

Terms of Reference for Smart Highway Award

Reference: Guideline for Smart Highway Award

1. Background

The 119th Governing Council of Road Engineering Association of Asia and Australasia (REAAA) granted permission for setting up the Smart Highway Award Management Committee. The Committee shall carry out the duty and responsibility for fund management and award selection according to the decision made by the 119th REAAA Council Meeting and the China Road Federation (CRF) Board of Directors.

The Highway referred to herein is a major roadway with more than one lane of traffic in each direction designed for automobile operation in higher speed. It has barriers or wide median strips separating traffic travelling in opposite directions, and grade-separated intersections without roundabouts or traffic lights in the main route. Access to the highway is controlled by ramp.

2. Objectives

The objectives of the Terms of Reference include:

- (1) To specify the duty and responsibility for the Award Management Committee in compliance with the expected goals set up by the REAAA Governing Council.
- (2) To provide sufficient and necessary information for the Award Management Committee to carry out the Award selection, conferment, and associated matters regarding management procedures.

3. The Award Management Committee

The Award Management Committee (hereinafter referred to as the AMC) shall be responsible for decision-making on fund management and award selection. The AMC is set up according to the resolution of the 119th REAAA Council Meeting. The CRF President shall hold the position of Chair and the Honorary Secretary-General of REAAA shall be the Vice-chair. Members of the Management Committee shall be appointed by

the REAAA Governing Council after being recommended by the Chair of the Management Committee and approved by the Governing Council. Representatives of council members of Japan and Korea Road Associations shall be invited to be Committee Members for sharing their experience on fund operation and management. A representative from CRF board of directors shall hold the position of the Secretary for the Committee. The composition of the Management Committee is listed in Table 1:

Table 1. Composition of the Management Committee

| Title | Member Country | Remarks |
|-----------------------------|-----------------------|----------------------------------|
| Chair | Republic of China | CRF President |
| Vice-Chair | Malaysia | REAAA Honorary Secretary-General |
| Committee Member | Australia | |
| Committee Member | Singapore | |
| Committee Member | Malaysia | |
| Committee Member | Thailand | |
| Committee Member | Philippines | |
| Committee Member/Consultant | Japan | |
| Committee Member/Consultant | Korea | |
| Committee Member /Secretary | Republic of China | CRF Representative |

4. The Award Selection Committee

The Award Selection Committee (hereinafter referred to as the ASC) shall be responsible for the award selection. In principle, term of office for the ASC shall not exceed 4 years. Members of the ASC shall be appointed by the AMC after being recommended by the Chair of the AMC and approved by at least half of the AMC Members. Basically, the total number of the ASC Members is seven. REAAA secretariat, supported by the CRF secretariat, shall be in charge of coordination and record-keeping in relation to the award selection. An example of the composition of ASC is given in Table 2.

Table 2. An Example of the Composition of Award Selection Committee

| Title | Name | Member Country |
|------------------|-------------------|----------------|
| Committee Member | | Australia |
| Committee Member | | Indonesia |
| Committee Member | | Japan |
| Committee Member | | Korea |
| Committee Member | | Malaysia |
| Committee Member | | Philippines |
| Committee Member | | R.O.C |
| Coordinator | REAAA Secretariat | |
| Coordinator | CRF Secretariat | R.O.C. |

5. Duty and Responsibility

The Smart Highway Award is established to recognize the REAAA members for their outstanding achievement and contribution in the development and application of smart highway management system, to exchange and share the experience in developing smart highways, and to promote the cross-disciplinary integration and application of technologies in road engineering. The selection and conferment of the Award shall take place periodically with the General Meeting or the Governing Council Meeting. For carrying out the mission entrusted by the Governing Council, the duty and responsibility of the AMC shall include:

5.1 The Award Selection and Conferment

Refer to Section 3 and Section 4 in the Guideline for Smart Highway Award for detail.

5.2 The Award Time Frame Management

Refer to Clause 2.1 in the Guideline for Smart Highway Award for detail.

5.3 Preparation for the Award Plaque and Cash Prize

Refer to Clause 2.3 of the Guideline for Smart Highway Award for

detail.

5.4 Fund Management and Bank signatories

- A. The AMC shall be responsible for decision-making regarding the fund management.
- B. The fund sponsored by the Far Eastern Electronic Toll Collection Company (FETC) shall be placed as a fixed deposit in a bank with head office or operating local branch in Taiwan.
- C. The CRF shall substantially carry out the management of the aforementioned bank account. Interest returns by the fund shall be used as the administrative expense for the Management Committee.
- D. Access to the fund requires signatures from any two of the following five persons
 - REAAA President
 - Chair of the Fund Management Committee
 - REAAA Honorary Secretary General
 - REAAA Honorary Treasurer General
 - CRF Representative

5.5 Status Report

The AMC shall report to the Governing Council the expense and income of the fund and status of the award in the Council Meeting periodically.

6. Others

- 6.1 The AMC may need to conduct relevant and necessary activities following the decision of the Governing Council.
- 6.2 The AMC may engage consultants or experts to assist in carrying out its duty and responsibility when necessary.
- 6.3 Scope of the duty and responsibility of the AMC is subject to regular review and necessary revision by negotiation between the AMC and the Governing Council.
- 6.4 CRF reserves its right to terminate or change the scope of the Award

after the Award has been conferred 3 times.

6.5 The Terms of Reference becomes effective from the date of its approval by the Governing Council.