

# **WCTRS/WCTR Current Operating Practices 2016**



## **3 Organisation of WCTRS**

### **3. Organisation of WCTRS**

#### **3.1 Brief on WCTRS Organisation**

WCTRS is constituted under the Swiss law as given in its Constitution. The WCTRS General Assembly (GA) is formed by the society's fully paid up members and convenes every three years during the WCTR and it is the highest authority of WCTRS. It elects the WCTRS President and approves the WCTRS budget and activity report. The President of the WCTRS is always a well-known researcher of international recognition. He/she is expected to assume many duties and represents the society in front of the international community. The main duties of the President of WCTRS are given in Chapter 4, which also gives the procedure for election of the WCTRS President. The STC of WCTRS is the highest operational body of the society. It is elected by the GA and headed by the President of WCTRS and is formed by a group of distinguished researchers with diversified specialty, large experience and worldwide geographical representation. The STC develops the main policies of the society and approves its major decisions such as choice of conference venue and other main duties as given below. The WCTRS permanent Secretariat helps the WCTRS President and runs many of the ongoing activities and is managed by the Secretary General of the WCTRS. The main duties of the Secretariat are given in Chapter 4. The President, the STC, the WCTR Scientific Committee (SCC), the Secretariat of WCTRS and the Host Site of a WCTR, play a significant role in the success of the conference. According to the Constitution; three types of society members exist: individual members, organisation members and honorary members. Each organisation member can be represented in the GA by up to four persons; one of them is to be authorized by the STC to have the voting right. More details on membership eligibility conditions, benefits and subscription fees are given in Chapter 9.

### **3.2 Main Duties of the Steering Committee of WCTRS**

The STC of WCTRS assumes wide responsibilities. Examples of these responsibilities are given below.

- Setting out the society's general policies.
- Nominates to the GA the candidate for presidency.
- Suggesting whenever needed modifications and updating of the WCTRS Constitution to the General Assembly.
- Approval of the document on “WCTRS/WCTR Current Operating Practices” and its subsequent updates.
- Establishing procedures for the admission of members and for terminating membership.
- Selection of the Host Site and date of the next WCTR as explained in Chapter 6.
- Selection of the Chairperson and members of the SCC. See Section 3.4 for formation of the SCC.
- Selection of the Conference Director (CD), i.e. the Chairperson, of the WCTR Conference Directorate (CDT).
- Approval of Special Interest Groups (SIGs) and selection of their Chairs as explained in Section 3.5.
- Approval of the general theme of a WCTR, if any, upon suggestion from the SCC.
- Approval and follow up of the organisation of the WCTR.
- Review of WCTRS membership subscriptions for the approval of the GA.
- Approval of WCTR registration fees.
- Approval of WCTRS and WCTR prizes and the winners.
- Approval of the Editors in Chief and the Society's Editors of the WCTRS Journals; Transport Policy (TP) and Case Studies Transport Polices (CSTP) as explained in Chapter 7.
- Approval of the publication of the conference proceedings.
- Approval of the volunteers of the activities Y-I and Y-III of the WCTRS Young Researcher's Initiative (WCTRS-Y) and the honoraria for each as explained in Chapter 8.

- Approval of the winners of the PhD Students' Grants; activity Y-II of WCTRS-Y, and amount of money reward for each grant as explained in Chapter 8.
- Deciding on any future activities of WCTRS.

To facilitate this, a number of sub-committees are formed from amongst the STC members. In some cases one of the members of the committee volunteers or asked by the STC to take charge of any of the topics that need to be investigated. In all cases, the sub-committees and the individual members taking charge of particular matters present the results of their work and recommendations to the STC for discussion and approval.

### **3.3 Formation of the Steering Committee of WCTRS**

The STC of WCTRS is formed of internationally recognized researchers representing a variety of experiences and assumes defined responsibilities. The STC is composed as follows.

#### **Directorate**

- President.
- Secretary General.
- SCC Chair.
- Operating Practice/Constitution.

#### **Scientific Committee**

- SCC Chair.
- SCC VC-SIGs.
- SCC VC-Prizes.
- SCC VC-Conference.
- SCC VC-Publications.
- Editor in Chief TP.
- Editor in Chief CSTP.

#### **Next WCTR Conference Director**

- Chair of next WCTR Conference Directorate (CDT).

#### **Immediate Past WCTRS President**

**Prizes**

- Conference Prize Sub Committee.
- Dupuit Prize Sub Committee.
- Transport Policy Journal Prize Sub Committee.

**Education**

- WCTRS Yong Researchers' Initiative (WCTRS-Y).
- WCTRS Distance Learning Initiative.

**Administration, Constitution & Budget**

- Secretary General.
- Operating Practice / Constitution.
- Legal Matters.
- Auditor.

**Site Selection Sub Committee****International Relations****Membership and Marketing**

- Africa.
- North America.
- Latin America.
- East Asia (Japan, Korea, China).
- South East Asia.
- South Asia (including India).
- Europe.
- East Europe & Russia.
- Middle East.
- Organisations' members.

**Publicity****President Advisory Group****Honorary Emeritus Members**

- Attend STC meetings without voting rights. See Section 3.5.

The STC can appoint well-recognized young members of WCTRS to act as “Associate Members” of the STC. They, however, will not have the right to vote and can be excused from the STC meetings that will discuss strategic, or other, issues; as seen by the WCTRS President and agreed by the STC.

### **3.4 Formation of the Scientific Committee of the WCTR**

An SCC is formed for each WCTR in order to handle all scientific matters of the conference on behalf of the STC. The SCC is formed in time to meet at the first cycle of meetings after a WCTR (typically in January next to the conference) and steps down at the end of the subsequent WCTR. The SCC Chair is appointed by the STC. The President and SCC Chair then formulate proposals for membership of SCC, to be approved by STC in advance of the first cycle of meetings.

The steps for nominating SCC members are given below.

- After the end of a WCTR, announcement will be made among society members for recommendation for a new SCC Chair and members. Submission of the recommendation should include: CV and a short ‘Recommendation Note’.
- The President proposes a candidate SCC Chair to the STC and appoints the new chair upon agreement.
- The SCC Chair and President consider the full membership of the new SCC, and formulate a proposed list of members which is designed to satisfy the following;
  - To ensure that all roles of the SCC are covered: Vice Chair Conference for the next WCTR,, Vice Chair for SIGs, Vice Chair for Publications, Vice Chair for Prizes, Topic Area Managers (TAMs) and SIG chairs
  - To fit to the desired topical structure towards the next conference in terms of Topic Areas (TAs), SIGs and Session Track Teams (STTs).

- To reflect as much as possible the geographical, age, gender and subject specialization distribution of the Society membership, if necessary leading to inclusion of regional representatives for those regions of the world which are otherwise under-represented.

### **3.5 WCTRS Special Interest Groups**

Special Interest Groups (SIGs) are one of the main engines in WCTRS both to lead research and to outreach to the local and international societies to provide solutions to real problems. Each SIG gathers a group of WCTRS members to share the same interest in a field of transport research bearing the title of the SIG except in the case of SIGs jointly managed with other organisations, and then as agreed by STC, involving internationally recognized researchers and active practitioners in order to represent a variety of experiences and to facilitate the continuous exchange between experts and practitioners all over the world.

#### **3.5.1 Formation and conditions of SIGs**

- Each SIG belongs to one of the WCTR Topic Areas.
- At least 24 WCTRS members must form each SIG.
- Membership of a SIG is open to all members of the Society. In addition, membership should be stimulated from internationally renowned researchers and active practitioners from relevant public and private organisations and to encourage diversity in geography, gender, and age. Where the SIG chair considers it appropriate, individuals who are not members of WCTRS may become associate members of a SIG.
- A SIG chair is selected to manage the SIG. co-chair(s) can also be appointed, if necessary. Chair and co-chairs must be WCTRS members and are appointed as SCC member and SSC associate members respectively for a three year period till the next WCTR to lead the activities of the SIG. A SIG chair for any new SIG is proposed by the SCC Chair and SCC VC-SIGs, and approved by the STC. For existing SIGs, the SIG members elect a chair and

the STC approves that appointment.

- When proposing a new SIG or altering the SIG title, a document including the following items must be submitted to the SCC Chair and SCC VC-SIGs not later than 45 days prior to the next STC meeting: SIG title, description of the field of special interest, members list, identifying WCTRS members, and scheduled activity plans.

### **3.5.2 Duties of SIGs**

Duties of each SIG are as follows:

- To report updates of their SIG activities to SCC-VC SIGs not later than 30 days prior to each bi-annual SCC meeting.
- To hold at least one meeting each year for the continuous scientific exchange and discussion in its activities. In the year of the WCTR, a SIG meeting should be held as a part of the conference program. This meeting should be open for conference delegates to encourage SIG membership.
- To arrange international seminars, workshops or symposia in cooperation with other relevant international or local organisations. SIGs are expected to organise at least one major event within the 3-year period between WCTRS. Where possible, all SIG events should involve local practitioners in order to disseminate the work of WCTR.
- To publish the results of SIG activities in special issues of scientific journals such as WCTRS official journals or in books such as the WCTRS Book Series.
- To manage one or more session tracks in the WCTR as per Appendix 05.
- To ensure the SIG pages on the WCTRS Website are kept up to date and include the latest activities.

### **3.6 Honorary Emeritus Members (HEMs)**

WCTRS wishes to continue benefiting from the vast experience of its distinguished members who voluntarily offered their experience and time to the development of the society over many years.



Accordingly, it has established the WCTRS group of Honorary Emeritus Members (HEMs) including,

- Past Presidents of WCTRS.
- Past members of the STC that are nominated by the above members and approved by the STC.

HEMs should pay membership fees. Nevertheless, in recognition of their contribution to the Society, they are exempted from WCTR registration fees, whenever they attend. HEMs will receive the documents of the STC meetings and can attend its meetings without the right to vote, except its chair, the immediate past WCTRS President who is an *ex officio* member of the STC.

The immediate past President heads the group of HEMs, convenes meetings of the group as appropriate and can report to the STC on any items which the HEMs feel should be raised. The STC may from time to time identify issues on which it would welcome the views of HEMs. It will be for the HEMs to identify other areas in which they can provide support to the Society, but they will be expected to seek the agreement of WCTRS President before initiating any new activity. The current WCTRS President and Immediate Past President will identify any issues on which it would be appropriate to seek the STC approval.