ITS Asia-Pacific (ITS AP)
Memorandum of Understanding

27 May 2020

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1 Preface

The first Memorandum of Understanding of ITS Asia-Pacific was signed on November 7th, 1999 by seven countries/areas.

The second Memorandum of Understanding of ITS Asia-Pacific was signed on July 5th, 2002 by eleven countries/areas.

The third Memorandum of Understanding of ITS Asia-Pacific was signed on July 11th, 2006 by eleven countries/areas.

During the past year, from 2009 through 2010, ITS Asia-Pacific members have discussed with sincerity how to strengthen the relationship between countries/areas. This new Memorandum of Understanding reflects the result of the discussion regarding the strengthening of the ITS Asia-Pacific organization, and commences on the date of signing and will remain in force for three years. The Memorandum may, however, be amended at any time by a majority vote of the General Assembly. This supersedes any previous Memorandum of Understanding.

The fifth Memorandum of Understanding of ITS Asia-Pacific was signed on April 27th, 2014 by eleven countries/areas.

The sixth Memorandum of Understanding of ITS Asia-Pacific was signed on June 27th, 2017 by eleven countries/areas.

2 Purpose

ITS Asia-Pacific seeks to facilitate Intelligent Transport Systems (ITS) cooperation and coordination between countries/areas in the Asia-Pacific region, taken to mean Asia and Oceania, irrespective of political, industrial, cultural or institutional barriers.

ITS Asia-Pacific offers its members opportunities for networking and information-sharing through assistance in the coordination of the region's involvement in the World Congress on ITS, and hosting the ITS Asia-Pacific Forum.

ITS Asia-Pacific plays a key facilitation and liaison role for its members within the Asia-Pacific region and with related organisations in other regions.

Member countries/areas are encouraged to develop ITS for application across the Asia-Pacific region and to assist each other with information to enable this.

The objectives of ITS Asia-Pacific are

- To support economic growth and better quality of life by solving transport problems of a modal or multi-modal nature through the developing and deploying of ITS;

- To establish the framework for cooperation by building a foundation on which ITS Asia-Pacific members can share and find solutions for common problems; and

- To collaborate with other international organizations by linking organizations in various sectors.

3 Roles and Activities

The roles and activities of ITS Asia-Pacific are

(1) To identify common problems and find solutions to each problem with a view to the following;

- Awareness of Asia as a fast-growing region, with megacities emerging;

- Recognizing and sharing of the current situation and subjects; and

- Finding solutions and coordinating concrete plans.

(2) To develop human resources for the next generation through:

- Personnel exchanges between member organizations to strengthen propagation of information and experience; and

- Internships to foster leaders of the next generation.

(3) To collaborate with related international organizations such as:

- Government agencies in each country/area;

- Financial sectors such as the World Bank, Asian Development Bank, Asia Pacific Economic Cooperation; and

- Academic societies such as EAST (Eastern Asia Society of Transportation Studies).

4 Policy Direction

The policy direction for ITS Asia-Pacific includes

- Application of ITS technologies in conjunction with transportation infrastructure development;

- Focusing on transportation problems of transitional countries including mixed traffic, traffic safety, energy, environmental problems, and ITS applications in rural areas;

- Establishment of master plans for ITS and ITS organisations;

- Facilitation of ITS special interest groups;

- Encouragement of the use of ITS to improve road traffic operation, public transport; and

- Emphasis on the implementation of pilot projects and model deployment initiatives.

The intention of ITS Asia-Pacific is to bridge the gap between transitional and industrialised economies. This extends to countries outside the Asia-Pacific region.

5 Structure

ITS Asia-Pacific consists of the General Assembly, the Asia-Pacific Board of Directors and committees as determined from time to time.

Each member country/area is encouraged to:

- Develop an ITS organization;

- Develop and deploy ITS-related technologies and services on a continuing basis;

- Support and promote the ITS Asia-Pacific Forum, including representation at the event, development of the program, and encouragement of exhibitions; and

- Host the ITS Asia-Pacific Forum when appropriate.

6 ITS Asia-Pacific General Assembly

The ITS Asia-Pacific General Assembly (the General Assembly) is the primary ITS collaborative body of the Asia-Pacific region.

Any country/area within the Asia-Pacific region, regardless of political, industrial, cultural or institutional differences, may become a member of ITS Asia-Pacific General Assembly.

Membership in the General Assembly is limited to two representatives from each country/area and may include:

- One representative from the country/area's ITS association or, if no such association is recognized, the national government; and

- One representative from the country/area's ITS industry, government, research, or academic organizations.

Each country/area is required to nominate a primary contact officer. Such a contact would preferably be taken from the recognized national/area ITS association and be aware of the ITS issues facing that country/area.

6.1 Membership

The General Assembly seeks to have regional representation that is diverse (with respect to the range of countries/areas in the region) and encompasses the growing number of ITS associations. Continuity of membership is strongly desired.

Additional countries/areas within the region who wish to become a member of the ITS Asia-Pacific General Assembly may be nominated through the Secretariat for consideration by the Board of Directors. A majority vote (greater than 50 per cent) of the Board of Directors is required before the nominated country/area can be accepted as a member of ITS Asia-Pacific.

Nominations and consequent changes of nominees of a country/area must be sent in writing to the Chair of the Board of Directors through the Secretariat.

6.2 Membership Class and Membership Fee

ITS Asia-Pacific Board of Directors sets the membership class and annual fee of ITS Asia-Pacific, including the annual membership year and dues period. The annual membership year and dues period is from April 1 to March 31. The latest membership class and the annual fee are indicated in Appendix 1.

All members must pay the membership fee. If the membership fee is unpaid, the membership can be withdrawn with the appropriate process by the secretariat. The process is indicated in Appendix 1.

6.3 Meetings

The General Assembly will meet annually.

Additional "observers" may be allowed to attend the general assembly, at the discretion of the Chair.

A quorum of at least 50 per cent of country/area members is required for a meeting to be considered formal, and such presence may in person or via electronic means.

Questions may arise at meetings of the General Assembly. Such questions shall be determined by a show of hands (a vote). Each country/area may have only one vote. A vote is to be carried when supported by a simple majority (greater than 50 per cent) of the members. Proxy votes may be lodged in writing providing such a vote is submitted two days prior to the relevant meeting.

The General Assembly will receive the budget report for the new fiscal year and the expenditure report for the past fiscal year from the secretariat.

7 ITS Asia-Pacific Board of Directors (ITS AP BOD)

The ITS Asia-Pacific Board of Directors is comprised of:

7.1 Chair

The Chair of ITS Asia-Pacific is the nominated representative of the ITS organization hosting the ITS Asia-Pacific Forum. On conclusion of the Forum, the Chair role will pass to the nominated representative of the ITS organization in the country/area hosting the next ITS Asia-Pacific Forum.

The nomination will be confirmed or rejected by the Asia-Pacific Board of Directors. The term will commence at the conclusion of the ITS Asia-Pacific Forum and continue until the conclusion of the next Forum. The Chair will

be responsible for the both the General Assembly and the Board of Directors.

7.2 Vice-Chair

The Chair may be assisted by one and up to three Vice-Chairs as considered appropriate by the Board of Directors.

Such Vice-Chairs may be drawn from previous or future Chairs of ITS Asia-Pacific or their delegates.

7.3 Elected Members

Each country/area can only have one elected member of the Board of Directors, who will serve a two-year term.

A list of current members is provided in Appendix 2.

The elected members of the Asia-Pacific Board of Directors must be suitable to represent the views of their country/area and attend the meeting at least once a year.

7.4 Honorary Members

Honorary members who have no vote can be appointed via consensus at a Board of Director's meeting.

7.5 Meetings

The Asia-Pacific Board of Directors is to meet twice per year, usually in conjunction with the World Congress on ITS and the ITS Asia-Pacific Forum. The Chair may convene special meetings. Meetings may be conducted by telecommunication.

The subjects for discussion at the Asia-Pacific Board of Directors meetings include:

- The new member of ITS Asia-Pacific Assembly,
- The membership class and membership fee,
- The budget report for the new fiscal year and the expenditure report for the past fiscal year,

- The selection of venue and theme of Asia-Pacific ITS Forum, and

- The withdrawal from ITS Asia-Pacific membership.

A quorum of at least 50 per cent of the Board of Director's members is required for a meeting to be considered formal.

Questions may arise at meetings of the Board of Directors meetings. Such questions shall be determined by a show of hands (a vote). Each country/area may have only one vote. A vote is to be carried when supported by a simple majority (greater than 50 per cent) of members. Proxy votes may be lodged in writing providing such a vote is submitted two days prior to the appropriate meeting.

Additional "observers" may be allowed to attend the Board of Directors Meetings, at the discretion of the Chair.

7.6 Expenses

Expenses directly related to the Asia-Pacific General Assembly and Board of Directors meetings are borne by the host country/area, unless otherwise agreed by the Asia-Pacific Board of Directors.

Travel and accommodation expenses are to be borne by the individual member.

8 ITS Asia-Pacific Secretariat

The Secretariat is responsible for:

- All correspondence pertaining to this MOU including meetings of the General Assembly, Board of Directors, and such meetings organization, agendas and minutes;

- Maintenance of the member lists and distribution of required correspondence to all members;

- Negotiation with candidate countries for the ITS Asia Pacific Forum;

- Visiting the host city/country/area to check the status of the preparation for upcoming Forums; and

- Reporting the budget of new fiscal year and the expenditures of the past fiscal year at General Assembly after approval by the Board of Directors.

ITS Japan will serve as the Secretariat for the term of this agreement.

8.1 Income

Income resources of ITS Asia-Pacific are

- Membership fees;

- Contribution by hosting organizations of the World Congress in the Asia-Pacific region and Asia Pacific Forum;

  The Board of Directors will approve the rate of the contribution. The latest rate is indicated in Appendix 3, attached.

- Sales commission of exhibition stands from hosting organizations of World Congress in the Asia-Pacific region.

  The amount of the sales commission is indicated in Appendix 3.

8.2 Expenses of the Secretariat

Expenses directly related to the Secretariat are borne by the budget of ITS Asia-Pacific.

8.3 Incentive Program

Secretariat of ITS Asia-Pacific operates the incentive program as agreed by the APBOD members.

The detail processes of the programs are described in Appendix 8.

9 Role in the World Congress on ITS

ERTICO, ITS Japan, and ITS America are signatories to a Framework Agreement to cooperate in hosting an annual World Congress on ITS. This Congress will rotate between these three associations on a three-year cycle.

In accordance with that Framework Agreement, ITS Asia-Pacific will conduct the following.

9.1 World Congress Board Members from the Asia-Pacific Region

The ITS Asia-Pacific Board of Directors will propose appropriate members of Board of Directors from the Asia-Pacific region for membership on the World Congress Board on ITS. The latest Board of Directors members from the Asia-Pacific region are indicated in Appendix 4.

The job description of the World Congress Board on ITS is attached in Appendix 5.

9.2 Venue of World Congress on ITS in the Asia-Pacific Region

The members of the World Congress Board of Directors from the Asia-Pacific region will select the venue of World Congress on ITS in the Asia-Pacific region.

A quorum of at least 50 per cent of the countries/areas which compose World Congress Board of Directors from the Asia-Pacific region is required for a meeting to be considered formal.

The venue of World Congress shall be selected from one or more candidate cities in Asia-Pacific Region and by the scores which are obtained by the procedures written in Appendix 9. A proxy scorer who is authorized by the board member and submitted to Secretary in writing two days prior to the appropriate meeting can make her/his scorers at the meeting.

9.3 International Program Committee Members from the Asia-Pacific Region

Each ITS organization of ITS Asia-Pacific nominates appropriate International Program Committee members from the Asia-Pacific region to the Secretariat. The latest International Program Committee members from Asia-Pacific and the role of International Program Committee are indicated in Appendix 6.

10 Asia-Pacific ITS Forum

The ITS Asia-Pacific Forum is an annual event that includes both conference and exhibition components. The

Forum is intended to demonstrate the spirit of cooperation among members.

Every third year, the Asia-Pacific region will play host to the World Congress on ITS. In these years, no ITS Asia-Pacific Forum will be held.

The Asia-Pacific Board of Directors will approve the location, date and theme of the ITS Asia-Pacific Forum two years at the latest before the ITS Asia-Pacific Forum. The financing of the Forum will be the responsibility of the local Forum Organizing Committee. This Organizing Committee will be formed by the host country/area but will include the Chair (provided by the host country/area), as well as three Vice-Chairs drawn from the countries/areas that have hosted the three past Forums.

11 Miscellaneous

11.1 Language

Meetings and correspondence of all ITS Asia-Pacific activities will be conducted in English. The host country/area of the ITS Asia-Pacific Forum may consider simultaneous interpretation facilities for the local and other languages.

11.2 Indemnity for Liability

ITS Asia-Pacific is not liable to the extent that signatories are responsible for individual acts or omissions that contribute to individual loss.

11.3 Confidentiality

Signatories to this Memorandum of Understanding acknowledge that the Confidential Information of other parties is valuable to the other party and agree to take reasonable steps to maintain the confidentiality of any proprietary or confidential information of the other parties. This information does not apply to any information that is obtainable through normal commercial means, or is available in the public domain.

11.4 Intellectual Property

ITS Asia-Pacific retains all copyrights and other intellectual property rights regarding everything it develops (or is involved in developing) including but not limited to the ITS Asia-Pacific logo mark or word mark.

11.5 Logo Mark of ITS Asia-Pacific

The logo mark used at the ITS AP Forum and World Congress on ITS in the Asia-Pacific region is shown in Appendix 7.

Appendices

Appendix 1: Membership class and membership fee

- Regular membership: Members who pay the annual fee and participate in the AP BOD meeting at least once a year may have regular membership in the next year.

- Observer membership: members who do not have regular membership.

  Observers may attend the AP BOD meetings. However, they have no right to speak or vote.

  Observers have no right to hold ITS World Congress BOD membership.

  The AP BOD Chair has the right to invite a representative of a country/area that is not a regular membership.

  The annual membership fee is US$2,000.

- Payment process

  1. The secretariat sends an invoice for the annual fee for the next fiscal year to the candidate members by 31 March.

  2. Members must complete the transfer of the annual fee to the designated secretariat bank account during the period of 1 April to 31 May. Members bear the necessary transfer fee.

  3. The secretariat sends acknowledgement to the paying members as soon as the secretariat confirms the payment.

  4. The secretariat issues reminders to the candidate members who have not paid.

  5. How to deal with the unpaid candidate members shall be discussed by the ITS AP BOD.

Appendix 2: ITS Asia-Pacific Board of Directors Elected Members:

As of 27 May, 2020

	Country/Region		Name	ITS Organization
	Secretary General	Mr.	Hajime Amano	ITS Japan
1	Australia	Mr.	Dean Zabrieszach	ITS Australia
2	China	Mr.	Xiaojing Wang	National ITS Center, China/ China ITS Industry Alliance
3	Chinese-Taipei	Dr.	Murphy Sun	ITS Taiwan
4	Hong Kong, China	Mr.	Charles So	ITS Hong Kong
5	Indonesia	Mr.	Muhammad Aditya Arief Nugraha	ITS Indonesia
6	Japan	Mr.	Takehiko Barada	ITS Japan
7	Korea	Mr.	Seongsoo Kim	ITS Korea
8	Malaysia	Dr.	Siew Mun Leong	ITS Malaysia
9	New Zealand	Mr.	Stephen Hewett	ITS New Zealand
10	Singapore	Mr.	Saurav Bhattacharyya	ITS Singapore
11	Thailand	Dr.	Sorawit Narupiti	ITS Thailand

Appendix 3: Income

- The host country/area of the ITS World Congress and the AP Forum Organizing Committee must pay the commission for registration fee calculated hereafter to the ITS AP secretariat by the end of the fiscal year.

  Registration fee/person   x   the number of attendees   x   7%

  The host country/area must submit the evidential document for endorsing the total amount of the registration fee.

- The host country/area of the ITS World Congress must pay the commission for exhibit sales revenue[1] to ITS AP secretariat by the end of the fiscal year when the ITS World Congress is held.

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[1] Commission for new exhibitors is 15% of their occupied floor payment. Commission for repeating exhibitors is 8% of their occupied floor payment. The above commission should be paid in US dollars. The host country/area bears the necessary transfer fee.

Appendix 4: ITS World Congress Board of Directors Member List

As of 27 May, 2020

	Country/Area	Name	Organization
1	Secretary-General	Mr. Hajime Amano	ITS Japan
2	2019WC BOD Chair	Mr. Saurav Bhattacharyya	ITS Singapore
3	2022WC BOD Chair	Mr. Jianrong Gu	ITS Committee of Suzhou Comprehensive Transport Society
4	Australia	Mr. Brian Negus	ITS Australia
5	China	Mr. Xiaojing Wang	National ITS Center, China/ China ITS Industry Alliance
6	Chinese-Taipei	Dr. S.K. Jason Chang	ITS Taiwan
7	Japan	Mr. Takehiko Barada	ITS Japan
8	Japan	Mr. Atsushi Yano	ITS Japan
9	Korea	Mr. Seongsoo Kim	ITS Korea
10	Hong Kong	Mr. Charles So	ITS Hong Kong
11	Indonesia	Ms. Noni S. A. Purnomo	ITS Indonesia
12	Malaysia	Dr. Siew Mun Leong	ITS Malaysia
13	New Zealand	Mr. Stephen Hewett	ITS New Zealand
14	Singapore	Dr. Kian Keong Chin	ITS Singapore
15	Thailand	Dr. Sorawit Narupiti	ITS Thailand

Appendix 5: The Role of World Congress Board of Directors

The World Congress Board of Directors (hereinafter referred as "WCBOD") is the senior advisory body of the World Congresses on ITS. The duties of the WCBOD are as follows:

- Schedule annually an ITS World Congress in a location within the Host Region[2] at the earliest (but not less than four years before the dates of the next Congress) by the respective Region. It is envisioned that a preferred venue would be known to the Region up to five years before the Congress in question. The location rotates every year (Europe, then Asia-Pacific and then the Americas).

- Establish such guidelines and procedures as are necessary to facilitate the planning and conduct of each ITS World Congress and to achieve compatibility between successive Congresses.

- Assign the responsibility for the detailed planning and organization of each ITS World Congress to the Host Region. The Board of Directors shall retain responsibility for monitoring the good management of each ITS World Congress. If this is not the case, the Board of Directors has the right to recommend appropriate action to the MOC[3] Executive Committee. The Executive Committee shall consist of 12 members in total nominated by the CEOs of "the three organizers".

- Monitor that the three regions[4] fulfill their duties.

- Approve the nomination of the International Program Committee Chair for each ITS World Congress.

- Actively endorse and support the theme agreed upon for each ITS World Congress.

- Attend the meetings of the World Congress Board of Directors, which are usually held twice a year, one in May/June in the city where the next year's World Congress will be organized, and the other at the end of each World Congress.

Notes:

- The WCBOD members should be selected from either the public or private sector.

- Travel and accommodation expenses are to be borne by the individual member.

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[2] One of the three regions to host the ITS World Congress

[3] Memorandum of Cooperation between ERTICO, ITS America and ITS Japan

[4] Europe, Asia-Pacific and Americas

Appendix 6: International Program Committee Members:

As of 27 May, 2020

	Country/Area	Name	Organization
1	Australia	Dr. Cai Chen	CSIRO's Data 61
2	Australia	Ms. Suzan Harris	ITS Australia
3	Australia	Prof. Majid Sarvi	Melbourne University
4	Australia	Mr. Dean Zabrieszach	HMI Technologies Limited
5	China	Ms. Weiyun Jiao	National ITS Center, China
6	China	Mr. Tongyan Qi	Chinese Science Center of International Eurasian Academy of Sciences
7	China	Prof. Jianqiang Wang	Tsinghua University
8	Chinese-Taipei	Dr. S. K. Jason Chang	National Taiwan University
9	Hong Kong	Dr. Lilian Pun	Hong Kong Polytechnic University
10	Japan	Mr. Yosuke Akatsu	Nagoya University
11	Japan	Mr. Takehiko Barada	ITS Japan
12	Japan	Dr. Shunsuke Kamijo	The University of Tokyo
13	Japan	Dr. Hiroyuki Kumazawa	Osaka Sangyo University
14	Japan	Dr. Takashi Oguchi	The University of Tokyo
15	Japan	Dr. Nobuyuki Ozaki	Nagoya University
16	Japan	Mr. Takaaki Segi	ITS Japan
17	Korea	Dr. Yoo-Jin Chang	MOLIT
18	Korea	Prof. Seonha Lee	Kongju National University
19	Korea	Dr. Young-Kyun Lee	ITS Korea
20	Korea	Dr. Young-Jun Moon	The Korea Transport Institute
21	Korea	Prof. Cheol-Oh Oh	Hanyang University
22	Malaysia	Dr. Siew Mun Leong	ITS Malaysia
23	New Zealand	Mr. Stephen Hewett	ITS New Zealand
24	Singapore	Dr. Kian Keong Chin	Land Transport Authority
25	Singapore	Dr. Jaya Shankar	Institute for InfoComm Research
26	Thailand	Dr. Tongkarn Kaewchalermtong	Chulachomklao Royal Military Academy

The Role of International Program Committee of the ITS World Congress (hereinafter referred as "IPC")

The International Program Committee is composed of international experts nominated from "the three organizers".

The duties are as follows:

- The Committee and its members have the responsibility for designing and preparing the conference program of the ITS World Congress, including the sessions according to the congress themes.

- The Committee nominates speakers for Plenary Sessions and Executive Sessions, and selects Special Interest Sessions in the 1st IPC Meeting to be held in late January to early February of the congress year.

- The Committee shall tentatively plan the Scientific/Technical/Interactive Sessions in accordance with the reviewing result from each Regional Program Committee in the Paper Allocation Meeting (2nd IPC Meeting).

- The Committee is responsible for the reviewing and selecting of submitted papers.

- The members are responsible to attend the IPC meetings, which are usually held twice a year, one in Jan/Feb in the city where the next year World Congress will be organized, and the other at the end of March.

Notes:

- The IPC members should be selected from either the public or private sector.

- Travel and accommodation expenses are to be borne by the individual member.

Appendix 7: Logo mark of the World Congress on ITS

The logo mark shall be provided only by the Secretariat in a digital format upon request.

Appendix 8: Operation Rules for ITS Asia-Pacific Incentive Program

On the agreement by the board members at the ITS Asia-Pacific Board of Directors Meeting (hereinafter referred to as "ITS AP BOD Meeting") on 13October, 2013 in Tokyo, the following rule should come into effect for the appropriate operation of the ITS Asia-Pacific during the effective term of this Memorandum of Understanding.

Program I: ITS Asia-Pacific will bear the cost of the ITS World Congress registration fee of the ITS AP BOD members for encouraging their participation in ITS World Congresses and ITS AP BOD meetings.

Article 1.   Conditions:
● ITS AP BOD members' both payment of the ITS World Congress registration fee and attendance at the ITS AP BOD Meeting must be confirmed by the ITS AP Secretariat.
● In case a member is unavailable for the meeting, the one should delegate the authority to a substitution and give a pre-notice to the ITS AP Secretariat in writing.
● Complimentary registrants are not applicable to the program

Article 2.   Methodology:
● The ITS Organization which hosted the ITS World Congress in the Asia-Pacific region should confirm the registration of each ITS AP BOD member and report to the ITSAP Secretariat.
● ITS AP Secretariat should check the members' attendance at the AP BOD meeting in conjunction with the ITS World Congress.
● According to the above information, ITS AP Secretariat should issue the CREDIT NOTE to the respective ITS Organizations.
● ITS AP Secretariat should pay to the bank accounts designated by the relevant ITS organizations within the same fiscal year which should be in U.S. dollars at the exchange rate at the time of remittance, covering the remittance charge.
● ITS Organizations should issue the receipt to the ITS AP Secretariat once the money is received.

Program II: ITS Asia-Pacific will pay 2% of the registration fee income from the member country/area to the respective ITS organizations for encouraging the participation in the ITS World Congresses and Asia-Pacific ITS Forums (AP Forum).

Article 1.   Conditions:
● The program is subject to all the paid conference registration fees at the ITS World Congresses held in the AP region and AP Forums.

Article 2.   Methodology:

- The ITS Organization which hosted the ITS World Congress in the Asia-Pacific region and AP Forum should confirm the amount of 2% of the paid registration fees from of each member country/area and report to the ITSAP Secretariat.
- According to the above information, ITS AP Secretariat should check and confirm the amount of the incentive, and issue the CREDIT NOTE to the respective ITS Organizations.
- ITS AP Secretariat should pay to the bank accounts designated by the relevant ITS organizations within the same fiscal year which should be in U.S. dollars at the exchange rate at the time of remittance, covering the remittance charge.
- ITS Organizations should issue the receipt to the ITS AP Secretariat once the money is received.

Anything other than those above should be discussed and decided at the AP BOD Meeting.

Appendix 9: Scoring method of venue selection of World Congress on ITS in the Asia-Pacific region

Article 1. Venue selection schedule

● The venue is to be selected not less than four years before the dates of the Congress according to the guideline and procedure of World Congress on ITS.

Article 2. Condition to be eligible candidate

● Any city which wishes to stand as a candidate is required to satisfy all of the items contained in the Required Items' Self Assessment Form (Attachment 1) and the capacity guideline (Attachment 2) beforehand. The Required Items Self Assessment Form is to be submitted with the prescribed application form and signed by the relevant World Congress Board of Director (WCBOD) to the ITS AP Secretariat through the relevant ITS organization by the due date which is determined by ITS AP Secretariat.

● The ITS AP Secretariat organizes an inspection committee, including AP WCBOD (one or two) and visits the applicant cities to check whether each Self Assessment is appropriate or not (Committee Inspection). As a consequence of the Committee Inspection, any applicant city where the Self Assessment is proved to be appropriate becomes an eligible candidate and obtains the right to participate in the selection meeting (article 3).

Article 3. Selection method

● ITS AP Secretariat organizes the selection meeting with the approval of AP BOD Chair.

● Eligible candidate cities submit a document which introduces the general outline of the city (maximum 10 pages) to the ITS AP Secretariat by the due date determined by the ITS AP Secretariat. The document should not reveal the plan of ITS World Congress for the coming selection meeting. It should provide information only about the city itself. ITS AP Secretariat will then send the document to each AP WCBOD.

● Procedure of Selection Meeting

  • The requisite participants are all AP WCBOD, the representative of the eligible candidate city (one) and the presenter (maximum three). One observer per country/area of the eligible candidate city is allowed to participate.

  • Each eligible candidate city (each city) sends the presentation document for the selection meeting (no limitation on number of page) to ITS AP Secretariat by the due date determined by ITS AP Secretariat. ITS AP Secretariat delivers the document of each city to the meeting room just prior to the start of the meeting.

  • The opening 30 minutes is allocated for each scorer to review the document of each city.

  • Each city makes a presentation (within 10 minutes) followed by Q&A (5 minutes). Each city is allowed to use power point on this occasion.

•Scoring

a. ITS AP Secretariat distributes the score sheet (Attachment 3) with the scoring condition (Attachment 4) to each scorer.

b. Each city makes a short presentation (within 1 minute, Power Point not allowed) on the 1st evaluation item. Then, each scorer fills the score of each city in the sheet.

c. Each scorer announces their score for each city.

d. The secretariat records each score on Excel sheet visible to the participants through data projector.

e. Once the scorer announces it in the room, there is no change allowed to that score.

f. Above b-e is repeated till the final evaluation item.

g. The city with the highest total score is a winner.

（Attachment 1） Required Items' Self Assessment Form

Required Items' Self Assessment Form		Satisfactory	Non Satisfactory
Main Item	Sub Item	Satisfactory	Non Satisfactory
Venue	Conference		
	Transport From/To		
	Exhibition (see Capacity Guideline)		
	Demonstration		
	Proximity to each other		
	Facilities (incl. Gala Dinner, VIP Dinner)		
	Capacity (see Capacity Guideline)		
Proposal	Program		
	Showcase Technical Tours		
	Organization Structure		
Financials	Budget Plan		
Merit to ITS	ITS AP		
City	Transport		
	Accommodation-Affordability		
	Accommodation-Availability		
	Safety		
	Accessibility from the world		
	ITS Development/Deployment		
History	Prior Hosting of ITS AP Forum		
Final Assessment Result (Can only be Satisfactory if <u>All</u> the above Sub Items are Satisfactory)			

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(Attachment 2) Capacity Guideline

Conference	Opening Ceremony: approx. more than 2,500 people PL: 250 people, 1 room, 1-3 sessions ES: 200 people, 2 rooms, 12-16 sessions SIS: 150 people, 5 rooms, 50-70 sessions TS: 100 people, 15 rooms, 120-140 sessions IS: 1 room, 6 sessions (20 posters/sessions) Speaker Ready Room, Room for press ITS Organization (3rooms), and others
Exhibition	More than 20,000 m^2
Dinner	Gala Dinner: up to 1,200 people VIP Dinner: at least 50 people from each region (source: The guideline and procedure of World Congress on ITS)

（Attachment 3）Score Sheet

Main Item	Sub Item	City A	City B	City C
Venue	Conference			
	Transport From/To			
	Exhibition (see Capacity Guideline)			
	Demonstration			
	Proximity to each other			
	Facilities (incl. Gala Dinner, VIP Dinner)			
	Capacity (see Capacity Guideline)			
Proposal	Innovation			
	Vision for next 4 years			
	Program			
	Student Program			
	Social Program			
	Partner Program			
	Showcase Technical Tours			
	Organization Structure			
	Presentation			
Financials	Affordability			
	Budget Plan			
	Committed Sponsorship			
	Governing Backing			
	Private Sector & Industry Support			
Merit to ITS	ITS AP Members			
	ITS AP			
	ITS World Congress			
City	Transport			
	Accommodation-Affordability			
	Accommodation-Availability			
	Safety			
	Accessibility from the world			
	ITS Development/Deployment			
History	Prior Hosting of Similar Events (Ability)			
	Prior Hosting of ITS AP Forum			
Total Score				

(Attachment 4) Scoring condition

Score Value	Condition
5	Exceeds the expectations
4	Meets the expectations
3	Acceptable
2	Needs improvement
1	Not acceptable

Signatories to the ITS Asia-Pacific Memorandum of Understanding

We, as primary contacts of our countries/areas, hereby pledge technological cooperation among Asia-Pacific nations

in connection with ITS through our active participation in, and membership of, ITS Asia-Pacific.

Signed on 27 May, 2020

Signed by: *Dean Zabrieszach*   Name: Dean Zabrieszach
AC7123BCDD65427...

On behalf of: **ITS Australia - Australia**

Signed by: *WANG Xiaojing*   Name: Xiaojing Wang
EC3F6406601A412...

On behalf of: **National ITS Center, China/China ITS Industry Alliance**
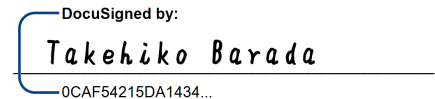
Signed by: 孫 瑀   Name: Murphy Sun
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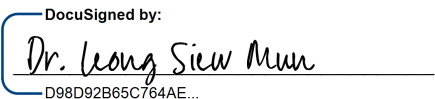On behalf of: **ITS Taiwan – Chinese Taipei**

Signed by: *Charles So*   Name: Charles So
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On behalf of: **ITS Hong Kong – Hong Kong, China**

Signed by: _Muhammad Aditya A.N._   Name: Muhammad Aditya Arief Nugraha
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On behalf of: **ITS Indonesia - Indonesia**

Signed by: _Takehiko Barada_   Name: Takehiko Barada
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On behalf of: **ITS Japan - Japan**

Signed by: _Seongsoo Kim_   Name: Seongsoo Kim
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On behalf of: **ITS Korea - Korea**

Signed by: _Dr. Leong Siew Mun_   Name: Siew Mun Leong
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On behalf of: **ITS Malaysia - Malaysia**

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Signed by: Stephen Hewett   Name: Stephen Hewett
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On behalf of: **ITS New Zealand - New Zealand**

Signed by: 719E298653C44E3...   Name: Saurav Bhattacharyya

On behalf of: **ITS Singapore - Singapore**

Signed by: Sorawit Narupiti   Name: Sorawit Narupiti
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On behalf of: **ITS Thailand, Thailand**