



MEMORANDUM

24 May 2006

TO: IBEC Members
FROM: Jane Lappin, IBEC Chair
SUBJECT: The New Organization of the IBEC Secretariat Functions

Overview

I write on behalf of the Management Committee with news of change in the organization of the IBEC secretariat. Since the formal founding of IBEC in 2002, TRL has ably filled the role of IBEC secretariat with funding support from the UK Department of Transport and the US Department of Transportation. Our UK and US benefactors provided this support as start up funding, with the understanding that IBEC would develop alternative sources of support over time. This is our year for transition from complete reliance on funding from the UK DfT and USDOT to more broadly distributed sources of support. The purpose of this letter is to describe the new organizational structure that will now support IBEC activities.

The charge of the IBEC secretariat has included a broad range of support tasks, including the organization and management of the IBEC website, correspondence with members, publicity and logistic support for IBEC events, maintenance of the IBEC charter, maintenance of the annual calendar, writing the annual report, convening and recording Management Committee meetings, and more. Rather than ask any one agency or government to support the full set of secretariat responsibilities, as has been done to date, the Management Committee identified a number of key functions, which will now be delegated to a wider body of Committee Members. The members, in turn, will have responsibility for arranging for support of their IBEC activities through their own organization and associations. This approach will involve a larger number of IBEC members in active support of the mission and ensure that the same quality of service is delivered by IBEC in the future.

The new structure of the IBEC secretariat and Management Committee

The key offices and functions provided by the Management Committee include:

- IBEC Chair - Jane Lappin, Volpe National Transportation Systems Center, USA – Annual agenda, convening meetings, fund raising, oversight of finances, oversight of secretariat, liaison to sister committees, such as the TRB ITS Committee and World Congresses, and recruitment of next Vice-Chair
- IBEC Vice Chair - Steve Morello, Egis Projects, France – Support to Chair, Events Chair for World Congress and regional congresses, coordination of proceedings and other follow-on activities from events, and charter updates
- Communications and Membership Chair - William Johnson, TRENDS, Canada – Conference publicity and associated materials, outreach and associated materials, welcome to new members and associated materials, newsletters, press releases, and maintenance of membership database (assisted by a task force)
- Conference Panel Chairs – One panel Chair for each conference panel that IBEC organizes, with responsibility for identifying and inviting speakers, coordinating with the conference organizers, and chairing the panel. Henk Taale, AVV Transport Research Centre, Netherlands, has taken responsibility to be the point of contact



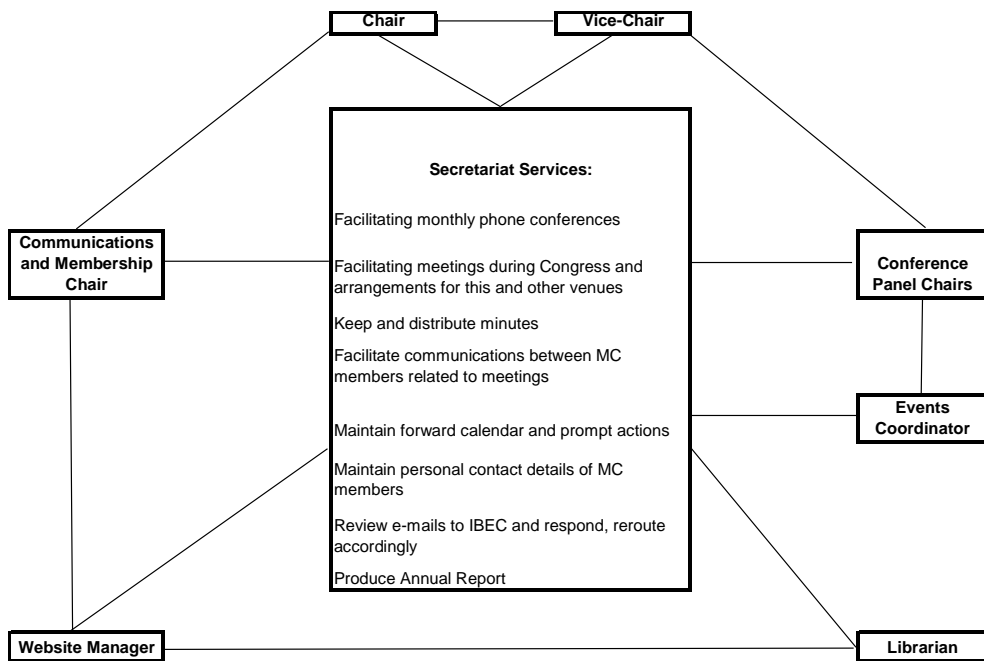
between IBEC and the Organizing Committee for all IBEC sessions at the 2006 World Congress.

- Events Co-ordinator - Patricia del Pozo, ITS America, USA – Practical point of contact for all meeting logistics, including annual general meeting, social receptions, fees, and interface with opposite number in other associations.
- Website Manager - Guido Schuster, Road Authority Rheinland-Pfalz, Germany – Maintains registration of IBEC domain name, design and maintenance of IBEC website and all related functions (assisted by a task force)
- Librarian – Amy E. Polk, Cairo Corporation, USA - Editorial point of contact for all materials submitted for posting to the online library
- Secretariat - Steve Tarry, Faber Maunsell, United Kingdom – Facilitate monthly phone conferences, keep and distribute minutes, facilitate communications between Management Committee related to meetings, IBEC correspondence, IBEC annual calendar, and annual report (see box below)

It is anticipated that the term of office for the Chairman and Vice Chairman will continue to be one year each, with the Vice Chair succeeding the Chairman, and that the other offices will be held for two years, as possible, to ensure continuity among IBEC functions.

The relationships between these functions and the central services, which reside within the redefined secretariat are summarised in the following diagram

IBEC Support Functions



What does this mean for IBEC?

We don't expect that this shift in organizational structure will produce any visible changes in the way that IBEC operates. Over time, we hope that it will create more opportunities for other members of the IBEC community to become more involved in IBEC activities. Communications venues like our web site address will remain the same www.ibec-its.org.



Corresponding email addresses, such as that for the secretariat and the web site manager, have changed. The new secretariat email address, which will be operational in about a month, will be secretariat@ibec-its.org. We will send the new Webmaster's email address in a future correspondence. In the meantime, you can continue to use the original IBEC secretariat email address, or correspond directly to steve.tarry@fabermaunsell.com noting "IBEC" in the subject line. I can be reached at jane.lappin@volpe.dot.gov.

In closing

We owe a great debt of gratitude to Jean Hopkin and Sally Cotter, TRL, our first secretariat, and to Eric Sampson, UK Department for Transport, and Joe Peters, US Department of Transportation, for their financial and intellectual support during the first years of IBEC organization. I also want to acknowledge past chairs, including the excellent leadership of Dick Mudge, Delcan, who was the first IBEC chair and led the group from an informal association of like-minded ITS evaluation activists to a formal international working group. Finally, we have had our first retirement from active management committee duties from one of the IBEC founders, and I want to acknowledge our gratitude for his service to the working group: John Miles, Ankerbold International Ltd, UK, has been an active IBEC supporter since its inception, and will continue to support our activities in his new capacity as a general member.