



## A SYNOPSIS OF THE OPERATIONAL GUIDELINES of the INTERNATIONAL TRANSPORT FORUM'S CORPORATE PARTNERSHIP BOARD (CPB)

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### I. COMPOSITION

The Corporate Partnership Board shall be composed of companies (“Partners”) with a clear international perspective in their activities and which play an active role in the transport sector or associated domains.

Membership of the CPB is open to companies of member and non-member countries of the International Transport Forum (ITF). Membership is for three years, renewable. The composition of the CPB should be as broad as possible in terms of geography, transport mode and sector where applicable. It is envisaged that the Corporate Partnership Board shall comprise approximately 50 Partners, growing over a three-year period from 2014.

### II. PURPOSE & ORIENTATION

Plans and actions of the CPB shall be carried out under the oversight of the ITF Secretary-General, in alignment with the overall mandate and orientation of the International Transport Forum, as set forth by its member countries.

### III. GOVERNANCE

The governing body of the ITF is the Council of Ministers of Transport of the member countries (CMT). The CMT and its representatives, the Transport Management Board (TMB), are regularly informed of the agenda and work of the CPB.

#### A. Governing Bodies of the CPB

The Plenary of the Partners, composed of the CEOs of all Partners, is the main strategic decision-making body of the CPB, which will delegate matters of planning and organisation to a Standing Committee.

The Standing Committee has a small number of Partner companies (from 4 at the outset to a maximum of 8). While representation in the Standing Committee is open to all Partners, its composition should be diverse in terms of geography, sector and mode. The ITF Secretary General chairs both bodies.

#### B. Meetings

There will be two plenary meetings per year, the first in May during the Annual Summit and the second in October/November, in tandem with the TMB meeting. They will be held in English. There will be 3-4 meetings of the Standing Committee each year.

### IV. ACTIVITIES AND WORK PLAN

The activities of the Corporate Partnership Board shall comprise:

- Projects, Events and Publications

and will be structured in a work plan, to be produced annually.

### V. OPERATIONAL REVIEW OF THE CPB

The operations of the CPB will be systematically reviewed by its members, in a process managed by the Standing Committee, which then reports to the Plenary. The initial review cycle will be every two years. The results of such reviews will be presented to the TMB.

**Annex I**  
**POLICY ANALYSIS PROJECTS**  
**of the**  
**INTERNATIONAL TRANSPORT FORUM'S**  
**CORPORATE PARTNERSHIP BOARD**

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The contribution to policy analysis by the CPB is the main focus of interest of the member countries. These projects form a central component of the CPB activity, as they provide a good vehicle for development of policy advice which adds elements of corporate information and business perspectives to the scientific foundation of the Secretariat's work on economic theory and public policy.

**I. THEMATIC PROJECT SERIES**

Biannually, the opportunity will be opened for the launch of projects within two general streams:

- Emerging Issues in Transport Policy
- Innovation Challenges in Transport Systems

Decisions regarding the topics to be addressed in each edition of these series will be undertaken by the Standing Committee of the CPB, the main criteria being that topics selected must:

- have relevance to ITF and align with ITF policy discussion agenda (on the "innovation challenges" series) or help shape the future policy discussion agenda (for the "emerging issues" series)
- represent a broad interest of the Partners as much as possible
- have diversity in geography, sector and mode
- potentially contribute to annual summits
- avoid repetition and overlap with previous work

The main focus of these projects is on timely relevance. Projects are carried out by teams of experts, from the ITF and the participating Partners, as well as occasionally, an external expert. Reports of these projects will be published.

**II. FOCUSED PROJECTS**

These can be launched in any year as part of the work plan, when agreement has been reached by the Partners to undertake a particular study. Unlike the thematic projects, these can be modal or regional.

**Annex 2**  
**MEMBERSHIP**

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Participation in the CPB is by invitation only, to be made by the ITF Secretary-General. Membership is open to companies in member and non-member countries, with a constitution as broad as possible in terms of geography, sector and mode.

Participation is for a three-year renewable period.

Partners will pay an annual fee for the period of their membership. For companies with annual revenues exceeding EUR 100 million, the annual fee is EUR 50 000. For companies with annual revenues less than EUR 100 million, the annual fee is EUR 30 000.