

**6th HEAVY VEHICLE SIMULATOR INTERNATIONAL
ALLIANCE (HVSIA)
3 to 5 NOVEMBER 2009 – VICKSBURG, MISSISSIPPI,
USA
EXCO MEETING ON 3 NOVEMBER 2009 AT 08:30**

AGENDA

1. Minutes of previous meeting
 - 1.1 Approval
 - 1.2 Matters arising
2. Update of list of HVSIA members
 - 2.1 Attendance of HVSIA meetings
3. Acceptance of HVSIA meeting agenda
4. Review of existing constitution
 - 4.1 Progress to date
 - 4.2 Review of objectives
 - 4.3 Panel of experts
5. Review of task groups
6. Succession planning and resource development
7. Strategic goals for HVSIA over the next three years
8. Rotation of Chair for 2010
9. Date of next meeting

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MINUTES

Present:

Don Alexander (Chair)	COE-ERDC – Vicksburg
Joe Holland	CALTRANS
Bouزيد Choubane	Florida
Louw du Plessis	CSIR
David Jones	California
Leif G Wiman	VTI – Sweden
Les Sampson	<i>On behalf of Gautrans</i>
<i>Pat Loots</i>	<i>Secretary</i>

Welcome and Apologies

The Chairman welcomed all to the meeting and introduced themselves. Leif Wiman advised that he would be retiring on 1 March 2010 and Sigurdur Erlingsson of VTI would be representing Sweden in future meetings.

John Harvey sent apologies for not attending due to work commitments.

1. MINUTES OF PREVIOUS MEETING

1.1 Approval

The minutes of the ExCo meeting held on 16 July 2008 in California, USA were approved with Bouزيد Choubane making the motion to accept the minutes and Joe Holland seconding the motion.

1.2 Matters arising

All other items are contained within the minutes.

2. UPDATE OF LIST OF HVSIA MEMBERS

India and China were again invited to this meeting as HVS owners, but did not indicate their attendance.

2.1 Attendance of HVSIA Meetings

The Secretariat were mandated to send a letter to new HVS owners informing them of the HVSIA and that they are by default members of the ExCo, including a copy of the Constitution. Nick Coetzee will provide relevant contact information.

Canada, the FAA and CEDEX are other possible future HVS owners.

3. ACCEPTANCE OF HVSIA MEETING AGENDA

The agenda for the main HVSIA meeting was accepted as proposed.

4. REVIEW OF EXISTING CONSTITUTION

The existing constitution was accepted as correct, except that clarification on the term of the Chair was discussed. The Secretariat was requested to investigate the latest version of the constitution and report to the next ExCo meeting.

4.1 Progress to Date

No progress has been made with the review of the constitution.

4.2 Review of Objectives

The objectives were not reviewed as part of this meeting and will be carried over to the next full ExCo meeting.

4.3 Panel of Experts

Review of the Panel of Experts will be covered in the main meeting by Prof Steyn. The panel has been consolidated and placed on the HVSIA website.

5. REVIEW OF TASK GROUPS

Review of the task groups will be done in the main meeting.

6. SUCCESSION PLANNING AND RESOURCE DEVELOPMENT

Bob Briggs and Gabriel Bazi will be taking over from Nick Coetzee for the management of the Dynatest support to the HVS. It was reiterated that Dynatest and CSIR are committed to the provision of an efficient support for the equipment. It was agreed that Bob Briggs would develop an HVS support plan and options for circulation and discussion by the owners. The support plan will be presented at a short ExCo meeting to be held at TRB in January 2010.

Don Alexander will make arrangements for the meeting at TRB and inform the ExCo accordingly.

7. STRATEGIC GOALS FOR HVSIA OVER THE NEXT THREE YEARS

Previously-identified goals still remain with no further changes. Coordination, sharing of information and collaboration are the main thrusts.

8. ROTATION OF CHAIR FOR 2010

It was agreed that the Chair for 2010 remain with Don Alexander representing the COE-ERDC. However, the next full meeting would be organised in South Africa in August 2010 to coincide with the Southern African Transport Conference (SATC) from 9 to 12 August 2010, in Pretoria. Collaborative papers will be discussed in the main meeting.

9. DATE OF NEXT MEETING

The next meeting will be held in South Africa around SATC in August 2010.

The Secretariat will make arrangements in collaboration with the CSIR and the Chair.