of the expected 800,000RMB received to date.

*3.5 Budget balance.* A full copy of the budget was included in the meeting pack.

**4. Publicity**

*4.1 Newsletter, Facebook, poster and leaflets. (MA / MK).* MK confirmed the first newsletter for 2016 had been published and was available on the website for members. The intention is to publish the second copy in October and contributions will be sought for this soon after the conference.

MA said the Facebook page needed more people to like and share in order to grow and this could happen quite easily without too much more effort. She highlighted the statistics confirming the highest number of clicks on the site was following publication of the notice of Special Issues from the Malta conference. She asked for additional content to upload as there hadn’t been very much to date.

YH offered thanks to LD, MK and MA for their time and efforts in producing the newsletter and all initiatives in encouraging members to join.

* LD/MK to seek contributions for a further newsletter to be circulated October.

*4.2 Leeds Headquarter Website (ADM).* ADM summarised the points raised in the SCC confirming the information and updates still needed for the website which included the following:

* Site Selection Process for 2022 *(to be available January 2017)*
* Information for 2019 *(to be on the website as soon as possible)*
* Conference report from Shanghai conference. *(ADM assumed MBo and FU would probably lead on this and suggested it was perhaps a way of taking up the points raised in the SCC by MP.)*
* Proceedings from Shanghai
* WCTRS-Y
* Prizes. *(Sergio to review the series of suggestions put forward earlier by JS and finalise as soon as possible after the conference)*
* *President’s message*
* *ALL - STC members to advise if any other pages need updating*

*Website statistics.* Information was provided which showed visits to the site peaked in June with a monthly high of 2347 web sessions being recorded. New visitors accounted for 72% with the remaining 28% being returning visitors

**5. Organisation and Management of WCTRS**

*5.1 General (ADM / JS).* As agreed, the Secretariat workload has been monitored over the last few months and not surprisingly this increased significantly in the run up to the conference. Members were asked to bear in mind the usual days of operation are Tuesday and Thursday when making contact and requesting information etc.

*5.1.2 Banking arrangements.* ADM advised that because the UK had reduced its threshold for protected funds to £75,000, a second interesting bearing account has been set up with Monmouthshire Building Society. The table provided in the meeting pack shows a total in all accounts of £138,309 with the amount of funds currently earning interest being approximately £122,000.

*5.2 Audit (AM)*. AM confirmed he had conducted an audit on the actual financial situation for the year to 30 June 2016 and the financial forecast to the end of 2016. He confirmed the financial statements were presented fairly in all material respects and thanked JS and ADM for answering any questions on the main figures.

*5.3 Society finance and budget plan (ADM).* A lengthy discussion took place regarding future finances, particularly in light of the current situation in the UK. ADM referred to the simplified budget in which he had combined a number of headings from the main spreadsheet, and on which there had been considerable discussion during January and February, before asking for STC approval of the figures. He confirmed that while the currency of the conference is in USD, most expenditure is in sterling and suggested it is probably better to keep it that way. He also confirmed steps had been taken before the UK referendum, to transfer payments for prizes over to YCr in Lyon so he can make payment in Euros.

Clarification was sought on a number of issues, including estimate of conference income, total registrations, management costs and fees. ADM clarified each point raised and confirmed fees would be covered in the meeting on Wednesday evening. After various comments on the merits of maintaining fees at the current rate, it was agreed not to reduce fees for those renewing or joining after the conference.

With regard to the possibility of providing financial support for the Chair of SCC and SCC, ADM advised that only two sets of comments had been received on the proposals previously circulated. He referred to the underlying check on financial stability, which is at the end of a three year period, there should be sufficient funds in the bank to cover costs for the following year. He explained that the balance for a half time post for SCC at the end of 2021 would leave £102K to cover costs for 2022, so we would need £60K. However, to continue with that half time post for the next three years would require £115K. A number of other questions were raised regarding this issue and it was agreed to revisit on Wednesday evening, clarifying that any further discussion will relate solely to 2019-2022 because the figures had already been agreed for 2016-2019.

The last point ADM raised related to membership, and he referred to the agreement previously made, that by the end of November this year, we would say to SIG members who were not members of the society, that they could only continue as members if they joined/re-joined the society. A number of concerns had been raised about this policy in SCC and it was agreed to review again on Wednesday evening for a final decision on the way forward.

*5.4 Operating Practice (AH).* AH confirmed the agreement previously made to postpone the 2016 OP update until after Shanghai in order to give time to test the new CMS system. He ran through the proposed timeframe, confirming he would re-circulate the parts that needed updating during September 2016, and prepare a draft update in October. A detailed file will go to STC early January for approval in Washington, with a view to having the revised documents uploaded to the website by March. YH offered thanks to AH for all his work.

**6. Committee Structure and Membership (YH)**

To be discussed and agreed on Wednesday 13 July.

**7. Society Membership and Marketing (KM)**

*7.1 Membership report (JS / ADM).* ADM referred to the report produced by JS for the meeting pack which outlined the current number of members (1978), which included around 700 still to renew from 2013-2016. He reiterated the intention to send out renewal reminders shortly after the conference and this includes those on the current SIG lists who are not Society members. At the end of November, all membership rights will be removed from anyone who has not joined or renewed. One more reminder will be then sent for renewal by end of year.

*7.2 Scheme for increasing individual membership via CARs (KM, LD.*  KM ran through the MMC report included in the meeting pack, confirming some of the details would now need updating e.g. figures for SOM membership which had increased since the report was produced. He advised the CAR list had been updated with Samer Madanat now based in UAE and looking after the Middle East; Jonathan Gifford will act for North America; Alejandro Tudela will co-chair Latin America with Romulo Orrico; and Marianne looks after the whole of Africa. A question was raised regarding Russia and Fusun advised that the approaches made to date had not been successful.

*7.3 Organisational membership (DM, YH).* YH confirmed he had been successful in getting positive responses from five Japanese companies and one German company to date. He explained the membership fee for SOMs was $3,000 for three years, but because in many private companies accounting is done annually, we have agreed to accept instalments of $1,000 per year. He said we needed to encourage more companies and government agencies etc to get involved and work together and also encourage more SIG activities. WR enquired about publicity material for SOMs and YH asked JS to forward details.

* JS. To send copy SOM information to WR.

**8. Prizes Sub-committees**

*8.1 Progress of Prize Sub-committee (SJ-D).* SJ-D confirmed everything was under control in the prizes committee with fourteen members in the committee, and for the first time, awarding four prizes and eight awards. Proposals were nearly all to hand and the first formal meeting will be held later today, with two further meetings later in the week, so that final recommendations are available for approval in the next STC.

*8.2 Approval of Dupuit Prize Sub-committee (YCr).* YCr confirmed the final decision had not been made as yet, and it was agreed that YH would circulate when available.

*8.3 Progress of Transport Policy Journal Prize (RV).* RV confirmed the editors had already agreed to recommend “*Understanding Attitudes Towards Public Transport and Private Car: A Qualitative Study*”, by Beirao G., Sarsfield Cabral J. A. Volume 14, Issue 6 2007, confirming this had received 164 citations and been downloaded 18,798 over the last three years.

RV referred to the prize rules and questioned whether we might wish to think about an alternative method of selection which does not impose a huge amount of further work on the editors. Questions were raised as to whether a paper published in 2007 served the purpose of the prize, as it does not encourage new paper submitters. RV explained that the rubrick is that the prize is for the paper which has had most influence in the period, and this of course takes time. He referred to the winners of the 2010 and 2013 prizes which were published in 2008 and 2005 respectively. After further discussion, ADM proposed we accept the recommendation and make the award, but considered it sensible for the editors to look at the rubrick and decide if there is a way in future which can reflect more recent contributions.

* This was agreed.

**9. International Liaison**

*9.1 ITF (SP).* SP outlined a new proposal for the ITS and WCTRS relationship, which was not financial, but a mutually beneficial cooperative arrangement. One suggestion being for WCTRS to have a half or a full day SIG/research event at the summit in Leipzig in May/June, where participants would pay the reduced rate available to researchers for the summit and ITF would bear the costs. This was something to be considered for years when the full WCTRS conference is not being held. A second suggestion was for a Young ITF Researcher Award and make it a more formal activity. Other suggestions and ideas would be welcome.

YH thanked SP for the proposals and confirmed he would ask SCC to commit to further joint activities.

*9.2 TRB (JG).* N/A. Apologies received.

*9.3 EASTS (KM, JO).* JO provided a comprehensive overview of recent and joint activities.

He discussed the relationships in existence, confirming the next conference in September 2017 in Vietnam would promote further cooperation.

*9.4 CODATU(KM, AH).* H5 ST discussed and overview given. Tuesday CODATU session here in Shanghai. Next conference Hyderabad India in 2017.

*9.5 WB (AK).* No report available.

*9.6 Treatment of partner organisations (MOU?) in WCTR conferences to exempt SOM fee by mutual agreement (YH)* - To be discussed on 13 July.

**10. Education**

*10.1 Distance Learning (RM).* - To be discussed on 13 July.

*10.2 Young Initiative (AH).* AH outlined the main outcomes from Edition 2 which were contained in the full report included in the meeting pack, confirming a total of 50 applications had been received, with 35 members joining just because of this initiative.

He advised the conference for Y-I had just started, with Lorenza Tomasoni, Cassia Galvao and Chenfeng Xiong all performing very well. He added that four papers graded BB from Y-I had been forwarded to MD to consider for publication and thanked everyone who had helped in the process and organisation. His recommendation was that the STC approve the payment of the honoraria to the CC (Conference Chair) and the COVs (Conference Organising Volunteers) on completion of the Young Conference and this was agreed.

AH then outlined the process of peer review for Y-II and confirmed the four winners had already received the first 30% of the grant allocation. All papers had been submitted on time and will be presented in a special session on Monday 11 July. Two graded AA and AB had been sent to SJ-D, while the two others rated BB had been sent to MD. AH’s opinion was that each of these four had performed well during the course of the work, and recommended the balance of the total grant be paid after the results of Shanghai.

For Y-III, AH confirmed there had been 11 applicants, but unfortunately, the two selected did not perform well, so approval was sought from the STC to appoint different people. Two newsletters had been produced which included job lists and copies were tabled for members. AH explained the original intention was to award one 500 Euros and the other two, 250 Euros each. However, because the first had not performed so well in the early days, he recommended distributing the 1000 Euros equally between the three. It was agreed that these should be considered for approval at the next meeting.

**11. Any other business**

11.1 YH welcomed MBi to his first STC meeting, following the retirement of PT.

11.2 YH said a few words about ADM and RV current and previous roles within the society and presented a small token of appreciation.

**12. Timetable for Next STC**

Meetings were confirmed as follows:

|  |
| --- |
| **Tongji University, Shanghai – July 2016** |
| **Tuesday 12 July 2016** | 13:30 – 15:10 General Assembly  |
| **Wednesday 13 July 2016** | 17:30 – 19:10 New STC (followed by dinner 19:10 – 20:30) |
|  |  |