**Tuesday 14th January 2014**

**13:30 – 15.15**

**Morgan, Hilton Hotel, Washington DC**

**Minutes**

**Attendance**

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| **Ann Frye**, Co-Chair ABE60(1), Ann Frye Ltd, UK | **Vasco Reis** University of Lisbon, Portugal |
| **Nina Frid** Co-Chair ABE60(1) Canadian Transportation Agency, Canada **Meeting chair**  **Eileen Lu** Eden Social Welfare Foundation, Taiwan  **Beezy Bentzen** Accessible Design for the Blind, USA | **Roger Mackett** University College London, UK  **Tom Rickert** Access Exchange International, USA  **Uwe Rutenberg**, President Rutenberg Design Inc. Canada **Gwo-wei Torng** Noblis inc, USA |
| **Mohammed Yousef** FHWA, USA  **Kit Mitchell,** UK | **Catherine Holloway** University College London, UK |
| **Campbell McKee** Motivation, UK | **Sonal Chaudhry** Svayam, India |
| **Betsy Buxer** MV Transportation, USA  **Claude Marin-Lamellet**, Research Director, IFSTTAR, France | **Eileen Lu** Eden Social Welfare Foundation, Taiwan |
| **Karen Wolf-Branigin** The Arc, USA | **Abha Negi** Svayam, India |
| **Anabela Simoes** ADI/CIGEST, Portugal | **Richard Schultze** RLS Associates Inc, USA |
| **Yoshikata Tanabe** Volpe/Central Japan Railway, USA | **Rosario Macario**, Professor, Tecnico University, Lisboa, Portugal |
| **John Schoon** University of Southampton, UK | **Mary Crass** International Transport Forum, France |
| **Daniel Blais** Transport Canada, Canada | **David Lewis**, Principal Economic Advisor, HDR Corp., Canada |
| **Russell Thatcher** TranSystems Corp, USA | **Mary Jane Gravelle** Canadian Transportation Agency, Canada |
| **Rex Luk** Hong Kong Society for Rehabilitation, Hong Kong  **Judy Shanley,** Easter Seals  Director, Mobility Management  **Lalita Sen**, Professor Texas  University, USA **Ahsan Habib**, Assistant Professor Dalhousie University Halifax Canada | **Ling Suen** International Centre for Accessible Transportation, Canada  **Jim Marston,** Affiliated Project Scientist, Smith Eye Research USA **Luis Filipe**, Researcher, Técnico, Lisboa, Portugal  **Julia Sable**, Sustainable Transportation, Nova Scotia Canada |
| **Agenda for the meeting:** |  |

1. **Call to Order by the Co-Chairs**
2. **Minutes from the last meeting held January 14th, 2013**
3. **Report on preparations for the 14th TRANSED conference in Lisbon in 2015**
4. **Bids for the 15th TRANSED conference in 2018: report and discussion**
5. **Other business**
6. **Adjournment**

**2.** The Minutes from the last meeting held January 14th, 2013 were adopted as tabled.

The order of items 3 and 4 on the agenda was switched to accommodate changes in the schedule of individuals.

**4.** The four expressions of interest summaries were presented using a consistent format as follows: Ann Frye presented expressions of interest of Sydney, Australia and Halifax, Canada; Nina Frid presented expressions of interest of Montego Bay, Jamaica and Taipei, Taiwan.

Ann and Nina suggested that the committee short list two of the four expressions of interest who will be asked to submit a full proposal and bid for hosting TRANSED 2018.

During the discussion by the committee members, the presenters of the expressions of interest were asked to leave the room.

In the discussion, the following points were raised:

* Each bidder should be asked to specify in the full proposal how many accessible rooms are available in the hotels slated for the conference. This is one of the lessons learned from previous conferences where there was a shortage of accessible hotel rooms.
* Another request was to ask the bidders to describe in detail the availability and accessibility of public transit in the host city.
* Uwe Rutenberg added that accessibility should be considered not only for the wheelchair access but also for sensory impairments.
* Kit Mitchell added that hotels should be close to the conference site. Relying on shuttles makes it more difficult for a number of participants.
* Further, Roger Mackett suggested that to attract more young people to the conference, it should provide good quality event at a reasonable price.
* On the theme of the 2018 conference, David Lewis suggested to look for continuity from one TRANSED to the next. He suggested that evaluations of the bids should be based on both logistics and content.
* Mary Crass advised that committee members reach out to various organizations representing the interests of persons with disabilities and transportation service providers to increase participation in the conference. We should aim to get at least 600 participants.
* Tom Rickert suggested that we should consider where TRANSED had been hosted prior and where we would want to have it next to advance accessibility around the world. He added that a conference in Africa or Latin America would be advantageous for this purpose.
* Lalita suggested that each bidder should identify the area of influence or impact to help understand what countries/regions would be attracted to the event.

All suggestions were accepted with thanks.

**Action:** It was agreed that Nina Frid and Ann Frye will develop an evaluation grid including scoring points to assess each expression of interest on a consistent basis for the purpose of short-listing.

The evaluation will be done by the co-chairs of the International Sub-Committee and the co-chairs of ABE60 Committee. The results will be reported to the membership of both.

**3. Report on preparations for the 14th TRANSED conference in Lisbon in 2015 was provided by Rosario Macario**

* She advised that the papers and presentations will be reviewed before they will be accepted. Rosario will involve PhD students, scientists and practitioners. She plans to approach various parties to solicit interest in being an exhibitor.
* The exhibition will take place at the University, which is close to the conference site.
* She reported that the Secretariat for the conference has been established and will begin engaging various institutions shortly.
* The proposed time line for the conference was for a total of four days with Day 0 used for welcome and special sessions; Day 1 would include the formal opening and workshops; Day 2 – parallel workshops and dinner; Day 3 – parallel sessions and closing.
* On the subject of sponsorships, Rosario reported that they were difficult to find due to economic situation.
* Rosario proposed that for each stream theme) of the conference, there will be a rapporteur who will provide a summary during the plenary session.
* For the research papers – the best will be published in a prestigious journal. A young researcher award will be presented for the best paper.
* Rosario suggested ten themes for discussion and invited comments.

**Action:** Ann and Nina volunteered to work with Rosario to finalize the program.

Suggestions for Rosario were as follows:

* It was suggested to announce the program sooner rather than later to allow participants to plan
* It was suggested to push the timeline for paper forward to allow students to seek and obtain approval to participate and have time to develop their papers
* It was suggested to engage NGOs and development agencies.

**Action:** Tom agreed to share his list of contacts. Lalita suggested that each committee members should share their contacts with Rosario and each should try to reach out and solicit interest.

* Further Claude suggested to clarify the difference between sessions and workshops in the program.
* On the issue of posters, Rosario advised that they cannot be done at the main venue of the conference, the Gulbenkian Foundation since it is a heritage site.
* In response, Roger suggested that the posters could perhaps be done at the University or combined with the exhibition.

Rosario accepted the suggestions with thanks,

No other business was raised.

The meeting adjourned at 15:15 as scheduled.