



# Reports and Other Products

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# Context

- **Each TC/TF is expected to deliver on its Terms of Reference**
  - As presented in the Strategic Plan
- **The Plan already identifies clearly:**
  - Topics
  - Types of product for each deliverable
  - Expected delivery date

# PIARC Reports

- **PIARC Reports are well known and well respected products**
- 46 reports were developed during the 2016-2019 cycle
- **They are developed through a careful methodology**
- Usually, this involves: surveying PIARC member countries, reviewing literature, discussing within the TCs, liaising with partner organisations (when needed), drafting the report, reviewing it several times, etc.
- **This can take up to 4 years**

# Beyond Reports

- **Various product types have been identified**
- **This is presented in the Blue Guide**
- Some require extensive work (full technical report), some require less work (literature review). All should provide value to PIARC members.
- **The objective of this diversity is to provide**
  - More flexibility for the work of TCs and TFs
  - Guidance to TCs and TFs
  - Consistency across all activities of the organization
  - Legibility for our readers and users

# Current list

1. Full Report
2. Collection of Case Studies
3. “High impact summary”
4. PIARC Manual
5. Briefing Note
6. Literature review
7. Routes/Roads Magazine
8. Input to PIARC’s website
9. PIARC Seminars
10. PIARC workshops or conferences
11. Roundtable
12. Conference session
13. Scanning tours
14. PIARC World Road Congress
15. PIARC International Winter Road Congress

# Example of how each is presented

## “HIGH IMPACT SUMMARY”

### ■ Description

- This is a short presentation of an existing report. It does not contain more knowledge than the report.

### ■ What are the differences with a full PIARC report?

- Target: decision makers rather than experts

### ■ Key points

- It is attractive, easy to read, compact.
- For those who want more information: they read the full report.
- It presents recommendations in a very understandable way.
- This is not probably produced by a Committee, because they are technical experts, not communication experts.

# Quality

- **PIARC is renowned for the quality of its outputs**
- **Each TC and TF should implement careful quality processes**
  - TC/TF should aim at a **broad geographic representativity**
  - For each deliverable, the TC/TF work programme should identify **key phases of the product development**: idea, detailed table of content, first draft, final draft...
  - TC/TF are encouraged to share those partial outputs as soon as possible with General Secretariat and ST Coordinator in order to have their **feedback**.
  - For each deliverable, the TC/TF should liaise with the Strategic Theme Coordinator (“STC”) and General Secretariat (“GS”) at those key phases.
  - All products, to the exception of short ones, should include a chapter on the **methodology** that was implemented, a chapter on **LMICs**, and a chapter of **recommendations** to PIARC members and to PIARC as an organisation.
  - All draft reports should be **reviewed by TC members who were not members** of the working group that has produced the report, by applying the peer review principle.

# Surveys 1/2

## ■ Planning a survey

- Surveys should be prepared carefully in order to receive consistent and comparable replies.
- In the three working languages of the PIARC
- The survey is conducted with all TC/TF members, incl.corresponding members and associate members

## ■ Analysing the outcomes of a survey

- How the answers will be analyzed should be determined in advance.
- This includes identifying which TC/TF members will conduct this analysis, at what time of the TC/TF work program.
- Some of the replies that will be collected may not be very clear and time should be allocated to checking such answers.
- Some of the replies that will be collected will not be expressed in English or in proper English; time should be allocated to translating or improving such answers.

# Surveys 2/2

## ■ Representativeness of a survey

- The analysis of a survey should be very honest about the quality of the survey and its possible limitations. In particular, in spite of all efforts, it may happen that only a limited number of countries answer a survey
- In such cases, it is recommended that the methodology includes additional sources of information, such as working with partner organisations, literature reviews, etc.
- If only a limited number of countries provided replies, the TC/TF should recognise it
- If only a limited number of LMICs provided replies, the TC/TF should recognise it

## ■ Survey of all member countries

- This process is organised by GS, in coordination with the TC/TF.
- The survey should be submitted to the STC for prior approval.
- This process is coordinated by the GS across all TCs and TFs and usually takes place twice a year: a survey to all member countries in June, another survey to all member countries in December.

# Translation

- **TCs and TFs have to deliver their outputs in the 3 languages**
- First: review the original version (usually in EN)
- Support from GS: automated translation of Word .docx
- **Review by TC/TF experts remains mandatory**
  - The software can make mistakes
  - It does not know technical terms
  - This task needs to be planned in the work program of the TC/TF
- **Organising translation is a task for the 3 Secretaries**

# Next steps

- **All TCs / TFs should review their ToRs**
  - Is the product type appropriate?
  - Is the delivery date appropriate?
- **Note: some topics may seem obvious for experts, but maybe they are not for senior PIARC members**
  - Good options: Literature review, Briefing note, etc.
- **Templates:**
  - There is one for reports
  - Not yet for other product types – soon to come from GS

# Thank you for your attention!



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