



IBEC Business Meeting Minutes

Nagoya, October 2004

1 Present

Steve Tarry – FaberMaunsell, UK (Vice Chair)
Joe Peters – US DOT, USA
Jane Lappin – Volpe, USA
Richard Harris – FaberMaunsell, UK
Amy Polk – Cairo Corp., USA
Bill Johnson – Education and Development Services, Canada
John Miles – Ankerbold, UK
Patty Del Pozo – ITS America, USA
Lesley Atkinson – Ankerbold, UK
Sally Bygrave – TRL, UK
Steve Morello – ISIS, France
Keith Mortimer – SEA, UK
Richard Savenije – AVV, Netherlands

Apologies were sent from:

Richard Mudge – Delcan, USA (Chairman)
Alan Stevens – TRL, UK
Barbara Staples – Mitretek, USA
Ryuichi Kitamura – Kyoto University, Japan
Guido Schuster, Germany

In the absence of Richard Mudge (Chairman of the IBEC Working Group), Steve Tarry chaired the meeting. Richard Mudge was thanked for all of his work over the last 3 years. Steve Tarry welcomed everyone and there was a brief round of self-introductions.

2 Review of last years Events

2.1 84th TRB Annual Meeting (Washington D.C., 9-13 January 2004)

Several members of the IBEC committee had a successful meeting at the TRB event in Washington. Themes for an Executive Session and the four IBEC sessions to be held at the 11th World Congress, Japan, were decided. All four of the ancillary sessions were accepted and only one session changed format due to difficulties in obtaining speakers. The executive session was not accepted. It was discussed that this is a meeting that several IBEC Committee members attend. Steve Morello will additionally be attending next year.

John Miles suggested that contact is made with Steve Shladover about a relationship with the ITS Committee; Steve is chair of the TRB ITS Committee. It would be useful if we could arrange a more formal institutional relationship for IBEC at TRB.



It should be noted that after meeting ended, Jane Lappin spoke with Steve and he agreed that IBEC should make a presentation to his committee during the business meeting at TRB in January 2005. John Miles and Jane Lappin will take the lead in writing a proposal for presentation to the committee.

2.2 4th ITS in Europe Conference (Budapest, Hungary, 24-26 May 2004)

Some people found the overall event a little disappointing. However a very successful IBEC presentation was given by Richard Harris.

2.3 ITS America (San Antonio, Texas, April 2004)

IBEC was awarded a certificate of appreciation at the ITS America 2004 Annual Meeting this past April in San Antonio. IBEC was recognised as being one of the most significant achievements to the field of ITS by principals of ITS America's Policy, Evaluation and Advocacy (PEA) Forum. The certificate was addressed to Eric Sampson of the U.K. Department for Transport (U.K. DfT) for his work that was instrumental in the creation of IBEC.

2.4 ITS-UK Summer Conference, Winchester

Steve Tarry re-presented the IBEC presentation made by Richard Harris at Budapest

2.5 11th ITS World Congress, Nagoya, Japan (18-22 October 2004)

Amy noted her disappointment that the first two IBEC sessions (AE03 and AE05) were cancelled due to a typhoon. The possibility of re-living the sessions live over the internet was discussed. Bill Johnson has experience of this and has found it to be successful and cost effective. Amy Polk knows someone who may be able to help achieve this and Jane Lappin stated the Volpe also have the capability.

Actions:

- *IBEC Secretariat to investigate the possibility of doing the sessions that were missed over the internet.*

NOTE – All the main sessions that were cancelled have been given automatic acceptance at the next World congress.

Patty Del Pozo was thanked for her help in setting up the business meeting and IBEC Reception

Cairo Corp., ISIS, FaberMaunsell were thanked for Sponsoring the Social Event.

3 Review of upcoming events

3.1 PIARC Committee Meeting, (May 2005, Cape Town, Africa)

PIARC have been asked to help organise this event. The possibility of running a scaled down training course similar to the one held at the 10th ITS World Congress, Madrid was discussed.

John Miles noted that it is important to integrate the PIARC interest in evaluation with IBEC activity. John suggested that there could be a session dedicated to PIARC activity at the 12th World Congress in San Francisco like the VICS sessions at this years' congress.



3.2 5th ITS in Europe Conference (1-3 June 2005, Hannover, Germany)

An IBEC session has been accepted. An organising group will be determined to plan the session in more detail. Alan Stevens has requested to be involved in the organising group for this event.

3.3 12th ITS World Congress (October 2005, San Francisco)

See section 9

3.4 7th Asia Pacific ITS Forum & Exhibition (9-11 August 2005, New Delhi, India)

This meeting was discussed and it was agreed that it would be a good time to promote IBEC.

John Miles noted again the possible link between PIARC and IBEC. PIARC are required to do workshops at the above event. The new ITS Handbook may be used for training purposes. John stated that the PIARC activity should be regularly reported and that the topic could be added to the agenda of the IBEC AGM 2005.

3.5 3rd Euro-Regional ITS Conference (During the week of 19-23 September 2005 – likely dates are 21-23 September, Dublin Castle, Dublin, Ireland)

It was discussed that an IBEC work shop could take place during this event.

4 TRL Secretariat

4.1 Function

The IBEC Secretariat was thanked for their work in helping to organise the IBEC Working Group. It was commented that service provided by the Secretariat has been excellent. Currently, all communications pass through the IBEC Secretariat and the following questions were raised by Steve Tarry:

- a) Does it always need to be that way?
- b) Are the committee members happy with it that way?

Amy Polk discussed that she is happy with the way that the IBEC Secretariat functions and that it works well and hence should continue.

4.2 Funding for IBEC Secretariat

The current year is being funded by the US DOT (through Joe Peters) and next year the IBEC Secretariat is expected to be funded by the UK DfT. Steve Morello noted that he will have discussion with the French Ministry of Transport to try and secure some funding from them in future.

5 Yahoo Discussion forum

The Yahoo email facility was discussed. It was agreed that it needs to be promoted and used more actively. Steve Morello noted that he has experience of other discussion forums and that it is very difficult for people to find the time to contribute due to several other work commitments and stated that the key information that people are interested in is new developments/information. John Miles discussed the potential for internet discussions.



Actions:

- *IBEC Secretariat to re-inform members of IBEC about the Yahoo facility and provide them with a guide on how to use the discussion forum.*

6 IBEC Publicity

It was discussed that more Publicity of IBEC events is required. It is essential that the organising committee of events are fully aware of IBEC. It was noted that the Turin event was a good turn out. IBEC needs more information in the programme of events.

Actions:

- *All to know what events are up coming and make suggestions for IBEC promotion at the events in order to maximise the opportunity to meet people throughout the year.*
- *IBEC Secretariat to continue to try and get congress organisers to understand IBEC and promote it more clearly through the preliminary and final programmes.*

7 Election of Officers

7.1 Chair and Vice

The length of term of office for the Chair and Vice Chair was noted to be unclear in the current charter (see Section 8)

Steve Tarry has completed a year in the position of Vice Chair and was promoted to Chairman.

Jane Lappin was unanimously voted to become Vice Chair. The IBEC Secretariat noted that Alan Stevens, Keith Keen and Risto Kumala who were not present at the meeting had voted in favour of Jane's appointment prior to the meeting. No other nominations were received by the IBEC Secretariat.

7.2 Management committee members

Guido Schuster was unanimously voted to be invited to join the IBEC Committee

The contribution that Mr Tsuneo Kato made to the 3rd IBEC session was noted. It was unanimously decided to invite Mr Kato onto the IBEC Committee.

The current members look forward to the appointment of the two new members and thank them for their contributions to date.

Actions:

- *John Miles and Steve Tarry to formally invite Mr Kato to the IBEC Management Committee*
- *Steve Tarry to formally invite Guido Schuster to the IBEC Management Committee*
- *IBEC Secretariat to provide the IBEC letterhead to Steve Tarry*

8 Change of charter

It was unanimously decided that the Chair and Vice Chair positions should each be a 1 year term of office resulting in a two year commitment (rather than a 4 year commitment as two



year for Vice and two years for Chair). Several members discussed that this was how they had originally interpreted the Charter.

Action:

- IBEC Secretariat to update the Charter to make the term of office of the Chair and Vice Chair to be one year each and once agreed, place the new charter on the website.

9 Identify themes for 2005 World Congress

There was limited time for discussion of the themes and it was suggested that further discussion should take place on the telephone or at the TRB in January 2005. It was noted that the main purpose for meeting at TRB was to discuss this.

However, it was discussed that IBEC should aim for at least one Executive Session and the rest to be special sessions. If ancillary sessions are all that we are able to obtain then it is essential that they are fully integrated into the programme. It was discussed that the Executive Session should include presentations from high level officials including:

- The Secretary of Transportation
- The US DOT Secretary
- Private Sector Officials

A list of questions/issues should be devised for the presenters to discuss.