

Appendix 10: Venue selection method of Asia-Pacific ITS Forum

Article 1. Venue selection schedule

- The venue is to be selected not less than **two years** before the dates of **the Asia-Pacific ITS Forum**.

Article 2. Condition to be eligible candidate

- The city which wishes to stand as a candidate is required to check to satisfy all the required items by Self Assessment Form of Selection Criteria (Attachment 1) beforehand and submit it with the prescribed application form signed by the concerned **Asia-Pacific Board of Director (APBOD)** to ITS AP Secretariat through the concerned ITS organization by the due date which is determined by ITS AP Secretariat.

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 (within 10 pages) to ITS AP Secretariat by the due date determined by ITS AP Secretariat. The document should not reveal the plan of ITS World Congress for the coming selection Meeting. It should provide an information only about the city itself. ITS AP Secretariat send the document to each **AP BOD**.
- Procedure of Selection Meeting
 - The requisite participants are all **AP BOD**, the representative of the eligible candidate city (one) and the presenter (within 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 20 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 2) to each scorer with the scoring condition that for each criterion, the venue that is the best placed to address the criterion gets 1,

while the other venues get 0. “1” should be given to only one candidate city.

- b. The candidate city which gets the highest total score shall obtain one vote by the ITS Organization.

•Voting

- a. The candidate city with the highest number of votes from **AP BOD** is a winner.
- b. In case that the votes are equally divided, the total scores across the evaluation criteria shall first be considered. And if that is still tied, the final decision shall be made by ITS AP Secretary General.
- c. Scoring sheets are shared with all member organizations.
- d. Candidate city ITS Organizations can have the rights to score and vote.

(Attachment 1) Self Assessment Form of Selection Criteria

Selection Criteria	Satisfactory	Non Satisfactory
1. Support from the local government and ITS Industry		
2. Venue that has sufficient capacity and quality for excellent experiences of participants.		
3. Accessibility and safety		
4. Financial framework to ensure successful event delivery		
5. Aiming for expanding the penetration of ITS technologies to new parts of ITS Asia-Pacific		
6. Congress Program: <ul style="list-style-type: none"> - Demonstration and Technical Tours - VIP Program to attract international VIPs - Social program to support networking and attract participants - Student and diversity program 		
7. Maximises the opportunity to host an official event (ITS World Congress and ITS AP Forum) amongst ITS AP Member countries/areas. e.g. avoids clustering events in one member country/area shares opportunities across all interested and capable members.		
General Assessment		

(Attachment 2) Score Sheet

Selection Criteria	Venue 1	Venue 2	Venue 3
1. Support from the local government and ITS Industry			
2. Venue that has sufficient capacity and quality for excellent experiences of participants.			
3. Accessibility and safety			
4. Financial framework to ensure successful event delivery			
5. Aiming for expanding the penetration of ITS technologies to new parts of ITS Asia-Pacific			
6. Congress Program: - Demonstration and Technical Tours - VIP Program to attract international VIPs - Social program to support networking and attract participants - Student and diversity program			
7. Maximises the opportunity to host an official event (ITS World Congress and ITS AP Forum) amongst ITS AP Member countries/areas, e.g., avoids clustering events in one member country/area shares opportunities across all interested and capable members.			
Total			

ITS AP member Organization: _____

- Each voting AP WCBOD member completes the above selection criteria. For each criteria, the venue that is best placed to address the criteria gets 1, while the other venues get 0. "1" should be given to only one candidate city.
- The venue with the highest score is allocated the 1 vote for this AP BOD member.
- The Secretariat will add together the votes from each AP BOD member for each venue.
- The winning venue is the one with the highest votes (max. 12 votes).
- Candidate city ITS Organizations can have rights to score and vote.
- Scoring sheets are shared with all member organizations.