

Transportation Association of Canada

Sponsored Projects

Guidelines for Project Development, Management and Conduct

2005

TAC's Role and Contribution in Sponsored Projects

TAC provides a fertile environment for development and conduct of cooperative projects by providing:

- a variety of fora for transportation professionals to share perspectives and identify projects or issues of mutual interest,
- a network of leading experts in the transportation sector to contribute to or validate projects,
- an institutional mechanism for pooling resources, contracting and managing collaborative initiatives,
- a professional staff to manage or undertake projects, and
- a recognized, credible "name" in the Canadian and international transportation community.

Projects conducted through TAC can be designed to exploit some or all of the preceding assets. TAC's role in the project could range from the traditional "full service" approach (including consultant contracting, project management, accounting, production and publication) to a much more limited role (eg. assembling and managing pooled funding) for some projects not bearing the TAC name. Regardless of the role played, TAC will provide a status report on sponsored projects to the Board at each meeting.

Guiding Principles

- TAC sponsored projects must respect TAC's mandate and must not advocate policy positions.
- TAC will strive to support the individual and collective interests of its membership, and will offer flexibility in approaches and mechanisms to address these interests.
- TAC is a catalyst in support of building and supporting cooperative initiatives.
- TAC provides the most efficient and effective process for conduct of cooperative transportation related studies and initiatives in Canada.
- TAC's Board of Directors, via the Executive Committee, retains control over the use of TAC's name and may delegate this authority to its Councils.
- When given the authority by, and reporting to, the TAC Board of Directors, TAC Councils may conduct TAC projects within their mandates and in keeping with TAC's vision, mission and policies.
- A status report on sponsored projects will be provided at Board meetings.
- The Chief Engineers' Council of TAC is responsible for the development, approval and maintenance of national technical transportation guidelines and best practices for the design, construction, maintenance and operation of the road infrastructure in Canada.
- Sponsored projects carried out under TAC's name, and the resulting products, will become the property of the association.
- Sponsored projects carried out under TAC's name will be managed by the TAC Secretariat.
- Sponsors of cooperative undertakings must retain control over management and conduct of the initiative through the project steering committee.
- Sponsored projects not carried out under TAC's name, and the resulting products, remain the property of the sponsors.
- Volunteer resources of TAC will not be exploited to conduct non-TAC projects; however, TAC members may choose to volunteer to participate on non-TAC projects.
- TAC Secretariat's priority will be the conduct and management of TAC projects although where available, TAC Secretariat's resources may be allocated to non-TAC projects.
- The budgets for all sponsored projects should include provision for full costing of resources required from the association and its secretariat including:
 - Where appropriate, travel support for steering committee members and volunteer experts.
 - Use of secretariat resources and staff, including contribution to overhead.
 - Direct costs associated with project conduct and management.
 - Translation of reports or executive summaries, as approved by the Executive Committee.
- The budgets for sponsored projects which will result in products being delivered to TAC for publication and distribution should not include costs of printing, promotion or distribution, as these will be recovered by TAC through sales and possibly, advertising.
- It is desirable to have all TAC reports published in both official languages; however there may be cases as approved by the Executive Committee, where only the report's executive summary will be translated.

1. Sponsored Project - Developed by a Standing Committee

Project Development	
Committee develops project scope and description.	
Committee describes role required of TAC.	
Preliminary budget developed by committee and TAC secretariat.	
Recommendation by committee on whether project should be conducted under TAC's name (e.g. Report published by TAC, event promoted by TAC etc) and recommendation on translation.	
Reporting - TAC's name involved	Reporting - TAC's name not involved
Proposal sent to appropriate Council for input and approval to continue.	Proposal sent to appropriate Council for input and approval to continue.
Proposal sent to TAC Executive Committee for information, review for conformity with TAC policies, and a decision on translation.	Proposal sent to Executive Committee for information and review for conformity with TAC policies.
Project to be managed by TAC Secretariat; plans and estimates developed by staff and committee.	Project management required of TAC Secretariat identified; plans and estimates developed by staff and committee.
Assembly of Funding Pool	
TAC Secretariat secures funding commitments from within TAC membership and other organizations that may be potential sponsors.	Committee secures funding commitments from within its membership.
Proposal complete when 100% of required funding committed.	Proposal complete when 100% of required funding committed.
Project steering committee formed from sponsoring agencies. Others may be invited if required to deal with the complexity of the project.	Project steering committee formed from sponsoring agencies. Others may be invited if required to deal with the complexity of the project.
Project Launch & Conduct	
Steering committee responsible for decisions on: <ul style="list-style-type: none"> • Project terms of reference • conduct of effort, • contracting process (eg. RFP, sole-source, as per current TAC Guidelines), • selection of contractor, • acceptance of deliverables. Council responsible for approval of contents of final product, CEC specifically responsible for approval of national guidelines and best practices.	Steering committee responsible for decisions on: <ul style="list-style-type: none"> • project terms of reference • conduct of effort, • translation of product, • contracting process (eg. RFP, sole-source), • selection of contractor, • approval and acceptance of deliverables.
Dissemination of Product	
Project deliverables provided to TAC Secretariat.	Project deliverables provided to sponsors.
Project deliverables provided to sponsors.	
Product or executive summary translated.	
Products published and made available by Secretariat with decisions on: <ul style="list-style-type: none"> - format and methods of publication/distribution - member and non-member pricing - advertising 	

2. Sponsored Project - Developed by a Council

Project Development	
Council develops project scope and description.	
Council describes role required of TAC.	
Preliminary budget developed by Council and TAC secretariat.	
Decision by Council whether project will be conducted under TAC's name (e.g. Report published by TAC, event promoted by TAC etc) and recommendation on translation.	
Reporting TAC's name involved	Reporting - TAC's name not involved
Proposal sent to TAC Executive Committee for information, review for conformity with TAC policies, and a decision on translation.	Proposal sent to Executive Committee for information and review for conformity with TAC policies.
Project to be managed by TAC Secretariat; plans and estimates developed by staff and committee.	Project management required of TAC Secretariat identified; plans and estimates developed by staff and committee.
Assembly of Funding Pool	
TAC Secretariat secures funding commitments from within TAC membership and other organizations that may be potential sponsors.	Interested Council members secure funding commitments.
Proposal complete when 100% of required funding committed.	Proposal complete when 100% of required funding committed.
Project steering committee formed from sponsoring agencies. Others may be invited if required to deal with the complexity of the project.	Project steering committee formed from sponsoring agencies. Others may be invited if required to deal with the complexity of the project.
Project Launch & Conduct	
Steering committee responsible for decisions on: <ul style="list-style-type: none"> • Project terms of reference • conduct of effort, • contracting process (eg. RFP, sole-source, as per current TAC Guidelines), • selection of contractor, • acceptance of deliverables. Council responsible for approval of contents of final product, CEC specifically responsible for approval of national guidelines and best practices.	Steering committee responsible for decisions on: <ul style="list-style-type: none"> • project terms of reference • conduct of effort, • translation of product, • contracting process (eg. RFP, sole-source), • selection of contractor, • approval and acceptance of deliverables.
Dissemination of Product	
Project deliverables provided to TAC Secretariat.	Project deliverables provided to sponsors.
Project deliverables provided to sponsors.	
Product or executive summary translated.	
Products published and made available by Secretariat with decisions on: <ul style="list-style-type: none"> • format and methods of publication/distribution • member and non-member pricing • advertising 	

3. Sponsored Project - Developed by an Individual (Members or Non-members)

Project Development	
Proposed project submitted to Secretariat.	
Proposer indicates whether project should be conducted under TAC's name (e.g. Report published by TAC, event promoted by TAC etc) and makes a recommendation on translation.	
Reporting – TAC's name involved	Reporting – TAC's name not involved
Proposal sent to Council for input and approval to proceed, where appropriate.	
Proposal sent to TAC Executive Committee for information, review for conformity with TAC policies, and a decision on translation. If proposal is not within mandate of any existing Council, then proposal is sent to Executive Committee for input and approval to proceed.	Proposal sent to Executive Committee for approval to proceed.
Project to be managed by TAC Secretariat; plans and estimates developed by staff and committee.	Project management required of TAC Secretariat identified; plans and estimates developed by staff and committee.
Assembly of Funding Pool	
TAC Secretariat polls membership for additional interest and sponsorship (if necessary).	Proposer seeks additional sponsors/ funding commitments.
Proposal complete when 100% of required funding committed.	Proposal complete when 100% of required funding committed.
Project steering committee formed from sponsoring agencies. Others may be invited if required to deal with the complexity of the project.	Project steering committee formed from sponsoring agencies. Others may be invited if required to deal with the complexity of the project.
Project Launch & Conduct	
Steering committee responsible for decisions on: <ul style="list-style-type: none"> • project terms of reference • conduct of effort • contracting process (eg. RFP, sole-source, as per current TAC Guidelines) • selection of contractor • acceptance of deliverables Where appropriate, Council responsible for approval of contents of final product. CEC specifically responsible for approval of national guidelines and standards.	Steering committee responsible for decisions on: <ul style="list-style-type: none"> • project terms of reference • conduct of effort • translation of product • contracting process (eg. RFP, sole-source) • selection of contractor • approval and acceptance of deliverables
Dissemination of Product⁽¹⁾	
Project deliverables provided to TAC Secretariat.	Project deliverables provided to sponsors.
Project deliverables provided to sponsors.	
Product or executive summary translated.	
Products published and made available by Secretariat with decisions on: <ul style="list-style-type: none"> • format and methods of publication/distribution • member and non-member pricing 	

• advertising	
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