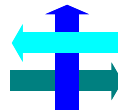


WCTRS/WCTR Current Operating Practices 2021



APPENDIX 04

Appendix 04

Duties of the Topic Area Manager (TAM)

Note

The present Appendix is a guide example.
It can be altered when the need arises as conference preparation activities progress for one WCTR, and also from conference to conference.

Topic Area Managers are appointed for a three year period leading up to a Conference to lead the work of coordinating sessions and papers at the Conference, within their specified Topic Areas. They report to the SCC VC-Conference and work closely with the CDT and CPC of the WCTR Host Site. They are supported by the Leaders of the Special Interest Groups and Session Track Teams assigned to their Topic Area. TAMs are members of the Scientific Committee. They are expected to attend all SSC meetings and to report on the progress in the development of their Topic Areas.

There are currently eight specified topic areas:

- A. Transport Modes: General
- B. Freight Transport and Logistics
- C. Traffic Management, Operations and Control
- D. Activity and Transport Demand
- E. Transport Economics and Finance
- F. Transport, Land Use and Sustainability
- G. Transport Planning and Policy
- H. Transport in Developing and Emerging Countries.

In the sequence in which they are envisaged to arise, the responsibilities of the Topic Area Managers are:

1. To coordinate activities of Special Interest Groups which are assigned to their topic areas.

2. To discuss with any Special Interest Group Leaders the session tracks which they wish to operate, to lead the installation of session tracks within their topic area and to appoint a session track organiser for each of these session tracks.
3. To provide an up-to-date subject description of their topic area and included session tracks.
4. To support the session track organisers in building their session track team.
5. To support the session track organisers in identifying the most appropriate journals for publication, in bargaining opportunities for special issues and individual paper publications with journal editors, and in selecting papers for inclusion in special issues and for individual publications.
6. To support the SCC-VC Publications to supervise the process to publish the General Proceedings and the Selected Proceedings.
7. To coordinate the session track organisers in building the pool of reviewers.
8. To support the SCC-VC Conference to design the Call for Papers for the conference.
9. To coordinate the session track organisers in initiating any specific Call for Papers for their session track.
10. To lead the process of reviewing and re-reviewing abstracts (only if submission of Abstracts is adopted), supported by the session track organisers.
11. To coordinate the session track organisers in the process of full paper reviews.
12. To coordinate session track organisers in the process of arranging accepted papers into sessions, appointing session chairs, and building the session time table.

13. To support the SCC-VC Conference to build the conference program.
14. To coordinate the session track organisers in the process of checking the presence of the session chairs and substitution if necessary.
15. To coordinate the session track organisers in the nomination of papers eligible for consideration for prizes, and to support the SCC-VC Prizes to select papers for prizes.
16. To work with the SCC-VC Publications to prepare Editions of the WCTRS Book Series suggested and supported by the related session track organisers.

All additional tasks which arise to ensure a successful conference in his/her subject area should be taken by the Topic Area Manager.

After the conference, Topic Area Managers should report to the Scientific Committee on the strengths and weaknesses of the conference arrangements in which they have been involved and to recommend improvements for the subsequent conference.