**WCTRS Steering Committee Meeting**

**14:00 to 17:00, Friday, 26th June 2020**

**Held virtually via Zoom**

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| **D R A F T**  **MEMBERS**   |  |  |  | | --- | --- | --- | | Tae Oum (Chair) | Haijun Huang | Martin Trepanier | | Ali Huzayyin | Haixiao Pan | Masanobu Kii | | Anming Zhang | Hideki Nakamura | Pierluigi Coppola | | Antonio Musso | Holger Dalkmann | Roger Vickerman | | Ashish Verma | Jaehak Oh | Shaoxuan Liu | | Catherine Morency | Jose-Luis Irigoyen | Shinya Hanaoka | | Emma Pickering | Krishna Rao | Steve Perkins | | Fusun Ulengin | Laetitia Dablanc | Tony May | | Gopal Patil | Lori Tavasszy | Yoshi Hayashi | | Greg Marsden | Maria Attard | Yücel Candemir |   **OBSERVERS IN ATTENDANCE**   |  |  | | --- | --- | | Alan McKinnon | Marianne Vanderschuren | | Anqiang Huang | Pushpa Choudhary | | Chuntao Wu | Qing Shen | | Guowei Hua | Romulo Orrico | | Hironori Kato | Victor Cantillo | | Hongchang Li | Xiao Luo | | Jose-Holguin Veras | Yacan Wang | | Kun Wang |  |   **APOLOGIES**   |  |  | | --- | --- | | Jonathan Gifford | **Observer Apologies** | | Michel Bierlaire | Junyi Zhang | | Rosario Macario | Lawrence Frank | | Sergio Jara-Diaz | Martin Dresner | | Susan Shaheen | Yafeng Yin | | Trevor Heaver |  | | Werner Rothengatter |  | |

**1. Minutes of STC meeting in Washington, 16th January 2020** (Tae Oum)

The minutes of this meeting were approved.

**2. President’s Matters**

a. Proposal for partnership with CCTA (Chinese Communication and Transport Association) (Tae Oum)

Tae Oum introduced the CCTA to members, and then asked Hongchang Li to provide further information. The CCTA is looking to expand its international activities, including conferences and publications, through cooperation with the WCTRS. The CCTA has already signed a strategic cooperation agreement with Beijing Jiaotong University, who have links with the WCTRS.

The proposed strategic cooperation agreement between CCTA and WCTRS would be open-ended, inclusive and strategy orientated, and would include the following areas; Training Program & Certificates; Conference Sponsorship; Excellent Paper Awards; Paper Publications; Joint/collaborative Research Projects; Urban Subway Transport Efficiency Benchmarking Project. Over the next 6 months, this will be developed into a detailed agreement, which will then be reviewed by the CCTA legal team.

**ACTION: Tae Oum, Ali Huzayyin and CCTA**

Tae Oum expressed his intention to have the agreement signed in good time before the Montreal conference, as the CCTA wish to sponsor a prize for the best paper from a Chinese academic at the conference, and for delegates to attend.

b. Proposal for the WCTRS Fellows Scheme (Tae Oum) \*

Tae Oum introduced the proposed scheme to members. It is intended to honour scholars for their contributions to the field. Fellows would be invited as speakers or panel discussants at Conference Opening Plenary Sessions, would serve as external advisers to the President and WCTRS, and would be responsible for helping to select future Fellows. This scheme will help attract more scholars to the WCTRS community, as well as publicise it to postgraduates and early career researchers.

A sub-committee will be formed to select the first Fellows, and to liaise with Catherine Morency so that this scheme can be implemented at the Montreal conference.

**ACTION: Tae Oum**

In due course, some simple details of this scheme will be added to the Operating Procedures.

**ACTION: Ali Huzayyin**

c. Task Forces Update

* + - Covid-19 (**Yoshi Hayashi**, Larry Frank, Junyi Zhang)

Yoshi Hayashi provided an update to members on how and why the Task Force was formed, and the activities so far. These include a Five Point Policy Recommendations document, which was sent to policy-makers in May to a positive response, and the First Report of the Task Force Expert Survey, which is on the WCTRS website and the Elsevier SSRN website.

Future activities will include short reports on Country and Regional Analysis, and on Topical Analysis by the SIG Chairs, publications in Special Issues of WCTRS and partner journals, and the publication of a handbook for future generations titled "COVID-19 Impacts and Countermeasures on Transport and Logistics" in the WCTRS book series.

Members are welcome to join the Covid-19 Task Force, and are asked to contact Yoshi.

* + - Urban Subway Benchmarking (**Haixiao Pan** and Luo Xiao (Tongji Univ, Shanghai); Pierluigi Coppola; Yoshi Hayashi, **Tae Oum**)

Tae Oum explained to members that the purpose of this study was to investigate the efficiency of urban transport, which has been overlooked in previous studies, and that the WCTRS was uniquely placed to do this.

**ACTION: Tae Oum**

Haixiao Pan stated that data collection would begin from cities in China and Japan during the summer. The urban subway systems of the top 100 cities across the world will be analysed in the first phase. Further phases will then address other transport systems in these top 100 cities. This prompted some recommendations of supporting research methodologies in the Chat, and expressions of interest to participate. Members will be sent the draft of the methodology for this study

* + - Education Initiative (Tae Oum, Guowei Hua (Beijing Jiaotong University) invited to speak for 3 minutes)

Tae Oum introduced this initiative to members. The purpose is assist in formulating and supporting a certified training program for supply chain analysts similar to the Chartered Accountant program.

The process of the program was set out in slides that were sent to members prior to the meeting, and not discussed in the meeting due to time constraints. These state that WCTRS members will be asked to suggest pre-requisite courses, and students who complete these will be able to apply for the Transport Analyst Licence program, which will be administered as two online courses with examinations. An anchor university will manage these courses, and bear the majority of the financial risk.

Approved faculty members at the anchor university will develop and teach the courses based upon existing courses.

Tae Oum stated that Beijing Jiaotong University has been approached to act as the anchor university, and have committed to supply finances and faculty members.

Concerns were raised about how the anchor institution had been selected and whether this was an open process. There were also questions about who would be providing the quality assurance for the program, as the WCTRS is not able to administer this. There may be risks of the Society being vulnerable to legal challenge. Members also requested further details on the program and a chance for discussion outside of a STC meeting.

A document outlining the plans for the program will be sent to all STC members to review, and a meeting to discuss the program will be convened in the next few months. The initiative would be subject to further discussion at STC as the key issues were worked through.

**ACTION: Tae Oum**

Tae Oum stated that if any WCTRS member wished to join a Task Force they should contact him by email in the first instance.

**ACTION: ALL**

**3. Progress report on WCTR2022 Montreal**

a. Managerial and logistic matters (Catherine Morency)

Catherine Morency showed members the newly launched WCTR2022 website. This will be developed and a link put on the WCTRS website. The organising committee, which is currently 18 Canadian professors, is forming sub-committees and assigning tasks, and the agreement with Palais des Congrés has been signed. Discussions with hotels and Canada Border Service Agency are ongoing, but are currently delayed by COVID-19. The committee discussed the possible risks to attendance and a hybrid conference format, before putting these discussions on hold until closer to the conference. Catherine Morency also reaffirmed the commitment to providing bursaries.

**4. Operating Practices**

a. Report on review (Ali Huzayyin)

Ali Huzayyin thanked the 12 STC members involved for their active and patient participation. Currently 6 chapters are ready to be finalised, 2 chapters require some integration, and 2 chapters are still being discussed. After this edits for clarification, streamlining and correct cross-referencing will be made in the final full document. Due to delays because of COVID-19, this final document should now be ready for Nov/Dec 2020.

Tae Oum proposed that sections of the Operating Practises that describe the duties and responsibilities of different committees should be put on relevant areas of the WCTRS website.

**ACTION: Ali Huzayyin, Greg Marsden, Tae Oum and Emma Pickering**

AH also reiterated the need to have a central document for reference even if very few people make use of it.

**5. Site selection for 16th WCTR 2025**

a. Update on Progress (Ali Huzayyin)

Ali Huzayyin thanked Sergio Jara-Diaz, Antonio Musso and Emma Pickering for their work on the Call for Expressions of Interest. After the deadline was delayed to 30th May 2020 due to COVID-19, 8 EOI’s were received from academic institutions, which have all been approved. These institutions have now been invited to submit Preliminary Bids by 15th August 2020, after which a shortlist will be made for the presentation to the SSSC and STC. All Bids will be kept confidential until released by the SSSC in due course. There may be further delays due to COVID-19, but the SSSC will attempt to ensure that the decision on the 2025 host will be made in July 2021,COVID impacts permitting, that the Memorandum of Understanding can be signed in early 2022, and the Agreement signed at the 2022 Montreal WCTR.

**6. Elsevier Journal Working Group**

a. Update and decisions on contract renewal (Tony May)\*

Tony May thanked the Journal Working Group (Greg Marsden, Catherine Morency, Krishna Rao and Lori Tavasszy) for their hard work. The Working Group had approached Sage and Springer to see if they could offer a competitive publication deal, but they could not, so negotiations continued with Elsevier. Tony May therefore submitted the Working Groups recommendations for the new contract with Elsevier for STC approval.

The new contracts include the following details; new contracts for 6 years beginning 1st Jan 2022; a review every July of performance, quality, financial terms and Open Access; July 2025 review to address renewal of contracts for 2027; decisions to ‘flip’ journals to Open Access will be taken jointly, with Elsevier monitoring article submissions from countries requiring Gold OA; decisions to ‘flip’ will be made 18 months, and announcements made 12 months in advance, and articles submitted before announcement will be treated as hybrid. The Working Group also recommend a sentence be added to the Operating Procedures and website.

**ACTION: Ali Huzayyin, Lori Tavasszy, Greg Marsden and Emma Pickering**

Under the hybrid model, the embargo period for *Case Studies* has been decreased to 12 months, and *Transport Policy* will lower period from 24 months for authors who require it. There is an indication that Open Access fees will be lower than under the current hybrid model. Principal authors who are WCTRS members will receive 10% rebate.

The financial contributions to WCTRS from Elsevier will continue at the same level for *Case Studies*, and will increase for *Transport Policy*. Free online journal subscriptions for members will also continue.

The publication of the papers from WCTR Montreal was discussed. As the first opportunity to decide to ‘flip’ journals will come at the time of the conference, it is anticipated that the hybrid model would still be in effect when authors came to publish, given the 18-month lead-time on the decision.

The STC voted to confirm the recommendations of the Working Group, with 26 members voting Yes, 2 members Abstaining, and 0 members voting No. The process of signing the contracts will now go ahead, and is expected to be completed in July 2020.

**ACTION: Tony May**

**7. Transport Policy Editor (**Haijun Huang)

a. Nomination of new Society short communications editor

Haijun Huang reported that there were 2 candidates for the position, Professor Chunyan Yu (Embry-Riddle Aeronautical University, USA) and Assistant Professor Amanda Stathopoulos (Northwestern University, USA). Haijun Huang was given authority to take the final decision on behalf of the STC at the January 2020 meeting, and has appointed Professor Yu given her greater experience.

**8. Report from Secretariat**

a. Society budget plan/Financial Projections (Greg Marsden)\*

Greg Marsden welcomed Emma Pickering, the new WCTRS Secretary. Due to COVID-19, there have been difficult operational cirumstances, meaning that the changing of signatories and international payments are continuing to be delayed. Emma Pickering has contacted members from Shanghai conference who did not attend the Mumbai conference about being added to the mailing list, and there was a very positive response.

There has been very little activity on income and expenditure on the budget. A Zoom liscence has been purchased for the Society for meeting and webinar provision, and provisions made for adimistrative support for the President for task forces. It is estimated that the end of year position will be more favourable than forcast, and the forecast position after the 2022 conference is £144,000. The key risk to this figure is attendance.

The consultation on the terms of office for STC roles will roll forward.

**ACTION: Greg Marsden**

A call will be made for Expressions of Interest for institutions to take on the WCTRS Secretariat/Secretary General role from late 2022/early 2023.

**ACTION: Greg Marsden**

b. Proposal to develop website (Greg Marsden)\*

Greg Marsden proposed a full redesign of the WCTRS website to make it fit for purpose and meet digital accessibility requirements. A budget of £10,000 was requested from the STC for this, and members for a Working Group (including 2 STC members, 2 SIG Reps and 2 Ordinary members) were sought. It was also suggested that an STC member be appointed to regularly survey the website from a consumer’s point of view. The transferability of the new website to the institution of the future Secretariat will be considered as part of the redesign.

The STC voted to confirm the proposal and the budget, with 22 members voting Yes, 1 member Abstaining, and 0 members voting No. A Working Group will now be formed.

**ACTION: Greg Marsden**

**9. Digital Marketing and Publicity (to be reorganized)**

a. Social Media work Marketing Strategy (**Maria Attard**, Masanobu Kii)\*

Maria Attard reported on the first draft of the Publicity and Marketing Strategy, which summarises the goals, products and activities of the Marketing and Publicity sub-committee. This includes the recent shift to distribute and promote Society-led reports and recommendation documents, which is expected to continue in the future.

The general lack of content was highlighted, particularly for products such as the Society newsletter. The sub-committee recommended that the SIG highlights be used to produce a bi-annual update, and that Standard Operating Procedures be developed for the dissemination of Society-led reports and other documents.

b. Newsletter (weekly or monthly) - WCTRS-Y volunteers (under Laetitia Dablanc) – Tae Oum

Tae Oum proposed complementary approaches to the marketing strategy, including increasing the frequency of emails and newsletters, wider exposure on social media, and closer co-operation with CARs and partner organisations. He also proposed appointing a young researcher to manage the Society newsletter, to secure content and increase the frequency of the newsletter. This position would be part time and remunerated, and would require supervision by a senior STC member.

**ACTION: Tae Oum**

It was noted that a previous and now defunct account for the Society exists on Twitter. Requests have been made for this to be removed to prevent confusion, but Twitter has refused.

**10. Report from international organisation Sub-committees**

a. ITF (International Transport Forum) (**Steve Perkins**)

Steve Perkins reported that the ITF summit, including the research day organised with WCTRS, had to be cancelled due to COVID-19. A board meeting will be held shortly to suggest postponing entire event to 26th-28th May 2021. If a member of WCTRS would like to join the Young Researcher’s Prize Jury that would be welcome. Additional events may be arranged for the autumn.

b. TRB (Transportation Research Board) (Susan Shaheen, Jonathan Gifford, **Tae Oum**)

Tae Oum reported that WCTRS now has closer links with TRB, and that WCTRS news has been included in the TRB newsletter.

c. CODATU (Cooperation for urban mobility in the developing world) (Varameth Vichiensan, **Ali Huzayyin**)

Ali Huzayyin reported that CODATU has had to postpone its 40th anniversary conference, which was due to take place in November 2020, due to COVID-19. A date for the 2021 conference has not yet been decided. CODATU also disseminated the Covid-19 Task Force Five Point Policy Recommendations document. It was agreed that future reports and recommendations will also be distributed through the CODATU network.

d. EASTS (Eastern Asia Society for Transportation Studies) (**Jaehak Oh**, Shiya Hanoka)

Jaehak Oh reported on the 13th EASTS conference held in Colombo, Sri Lanka on 9th-11th September 2019, and the EASTS Business Meeting and Seminar held in Tokyo, Japan on 9th-10th July 2019. The 14th EASTS conference will be held in Hiroshima, Japan in September 2021. It was also reported that Elsevier is now the publishing partner for ATS (Asian Transport Studies), the Journal of EASTS.

There are plans for joint research activities between EASTS and WCTRS in the future, including joint sessions at the respective conferences.

e. WB (World Bank) (Shinya Hanaoka, **Jose Luis Iriyogen**, Tae Oum)

Jose Luis Iriyogen reported that multilateral development banks are fast-tracking their lending to support member countries during the COVID-19 pandemic, focusing on improving public health capacity, providing safety nets for vulnerable populations, and mitigating economic and financial impacts.

The transport section will need substantial support to be made resilient and continue to provide services, and to safeguard key infrastructure assets, accelerate digitalisation and boost coordinated action.

The World Bank is undergoing a re-organisation from July 2020, with recruitment underway. Six Regional Directors for will be responsible for Infrastructure, and a Global Director will be responsible for the global public goods agenda, and will report to the Infrastructure VP. This global unit will manage Transforming Transportation 2021, which will be held virtually on the topic "Transport in Time of Stress: Rebuilding a Safe and Resilient Transport System”.

f. Linkage with UNFCCC-COP (United Nations Framework Convention on Climate Change-Conference of Parties), SLoCat (Partnership on Sustainable, Low Carbon Transport) (Yoshi Hayashi, **Holger Dalkmann**)

Holger Dalkmann reported that COP26 UN Climate Change Conference has been postponed to be between 1 and 12 November 2021, in Glasgow, and the submission of National Determined Contributions has been extended until 2021. SLOCAT has an NDC initiative that may allow WCTRS contribution and participation.

HD suggested that the WCTRS register as an entity for future UNFCCC conferences, which would increase visibility and ease of registration.

**ACTION: Holger Dalkmann, Greg Marsden and Emma Pickering**

g. AET (Association for European Transport) (Pierluigi Coppola)

Pierluigi Coppola introduced the AET to members, and reported that the 48th European Transport Conference (ETC2020) is going to be held virtually on 9th-11th September 2020. Possible interactions with WCTRS would most likely be between the nine AET Programme Committees and WCTRS SIGs, the AET Young Researchers and Practitioners Forum (YRPF) and WCTRS-Y, and task forces working on gender balance and urban transport benchmarking.

It was suggested that an agreement between AET and WCTRS be signed outlining areas of common interest, identifying mutual interests for members, and strengthening cooperation.

**ACTION: Pierluigi Coppola and Tae Oum**

**11. Report from Education group**

a.Young Initiative - WCTRS-Y Ed-4 (Laetitia Dablanc)

Laetitia Dablanc explained that the WCTRS manages educations activities for young society members, including organising the Young Researcher’s conference alongside the WCTR conference, and marketing and communication. Laetitia Dablanc recommended that the budget for these activities is maintained at $22,500.

The call for young members to participate in these activities will be launched in September 2020. There will also be increased involvement of young members with the activities of the Marketing sub-committee.

**12. CARs Council**

a. Proposal for a Country & Area Representative Council (Tae Oum)\*

Tae Oum announced the intention for CARs to play a more formalised and interactive role in the WCTRS, particularly in expanding the outreach of the society through activities such as working with units (SIGs, sub-committees ect) on matters relating to particular countries and regions; organising workshops and publications for countries and regions; establishing connections between the WCTRS and country and regional stakeholders; and encouraging researchers from countries and regions at attend WCTRS activities such as the conference.

There are currently more than 30 members of the Council. Members who wish to join should contact Tae Oum directly.

**ACTION: ALL**

Some of the key members of the Council will be nominated to join the Steering Committee to act as liaisons.

**ACTION: Tae Oum**

b**.** Reports from Key CARs representatives

**Krishna Rao (India)**

Krishna Rao reported that India currently has the highest percentage of WCTRS members, following the 2019 Mumbai conference, and that one of the aims of the CARs Council members in India is to retain as many of these members as possible to the 2022 Montreal conference. One solution would be to encourage Indian members to join SIGs. It is also important to consider an appropriate registration fee for Montreal for low and middle-income countries.

The Indian CAR members also intend appoint two more members, and to support the appointment of CARs from the nations neighbouring Indian.

Krishna Rao noted that it will require continued effort to achieve diversity across the membership of the WCTRS.

**Haixiao Pan (China)**

Haixiao Pan reported that there are a number of upcoming activities and conferences, and that information on these and further suggestions on how to attract and retain members in China will be sent to the CARs committee.

**Romulo Orrico (Brazil)**

Romulo Orrico provided some demographic information on Brazil and the Latin American region, and the Latin American attendance at the 2013 Rio conference. He also provided information on transport research in Brazil, and the Brazilian Transport Research and Teaching Association (ANPET).

Romulo Orrico suggested establishing closer links between the WCTRS and the ANPET before the 2022 Montreal conference, including signing a cooperation agreement, organising a joint scientific WCTRS Session at the Annual ANPET Conference, and including a link on the WCTRS website to the ANPET website. He also suggested a five-step proposal to encourage cooperation between the Latin American CARs.

**José Holguín-Veras (Latin America)**

José Holguín-Veras introduced the newly formed Pan-American Society of Transportation Research (PANAMSTR) to members, and its mission to foster transportation education and research and scientific exchange in the Americas. The 2020 conference has been postponed until 2021. PANAMSTR looks forward to collaborating with the WCTRS.

**Marianne Vanderschuren (Africa)**

Marianne Vanderschuren presented statistics on the transport research that was undertaken in Africa in the last decade, and on the papers that were published from this research. Statistics on WCTRS membership from Africa were also presented, and Marianne Vanderschuren noted that there are only small numbers of transport researchers in African institutions, and that this must be kept in mind. Initiatives to recruit and retain members in African include the WCTRS Africa mailing list, and the identification of CAR members from different countries including Nigeria, Ghana and Kenya.

**Chuntao Wu (West China)**

Chuntao Wu reported that many of the professors in her region do not speak English, but that she would develop relationships to introduce them to the WCTRS.

**13. New STC members nomination** (Tae Oum)

Tae Oum nominated Martin Dresner, Romulo Orrico and Marianne Vanderschuren to join the STC. There were no objections, so these nominations were confirmed.

**14.** **Any other business**

Distance Learning Initiative- Yücel Candemir

Yücel Candemir confirmed that further work has been done on this initiative, and that he would ask Rosário Macário to provide this information to the Steering Committee. **ACTION: Yücel Candemir and Rosário Macário**

**15. Date and venue for next meeting (January 2021)**

The members decided that it would be best to plan to hold the next STC meeting in Washington DC to coincide with the TRB conference. Following the usual practise of holding the meeting on the 3rd Thursday of January, this means that the meeting is due to take place on 21st January 2021. The Secretariat will make plans to run the session as a virtual event which might be a hybrid physical-virtual event if TRB runs and there is sufficient attendance physically.