

TAC POOLED FUND PROJECTS - RIGHTS AND RESPONSIBILITIES

Background

In the late 1990s, TAC adopted a revised business model founded on the principle of providing members with greater flexibility in supporting only those activities which were of direct interest. Under this model, membership fees for federal, provincial and territorial organizations were significantly reduced, which eliminated pooled funds that had historically been available for allocation to projects by the Board of Directors. Under the new approach, TAC members are offered opportunities to consider providing financial support, according to their level of interest, to specific projects developed through the volunteer committee structure.

The approach has proven to be successful and funding partners cite many benefits of their financial and in-kind contributions to the pooled fund projects program. These benefits include the ability to leverage research funds and stretch limited budgets, gain broader perspectives, and work with experts from around the country on specific topics and issues of interest. In many cases, it has also proven beneficial to have work conducted and products published under TAC's name, a recognized national association in the transportation sector.

The rights and responsibilities as they apply to both the project funding partners and Secretariat are described below.

Funding Partners' Rights and Responsibilities

As a matter of principle, the funding partners of a project have control over the scope and conduct of a project which they are funding, within the constraints of TAC's policies and procedures. That control is exercised through the project steering committee, which is formed exclusively of representatives of the project funding partners. Therefore, the first and foremost right of a project funding partner is to appoint one representative to the project steering committee (PSC).

Through their appointed representatives on the project steering committee, funding partners have the right to oversee the conduct of the project.

The PSC is responsible for:

- Developing the project terms of reference
- Reviewing project proposals and selecting a consultant
- Receiving project status reports from TAC project management staff
- Receiving draft documents developed by the project consultant
- Providing comments on and direction for the work in progress
- Accepting or rejecting final project deliverables
- Ensuring the project is delivered in accordance with the accepted timelines and budget

In addition to the important right to contribute to the guidance of the project, an individual or organization that contributes funding will be acknowledged as a funding partner in all project documentation, including TAC publications that may result. Partners receive a complimentary copy of the final project deliverables and publication and are also offered a one-time limited duration opportunity to purchase the publication at a discounted price.

Finally, a fundamental principle of the pooled fund project program is that all funding partners, regardless of their contribution, are considered equal members of the project steering committee. Funding partners can expect transparency in TAC's project management and to be treated equally in the process.

TAC Secretariat's Rights and Responsibilities

The TAC Secretariat has responsibility for many aspects of the conduct and management of pooled fund projects and also has certain rights pertaining to the products of the projects.

The Secretariat is responsible for:

- Securing funding from partners and managing the project budget
- Entering into a contract with the consultant, selected by the PSC, to conduct the assignment
- Supporting the project steering committee in its work
- Arranging meetings, preparing minutes and taking necessary follow up actions
- Acting as liaison between the consultant and PSC
- Arranging translation of documents as necessary
- Seeking approval of documents by relevant committees and councils prior to publication
- Editing and formatting project reports for publication under the TAC name
- Marketing and managing sales of products emanating from projects

TAC has the right to:

- Intellectual property, including copyright, on all documents, publications and other products resulting from the project
- Retain the revenue from sales of publications and other products
- Develop and deliver training material and retain revenue that results from those activities

From time to time, TAC may enter into partnerships with other organizations to share some of the responsibilities associated with specific projects and may, in those cases, share revenue from publications and training products.