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|  | **Minutes of the WCTRS Steering Committee Meeting**  ***(1st meeting of the new STC)***  **Held Wednesday 13 July 2016**  **at Tongji University, Shanghai** |

**Present:**

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| Hayashi, Yoshitsugu (YH) - *Chairman* | |  |
| Attard, Maria (MA) | Jara-Diaz, Sergio (SJD) | Pan, Haixiao (HP |
| Boltze, Manfred (MBo) | Macario, Rosario (RM) | Perkins, Stephen (SP) |
| Bonnafous, Alan (AB) | Madanet, Samer (SM) | Rao, Krishna (KR)\*\* |
| Crozet, Yves (YC) | Marsden, Greg (GM) | Reja, Binyam (BR) |
| Dablanc, Laetitia (LD) | May, Anthony (ADM) | Rottengatter, Werner (WR) |
| Hanaoka, Shinya (SH) | Musso, Antonio (AM) | Stones, Jennie (JS) \* |
| Huzayyin, Ali (AH) | Nakamura, Hideki (HN) | Tavasszy, Lori (LT) |
| Irigoyen, Jose Luis (JLI) | Oum, Tae (TO) | Verma, Ashish (AV) |
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| **\***Secretary \*\*Observers | | |

**Apologies:**

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| Bierlaire, Michel (MBi) | Miyamoto, Kazuaki (KM) | Vanderschuren, Marianne (MV) |
| Gifford, Jonathan (JG) |  |  |
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**1. Minutes of STC Shanghai Meeting held Sunday 10 July 2016 (YH)**

YH welcomed everyone to this first meeting of the ‘new’ Steering Committee, explaining that all the items discussed on Sunday were in order to prepare for the General Assembly on Tuesday, with particular emphasis on prize nominations and the process for awarding them. Copy minutes were then tabled for everyone present.

**2. Matters arising**

There were no matters arising and the minutes were approved without amendment.

**3. Steering Committee Membership and Roles (YH)**

YH referred to the powerpoint slide showing names of new STC members which were approved at the GA. He explained there were two main streams to conduct society business. The first being the scientific side, responsible for preparing for the conference, reviewing and publications etc, and the second managerial, under which there were a number of other sub-committees. He ran through his initial proposals and confirmed he would appreciate other ideas for membership and structure. He then welcomed GM as the new Secretary General and LT as the new SCC Chair, before confirming a number of other changes which included the following:

* FU would be taking over as VC Publications from Martin Dresner, who would be stepping down when all publications were ready for production
* HN would be taking over as VC SIGs from Tae Oum
* AV would be taking over as VC Conference from FU
* SJ-D continue to be VC Prizes
* LD would be taking over responsibility for the WCTRS-Y initiative
* HP would become the CAR for China
* GM would responsible for organisational membership
* RV would become an Emeritus member

YH also asked for formal agreement to include a President’s Advisory Group, explaining the criteria for membership of this would be: emeritus member, former president, former SCC or conference director. Following further discussion it was agreed:

* MB, AH, YC and ADM would be initial members of the President’s Advisory Group
* AH to include this in the OPs

YH said he was happy to confirm that Jose Luis Irigoyen had kindly accepted his invitation to become a member of the STC, and then invited him to say a few words. JLI addressed the meeting, outlining how he saw his role in liaising and working with the society, looking at how research could have greater impact on policy by identifying topics and engaging with who is doing what, to provide evidence around those topics. He said regular activities, organised forums and discussions would identify opportunities to work together and share experience, and considered the SIGs the correct vehicle to collaborate in various types of topics vertically and horizontally in order to contribute to worldwide developments.

YH referred to the 15th WCTR which the STC had agreed would be held in Mumbai, and hosted by IIT Bombay with cooperation from all over India. He confirmed this would be officially announced in the closing ceremony, and then introduced Professor Krishna Rao, the next Conference Director.

* JS – to add Krishna Rao to the STC Membership list immediately before the Prize Sub-committee. *(An updated copy is attached at Annex for ease of reference)*

**4. Issues related to WCTR 2016 (Shanghai) (HP)**

***4.1 Statistics (participants etc) (PH).*** HP confirmed the number of participants registered to date was 1242, with around 100 attending side events and that full statistics would be provided after the event. There had been enquiries about special sessions and HP confirmed typed lists would be available detailing names of presenters and participants for each session.

* HP – to provide final statistics
* HP – to provide typed lists of all presenters and participants in each session

***4.2 Approval of Conference prize recommendations (SJD).*** SJ-D confirmed membership of the Prizes Committee, which consisted himself, plus 8 TAMs, the Cairo University Representative, WCTRS President, SCC Chair, LOC President, Poster Session Manager and Martin Dresner. He referred to the process of selection which had been outlined in the last newsletter and reminded members of the various prize categories.

SJ-D confirmed the Committee had met three times to review the final candidate list, to make sure all presentations were backed by substantive recommendations, and to assign second readers. He confirmed all decisions were unanimously decided by the Committee and as the printing had been slightly delayed, he proceeded to read out the title, author and organisation information for each award and prize winner for STC approval. Copies of the prize winner list were tabled later in the meeting by TO.

* STC approved the award and prize winner list and YH offered thanks to SJ-D and the team.

SJ-D referred to the concerns which had been raised about consistency with the OP, the main concern being whether the situation had been dealt with properly and formally. He confirmed this had already been discussed in detail and that everyone was satisfied he had followed the OP with regard to this situation.

***4.3 Report on WCTRS-Y Ed-2: WCTR-Y Conference, PhD Students’ Grants (AH).*** AH confirmed there had been 88 delegates in attendance for the Sunday conference. This meant a larger room was required and the changeover had been handled very efficiently by the LOC. One author could not be present, but had sent a video presentation which was a new innovation. AH advised the grants session had 28 delegates in the room, presided over by YH, confirming that numbers had almost doubled since Rio. He considered the initiative to be successful and was sure that LD would continue to build upon this next time, before thanking the two advisers (LD and AM), and all colleagues who had contributed to the review process. AH confirmed the agreement that payment of grants was subject to satisfactory performance and moved to pay the balances of the grants and this was approved.

* JS/YC – to arrange payment of WCTRS-Y balances as agreed

***4.4 Plans for special issues, books and Procedia (Selected Proceedings (MB).***  Following on from the lengthy discussion at SCC on Sunday relating to SIs and Procedia, MB asked if there was anything new to report. It was confirmed that ADM had drafted the letter for authors to explain in detail what the process for Procedia and SIs was, and that this would be sent out early w/c 18 July. YH said it was important to try ensure no A or B papers were left unpublished, and MB expressed the hope that STOs would take care of A and B papers to bring them forward for publication, adding that it would be helpful to get a decision to proceed fairly quickly if possible. YH clarified the point that Procedia is still a peer reviewed journal, so if someone wanted to publish elsewhere, the paper has to be withdrawn. MB thought the process was clearly defined and confirmed authors would have to sign to agree to publish in Procedia, otherwise their paper would not be included.

MB referred to the potential new project for the Book Series and invited comments on the proposals. ADM said he saw books as being associated with the works of the Society but not the conference outcome, and so they are separate from the whole process of reviewing and publishing conference papers. YH asked if the Committee was happy to accept the proposals and this was agreed.

* STC accepted the proposals for the Book Series
* JS to upload conference papers to the WCTRS website

***4.5 Agenda for Closing Ceremony (YH, MB).*** YH confirmed information on the closing ceremony agenda had been circulated over the last month, and a long meeting had taken place earlier in the day to finalise details. Part I would cover the Scientific side and be chaired MB, Part II would be Prizes, chaired by SJ-D, and Part III chaired by ADM.

***4.6 Lessons learned from preparation and operation of WCTR Shanghai for***

***WCTR Mumbai (PH, MB, AH).***  MB confirmed that it would be a job for LT to reflect and draw his own conclusions on how the conference had been managed, and didn’t consider it useful to look again at the changes made during the last period as this had already been covered in the General Assembly. Although he was personally satisfied with how the conference had been run, and how the process had developed, he thought there was still room for improvement and highlighted the following areas:

* The review process could be improved with better coordination between TAMs and STOs
* Local arrangements could be improved, e.g. with more space for posters next time
* More reliable internet connectivity
* WCTR-Y to be better integrated with the same deadlines etc
* Integration of marketing activities

MB said it was now up to LT to find areas and strategies for improvement in the same way that he had done three years ago, adding that he was willing to consult and assist with arrangements for Mumbai. LT confirmed he would draw up a list of things to pursue to identify where improvements could be made, and have a discussion in January on how he will lead those changes. MB considered the major challenge to be the reliability and commitment from STOs and TAMs, which meant selection of these was particularly important, and asked for other comments or ideas for improvement. HP felt the CMS had improved the system a great deal and suggested planning pre conference activity and times to deliver abstracts and full paper review would help further. YH thought the relationship with Elsevier was developing in a very positive way and was happy to see an established standard system that could be inherited to incorporate improvements and local ongoing characteristics. He said the roles of the SCC and LOC were now very clear and thanked everyone, in particular MB, ADM, HP and his team and Elsevier who had done an excellent job during the conference.

**5. Objectives and Activities till 15th WCTR Mumbai 2019 (YH, KR)**

YH welcomed Prof Krishna Rao of IIT Bombay to the meeting, and invited him to talk about plans for the next conference. KR thanked the SSSC for trusting his organisation with the job of conducting the prestigious conference on transport research in Mumbai, and assured the STC that all efforts would be made to ensure the conference will be the best to date. He gave a brief overview of some of the preparations and activities carried out to ensure the timing would be suitable for all participants, which included collecting historic data on rainfall and university timings from all over the world. KR said they aimed to make 2019 as memorable as the 14th WCTR, and assured the STC they understood what had been laid down in the form of various procedures etc and that they would abide by all these processes.

The exact date of the conference was then confirmed.

* ALL - The 15th WCTR will take place in Mumbai 26-31 May 2019 and this will be announced at the Closing Ceremony

**6. Committee Structure and Membership Strategy**

**6.1 Steering Committee Membership (President) )** *Discussed under Item 3*

**6.2 Scientific Committee Membership (SCC Chair) )** *Discussed under Item 3*

**6.3 Plans for the update of OP (AH).** AH referred to the agreement made previously to defer the update on how the conference is run. He confirmed he would re-circulate the parts that needed updating during September and prepare a draft update in October, so a detailed file could be prepared for consideration and approval by the STC in January.

**7. Education**

**7.1 WCTRS-DL (RM).** RM confirmed a meeting had taken place with ADM and AH to outline the key principles and procedures for the DL process. ADM then presented slides showing the main points, explaining and clarifying where necessary *(copies attached for ease of reference)*. RM said they would like to start with Istanbul Technical University and that there is already a candidate based in Istanbul who has a sponsor. She said there were four principles she would like to have agreement on in order to proceed and establish documents etc, which will not be a contract, but something softer e.g. a set of letters. These principles were agreed,

* RM to continue to discuss and present final proposal in January

**8. Secretariat for the new period 2016-2019 (GM)**

GM confirmed the handover period from ADM would be completed by the end of September and outlined what he considered to be key priorities for the coming year, which included following up membership renewals and further work on the web pages. He said a lot of work had already gone into the handover and considered he had been left in a good position. He thought there were a couple of things he would like to look at in terms of how we operated as a society, and whether the procedures are the right fit now that the society has got bigger with so many people involved and not always enough time to discuss important issues; a recent example being when the GA was asked to approve the President and STC members etc. GM said responsibility for Organisational Membership was interesting and while he hoped the area would develop, he thought it risky to put too much into the budget forecast for this.

YC said there was a lot of information on the website now, but not always easy to understand how it can be accessed, and it was agreed instructions on this should be included in the next newsletter.

* JS/LD/KM to include info/guidelines on the website access in the next newsletter

**9. Financial Future (from 2019)**

ADM referred to the previous discussion around provision of additional support for the SCC and presented a slide showing the key questions for discussion which were originally circulated in March *(copy attached for ease of reference).* He said only two responses had been received on these, but a view was needed now as this would affect the budget from 2019 onwards and the OPs/Invitations for Bids to Host for 2022. He suggested the committee make a decision on the first two questions and then discuss how they might be financed. The questions were (1) whether to ask the Local Organiser for 2022 conference to fund a half time post to support the SCC (as KR has done for Mumbai 2019), and (2), should it be made a full time post, half funded by WCTRS.

MB explained the rationale behind the request for additional support, the primary ones being the need to present a more professional image of the society and to provide reliable support to the SCC. LT agreed, and detailed discussions then took place in relation to the level of support needed, the potential costs, the location, potential sources of funding, and the difficulties of trying to make decisions without knowing what the exact financial situation will be.

ADM clarified all the options and as a result of further discussion, the following were agreed:

* AH to include in the call/specification that the LOC for 2022 would be expected to finance a half time post based with the VC Conference for 18 months prior to the conference
* Provided the budget permits, the Society will finance a second part time post at the same rate to support the SCC Chair during the same period
* ALL - to make every effort to recruit more members, especially from the commercial world in order to help finance the proposals

**10. SIG Membership Renewals (ADM)**

ADM referred to previous discussions on SIG membership renewals, confirming around 70% of SIG members were still not members of the Society, and although it was agreed at the STC in July 2015 that from November 2016, non-members would not be able to participate in SIGs, some people have recently raised concerns. He said the committee needed to agree now whether to stick to that policy, as the intention is to write out to everyone in September, or whether to introduce an alternative model incorporating full and associate membership levels. Possible options were discussed, as well as the positive and negative aspects of cutting out those who are not members of the Society. There was general consensus that it was far better to have an active SIG member who has not paid, as opposed to an inactive one who has, and as a result, the following was agreed:

* JS - in September, to write out to SIG members who are not members of the Society, encouraging them to join by the end of November
* JS - in December, to produce a list of SIG members who are not members of the Society
* ALL - in January, to come up with proposals on how to deal with these

*(Copies of ADM’s slides are attached for ease of reference.)*

**11. Partner Organisational Membership Proposals (YH)**

YH presented a slide outlining the proposal aimed at helping to build mutually beneficial and positive relationships with specific NGOs, which would involve providing two free registrations at WCTR15, at a cost to the Society of around £1,000 each *(copy slide attached for ease of reference, together with revised budget).*  He then confirmed the arrangement agreed with ITF and SloCAT for Shanghai which HP had kindly prepared at very short notice.

He said there were two urgent proposals at the moment and if agreed in principle, he would like to involve up to 10 carefully identified NGOs, and have appropriate MOUs set up between the two sides. Following discussion, there was general support for a flexible type of arrangement, some of which would be with NGOs and others with different types of organisations. As a result, the following points were agreed:

* YH/ADM/GM/YC - would form a sub-group to work out procedures for selecting suitable partner organisations, and terms of the agreement
* The maximum commitment from WCTRS for this would be £10K in this period
* Sources of external funding support for this should be explored
* To reconsider the term ‘NGO’, as this is not always correct or appropriate

**12. Any Other Business**

12.1 ADM reported on the successful lunch meeting with Gang Pei, President of Tongji to discuss proposals for establishing a series of WCTR Bursaries from Tongji. He thanked HP for setting this up and asked him to develop specific proposals to see how they can be developed.

* HP to develop proposals for Bursaries from Tongji University

12.2 RM suggested the Society needed to put some thought into how to promote itself in a more professional way, and considered this type of marketing and sales activity should come under the Secretary General.

**13. Dates of Future Meetings**

*Wednesday 11 January 2017 WCTRS President’s Reception*

18:00 – 20:00 Venue to be confirmed (*probably The East Overlook at The Convention Centre*)

*Thursday 12 January 2017 at The Cosmos Club, Washington.*

08:00 -- 09:45 Editorial Board Meeting

10:00 – 12:30 Scientific Committee meeting

13:30 – 16:00 Steering Committee Meeting

Annex

**Steering Committee (STC) Members**

**Directorate**

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| --- | --- | --- |
| President | Yoshitsugu Hayashi | Chubu University, Japan |
| Secretary General | Greg Marsden | University of Leeds, UK |
| SCC - Chair | Lori Tavasszy | Delft University, the Netherlands |
| Operating Practice/Constitution | Ali Huzayyin | Cairo University, Egypt |

**Scientific Matters**

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| SCC – VC SIGs | Hideki Nakamura | Nagoya University, Japan |
| SCC – VC Prizes | Sergio Jara-Diaz | Universidad de Chile, Chile |
| SCC – VC Conference | Ashish Verma | Indian Institute of Science, India |
| SCC – VC Publication | Fusun Ulengin | Sabanci University, Turkey |
| Editor in Chief for Transport Policy | Tae Oum | University of British Columbia, Canada |
| Editor in Chief for Case Studies on Transport Policy | Rosário Macário | CERIS, Instituto Superior Técnico, Universidade de Lisboa TPR, Faculty of Applied Economics, University of Antwerp |

**15th WCTR Mumbai**

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| Conference Director | Krishna Rao | IIT Bombay, India |

**Prize Sub-committee**

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| Chair of Conference Prize Sub-Committee | Sergio Jara-Diaz | University of Chile, Chile |
| Chair of Dupuit Prize Sub-Committee | Yves Crozet | Université de Lyon II, France |
| Chair of Transport Policy Journal Prize Sub-Committee | Tae Oum | University of British Columbia, Canada |

**Education Sub-committee**

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| WCTRS-Y (Young) Initiative | Laetitia Dablanc | IFSTTAR, France |
| WCTRS-DL (Distance Learning) Chair | Rosário Macário | CERIS, Instituto Superior Técnico, Universidade de Lisboa TPR, Faculty of Applied Economics, University of Antwerp |
| WCTRS-DL Advisory Member | Werner Rothengatter | Karlsruhe Institute of Technology, Germany |
| WCTRS-DL Advisory Member | Ali Huzayyin | Cairo University, Egypt |

**Administration, Constitution & Budget**

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| Secretary General | Greg Marsden | University of Leeds, UK |
| Operating Practice/Constitution | Ali Huzayyin | Cairo University, Egypt |
| Legal Member | Michel Bierlaire | EPFL, Switzerland |
| Auditor | Antonio Musso | University of Rome, Italy |
| Budget | Greg Marsden | University of Leeds, UK |

**Site Selection Sub-Committee**

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| --- | --- | --- |
| Chair | Ali Huzayyin | Cairo University, Egypt |
| Member | Sergio Jara-Diaz | University of Chile, Chile |
| Member | Antonio Musso | University of Rome, Italy |

**International Relations**

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| --- | --- | --- |
| Chair and Europe | Rosário Macário | CERIS, Instituto Superior Técnico, Universidade de Lisboa TPR, Faculty of Applied Economics, University of Antwerp |
| CODATU and EASTS Liaison | Kazuaki Miyamoto | Tokyo City University, Japan |
| EASTS Liaison | Jaehak Oh | Korean Transport Institute, Korea |
| ITF Liaison | Stephen Perkins | International Transport Forum (France) |
| TRB Liaison | Jonathan Gifford | George Mason University, USA |
| WB & Int’l Financial Agencies Liaison | Jose Luis Irigoyen | World Bank (USA) |

**Membership and Marketing**

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| Chair and Asia | Kazuaki Miyamoto | Tokyo City University, Japan |
| Europe | Aseem Kinra | Copenhagen Business School, Denmark |
| Africa | Marianne Vanderschuren | University of South Africa,  Republic of South Africa |
| USA and Canada  Middle East | Jonathan Gifford  Samer Madanat | George Mason University, USA  University of California Berkeley, USA |
| Russia | Füsun Ülengin | Sabanci University, Turkey |
| Latin America | Alejandro Tudela | Chile |
| China | Haixiao Pan | Tongji University, China |
| Organisational Membership  (OM, SOM, POM) | Greg Marsden (Sec Gen) | ITS, University of Leeds, UK |

**Publicity**

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| --- | --- | --- |
| Chair (HP& SNS) | Maria Attard | University of Malta, Malta |
| Member (Newsletter) | Masanobu Kii\* | Kagawa University, Japan |
| Member (Communicator) | Shinya Hanaoka\* | Tokyo Institute of Technology, Japan |

**President Advisory Group**

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| Member (SCC)  Member (Ex Sec Gen)  Member (OP)  Member (Ex-President/Sec Gen) | Manfred Boltze  Yves Crozet  Ali Huzayyin (OP)  Tony May | Technische Universität Darmstadt, Germany  Université de Lyon II, France  Cairo University, Egypt  University of Leeds, UK |

**Emeritus Members**

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| --- | --- | --- |
| Chair | Anthony May | UK |
| Member | Moshe Ben-Akiva | USA |
| Member | Alain Bonnafous | France |
| Member | Yucel Candimir | Turkey |
| Member | Michel Frybourg | France |
| Member | Trevor Heaver | Canada |
| Member | Hideo Nakamura | Japan |
| Member  Member | Werner Rothengatter  Roger Vickerman | Germany  UK |

**Red: New appointment**

**\*Associate Member**











