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|  | **Minutes of Meeting of the WCTRS Steering Committee****Thursday, 16 January 2020****Cosmos Club, 2121 Massachusetts Ave NW, Washington DC** |

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| **D R A F T** **MEMBERS**

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| TO: Tae Oum (Chair) | HN: Hideki Nakamura | SJ-D: Sergio Jara-Diaz |
| AH: Ali Huzayyin | JO: Jaehak Oh | SL: Shaoxuan Liu |
| AZ: Anming Zhang | JG: Jonathan Gifford | SH: Shinya Hanaoka |
| AM: Antonio Musso | KR: Krishna Rao | SP: Steve Perkins |
| AV: Ashish Verma | LD: Laetitia Dablanc | SS: Susan Shaheen |
| CM: Catherine Morency | LT: Lori Tavasszy | YH: Yoshi Hayashi |
| FU: Fusun Ulengin | MA: Maria Attard |  |
| GP: Gopal Patil | PC: Pierluigi Coppola |  |
| GM: Greg Marsden | RV: Roger Vickerman |  |
| HH: Haijun Huang | RM: Rosario Macario |  |

**OBSERVERS IN ATTENDANCE**

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| CL: Cherie Lu | MD: Martin Dresner |
| HL: Hongchang Li | RO: Romulo Orrico |
| KW: Kun Wang | XL: Xiao Luo |
| LF: Lawrence Frank | YY: Yafeng Yin |
| MV: Marianne Vanderschuren |  |

**APOLOGIES**

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| ADM: Anthony D May | J-LI: Jose-Luis Irigoyen | ZL: ZC Li |
| MT: Martin Trepanier | WR: Werner Rothengatter | *HK: Hironori Kato* |
| MK: Masanobu Kii |  | *JZ: Jian Zhao* |
| MB: Michel Bierlaire | Observer Apologies | JS: Joel Shon |
| TH: Trevor Heaver | MZ: Maya Abou Zeid | J-HV: Jose-Holguin Veras |
| YC: Yücel Candemir | VC: Victor Cantillo | YW: Yacan Wang |
| HD: Holger Dalkmann | *GH: Guowei Hua* |  |

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**1. Minutes of 1ST ‘New’ STC held in Mumbai – Wednesday 29 May 2019**

The Minutes were approved

**2. Structure of WCTR Society**

TO introduced the different strands of his priorities for the next three years and the plans for the task force, licensing of education initiative and the academic fellows program. Tongji University will act as the anchor institute for the urban benchmarking initative and Beijing Jiaotong will develop the education initiative. Further details will be provided to seek formal endorsement from STC for specific elements of the initiatives as this becomes necessary.

**3. Managerial report of Mumbai conference**

KR provided a final financial update from Mumbai which showed a small final surplus which would go to support researchers for travel and other activities over the coming period. KR pointed to the importance of sponsorship income in Mumbai. KR received a vote of thanks for his thoroughness in preparing the update and for closing off a successful conference.

**4. Operating Practice**

AH explained the process for reviewing the Current Operating Practices. STC was asked for its view on the timetable. The recommendation was to begin in March once the new secretary is in place and to conclude for the June meeting with final publication in October.

ACTION: AH and Secretary

**5. Progress report on WCTR2022 Montreal**

CM gave a short update on preparations. There has been a good growth in the LOC and a website will be launched shortly to begin advertising. It will be important for people to be aware of the need to book early as Montreal is very busy in the summer.

**6. Site Selection for 17th WCTR 2025**

The SSSC (AH, AM, SJ-D) will begin by launching the call later in February. There will need to be a decision taken about how best to manage the process of initial bid presentation in a virtual meeting.

**ACTION: AH/GM**

**7. Elsevier Contract Discussions**

**7a. CMS**

STC ratified the sub-committee’s recommendation to move to Easy Chair and to annul the contracts with Elsevier without penalty. The LOC would provide further updates on the provision of an app or web based alternative by January 2021.

**ACTION: CM**

It was noted that the process for the criteria for bidding to host 2025 would need to be changed. Overall the view was that the bidders should propose which system they would adopt, providing justification for any move away from Easy Chair. The functionality required by the Society will be set out in an Annex of the bid documents.

**ACTION: AH/GM**

**7b. Journals**

GM provided a brief update on the journal contract renegotiation sub-committee. He summarised the forthcoming issue on Open Access. During the forthcoming contract period it is likely that some parts of the world will prevent authors from submitting papers to hybrid journals. However, this will be done differently in the countries that do adopt this policy and it will not be adopted everywhere. The Society will need to keep under review the trade-offs between loss of authors from making a shift to OA where authors cannot then pay and loss from not making that shift.

STC members were broadly supportive of the recommendations of the sub-committee but raised specific points to address. TO asked for these to be considered and invited further comment on the report and recommendations to be fed back to GM within 2 weeks. The specific points were:

* To revisit whether a three year renegotiation was a preferable strategy to six years given the uncertainties in the field
* To explore with other publishers the offer they would have for Case Studies in advance of negotiating with Elsevier (SS has passed the SAGE contact details which Transportation Research Record has elected to use)
* The process by which STC will approve a decision to flip CSTP and to try to leverage Elsevier to flip Transport Policy needed to be clearer. It was not certain that a 50% of papers coming from people switching to OA publishing nationally was sufficient.
* A regular means of surveying members for changes in the publishing market was recommended.
* Can we consider a "Case Studies on Transport Policy" and “Case Studies on Transport Policy - Open Access”. To Discuss with Chris. Same editorial board but different process.

**Action: ALL to respond**

**Action: Sub-Committee to explore**

**8. Approval of new Transport Policy EiC and Editor**

AZ explained the search process for a new E-i-C for Transport Policy. The unanimous recommendation of the search committee was Professor Huijan Huang and this was endorsed by STC. HH was welcomed and gave a short address of thanks, setting out his aims.

TO was formally thanked for his excellent service.

No replacement for Ruth Steiner has been nominated. STC delegated the decision on selecting a new Society short communications editor to HH.

**ACTION: HH**

**9. Report from Secretariat**

An update on individual, research and supporting organisational membership was made. Of particular importance to note is that only around 30% of delegates from Shanghai renewed and stayed in the Society after Mumbai.

The process for web renewals was currently very difficult and would be reviewed.

ACTION: Secretary

The audit was presented by AM and the accounts for the year 2019/20 were approved as an accurate record.

Jennie Stones has finished her time as Secretary. A vote of thanks was recorded. The timeline for appointment of a replacement is early March. There will only be a skeleton temporary support staff looking after the Society e-mail in this period.

GM told STC that he had, as required by statute, told TO that Leeds wished to hand over the Secretariat as of 2022, after Montreal. There is not yet a need to start a replacement committee but TO invited different organisations to consider if they were interested in the role.

There will be a consultation on the term of office for different roles on the Committee.

ACTION: GM

**10. Publicity**

Marketing will expand the tasks of WCTRS-Y to engage with SIGs and news which can build to wctrs 2022. A digital marketing strategy sub committee will be formed.

ACTION: MA

Mailing lists were discussed. It was agreed that we would migrate to a newsletter platform where people are enrolled until they drop out. LT cautioned against being too bound by the over interpretation of GDPR regs. The Secretariat was asked to invite people from Shanghai to receive the newsletter. Other groups who are consenting receivers of e-mail can all be moved over to the system in due course.

**ACTION: Secretary**

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

We have strengthened links with our international partners.

LT is overseeing our relationship with other partners to deliver the ITF Research Day this year and SP provided further details of how this will become more integrated into the programme.

The importance of the African initiative discussed in SCC was flagged as it is part of our mission to expand engagement globally and achieving critical mass was under intense scrutiny.

TO thanked to J-LI for having arranged the world bank meetings

**12. Report from Education Group**

Young Initiative – LD asked for and received approval for the same level of budgetary commitment for 2022 as for 2019. The call for people will be in September 2000

**13. Any other business**

The membership and roles of the SCC were formally approved.

**14. Date and venue for next meeting**

Friday 26th June, 10am to 1pm. Virtual teleconference