



Agenda of the Kick-Off Meetings

Expected Outcomes

Patrick Malléjacq

PIARC Secretary General

January 2020

Agenda

■ Wednesday:

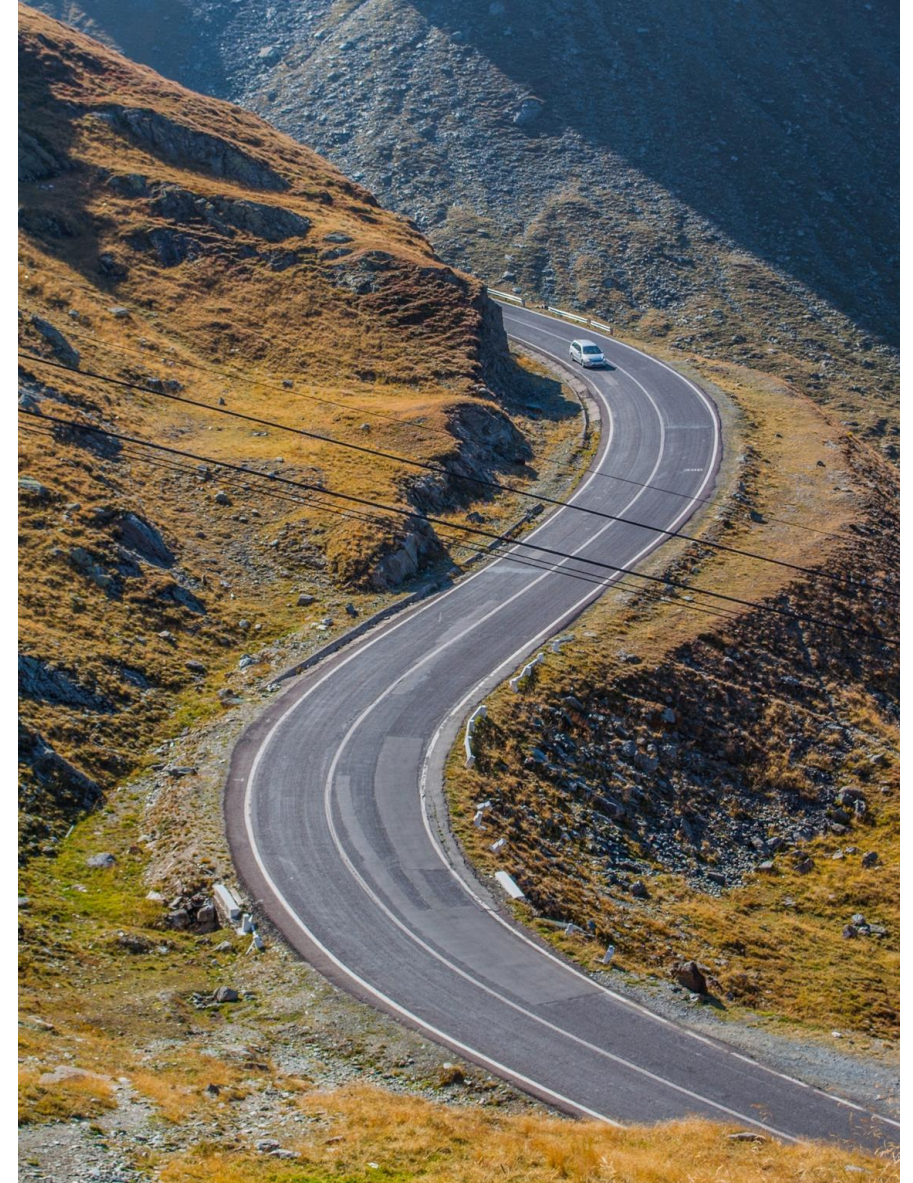
- Morning: Preparation with STCs, Chairs and Secretaries
- Afternoon: Plenary Introduction to PIARC

■ Committee / Task Force meetings (in parallel):

- Tuesday 09:00 – 18:00
- Friday 09:00 – 12:30

■ Friday afternoon:

- 14:00 – 17:30: Debriefing with STCs, Chairs and Secretaries
- 14:00 – 16:00: Training sessions with contact persons



Logistics

■ Lunch

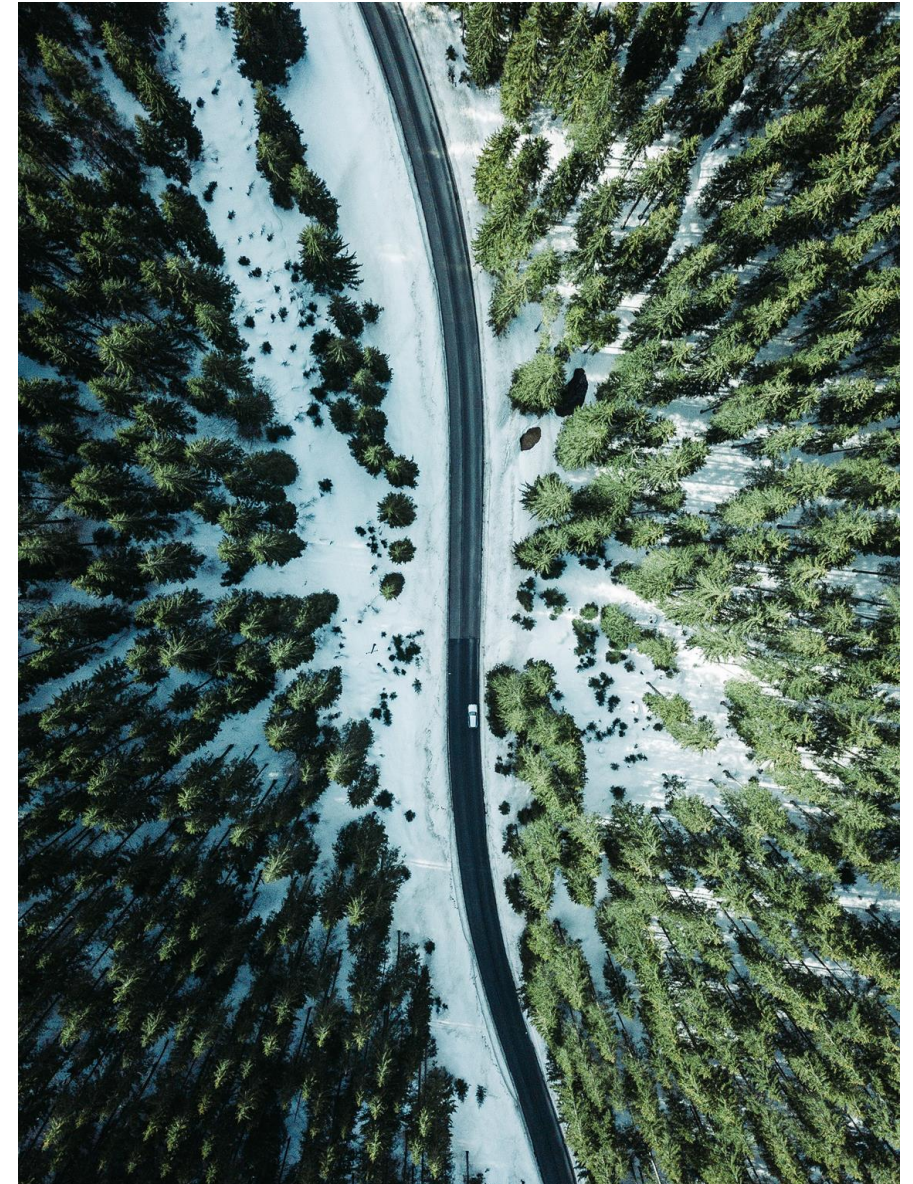
- Check that you have your voucher!
- Time: not before 13:00

■ Coffee on Thursday

- 09:00
- 10:30
- 15:30

■ Coffee breaks on Friday

- 09:00
- 10:15



Expected outcomes

- Get to know each other!
- Establish your work program for the next years
- Schedule:
 - TC/TF Chair should liaise with their members and prepare the first draft version at the latest two weeks prior to kick-off meeting.
 - Each TC/TF is expected to finalize the development of its work program by 15th March 2020, in order to start implementing before the second meeting of the TC/TF.

Scope of your ToR

- For each issue, define what is within scope
- For each issue, define what is out of scope
- For each issue, specify the geographical scope and priorities (if any) of the study

- Note: PIARC addresses both HICs and LMICs

Deliverables

- Identify all deliverables of the TC/TF
- For each deliverable, specify:
 - Target audience
 - Product type
 - Delivery date

2022 Congress

- Present the involvement of the TC/TF in the 2022 Congress
- **Several TCs are expected to organise a session and a call for papers**
- 3.3 Winter service of course - Winter issues will remain center stage
- As well as:
 - 1.4 Climate change and resilience
 - 1.5 Disaster management
 - 3.2 Road network operations (about traveler information)
 - 4.1 Pavements
 - 4.2 Bridges
 - 4.3 Earthworks
 - 4.4 Tunnels
- All TCs are welcome to organise a session and a call for papers

Seminars, conference, workshops and participation in external events

- Present the TC's seminars, conferences, workshops
- For each: Topics, locations and dates

- Present the TC's Participation in external events (sessions...)

Methodology

- Present the Methodology for each deliverable

Quality processes

- What are the quality processes planned by the TC/TF?

Organisation within the TC/TF

- Identify the Working Groups within the TC/TF
- For each, indicate start and end dates
 - Not all WGs need to start now and end in 2023
- For each, identify the leader and co-leader (or two co-leaders) of the working group
- Measures that will be put in place to ensure that all TC members contribute to all outputs (avoiding the silo effect)

Organisation within the TC/TF

- Date and location of the next TC/TF meeting(s)
- Note that the 1D of the country has to confirm approval as well as hospitality details
- For TCs:
 - Over 4 years, there are 8 meetings, incl. Paris and Prague
 - 2 of those are coordinated with TC seminars in LMICs
 - Coordination with major conferences is welcome
 - A TC meeting in Calgary can be relevant

Work stages and related calendar

- Indicate the main steps and dates of the work program for each deliverable
- Note that some products will be delivered in 2020, 2021 or 2022 - related work plans will not extend to 2023

In each WG

- Roles and responsibilities of each of the working group members
- Organization of the work within the WG
 - What information is required?
 - Where do we source the information?
 - Who will analyse the information received
 - Who will draft the findings/results

In each WG

- Work to be achieved by the WG before the next TC/TF meeting
 - Main person in charge
- Communication methods between WG members

Cooperation within PIARC

- With which PIARC group will the TC/TF cooperate
- What is the expected output from the cooperation
- What are the actions considered and their timing
- Who is the main contact within the TC/TF

Cooperation with other organizations

- With which organisations does the TC/TF wish to cooperate
- What is the expected output from the cooperation
- What are the actions considered and their timing
- Who is the partnerships contact person

Communication and Promotion

- What are the actions planned and their timing
- What activities will be communicated (meetings, seminars, outputs, partnerships, key messages on specific dates...)
- Who is the communication contact person

Terminology

- What are the actions planned
- Who is the terminology correspondent

Corresponding members

- What are the actions planned to engage corresponding members
- Who is the person in charge of corresponding members

Webmaster

- Who is the person in charge of the “work space”

Contact persons (summary)

- Who is the person in charge of terminology
 - Who is the person in charge of the workspace
 - Who is the person in charge of communication
 - Who is the person in charge of partnerships
 - Who is the person in charge of corresponding members
-
- **Please decide by Thursday**
 - **Those persons are invited to training sessions on Friday afternoon**

Schedule

- Each TC/TF is expected to finalize the development of its work program by 15th March 2020, in order to start implementing before the second meeting of the TC/TF.
- Proposed adjustments to the ToRs, if any, are needed by 15th March 2020
 - They will be reviewed by SPC and ExCom

Thank you for your attention!



Patrick Mallejacq

PIARC Secretary General

patrick.mallejacq@piarc.org

@PMallejacq

World Road Association (PIARC)
Grande Arche – Paroi Sud – 5^e étage
92055 – La Défense Cedex – France



@PIARC_Roads



World Road
Association PIARC



World Road
Association PIARC



World Road
Association PIARC

www.piarc.org

