

Agenda for STC, Lyon

22 July 2014, 12:00 - 14:45

- 1. Minutes of STC meeting in Washington in 16 Jan, 2014 (YH) <2min> p. 3**
- 2. New STC membership (YH) <2min> p. 14**
- 3. Reform and Membership of SCC (MB) <2min> p. 15**
- 4. Membership and marketing (KM, LD) <25min>**
 - 4-a) Renewal request of membership for absentees @Rio (LD) <2min> p. 16**
 - 4-b) Scheme for increasing individual membership (KM, LD) <10min> p. 17**

<Action: KM, LD, FU> review the list of CARS.
 - 4-c) Corporate Membership (DM, YH) <10min> p. 24**

<Action: YH> Prepare a definition, objectives, fee, rights, etc.
- 5. Publicity <30min>**
 - 5-a) Web and Newsletters (YH, Editorial Team: MK, PK, DC) <15min> p. 33**
 - 5-b) Appealing WCTRS/Dupuit etc. prizes and TP prize (SJD, RV) <2min> p. 42**
 - 5-c) Linkage with Elsevier Web (SIG info, event info, WCTRS-Y, etc) <2min> p. 43**

<Action: RV, RM> Consider and design a window pages in JTRP and CATP for publicity of Society.

<Action: RM for Int'l subcommittee, LD and KM for Membership subcommittee> prepare concrete means!
 - 5-d) International Liaison (RM, SP, KM, JO) <10min> p. 44**
- 6. Conference and publication <35min>**
 - 6-a) Progress on WCTR2016 Shanghai (Non-scientific matters) (HP) <10min> p. 45**

President
Yoshitsugu HAYASHI (Nagoya, JAPAN)

Chair Scientific Committee
Manfred BOLTZE (Darmstadt, GERMANY)

14th Conference Director
Haixiao PAN (Shanghai, CHINA)

Secretary General
Yves CROZET (Lyon, FRANCE)

Chair Editorial Board "Transport Policy"
Roger VICKERMAN (Kent, ENGLAND)

Chair Editorial Board "Case Studies on Transport Policy"
Rosário MACÁRIO (Lisbon, PORTUGAL)

6-b) Selection of CMS and negotiation with bidder (ADM,MB, FU) <15min> p. 77

6-c) Site selection for 15th WCTR 2019 (AH) <10min> p. 102

7. Society Management <20min>

7-a) Society finance and budget plan (YCr) <10min> p. 103

7-b) Audit (AM) <5min> p. 110

7-c) New Secretariat (YH, ADM) <5min> p. 112

<Action: all> get in touch with YH if they have proposals, by 28 Feb.

<Action: YH> assess proposals and circulate a recommendation to STC members for approval, by 31 March.

<Action: all> Any comments should be received in two weeks from Washington meeting.

8. Education <20min>

8-a) WCTRS Young Initiative (AH) <5min> p. 113

8-b) WCTRS-DL(Distant Learning) (WR) <15min> p. 115

<Action: WR, Yucel> Examine the feasibilities and report a plan at Lyon

12. Any other business <10min> p. 127

13. Date and venue for next meeting in Lyon p. 128

14(Thu) January 2015 in Washington (Cosmos Club??)

<Actions> are those noted in the Minutes of Washington STC meeting

<NB> Renewed Itinerary of Committee Meetings

Tuesday 22, July

8:00 – 8:30 Coffee/tea and sweets available on 4th floor

8:30 – 11:30 Scientific Committee (STC members expected to attend)

11:30 - 12:00 Lunch

12:00 – 14:45 Steering Committee

15:00 – 19:00 (at latest) Site selection interview (STC members expected to attend)

1. Minutes of STC meeting in Washington in 16 Jan, 2014 (YH) <2min>



**WORLD
CONFERENCE ON
Transport
Research
SOCIETY**

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Minutes of STC Meeting at TRB 2014

**Steering Committee Meeting
13:30 to 16:00, Thursday, 16th January 2014
Cosmos Club, Washington DC**

Present at the Meeting

Boltze, M. (MB)	Orrico, R. (RO)	Jara-Dias, S. (SJD)
Ülengin, F. (FU)	Musso, A. (AM)	Dresner, M. (MD)
Çelebi, D. (DÇ)	Pringle, C. (CP)*	Miyamoto, K. (KM)
Rothengatter, W. (WR)	Gifford, J. (JG)	Huzayyin, A. (AH)
Candemir, Y. (YCa)	Madanat, S. (SM)	May, A,D (ADM)
Crozet, Y. (YC)	Vickerman, R. (RV)	Pan, H. (HP)
Macario, R. (RM)	Dablanc, L. (LD)	Oum, T. (TO)

Hayashi, Y. (YH)

*in attendance

→Apologies: Tzieropoulos, P.(PT) , Vanderschuren, M(MV)

→In below the minutes are noted referring to the <Issue No.> in the material titled "STC Documents at TRB 2014"

1. Minutes of 1st new STC meeting in Rio in 16 July, 2013 (YH)

<Issue 1.>

YH introduced the STC meeting in Rio.

2. New STC membership (YH) <Issue 2.>

YH introduced new members of STC committee. Andreas Kopp (USA) and Jaehak Oh are newly added to the list of members approved at the last meeting in Rio. The name of Moshe and Yucel should be added to the emeritus member list.

3. Managerial report of Rio conference(RO) <Issue 3.>

a. Participants and registration fee

In total 864 papers in the 13th WCTR Conference. The percentage of papers presented as poster was 8.5%. The area which had more papers presented was the TA G, and the area with more posters was the TA C.

Initially 44 special sessions were suggested. When the programme was released, 37 sessions were announced. The final number of special session was 33. At the last day technical visits were realised. At the end of the conference a total of 901 participants is reached. The Brazilian participants were 220, which overtook the Japan's participants in the WCTR history. The China participants also have increased.

b. Membership fee (transferred to Lyon headquarters)

A mismatch occurred in the due versus actually paid fee. Some participants thought that their countries were developing countries but actually they were not at least according to the classification of WCTR. The local committee offered scholarship for those participants who were coming from lower-income, lower-middle income and upper middle income economies eligible according to the World Bank classification and who had full papers accepted and submitted in the conference. In total 17 applications were received. Finally 4 bursaries were given.

c. Total balance

A total of RS 1.402.600,00 was received in participation fees and RS 470.900 in sponsorships. Lyon has received the prepayment fees as well as some of the participants fees in total of 81.782 Euros. RM said the proceeding is on the web site.

4. Membership and budget (YCr, KM, LD) <no tabled materials>

a. Membership renewal and revenue (YCr)

At the end of 2012 83,000 Euros was available. More than three years of functioning is available. We kept the same functioning cost per year. At Berkeley we had 66,000 Euros, at Lisbon almost two times more, at Rio 80,000 Euros and 100,000 Euros will come next year. At the end of 2014, 140,000 Euros will be available. Plus there will be the money coming from Elsevier.

[REDACTED]

b. Society budget plan (YCr)

Three different activities to do separately: Management of conference, management of web site, management of prizes. YCr will stop his duty as secretary general. In 2016 if there will be 100 participants the money will be 157.225 Euros. ADM mentioned that a scientific secretariat may be possible.

c. Renewal request of membership for absentees @Rio (YCr+LD) <refer to minutes of Item 8 and Issue 8.a-d.>

500 memberships registered in Rio was less than Lisbon. LD and KM are preparing a letter to those who did not come to Rio to renew their memberships.

d. Revival of Corporate Membership and/or Sponsorship (bursary, conference support, etc)(YH)

This is YH's proposal. Many corporate institutions do not know WCTRS. YH will try to design a corporate membership. Once there are corporate members, it will be easier to contact them for sponsorships. WR supports this idea and gives ITF example which is only Europe based. ADM asked who will be responsible of the corporate membership. YH has to set up a team. Some talented persons who are familiar with industrial contact be responsible. RM is closer to this idea.

[REDACTED]

5. Structure of WCTR Society

a. Job definitions for Secretariat and SCC (YH, YCr, MB) <Issue 5.a(2)> <Issue 5.a(1)>

<Issue 5.2(2)> on the new job definition of Secretariat which is prepared based on the function of CMS and the role of scientific team was explained by YH and YCr.

Based on the new job definition of secretariat, <Issue 5.1(1)> was proposed for moving the secretariat from Lyon to some other place.

"Members of STC are asked to respond by 24th January 2014 for willingness to host the secretary. Proposals to be submitted by end of March. Approved host institution appoints secretary and assigned secretary attends the Lyon meeting. Formal handover takes place provisionally in September 2014. "

Comments on the above proposal are as follows:

RM: The previous proposals are not closed yet. There was a open process and proposal.

ADM: The question is to have either a full time secretary or two separate secretaries as scientific and administrative.

YH: The conditions have changed. Only administrative part remains in Lyon. The difference is the decision of secretary in general should be coupled.

RM: The process should be closed by a response to Uni. of Lisbon and communicated.

YH: Having examined details of Secretariat's role considering the functions of CMS, it has become clear that the conditions for secretariat selection have changed and therefore offer is reopened, anyone can respond.

YCr: Changing the secretariat at the same time with the president was a Society's mistake. That's why we need another call now.

RV: A week is not enough for such a decision given the complexity and is a formal procedure. At least a month is required.

YH: Time will be extended to the end of February.

AH: the secretary general and the secretariat is a package. According to the current rule, the president decides on them.

RM: YH can select it. It will be more transparent.

YH told that, even though he will decide, he wishes to receive proposals from STC members as information.



b.Selection of CMS(MB, YH) <Issue 5.b>

MB explained the functions of CMS according to <Issue 5.b>

Abstract and paper handling, supporting the integration of the conference and journal review, substantial marketing report, hosting of general proceedings, provision of a conference program app. Elsevier cannot handle prepayment. Current offer is 40 USD per paying delegate. The conference management system is not the review system but Elsevier accepted to make link between them. This is not on the market so far. We have to decide if we want selected proceedings. The handling of papers is included in 40 USD.

YCr tried to divide the different functions. Until not we had he memberships and related activities, the budget of the society and the development of usual or new activities. In Rio a new strategic mission of the WCTRS was defined: the development of the new specific software (CMS) for the conference organizers to integrate the registration, the payment, the management of the whole review process, the organization of sessions during the conference and so on.

MB: Every segregation adds cost.

ADM: We need to prepare a metric to see what functions are handled by which alternative.

RM said that there are two main concerns. We cannot be captured by this service providers. The payment issue is important. In Lisbon that they were not using the same system but the user did not know this. Yves said we have to protect the payments. 6-7 percent of revenue was the cost of managing the payment system in Lyon. RM: we had to prepare a matrix of cost for every function each system handles.

TO is concerned about Elsevier dominating the conference. Elsevier is already a monopoly.

YH: To be dominated by another body is very dangerous, but unless we get into this serious checking we can not decide. What is the alternative?

YCr : Elsevier has the increasing returns to scale.

TO: Review is a big exercise, and STC is doing it in an organized way. I don't see why a conference organization takes it. It is a very small amount of work compared to what we do.

ADM: We need a dependable system to support professional reviewing.

We need a contract that says prices are fixed and we set the offer from Elsevier as the best on hand and set up a task force to negotiate further.

YH: ADM, FU, MB, YC, and YH should be involved in that negotiation task force.

SJD: Do we need the whole system? We already have a review system. What is the extra from Elsevier?

MB: Support in marketing, review system and linkage with journals.

SJD: What do we do with the digital paper? What is the cost of the software and services?

RM: They provide the software but no marketing and additional linkages to journals. That's the main difference.

YH: We need in CMS the function of linking conference review and journal review processes. There is no other proposal to meet this link. So start detail examination on the Elsevier's proposal in Tony's proposed taskforce considering all important critical warnings raised today.

b. Reform of SCC (MB)

This was already discussed in SCC meeting. See SCC Minutes of Meeting.

c. Taskforce for negotiation with Elsevier

ADM said that the taskforce should specify the cost.

6. Publicity <Issue 6.a>

a. Web and Newsletters (YH, MK/DC/PK)

i. Linkage with Elsevier Web (SIG info, event info, WCTRS-Y, etc)

YH briefly explained The necessity of Web & Newsletter editors. So far Jean-Noel has managed the Web only by himself receiving different contents from committees, SIGs and other members and also Newsletters have not been issued since Jan 2005. But we do need to enhance these functions to promote society's new activities. YH proposed to establish Publicity Subcommittee (→rename as "Web & Newsletter Editorial Board") and its original members who are in charge of editing all contents combining incoming information by a matrix structure in three categories and two channels.

a) Three categories: STC/general matters (handled by Masanobu Kii guided by President YH and Secretary General), SCC matters (handled by Phillip Krueger guided by SCC Chair MB) and SCC conference matters (handled by Delay Celebi guided by FU) and provide them to Secretary Jean-Noel at the moment who is in charge of managing Web system. Namely, contents provision by subcommittee and web management by society secretary.

b) Two channels:

Website Editor: Phillip Krueger

Newsletter Editor: Delay Celebi

Both of these are managed by masanobu Kii, Editor in Chief of Web&Newsletter Editorial Board

Delay explained related matters. YH told that the members are consisting of young members who are more talented with new technologies.

There were comments that we need a strong management. The proposal was accepted.

→As noted above, YH propose to change the name of the team from Publicity subcommittee to Web&Newsletter Editorial Board because of two reasons:

- 1) The team should well focus the jobs which are defined as editorial works.
- 2) Publicity works contain other important issues noted in the next section b.
- 3) Publicity subcommittee may be established later when necessary.

b. Appealing WCTRS/Dupuit etc. prizes and TP prize (SJD, RV)

i. Publicity in TP and CSTP (RV, RM)

Although there were no time to discuss on this in detail but we need concrete means for appealing our prizes and journals to non-members , to other academic fields and industries world widely.



7. Report from liaison with international organisation Sub-Committee (RM) <No tabled materials>

RM has made a progress on Russia. She contacted to make special sessions in their event but this did not happen. She continues to make some efforts in Africa with some seminars and workshops but not too much success. There are too many disturbances on that. Kazakhstan and former Soviet Union countries (CIS) will also be contacted.

YH said that if any SIG activities are made in these areas they should inform Rosario.

KM asked for Texas Austin Conference whether we can give the name of WCTR as non-financial sponsor. Istanbul CODATU conference will also ask the same. We are increasing the ties with CODATU.

8. Report from Education group

a. Young Initiative (AH) <Issue 9.a>

WCTRS young researchers initiatives:

Y-I young researchers' conf (Wctr-Y)

8 papers, Attendance 21-39

Most presentations were of high quality

EVV and AH gave educational comments on conference organisation and performance of the Young.

RV said that WCTRS will not have a financial risk.

Yucel wants to send a letter to the president to be distributed to the steering committee in order to be more productive before Lyon.

AH said that they visited World Bank Institute and they said that they will be supportive after the system will be built .

9. Report from membership and marketing sub-committee(KM,LD)

LD told about the memberships and the letter that will be sent by the signature of YH. Benefits of being subscribed such as newsletter will be explained. We need more memberships when compared to the number of academics on this area. KM and LD will review the list of CARS. FU will look further for the Middle East. Benefit brought by the newsletter will be underlined. We need to use this network. New books, new positions etc. KM said that we need to recruit more effective CARs.

10. Progress report on WCTR2016 Shanghai (Non-scientific matters) (HP) <No tabled materials>

HP explained using power point slides. The conference is suggested to begin on July 10th. In Tongji University meeting rooms can be used by WCTRS. Technical tours will be provided. Social programs and gala dinner will be available. They estimate some sponsors for the conference. The estimated profit is 18000 Euro.

HP also told they will establish China nation wide committee to make aware of as many researchers and practitioners in all over the country.

They will organise SIGs joint seminar as a preliminary event in Shanghai one year before the full conference, in 2015.

11. Site selection for 15th WCTR 2019 (AH) <Issue 11.>

A call for host organisation of 15th WCTR 2019 will be soon announced according to <issue 11.> document.

12. Any other business

None

13. Date and venue for next meeting in Lyon

July 21(Mon) : Seminar on deeper discussion on conference system

22(Tue) : EB, SCC, STC committee meetings

20(Sun) : A social visit may be announced later if any will be organized by Yves

As a conclusion 35 ne young colleagues became members.

Y-II WCTRS PhD Students' grants. The 4 winners attended SS
Presentations were all of high quality
SS attendance was low
Time slot was very short (80 mn)

Y-III WCTRS Young members on line facility, Two young volunteers did excellent job
e-newsletter was also printed and distributed, included job advertising section for young researchers, compensated a proper "Job search engine". The latter could not be achieved because of short time for volunteers and wctrs secretariat.

Needed decision from STC

Budget of 1st ed. Euro 12000
Scenario 1: Business as usual euro 12000
Scenario two: ambitious: Euro 17400
Y- Euro 2400 (3*800)
Y-II Euro 14000
Y-III Euro 1000

Scenario 2: huble scenario

YCr asked an intermediate between scenario 1 and 2.

ADM the activities that needs greatest support are activities 1 and 3.

b. WCTRS-DL(Distant Learning) (WR) <Issue 9.b>

WR said that the first host university is Istanbul Technical University. YC has initiated this idea. A workshop in Istanbul is made to discuss the ideas. A host or partnership universities will work for that. The name wctr university was found to be too large in scope. The resource needed was another concern. Role of WCTRS will be to act as a broker between the host universityies and those who demand distance courses in line with the organisation of the socity, bring host universities, partner universities and lecturers together, determine norms and criteria for quality of the programs and examine whether excellenence criteria are fulfilled. WCTRS may provide support for constructing programs, service for course development and selection of lecturers, opportunities for students to extend their studies at particular universities or international organisations. The host university educational and technical services, coordination of local higher education institutes are provided by lead universities, offering the DL program. It will be a full program. University of Lisbon may provide a joint program with Istanbul Technical University.

ADM raises the question of competition. The final decision should be given at Lyon.

TO asked who takes the financial responsibility.

DC said this is done by the host university.

RV said that WCTRS will not have a financial risk.

Yucel wants to send a letter to the president to be distributed to the steering committee in order to be more productive before Lyon.

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2. New STC membership (YH) <2min>

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@Rio (LD) <2min>**

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<Action: KM, LD, FU> review the list of CARS.

World Conference on Transport Research Society
Steering Committee
22nd July 2014

Membership & Marketing Committee (MMC)
Kazuaki Miyamoto and Laetitia DABLANC

1. Members

Co-Chair & Asia: Kazuaki MIYAMOTO, Tokyo City University, Japan

Co-Chair & Europe: Laetitia DABLANC, IFSTTAR, France

Africa: Marianne VANDERSCHUREN, RSA, South Africa

North America: Samer MADANAT, University of California, Berkeley, USA

Latin America: Rômulo ORRICO, Filho BRAZIL

Middle East, Russia and former satellite countries and areas:

FÜSUN ÜLENGİN, Sabancı University, Turkey

Corporate Dinesh Mohan, IIT Delhi, India

(This note includes individual membership matters only.)

2. Road Map for the Next Conference

2.1. Analysis of Current Membership

2.1.1. We have to conduct an analysis of current memberships based on the record of **new and renewal memberships after Rio Conference.**

2.2. Actions to Promote Membership Renewal

2.2.1. We have to send **reminders/promotional info** to old members who haven't renewed their membership with updated information of the society (incl.. new SIGs and Newsletter).

Following the **letter** signed by the President sent in February 2014 to all former members, we suggest to send another one **translated in local languages and signed by each CAR.**

Following the first letter, 16 former members have renewed their membership. In total, since Rio, 19 former members have renewed membership, which is a low figure.

- 2.2.2. For this purpose, CARs have requested to receive an email list of “their” members.
- 2.2.3. For those **who are renewing**: It is necessary to provide an easy and friendly way to renew through the Web site.
- 2.2.4. For those who are not renewing: **Questionnaire for the reason of withdrawal**: If he/she has no intention to renew, we have to ask the reason. We have to reflect the reason to improve the society.

3. CARs: Country/Area Representatives

3.1. Update of CARs

- 3.1.1. Although many CARs are active and willing, a few are less so. **If necessary, we have to find substitutes.**
- 3.1.2. Besides the substitutes, we have to find new CARs **to Countries/Areas to which currently no CAR is appointed. Recommendation of CAR candidates** by the STC members would be most appreciated.
- 3.1.3. We are now contacting candidates by asking core members for recommendations and suggestions if necessary. **The list of CARs will be updated in due time.**

3.2. Setting Target Number of Memberships for the Next Conference

- 3.2.1. Comparison of current **WCTRS** memberships with those of the **Domestic Society** (if existing) by Country/Area is necessary.
- 3.2.2. We will ask each of CARs to set up a **target number of memberships** for each country/area.
- 3.2.3. **Cooperation in setting the target number and promotion with the host of WCTR 2016 Shanghai**

4. Promotion

4.1. Membership fee

- 4.1.1. **Dramatic reduction of membership fee between conferences** may be necessary, although it is planned to be a half.

- 4.1.2. Marginal cost is quite low whereas the benefit of a new member is substantial.
- 4.1.3. Some CARs suggested introducing special intermediate fee for medium income countries and areas.

4.2. Promotion Material

- 4.2.1. We very much appreciate current improvement of Web site and Issuing Newsletter. This material will help us to promote the society.

4.3. Promotion Kit

- 4.4. It is planned to prepare a membership promotion kit with which CARs can work in their country and area.

5. Cooperative promotion with SIGs

To deliver a recruiting letter including the information of the list of former activity/future plans of all SIGs, enhancing their related publication of special issues in partner journals, before WCTR 2016 Shanghai. The SIGs conference s being planned in 2014 and 2015, including SIG conference Shanghai 2015. Appealing the immediate opportunities is essential to recruit young researchers.

6. Membership Status and Registration Fees of Sister Society Members

6.1. Sister Societies: EASTS, CODATU, TRB

- 6.1.1. Membership status in sister societies should be clarified between societies.
- 6.1.2. Registration fee of WCTR for those from sister societies and vice versa should be determined between societies.
- 6.1.3. One idea is to set up a special discount registration fee with limited services. This must interest particularly young researchers and those from developing countries. We need to have a system to check if the participant is a member of sister society.

7. Regional Conferences

7.1. List of Conferences

- 7.1.1. Draw a list of relevant regional conferences for 2014-2017 in regions with low WCTRS membership (Pan American Conference, the South African Transport

Conference, National Iranian transport conference, etc.).

7.1.2. Schedule of sister societies: CODATU, EASTS and TRB.

7.1.3. Schedule of other related conferences.

7.2. Promotion

7.2.1. We would like to ask members of Liaison with International Organisations Sub-Committee and those who are in charge of sister societies and/or other related conferences to promote our membership.

8. Any suggestion and comment on MMC are welcome to

Kazu Miyamoto<miyamoto@tcu.ac.jp> and Laetitia DABLANC<
laetitia.dablanc@ifsttar.fr

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Özay ÖZAYDIN	Co-chair	ozay.ozaydin@gmail.com			Accepted
Abdullah DAÇCI	Core member	dasci@sabanciuniv.edu			Accepted
Burçin BOZKAYA	Core member	bbozkaya@sabanciuniv.edu			Accepted
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Eckhard SZIMBA	Core member	szymba@kit.edu		http://netze.iww.kit.edu/21_85.php	Accepted
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Pekka LEVIAKANGAS	Core member	pekka.leviakangas@hotmail.com			Accepted
Stef PROOST	Core member	Stef.Proost@kuleuven.be	stef.proost@econ.kuleuven.ac.be	http://www.econ.kuleuven.be/feb/medewerker/Userpage.aspx?PID=180	Accepted
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Tony MAY	Core member	A.D.May@its.leeds.ac.uk			Accepted
Vedat VERTER	Core member	vedat.verter@mcgill.ca			Accepted
Yves CROZET	Core member	yves.crozet1@wanadoo.fr			Accepted

Example

This part will be shown in the Web of WCTRS.					This is only for secretariate.
Country/ Area	Name	Affiliation	E-Mail	URL	Full Information
Japan	Kazuaki MIYAMOTO	Tokyo City University	miyamoto[at]tcu.ac.jp	http://www.k5.dion.ne.jp/~miyamoto/Kazuaki%20MIYAMOTO.html	Kazuaki MIYAMOTO, Dr. Eng. Professor Faculty of Urban Life Studies Tokyo City University 8-9-18 Todoroki, Setagaya-ku, Tokyo,158-8586 Japan Tel: +81-3-5760-0235 Fax: +81-3-3702-5576 E-Mail: miyamoto@tcu.ac.jp

Please fill in ->

[at]=@

4. Membership and marketing (KM, LD) <25min>

4-c) Corporate Membership (DM, YH) <10min>

<Action: YH> Prepare a definition, objectives, fee, rights, etc.



World Conference on Transport Research Society

WCTRS CORPORATE MEMBERSHIP

WCTRS

The objective of the WCTRS is to provide a forum for the interchange of ideas among transportation researchers, managers, policy makers, and educators from all over the world, from a perspective that is multi-modal, multi-disciplinary, and multi-sectoral. The Society organises a world conference every three years where leading transportation professionals from all countries and areas convene to learn from one another.

A unique role of the WCTR is to identify emerging issues and opportunities of a policy, managerial, or technical nature that will influence transportation research, policy, management and education in future years. In this way, the Society and the Conference intend to play a strong leadership role in bridging the gaps between research and practice. The members span almost all aspects of transportation research, planning, policy and management and about 67 countries and areas, are represented as origin of the WCTRS members. In general, the World Conferences mirror this breadth of interests.

CORPORATE MEMBERSHIP

Over the years the Corporates' association with WCTRS has been largely limited to voluntary attendance and sponsorships at the World Conference every three years. Considering the involvement of a large number of corporations in every aspect of transport and also their role in tackling the issues around climate change and atmospheric pollution, WCTRS would stand to gain if there was a closer interaction with companies associated with transportation. It is with this thought in mind that WCTRS is introducing the concept of Corporate Membership.

BENEFITS

- Corporate Members will have the option of displaying their logos at the bottom of the WCTR website
- Each member will be allowed to nominate two persons to attend a conference at the same rate as WCTR members.
- Corporate members logos will be displayed at appropriate locations at WCTR conferences and publications.
- Two designated individuals will have full access to all material on the WCTRS website including members list.
- Two designated individuals will receive all WCTRS mails and announcements including the Newsletters of the WCTRS which will include information on the preparation and organization of WCTR tri-annual conferences, on the activity of Special Interest Groups, on international scientific events which have been pointed out by WCTRS members, or on events in which the WCTRS will take part.
- A reduced price for any number of Proceedings of all the conferences.
- Online access to Transport Policy, the Journal of the WCTR Society.
- Members will be offered booths at WCTRS conferences at concessional rates.

MEMBERSHIP FEES

- € 500 per year or for 3 year period leading to a WCTR conference or a one time payment of €1,500
- Lifetime membership with a one time payment of € 10,000

CONTACT DETAILS

President: Professor Yoshi HAYASHI(yhayashi@genv.nagoya-u.ac.jp)

Secretariat: Secretary: Jean-Noël MABIALA (wctrs@let.ish-lyon.cnrs.fr)
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Fax: 33+472726448
Website: <http://wctrs.ish-lyon.cnrs.fr>

Name	Reserved Yes No	Position	Text
Ali Huzayyin	R	Ad Hoc Committee	Many thanks for this suggested effort of you and Dinesh Mohan that will make it easier for all to look at the ads and dis-ads in one document. I totally support the wise and realistic idea of Yucel to form small ad hoc committee to investigate more the matter and all the opinions and to report to the STC.
Johan Woxenius	R	Temporary engagements preferable Offer help in managing research	I agree with those reluctant to implement the idea of corporate memberships. I think commercial entities as sponsors are fine, but perhaps it should be more temporary engagements and related to contribute to the conferences, prizes and other specific items related to the WCTRS activities. I think closer relationships to research funding agencies are less sensitive and I think we could offer them a service to recommend international expert evaluators of proposals when they select research centres and larger projects to fund. In addition they often need assistance in evaluating ongoing or recently finished research. I think the WCTRS with its network of leading researchers is very well suited to help them.
Marco Ponti	N	Loss of independence	Just a personal note: dealing with economic regulation, I am used to have little faith in the "benevolent, all-knowing prince" (i.e. politicians). But the regulatory theory requires a symmetric attitude toward too powerful private interests (I remember that I have said in an interview to "The Economist" that I don't believe in vegetarian tigers...)

Talvitie Antti	N	Danger to independence Who will do the work? What benefits are we willing to grant	There has been much useful discussion on this topic of Corporate Membership. I align myself with the group Ponti-Ison-Brown-Candemir. There are drawbacks to university-industrial complex (to borrow Eisenhower freely). I have witnessed and been part of several restructurings, large and small. In most cases the managerial ranks have swelled and the workers burdened with bureaucracy, and unfunded mandates; this is especially true in universities and aid organizations (Yücel's attachment spoke on that at length). Before decision is made its effects on WCTRS management should be addressed and their extent spelled out. Corporate members will expect benefits. What is WCTRS management willing to grant? How much work is involved? What will it cost in time and effort. Who will do the work? Independence cannot be sold. And, ceterum censeo lifetime membership (like Carthago) delenda est.
Yücel Candemir	N	Danger to independence Who will do the work? What benefits are we willing to grant. Ad hoc committee: 2 WCTRS+2 industry+Chair	My personal concern here is mainly about the global tendency to make the university a part and parcel of the global economic system. WCTRS an entity led by the academics – quite rightly, I must add. I wonder whether it might ever be considered to form an ad hoc committee on this special topic served by four members (two from WCTRS and two from the Industry) and led by the WCTRS President (altogether five) to prepare a report for the perusal of STC.

Michael Browne	R	Question on logos, access to membership list, annual/lifetime fees	<p>I support the idea of strengthening the engagement of WCTRS with corporations. I think that this will be possible and can provide advantages. I also think it should be approached with caution. I believe that for many reasons transport issues will become even more political in the future and I think the role of social media in forming strong views for and against issues and organisations should not be underestimated.</p> <p>0 how many logos would we accept on our website? Do we want the logos of all corporations that offer support? I am not clear, for example, that incorporating the logos of transport corporations and fuel providers etc is necessarily the most sensible way in which to demonstrate or emphasise our independent perspective.</p> <p>0 Attendance good</p> <p>0 Logos on publications?</p> <p>o Members list?</p> <p>0 lifetime member? 10 years?</p> <p>0 Fees based on size</p>
Steve Ison	Y	Independence?	It is worth exploring and could lead to very useful fruitful relationships. My only reservation [like Marco] is independence of the Society.
Romulo Orrico	Y	beware of the kind of compensation	I fully agree with the proposal WCTRS Corporate Membership. However, we must beware of the kind of compensation in Conferences since some of them are immediate sources of natural and financial events. In Rio, the sponsors have increased by almost 40% revenue conference.
Laetitia Dablanc	Y	No discount 500 Euro per year	<p>I strongly support corporate membership. I have been working at GART, a French transport agencies' organisation, and one of our most efficient policies had been to set up a corporate membership policy. We also organized special events (workshops, technical or strategic discussions) with them once they were in sufficient number.</p> <p>I have made two comments or edits on the note (attached). I suggest we provide past Proceedings at no fee instead of reduced fee. This is a very minor difference budgetwise, and it provides a better feeling of membership.</p>

Jacek ZAK	Y	<ul style="list-style-type: none"> o need some "magnet names" o special discounted offer could be presented to the First Companies o more comprehensive benefits o categorisation of companies - gold etc 	<p>I totally agree with your view point that WCTR should carry out, among others, a function of being "The platform for bridging practitioners and researchers". Based on my experience the cooperation of scientific/ research organizations with business world requires special means and efforts. In my understanding we should develop a group of people that will be constantly involved in that activity. If we want to encourage important business organizations to support us they must feel that there is a certain value added in their cooperation with us.</p> <p>I agree with Tae that we need some "magnet names" that will encourage others to join us. These companies should be properly selected and reasonably balanced as far as transportation modes are concerned. We should also carefully consider the balance between manufacturing and service companies, remembering that we are service focused and can offer more to TRANSPORTATION INDUSTRY. I would suggest that a special discounted offer could be presented to the First Companies that will be interested in launching a cooperation with us. Afterwards we may bargain with others.</p> <p>I would suggest a more comprehensive service provided to the companies being encouraged to join us. In my opinion they would like to better promote themselves during our conferences. Thus, an offer of a booth, a presentation, leaflets and promotional materials is required to bring them in. In response I would offer them some "customized" workshops; common projects etc. In such a case we can indeed bargain and balance</p>
Samer M. Madanat	Y	2 tiers - Euro 400/800	<p>You may want to propose a 2-tier model:</p> <ol style="list-style-type: none"> 1. the basic affiliation model (400 Euros per year, logos, etc.) 2. the "executive" (or some other special sounding name) affiliation model: 800 Euros, free booth at the conference, other special privileges.

Oum, Tae	Y	Permanent membership at 10,000/15,000/20,000	<p>I think it is a great idea to initiate corporate membership.</p> <p>In addition to the annual corporate membership (which they need to sign up at least for 3 years – our conference cycle), you might want to think about offering permanent corporate memberships (for 10,000, 15,000 or 20,000 Euro or dollar).</p> <p>When economy is good, corporations may want to pay a lump sum money for a permanent membership, rather than paying once a year.</p> <p>Example: the ATRS (SIG A1) has a number of permanent corporate members including Boeing, Airbus, some airports, etc.</p>
Panos Tzieropoulos	Y	3 tier policy	<p>This 3-stage structure seems sound. Actually, some university labs are unwilling/unable to pay more than 8 to 10 times the individual fee and see no advantage in having a booth, even if this was free. Therefore, Sam Madanat's proposal makes sense.</p> <p>Moreover, we should take advantage of Tae's experience, and propose also the "lifelong" alternative.</p> <p>Given our current policy, I would advise of keeping as it is the current membership category, and add on top of that the Permanent and Executive options.</p> <p>Free booth may be a mixed blessing. Its actual price depends on the local conditions, and - if our contract with LOC has no provisions for it - we may either be unable to guarantee this advantage or end in paying more for it than what we receive from the member. We need a deeper analysis on this issue, comparing the actual prices and, if we opt for this option, set a maximum size for the free (part of) booth that we can reasonably impose on the LOC.</p>
Rosário Macário	Y	Be allowed to give special presentations	<p>I agree with the suggestion of having a basic fee (400 per year) and an</p> <ul style="list-style-type: none"> > executive fee (800 per year). In the first one we could offer the use of > a common booth for WCTRS corporate partners, and against additional > payment personalized booths. This way we will provide some visibility > to these stakeholders and hopefully attract them. > However, I think this is not yet sufficient and suggest that corporate > members can be entitled to request the address of specific topics in > workshops of our main conference or within intermediate seminars.

Tony May	R	<ul style="list-style-type: none"> o Concern about free facilities o Reduced price for journals? o How corporate members are going to be treated 	<p>I am intentionally not replying to everyone; I have only copied this to Yves.</p> <ul style="list-style-type: none"> > > I am happy with the principle of corporate membership, but I would strongly urge you not to rush this. We really should discuss the options in July in Lyon. There will be plenty of time to seek participation later this year and next. > > My concerns for now are as follows: > > 1) We need to be clear whether we are offering free, discounted or full price registration. The document suggests both discounted and full price, and someone (Samer, Tae?) has suggested free registration. Free registration would cost us around €700 per person, so even if that were all we were offering, for two people this would be €1400 or around €500 per year. > > 2) We should be careful, as Panos says, about offering free facilities at the LOC's venue, without ensuring that the LOC can provide, and afford this. > > 3) We cannot offer a reduced price for journals without clearing this with Elsevier, and we would need to know how much this was going to cost. We can of course offer free on-line access, which is available to all members. > > 4) We need to be absolutely clear, before we start on this, how corporate members are going to be treated within our membership system (and I am conscious here that it would be Leeds which would have to set much of this up).
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5. Publicity <30min>

5-a) Web and Newsletters (YH, Editorial Team: MK, PK, DC) <15min>



**WORLD
CONFERENCE ON
Transport
RESEARCH
SOCIETY**

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WCTRS**

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**Report of Web&Newsletter Team about Web-Reform
Proposal, July 8th, 2014**

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7. Proposal for next steps	8

Prepared by:

Masanobu KII (Kagawa University), Philip KRUEGER (Technische Universitaet Darmstadt), Dilay CELEBI (Istanbul Technical University)

Advisors: Füsün ÜLENGİN (Sabancı Üniversitesi), Laetitia DABLANC (Université Paris-Est), Sergio JARA-DIAS (Universidad de Chile)

1. Reasons for the Reform of the WCTRS-Webpages

- The total of active members of the WCTRS (appr. 1428) should be increased.
- The share of people who don't extend their membership should be decreased (currently appr. 1016 from 2444: about 40% quit their membership).
- ...

2. Aims of the WCTRS-Webpages

Aim	
Contents of WCTRS-Webpages	Provide information about
	SIG activities: e. g. research activities, scope of research, members, how to become member
	results of STC, SCC meetings
	recent publications
	frequently asked questions (FAQ)
	how to become WCTRS-member?
	how to extend an existing WCTRS-membership?
	Costs for WCTRS-membership
	Benefits for WCTRS-members: international exchange, access to scientific papers, access to membership data, ...
	The possibility to actively participate in the WCTRS (=> participation in SIG's), WCTRS-Y
	Provide tailored information for respective target groups
	Gain new sponsors, partners
	Gain new members
	Enable the user to retrieve all required information quickly from the WCTRS-webpages
	other...
Administration of WCTRS-Webpages	Establish process for maintaining the webpages
	process for administrative maintenance (e. g. updating of dates)
	process for scientific contents (e. g. results of SIG activities)
	Assign tasks for maintaining the webpages (e. g. tasks of secretariat, tasks of SIG's)
	increase the number of members who extend their membership
	other...

Table 1: Possibly aims for revising the WCTRS-webpages

3. Target Groups for WCTRS-Membership

- Academic Organisations,
- Public Authorities,
- Private Companies,
 - Industry: manufactures, Research&Development departments, ...
 - Consultants, Engineers, Business analysts, ...
 - ...

- Non-profit Organisations, such as ITS Networks, ...
- Other Scientific Organisations? e. g. TRB, ASHTOO, German FGSV, ...for cooperation?
- ...

Within the target groups members from developed countries or developing countries can be distinguished as well as professionals and young professionals. Information on the WCTRS-webpages should be tailored to these target groups (see section 2).

4. Analysis of the existing WCTRS-Webpages

- Using the current WCTRS-webpages from the target group's perspective (use cases. See section 3 for definition of target groups), it can be found, that some of the required information (see section 2) are difficult to find or even missing and therefore the webpages can be modified/enhanced.
- The user is interested in finding actual information about:
 - the research activities and the scope of research
 - publications like papers or statements of the WCTRS
 - membership: how to become member or extend membership?
 - other members: what are target groups?
 - ...
- It is assumed, that the user doesn't has much time to retrieve the required information (maybe it is not necessary for him to read the welcome letters of the former WCTRS-conferences as they are currently shown on the webpages).
- Analysis of the existing WCTRS-webpages indicates that from the user's perspective recommendations can be identified for the enhancement of the WCTRS-webpages. Recommendations are also based on the aims defined in section 2.

5. Recommendations for the Enhancement of the WCTRS-Webpages

An overview on all recommendations and their relation to aims (see section 2) is presented in Table 2.

5.1. Recommendations related to the Contents (C) of the WCTRS-Webpages

C1: Continuously edit the webpages

All contents of the WCTRS-webpages should be revised (detailed once in the beginning and also continuously in the future) regarding their support of the defined goals (see section 2). Missing content should be added. Inappropriate content should be improved (e. g. upload recent publications, upload newsletter). The best possible support of the goals should be achieved.

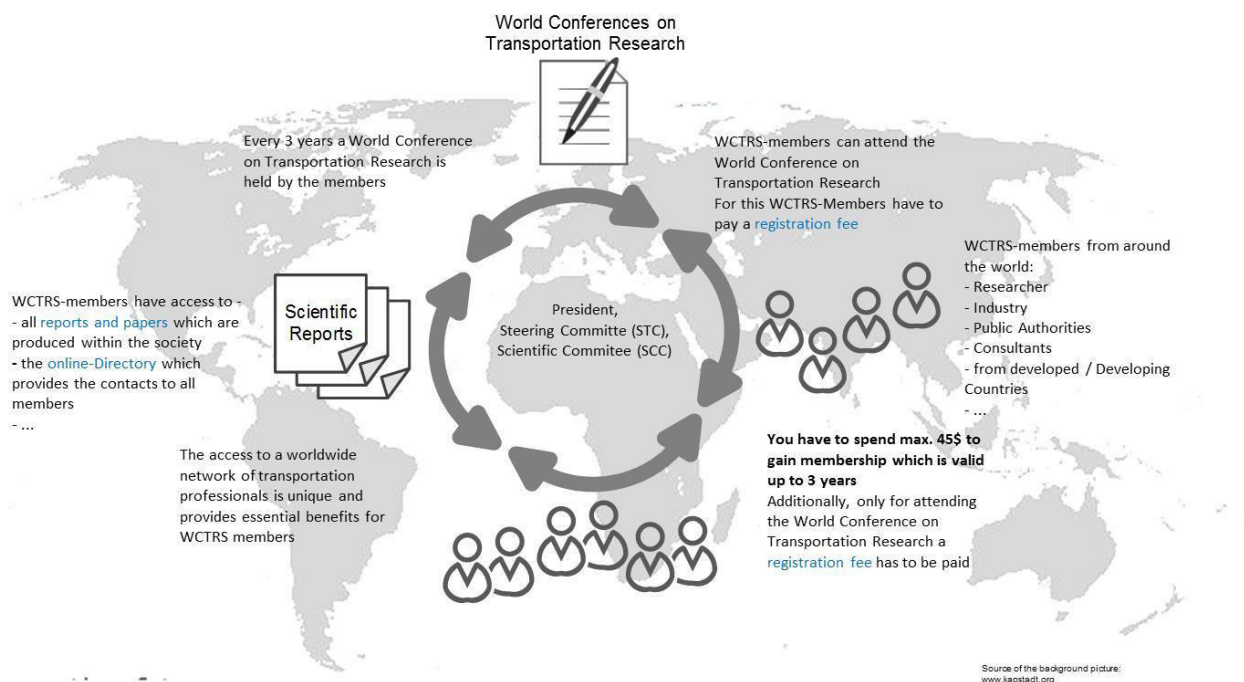
C2: Delete information where necessary

All contents of the current WCTRS webpages should be revised whether they support the defined goals (see section 2). If the content is not required, it should be removed.

C3: Develop pictures to illustrate the idea of WCTRS

For the homepage, one picture should be developed which illustrates the concept of the WCTRS. This picture should clarify:

- the benefits of the WCTRS,
- the costs to be a member of the WCTRS,
- the groups of members within the WCTRS,
- the rough organisation of the WCTRS,
- the innovation procedure in the WCTRS,
- ...



Picture 1: Draft for an Overview-Picture

Further pictures should be also developed e. g. to illustrate “how to become a member?”, “how to renew my membership?”, to illustrate the target groups for WCTRS-membership, to illustrate the modes of transport (clicking on an icon leads to the related SIG’s), to illustrate the detailed structure of responsibilities within the WCTRS, ...

C4: Establish a search tool

- For the purpose of identifying SIG’s which are related to specific interest of the users.
E.g. text on the website: “*What are you interested in?*” The user types in: “*Urban Signal Control*” => The search gives back “*list of related SIG’s*”.
- To search for publications: Criteria e. g. author, title, conference etc. All WCTRS-papers should be available.
- To search for companies, or experts from specific regions, ...
- WCTRS-papers should be also linked with other common literature databases in order to achieve more widespread reader around the world.

C5: Include a glossary

Terms like “SIG”, “CAR”, “on-line Directory” should be linked with a glossary.

C6: Include FAQ’s

- Why should I attend the WCTRS?
 - WCTRS brings you in contact with experts in traffic and transportation from around the world.
 - Whatever you are interested in this field: You can easily learn about the experiences in other countries.
 - The WCTRS is continuously working in research and producing reports e. g. on the state of the art in traffic and transportation engineering.
 - As a member of the WCTRS you have direct access to all papers which have been produced within the WCTRS.
 - As a member of the WCTRS you can actively participate in the work of the WCTRS and stimulate new research activities.
 - WCTRS allows you to gain new contacts in business and science.
 - ...
- What does it cost?
 - The fee is ... \$
 - It is valid for ...
 - There are no more costs for you ...

C7: Use Links frequently

This can be:

- Links to the glossary,
- Links to other contents of the webpages,
- Links to external contents,
- ...

C8: Seek for other measures

If the web-reform is completed, include a report about the changes in the newsletter. Also the newsletter can contribute some of the aims, described above.

5.2. Recommendations Related to the Administration (A) of WCTRS-Webpages

A1: Establish a process for maintaining the webpages of the WCTRS

Following issues should be included:

- Clarify **funding**: WCTRS-secretariat should obtain an **annual budget** from WCTRS
- Create **editor accounts** for the WCTRS-webpages: editor accounts should be also created for SIG chairs, web&newsletter team, ... The software for editing the webpages should be in **English**.
- The **SIG's** should lively **report on their activities**. Therefore the heads of the respective SIG's should be responsible for updating the webpages of WCTRS for their own SIG. This also includes the upload of files (e. g. reports or flyers).
- The **WCTRS-secretariat** should **provide the structure for describing the SIG's activities** in the internet. It should define the criteria with are used by all SIG's for describing the criteria (e. g. "aims", "members", "scope", "publications", "events", ...). As a starting point the existing structure for the description of the SIG's should be considered. If necessary this structure should be modified.
- All other tasks should be taken by the **WCTRS-secretariat**: e. g. updating from information which are not related to the SIG's. Uploading from files which are not related to the SIG's like newsletters, flyers...

A2: Contact active members to extend their membership

Contact via e-mail, e. g. 6 months before the membership exceeds.

A3: Define measures to gain new sponsors, partners, members

It should be elaborated, how new sponsors, partners of members for the WCTRS can be gained. Proposals for measures should be discussed within the WCTRS.

A4: Upgrade the membership database

New members should provide personal data within the registration procedure

e. G.: age, gender, affiliation, research interests, memberships, ... (these criteria have been already identified. See other document).

new members should accept, that these data are accessible for all WCTRS-members (in order to provide a "database" or "networking function": find experts in your area of work) with the terms and conditions.

Active members should be contacted to provide personal registration data

Existing members should be contacted via e-mail to provide the personal data, mentioned above, which are required for the database and network function. They should accept these terms and conditions.

A5: Link The SIG's with keywords to modes of transport

The SIG's should be linked by defining keywords with relation to modes of transport in order to ensure an easy orientation for possibly new members.

The SIG's should be linked with a search function. For potential members on the homepage, below the overview picture could be the search button with some text, e. g. "What are you interested in?" The user can type "Public Transport" or "ITS" or, more detailed, "urban signal control". The search gives back all related SIG's with detailed information about the SIG's.

	Aim (section 2)	Recommendation	Responsibility	Timeline
Contents of WCTRS-Webpages	Provide information about SIG activities: e. g. research activities, scope of research, members, how to become member?	edit webpages (C1)		
	results of STC, SCC-meetings	edit webpages (C1) also: newsletter		
	recent publications	edit webpages (C1), also: newsletter Upload files (C1)		
	frequently asked questions (FAQ)	include FAQ's (C6)		
	how to become WCTRS-member	edit webpages (C1), develop an overview picture (C3)		
	how to extend an existing WCTRS-membership	edit webpages (C1)		
	Costs for WCTRS-membership	edit webpages (C1), develop an overview picture (C3)		
	Benefits for WCTRS-members: international exchange, access to scientific papers, access to membership data, ...	edit webpages (C1) develop an overview picture (C3)		
	The possibility to actively participate in the WCTRS (=> participation in SIG's),	edit webpages (C1) develop an overview picture (C3)		
	WCTRS-Y	edit webpages (C1)		
	Provide tailored information for respective target groups	edit webpages (C1)		
	Gain new sponsors, partners	edit webpages (C1, A3)		
	Gain new members	edit webpages (C1, A3)		
	Enable the user to retrieve all required information quickly from the WCTRS webpages	Delete information on the webpages (C2), establish a search tool (C4), add criteria to the membership data (A4), develop further pictures (C3), use links, establish glossary (C7, C5) Link SIG's with keywords (A5)		
	other...	other...		
Administration of WCTRS-Webpages	Establish process for maintaining the webpages	Clarify funding (A1), Create Editor accounts (A1), Responsibility of SIG's for their contents (A1), Providing a structure for reporting about SIG's (A1)		
	- process for administrative maintenance (e. g. updating of dates)			
	- process for scientific contents (e. g. results of SIG activities)			
	Assign tasks for maintaining the webpages (e. g. tasks of secretariat, tasks of SIG's)	Responsibility of WCTRS-secretariat for other contents (A1)		
	increase the number of members who extend their membership	Direct E-Mail contact (A2)		
	other...	other...		

Table 2: Aims, Recommendations, Responsibilities and Timeline

6. Comments on current WCTRS-Webpages

See the scanned printout with handwritten comments.

Urgent: Several data have to be updated.

When the cursor contacts the top-bar on the website, all sub-menus should be shown/enlarged automatically.

Section: About WCTRS

- a caption is missing: What do the different blue colors mean?
- the text "What's WCTRS" should be moved to the section "About WCTRS".
- doesn't fit the purpose to clearly indicate the benefits for members. This should be elaborated more detailed.

7. Proposal for next steps

- The ideas presented in this paper should be discussed in SCC meeting in Lyon, July 22th.
- It should be also decided in this meeting whether to follow the recommendations described in this paper or to modify them.

5. Publicity <30min>

5-b) Appealing WCTRS/Dupuit etc. prizes and TP prize (SJD, RV) <2min>

5. Publicity <30min>

5-c) Linkage with Elsevier Web (SIG info, event info, WCTRS-Y, etc) <2min>

<Action: RV, RM> Consider and design a window pages in JTRP and CATP for publicity of Society.

<Action: RM for Int'l subcommittee, LD and KM for Membership subcommittee> prepare concrete means!

5. Publicity <30min>

5-d) International Liaison (RM, SP, KM, JO) <10min>

6. Conference and publication <35min>

6-a) Progress on WCTR2016 Shanghai (Non-scientific matters) (HP) <10min>



SECOND REPORT TO HOST WCTRS 2016 SHANGHAI, CHINA

July, 2014

1. Schedule and Conference Facilities

1.1 Schedule of the conference

We suggest the conference begin at July 10th(Sunday), 2016, and the sechedule is as below:

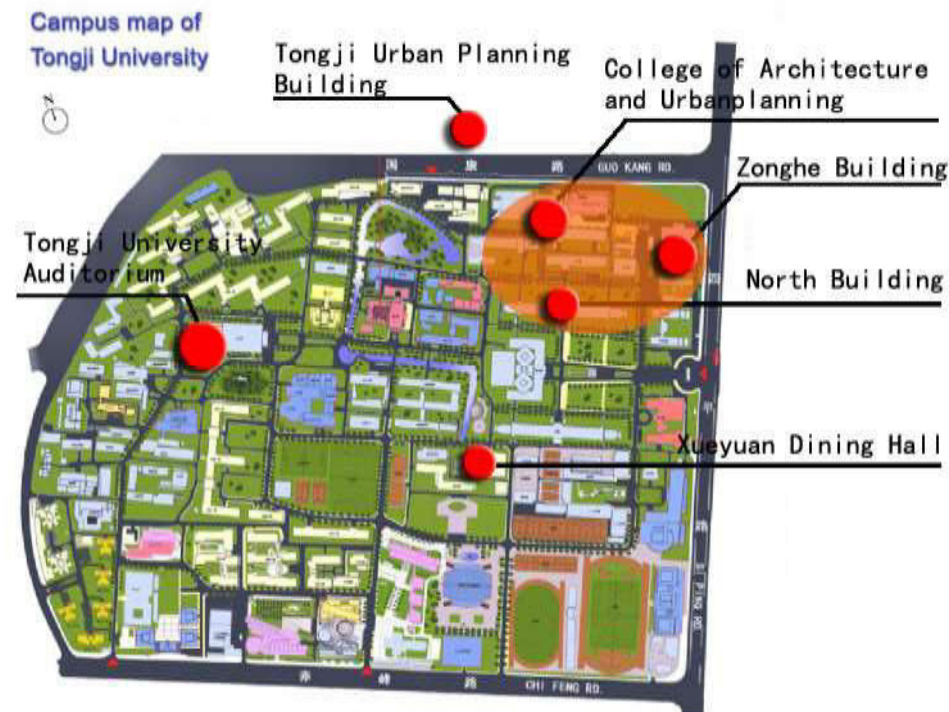
	Before Opening	DAY 1	DAY 2	DAY 3	DAY 4
	Jul 10th	Jul 11th	Jul 12th	Jul 13th	Jul 14th
	Sunday	Monday	Thuesday	Wednesday	Thursday
Morning	Registration	Openning Ceremony	SESSION	SESSION	SESSION
		Coffee Break	Coffee Break	Coffee Break	Coffee Break
		SESSION	SESSION	SESSION	SESSION
Noon		Lunch	Lunch	Lunch	Lunch
Afternoon	Registration	SESSION	TECHNICAL VISITS	SESSION	SOCIAL/TECHNICAL VISIT
		Coffee Break		Break	
		SESSION		CLOSING	
Evening	WELCOME COCKTAIL(Un./Urban Planning Museum)	WCTRS-Y	GALA DINNER(Show?)		

The conference time will be arranged to avoid international events, like European Cup.



1.2 Conference facilities

In Tongji University, meeting rooms can be used for WCTRS conference include Tongji University Auditorium, Tongji 129 Hall, Zonghe Building, North Building and buildings of College of Architecture and Urban Planning.



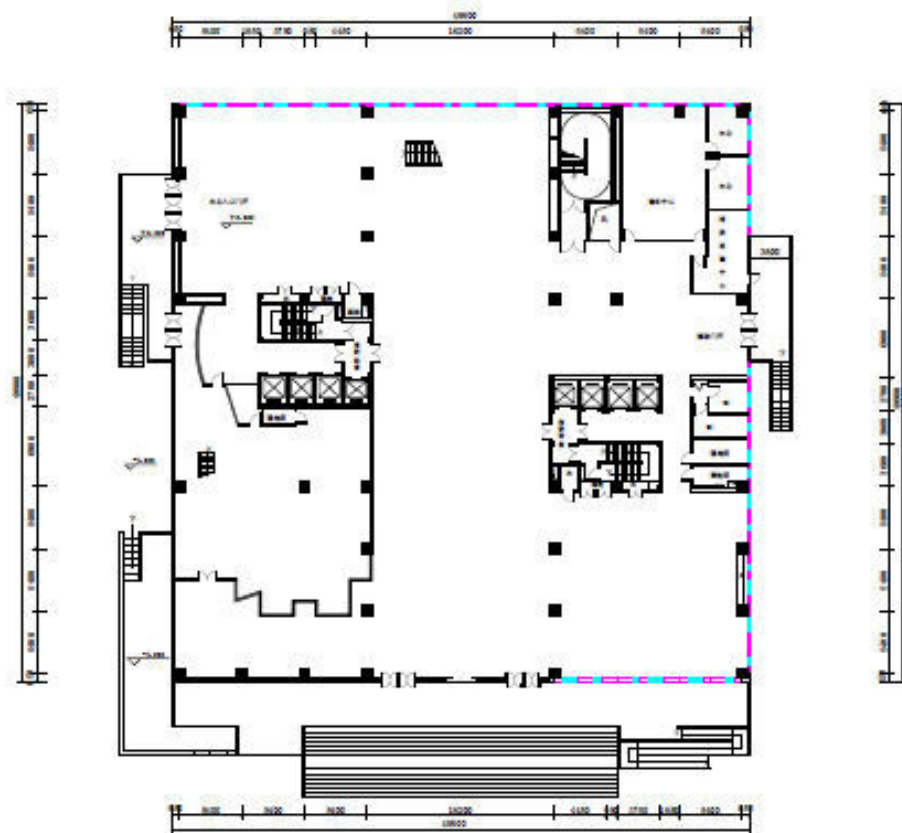
Map of Meeting Rooms in Tongji University



Event: Reception and Registration, Poster

Place: the 1th floor of the Zonghe building

Poste : 1st Floor of Zonghe Building, Area 500 sq.m



Event: Opening ceremony**Place: Tongji University Auditorium**

Tongji University Auditorium has been established in 1962. Now, the building area is 7000 square meters. It has seating capacity of 2892, with modern conference facilities inside. It has held many international conferences. The opening ceremony and /or closed ceremony can be planned here.



Tongji University Auditorium

Event: Main parallel sessions

Places:

1) Zonghe Building

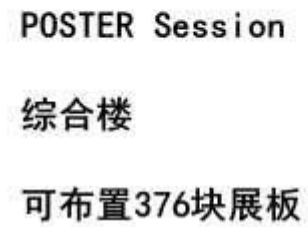
Sessions will be set in Zonghe Building if number of participants doesn't exceed capacity of Zonghe Building. 100-150 Persons*6 Room, 60~100 Persons* 20 Room



North Building

2) Room in Other Building

Capacity	Room Numbers	Function
100-150	16 Lecture halls	Report Hall
60-100	17 rooms	Report Hall
30-60	72 rooms	Small Meeting / Discuss/ Report Hall



Information Center/Speakers' Room

The will be an information center for the WCTRS. Speakers' presentation will be uploaded to website and the information center will send them to the sessions at least 3 hours ahead of sessions.

Committees' Meeting Room

Committees' Meeting Room will be set in Tongji Urban Planning Building

Event: Lunch and Coffee Break

Lunch: Xueyuan Dining Hall



Xueyuan Dining Hall

Coffee Break

- 1) The 1th floor of the Zonghe Building
- 2) Two classrooms of the North Building

Coffee Break will be arranged distributed.

Event: WCTRS-Y Activities

Place:Zonghe Building

Event: Closing & Prize

Place:Tongji 129 Hall

Tongji 129 Hall has capacity of 570.



Event: Gale Dinner Shanghai International Convention Centre(TBD)**Location**

A 5 star Shanghai International Centre located in the heart of Lujia Zui, Shanghai's Financial & Trade Zone, adjacent to the Oriental Pearl TV Tower. With the capacity of 3,000 persons, Grand Ballroom on the 7th floor is the largest pillar-less ballroom in Shanghai. It has 4400 square meters.



2. Target Numbers of Attendants

Region	Target number
China	200-300
Other Asian Region	400-500
Europe	200-300
North America	100-200
Latin America	100
Africa	50
Other	50-100
Total	1200-1500

3. Accommodation for the Conference

The hotel rooms available within 1-2 Kilometers from the campus are listed below:

Number of hotel rooms around campus

Hotel Rating	Within 1KM	With 2KM	Within 30 min by metro
5-star	0	309	743
4-star	174	391	895
3-star	614	1384	1878
University dorm/ guest house	115	115	115
Business Hotel	280	609	1466
Total	1193	2208	5097

As now, the basic room rates at these hotels are listed below:

Standard	Standard room(CNY)
5-star	900-1600
4-star	400-748
3-star	280-400
University dorm/guest house	228-248
Business Hotel	179-338



The exchange rate now stands around 1 EUR = 8.45 CNY. It should be noted that most 3-star hotels in the area cost about 46EUR/night. Tongji Foreign Student Apartment costs 24EUR/night, and Tongji Hotel 42EUR/night. Business Hotels usually offer double rooms, and price for one person usually is 10-15 EUR. Breakfast is available in all hotels. We promise price of 3-star and higher-level hotels for participants will be more reasonable during the conference.

4. Access to the Conference Site

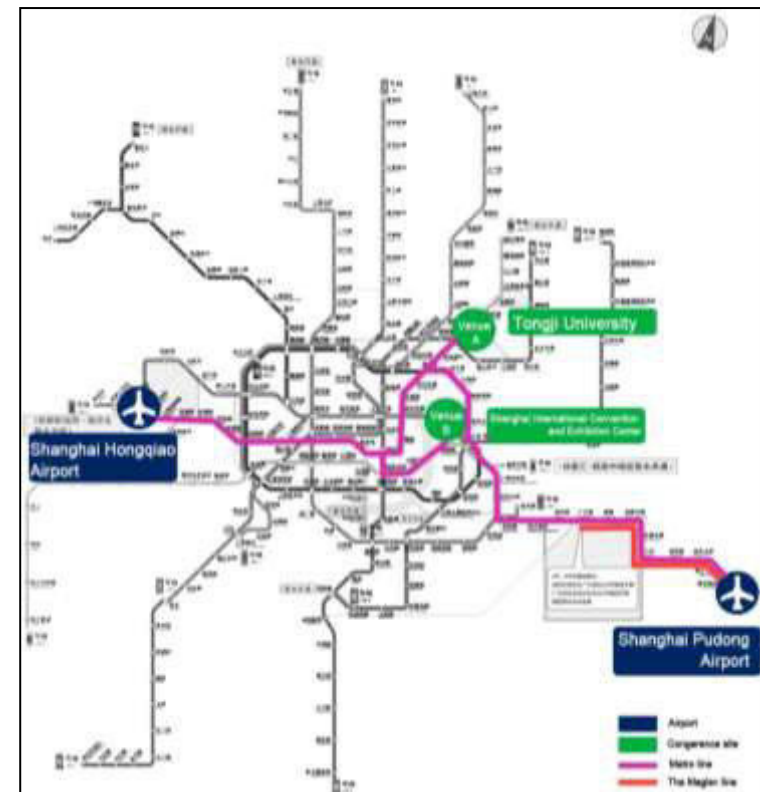
There will be information desks in Pudong Airport and Hongqiao Airport, and participants can be provided with map of Shanghai city and one-week transit card.

Taxi price from airport to Tongji

Pudong Airport	Hongqiao Airport
20-30EUR	10-20EUR

Metro Price to Tongji

Pudong Airport		Hongqiao Airport	
Price	Metro line	Price	Metro line
0.5€	Line 2-Line 10	0.5EUR	Line 10



5. Conference Service Companies for WCTRS

It is suggested that WCTRS 2016 be managed by Shanghai International Conference Management Organization (SICMO) which was established in August 1984.

➤ Local PCO profile

Shanghai International Conference Management Organization (SICMO) and other three will be evaluated by University for PCO service

➤ Services:

- Media
- Pre & post tours
- VISA application services
- Food & beverage arrangement
- Post conference/event services
- Sourcing of gift & souvenir ideas
- Translation & interpretation services
- Venue and hotel recommendation & booking
- Ground Transportation
- Free supply for congress delegates and guests with various Shanghai city maps and brochures
- On-site services

6. Technical Tours

Coaches will be provided for technical tours, each of which can hold 40 passengers. Participants should book while registering. The technical tours include 5 programs.

<i>Day</i>	<i>Program</i>	<i>Number of coaches</i>
2rd Day	Program 1	2~3
	Program 3	3
	Program 4	3
	Program 5	2~3
4th Day	Program 1	2~3
	Program 3	3
	Program 4	3
	Program 5	2~3

- Program .1 Shanghai Traffic Control Center
- Program.2 Jiading Campus
- Program.3 Yangshan Port
- Program.4 Shanghai Changjiang tunnel-bridge
- Program.5 Hongqiao Transportation Hub

7. Social Programs

7.1 Gala Dinner at Shanghai International Convention (TBD)

Shanghai International Convention Center is in the heart of Lujia Zui, Shanghai's Financial & Trade Zone, It nears the Oriental Pearl TV Tower and facing the multinational styles of Architecture along the bund across the Huangpu River.

Time: 18:30 – 21:00

Date: July, 2016

Capacity: 1000 people or more (Banquet style)

Shuttle bus station: Statue of Chairman Mao



Price: 60 Euros per person

7.2 City Tour- Shanghai Urban Planning Exhibition Center Visit(TBD)

Shanghai Urban Planning Exhibition Center is located near the city center-Shanghai People's Square. Shanghai Urban Planning Exhibition Center is where people can see the whole view of Shanghai and know its urban construction history.

8. Financial Plan

8.1 Budget Premises

- **Income:**

Number of participants: 1500 (also consider 1200 and 1800 condition)

Income:

1. Member Fees for WCTRS 150,100 EUR (1500 PP)
2. Available for the conference: 609,661 EUR (1500 PP)
2. Other Sources Estimation
 - Sponsoring from national and local research agencies: 400,000 CNY (46,296 EUR).
 - And also will find some Gold Sponsors to support the conference. (2500 Euro each include 500 Euro for exhibition and 2000 Euro for sponsorship)
 - We estimated there will be some amount of rebate from the travel agency cooperated with the conference.

- **Expenses:**

The Conference will take place at: Tongji University (Siping Campus)

The budget equilibrium should be achieved with inscription fees and a limited sponsoring participation.

Tongji University will support the conference facility at relatively low rate, if the budget is constrained far from the registration fee.

8.2 Fees Premises Adopted

- A 30% reduction is adopted to participants from developing countries (GNP per capita basis)
- Undeveloped countries (GNP per capita basis) will exceptionally have lower fees, and the discount is 60% off.
- A 60% reduction is proposed to students from all countries. (Students are required to submit an official letter on their Institution's letterhead or a copy of their current Student ID confirming proof of their Student status.)
- The three groups of countries by GNP per capita (USD) are:
 - Group A: >12,500**
 - Group B: 4,000 –12,500**
 - Group C : <4,000**Source: International Monetary Fund (2010)
- Currency adopted 1 EUR = 8.45. CNY

8.3 Revenues Estimation

8.3.1 Inscription



Inscription Fees:

unit:€			WCTRS Membership Fee	WCTRS 2010 Conference Fee	Registration Fee
Group A	Regular	Early	120	355	475
		Late	120	545	665
		On Site	120	620	740
	Sponsors	Early	120	1530	1650
		Late	120	2225	2345
		On Site	120	2440	2560
	Students		40	225	265
Group B	Regular	Early	120	245	365
		Late	120	405	525
		On Site	120	460	580
	Sponsors	Early	120	1050	1170
		Late	120	1530	1650
		On Site	120	1690	1810
	Students		40	160	200
Group C	Regular	Early	70	130	200
		Late	70	215	285
		On Site	70	245	315
	Sponsors	Early	70	590	660
		Late	70	865	935
		On Site	70	995	1065
	Students		40	75	115

**Estimation of Income(EURO):**

SUBJECT		Item	Fee	Num.pp	TOTAL 1.200 pp	Num.pp	TOTAL 1.500 pp.	Num.pp	TOTAL 1.800 pp
Delegates, students, accompanying persons and exhibitors	Delegates (Group A)	Early	355.00	305	108,275.00	381	135,255.00	457	162,235.00
		Late	545.00	41	22,345.00	51	27,795.00	61	33,245.00
		On site	620.00	61	37,820.00	76	47,120.00	91	56,420.00
	Sponsors (Group A)	Early	1,530.00	0	-	0	-	0	-
		Late	2,225.00	0	-	0	-	0	-
		On site	2,440.00	0	-	0	-	0	-
	Students (Group A)		225.00	70	15,750.00	88	19,800.00	106	23,850.00
	Delegates (Group B)	Early	245.00	214	52,430.00	268	65,660.00	321	78,645.00
		Late	405.00	86	34,830.00	107	43,335.00	128	51,840.00
		On site	460.00	128	58,880.00	161	74,060.00	193	88,780.00
	Sponsors (Group B)	Early	1,050.00	21	22,050.00	26	27,300.00	31	32,550.00
		Late	1,530.00	0	-	0	-	0	-
		On site	1,690.00	0	-	0	-	0	-
	Students (Group B)		160.00	133	21,280.00	166	26,560.00	199	31,840.00
	Delegates (Group C)	Early	130.00	72	9,360.00	90	11,700.00	108	14,040.00
		Late	215.00	36	7,740.00	45	9,675.00	54	11,610.00
		On site	245.00	12	2,940.00	15	3,675.00	18	4,410.00
	Sponsors (Group C)	Early	590.00	0	-	0	-	0	-



	B)	Late	865.00	0	-	0	-	0	-
		On site	995.00	0	-	0	-	0	-
	Students (Group C)		75.00	21	1,575.00	26	1,950.00	33	2,475.00
	Accompanying Persons(C/L)	Early	24.00	10	240.00	10	240.00	10	240.00
		Late/Onsite	24.00	10	240.00	10	240.00	10	240.00
	Daily Registers	Paying	150.00	40	6,000.00	40	6,000.00	40	6,000.00

8.3.2 Sponsoring:

We estimated some amount of sponsoring from national and local research agencies: 400,000 CNY (46,296).

And also will find some Gold Sponsors to support the conference. (2500 Euro each include 500 Euro for exhibition and 2000 Euro for sponsorship)

We estimated there will be some amount of rebate from the travel agency cooperated with the conference.

Tongji University will support the conference facility at relatively low rate, if the budget is constrained far from the registration fee.

8.4 Balance

Unit: EURO

ITEM	BUDGET		BUDGET		BUDGET	
	1200 participants		1500 participants		1800 participants	
REVENUE	00 sqm sold		00 sqm sold		00 sqm sold	
Registration Fees	401,755.00	80.60%	500,365.00	82.07%	598,420.00	83.08%
Exhibition Space	-	0.00%	-	0.00%	-	0.00%
Sponsoring	46,296.00	9.29%	46,296.00	7.59%	46,296.00	6.43%
Other Incomes – Gale Dinner	50,400.00	10.11%	63,000.00	10.33%	75,600.00	10.50%
Grants / Public Funding/ Donations		0.00%		0.00%		0.00%
Total Revenue Net	498,451.00	100.00%	609,661.00	100.00%	720,316.00	100.00%
Total Expenses Net	468,120.08	100.00%	524,362.88	100.00%	580,581.28	100.00%
PROFIT (EURO 0,00)	€ 30,330.92		€ 85,298.12		€ 139,734.72	

8.6 Additional consider of only 800 participants scenario

If only 800 participants will attend the conference, Tongji University are willing to cut the following expense to guarantee the revenue of this condition could cover the expense and will have at least 5% profit.

- A: All the conference room rental expense
- B: Rental of audio-visual equipment



8.7 Other Fixed Cost in the Participants' Package

A. Accommodation

	Hotel Type	Cost Range(one room)
A	4~5 Star	45~185 EUR EUR
B	3 Star	30~45 EUR
C	2 Star / Motel	20~40 EUR
D	Youth Hostel	10~15 EUR(one person)

B. Social Visit

Half day tour: from 10 EUR to 15 EUR

One day tour: from 20 EUR to 80 EUR

3-4 days: from 100 EUR to 800 EUR

5-8 days: from 300 EUR to 700 EUR

C. Meal and Local Transport

Gala Dinner: 60 EUR/per person

Meal: 2~5 EUR (Breakfast) 5~20 EUR (Dinner)

Metro: 0.4~1 EUR/trip

Taxi: 1.8 EUR/first 3 Km (around 5 EUR for a 10 Km trip)

9. Proposing Team

Local Organizing committee

Local conferece president

, Professor PEI Gang, President of Tongji University



Executive vice president

Prof. FANG Shouen, Vice President of Tongji University

Vice president

Leaders for Universities, institutes and government in China

Conference Directorate (CDT)

Chairperson: Prof. Pan Haixiao

Vice Chairperson: Prof. LI Keping, Prof. LU Huapu, Prof. Zhang Lun

10. Volunteers

Students of Tongji University have been volunteered to provide service in many kinds of social activities, and they are willing to be volunteers in WCTRS 2016.

Each session room will be equipped with one volunteer.

11. Visa

Tongji University plans to submit the materials applying for holding this conference and obtain the approval from the State Council two years before. After that, the participants of the conference can begin to go through the procedures for visa application which can be found on the website of the Consulate General of China in their respective home country.

The invitation letter will produced automatically during website registration, If needed, the International Office of Tongji University can send the invitation letters to the participants when they request by normal mail .

12. Website

A specific website will be established for WCTRS 2016 18 months before the conference, and participants should be registered in this website half year ahead of the conference. Calling for conference papers should be one year before the conference.

Detailed information about visa, near hotels and restaurants will be available in the website.

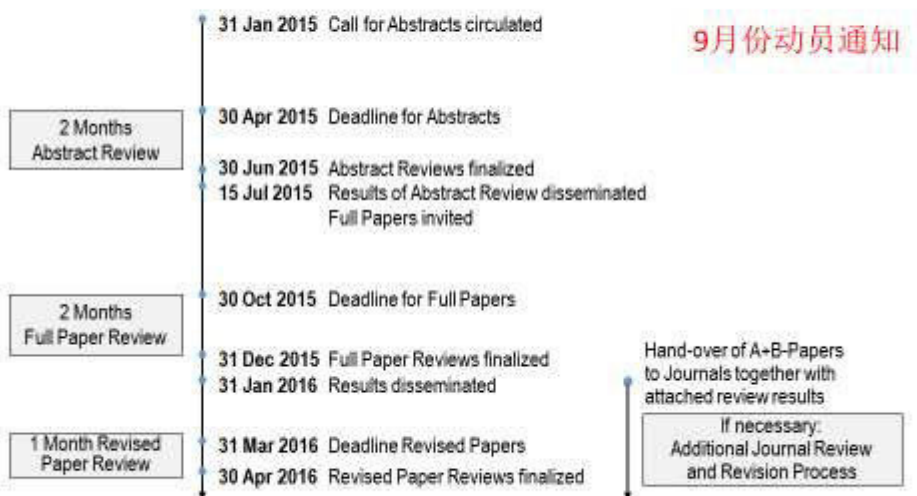
Session data will be updated in real time.

13. Paper Flow

Paper Flow: from MB

论文评阅日程

A+B类论文直接提交国际学术期刊



1.



14. Emergency Plan

A volunteer and a working staff in every session room to solve technical problems.

Alternate meeting rooms to ensure that larger meeting rooms will be available for temporary participants.

Alternate projectors will be provided in the session rooms.

First aid will be available in Tongji University during the conference.

6. Conference and publication <35min>

6-b) Selection of CMS and negotiation with bidder (ADM,MB, FU) <15min>

World Conference on Transport Research Society

Steering Committee

Proposed Conference Management System

July 18th 2014

Tony May

Confidential

At its meeting in January, the Committee agreed that Manfred, Fusun and I should negotiate with Elsevier to reach agreement on a contract for the provision of a Conference Management System for the 2016 and 2019 conferences. The principal elements of the contract are that the services which we require, as set out in Schedule 1, would be provided at a cost of \$40 per delegate, and that the contract would be reviewed in the January following a conference and, if agreed, rolled forward for a further three years. Elsevier will also contribute a further €1000 per annum from 2017 as part of our contract on *Transport Policy*, but this will be made clear in a covering letter.

Our approach has been:

- to exchange outline drafts
- to meet in late March to discuss the proposed draft in detail
- to ask Elsevier to provide a first full draft by the end of April
- with Yoshi's and Yves' agreement to appoint a lawyer to advise us, at a cost of £1200 (including VAT), on Elsevier's draft
- to provide Elsevier with our proposed revisions by the end of May
- to ask them to provide a final version by the end of June for submission to STC for approval.

Unfortunately, the Society incurred a two week delay in the appointment of our lawyer, which meant that our comments were not sent to Elsevier until mid June. Those comments were also more extensive than originally envisaged. Elsevier's lawyer in turn raised further queries in their response which was received a week ago. With input from Manfred and Fusun, I discussed these at a meeting with Nigel Clear of Elsevier yesterday.

The consolidated draft, being circulated in confidence separately, represents the current position. The majority of the contract is agreed; there remain a few clauses, indicated by comments, where we feel that it would be worth seeking a final view from our lawyer. We estimate that the cost of this would be up to £1000. If the Committee is reluctant to incur that additional cost, we will use our best judgment to assess whether the contract as

drafted, but with a limited number of additional modifications, is acceptable to the Society. It would then be for Yoshi as President to sign it.

The Committee is therefore invited:

1. to decide whether to seek further legal advice at a cost of up to £1000
2. to agree that Manfred, Fusun and I should be delegated the responsibility for agreeing to the final details of the contract (based on legal advice in (1) as appropriate)
3. to agree that Yoshi as President should then sign the contract on behalf of the Society.

I should stress that, given the shortage of time, I have not been able to agree on this report with Manfred and Fusun before circulating it. They may wish to comment on it at the meeting before members consider the recommendations above.

THIS CONFERENCE SERVICES AGREEMENT is dated 1 August 2014

Comment [M1]: This version consolidates WCTRS's legal advice and that from Elsevier. Text in italic is still under discussion. My comments indicate our views on these points and those on which we might seek further legal advice.

- (1) Elsevier Ltd incorporated and registered in UK with company number 1982084 whose registered office is at The Boulevard, Langford Lane, Kidlington, Oxford OX5 1GB, United Kingdom ("Elsevier").
- (2) **World Conference on Transport Research Society Secretariat** LET - ISH 14, avenue Berthelot 69363 – LYON FRANCE incorporated and registered under Swiss law ("Conference Owner").

BACKGROUND

- (A) The Conference Owner is the owner of, and hosts, a series of conferences entitled World Conference on Transport Research.
- (B) Elsevier is a provider of conference management services.
- (C) Elsevier has agreed to provide and the Conference Owner has agreed to take and pay for certain conference management services on the terms and conditions set out in this Agreement.

AGREED TERMS

1. INTERPRETATION

The following definitions and rules of interpretation apply in this Agreement.

1.1 Definitions.

Business Day: a day other than a Saturday, Sunday or public holiday when banks in London are open for business.

Conferences: the World Conference on Transport Research in 2016 in Shanghai and in 2019 and every three years thereafter in such location as the Conference Owner may determine (each, a **Conference**). The conference hosts a two stage submission system with abstracts and full papers.

Conference Milestone: a date by which a part of the Services is *estimated* to be completed, as set out in the Conference Plan.

Conference Owner's Manager: the Conference Owner's manager for the Conference, appointed under clause 4.1.

Conference Plan: the detailed plan that describes the Conference and sets out the Conference timetable (including Conference Milestones) and responsibilities for the provision of the Services.

Conference Team: Elsevier's Conference Project Lead and all employees, consultants, agents and subcontractors which it engages in relation to the Services.

Deliverables: all Documents, products and materials developed by Elsevier or its agents, subcontractors, consultants and employees in relation to the Services in any form, including computer programs, data, reports and specifications (including drafts).

Document: includes, in addition to any document in writing, any drawing, map, plan, diagram, design, picture or other image, tape, disk or other device or record embodying information in any form.

Elsevier's Conference Project Lead: Elsevier's manager for the Services appointed under clause 3.2.

Pre-existing Intellectual Property Rights: *all Intellectual Property Rights used or provided by a party to the other party which existed prior to the commencement of this Agreement.*

Intellectual Property Rights: patents, utility models, rights to inventions, copyright and neighbouring and related rights, trade marks and service marks, business names and domain names, rights in get-up and trade dress, goodwill and the right to sue for passing off or unfair competition, rights in designs, database rights, rights to use, and protect the confidentiality of, confidential information (including know-how and trade secrets), and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.

Local Organising Committee: a local host appointed by the Conference Owner for each edition of the Conference, and who is responsible for all logistical and operational and stage management elements of the Conference including venue selection and management.

Services: the services to be provided by Elsevier under this Agreement as set out in Schedule 1 and Elsevier's obligations under this Agreement, together with any other services which the Conference Owner agrees to take from Elsevier.

STO: a session track organiser for the Conference.

- 1.2 Clause, Schedule and paragraph headings shall not affect the interpretation of this Agreement.
- 1.3 The Schedules form part of this Agreement and shall have effect as if set out in full in the body of this Agreement. Any reference to this Agreement includes the Schedules.
- 1.4 References to clauses and Schedules are to the clauses and Schedules of this Agreement and references to paragraphs are to paragraphs of the relevant Schedule.

Comment [M2]: Note that definition of Conference Owner's Equipment has been replaced by this. These changes, particularly in Section 7, seem reasonable, but we should check.

Comment [M3]: Elsevier's lawyer thought this definition unnecessarily broad for the purpose of this agreement, but we agreed to keep it.

- 1.5 A person includes a natural person, corporate or unincorporated body (whether or not having separate legal personality) and that person's personal representatives, successors and permitted assigns.
- 1.6 A reference to a **company** shall include any company, corporation or other body corporate, wherever and however incorporated or established.
- 1.7 A reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time.
- 1.8 A reference to a statute or statutory provision shall include all subordinate legislation made from time to time under that statute or statutory provision.
- 1.9 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- 1.10 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.11 A reference to any party shall include that party's personal representatives, successors and permitted assigns.
- 1.12 A reference to **writing** or **written** includes fax but not e-mail.
- 1.13 Any obligation on a party not to do something includes an obligation not to allow that thing to be done.
- 1.14 Any words following the terms **including, include, in particular, for example** or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.

2. COMMENCEMENT AND DURATION

- 2.1 Elsevier shall provide the Services to the Conference Owner according to the Conference Plan and on the terms and conditions of this Agreement, from and after the first date specified in the Conference Plan.
- 2.2 The Services supplied under this Agreement shall continue to be supplied, unless this Agreement is terminated earlier in accordance with clause 12 or any other provision of this Agreement, until completion of the Conferences in 2016 and 2019 in accordance with their respective Conference Plans (**Initial Term**), when this Agreement shall terminate automatically without notice unless, no later than 31 January 2017 (or by the 31 January which falls no later than 3 years before the end of any Extended Term agreed under this clause), the parties agree in writing that the term of this Agreement shall be extended to cover a further Conference or Conferences after the Conference in 2019 (**Extended**

Term). Unless it is further extended under this clause or terminated earlier in accordance with clause 12 or any other provision of this Agreement, this Agreement shall terminate automatically without notice at the end of an Extended Term].

Comment [M4]: This text is provided to clarify the agreed process of a contract which lasts for five years and covers two conferences, but is reviewed in the January following the first of these conferences and rolled forward for a further three years if agreed by both parties. We may move it to Section 12.

3. ELSEVIER'S OBLIGATIONS

- 3.1 Elsevier shall *use reasonable endeavours* to provide the Services, deliver the Deliverables, and meet the Conference Milestones in accordance with the Conference Plan. Elsevier shall also co-operate with the Conference Owner in all matters relating to the Services.

~~Elsevier shall meet, and time is of the essence as to, any Conference Milestones specified in the Conference Plan. If Elsevier fails to do so, the Conference Owner may (without prejudice to any other rights it may have):~~

- ~~(a) terminate this Agreement in whole or in part without liability to Elsevier;~~
- ~~(b) refuse to accept any subsequent performance of the Services which Elsevier attempts to make;~~
- ~~(c) purchase substitute services from elsewhere;~~
- ~~(d) hold Elsevier accountable for any loss and additional costs incurred; and~~

~~have all sums previously paid by the Conference Owner to Elsevier under this agreement refunded by the Elsevier.~~

Comment [M5]: This clause deleted by Elsevier as unacceptable. We need to check.

- 3.2 ~~Subject to the Conference Owner's prior written approval, or at the request of the Conference Owner replace without delay,~~ Elsevier shall appoint Elsevier's Conference Project Lead who will lead the Conference Team to represent Elsevier on all matters relating to the Services and who shall have authority under this Agreement to bind Elsevier on all matters relating to the Services.

Comment [M6]: Wording deleted by Elsevier; this seems acceptable.

~~Elsevier shall use reasonable endeavours to observe all health and safety rules and regulations and any other reasonable security requirements that apply at the Venue that have been communicated to it by the Venue Owner, and that apply at the Conference venue, provided that it shall not be liable if, as a result of such observation, it is in breach of any of its obligations under this Agreement.~~

Comment [M7]: Text deleted by Elsevier. We should check.

- 3.3 Elsevier shall promptly inform the Conference Owner of the absence (or anticipated absence) of Elsevier's Conference Project Lead. If the Conference Owner requires, Elsevier shall provide a suitably qualified replacement.

- 3.4 Elsevier will provide a marketing manager as part of the Conference Team who will use the relevant Elsevier products and services to solicit delegate registrations and work towards achieving the projected delegate target as agreed by the Conference Owner and Elsevier. The marketing manager will work to the same high standards and in the same manner as they do on an Elsevier-owned conference

- 3.5 Elsevier shall ensure that the Conference Team use reasonable skill and care in the performance of the Services.
- 3.6 Elsevier will provide an online abstract and full paper submission service which is fully functional and easy to use for authors, reviewers and speakers, with the capacity to handle up to 2,000 simultaneous submissions. The system will receive abstracts, full papers and revised papers, and it will log, duplicate and distribute them to reviewers via the conference web site and acknowledge receipt to authors. Elsevier undertake to adapt their current system to take into account the specific requirements of the conference owner as listed below:
- (a) STOs to be able to select and appoint reviewers directly in the system.
 - (b) STOs to be able to see how many papers each reviewer has been allocated.
 - (c) Automatic emails to be generated to reviewers.
 - (d) If a reviewer declines the STO to be automatically notified.
 - (e) Each session track will have 1 or more journals associated with it. In the back end the system will have the ability for STO/Guest Editor to be able to select which of the associated journals are relevant for that paper. Each journal may have different review requirements and the CMS will be adapted to have different review requirements/questions per track.
- 3.7 Elsevier undertakes to have a ~~fully~~ functioning test version of the adapted CMS available by September 2014 (it is accepted that precise dates cannot be provided at this stage due to the nature of the project, however Elsevier undertake to keep the Conference Owner appraised of progress and will give early indication of any anticipated delay).
- 3.8 Elsevier will provide a robust and secure online registration system with e-commerce facility to allow payment by credit card. Elsevier will collect registration payments on behalf of the Conference Owner and pass these revenues by bank transfer directly to the Conference Owner *in full within 5 Business Days of the end of each calendar month in respect of payments received in that calendar month*. No additional charges will be levied either to the Conference Owner or the registering delegate in respect of credit or other bank charges.
- 3.9 Elsevier will provide all conference materials for the delegates (as further specified in Schedule 1). This includes
- a conference program booklet,
 - an interactive electronic version of the conference program ("App"),
 - the General Proceedings of the conference,
 - name badges, and
 - a separate conference participants list.
- 3.10 ~~Elsevier shall meet, and time is of the essence as to, any Conference Milestones specified in the Conference Plan. If Elsevier fails to do so, the Conference Owner may (without prejudice to any other rights it may have):~~

Comment [M8]: This is Elsevier's new specification. It seems acceptable.

- ~~(a) terminate this Agreement in whole or in part without liability to Elsevier;~~
- ~~(b) refuse to accept any subsequent performance of the Services which Elsevier attempts to make;~~
- ~~(c) purchase substitute services from elsewhere;~~
- ~~(d) hold Elsevier accountable for any loss and additional costs incurred; and have all sums previously paid by the Conference Owner to Elsevier under this agreement refunded by the Elsevier.~~

Comment [M9]: This text and related text on Elsevier's actions following failure by the Conference Owner deleted by Elsevier. We should check.

4. CONFERENCE OWNER'S OBLIGATIONS

4.1 The Conference Owner shall:

- (a) co-operate with Elsevier in all matters relating to the Services and appoint (and, as it thinks fit, replace) the Conference Owner's Manager to represent the Conference Owner on matters relating to the Services;
- (b) prepare the Conference Plan and agree its content and timetable with Elsevier within one month of signing this Agreement and, for subsequent Conferences, two (2) years before the start of the Conference;
- (c) provide, in a timely manner, such suitable *Pre-existing Intellectual Property Rights* and other information as Elsevier may reasonably require and the Conference Owner considers reasonably necessary, and ensure that it is accurate in all material respects;
- (d) Appoint a local organiser to be responsible for all logistic and organizational matters relating to the venue, catering, and stage management of the Conference;
- (e) be responsible for all technical and scientific aspects of the Conference programme, including selection of themes/topics, selection of speakers and session chairmen/women, review and selection of abstracts and full papers, all ~~materially~~, within the deadlines set out in the Conference Plan;
- (f) ensure that each speaker is adequately briefed on the session theme and title of the relevant presentation and use reasonable endeavours to procure that each speaker submits a full paper within the deadline set out in the Conference Plan for inclusion in delegate materials.
- (g) *provide access to all relevant networks and lists necessary to ensure the success of the conference*
- (h) acknowledge Elsevier as a partner organization in publicity material for the conference, in a format to be agreed.

Comment [M10]: Elsevier reinstated this. This seems reasonable.

- 4.2 Elsevier's performance of its obligations under this Agreement is prevented or delayed by any act or omission of the Conference Owner, its agents, subcontractors, consultants or employees, Elsevier shall not be liable for any costs, charges or losses sustained or incurred by the Conference Owner that arise directly from such prevention or delay.

5. CHANGE CONTROL

- 5.1 The Conference Owner's Manager and Elsevier's Conference Project Lead shall meet to an agreed schedule, and at least once every 2 months, and at least fortnightly in the final three months before the Conference, to discuss matters relating to the Conference. If either party wishes to change the scope or execution of the Services, it shall submit details of the requested change to the other in writing.
- 5.2 If either party requests a change to the scope or execution of the Services, Elsevier shall, within a reasonable time (and in any event not more than 15 Business Days after receipt of the Conference Owner's request), provide a written estimate to the Conference Owner of: the likely time required to implement the change; any necessary variations to Elsevier's charges arising from the change; the likely effect of the change on the Conference Plan; and any other impact of the change on this Agreement.
- 5.3 If the Conference Owner wishes Elsevier to proceed with the change, Elsevier has no obligation to do so unless and until the parties have agreed in writing the necessary variations to its charges, the Services, the relevant Conference Plan and any other relevant terms of this Agreement to take account of the change.
- 5.4 If Elsevier requests a change to the scope or execution of the Services, in order to comply with any applicable safety or statutory requirements, ~~and such changes do not materially affect the nature, scope of or charges for the Conference,~~ the Conference Owner shall not unreasonably withhold or delay consent to it. ~~Unless Elsevier's request was attributable to the Conference Owner's non compliance with the Conference Owner's obligations, neither Elsevier's charges, the Conference Plan or any other terms of this Agreement shall vary as a result of such change.~~

Comment [M11]: Elsevier has proposed deletions in this clause which we need to check.

6. CHARGES AND PAYMENT

- 6.1 The Conference Owner will pay Elsevier a fee of \$40 (forty US dollars) per registered delegate. Elsevier will raise invoices in a timely manner and to an agreed schedule once the final delegate registration numbers have been submitted to, and agreed by, the Conference Owner. The Conference Owner shall pay correctly submitted invoices within thirty (30) days of receipt. No other fees are payable by the Conference Owner under the terms of this Agreement.

- 6.2 In the event of a) late registrations where credit card payments are unable to be processed until after the Conference and are subsequently refused by the credit card company for any reason, or b) registrations made without pre-payment where the delegate subsequently fails to arrive at the Conference, the registration shall be deemed a bad debt and as such will not count towards income, and the Conference Owner shall have no liability to pay any fee to Elsevier in respect of any such registration.
- 6.3 Elsevier require that registration fees are paid in advance of the Conference and reserve the right to refuse entry to any person arriving at the Conference without having paid the registration fee in full. Payment will be allowable on-site and Elsevier will provide staff and resources to facilitate this.

7. INTELLECTUAL PROPERTY RIGHTS

- 7.1 Each party will continue to own its Pre-existing Intellectual Property Rights

Each Party acknowledges that, where a party does not own an item of the Pre-existing Intellectual Property Rights, the use of rights in that item is conditional on the party that owns the Pre-existing Intellectual Property Rights to obtain a written licence from the relevant licensor(s) on such terms as will entitle such party to license such rights to the other party.

- 7.2 Subject to clause 7.1, Elsevier assigns to the Conference Owner the Intellectual Property Rights and all other rights resulting from the Services (including the Deliverables).
- 7.3 At its own expense, Elsevier shall, and shall use all reasonable endeavours to procure that any necessary third party shall, promptly execute and deliver such documents and perform such acts as may be required for the purpose of giving full effect to this Agreement, including securing for the Conference Owner all right, title and interest in and to the Intellectual Property Rights and all other rights assigned to the Conference Owner in accordance with clause 7.2.

Comment [M12]: This is a rewording of this whole section by Elsevier to distinguish between pre-existing IPR and that developed during the conference. Elsevier accepts that the latter should remain with WCTRS.

8. CONFIDENTIALITY AND CONFERENCE OWNER'S PROPERTY

- 8.1 The Conference Owner shall not at any time during this Agreement and for a period of five (5) years after termination of this Agreement disclose to any person any technical or commercial know-how, specifications, inventions, processes or initiatives which are of a confidential nature and have been disclosed to the Conference Owner by Elsevier, its employees, agents, consultants or subcontractors and any other confidential information concerning Elsevier's business or its products which the Conference Owner may obtain, except as permitted by clause 8.2. The Conference Owner shall not use any such information for any purpose other than to perform its obligations under this Agreement.

8.2 The Conference Owner may disclose Elsevier's confidential information:

- (a) to its members, employees, officers, representatives, consultants, advisers, agents or subcontractors who need to know such information for the purposes of carrying out the Conference Owner's obligations under this Agreement. *Conference Owner shall use its best endeavours to ensure that its employees, officers, ~~representatives, consultants, advisers,~~ agents or subcontractors to whom it discloses Elsevier's confidential information comply with this clause 8; and*
- (b) as may be required by law, court order or any governmental or regulatory authority.

Comment [M13]: I pointed out to Elsevier that we could not commit to what they had added. I proposed the deletions shown and the underlined addition. This seems acceptable to them.

8.3 Elsevier shall not at any time during this Agreement and for a period of five (5) years after termination of this Agreement disclose to any person any technical or commercial know-how, specifications, inventions, processes or initiatives which are of a confidential nature and have been disclosed to Elsevier by the Conference Owner, its members, employees, agents, consultants or subcontractors and any other confidential information concerning the Conference Owner's business or its products which Elsevier may obtain, except as permitted by clause 8.4. Elsevier shall not use any such information for any purpose other than to perform its obligations under this Agreement.

8.4 Elsevier may disclose the Conference Owner's confidential information:

- (a) to its employees, officers, representatives, consultants, advisers, agents or subcontractors who need to know such information for the purposes of carrying out Elsevier's obligations under this Agreement. Elsevier shall ensure that its employees, officers, representatives, consultants, advisers, agents or subcontractors to whom it discloses the Conference Owner's confidential information comply with this clause 8; and
- (b) as may be required by law, court order or any governmental or regulatory authority.

Comment [M14]: A clause following this has been deleted since it covered ownership of IP, which is covered in Section 7.

9. QUALITY OF SERVICES

9.1 This clause 9 sets out the entire financial liability of *either party* (including any liability for the acts or omissions of its employees, agents, consultants and subcontractors) to the *other party* in respect of: any breach of this Agreement however arising; ~~phrase deleted here~~ and any representation, statement or tortious act or omission (including negligence) arising under or in connection with this Agreement.

Comment [M15]:

9.2 Each party represents and warrants as follows:

- (a) such party has all requisite legal and corporate power and authority to enter into this Agreement and to perform its obligations hereunder.

- (b) *such party will exercise due care in carrying out its duties hereunder, and will perform its services hereunder consistent with industry standards and with the quality and reputation of the Conference.*

Comment [M16]: This paragraph has been abridged. We should check.

- (c) such party's execution and delivery of this Agreement and its performance hereunder will not result in a breach of any agreement or contract by which such party is bound, or violate any applicable law or regulation, or such party's corporate or legal charter, or any judgment or order of any court or governmental agency with competent jurisdiction and authority over such party; and
- (d) such party acknowledges and agrees that the other party does not make any representations, warranties or agreements not expressly set forth in this Agreement, and such party is not relying on any representations, warranties or agreements by the other party not expressly set forth herein.

- 9.3 All warranties, conditions and other terms implied by statute or common law are, to the fullest extent permitted by law, excluded from this Agreement.

Comment [M17]: Text has been deleted following this. We should check.

10. LIMITATION OF LIABILITY

- 10.1 Nothing in this Agreement limits or excludes the liability of a party (**that party**):

- (a) for death or personal injury resulting from that party's negligence; or
- (b) for any damage or liability incurred by the other party as a result of fraud or fraudulent misrepresentation by that party; or
- (c) for any other liability which cannot be excluded or limited by applicable law.

- 10.2 Subject to clause 10.1:

- (a) neither party shall under any circumstances whatever be liable for: loss of profits; or loss of business; or depletion of goodwill and/or similar losses; or loss of anticipated savings; or loss of goods; or loss of contract; or loss of use; or loss of corruption of data or information; or any special, indirect, consequential or pure economic loss, costs, damages, charges or expenses;
- (b) the Conference Owner's total liability in contract, tort (including negligence or breach of statutory duty), misrepresentation, restitution or otherwise arising in connection with the performance or contemplated performance of this Agreement shall in respect of all claims (connected or unconnected) be limited to up *to an amount equal to [XXX%] of the aggregate fees, costs, prices and charges paid or agreed to be paid under the Agreement.*
- (c) Elsevier's total liability in contract, tort (including negligence or breach of statutory duty), misrepresentation, restitution or otherwise arising in

Comment [M18]: Elsevier have modified this. It is suggested that we limit this to the actual value of the fees, but we should check.

connection with the performance or contemplated performance of this Agreement shall *in respect of all claims (connected or unconnected) be limited to an amount equal to [XXX%] of the aggregate fees, costs, prices and charges paid or agreed to be paid under the Agreement.*

Comment [M19]: See comment above.

11. DATA PROTECTION

Comment [M20]: Elsevier's lawyer asked them to confirm that these clauses were acceptable. As I understand it they are.

- 11.1 The parties agree that, as defined in the Data Protection Act 1998 (**Act**), the Conference Owner is the "data controller" and Elsevier is the "data processor" in respect of any "personal data" supplied by the Conference Owner to Elsevier under this Agreement. Each party warrants that the processing of personal data supplied by the Conference Owner to Elsevier under this Agreement will be for the purposes of managing and marketing the WCTR Conference and in the manner envisaged by this Agreement or as instructed in writing by the Conference Owner and in accordance with the Act and all other applicable data protection laws and regulations. The Conference Owner further warrants that all [delegates, speakers and advertisers] will have given prior consent to their personal data being supplied by the Conference Owner to Elsevier for processing in accordance with the purposes and in the manner envisaged by this Agreement or as instructed in writing by the Conference Owner.
- 11.2 Elsevier shall promptly comply with any request from the Conference Owner requiring the Elsevier to amend, transfer or delete any personal data.
- 11.3 At the Conference Owner's request, Elsevier shall provide to the Conference Owner a copy of all personal data held by it in the format and on the media reasonably specified by the Conference Owner.
- 11.4 Elsevier shall not transfer the personal data outside the European Economic Area without the prior written consent of the Conference Owner.
- 11.5 Elsevier shall promptly inform the Conference Owner if any personal data is lost or destroyed or becomes damaged, corrupted, or unusable. Elsevier shall restore such personal data at its own expense.

12. TERMINATION

- 12.1 *Subject to the provisions of this clause, this Agreement shall terminate automatically on completion of the Conference in accordance with the Conference Plan.*
- 12.2 Without prejudice to any other rights or remedies which the parties may have, either party may terminate this Agreement without liability to the other immediately on giving notice to the other if:

Comment [M21]: This clause was inserted by Elsevier to replace one which they found unacceptable. We need to check whether the deletion is acceptable. I made it clear that this new clause is unacceptable. We need to retain the principles in clause 2.2. Elsevier have accepted this and will propose a rewording.

- (a) the other party commits a material breach of any of the terms of this Agreement and (if such a breach is remediable) fails to remedy that breach within 30 days of that party being notified in writing of the breach; or

- (b) *the other party is insolvent, files a petition in bankruptcy or makes an assignment for the benefit of creditors*

Comment [M22]: Elsevier have abridged this. We need to check.

12.4 On termination of this Agreement for any reason:

- (a) *In the event of cancellation by Conference Owner, Conference Owner will compensate Elsevier for all costs and expenses expended by Elsevier up till the date of cancellation for the services performed by it under the Agreement including all payments for (i) processing of refunds to sponsors, exhibitors and delegates, plus (ii) all authorized work that has been performed prior to the date of such cancellation, plus (iii) any wind down or other reasonable cost resulting from such cancellation plus (iv) any other termination payments that are specified in the Conference Plan, plus costs incurred by Elsevier in connection with all outstanding third party contracts entered into by Elsevier in connection with providing the Services hereunder up to a maximum of the amount to be paid by Elsevier to such third parties for work performed through the effective date of cancellation of this Agreement (including any applicable early termination fees specified in such third party contracts).*

Comment [M23]: This text has been reinserted by Elsevier. We need to check.

- (b) *Upon termination or expiration, each party shall forthwith return to the other party any Pre-existing Intellectual Property Rights owned by the other party.*

Comment [M24]: This text has been simplified and made mutual. We need to check.

- (c) . Until they have been returned or repossessed, the Elsevier shall be solely responsible for their safe keeping
- (d) the accrued rights, remedies, obligations and liabilities of the parties as at termination shall not be affected, including the right to claim damages in respect of any breach of this Agreement which existed at or before the date of termination; and
- (e) clauses which expressly or by implication have effect after termination shall continue in full force and effect, including the following clauses: clause 0, clause 7, clause 8, clause 9, clause 10, clause 11, clause 13.4, clause 22, clause 23 and clause 24.

13. **INSURANCE**

- 13.1 The Conference Owner shall at its option procure for the benefit of the Conference Owner, third party insurance coverage to guard against loss, theft of monies collected or any other misdemeanours that may arise, through no fault

Comment [M25]: We must include this in negotiations for 2019 and subsequent conferences. There is no requirement for this with Shanghai in 2016, but we must ask Haixiao Pan to commit to it when we meet him in July.

of Elsevier, in the course of the Conference. The cost of the insurance policy shall be borne by the Conference Owner.

- 13.2 Conference Owner shall procure adequate public liability insurance to protect itself against any claims, losses and damages in respect of the Conference, with coverage that extends to Elsevier, its staff, agents and sub-contractors.
- 13.3 Not less than 30 days before the Conference, the Conference Owner shall provide Elsevier with certificates of insurance for the coverage required under this Clause.
- 13.4 During the term of this Agreement and for a period of six years thereafter, Elsevier shall maintain in force, with a reputable insurance company, professional indemnity insurance in relation to the Services in an amount not less than £[AMOUNT] and shall, on the Conference Owner's request, produce both the insurance certificate giving details of cover and the receipt for the current year's premium.

Comment [M26]: Elsevier are still to propose an appropriate sum.

14. NON-EXCLUSIVITY

- 14.1 It is understood and agreed by and between the parties that Elsevier offers and renders conference managing services as an independent contractor to the Conference Owner and other third parties. It is further understood and agreed that Elsevier maintains the right to render similar services, and/or otherwise seek to render conference management services to other companies during the term of this Agreement, provided that:
- (a) the rendering of such services does not cause a breach of any of Elsevier's obligations under this Agreement; and
 - (b) Elsevier shall not engage in any such rendering of services if it relates to a conference which is similar to or in any way competitive with the Conference without the prior written consent of the Conference Owner.

15. AUDIT AND INSPECTIONS

- 15.1 During the term of this Agreement (and for a period of six (6) years after termination of this Agreement) and, not more than once in any one year period, the Conference Owner may cause an independent firm of chartered accountants or certified public accountants to audit the accounting records of Elsevier. The Conference Owner will give Elsevier written notice of an audit not less than 14 days before it is to occur. Each audit shall occur during regular business hours at Elsevier's offices and shall not unreasonably interfere with Elsevier's business activities. Elsevier may require the auditor to sign appropriate nondisclosure agreements and to comply with reasonable security requirements at Elsevier's facilities. The investigation and/or audit of the Elsevier's records shall only be to the extent that these relate to the performance of the obligations undertaken by Elsevier under this Agreement. Elsevier shall furnish reasonable assistance to the auditor. The Conference Owner shall pay the fees and expenses of the

Comment [M27]: Elsevier's lawyer queried some terms in this, but they have been accepted by Elsevier.

auditor, unless the audit reports a discrepancy of 2% or more in the delegate revenues reported to the Conference Owner, in which case Elsevier shall pay the fees and expenses of the auditor.

15. FORCE MAJEURE

- 15.1 A party, provided that it has complied with the provisions of clause 15.3, shall not be in breach of this Agreement, nor liable for any failure or delay in performance of any obligations under this Agreement (and, subject to clause 15.4, the time for performance of the obligations shall be extended accordingly) arising from or attributable to acts, events, omissions or accidents beyond its reasonable control (**Force Majeure Event**).
- 15.2 The corresponding obligations of the other party will be suspended to the same extent.
- 15.3 Any party that is subject to a Force Majeure Event shall not be in breach of this Agreement provided that:
- (a) it promptly notifies the other party in writing of the nature and extent of the Force Majeure Event causing its failure or delay in performance;
 - (b) it has used all reasonable endeavours to mitigate the effect of the Force Majeure Event, to carry out its obligations under this Agreement in any way that is reasonably practicable and to resume the performance of its obligations as soon as reasonably possible.
- 15.4 If the Force Majeure Event prevails for a continuous period of more than 2 months, either party may terminate this Agreement by giving 30 days' written notice to the other party. On the expiry of this notice period, this Agreement will terminate. Such termination shall be without prejudice to the rights of the parties in respect of any breach of this Agreement occurring prior to such termination.

16. VARIATION

Subject to clause 5, no variation of this Agreement or of any of the documents referred to in it shall be valid unless it is in writing and signed by or on behalf of each of the parties.

17. WAIVER

- 17.1 A waiver of any right or remedy under this Agreement is only effective if given in writing and shall not be deemed a waiver of any subsequent breach or default. A failure or delay by a party to exercise any right or remedy provided under this Agreement or by law shall not constitute a waiver of that or any other right or remedy, nor shall it preclude or restrict any further exercise of that or any other right or remedy.

17.2 No single or partial exercise of any right or remedy provided under this Agreement or by law shall preclude or restrict the further exercise of any such right or remedy.

17.3 Unless specifically provided otherwise, rights arising under this Agreement are cumulative and do not exclude rights provided by law.

18. SEVERANCE

18.1 If any provision of this Agreement (or part of any provision) is found by any court or other authority of competent jurisdiction to be invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed not to form part of this Agreement, and the validity and enforceability of the other provisions of this Agreement shall not be affected.

18.2 If a provision of this Agreement (or part of any provision) is found illegal, invalid or unenforceable, the provision shall apply with the minimum modification necessary to make it legal, valid and enforceable.

19. ENTIRE AGREEMENT

19.1 This Agreement and any documents referred to in it constitute the entire agreement between the parties and supersede and extinguish all previous drafts, arrangements, understandings or agreements between them, whether written or oral, relating to the subject matter of this Agreement.

19.2 Each party acknowledges that, in entering into this Agreement and the documents referred to in it, it does not rely on, and shall have no remedies in respect of, any representation or warranty (whether made innocently or negligently) that is not set out in this Agreement or those documents. Each party agrees that its only liability in respect of those representations and warranties that are set out in this Agreement or those documents (whether made innocently or negligently) shall be for breach of contract.

19.3 Nothing in this clause shall limit or exclude any liability for fraud.

20. ASSIGNMENT

20.1 Except as otherwise expressly provided in this Agreement, neither party shall directly or indirectly assign, transfer, mortgage, subcontract or deal in any other manner with any of its rights and obligations under this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld. *Notwithstanding the foregoing, prior written consent is not required if Elsevier assigns this Agreement to an affiliate or subsidiary.*

Comment [M28]: Elsevier added this. It seems acceptable.

21. NO PARTNERSHIP OR AGENCY

Nothing in this Agreement is intended to, or shall operate to, create a partnership between the parties, or to authorise either party to act as agent for the other, and neither party shall have authority to act in the name or on behalf of or otherwise to bind the other in any way (including the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).

22. RIGHTS OF THIRD PARTIES

Each party that has rights under this Agreement is acting on its own behalf and not for the benefit of another person. A person who is not a party to this Agreement shall not have any rights under or in connection with it.

23. NOTICES

23.1 A notice given to a party under this Agreement shall be given in writing signed by or on behalf of the party giving it and shall be sent by one of the methods specified in this clause for the attention of the person, at the address specified in this clause (or to such other address or person as that party may notify to the other, in accordance with the provisions of this clause). If a notice has been properly sent or delivered in accordance with this clause, it will be deemed to have been received as follows:

- (a) if delivered personally, at the time of delivery; or
- (b) if delivered by courier, at the time of signature of the courier's receipt; or
- (c) if sent by pre-paid first-class post or recorded delivery, at 9.00 am on the second Business Day after posting;
- (d) if sent by pre-paid airmail, at 9.00 am on the fifth Business Day after posting.

23.2 For the purpose of clause 23.1 and calculating deemed receipt:

- (a) all references to time are to local time in the place of deemed receipt; and
- (b) if deemed receipt would occur in the place of deemed receipt on a Saturday or Sunday or a public holiday when banks are not open for business, deemed receipt is deemed to take place at 9.00 am on the day when business next starts in the place of receipt.

23.3 This clause 23 does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

23.4 The addresses for service of a notice are as follows:

- (a) Elsevier:

- (i) Address: The Boulevard, Langford Lane, Kidlington, Oxford OX5 1GB
 - (ii) For the attention of: Nigel Clear
- (b) Conference Owner:
 - (i) Address: xxxxxx
 - (ii) for the attention of: xxxxx

24. COUNTERPARTS

- 24.1 This agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all the counterparts shall together constitute the one agreement. No counterpart shall be effective until each party has executed and delivered at least one counterpart.

25. GOVERNING LAW AND JURISDICTION

- 25.1 Regardless of the place of physical execution of this Agreement, or of its delivery, this Agreement shall be treated as though executed within England and Wales (the "Governing State") and shall be governed and interpreted according to the laws of that country or state; and the parties irrevocably submit to the exclusive jurisdiction of the courts of the Governing State with respect to all disputes or matters arising out of or pertaining to this Agreement.

This Agreement has been entered into on the date stated at the beginning of it.

Signed by Nigel Clear

for and on behalf of Elsevier Ltd Director

Signed by

Schedule 1 Services

Comment [M29]: Elsevier made some minor changes to this. I have not attempted to flag them. Fusun should check that the changes are acceptable.

This Schedule describes the following services. The timing of their provision for a specific Conference is specified in Schedule 2.

-
- Registration of delegates for the Conference
- Marketing
- Production of publicity Conference materials
- Conference Organization
- Management of supplies and services for the Conference
- Post Conference Services

Registration of delegates for the Conference

Elsevier shall be responsible for the registration process, including planning registration flow, collecting and processing registration forms and delegate fees, issuing payment receipts to delegates, monitoring the registration deadline, and providing on-site registration counters at the Conference to attend to walk-in delegates.

Elsevier shall assist the Conference Owner to liaise with any delegates that need invitation letters for their visa applications and will provide reasonable assistance to try to resolve any issues.

In detail, this delegate management includes the following tasks:

1. establishing a delegate management database which includes the information needed by the Society for membership records (since delegates become members of the Society for the subsequent three years);
2. preparation and widespread circulation of a call to register;
3. establishing a facility to receive up to eight different categories of fee, based on country of origin and academic status (typically student or not), to include as a separate item the Society's membership fee for that category;
4. design of the registration document, to include registration for any social and technical events;
5. a full payment procedure, with the potential for an increase in fee after a specified date;
6. issuing of receipts for payment;
7. collation of a delegate list based on the information provided on registration;
8. provision to the Society of the list of delegates, with the information on them required by the Society, the membership fee paid, and payment for the total sum due to the Society;
9. response to the Society's audit of that information.

Marketing

Elsevier will draw up a marketing plan.

Elsevier will build and host a conference website including all necessary information and containing functionality to submit abstracts/extended abstracts and register delegates and attendees online.

Elsevier will be responsible for design, print and mailing of all promotional material including the conference web site and all printed material, within the scheduled time scale. The partner organizations will have sight of proposed material before print and distribution.

Elsevier will utilize all appropriate marketing channels to promote the conference, this will include (but not be limited to) mailing lists, banner advertisements, journal advertisements.

Production of Publicity Conference Materials

The cost of producing publicity and conference materials and other relevant stationery relating to the Conference shall be borne by Elsevier.

Elsevier shall produce the proceedings materials, publicity and other relevant stationery, including tickets and badges, for the Conference. The Conference Owner shall grant Elsevier the first priority to publish any post meeting supplement and related material.

Elsevier shall consolidate all speakers' full papers for the production of congress proceedings and assist the Conference Organiser to collate all the necessary data input for the printing and mailing of all relevant print material, that is, work with the printer on the Conference Organiser's behalf through the various stages of production. Elsevier will be responsible for obtaining consent from speakers should their work be used or quoted in any post meeting material published by Elsevier.

Conference Organisation

1. In conjunction with the Conference Owner draw up a timed schedule of activities and action points for all participating members. The schedule will be reviewed from time to time and adjusted as necessary. Hold regular progress meetings. Provide a Conference Project Lead (CPL) to manage the process to completion.
2. Receive abstracts and full papers as a two-stage screening process, log, duplicate and distribute to reviewers via the conference web site and acknowledge receipt to authors.

In detail, this includes the following tasks for the abstracts:

- a call for abstracts, to be circulated widely;
- receipt and registration of abstracts prepared to a pre-specified format (one page of A4 sheet describing a) objectives, b) data and methodology and c) expected results);
- circulation of abstracts to Topic Area Managers, and those whom they designate, for outline review;
- monitoring of the abstract review process and chasing of late reviews;

- recording the results of the abstract review;
- after checks for consistency (carried out independently) circulation of results and the call for full papers to authors;

This includes the following tasks for the full papers:

- receipt and registration of papers submitted for review; including the cv of the presenting author;
- collation of a list of potential reviewers and registration of those reviewers; invitation of reviewers to register in the system, indication their fields of expertise (by topic area and session track);
- selection of reviewers for each paper by the Session Track Organizer; invitation of reviewers; handling the confirmation from reviewers to accept this task;
- provision of papers to reviewers through the system; provision of pre-specified review formats (potentially individual formats by session track to fulfil requirements for special/ordinary issues of journals);
- on-line submission of reviews; sending a receipt to reviewers
- monitoring of the paper review process and chasing of late reviews;
- recording the results of the paper review;
- after checks for consistency (carried out independently) circulation of results to authors, including any requests for revision (with such results only being circulated on evidence that a payment and registration has been made.
- receipt and registration of revised review track papers;
- support of the re-review process as above

This includes the following tasks for other papers:

- receipt and registration of papers submitted in the *non-review track*;
 - receipt of proposals for *special sessions*, including the proposed lists of contributors and any submitted papers relating to those presentations;
 - provision of access for Session Track Organisers to all final submitted papers so that they can prepare the conference programme and identify session chairs;
 - support for the nomination of session chairs; registration of session chairs and provision of access for them to papers in their sessions and author cv's;
3. Take direction from the Conference Owner on abstract/extended abstract selection and write letters of acceptance/revision/rejection to authors. Provide instructions to authors and poster presenters.
 4. Deal with all written and verbal enquiries, receive registration forms, produce and mail invoices, joining instructions and accommodation booking forms.
 5. Creating the conference schedule with the supplied information (session rooms from the venue, special schedule requests-if possible). In detail, the resulting conference programme will also include plenary and special sessions, and may be revised through a number of drafts;
 6. Provision of all conference materials to be provided to the delegates. This includes
 - a conference program booklet with all useful information about the conference, including e.g. names of authors and co-authors with their affiliation and country, a list of STC, SCC and LOC members, a list of

reviewers, a listing and explanation of SIGs, an author index, a list of journal co-operations and special issues.

- name badges, indicating the specific role of participants (e.g. topic area managers, SIG chairs, session chairs, speakers, ...),
- a separate conference participants list,
- preparation of the general *Conference Proceedings*, to include all those submitted papers which have passed abstract review, for circulation to delegates in an appropriate format;
- providing an interactive electronic program (app).

7. Other services include:

- support for Session Track Organisers in managing those papers shortlisted for inclusion in special issues of journals, up to the point at which they enter the journal's side editorial processes;
- support for the Prizes Sub-Committee in managing those papers shortlisted for the award of prizes;
- automated production of statistics per Topic Area and for the whole conference at each stage in the above;
- those statistics to include details of lead and secondary authors to contribute to delegate management (see below);
- provision of all conference-related raw data to the Society after the conference.

Management of Supplies and Services for the Conference

The provision of delegate souvenirs, speaker tokens, is outside the scope of the Services. At the Conference Owner's request, Elsevier shall assist the Conference Owner to source those items, the cost of which shall be borne by the Conference Owner, unless otherwise agreed.

Post Conference Services

Elsevier shall provide a full post conference report within 60 working days after the Conference. If "Thank you" letters are required, Elsevier shall draft and provide the "template" letter for use.

Elsevier will assist the Conference Owner to send out "thank you" letters to speakers and delegates. The cost of the stationery and postage will be borne by the Conference Owner.

Schedule 2 **Conference Plan**

Comment [M30]: Elsevier's lawyer had proposed reinstating this. We have agreed that we should not do this, since the Plan is specified two years before a conference and will be agreed with Elsevier then under Clause 4.1b.

6. Conference and publication <35min>

6-c) Site selection for 15th WCTR 2019 (AH) <10min>

7. Society Management <20min>

7-a) Society finance and budget plan (YCr) <10min>

Note on WCTRS Budget 2012-2016

Yves Crozet
Secretary General

July 2014

This note contains explanations and comments of the jointed excel sheet
“WCTRSBudget2012-2016July2014”

As usual, the budget is presented with, at the top, balance at the end of the previous year (Y-1), then revenues and expenses and, at the bottom, the balance at the end of the year. Some key points deserve to be underlined.

Revenues

- Line #3: Membership from Rio WCTR conference:
 - 900 participants => 86 430 euros but due to payment to Lyon, already 82,300 euros. The remaining part (plus the over cost of Jean-Noel) must be transferred by Rio in 2014 (10 800 euros, 6000 euros already received)

Concerning Shanghai (2016), I have adopted a more optimistic result

- Line #4: Membership renewing and new joining, almost 2000 euros since the beginning of 2014
- Line #5: Elsevier sponsoring, slight increase already promised by Chris
- Line#6: 1500 euros every 3 years covering partly expenses on line#15
- Line#7: Constant bank interests from Hideo's donation. The real interest rate is lower but it is better to keep this official revenue from the donation
- Line#8: Payments covering partly the travel expenses of site selection committee in 2012
- Line#9: Bank interests, rather low according to the current monetary policies

Expenses

- Line #10: Youth program: second wave in 2015-2016
- Line #11: Organisation costs of committees meetings in Washington and in Lyon (2014) and Washington and Shanghai (2015)
- Line#12: Website management, no significant change in 2014, but change in 2015
- Line#13: Travel costs for site selection every 3 years, I consider a higher cost in the future
- Line#14: Conferences prizes every 3 years
- Line#15: Travel cost of secretariat for the conference, every 3 years
- Line#16: Payment to LET for hosting the secretariat until 2014
- Line#17: Cost of Secretariat in Lyon and then new secretariat
- Line#18 & 19: usual expenses

n° relevé	N° enreg. (factures- justificatifs)	fournisseurs - prestataires	PAIEMENT A	n°ché que/CB/VIR/PREL/	LIBELLE DES OPERATIONS	DATE SUR LE COMPTE BNP	CREDIT	DEBIT	TOTAL
					2012/12/31				4,116.21 €
2013-01	dossier perso		MABIALA	V01251047	SALAIRE JANVIER 2013	2013/1/25		792.99 €	
2013-01	ABON-CARTE	AFONE	AFONE	PREL	AFONE ECH 3/01/2013	2013/1/3		17.64 €	
2013-01	INSCRIPTION	WOLFGANG K	WCTRS	VIR RECU	- INSCRIPTION WCTRS RIO JUILLET 2013	2013/1/8	108.00 €		
2013-01	INSCRIPTION	GOMES OCHA M	WCTRS	VIR RECU	- INSCRIPTION WCTRS RIO JUILLET 2013	2013/1/9	108.00 €		
2013-01	INSCRIPTION	RAGHURAM G	WCTRS	VIR RECU	- INSCRIPTION WCTRS RIO JUILLET 2013	2013/1/10	57.50 €		
2013-01	INSCRIPTION	YASUO HANYUDA	WCTRS	VIR RECU	- INSCRIPTION WCTRS RIO JUILLET 2013	2013/1/10	101.00 €		
2013-01	INSCRIPTION	ALESSIO TEI	WCTRS	VIR RECU	- INSCRIPTION WCTRS RIO JUILLET 2013	2013/1/11	101.00 €		
2013-01	INSCRIPTION	AIFAND OPOULOU	WCTRS	VIR RECU	- INSCRIPTION WCTRS RIO JUILLET 2013	2013/1/14	101.00 €		
2013-01	INSCRIPTION	PAYPAL	WCTRS	VIR RECU	- INSCRIPTION WCTRS RIO JUILLET 2013	2013/1/14	17,293.62 €		
2013-01	INSCRIPTION	KORBE KAARE KATI	WCTRS	VIR RECU	- INSCRIPTION WCTRS RIO JUILLET 2013	2013/1/14	108.00 €		
2013-01	INSCRIPTION	JOURQUIN - UCL	WCTRS	VIR RECU	- INSCRIPTION WCTRS RIO JUILLET 2013	2013/1/14	720.00 €		
2013-01	INSCRIPTION	GUILHERMINA	WCTRS	VIR RECU	- INSCRIPTION WCTRS RIO JUILLET 2013	2013/1/15	46.00 €		
2013-01	INSCRIPTION	YLIOPISTO	WCTRS	VIR RECU	- INSCRIPTION WCTRS RIO JUILLET 2013	2013/1/15	108.00 €		
2013-01	INSCRIPTION	DE LIN	WCTRS	VIR RECU	- INSCRIPTION WCTRS RIO JUILLET 2013	2013/1/15	262.00 €		
2013-01	INSCRIPTION	WALDO YANAGUAYA	WCTRS	VIR RECU	- INSCRIPTION WCTRS RIO JUILLET 2013	2013/1/16	38.50 €		
2013-01	INSCRIPTION	PANOU MARIA	WCTRS	VIR RECU	- INSCRIPTION WCTRS RIO JUILLET 2013	2013/1/16	101.00 €		
2013-01	INSCRIPTION	PAYPAL	WCTRS	VIR RECU	- INSCRIPTION WCTRS RIO JUILLET 2013	2013/1/17	5,400.72 €		
2013-01	INSCRIPTION	CANNAS MASSIMO	WCTRS	VIR RECU	- INSCRIPTION WCTRS RIO JUILLET 2013	2013/1/17	39.99 €		
2013-01	INSCRIPTION	ODUMOSU	WCTRS	VIR RECU	- INSCRIPTION WCTRS RIO JUILLET 2013	2013/1/21	54.46 €		
2013-01	ACTES -1-	ELSEVIER	WCTRS	VIR RECU	DROIT D AUTEUR	2013/1/21	5,250.00 €		
2013-01	INSCRIPTION	UNV EINDHOVEN	WCTRS	VIR RECU	- INSCRIPTION WCTRS RIO JUILLET 2013	2013/1/23	1,641.00 €		
2013-01	CARTE 01	BNP	WCTRS	VIR RECU	REM CARTE OU EUROCHQ DU 24,01	2013/1/24	23.97 €		
2013-01	INSCRIPTION	ANNIKA	WCTRS	VIR RECU	A/ INSCRIPTION WCTRS RIO JUILLET 2013	2013/1/24	46.00 €		
2013-01	INSCRIPTION	EMERALD GROUP	WCTRS	VIR RECU	A/ INSCRIPTION WCTRS RIO JUILLET 2013	2013/1/25	226.03 €		
2013-01	INSCRIPTION	SHIMIZU	WCTRS	VIR RECU	A/ INSCRIPTION WCTRS RIO JUILLET 2013	2013/1/25	101.00 €		
2013-01	ABON-CARTE	AFONE	AFONE	PREL	AFONE ECH 31/01/2013	2013/1/31		17.64 €	
2013-01	INSCRIPTION	FRAUNHOFER	WCTRS	VIR RECU	A/ INSCRIPTION WCTRS RIO JUILLET 2013	2013/1/31	108.00 €		
2013-01					TOTAL OPERATIONS DE JANVIER 2013		32,144.79 €	828.27 €	35,432.73 €
2013-02	dossier perso		MABIALA	V02211558	SALAIRE FEVRIER 2013	2013/2/21		792.99 €	
2013-02	INSCRIPTION	ROSO VIOLETA	CIASWT	VIR RECU	A/ INSCRIPTION WCTRS RIO JUILLET 2013	2013/2/4	100.00 €		
2013-02	1	WCTRS	ALI SOLIMAN	VIR EMIS	REMB BILLET MISSION	2013/2/11		2,045.40 €	
2013-02	INSCRIPTION	UNIVERSITE BRUSSEL	WCTRS	VIR RECU	A/ INSCRIPTION WCTRS RIO JUILLET 2013	2013/2/12	108.00 €		
2013-02	INSCRIPTION	UNIVERSITE OXFORT	WCTRS	VIR RECU	A/ INSCRIPTION WCTRS RIO JUILLET 2013	2013/2/14	720.00 €		
2013-02	INSCRIPTION	TIERS PAYPAL	WCTRS	CB	A/ INSCRIPTION WCTRS RIO JUILLET 2013	2013/2/14	7,621.62 €		
2013-02	INSCRIPTION	STICHTING CONNEKT	WCTRS	VIR RECU	A/ INSCRIPTION WCTRS RIO JUILLET 2013	2013/2/15	101.00 €		
2013-02	INSCRIPTION		WCTRS	VIR RECU	A/ INSCRIPTION WCTRS RIO JUILLET 2013	2013/2/19	101.00 €		
2013-02	INSCRIPTION	AALBOG UNIVERSITET	WCTRS	VIR RECU	A/ INSCRIPTION WCTRS RIO JUILLET 2013	2013/2/20	15.00 €		
2013-02					TOTAL OPERATIONS DE FEVRIER 2013		8,766.62 €	2,838.39 €	41,360.96 €
2013-03	INSCRIPTION	UNIVERSIDAD MADRID	WCTRS	VIR RECU	A/ INSCRIPTION WCTRS RIO JUILLET 2013	2013/3/1	101.00 €		
2013-03	2	COSMOS CLUB		VIR EMIS	FACTURE 14761	2013/3/3		1,962.57 €	
2013-03	ABON-CARTE	AFONE	AFONE	PREL	AFONE ECH4/03/2013	2013/1/3		17.64	
2013-03	3	MABIALA	AIR France	V03051405	BILLET D AVION POUR RIO JUILLET 2013	2013/3/5		1370.39	

2013-03	INSCRIPTION		WCTRS	CB RECU	A/ INSCRIPTION WCTRS RIO JUILLET 2013	2013/3/8	746.49 €		
2013-03	INSCRIPTION	ISTTAR	WCTRS	VIR RECU	A/ INSCRIPTION WCTRS RIO JUILLET 2013	2013/3/11	720.00 €		
2013-03	INSCRIPTION		WCTRS	CB RECU	A/ INSCRIPTION WCTRS RIO JUILLET 2013	2013/3/14	163.22 €		
2013-03	INSCRIPTION	PAYPAL	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/3/18	1,734.01 €		
2013-03	4	ARTUR	ARTUR	VIR EMIS	FACTURE ARTUR 19/03/2013	2013/3/19		375.01 €	
2013-03	5	HILTON	ARTUR	VIR EMIS	FACTURE ARTUR MARS 2013	2013/3/19		1,671.09 €	
2013-03	6	MABIALA	ARTUR	VIR EMIS	FACTURE ARTUR JANVIER 2013	2013/3/19		8,931.39 €	
2013-03	ACTES - 2	ELSEVIER	WCTRS	VIR RECU	ACTES 2013 1ST WCTRS CONTRIBUTION	2013/3/22	5,250.00 €		
2013-03	INSCRIPTION	SYSTRA	WCTRS	VIR RECU	A/ INSCRIPTION WCTRS RIO JUILLET 2013	2013/3/22	223.00 €		
2013-03	INSCRIPTION	ISTTAR	WCTRS	VIR RECU	A/ INSCRIPTION WCTRS RIO JUILLET 2013	2013/3/25	612.00 €		
2013-03	INSCRIPTION	ISTTAR	WCTRS	VIR RECU	A/ INSCRIPTION WCTRS RIO JUILLET 2013	2013/3/25	675.00 €		
2013-03	INSCRIPTION	ISTTAR	WCTRS	VIR RECU	A/ INSCRIPTION WCTRS RIO JUILLET 2013	2013/3/25	675.00 €		
2013-03	INSCRIPTION	ISTTAR	WCTRS	VIR RECU	A/ INSCRIPTION WCTRS RIO JUILLET 2013	2013/3/25	720.00 €		
2013-03	INSCRIPTION	ISTTAR	WCTRS	VIR RECU	A/ INSCRIPTION WCTRS RIO JUILLET 2013	2013/3/25	720.00 €		
2013-03	INSCRIPTION	ISTTAR	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/3/22	7,012.00 €		
2013-03		WCTRS	LIVRET A	V03261603	VIR CPTE A LIVRET A	2013/4/1		30,000.00 €	
2013-03	INSCRIPTION		WCTRS	CB RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/3/27	378.62 €		
2013-03	INSCRIPTION		WCTRS	CB RECU	A/ INSCRIPTION WCTRS RIO JUILLET 2013	2013/3/29	780.73 €		
2013-03					TOTAL OPERATIONS DE MARS 2013		20,511.07 €	44,328.09 €	17,543.97 €
2013-04	ABON-CARTE	AFONE	AFONE	PREL	AFONE ECH2/04/2013	2013/4/2		17.64	
2013-04	INSCRIPTION	ENPC	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/4/2	223.00 €		
2013-04	INSCRIPTION	ENPC	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/4/2	223.00 €		
2013-04	INSCRIPTION	ENPC	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/4/2	223.00 €		
2013-04	INSCRIPTION	ENPC	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/4/2	223.00 €		
2013-04	INSCRIPTION	ENPC	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/4/2	574.00 €		
2013-04	INSCRIPTION	ENPC	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/4/2	574.00 €		
2013-04	INSCRIPTION	ENPC	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/4/2	574.00 €		
2013-04	INSCRIPTION	ENPC	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/4/2	612.00 €		
2013-04	INSCRIPTION	ENPC	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/4/2	675.00 €		
2013-04	INSCRIPTION	DE CUST	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/4/2	1,148.00 €		
2013-04	dossier perso		MABIALA	V03251146	SALAIRE MARS + PRIME	2013/4/2		2,407.15 €	
2013-04			LIVRET A	V04031341	VIR CPTE A LIVRET A	2013/4/16		8,521.74 €	
2013-04	INSCRIPTION		WCTRS	CB RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/4/8	5,603.77 €		
2013-04	BNP		BNP	PREL	INTERETS ET COMMISSIONS	2013/4/1		12.00 €	
2013-04	INSCRIPTION		WCTRS	BCH02734699	REMISES DE CHEQUES INSCRIPTION WCRS RIO	2013/4/12	675.00 €		
2013-04	INSCRIPTION	UNIVERSITE ANTWERPEN	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/4/12	402.00 €		
2013-04	INSCRIPTION	UNIVERSITE ANTWERPEN	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/4/12	409.00 €		
2013-04	INSCRIPTION	UNIVERSITE ANTWERPEN	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/4/12	612.00 €		
2013-04	INSCRIPTION	UNIVERSITE ANTWERPEN	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/4/12	675.00 €		
2013-04	INSCRIPTION	UNIVERSITE ANTWERPEN	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/4/12	720.00 €		
2013-04	INSCRIPTION		WCTRS	CB RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/4/15	3,856.92 €		
2013-04	7	HORTIS	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/4/22		612.00 €	
2013-04	INSCRIPTION	EPFL SERVICE FINANCIER	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/4/30	612.00 €		
2013-04					TOTAL OPERATIONS DE AVRIL 2013		18,614.69 €	11,570.53 €	24,588.13 €
2013-05	dossier perso		MABIALA	V04251010	SALAIRE AVRIL 2012	2013/5/21		792.99 €	
2013-05	ABON-CARTE	AFONE	AFONE	PREL	AFONE ECH2/05/2013	2013/4/2		17.86	

2013-05	INSCRIPTION	DE CUST	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/5/2	574.00 €		
2013-05	INSCRIPTION	COLLEGE DE LONDON	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/5/7	720.00 €		
2013-05	INSCRIPTION	DE SZKOLA HANDL	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/5/13	340.00 €		
2013-05	INSCRIPTION		WCTRS	CB RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/5/13	2,142.94 €		
2013-05	8		PATIER G	V05231448	FACTURE FC0007	2013/5/23		700.00 €	
2013-05	9		PATIER G	V05231449	FACTURE FC0008	2013/5/23		1,000.00 €	
2013-05	dossier perso		MABIALA	V04251010	SALAIRE MAI 2012	2013/5/30		792.99 €	
2013-05	ABON-CARTE	AFONE	AFONE	PREL	AFONE ECH 31/5	2013/5/30		17.86	
2013-05					TOTAL OPERATIONS DE MAI 2013		3,776.94 €	3,321.70 €	25,043.37 €
2013-06	INSCRIPTION	CNRSDR7	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/6/10	261.00 €		
2013-06	INSCRIPTION	CNRSDR7	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/6/10	261.00 €		
2013-06	10	AVANCE	MABIALA	V06191008	REMB HOTEL RIO	2013/6/19		1,020.00 €	
2013-06	INSCRIPTION	CNRSDR7	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/6/10	612.00 €		
2013-06	INSCRIPTION	CNRSDR7	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/6/10	720.00 €		
2013-06	INSCRIPTION	CNRSDR7	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/6/10	720.00 €		
2013-06	INSCRIPTION	CNRSDR7	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/6/10	1,836.00 €		
2013-06	INSCRIPTION	CNRSDR7	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/6/10	2,160.00 €		
2013-06	INSCRIPTION	ENS CACHAN	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/6/10	307.00 €		
2013-06	INSCRIPTION	CARTE	WCTRS	CB RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/6/19	530.58 €		
2013-06	INSCRIPTION	ENS CACHAN	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/6/19	601.00 €		
2013-06	INSCRIPTION	ENS CACHAN	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/6/19	839.00 €		
2013-06	BNP	BNP	BNP	PREL	FRAIS DE GESTION RELATIFS AU COMPTE TITRES	2013/6/26		694.97 €	
2013-06					TOTAL OPERATIONS DE JUIN 2013		8,847.58 €	1,714.97 €	32,175.98 €
2013-07	ABON-CARTE	AFONE	AFONE	PREL	AFONE ECH 1-07	2013/7/1		17.86 €	
2013-07	dossier perso		MABIALA	V07011540	SALAIRE + PRIME JUIN	2013/7/1		1,809.38 €	
2013-07	ACTES - 3-	ELSEVIER	WCTRS	VIR RECU	ACTES 2013 1ST WCTRS CONTRIBUTION	2013/7/3	5,250.00 €		
2013-07	INSCRIPTION	SITO OY	WCTRS	VIR RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/7/8	1,500.00 €		
2013-07	INSCRIPTION	CARTE	WCTRS	CB RECU	A/INSCRIPTION WCTRS RIO JUILLET 2013	2013/7/10	298.05 €		
2013-07	ABON-CARTE	AFONE	AFONE	PREL	AFONE ECH 31-07	2013/7/31		17.86 €	
2013-07	dossier perso		MABIALA	V07091319	SALAIRE JUILLET	2013/7/31		792.99 €	
2013-07					TOTAL OPERATIONS DE JUILLET 2013		7,048.05 €	2,638.09 €	36,585.94 €
2013-08	WCTRS-Y-II	WCTRS	ARTUR	VIR CPTÉ	FRAIS DE GESTION POUR VIREMENT ETRANGER	2013/8/21		28.40 €	
2013-08	WCTRS-Y-II	WCTRS	HO QUOC CHINH	VIR EMIS	WCTRS YOUNG INITIATIVES HO QUOC CHINH	2013/8/21		2,800.00 €	
2013-08	WCTRS-Y-II	WCTRS	G HARRISON	VIR EMIS	WCTRS YOUNG INITIATIVES GILLIAN HARRISON	2013/8/21		1,400.00 €	
2013-08	WCTRS-Y-II	WCTRS	D YANG	VIR EMIS	WCTRS YOUNG INITIATIVES DUJUAN YANG	2013/8/21		1,400.00 €	
2013-08	WCTRS-Y-II	WCTRS	MONIRUZZAMAN	VIR EMIS	WCTRS YOUNG INITIATIVES MD MONIRUZZAMAN	2013/8/21		1,428.10 €	
2013-08	WCTRS-Y-III	WCTRS	L LA PAIX	VIR EMIS	WCTRS YOUNG INITIATIVES LISSY LA PAIX	2013/8/22		250.00 €	
2013-08	11	WCTRS	MABIALA	V08220932	FRAIS DIVERS RIO 2013	2013/8/22		493.60 €	
2013-08	WCTRS-Y-I	WCTRS	B DOS SANTOS	VIR EMIS	WCTRS YOUNG INITIATIVES BRUNO DOS SANTOS	2013/8/22		500.00 €	
2013-08	BEST PAPER	WCTRS	M CHLANOVA	VIR EMIS	WCTRS PRIZES A BONNAFOUS DONATION	2013/8/22		1,000.00 €	
2013-08	dossier perso		MABIALA	V08270952	SALAIRE AOÛT + PRIME	2013/8/29		1,809.38 €	
2013-08					TOTAL OPERATIONS DE AOÛT 2013		0.00 €	11,109.48 €	25,476.46 €
2013-09	ABON-CARTE	AFONE	AFONE	PREL	AFONE ECH 2-09	2013/9/2		17.86 €	
2013-09	WCTRS-III	WCTRS	CHI HONG	VIR EMIS	WCTRS YOUNG INITIATIVES CHI HONG PATRICK	2013/9/6		278.40 €	
2013-09	ACTES -4-	ELSEVIER	WCTRS	VIR RECU	ACTES 2013 1ST WCTRS CONTRIBUTION	2013/9/23	5,250.00 €		
2013-09	12	WCTRS	MAY	VIR EMIS	REMBOURSEMENT FRAIS TONY MAY	2013/9/24		167.00 €	

2013-09	dossier perso		MABIALA	V09241008	SALAIRE SEPTEMBRE	2013/9/24		792.99 €	
2013-09	TPJ PRIZE	WCTRS	ANABLE	VIR EMIS	WCTRS PRIZE TPJ ANABLE JULIAN	2013/9/24		1,000.00 €	
2013-09					TOTAL OPERATIONS DE SEPTEMBRE 2013		5,250.00 €	2,256.25 €	28,470.21 €
2013-10	13	WCTRS	MABIALA	ZZ0TJC4IA4W20G4OF	REBOUSEMENT PETIT DEPENSES	2013/10/16		61.80 €	
2013-10	COTISATION	BNP	WCTRS	VIR RECU CB	CARTE PAYPAL	2013/10/1	155.40 €		
2013-10	ABON-CARTE	AFONE	AFONE	PREL	AFONE ECH 1-10	2013/10/1		17.86 €	
2013-10	ABON-CARTE	AFONE	AFONE	PREL	AFONE ECH 31-10	2013/10/31		17.86 €	
2013-10	dossier perso		MABIALA	ZZ0TKZSYV5AU7MUGX	SALAIRE OCTOBRE 2013	2013/10/31		792.99 €	
2013-10					TOTAL OPERATIONS DE OCTOBRE 2013		155.40 €	890.51 €	27,735.10 €
2013-11	dossier perso		MABIALA	ZZ0TRYTH7DA18YQFE	SALAIRE NOVEMBRE 2013	2013/11/30		792.99 €	
2013-11	14	WCTRS	JM MAY	ZZ0TR42WY6OE3563V	REBOURSEMENT FRAIS TONY MAY WASHINGTON	2013/11/22		1,061.73 €	
2013-11					TOTAL OPERATIONS DE NOVEMBRE 2013		0.00 €	1,854.72 €	25,880.38 €
2013-12	15	WCTRS	MABIALA	ZZ0TUY9JWEQYEW0J	REBOURSEMENT PAQUERE X 4 JN MABIALA	2013/12/10		89.70 €	
2013-12	dossier perso		MABIALA		SALAIRE DECEMBRE 2013			792.99 €	
2013-12	16		ARTUR	ZZ0TW83QA8XIKFL7N	FACTURE N°4 DECEMBRE 2013	2013/12/16		8,153.39 €	
2013-12	17	WCTRS	ROSARIO MACARIO		REBOURSEMENT TROP PERCU PAYPAL	2013/12/19		101.00 €	
									16,743.30 €

n° relevé	POCHETTES/DOSIERS	N° enreg. (factures-justificatifs)	PAIEMENT A	n°chèque/CB/VIR/PREL/	LIBELLE DES OPERATIONS	DATE SUR LE COMPTE BNP	CREDIT	DEBIT	TOTAL
									16,826.47 €
2014-01	SALAIRE		MABIALA	ZZ0U5ONX070JHJM1T	SALAIRE NET JANVIER 2014	1/30/2014		790.03 €	
2014-01			AFONE	PRELEVEMENT	AFONE MONETICS (ABONNEMENT MACHINE CB)	1/6/2014		17.86 €	
2014-01	FACTURES	WCTRS01	ROSARIO	ZZ0U10Q36CQ02GY90	REMBOURSEMENT FRAIS PAYPAL	1/8/2014		101.00 €	
2014-01	DECOMPTE	WCTRS03	WCTRS	CARTE RECU	COTISATION MEMBRE WCTRS	1/8/2014	116.78 €		
2014-01	VIR RECU	WCTRS02	WCTRS	VIR RECU	ELSEVIER ACTES	1/7/2014	5,500.00 €		
					solde créditeur 31-01-2014		5,616.78 €	908.89 €	21,534.36 €
2014-02	SALAIRE		MABIALA	ZZ0UB5KJR62TSKUEU	SALAIRE NET FEVRIER 2014	2/25/2014		790.03 €	
2014-02	FACTURES	WCTRS05	COSMOS CLUB	ZZ0U802QUSZHH75PN	FACTURE 18608 1-16-2014	2/9/2014		2,745.76 €	
2014-02	DECOMPTE	WCTRS04	WCTRS	CARTE REMB	COTISATION MEMBRE WCTRS	1/8/2014	233.56 €		
2014-02			AFONE	PRELEVEMENT	AFONE MONETICS (ABONNEMENT MACHINE CB)	2/21/2014		18.12 €	
					solde créditeur 28-02-2014		233.56 €	3,553.91 €	18,214.01 €
2014-03	FACTURE	WCTRS09	G PATIER	ZZ0UFTG1B68LMWCQ0	FACTURE SOPRA (SITE WEB)	3/19/2014		2,500.00 €	
2014-03	SALAIRE		MABIALA	ZZ0UHPAYLZBSIUUIQ.	SALAIRE NET MARS 2014	3/28/2014		790.03 €	
2014-03			AFONE	PRELEVEMENT	AFONE MONETICS (ABONNEMENT MACHINE CB)	3/14/2014		36.24 €	
2014-03	DECOMPTE	WCTRS10	WCTRS	B02734700	REMISE CHEQUE COTISATION MEMBRE	3/25/2014	120.00 €		
2014-03	DECOMPTE	WCTRS13	WCTRS	CARTE RECU	COTISATION MEMBRE WCTRS	3/26/2014	116.78 €		
2014-03	DECOMPTE	WCTRS13	WCTRS	CARTE RECU	COTISATION MEMBRE WCTRS	3/18/2014	350.34 €		
2014-03	DECOMPTE	WCTRS13	WCTRS	CARTE RECU	COTISATION MEMBRE WCTRS	3/14/2014	233.56 €		
2014-03	RECU	WCTRS PR	WCTRS	VIR RECU	COTISATION MEMBRE WCTRS	3/20/2014	120.00 €		
2014-03	RECU	WCTRS 11	WCTRS	VIR RECU	COTISATION MEMBRE WCTRS	3/20/2014	120.00 €		
2014-03	RECU	WCTRS12	WCTRS	VIR RECU	ELSEVIER ACTES	3/26/2014	5,500.00 €		
2014-03	DECOMPTE	WCTRS13	WCTRS	CARTE RECU	COTISATION MEMBRE WCTRS	3/31/2014	233.56 €		
					solde créditeur 31-03-2014		6,794.24 €	3,326.27 €	21,681.98 €
2014-04	EMIS	WCTRS06	AD AND JM MAY	ZZ0UKGR4V3L1QWLX	Remboursement M. May	4/10/2014		267.48 €	
2014-04	RECU	WCTRS07	WCTRS	VIR RECU	COTISATION MEMBRE WCTRS	4/11/2014	184.71 €		
2014-04			AFONE	PRELEVEMENT	AFONE MONETICS (ABONNEMENT MACHINE CB)	4/14/2014		18.12 €	
2014-04	FACTURES	WCTRS08	MABIALA	ZZ0UOGI5UPXBWEJBZ	CONSOMMABLE INFORMATIQUE	4/29/2014		61.98 €	
2014-04	SALAIRE		MABIALA	ZZ0UOGFA365MPIU8N	SALAIRE NET AVRIL 2014	4/29/2014		790.03 €	
					solde créditeur 30-04-2014		184.71 €	1,137.61 €	20,729.08 €
2014-05	SALAIRE		MABIALA	ZZ0UUD6VC8HP1T8G	SALAIRE NET MAI 2014	5/27/2014		790.03	
2014-05	DECOMPTE	WCTRS PR	WCTRS	CARTE RECU	COTISATION MEMBRE WCTRS	5/15/2014	116.78 €		
2014-05			AFONE	PRELEVEMENT	AFONE MONETICS (ABONNEMENT MACHINE CB)	5/16/2014		18.12 €	
2014-05			WCTRS	VIR RECU	VIRE RECU PAOLO PORTELLA SANTOS PARRA VIEG	5/26/2014	5,940.00 €		
					solde créditeur 31-05-2014		6,056.78 €	808.15 €	25,977.71 €
2014-06			BHP	ZZ0UWARWUT6T7LDXI.	letter BHP Law	6/5/2014		1,510.29 €	
2014-06			TETE DOIE	ZZ0UWB5EPO3ML6G97.	devis 14042301 30 % acompte	6/5/2014		1,284.00 €	

7. Society Management <20min>

7-b) Audit (AM) <5min>

Audit Report WCTRS

Year 2013/2014

Antonio Musso

WCTRS Auditor

I have audited the accompanying statements of financial position of WCTRS as of June 30, 2014 and the related statements of activities and functional expenses for the year 2013.

The WCTRS General Secretary is responsible for the preparation and presentation of the financial statements and the information it contains.

I have conducted an independent audit of the financial situation, in order to express an opinion to the members of the WCTRS Steering Committee on these statements. The audit has been performed, with the presence of the WCTRS General Secretary, in accordance with common auditing standards. These standards require examination of evidence supporting the amounts and other disclosures in the financial statements and the evaluation of significant accounting estimates as well as evaluating the overall financial statement presentation. I believe that my audit has provided a reasonable basis for my opinion.

In my opinion, such financial statements present fairly, in all material respects, the financial position and performance of WCTRS as of June 30, 2014 and of the whole 2013 as represented by the results of its operations.

Rome, July 11th, 2014

WCTRS Auditor

Antonio Musso

A handwritten signature in black ink, appearing to read 'Antonio Musso', written over the printed name.

7. Society Management <20min>

7-c) New Secretariat (YH, ADM) <5min>

<Action: all> get in touch with YH if they have proposals, by 28 Feb.

<Action: YH> assess proposals and circulate a recommendation to STC members for approval, by 31 March.

<Action: all> Any comments should be received in two weeks from Washington meeting.

8. Education <20min>

8-a) WCTRS Young Initiative (AH) <5min>

Launching WCTRS-Y (Edition 2) Points for STC Decision, Lyon 2014

Ali Huzayyin

A) Reminder of the Honoraria approved in Washington DC meeting, Jan 2014;

Activity I: “WCTR-Y”: One-day mini WCTR, Sunday before Shanghai WCTR.

Honoraria increased to Euro 3000 (Rio Euro 1500).

- Honoraria: Euro 3000; for the three young volunteers organizing the event (Conference Cahir (CC) and 2 Conference Organizing Volunteers (COVs), Euro 1000 each.

Activity II: “WCTRS Ph.D. Students’ Grants”

Grants not changed from Rio as a total of Euro 10000.

- One Innovation Grant; Euro 4000.
- Three Prestige Grants Euro 2000, each.

Activity III: “WCTRS-Young Online Facility”

Honoraria increased to Euro 1000 (Rio Euro 500).

- Two volunteers, each Euro 500.

B) Points for STC decision:

1. Launching the three activities in September 2014. If Secretariat support is guaranteed in August, then we can launch in August because launching documents (Invitation, Application Forms, etc.) are updated and nearly ready.
2. Proposed Deadline for Application is 15 Oct. 2014. We may extend later for two weeks until 30 Oct 2014 depending on the response.
3. We hope to attract new applicants as this is a condition to apply to WCTRS-Y; as we successfully did for Rio.
 - Now we need to decide the membership period of the new applicants because it will be mentioned in the eligibility conditions; is it;
 - Full period 2013/2016 or
 - Half period Jan 2015/31 May 2016 even if the Apply in 2014, or
 - Else!? As we will accept applications much earlier than Jan 2015; and the new comers should join before their application is sent to the Secretariat.
4. Age condition < 35 years until (and in addition for Y-II; registration for the PhD is at least until):
 - The opening day of Shanghai as we did in Rio or
 - By 15 July 2016, if it is not this date.

Thanks,
Ali,
12 July, 2014

8. Education <20min>

8-b) WCTRS-DL(Distant Learning) (WR) <15min>

<Action: WR, Yucel> Examine the feasibilities and report a plan at Lyon

WCTRS – DL

Summary of Recent Activities

To be presented to the WCTRS Steering Committee on July 22, 2014 in Lyon

Werner Rothengatter, June 30, 2014

1 Workshop held on October 10 and 11, 2013

A workshop with international participation was held on October 10 and 11 in Polonezkoy, near Istanbul. The outcomes of the workshop have been documented in the minutes (see appendix) and have been presented to the STC in Washington in January. Essentials are:

- Name: WCTRS – DL (for WCTRS - Distance Learning)
- Definition of roles and responsibilities of home University (ITU) and WCTRS
- Tentative study program
- Financial structure, options for support
- Action plan

2 Workshop held on May 29 and 30, 2014

This workshop was held at Istanbul Technical University, organized by Yücel and Dilay. It could be supported by funds from TÜBİTAK in the context of the Turkish-German Science Year. Therefore, participation was dominated by Turkish and German scientists (except for Ali Huzayyin and Rosario Macario). The workshop started with new research challenges in freight transport and logistics and possible research co-operations between ITU Istanbul and KIT Karlsruhe. It furthermore offered the opportunity to discuss the conclusions of the workshop in Polonezkoy more precisely and to prepare (see appendix):

- a workplan (Rosario, Dilay)
- a to-do list (Ali)
- a tentative courses catalogue (Dilay)
- a tentative list of program outcomes (Dilay).

As KIT has applied for corresponding funds from the German Ministry of Science and Education in the context of the Turkish-German Science Year it may be possible to organize further workshops in Karlsruhe (October 2014) and Istanbul (May 2015). It will be tried to make an international participation possible.

WR was asked to prepare a list of possible members for the WCTRS-DL Sub-Committee and send it confidentially to the President.

MINUTES OF WCTRS DL WORKSHOP

POLONEZKOY, ISTANBUL

10-11 OCTOBER 2013

PARTICIPANTS

Ela Babalık Sutcliffe (EBS)	Middle East Technical University
Evren Bingöl (EB)	UND
Yücel Candemir (YC)	Istanbul Technical University
Dilay Çelebi(DÇ)	Istanbul Technical University
Ali Huzayyin (AH)	Cairo University
Yoshitsugu Hayashi (YH)	Nagoya University
Özgür Kayalca (ÖK)	Istanbul Technical University
Rosário Macário (RM)	Instituto Superior Técnico, Lisbon Technical University
Werner Rothengatter (WR)	Karlsruhe Institute for Technology
Fusun Ülengin (FÜ)	Sabanc University
Alper Ünal (AÜ)	Istanbul Technical University

MINUTES OF MEETING

1. Summary of EMIT's the previous steps of action by Yücel Candemir and Dilay Çelebi
2. Statement of motivation, concept, and background of WCTRS DL initiative by Werner Rothengatter
3. Statement of mission and brief history of WCTRS and WCTRS DL initiative by Yoshi Hayashi
4. Discussions over titles of the agenda (discussions and decisions are listed below)
5. A discussion of the *curriculum* structure and contents
6. Discussions over titles of the agenda (continued)
7. Finalizing the road map

Discussions and Decisions

1. Distance learning: Characteristics of the world-wide market:
 - (a) Various examples show that distance education is becoming more and more common worldwide due to its various benefits over traditional education such as decreased geographical and physical boundaries, decreased costs of education, increased student interaction, and broader potential markets for universities by motivating a larger and diverse group of students to participate in higher education.
 - (b) Cooperation approach allows the sharing of common administrative services, some basic infrastructure, cost of development and tutorial support. It helps to create an online community of experts and users; it may also stimulate general reengineering of the institutions with regard to infrastructure, budgeting and reorganization of business processes.
2. Name: Among a large set of suggestions, WCTRS Distance Learning (WCTRS-DL) has been agreed to be the name referring the initiative. [Page 117 of 128.](#)

3. Appropriate type of study, basic requirements

- (a) WCTRS - DL works as an inter-university network of education and research, which aims to initiate and coordinate *leading distance learning programs in transportation*, with a special interest to *bring students and experts distributed around the world together*.
- (b) WCTRS-DL offers *highly specialized* programs especially at the graduate level that comprise a blend of classroom and online learning and are not addressed by traditional universities. WCTRS-DL programs are designed to cover one or combinations of the following areas:
 - i. Transportation Engineering
 - ii. Freight Transportation and Logistics
 - iii. Transportation Economics
 - iv. Transportation Planning, Policy and Management
- (c) *The program will bring innovation in the field of education both in terms of implementation techniques, curriculum, and educational scope. WCTRS-DL program will be the first to offer a synchronized distant learning graduate program on transportation and logistics.*

4. Perception, Image and the Target Group:

- (a) WCTRS-DL basically targets students in regions which are not completely addressed by current education programs, mainly in developing countries. Although everything will be involved in it, naturally the target is not limited to this region.
- (b) Programs will be highly relevant for practical application and existing professions. With a target group of executives, middle management, bachelor degree students, it does not take a portion of captive market of established universities, but create additional demand for universities.

5. Role of WCTRS :

- (a) WCTRS - DL implements a blend of brokerage and project partnership models.
- (b) WCTRS plays the role of a broker between the host universities and those who demand distance courses in line with the organisation of the society. It brings host universities, partner universities, and lecturers together and determines norms and criteria for quality of the programs, and responsible for regularly examining whether technical and educational excellence criteria are fulfilled.
- (c) WCTRS also plays an advisory role in the management board and offers network services (liaison to international organizations).
- (d) WCTRS may assign a sub-committee (with clearly defined roles) to construct the constitutional issues, such as certification and accreditation criteria.
- (e) WCTRS offers a unique expert capacity on special fields of transportation and an international approach including experiences from different continents over a network of scientists, administrators, consultants and other professionals.
- (f) WCTRS may provide:
 - support for constructing programs on transport and logistics,
 - service for course development and selection of lecturers,
 - opportunities for students to extend their studies at particular universities or international organizations.

6. Responsibility and role of the host University

- (a) Educational and technical services as well as the coordination of local higher education institutes are provided by lead university(ies) under project partnership agreement.
- (b) A host (lead) university offers a DL program, and is part of a network of universities (or Research Centers), which contribute by offering modules to the program.
- (c) Certification and administration are done by lead university.
- (d) Partners give assistance, e.g. helping with tests and exams, eventually with supervising. Issues associated with supervision, tests, examination are subject to agreements with partners.

7. Possible models for WCTRS-DL:

- (a) University cooperation model: Host University cooperates with partner Universities, partner Universities contract with lecturers (WCTRS members)
- (b) Lecturer cooperation model: Host University contracts with lecturers (WCTRS members)
- (c) A possible option: 3P leading partnership model: leading partners j-ç associate partners j-ç lecturers (to be discussed with ITU rector)

8. ITU - WCTRS DL Consortium for an Executive Master Programme on Logistics:

- (a) Istanbul Technical University (ITU) acting as the lead university, a pioneer graduate program on Logistics and Freight Transportation is planned to be developed under a consortium with WCTRS DL. EMIT plays the liaison role in this consortium to set up an inter-university network of education and training mainly among the universities, targeting basically students in Eastern Eurasia and Eastern Mediterranean basin. Although everything will be involved in it, naturally the target region is not limited to this region.
- (b) Willingness of the host university to participate actively in such a program and partners experience (e.g. good executive programs on distance learning) are essential. Based on their experience, *Karlsruhe Institute of Technology* or *Lisbon Institute of Transportation* (IST, Instituto Superior Tecnico) can be considered as a supporting partner.
- (c) The program will blend online and offline learning over a predetermined lecture schedule. Online lectures will be followed by intense interaction periods where students and faculty work face to face on projects, assessments, technical visits, etc.
- (d) Initiatives of and support from a host University is an integral part of the whole initiative. A *Letter of Intent* from the host university to establish the necessary committees and provide administrative resources will be provided before January 2014.
- (e) A tentative curriculum has been prepared (See Appendix).

9. Financial Structure:

- (a) The program should be settled to develop as a self-financing program.
- (b) Tuition fees are essential in case of an executive program, however a successful scholarship system is to be planned to cover most of the student fees to recruit potentially competent and promising students.
- (c) Private funding is possible in forms of donations, stipends and bursaries. A spin-off company can be considered to provide the funding before cash flow is stabilized.

10. Integration of other organizations. Possible options of cooperation will be investigated by assigned task force as listed below:

- World Bank Institute: AH
- EU Marie Curie Programme: RM, WR
- OECD, ITF: RM, WR
- UNDP (Eva Molnar): FU, DÇ
- UNESCO: FU, DÇ
- Asian Dev. Bank: RM
- African Dev. Bank: AH
- Inter American Dev. Bank: RM
- KfW (Reiner Koblo): WR
- European Env. Agency EEA: ÖK
- BEIJER-Institute: ÖK
- FEEM (Italy): ÖK

- EAERE: ÖK
- EQA : RM
- Logistic societies : EB
- Network of industrial supporters: EB
- Erasmus + : DÇ

POST MEETING ACTION ITEMS

1. Steps to prepare information for the STC in January 2014:

Action	Assigned To	Deadline
1. Preparation of documents on Istanbul meeting	DÇ, EB, WR	31.10.2013
2. Preparation of documents on documents on concept and benefits	AH, WR	15.11.2013
3A. Preparation of brief reports of task forces on marketing and finance: Market Research	RM, FU, DÇ, EB, EBS	15.12.2013
3B. Preparation of brief reports of task forces on marketing and finance: Partnerships and the management concept (Contact with ITU, UND etc)	EBS, YC, DÇ, FU, EB	15.12.2013
4. Reporting on possible contributions of the first host university (contents, finance, administration)	DÇ, YC, ÖK	20.12.2013
5. Reporting on possible contributions of third party (administration, finance)	all	20.12.2013
6. Preparation of a summary document for STC	all	20.12.2013
7. Receiving comments from the STC members	YH	31.03.2014
8. Preparation of documents for STC in Lyon	all	April 2014

2. Steps to be taken by the host University:

Action	Deadline
Preparation of agreement with Rector, letter of support	30.11.2013
Informing faculties, communication & feedback, announced by the Rector	30.11.2013
Exploration of the formal process of starting a new program (accreditation)	30.11.2013
Exploration of contributions of host University and local Universities (programs and lecturers for generic or specific parts of the curriculum)	15.12.2013
Exploration of the administrative support, host University and third party	15.11.2013

WCTRS - DL

To Do List

Ali Huzayyin, 11 June 2014

Dear all,

I have tried to be as comprehensive as possible so we do not miss or overpass any of the duties ahead. I think (maybe I am wrong) that this document may have some reflection on the work plan of Dilay and Rosario. But of course they can judge more.

Please feel free to give your opinion.

Thank you,

Ali

I. Administrative works at ITU:

- ITU Academic staff member to act as Project Manager (PM). We need to decide on:
 - Name of the ITU academic staff member who is willing to actively participate as PM.
 - Duties of the PM (job description).
 - Additional (to ITU original salary) honoraria towards these duties, if needed.
- ITU Masters Programme Secretary (PS). We need to decide on:
 - Whether she/he will be part time and later full time, or full time from the start.
 - Minimum qualifications: fluency in English (reading/writing/understanding/ speaking) and mastering MS Office.
 - Name of the secretary.
 - Date of appointment/assignment.
 - Duties of the secretary (job description).
 - Additional (to original ITU salary) honoraria towards these duties, if needed.
- Duties and responsibilities of other admin staff from ITU, if the following tasks will not be among the duties of the PM and PS:
 - Students' affairs (registration, follow up, admin works for exams & certificates, etc.).
 - Teaching staff affairs (communication, support, database, etc.).
 - Accounting.
 - Legal.
- Cost of the honoraria of the above mentioned staff of ITU if their duties and responsibilities will not be among the duties of the PM and PS.
- Cost of all office and administration logistics requirements at ITU.

II. Students registration academic matters:

- Student registration conditions:
 - Undergraduate degree (engineering, economics, management, law, commerce, etc.).
 - Graduation minimum grade.
 - Acceptable graduation year, (i.e., are we going to enroll graduates of > 10 years ago?).
 - Age (i.e., are we going to impose maximum age limit?!).
 - English Language excellence (minimum level of TOEFL, or other tests, etc.).
 - Employers permit to attend the course.
 - Termination of registration rules and conditions, etc.
 - Etc.

III. Students registration fees and Teaching Staff fees:

- The planned number of students in the first application.
- Registration fees:
 - Whether: “per course”, “per credit hour” or per the “whole programme”.
 - Currency (TL, Euro, \$, etc.).
 - Method of payment (cash, VISA, bank transfer, etc.).
 - Cancellation of registration reimbursement.
- Number of academic staff for teaching in the first application (from ITU and international).
- Teaching staff fees (local and international as applicable):
 - Whether: per hour or per course.
 - Thesis supervision fees (for online hours and direct contact hours).
 - Thesis supervision cost of travel and accommodation for the direct contact.
 - Exams preparation and marking fees, if any.
 - External examiners fees (exam and travel and accommodation for the day of thesis defense).
 - Payment currency (TL, Euro, \$).
 - Method of payment (cash, VISA, bank transfer, etc.).
 - Taxation (local or at country of residence, etc.).
 - Bank transfer charges.

IV. Course academic matters:

- Application of the learning outcome approach and taking the responsibility of preparing courses’ material with this approach in mind.
- Accreditation of the Masters Programme according to EU Bologna Process. The needed effort should be identified and the work load to be assigned to the teaching staff.
- Course duration (number of semesters/years) noticing that the programme is part time, i.e., are we going to offer summer semester?!

- Accordingly we can set up the appropriate academic calendar of the programme first application.
- Unification of student assessment modes (exercises sheets, assignments, projects, quizzes, etc.) among all courses, noticing that some course may need different modes.
- Exams modes.
- Online lectures' schedules, bearing in mind the time zones of international staff (and later if international students are enrolled).
- Thesis supervision mode (on line, direct contact with supervisors, both, etc.).

V. Technacl matters of the DL online teaching platform:

- Cost of utilization of ITU online platform for the first application of the DL masters.
- Functionality of the Platform at ITU for DL:
 - Performance.
 - Maintenance.
 - Updates.
 - User Manual in English.
 - Etc.
- Online security matters related to:
 - Course Material.
 - Students' registration data.
 - Examinations.
 - Examinations results data.
 - Certificates and related data.
 - Students and staff personal data.
 - Etc.
- 24 hours online technical support for using the Platform to:
 - PM and PS.
 - Other administration/accounting staff at ITU, if any.
 - Local teaching staff.
 - International teaching staff (and later if international students are enrolled).

VI. Marketing:

- Setup a Website:
 - The WCTRS-DL institutive.
 - The first application of the Masters programme on transport logistics.
 - Etc.

- It is not advisable to start with one static page and state that “*the site is under development (or construction)*”. The disadvantages of this unprofessional approach are much more than the benefits. It should be a dynamic and functioning site from the start even if it will be a small site that will be gradually developed by time.
- Local marketing and dissemination of the Programme:
 - Among young graduates working in the profession.
 - Among young graduates looking for career in logistics industry.
 - Among industry to encourage their young staff to register.
 - Among sponsors from the transport logistics industry to provide direct support.
- Local marketing mentioned above requires the following actions:
 - Identifying a Marketing Manager (MM) from ITU to take care of this task.
 - Marketing mode (direct contact, online, workshops, etc.).
 - Marketing material.
 - List of major transport logistics firms.
 - Lists of contact persons in above transport logistics firms.
 - Design of a marketing programme.
 - Cost of implementation of the marketing programme.

VII. Duties of the WCTRS DL Sub-Committee (WCTRS DLSC):

- Initiate and coordinate the role of WCTRS (as per Ali’s note, 22 Oct 2013).
- Liaison with ITU.
- Obtain the approval of the Master Programme by WCTRS STC.
- Dissemination of the new Masters Programmes among WCTRS young members mailing list.
- Networking among WCTRS members specialized in transport logistics for recruitment of the teaching staffs, theses’ supervisors and external examiners.
- Follow up progress of the initiative first application and report to the STC.
- Assessment of the first application of ITU.
- Suggest future expansion of the initiative with other topics of the Masters and more participating Universities, etc., as indicated in Ali’s note, 22 Oct 2013.
- Etc.

VIII. Cost and Revenue estimates (Business Plan):

- A task force of 3 colleagues from ITU to be supported by 2 colleagues from the WCTRS DLSC to prepare a proper “business plan” with cost and revenue estimates.
- Cost estimation:
 - Identify all cost elements as those mentioned above and others.
 - Estimate the expected costs of all the identified cost elements.

- If it is not possible to estimate cost of some elements (e.g., fees of international staff, etc.) we should resolve to reasonable scenarios.
- **Revenue estimation:**
 - Estimates of the revenues expected from registration fees. We can resolve to reasonable scenarios of the amount of registration fee and the number of students expected (or planned) to register in the first application of the Masters.
 - Estimates of the revenues expected from possible (committed) sponsors based on the outcome of the marketing effort.
- **Recommendations:**
 - Based on the analysis of cost and revenues (including the different scenarios) relevant recommendations are to be drafted.
 - The recommendations are to be discussed between ITU colleagues and WCTRS DLSC.
 - The recommendations to be taken to ITU management for approval and afterwards to the STC of WCTRS for information.

IX. Startup obligations:

- A plan for the startup of the first application at ITU should be worked out and discussed among ITU colleagues and the WCTRS DLSC.
- The plan should:
 - Include academic and administrative works at ITU.
 - Precise estimate of the cost of provision of the above works.
 - Ensuring that ITU is ready to provide this initial payment.
 - Rules for payback to ITU after start of collection of the registration fees of students.

X. Legal matters:

- An agreement should be signed between ITU and WCTRS identifying the duties and responsibilities of each party.
- As a priori, the agreement should be drafted by 2 colleagues from ITU and 2 colleagues from WCTRS DLSC.
- The draft should be reviewed and approved by ITU management and WCTRS STC.
- The activities of the first application of this DL intuitive at ITU should not start unless the agreement is signed.

12. Any other business <10min>

13. Date and venue for next meeting in Lyon

14(Thu) January 2015 in Washington (Cosmos Club??)