**Minutes of the WCTRS Steering Committee Meeting**

**Held on Tuesday 30th June 2015**

**at Tongji University, Shanghai, China**

**Present:**

|  |  |
| --- | --- |
| Hayashi, Yoshitsugu (YH) - ***Chairman*** |  |
| Boltze, Manfred (MBo)  | Macario, Rosario (RMa) | Oum, Tae (TO) |
| Crozet, Yves (YC) | May, Anthony D. (ADM) | Ozaydin, Ozay (OO)\*\* |
| Dablanc, Laetitia (LD) | Miyamato, Kazuaki (KM) | Pan, Haixiao (HP) |
| Dresner, Martin (MD) | Mohan, Dinesh (DM)\*\* | Stones, Jennie (JSt) \*\* |
| Jara-Diaz, Sergio (SJD) | Musso, Antonio (AM) | Vickerman, Roger W. (RWV) |
| Li, Keping (KL) \*\* |  |  |
|  |  |  |

**\*\* Observers**

**Apologies:**

|  |  |  |
| --- | --- | --- |
| Krueger, Philip (PK)\*\* | Kii, Masanobu (MK)\*\* | Ulengin, Fusun (FU) |
| Marsden, Greg (GM) | Pringle, Chris (CP)\*\* |  |

1. **Minutes of STC Washington Meeting – 15 January 2015 (YH)**

YH welcomed members to the meeting, explaining that all items from the January meeting were covered within today’s Agenda, with the exception of Item 5.1 shown on Page 6 of the meeting pack, (WCTRS leaflet). LD and KM had contributed significantly to this, first preparing in English and then arranging for translations into various languages. As much of the information was now out of date YH would update it.

* YH/LD. YH to update the leaflet in English and pass to LD to arrange translations.
1. **Arising Issues**

The Minutes of the meeting held 15 January were agreed. There were no matters arising.

1. **Site Selection for 15th WCTR 2019**

AH gave a verbal report on the above, explaining that no hard copy report had been circulated as the details were still very much confidential. He offered his thanks to SJD and AM for their contributions, commenting that the final decision had been very difficult, because both finalists had been runners up for Shanghai. He outlined the full site selection process, culminating in the site visits carried out in March and May and confirmed that both candidates had put together very high quality and solid proposals. Each contender was scored over three types of ranking and although there was a marginal difference in the scores, they agreed that the preferred candidate to host the 15th World Conference would be Mumbai. However, should negotiations fail, then they would be happy to see Gothenburg host the conference.

MD raised concerns about the climate saying India in July is pretty uncomfortable with 40 degree temperatures and it is also monsoon season. However, India in January is a wonderful place to go and moving the date to January would be a far more attractive proposition. TO asked if it would be possible to move the date to January. DM said this is a very serious issue, because if the conference is always held in July, then India would never be able to host.

MBo asked AH to outline the major strengths and weaknesses of each bid. AH outlined the facilities available in each, including a fully air conditioned conference centre in Mumbai with 17 rooms and large room for the opening session, ample space for exhibition and poster sessions and security etc. Two minutes from this is another building with 30/40 rooms, all top notch and air conditioned. Opening ceremony is a 12 minute walk under a covered area with a room large enough for 2000+, and another room of similar size. A bus schedule was also included in the budget for the event. In comparison, the Gothenburg facilities were ultra modern and the rooms within the university very good. However, the space for the exhibition was slightly crowded and for the opening ceremony, the space was in a church rather than a large room and columns created restricted views. MBo asked what would happen if we had 3000 participants and AH said Mumbai would have no problems, but Gothenburg may have because of the size of the church. The gala dinner may also cause a problem depending on numbers. AH confirmed the hosting by both teams was very good and both presented good financial and risk letters (originals passed to JS for filing).

* JS to file originals at Head Office.

There were clear concerns regarding environmental issues for a conference in India in July and a lengthy discussion as to how to move this forward took place. SJD and AM believed that the Indian team would be happy to look at a different date, but ADM thought the discussion was putting the Society in an extremely poor light, as we have known for the last year or so that Mumbai is a contender and no one has previously raised the question of climate. He did not believe we could go back to Mumbai and say that climate should have been a criterion but suggested we consider alternative dates and ask which of those might be possible and see if we can achieve an agreement on timing.

YH proposed to approve this under the conditions outlined by ADM and when Mumbai comes back with alternative dates, they will be put to the SSC and STC and see what we can do.

* ADM/AM/YH and MBo to agree on a draft letter to notify candidates of the decision.

**4. Progress Report of WCTR 2016 (PH)**

4.1 Budget plan

4.2 Facilities

4.3 Transport

4.4 Hotels (location, price band)

4.5 Bursaries/Prizes, others

*Modification of contract with Elsevier*. HP provided an update on progress to date, including the modification of the contract with Elsevier (Points 1, 2 and 3), explaining that the main contract is between Elsevier and the Society, but that Tongji, as hosts, need a separate contract which refers to the main contract.

MBo queried Point 2 and the amount payable to Elsevier for Procedia, questioning what would happen if we had over 300 papers. HP confirmed the agreement was for a minimum

of 300 papers at a cost of €45 per paper, and ADM added we are committed to paying for as many papers as go into Procedia through our processes. MBo said we could possibly expect 50% of full papers so the actual sum could be considerable, and raised concerns to see a contract on the basis described, suggesting we find a way to ensure we can meet the contract without embarrassing Tongji financially. It was agreed to discuss this outside of the meeting.

* HP/MBo/ADM to review and decide how to proceed. *(See attached Addendum)*

*Bursaries.* ADM confirmed agreement at the SCC this morning that the STC would decide how to proceed. HP proposed that a decision should be made in March. However, ADM suggested bringing it forward to January, based on the reviews that we will then have of all the papers, and for MBo and HP to liaise with TAMs on how best to do this. This ought to be a fairly quick decision once we see the review gradings but if we are going to do this, we need to launch within the next month, with application form and deadlines for submission. YH thanked HP for all his hard work in preparing for the conference.

* HP and MBo to discuss and put something together. *(See attached Addendum)*

**5. Publicity**

*5.1 Newsletters (MK).* LD confirmed she and MK would be circulating a draft outline for the second 2015 newsletter shortly after this meeting with the aim of publication by the end of August.

The contents were discussed and suggestions put forward which included: results of abstract submission (including graphs from MBo), reminder highlights regarding bursaries, special issues and key points to attract full paper submission, details of Tongji as conference venue, info about the new website, and a summary from tomorrow’s SIG Joint Conference. LD agreed to circulate proposals for content under standard headings, and invite people to write up paragraphs for inclusion. It was also agreed that the final version would be circulated in an email with headlines only, but including a link to the newsletter on the website.

* LD to circulate proposals for content under standard headings.

*5.2 Leeds Headquarter Website (PK/ADM).* ADM had mentioned a number of issues this morning and just flagged up a few key points he would like the STC to look at. He referred to the pages outlining the content of the website as it stands and requested members to let us know by the end of July what else needs to be there, or whether anything is in the wrong place. He said JG had suggested a way to deal with the issue of the rogue website legally. However, as this would be very costly and time consuming, we have adopted a strategy of downgrading which he believed was the way forward.

* All STC members to submit items necessary to be included in the next Newsletter to be published at the end of August.

He said he had spoken to YH and TO about what to do with the potentially quite large number of people who are members of SIGs, but not members of the Society, and also how we keep information on SIGs so as to have one common set of information rather than individual membership lists, as this adds to complications.

With regard to conference proceedings, ADM confirmed Lisbon and Rio general and selected proceedings were now on the website and we have a CD for Istanbul which will be uploaded soon, with Seoul and Berkeley expected in the near future. A better quotation for scanning Yokahama, Lyon and Sydney had now been received and ADM advised it will probably cost about £1700 including VAT to scan three sets of conference proceedings with full OCR (optical character recognition), so as to allow searches to be carried out. He explained this is a cost and the STC needs to decide if it is one we want to incur. Yves referred to all the other hard copies held in Lyon. He proposed scanning all of: Rotterdam (1977) to Vancouver (1986) – General, Yokohama (1989) to Antwerp (1998) – Selected. ADM expected a balance of around £70K at the end of the year and that financial regulations say we must have at least one year’s finances, so if the cost is around €4000, then we should do it. Agreed.

* YC/ADM to agree on appropriate timetable for Lyon to scan the above mentioned Proceedings.

With regard to committee papers, ADM confirmed we are in the process of uploading all papers back to Rio 2013. We do not propose to go further back because there are different versions and they are unlikely to be needed.

ADM referred to the proposals for upgrades agreed in February and confirmed that these had been completed with the inclusion of FAQs and search facilities etc. He referred members to Pages 20-25 of the meeting pack and the proposed new logos and formats for the website, asking for comments by the end of July so that these can be implanted by the end of August.

* All STC members. Review the current content and proposed logos and formats and feedback comments to JS and ADM by the end of July.

ADM’s two final points were to point out that the website was not being used as much as it could be, and he had asked the publicity sub-committee to look at ways as to how this could be enhanced; and he also asked TO to ask each SIG Chair to ensure their material on the website was updated.

* LD and PSC (Publication Subcommittee). To consider ways of encouraging website use.
* TO to ask each SIG Chair to ensure information on the website was up to date and accurate.

*5.3 Facebook (DC).* As there had been no input from DC on this, YH proposed allocating responsibility to somebody within the publicity sub-committee to decide on the content etc. LD suggested Maria Attard as she offered before. Agreed. It was also suggested that Maria investigate the use of Linked In.

* LD to make contact and discuss this with MA.

*5.4 Appealing (Promoting) WCTRS & Dupuit etc. prizes and JTRP prize.* YH explained the intention for this was to make people more aware of the prizes available. MBo said he thought the number of prizes was quite low compared with the number of participants and that he would support the idea of having more prizes, e.g. a prize for each Topic Area. There was general agreement to this and various comments and suggestions were put forward for consideration. ADM said if we wanted to promote this, we need to be doing it by September, so a decision will be needed by August as to what prizes we are having in terms of quality and quantity, and it may also involve sponsorship. YH Suggested to examine the possibility to start the new prizes without prize money, and if necessary, financed first by Society and then later by Organisational Supporting Members. SJD said he would like to make the reform for Shanghai with sponsoring organisations possible for the next conference.

* SJD to put proposal together for 8 additional prizes and circulate.

*5.5 WCTRS URL (ADM)* (Covered in ADM’s report at 5.2 above.)

**6. Organisation and Management of WCTRS**

*6.1 Continuity of legal Headquarters (ADM, YCr, PT).* YH confirmed receipt of a reply from Panos re headquarters issues and had received two documents which need to be signed by President and Secretary General, in order to continue to register the Society under Swiss law. He also confirmed Panos would continue in his current role.

*6.2 Start of Leeds secretariat (ADM, JS*). ADM referred to pages 26-29 of the meeting pack, confirming his report covered 6.2 and 6.4 plus a few words about 6.3. He confirmed the Society had now fully transferred to Leeds, with the exception of one or two minor issues including the totem. He expressed thanks to Jean-Noel and YC for keeping in touch and helping with any queries.

ADM confirmed all finances had been transferred over from Lyon to Leeds, but there was a slight complication due to both YC and Leeds spending and receiving money during the last six months. He explained the intention for AM to carry out a full audit on the figures and draw a line under the finances at the end of June, to give an accurate brought forward figure for July. He explained that despite discussing the best times to make the transfer, because of the declining Euro during this period we had lost about 10% of the value in the process, and added that while the budget currently shows the figures in both Euro and Sterling, from now on, it would be just Sterling. He also highlighted a few salient points including the overspend on the SSSC of around £715, asking the STC to retrospectively approve this expenditure and this was agreed.

With regard to banking, ADM confirmed we had two main accounts; one interest bearing and one current account, with no charges apart from currency transfers. There was also a Paypal account which costs around 7.5% of revenue, plus a charge for currency transfers. As a result of requests, alternative methods of receiving subscriptions via cards had been investigated. Fees for this vary, but are typically around 17.5% dependent upon the number of transactions and the view is that it is not worthwhile at this time.

AH reminded ADM that a sum of €3000 was due to be paid as soon as possible for WCTR-Y. ADM said this would be done as soon as we received the final letters. AH and YH to finalise asap.

* AH/YH to finalise letters and payments for WCTR-Y.
* JS to transfer funds as soon as bank details are available.

The final issue covered by ADM related to early registrations for Shanghai and proposals on how to distinguish on the database between those paid up to 2016 and those paid to 2019, because non-members should not have access to the member area of the website. He proposed that JS flags up anyone who registers for Shanghai, and immediately after the conference, we circulate a note to anyone who has not registered for the conference, giving them until November 2016 to renew their membership. If they don’t, we terminate their membership and transfer their details to a lapsed member list. ADM sought STC approval for this as a process and this was agreed.

*6.3 Audit (AM).* AM thanked ADM for the very clear explanations on the budget figures provided by him and YC and asked him to forward updated figures so he could conclude his report/audit with the next ten days. Agreed.

* ADM to forward updated budget figures to AM. *(See attached Addendum)*

*6.4 Society finance and budget plan (ADM)* (Covered in ADM’s report above.)

*6.5 Operating Practice (AH).* AH reported on the need to update the OP for the 2016 edition and outlined the proposed timeframe for drafts and enhanced drafts. He said he hoped to have a final draft ready in December so this could be approved at the January meeting and uploaded to the website in March. AH pleaded with everyone present to abide by the timings outlined, otherwise he would be unable to complete as planned.

* ALL. To abide by the timings outlined in the proposed timeframe and respond accordingly.

*6.6 Draft Procedures for nominating the President (ADM).* ADM referred to Page 32 and Item 4.1.2, explaining that although there was a procedure for electing a new president, there had never been one relating to renewals. He then ran through the draft document clarifying the intended process which was agreed. MBo commented that if we decide to move the conference from July to another month, then this would need to be reflected in the Operating Procedures and this was agreed.

* AH. Consider possible amendment to timings if the conference is moved from July.

**7. Committee Structure and Membership**

*7.1 SCC membership (MB).* At this point, MBo asked OO to leave the room briefly. He then went on to explain that as OO was supporting FU and involved in frequent telephone conferences and processes etc, that we accept him as an Associate Member of the SCC. RM asked what the difference was for Associate Members and MBo said they were under no obligation to attend meetings although always welcome. YC asked if they had voting rights and AH said no, not at the moment but AH can define. Following full agreement, OO returned to the meeting.

*7.2 Nominating committee for the Editors in Chief of TP and CSTP.* ADM referred to Page 35 and the paper which sets out the full set of issues which need to be resolved. He explained that because RV’s term of office ends July next year when he will have served six years, a nomination committee needs to be established as soon as possible to find a replacement EiC.

He also explained that in the past, we had had a rolling position where one editor comes to an end each July, but because Ruth and Ashish have appointments until December 16 and December 17 respectively, he suggested extending them until July of the following year to return to the intended cycle. This was agreed. In terms of Elsevier editors, these are proposed by Elsevier, and reported to STC for information. With regard to Case Studies, all three editors are appointed by the Society and as RM’s term ends in July 16, he suggested the same nomination committee consider her position as well as RV’s, bearing in the mind it is the end of her first three year term.

Two other Case Studies editors, Zong Tian and Doina Olaru were agreed at the January meeting but there appears to be no offer letter to them so there are currently no end points for these posts. ADM confirmed he had spoken with them and suggested that we formally retrospectively offer Zong appointment to July 17 and Doina to July 18. They were happy to accept on this basis and this allows us to go back to the three year cycle.

* ADM/YH. Prepare letters of appointment for Society Editors.

*7.3 EB-JTRP membership (RV)*

*7.4 EB-CSTP membership (RM)*

The final comment from ADM was to confirm the agreement with the then editors, that Editorial Boards were the responsibility of the Editorial Team and they simply need to advise us of the membership.

*7.5 Approval of any recommendations for appointment of editors.*

* YH/ADM. To appoint members the nomination committee.

**8. International Liaison**

8.1 ITF (SP). No report this time.

*8.2 TRB (JG).* In JG’s absence, ADM referred to the copy email at Page 37 detailing the TRB annual meeting from 10-14 January 2016, where Stephen Perkins would report on the status of WCTR 2016. JG said he would welcome suggestions for possible linkages and also asked if anyone was formally liaising with COTA (the Chinese Overseas Transportation Association, <http://www.nacota.org/>), which is an organisation of ex pats from around the world. He said COTA has an annual gathering in Washington at TRB and an annual meeting in China that includes academics in transport from most Chinese Universities. His colleague at George Mason is on the COTA board, Shanjiang Zhu szhu3@gmu.edu and can provide a point of contact if needed.

*8.3 EASTS (KM, JO) and 8.4 CODATU.* RM mentioned the forthcoming conference in Istanbul and the proposal to include general discussion in WCTR 2016. TO suggested sending a personal invitation to the World Bank Transport Chief and representatives from AIIB (Asian Infrastructure Investment Bank) and this was agreed.

* RM to send invitations to World Bank Transport Chief and Representatives from AIIB.

YH reported briefly on the papers prepared by JO (Pages 39-43), and also on the

WCTRS – Special Sessions in Codatu 2015 Istanbul Conference.

8.5 WB (AK) *(2min)*

8.6 Other organisations – KST, COTA

*International Relations.* RM referred to the slides outlining development issues and current activities, explaining the weakest area of international relations continues to be in Africa, where only South Africa is active, and the rest is less stimulated. She said we need to coach engagement and success will depend on the willingness and availability of members of the SIGs. She thought there was possibility of an event in Mozambique, although not sure if this was possible in time for Shanghai. She referred to ongoing contacts for future initiatives including Russia which were progressing well.

**9. Appointing Prize Sub-Committees (YH)**

*9.1 Prize Sub-committee.* SJD reported on the above (Page 44) and confirmed Rabi Mishalani is now formally a member of the Prizes Sub-Committee.

*9.2 Dupuit Prize Sub-committee.* YH suggested YC to Chair and continue the committee for the next period and agreed to circulate nomination form to STC and SCC for the next Dupuit prizes. YC to send a note to JS.

* YC. To circulate nomination form to STC and SCC and send a note to JS.

9.2 Transport Policy Journal Prize → this is managed by the TP editors together with SJD. RV said Elsevier provide data for standard protocol for this.

**10. Society Membership and Marketing**

*10.1 Scheme for increasing individual membership via CARs (KM, LD).* LD reported on the above (Pages 45 – 51), explaining that she and MV had been very active on membership in Africa and set up a contact list of more than 300 people, although this has not yet translated into membership or CARs. She ran through the details of the report, comparing current membership by country and abstract submission etc, and also referred to the specific CAR lunch organised in Rio which was very well attended, and confirmed the intention to do this again next year.

ADM raised a question about those who were members of SIGs but not members of the Society. After some discussion, he proposed we ask each of the SIGs to provide a list of members to JS so we could review the situation and produce a list of members by SIG who are not yet members of the Society, and circulate that list with a proposal and decide what to do about it.

TO said that SIGs had been promoted vigorously since Rio and advised that we had not made it a condition when SIGs were formed that they had to be members of the Society, but assumed that would be done gradually over time. He said that many of those who had submitted abstracts were expected to come to the conference and suggested that was the time to look at this situation.

* ADM. To circulate a proposal so everyone was clear by January how we would deal with this. *(See attached addendum)*
* ALL. To comment on the proposal in the addendum by the end of July.
* SIG Chairs. To forward a list of all SIG members to JS by the mid August.

*10.2 Organisational Membership (DM, YH, ADM).* DM said issues of potential conflict of interest had been discussed in Lyon, and as a result, the proposal had been revised. He ran through the key elements of the document (Pages 52-54) which both he and ADM agreed now seemed workable in terms of membership. YH said supporting members could start immediately, but proposed that organisational membership be applied (if approved), after the next conference in Shanghai. Agreed.

* ALL. To comment on the subsequent proposal by the end of July. *(See attached Addendum)*

*Publicity.* MD raised the issue of publicity generally both in relation to the materials tabled

here, and on the website. He commented that some people might object to Taiwan and Hong Kong being listed as countries and suggested it might be better if people did not refer to them in this way. KM noted that the term “Countries and Areas” had been introduced for precisely this reason, and had been deemed acceptable by those concerned.

**11. Education**

*11.1 Distance Learning (RM).* RM ran through the background to this following concerns raised that the project may be seen as conflicting with the activities of members of the Society who are operating competitive initiatives, and also questions as to whether it is open to all Society members to be involved.

She explained that due to the way it was formulated, there was no competition with universities as it is a diploma course given by the host university (initially Istanbul), and there will be no sharing of degrees. She went on to say that a proposal had been submitted for European Funding (Erasmus), while at the same time they were developing contacts with local society of logistics to find sponsors so the course could be initiated before the funding decision had been made. She was hoping to have something back by September and confirmed that the actions were reproducible in other countries. All of these processes creates substantial work and gave appreciation to two people who were heavily involved in this, Gernot Liedtke and Vasco Reis.

AH asked whether the certificates being awarded show WCTRS, and RM said no, although it was possible, and also confirmed the publicity would show names of members who are providing input.

There was significant discussion about this, and ADM suggested that once the scheme is up and running, we would provide members with information and invite them to participate in future bids. It would then be their choice and they would not be able to claim that we are competing with them. He said this should be documented sooner rather than later and RM agreed to provide the document. As RM had suggested early participants on the programme would be required to, or invited to sign up as members of WCTRS, there also needs to be an understanding with the Secretariat as to how this is managed. YH stressed the need for clear documentation, noting the conditions to be applied and clarifying any questions or concerns.

* RM. To prepare a note for circulation to members as soon as possible, including the way in which participants in the programme were referred for membership of the Society.

*11.2 Young Initiative (AH).* AH asked for decision from the STC to havea Follow-Up Committee (FUC) formed, comprising LD, AM, YH, AH and Lorenza Tomasoni, with approval to take care of any arising matters, without the need to refer to the STC for decisions every time. Agreed.

**12. Timetable for Next STC**

13:30-16:00 on Thursday 14 January 2016 at The Cosmos Club, Washington.

**Addendum notes for STC minutes to cover subsequent discussions**

4.1 Budget Plan HP confirmed that Tongji will meet the cost of €45 for each article included in Procedia, with a minimum of €13,500. He will revise the budget to ensure that this cost can be covered. HP will ensure that the contract for Procedia is signed by Tongji, and will provide copies to MB and JS. Keping Li and ADM will write to Elsevier seeking a sub-contract which ensures that Elsevier retain the first €13,500 of Procedia charges, and pay venues (e.g. for the gala dinner) directly to reduce transaction costs.

4.5 Bursaries The bursaries will be advertised by the end of August as part of the letter inviting authors to submit full papers. Authors will be invited to submit applications to the Secretariat when submitting their review track paper to the CMS. The deadline for submissions will be coincident with that for the review track papers. HP will draft an application form for discussion with MB, YH and ADM. JS will place it on the Society website by the end of August, and arrange for a link from the Conference website. JS will collate the applications received, reject those which are ineligible (i.e. those for the first seven bursaries which are not from a low income country) and submit the remainder to HP. HP will form a selection committee of the TAMs, and will ask ADM if he needs an additional representative of STC. The criteria for selection will be the review grade of the paper and the quality of the application statement. HP will submit final recommendations to STC for its meeting in January 2016.

6.3 Audit Following a pre-audit meeting between YC, AM, ADM and JS, a revised budget statement has been prepared which takes full account of transactions by Leeds and Lyon in the first six months of 2015. Once AM has audited it, future budgets will be presented in Sterling only, based on the audited balance brought forward to 1st July 2015.

10.1 Individual membership Following a subsequent discussion between YH, ADM and TO, it is proposed that:

* JS asks all SIG chairs who have not yet provided membership lists to do so by mid August;
* JS then adds interest in the given SIG to the membership database for those who are members both of that SIG and of WCTRS;
* JS produces a list by the end of September of the number, for each SIG, who are members of the SIG but not of the Society and circulates it to STC for information;
* ADM writes to all of those who are identified in this way, encouraging them either to register for the conference or to join the Society at the 2016-19 rate for the period to May 2019;
* following the Shanghai conference, ADM writes to all those who have not joined the Society advising them that, if they do not do so before the end of November 2016, they will no longer be able to participate in the SIG (thus treating them identically to non-renewing members);
* from then on, SIG chairs should base their membership lists solely on the list of those who have an interest in their SIG listed on the membership database.

The Steering Committee is invited to approve this procedure.

10.2 Organisational members Following a subsequent discussion between YH and ADM, it is suggested that YH provides a draft list of potential invitees as Supporting Organisational Members to STC, asking STC to approve the names on this list, suggest others, and identify institutions which they would approach. ADM and YH will draft an invitation letter, to include the possibility of sponsoring a named prize for the payment of $1000 per conference (in addition to named bursaries, which would logically be at a value of $1000, to be compatible with those offered by the LOC). Any resulting additional prizes and bursaries would be awarded by the relevant committee as part of their normal deliberations.

The Steering Committee is invited to approve this procedure.