

**EUROPEAN ROAD TRANSPORT RESEARCH ADVISORY
COUNCIL
(ERTRAC)**

Terms of Reference

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1. Introduction

At the Lisbon European Council in March 2000, a new strategic goal was set for European Union by 2010: *“to become the most competitive and dynamic knowledge-based economy in the world, capable of sustainable economic growth with more and better jobs and greater social cohesion.”*

Given the key role played by R&D in generating economic growth, employment and social cohesion, the development of the European Research Area (ERA) forms a key pillar of the Lisbon Strategy.

The strengthening of this pillar requires that R&D effort be better structured, optimised and integrated into a larger process involving all actors crucial to achieving a successful outcome in a given domain. This is particularly important for the road transport sector, which has to face major economic, technological, environmental and societal challenges.

To that effect, in March 2002 the European automotive representatives called for the establishment of a European Road Transport Research Advisory Council (known as ERTRAC) comprising of senior experts from car manufacturing companies, component suppliers, energy and fuel suppliers, research institutes and other relevant stakeholders.

ERTRAC's main goal is to reflect on the future research priorities necessary to support the development of a truly sustainable road transport system in Europe and then to establish and promote a Strategic Research Agenda for the next decades for Member States, European institutions and road transport stakeholders.

This initiative is fully in line with the Lisbon objectives and is also considered as being a key element in the European strategy for increasing the R&D investment in the Member States to 3% of GDP by 2010, as stated in the Barcelona Council.

In order that ERTRAC achieves its full potential, it is necessary to involve all the stakeholders in the road transport sector such as vehicle manufacturers, suppliers, road infrastructure operators and developers, consumers, service providers, fuel suppliers, research providers, intelligent transport actors, cities and regions as well as other public authorities.

In addition, the objective of achieving a sustainable transport system in Europe implies that a wide range of European policies may influence ERTRAC. Similarly ERTRAC may provide inputs to research policy development. Whilst the interactions with different EU policies will vary according to the challenges to be addressed, effective mechanisms will need to be developed to ensure adequate co-ordination between the relevant stakeholders.

2. The Technology Platform ERTRAC

Important stakeholder organisations in Europe are supporting the Technology Platform ERTRAC. The platform is however open to all who can contribute to ERTRAC's mission and indeed a broad active involvement is a key principle.

2.1 Major Challenges

To foster EU technical leadership and global competitiveness ERTRAC will have to address the key technological challenges of the 21st century for the transport sector such as:

- Meeting the future demand for road transport and mobility in general within the constraints of ever increasing congestion and environmental pressures;
- Further improving road transport safety;
- Responding to the demands of political and legislative measures such as the Gothenburg declaration on sustainable development and the recent declaration of the 21st of March 2003 competitiveness council; the Lisbon Strategy and the goal of the Barcelona Council as mentioned above.
- Reflecting and addressing future energy trends and policies such as energy diversification and security of supply;
- Enhancing the competitiveness of the European road transport industry;
- Developing a fully integrated European transport system.

2.2 Mission

ERTRAC's mission provides the framework to overcome the challenges facing the sector:

- Provide a strategic vision for the road transport sector, with respect to R&D;
- Set out strategies and roadmaps to achieve this vision through the Strategic Research Agenda and other associated documents;
- Stimulate increased and more effective public and private investment in R&D in the road transport sector;
- Contribute to improving co-operation between EC, national, regional and private R&D actions on road transport within the European Research Area;
- Enhance networking and clustering of the R&D capacity in Europe;
- Promote European commitment to RTD thus ensuring Europe an attractive location for researchers.

In general, ERTRAC will develop a vision for the long-term future providing orientations for European research and development stakeholders. In addition, ERTRAC will be active in promoting the Strategic Research Agenda and stimulating its implementation.

2.3 Research Areas

Initially, research strategies will be developed for the four following themes:

- Mobility, Transport and Infrastructure
According to all reasonable estimates, the provision for the mobility of people and the transport of goods will need to grow considerably by 2020. This need will be driven by

societal and economic developments. Important societal changes, such as the estimated 17% increase in the number of households within the EU-25, compared with population growth of only 2%, will modify societal travel requirements. Added to this, Europe's competitiveness depends on accommodating the predicted 69% growth in the amount of goods transported. This requires research into the appropriate forms and capacity of mobility and transport provision.

- **Safety and Security**

Accidents are responsible for many fatalities and injuries in Europe with large variations between the member states. The aging of European society is raising new issues. Various stakeholders have called for reductions of 50% by 2015 and 75% by 2020 from the 2000 level. This decrease can be achieved through implementation of existing best practices and a systems approach to new research solutions.

- **Environment, Energy and Resources**

The research challenge is to deliver low emissions while also meeting individual and societal demands for mobility, vehicle performance, reductions in greenhouse gas (GHG) emissions, and improvements in energy efficiency. Reducing GHG emissions from road transport is a particular challenge given the anticipated demand growth of around 32% in passenger kilometres by 2020, and 69% in tonne kilometres⁷. The evaluation of future fuel and vehicle options and the choice of the most promising pathways need to be based on strategic studies, including the established well-to-wheel analyses.

- **Design and Production Systems**

Future design and production have to be seen as a system. Integrated design and investment analysis will allow optimisation of the total life cycle of products, services and infrastructures. Competitive and sustainable design and production systems will ensure that European products are attractive to customers inside of the European Union and beyond.

Additional research areas will be defined provided there is sufficient need and critical mass to develop the associated strategic research agenda.

2.4 Expected Benefits

In the longer term, implementing the Strategic Research Agenda and its accompanying activities, the expected benefits of ERTRAC will be to:

- Support and contribute to raising European, Member State and private R&D investment in the road transport sector and to improving its effectiveness, by demonstrating a common vision and a consistent strategic framework at EU level for both R&D funding and deployment initiatives. This common vision/path will help concentrate efforts and resources and avoid fragmentation, thus contributing to restructuring and optimising road transport research in Europe and building the ERA;
- Accelerate the generation of new knowledge, innovation and the uptake of research and technologies, improving the competitiveness and productivity of the road transport sector;
- Support the development and networking of regional clusters in road transport research and help regions identify and address the particular challenges and opportunities relevant to themselves;

- Contribute to removing obstacles at EU, national and regional levels, for deployment and facilitate/accelerate the market penetration of new technologies. Technology demonstration will form an important element in this process;
- Maintain an appropriate balance between innovative and policy oriented research while contributing to aligning in a coherent and consistent way, Research and Technology Developments with European policies and regulatory frameworks;
- Make the EU more attractive both for researchers and industrial investment. ERTRAC will also act as an early warning system to alert policy makers to the changing needs of the sector and the consequences for society, for example in terms of skill shortages or research infrastructure deficiencies;
- Increase public awareness, understanding and acceptance of the technologies concerned and the research policy choices necessary to maximise the benefits for all stakeholders.

2.5 Scope of Activities

ERTRAC will establish and carry forward a common Strategic Research Agenda (SRA) for the Road Transport Sector that will assist all European stakeholders in planning coherent research activities. The Strategic Research Agenda is addressed to the Member States, European institutions and road transport stakeholders.

The main activities of ERTRAC will include:

- The joint development of a holistic “Vision 2020 of the Road Transport System” (the “Vision”);
- The joint development of a Strategic Research Agenda (SRA) as a path to the Vision;
- Making structured recommendations to road transportation stakeholders for the implementation of the SRA and achievement of the 2020 Vision;
- Contributing to the development of the European Research Area by promoting links between all the stakeholders involved;
- Monitoring the progress of research activities in Europe in relation to the SRA;
- Carrying out a periodic review of the Vision, the timeframe and the SRA taking into consideration major world-wide trends and innovative ideas;
- Develop and implement a communication strategy to promote awareness of the Vision and the SRA including dissemination to larger public audiences.

3. The Structure of ERTRAC

The structure of ERTRAC is illustrated by the following figure:

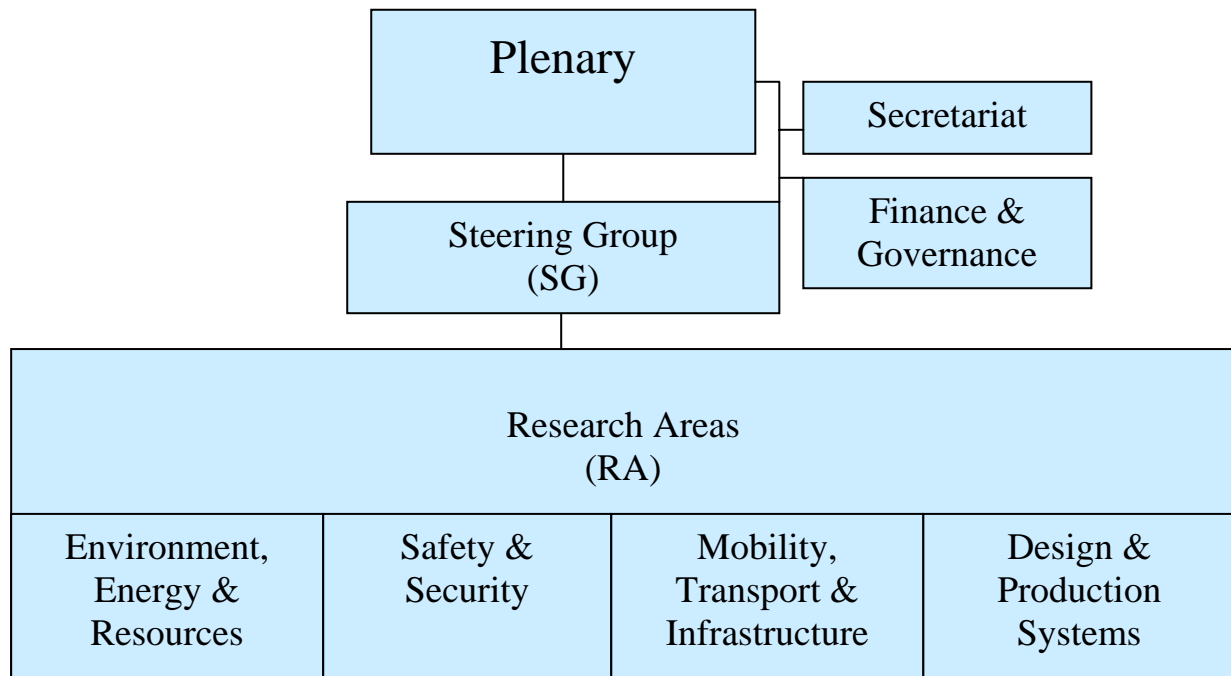


Figure 1: ERTRAC general structure

ERTRAC is composed of the appropriate members necessary to achieve its mission. They are drawn from a range of relevant stakeholders including, but not exclusively, those listed hereunder:

- Road vehicle manufacturers
- Road vehicle component suppliers
- Road Infrastructure
- User / Consumer
- Service Providers
- Energy / Fuel suppliers
- Research providers
- Intelligent Transport System
- Cities and Regions
- Freight / Logistic / Mobility providers
- Public transport operators
- NGOs
- Academia
- European Commission
- Member States, candidate countries and EFTA nations
- Consultants for specific tasks

The range of stakeholders reflect the need for maximum efficiency and transparency. Stakeholders should reach consensus to facilitate a balanced composition of ERTRAC with regard to members' nationalities, gender, industrial sectors as well as company and association representations.

3.1 The Plenary

Members are key actors in the European Road Transport sector with a wide range of activities complementary to ERTRAC's membership. They should not represent a company but a field of activity. A more detailed profile of the participants is given in the Annex.

Members are authoritative individuals who are able to make an active contribution to ERTRAC, giving significant advice and being in the position to influence stakeholders in planning research programmes.

The Plenary will be lead by a Chairperson and Vice-Chairpersons (the number of Vice-Chairpersons will be decided by the Plenary).

In performing the functions of its mission, the Plenary will be supported by the Steering Group (See Figure 1).

The following three sub-groups set up the Plenary

- a) Representatives of the following areas of the transport system
 - 5 from the vehicle manufacturers
 - 3 from vehicle component suppliers
 - 2 from Road Infrastructure
 - 2 from Users / Consumers
 - 1 from public transport operators
 - 2 from Energy / Fuel suppliers
 - 2 from Research providers
 - 2 from Intelligent Transport System
 - 1 from Cities and Regions
 - 2 from Freight / Logistic providers
 - 2 NGOs
 - 4 from Academia
- b) Representatives from the European Commission
- c) Representatives of Member States, candidate countries and EFTA nations

Main Tasks

- Define and endorse overall strategy by identifying major challenges and research needs
- Define and endorse the Vision 2020
- Agree and endorse the Strategic Research Agenda and related documents
- Propose RTD activities in EU and European Member States
- Propose actions for dissemination within the sector and the media

Meetings

The Plenary meet regularly at least 3 times per year or otherwise as required by the Chairperson.

3.2 Steering Group

The Steering Group provide the management function to ERTRAC. Its composition reflect the multi-lateral principle, comprising of staff from all stakeholders appropriate to ERTRAC's needs. Decisions should be reached on the basis of consensus.

The Steering Group will be lead by the ERTRAC Chairpersons.

Main Tasks

- Main management tasks of ERTRAC
- Develop and maintain ERTRAC's Governance
- Develop finance guidelines and support the research areas with regard to finance topics
- Guide the implementation and evolution of the Strategic Research Agenda
- Steering of the Research Areas
- Develop and implement the dissemination strategy including the Annual conference

Meetings

The Steering Group meet regularly at least 3 times per year or otherwise as required by the Chairperson.

3.3 Research Areas

The Plenary has the remit to set up Research Areas that are of particular interest of the road transport sector. Four areas have been identified initially:

- Environment, Energy and Resources
- Safety and Security
- Mobility, Transport and Infrastructure
- Design and Production Systems

The leaders of each Research Area define the group's structure, membership composition and detailed working method. The final decision will be made by the Plenary.

Main Tasks

- Develop ERTRAC's Research Framework (ERTRAC-RF)
- Arrange forums, workshops to
 - Create an overview for on-going projects
 - Identify gaps, recommendations
 - Foster cooperation between members
- Fostering of new research initiatives
- Promote Joint Technology Initiatives
- Technical synergies with other Technology Platforms
- Update the Strategic Research Agenda and related documents

3.4 Secretariat

To be effective in its day-to-day operation, ERTRAC established a secretariat function on a permanent basis. A Secretary General will be appointed by the agreement of all members of the SG. The members of the SG will define and agree the description of the role of the Secretary General.

The secretariat assists the Plenary and the Steering Group of ERTRAC and reports directly to the chairpersons and the Co-ordinator of ERTRAC on a regular basis.

Main Tasks

- Preparation of meetings – Plenary, SG, Working Groups, Workshops - and administrative support, especially logistics (time, location), agenda, etc.
- Draft minutes in liaison with the ERTRAC chairperson and chairs of the meetings
- Internal communication: e.g. mailings, web-site and intranet updates
- External communication: Contact point for requests of basic ERTRAC information
- Support of dissemination activities

3.5 Method of Working

3.5.1 Plenary

- a) The Chairperson, in agreement with the Vice-chairpersons proposes nominations for ERTRAC membership to the Plenary. The Plenary appoints its members.
- b) The Plenary establish an agreed process and the necessary resources to carry out the work. Decisions should be reached on the basis of consensus.
- c) ERTRAC will endeavour to consult with established Technology Platforms and other appropriate groups on relevant issues of road transport research.
- d) Members will be appointed for a 3-year term and may be re-appointed. The appointment of substitutes is not encouraged.
- e) The members select a Chairperson and Vice-Chairpersons from their number. They serve for a 3-year period and may be re-appointed.
- f) Observer positions may be identified to complement ERTRAC. The number of observer positions cannot exceed 10% of the total number of ERTRAC members.
- g) Observers can attend all ERTRAC plenary meetings. They can intervene on request of the Chairperson. Observers receive all communication from the Plenary.
- h) The functions exercised by the members, Chairperson and Vice-Chairpersons will not be subject to remuneration except academia for which travel expenses are reimbursed.
- i) ERTRAC documents will be communicated to the Member States, the European Institutions, the relevant non-governmental organisations and all stakeholders. Copies of these documents will be made available to the public.

3.5.2 Steering Group

- a) The Plenary will confirm membership of the Steering Group.
- b) The Steering Group will operate as core group of no more than 20 persons; other experts will be involved on an ad-hoc basis.

- c) The composition of the Steering Group will be adjusted by demand to reflect its efficiency. Members may be removed from the list after an inactive period, such as one year.
- d) On advice and request of the Plenary, the Steering Group may set up Work Groups/Task Forces to deal with particular issues of special concern to its mission. The speakers of these working groups/task forces report to the chairperson of the SG. They will meet as required for co-ordination and additional discussions. Currently, the following working groups/Task Forces are established
 - Strategic Research Agenda / ERTRAC Research Framework development and evaluation Group (SRA/ERTRAC-RF)
 - Governance/Finance Working Group
 - Annual Conference task force.

3.5.3 Research Areas Working Groups

- a) Any European organisation having a significant research activity relevant to the road transport sector could be member of an area. Each area will be supported by the ERTRAC's member organisations.
- b) Composition should reflect the main stakeholders with respect to the area.
- c) Research Area leaders will be nominated by the Steering Group. They will form the SRA/ERTRAC-RF work group of the SG and will be members of the Steering Group to act as contacts between both levels.
- d) Any ERTRAC member organisation that wants to join the Research Area working group will have to do so in writing to the leaders. A nomination of a liaison person and the expression of commitment are necessary.
- e) Withdrawal from the area takes place after a 6 months period of inactive participation.

3.5.4 Criteria for new membership

In general, organisations who are not member of ERTRAC, should give their input by the respective European sectorial organisations, e.g. Suppliers by CLEPA, Institutes by EARPA, National Organisations by their National Member State Representatives,

- a) The Plenary has decided at the beginning of ERTRAC to nominate the European Associations to represent in particular their Member Organisations. These stakeholder organisations nominate persons for their representation in the Plenary (see 3.1).
- b) To secure the efficiency of the Research Areas, these working groups operate with a limited number of persons. The leaders of each Research Area propose the group's structure and the membership composition.
- c) All requests for new membership (Plenary or Research Area) should be sent to the ERTRAC Secretariat. The Steering Group will give then a recommendation to the Plenary, the Plenary decide about the request for new membership.
- d) All requests should justify their research activities in Europe, the complementary nature of their activities and the contribution for ERTRAC Road Transport Sector. The nomination of a liaison person is necessary.

3.5.5 Code of conduct regarding communication on ERTRAC

- a) The ERTRAC web site provide key data agreed for publication such as Terms of Reference, Vision document, Strategic Research Agenda, presentations, etc.
- b) Standard public ERTRAC material should be used as a basis for all public presentations.
- c) The secretariat should be informed on all external communications which relate to ERTRAC.

3.6 The process of preparation and maintaining the Strategic Research Agenda

- a) The SRA reflect the key challenges to achieve the Vision and in doing so, identify the main research areas to be addressed;
- b) ERTRAC established the process of preparation of the Strategic Research Agenda. In this context, it determined the extent to which the existing plans and programmes of the stakeholders can be used. ERTRAC also established links seeking coherence with existing European initiatives;
- c) ERTRAC determined the scope and content of the Strategic Research Agenda in accordance with the Vision. The content of the Strategic Research Agenda was presented in an agreed format. The Strategic Research Agenda is not a detailed research work programme;
- d) ERTRAC has determined specific priorities in the Strategic Research Agenda. The selection of priorities carried out on the basis of objective criteria established by ERTRAC which took into account relevant policies (e.g. mobility, transport, energy, industry, environment, safety, employment, finance and governance, etc);

The Strategic Research Agenda is a statement of research priorities, including timing and identification of the necessary actions to be taken and will be regularly reviewed and updated.

3.7 Relation to other Technology Platforms and Initiatives

- a) ERTRAC is complementary to other initiatives for European Technology Platforms (ETPs). Appropriate links will be established to those ETPs and Initiatives with research projects and networks in transport and other related issues.
- b) The links should be established either at SG level or within the Research Areas.

3.8 Costs and Funding

- a) Each participant shall cover it's own costs.
- b) It is the intention of this Technology Platform to mobilise public and private funds to achieve its objectives.
- c) European research funds have been and will be requested to support the expenses of the Technology Platform. Other funds will be welcomed to the support the platform. The ERTRAC Co-ordinator together with the Steering Group is responsible for managing the financial issues of the Technology Platform.

- d) Research initiatives under the umbrella of ERTRAC (new & traditional instruments, Joint Technology Initiative, etc) should aim at using public private partnership as a general rule for finance.

ANNEX

A1 Member Profiles

Nomination

Member States

European Commission

Industry

Research Providers

Cities and Regions

Operators

Infrastructure management

Academia

Environmental and urban planning
Organisations

Transport users groups (freight, road safety &
Passengers)

Consultants

OBSERVER

European Parliament

Profile of Participants

Director in charge of national programmes
relating to road transport

Directors in charge of research programmes
and/or policies relating to road transport
Director in charge of research and/or strategy
(can be to CEO level)

Director of establishment

Director in Charge of transport strategies

Director in charge of strategy

Director in charge of strategy

Senior professor with generally accepted
international reputation

Chairman of organisations

Chairman of organisations

High experience and knowledge on specific
items

Member of European Parliament involved in
road transport affairs (ITRE, Automotive
Forum, ...)