

Transportation Association of Canada

**Sponsored Projects
In Development**

August 2011

Introduction

The Transportation Association of Canada provides a fertile environment for the 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,
- professional staff to manage or undertake projects, and
- a recognized, credible "name" in the Canadian and international transportation community.

At any one point in time, TAC has numerous projects in process covering a broad range of topics. Projects are considered to be in development if they have received support in principle from relevant council(s) and are considered by the TAC Board of Directors or its Executive Committee to conform to TAC policies. While in development, funding partners are invited to consider the proposed projects and indicate to the TAC secretariat if they are interested in sponsoring any of the initiatives.

The projects listed below are in currently development and funding partners are being sought. More information about each project is provided on the following pages. To sponsor a project and have a representative participate on its steering committee, please contact the staff member identified in the project description.

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Committed Project Sponsors August 10, 2011

Sponsored Projects In Development	Light Level Reduction and Power Efficiency Guide	Work Zone Safety Effective Practices Reference Guide	Canadian Roundabout Design Guide	Workshop Materials: Bridge Traffic and Combination Barriers	MUTCDC Update Scoping Study	Model Rules of the Road Update	Public Transit Service Guidelines for Communities	Climate Change and Road Safety	Pedestrian Walking Speeds Guidelines
TAC Members (Federal)									
Transport Canada									
TAC Members (Prov./Terr.)									
Alberta									
British Columbia									
Manitoba									
New Brunswick									
Newfoundland and Labrador									
Nova Scotia									
Ontario									
Prince Edward Island									
Québec									
Saskatchewan									
Yukon									
TAC Members (Municipal)									
Burlington									
Calgary									
Edmonton									
Halifax									
Hamilton									
Mississauga									
Moncton									
Montreal									
Ottawa									
Toronto									
Vancouver									
Region of Waterloo									
Winnipeg									
York									
Total Committed Funds	\$81,500	\$63,000	\$104,000	\$13,000	\$57,500	\$24,000	\$26,200	\$47,000	\$56,250
Required Funds	\$115,000	\$165,000	\$190,000	\$20,000	\$120,000	\$115,000	\$130,000	\$65,000	\$105,000

Light Level Reduction and Power Efficiency Guide

Recommended September 2010

Research Area: Roadway lighting, power efficiency
Responsible Committee: Traffic Operations and Management Standing Committee
Responsible Council: Chief Engineers' Council

TAC's *Guide for the Design of Roadway Lighting* (2006) provides up-to-date design guidelines and desired lighting levels for roadway lighting. However, it does not address situations where there is desire to reduce lighting to lower levels than those suggested in the Guide. This is becoming an issue for jurisdictions and street lighting operators as concerns increase about environmental issues such as light pollution, power consumption and green house gas generation.

There are currently technologies and operating procedures such as dimming equipment, LED lighting or turning lights off during specific time periods in order to address some environmental concerns. A project is recommended to develop a supplemental guide to the *Guide for the Design of Roadway Lighting* that will assist road authorities in making decisions in relation to these environmental concerns involving light level reductions for street lighting.

Project work is expected to include:

- Review of existing and related research studies on the practice of reducing street light levels.
- Review of research about new and existing street light technologies with the intention of identifying effective technologies for the purpose of energy saving or light pollution reduction.
- Review of other roadway lighting design guidelines such as IESNA RP-8 and other IESNA guidelines.
- Review of any other street light guidelines developed by individual road authorities or lighting system operators.
- Review of existing practices and experiences from other Canadian and United States road jurisdictions. Other countries' practices and experiences would be useful as well.

Objectives will be to:

- Identify best practices/procedures for light pollution and power consumption reduction in relation to street lighting.
- Determine appropriate conditions and locations in which light levels may be reduced and identify the specific applications. Any light level reduction should not compromise roadway safety and security.
- Formulate a set of guidelines that should be used when reducing street light levels.
- Develop guidelines for appropriate changes to street lighting light levels in relation to power consumption and light pollution reduction. This would include identifying equipment, systems, processes that could be used to attain light level reductions, power consumption efficiency, etc.

The major deliverable of the project will be a Light Level Reduction and Power Efficiency Guide for Roadways and Walkways as a supplement to the *Guide the Design of Roadway Lighting*. Publication in English and French would be expected.

Related TAC Publications: *Guide for the Design of Roadway Lighting* (2006)

Total Funding Estimate: \$115,000
Staff Contact: Sarah Wells

Work Zone Safety: Effective Practices Reference Guide

Recommended September 2010

Research Area: Work Zone Safety
Responsible Committee: Road Safety Standing Committee
Responsible Council: Chief Engineers' Council

The development of a reference guide has been recommended to assist practitioners in managing traffic safely through work zones.

Key project tasks will include:

- Reviewing existing municipal and provincial work zone practices used throughout Canada, with a focus on driver, worker and vulnerable road user safety,
- Reviewing existing municipal and provincial work zone safety guides from the US, Canada, Europe and Australia, with a focus on driver, worker and vulnerable road user safety, and
- Developing a reference guide summarizing the municipal and provincial work zone effective practices for driver, worker and vulnerable road user safety.

The guide would be sensitive to road classification and traffic volumes.

It is expected that the reference guide will require regular updates and, as part of the work, a cost-effective process for updating it on a three-year cycle would be recommended

Major deliverables of this project will be Work Zone Safety: Effective Practices Reference Guides, in English and French.

Related TAC Publications: *Synthesis of Practices for Work Zone Speed Management (2005)*

Total Funding Estimate: \$165,000
Staff Contact: Sarah Wells

Canadian Roundabout Design Guide
Recommended September 2010

Research Area: Roundabouts
Responsible Committee: Geometric Design Standing Committee
Responsible Council: Chief Engineers' Council

In recent years, a proliferation of roundabouts has been observed throughout Canada. To date, there is no single source of guidance about the design, construction, operation, and maintenance of roundabouts that is available for all Canadian practitioners. Each area of the country has chosen to take guidance from a variety of sources including the use of guidelines from other countries.

The objective of this project would be to develop a Canadian Roundabout Design Guide as a companion document to the *Geometric Design Guide for Canadian Roads*.

Work will include:

- a review of current practices to identify the design, operation and safety guidance being used by jurisdictions across Canada,
- a review of other applicable sources of design, operation and safety guidance not currently being used in Canada,
- a review of current research about roundabouts, and
- compilation of research and practices towards the development of a national roundabout design guide.

It is recognized that *Roundabouts: A Different Type of Management Approach*, published by the Ministère des transports du Québec, could form a good base document for the national design guide. The project would include exploration of opportunities to collaborate with stakeholders in Québec on the preparation of a new national guide.

The major deliverable of this project will be a Canadian Roundabout Design Guide, to be published by TAC in English and French.

Related TAC Publications: *Geometric Design Guide for Canadian Roads* (1999)
Synthesis of North American Roundabout Practices (2008)

Total Funding Estimate: \$190,000

Staff Contact: Sarah Wells

Workshop Materials Guide to Bridge Traffic and Combination Barriers
Recommended September 2010

Research Area: Bridge Design, Management
Responsible Committee: Structures Standing Committee
Responsible Council: Chief Engineers' Council

The *Guide to Bridge Traffic and Combination Barriers* was published by TAC in 2010 and it is recommended that a seminar/workshop series be conducted about the Guide. Focusing on barrier performance levels, conceptual and detailed design guidance, combination barriers, end treatments, as well as barrier evaluation and upgrade of existing systems, the seminar will provide information to assist practitioners and help unify Canadian bridge barrier design practices.

Learning materials are needed to accompany the Guide and to support the seminar series. The objective of the project would be to develop the necessary materials based on TAC's Guide.

The major project deliverable will be learning materials, in English and French, to support the *Guide to Bridge Traffic and Combination Barriers*.

Related TAC Publications: *Guide to Bridge Traffic and Combination Barriers* (2010)

Total Funding Estimate: \$20,000

Staff Contact: Sarah Wells

Manual of Uniform Traffic Control Devices for Canada Update Scoping Study
Recommended April 2010

Research Area: Traffic Control
Responsible Committee: Traffic Operations and Management Standing Committee
Responsible Council: Chief Engineers' Council

The current edition of the *Manual of Uniform Traffic Control Devices for Canada* (MUTCDC) was issued in 1998, with periodic minor updates made in the intervening years. Since its publication, there have been significant changes in the body of knowledge and traffic control device standards. As well, the US Federal Highway Administration released a new edition of the US MUTCD in 2009 which introduced several major changes. It is recommended that TAC review its MUTCDC, consider the elements it should encompass, identify revisions and additions that are required, and assess the need to issue a new, updated edition of the manual. To that end, a scoping study is proposed to determine the extent of work that is required and identify and prioritize topics that should be added or enhanced in the Manual.

Work in the scoping study would include, but not be limited to:

- A review of the MUTCDC in the context of similar manuals published by other agencies to determine if it requires significant rewriting or needs only to be refreshed to incorporate state-of-the-art research findings.
- A review of existing related TAC publications and other material approved by the TAC Chief Engineers' Council to determine how best to incorporate new technical material into the MUTCDC.
- A review of research and development in traffic control over the last decade to determine areas where the MUTCDC does not reflect current standards and practices.
- Consideration of the integration of traffic operations and road safety in the MUTCDC
- Consideration of the inclusion of additional topics (e.g. accessible pedestrian signals, sign sheeting, pavement marking materials, intelligent transportation system technologies, roundabout operations as related to traffic control devices, accommodating aging drivers).
- A survey to determine client satisfaction with the existing MUTCDC and to identify areas for improvement, including publication medium.
- Consideration of users' needs with respect to the MUTCDC as a tool for consistency, training and learning and the extent to which the manual meets those needs.

The major deliverable of the scoping study will be a report documenting the work, with recommendations regarding:

- A vision for what the MUTCDC should encompass, aspects of effective traffic control that should be incorporated and a strategy to achieve this vision.
- Recommendations regarding the extent of work that is required to rewrite or refresh the MUTCDC.
- Recommendations regarding additional research that may be required to update the 1998 Edition.
- Recommendations regarding the future format and medium for the MUTCDC.

Related TAC Publications: *Manual of Uniform Traffic Control Devices for Canada* (1998)

Total Funding Estimate: \$120,000
Staff Contact: Sarah Wells

Canadian Model Rules of the Road Update

Recommended April 2010

Research Area: Traffic Operations and Management
Responsible Committee: Traffic Operations and Management Standing Committee
Responsible Council: Chief Engineers' Council

In 1996, TAC in conjunction with the Canadian Council of Motor Transport Administrators (CCMTA) published the *Canadian Model Rules of the Road*. The document serves as a reference guide for professionals who are responsible for preparing the legislation that governs the use of Canadian roadway facilities. The document presents a generic set of traffic rules that a road user must know and observe while using the road system. Among the elements described are traffic control devices, overtaking and passing, use of roadway, lanes, headway, right-of-way, pedestrians, turns, driver signals, special stops, speed restrictions, parking and motorcycles.

Since 1996, the emergence of modern roundabouts and traffic calming, the increased popularity of active transportation modes, and changes in traffic control issues particularly with respect to transit, dictate that the *Canadian Model Rules of the Road* needs to be reviewed and updated.

The objectives of this project would be to:

- Review all current Highway Traffic Acts in Canadian provinces and territories
- Identify additions and updates required in a new edition of the *Canadian Model Rules of the Road*
- Draft appropriate rules and accompanying illustrations as necessary

The major deliverable of this project will be a revised edition of the *Canadian Model Rules of the Road* suitable for publication. A project report describing the process, decisions made, lessons learned and any other recommendations that emerge from the work, will be a second stand-alone deliverable from this project.

Related TAC Publications: *Canadian Model Rules of the Road* (1996)

Total Funding Estimate: \$115,000
Staff Contact: Sarah Wells

Design and Implementation of Public Transit Services – Guidelines for Communities Recommended April 2010

Research Area:	Urban transportation planning, public transit
Responsible Committee:	Transportation Planning and Research Standing Committee
Responsible Council:	Urban Transportation Council

Population growth in municipalities and a recognized need for more sustainable transportation systems has resulted in renewed interest in the introduction of new and expanded public transit services in Canadian communities of all sizes. A community contemplating the introduction of public transit must assess the range of possible service options and select an approach that is most appropriate for the community's existing and future land use patterns, that considers the municipality's financial capacity, and that meets the access and mobility needs of its residents.

While a review of approaches and best practices in the design and delivery of public transit services is needed to inform municipal planners, administrators and decision makers, it is important that municipal planning decisions support the development and utilization of public transit investments. Established planning principles such as transit-oriented design and employment land use design (location, density, mix, accessibility) have a direct effect on transportation behaviour. These planning strategies must be complemented with "development-oriented transit" to create more sustainable transportation behaviour. Furthermore, transit service development must reflect the needs of an aging population, of persons with disabilities, and of a growing immigrant population.

This work will complement efforts of the Canadian Urban Transit Association (CUTA) to implement its recently-adopted "Transit Vision 2040," in particular those elements related to developing transit services that support sustainable communities.

The major deliverable would be a document that could be used by municipalities to:

- Prepare and implement a plan of transit service development that is most appropriate for the community's existing and future land use patterns, that considers the municipality's financial capacity, and that meets the access and mobility needs of its residents.
- Implement planning and land use strategies that support the development and utilization of public transit investments.

Tasks will include:

- Review of current approaches and best practices in the design and delivery of public transit services for different types of communities (small, medium, large) and for different development densities within communities (rural, suburban, urban).
- Identification and definition of the range of transit service operation models (i.e. specialized demand responsive door-to-door service, fixed-route service in mixed traffic, fixed-route service with on-street transit priority measures, rapid transit (BRT, LRT, heavy rail), long-distance commuter services).
- Identification of the range of "network services" required for transit (i.e. fare collection, passenger information, stops/stations, vehicle maintenance, etc.)
- Preparation of guidelines that identify the most appropriate transit service models for different combinations of community size and development density. Case studies that describe approximate capital and operating costs associated with typical approaches and service levels are required.
- Identification of the land use required to support different levels of transit service.
- Review ramifications of using transit as a development tool; specifically, development-oriented

transit as well as transit oriented development.

- Quantitative impact review of the transit supportive land use policies on service, capital costs, ongoing transit operating costs, and the environment.
- Development of the best practices to enact land use policies to enhance transit as a mode of choice; including the impact of employment land uses (location, density, mix, accessibility) on mode choice.
- Providing examples of transit impact on the design of developments.
- In a long range planning context, review and assess land protection strategies to provide for future transit network options.

The final product is intended for use by planners, decision makers and other stakeholders in communities that either have public transportation in place or are contemplating public transportation for the first time.

Related TAC Publications:

Total Funding Estimate: \$130,000
Staff Contact: Katarina Cvetkovic

Climate Change and Road Safety: Projections within Urban Areas

Recommended January 2010

Research Area: Road safety, climate change
Responsible Committee: Road Safety Standing Committee
Responsible Council: Chief Engineers' Council

An objective of TAC's Climate Change Task Force is to raise awareness of climate change issues in all TAC council and committee work. To identify areas where the Road Safety Standing Committee's (RSSC) future initiatives could have an influence on this phenomenon, impacts of climate change on the frequency and severity of collisions need to be understood. A pilot project is proposed about climate change micro-mapping and identifying which collision types (motor vehicle crash, pedestrian/cyclist) could be affected by climate change and where they will take place in the future. This project will not only benefit the road safety professional but ultimately provide knowledge on weather impacts that will benefit all areas of road infrastructure. This knowledge will lead in the identification of what we could do to proactively adapt our practices in design, road safety, pavement marking and signage, road maintenance, and others. This study is the first of its kind and will place Canada in the lead in this area.

The final deliverable of this pilot project will be a detailed report describing the research and findings for application by agencies considering their preparedness for weather related safety conditions now and in the future. This deliverable will form the foundation for potential future work documenting treatments and mitigation measures to be considered proactively in preventing the negative impacts of climate change in road safety.

Two keys objectives for this study are to identify the projected weather change trends and to identify the collision trends as a result of the weather change.

The first objective will establish the expected problem in the context of future climate conditions (years 2011-2040 and years 2041-2070). Such a study requires a long time analysis period due to natural climate variability in order to guarantee a robust analysis. In a climate change impact analysis, it is important to separate natural climate variability and climate change signal. Tasks will include:

- Validation of the Canadian Regional Climate Model driven by an ensemble of global climate models for the selected variable for each urban area of interest. The urban areas can be determined jointly with the future agencies forming the Steering Committee for this study. Once the variables of interest are determined, a validation of the climate simulation follows for each urban area of interest, since the performance of a model can change from place to place. This approach ensures the robustness of the models. The variables of interest will include weather type and intensity conditions.
- Build climate change scenarios based on an ensemble of regional climate projections and evaluation of the robustness of the climate change signal mainly based on variability in between the different climate simulations.
- Provide a time series analysis, frequency analysis and maps (as needed) for analysis of the impact of climate change on road safety

This objective is fundamental toward a sound linkage between our expert knowledge in road safety and expert knowledge in climate change.

The second objective of the project will establish a good understanding of the problem in the context of our present times through a detailed literature review and rigorous statistical analysis of collision data from a number of urban areas for the most recent 10-25 years, combined with Environment Canada's climatological records for principal observing stations. Tasks will include:

- Review and synthesize literature related to the impacts of weather on road friction, driver visibility, driver adaptations and safety outcomes. This review will be based primarily on peer-reviewed literature in North America and Europe, and will consider the growing knowledge base regarding the implications of winter road maintenance for driving conditions and related risk.
- Work collaboratively with specialists in weather related driving risk and specialists in climate scenarios to determine the most appropriate temporal scale at which to estimate current driving risks, e.g., 6-hour period, day, storm, week; to explore issues related to spatial scale, e.g., the use of point data to represent past regional/urban weather conditions and grid data to represent future regional/urban weather conditions; and to finalize a set of weather type/intensity conditions to be examined in the study.
- Estimate the relative frequency of collisions for each of the specified weather conditions for urban areas in Canada, being attentive to regional differences in local climate, driving environment and safety record. A focus on casualty/serious collisions is recommended given that approximately 90 percent of the social costs of motor vehicle crashes are associated with casualty crashes where someone is either injured or killed. The focus on urban areas is warranted by the fact that approximately 60 percent of road casualties in Canada occur in cities; also, the relatively sparse network of weather observing stations with hourly/six-hourly data limits the extent to which weather-related crash risks on rural highways can be reliably estimated.

The analysis will be conducted separately for a number of urban areas using a matched-pair design whereby periods of inclement weather will be paired with periods of "no weather" in order to estimate relative risk ratios (e.g., a relative risk ratio of 1.6 ± 0.2 indicates that we can be 95% confident that collision frequency is increased between 40% and 80% during a particular type of weather event relative to normal seasonal conditions in this city.) The analysis will examine both rainfall and snowfall events, with particular attention being given to events of different intensity, e.g. heavy rainfall. The analysis will consider crashes of different severities, from property damage only to serious injury/fatality.

- Explore special cases/types of weather-related driving risks that occur less frequently, e.g., on ice roads, during fog or because of high winds, with a view to developing a methodology for understanding the implications of climate change for these types of driving circumstances.
- Explore the extent to which particular collision attributes (e.g., number and type of vehicles involved, driver age or other characteristics, collision configuration prior to impact, speed limit, roadway geometrics) are over/under represented during weather events of different types. This can be accomplished by establishing risk ratios for particular subsets of collisions and/or through statistical modeling.
- Translate the findings on relative risk into absolute risk, e.g. number of casualties per year, both for the historical period and for future climate projections, based on the results of the work.

As indicated, the product of this project will lead in the identification of proactive and preventive practices in design, road safety, pavement marking and signage, road maintenance, and others, ultimately equipping practitioners to provide transportation systems that will minimize future weather-related deaths and injuries.

Total Funding Estimate: \$65,000
Staff Contact: Sarah Wells

Guidelines for Pedestrian Walking Speeds at Signalized Intersections

Recommended October 2009

Research Area: Pedestrian safety, traffic management
Responsible Committee: Traffic Operations and Management Standing Committee
Responsible Council: Chief Engineers' Council

Section B4.1.1 of the *Manual of Uniform Traffic Control Devices for Canada* (MUTCDC) refers practitioners to the *Canadian Capacity Guide for Signalized Intersections* and the *ITE Traffic Engineering Handbook* as reference documents for the operational requirements for traffic control devices. While both state that a pedestrian walking speed of 1.2 m/s (4.0 ft/s) is usually applied for traffic signal timing purposes, it is noted that the walking speed is based on the U.S. *Manual of Uniform Traffic Control Devices* (MUTCD). In 2006, the U.S. MUTCD National Committee approved a proposal by its Pedestrian Task Force to change the pedestrian walking speed value in the new version of the U.S. MUTCD (publication expected late 2009) to other than 4.0 ft/sec (1.2 m/s). When published, this change in walking speed will directly affect traffic signal operations in Canada because of the reference in the ITE Handbook. **Given this situation, the Traffic Operations and Management Standing Committee considers this project to be time-sensitive and a particular priority for its work.**

The major objective of this project is to introduce modifications to Section B4 of the MUTCDC with respect to pedestrian walking speed to eliminate reliance on other technical documents regarding pedestrian walking speed at signalized intersections and explicitly address Canadian research and references on this issue.

Tasks will include:

- Reviewing recent literature on pedestrian walking speed.
- Investigating pedestrian walking speed at signalized intersections, including the design, development and conduct of a data collection program in selected jurisdictions over a period that covers different seasons. The following aspects should be investigated:
 - Pedestrian walking speed at signalized intersections as a function of age and gender in the Canadian environment
 - Speed of pedestrians who use assistive devices for mobility
 - The effect of pedestrian countdown signals on pedestrian walking speed
 - The effect of seasonality in the walking speed of pedestrians, taking into account age, gender, and use of assistive devices for mobility
 - Probability distributions for each of the above cases
- Developing a set of pedestrian walking speed guidelines.
- Recommending modifications to the MUTCDC to reflect the developed guidelines.

It is expected that the scope of the project will be limited to three major urban areas in the country: one each from eastern, central and western Canada, although some modifications to this plan may be possible depending on project participants. It is understood that a comprehensive research project on this issue has already been conducted in Winnipeg, which should be used as the foundation for this work.

Major deliverables of this project will be pedestrian walking speed guidelines and recommended revisions to the MUTCDC.

Related TAC Publications: *Manual of Uniform Traffic Control Devices for Canada* (1999)
Total Funding Estimate: \$105,000
Staff Contact: Sarah Wells

Appendix A

Sponsored 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 sponsors cite many benefits of their financial and in-kind contributions to the sponsored project 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.

Rights and responsibilities as they apply to both the project sponsors and the Secretariat are described below.

Sponsors' Rights and Responsibilities

As a matter of principle, the sponsors 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 sponsors. Therefore, the first and foremost right of a project sponsor is to appoint one representative to the project steering committee (PSC).

Through their appointed representatives on the project steering committee, sponsors 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 sponsor in all project documentation, including TAC publications that may result. Sponsors 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 sponsored project program is that all sponsors, regardless of their contribution, are considered equal members of the project steering committee. Sponsors can expect transparency in TAC's project management and to be treated as equal partners in the process.

TAC Secretariat's Rights and Responsibilities

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

The Secretariat is responsible for:

- Securing funding from sponsors 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.