

**7<sup>th</sup> HEAVY VEHICLE SIMULATOR INTERNATIONAL ALLIANCE (HVSIA)  
19 & 20 AUGUST 2010 – PRETORIA, SOUTH AFRICA  
EXCO MEETING ON 20 AUGUST 2010 AT 08:00**

**MINUTES**

**Present:**

Kent Newman ( <i>Chair</i> )	COE-ERDC – Vicksburg
James Signore	CALTRANS & California
Bob Briggs	Florida
Louw du Plessis	CSIR
Sigurdur Erlingsson	VTI – Sweden
George Rugodho	Gauteng Department of Roads and Transport
<i>Pat Loots</i>	<i>Secretary</i>

**Welcome and Apologies**

The Chairman welcomed all to the meeting.

**1. MINUTES OF PREVIOUS MEETING**

**1.1 Approval**

The minutes of the ExCo meeting held on 3 November 2009 in Vicksburg, Mississippi, USA were approved with James Signore making the motion to accept the minutes and Louw du Plessis 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**

As Chair of the HVSIA, Kent Newman was requested to send an official letter to the Chinese and Indian owners, including a copy of the constitution and inform them that they are by default members of the HVSIA. Pat Loots will provide Kent Newman with a copy of the Constitution.

The Chairman suggested that a mini ExCo be held at TRB. He will liaise with the HVS owners in this regard.

Kent Newman requested all members to forward to him the names and contact information of people they feel should be included in the HVSIA.

### **3. ACCEPTANCE OF HVSIA MEETING AGENDA**

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

### **4. REVIEW OF EXISTING CONSTITUTION**

The Constitution will be circulated to all members by Kent Newman. They are requested to review the Constitution and send comments to him in a timeous manner. This item should be added to the agenda for the next ExCo.

#### **4.1 Progress to Date**

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

With regard to development of an “HVS support plan with options” for circulation and discussion by the owners, Bob Briggs confirmed that this item still needs to be done.

The meeting at TRB in January 2010 was not held.

#### **4.2 Review of Objectives**

As the objectives form part of the Constitution, once the Constitution has been reviewed and finalized, they should be included on the HVSIA website.

#### **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.

It is noted that the Activity Matrix and Instrumentation task groups are of great value and should stay active. Kent Newman will work on the inputs into the Activity Matrix.

### **6. SUCCESSION PLANNING AND RESOURCE DEVELOPMENT**

Bob Briggs will develop an HVS support plan and options for circulation and discussion by the owners. It was noted that Gabriel Bazi will replace Nick Coetzee in the role he has played with Dynatest, with backup from Bob Briggs.

A replacement for Stefan Budricks, when he retires, needs to be identified.

### **7. STRATEGIC GOALS FOR HVSIA OVER THE NEXT THREE YEARS**

The Instrumentation and Activity Matrices form the basis of the key strategic goal of information dissemination between HVS users. Pat Loots was requested to liaise with Rianie Castelyn with regard to giving access to George Rugodho (now representing Gautrans) to the restricted sections of the web site.

Kent Newman will liaise with Bouzid Choubane, Chair of the TRB AFD40, regarding a lunchtime meeting room during the next TRB. They will also discuss the replacement of Don Alexander as the CRREL member on AFD40.

**8. ROTATION OF CHAIR FOR 2011**

Rotation of the Chair is for 3 years as shown in the Constitution. In this regard, as Don Alexander served one year, Kent Newman will serve for 2010 and 2011. Nick Coetzee spoke on behalf of all HVS owners, and thanked Kent Newman for fulfilling this role.

**9. DATE OF NEXT MEETING**

The next meeting is scheduled to be held in Florida, with the assistance of Bob Briggs and Bouzid Choubane.

Following discussion on an acceptable date for the meeting, Kent Newman agreed to liaise with the relevant persons such as John Harvey with regard to possible linkage to the APT conference and papers to be submitted by the HVSIA, as well as possible dates.

Motion to close the meeting was proposed by Bob Briggs and accepted by Kent Newman.