

Procedure for Development of ISWIM Practitioners' Series (Former WIM-Best) and Establishment of the Editorial Board (Version 1)

This document describes a process for managing WIM Practitioners' Series publication development, reviews, and approval.

Definitions

Working Group

1. The WGs will be formed around the topics selected for each publication. WG will be supported by volunteer members who are members of ISWIM.
2. The WG leader candidates can be self-nominated or nominated by the ISWIM Board members. Qualified nominees who are members of the ISWIM Board will be given the first priority. It is essential that the individual working group is balanced with its membership comprising at least one representative of the three ISWIM stakeholder groups (researchers/academics, end-users and vendors/consultants), be geopolitically diverse, and also be language and culturally diverse. For clarity, the Lead and Co-lead must not be of the same ISWIM stakeholder group.
3. WG leader may also nominate members of his/her sub-group. The priority will be given based on the experience and relevance to WG topic and commitment to participate in WG activities. Vendors participating in WG must commit to product neutrality in their deliverables.
4. The WG should have representatives from the three ISWIM stakeholder : (1) End-Users, (2) Vendors and Consultants, and (3) Research & Academics, unless a selected topic is clearly related to a particular ISWIM constituency and may not have experts from all 3 ISWIM constituency groups. However, if this is the case this must be submitted to the editorial Board for consideration and approval.

Editorial Board

1. An Editorial Board (EB) is assembled for the duration of WIM Practitioners' Publication Series ISWIM initiative.
2. The purpose of EB is to manage publication review and approval process. EB provides an independent review of the draft publication to assure the quality and objectivity of the publication material and to make sure the content and format of each publication fit the series as a whole and the professional image of ISWIM.
3. The EB should have representation from the three ISWIM stakeholder groups: End-Users, Vendors and Consultants, and Research & Academics. These three representatives will conduct and coordinate publication reviews and will be responsible for ensuring any revisions on behalf of their constituency group.
4. The editors representing a constituency group will evaluate the document with the interests of the whole ISWIM body in mind, as well as publication purpose and target group.
5. Editorial board members can volunteer for or lead WG for a specific publication issue. In this case, they will not be participating as voting EB members for the publication issue that they are actively participating in.
6. The EB organization comprises:
 - a. Editor-in-Charge, General Coordinator
 - b. Compliance, Governance, and Language Editor
 - c. Editor representing End-Users Group

- d. Editor representing Vendors and Consultants Group
- e. Editor representing Research & Academics Group
- f. Publication Manager
- g. Editorial Support, Technical Expert
- h. Editorial Support, Target Audience Perspective

Nominations

1. To assure that interests of ISWIM body are equally represented, three ISWIM stakeholder groups have been identified: (1) End-Users, (2) Vendors and Consultants, and (3) Research & Academics.
2. The ISWIM constituency groups are given flexibility to decide how to nominate members to participate in WGs or serve as a reviewer for a particular publication.
3. WG leaders have an authority to accept or reject nominee for their topic.
4. EB members representing a specific ISWIM constituency group have an authority to accept or reject a reviewer nominee for their constituency group.

Publication Development Process

1. For each WIM Practitioners' Series publication topic, a Working Group (WG) of volunteers, typically led by an ISWIM board member, is assembled. This is accomplished through an annual call for topics and volunteers (November-December of each year). The current list of publication topics, WG-leaders, and volunteers is attached at the end of this document. This list will be posted on ISWIM website.
2. At the start of publication development process, the WG volunteers develop a proposal for the publication that includes:
 - a. publication title,
 - b. statement of publication purpose
 - c. content page or publication outline
 - d. WG members working on the publication,
 - e. Publication leader
 - f. Person responsible for the communication with the Editorial Board (WG communication coordinator), who may be publication leader or another WG volunteer.
3. This information will be sent to the editorial board for review and approval and include timeline to get input and draft document (3 weeks is suggested for feedback time). It is recommended that this activity is accomplished during January-February timeframe. After a request to review a publication title, publication scope/content page, and a detailed outline of the publication is received from WG, EB has three weeks to review and consent to or provide recommendations for updates to WG. See the last paragraph regarding EB voting process.
4. After the proposal for the publication is approved by the Editorial Board, the WG will submit the proposal to the ISWIM website manager for posting and will proceed with the development of the draft publication and its submission to the Editorial Board. A five-month time period is recommended for draft publication development. Draft publications should be completed by the end of August.
5. After the draft publication is developed by the WG, WG communication coordinator will send the draft to EB coordinator with a request for review.
6. After the draft publication is received by EB, EB members representing the three ISWIM stakeholder groups (End-Users, Vendors and Consultants, and Research & Academics) are given 1 month to solicit review comments from ISWIM members and provide consolidated comments and specific revision requests to EB. This activity should be completed by the end of August.

7. The EB will review the requests for revisions from the tree ISWIM stakeholder constituency groups and make the decision whether these revisions should be made using the following criteria:
 - a. Revisions represent interests of ISWIM board as a whole.
 - b. Revisions are free of bias from a particular ISWIM stakeholder groups.
 - c. Revisions are in-line with the publication content, purpose, and scope.

If revisions are deemed to be objective and necessary for improving quality of a publication and get the majority of EB votes (see next paragraph), the EB will send the request for specific revisions, editorial comments, and proposed changes to the WG. This activity should be completed by the end of September.

8. After the review comments are received by WG, the WG has the right to respond to review comments and explain if they disagree with any requested changes.
9. Once both the EB and WG are agree on necessary revisions, the WG will proceed with the development of a revised document and submission to EB for final review. Activities 8 and 9 should be completed by the end of November.
10. Once the revised document is received by EB, EB members have 1 month to review and accept the document or provide additional review comments. This activity should be completed by the end of December.
11. Decisions about publication content, any proposed revisions, and approval of the final publication will be made by the EB by a vote. Voting process for all such EB issues is:
 - a. All 8 Editorial board members are eligible to vote with a minimum of 6 members required to vote to ensure a quorum.
 - b. With 70% required to approve any voting outcome by the EB as per table below.
 - c. If an EB member is participating in a particular publication topic development, that person can't vote for that publication topic.
 - d. Decision made the Editorial Board should be communicated to ISWIM Board for its information only.

Quorum Number (number of persons voting)	For Approval (70%)
6	5
7	5
8	6

Publication Development Flowchart

Figure 1. Flow of WIM Practitioners' Publication Series Development Process

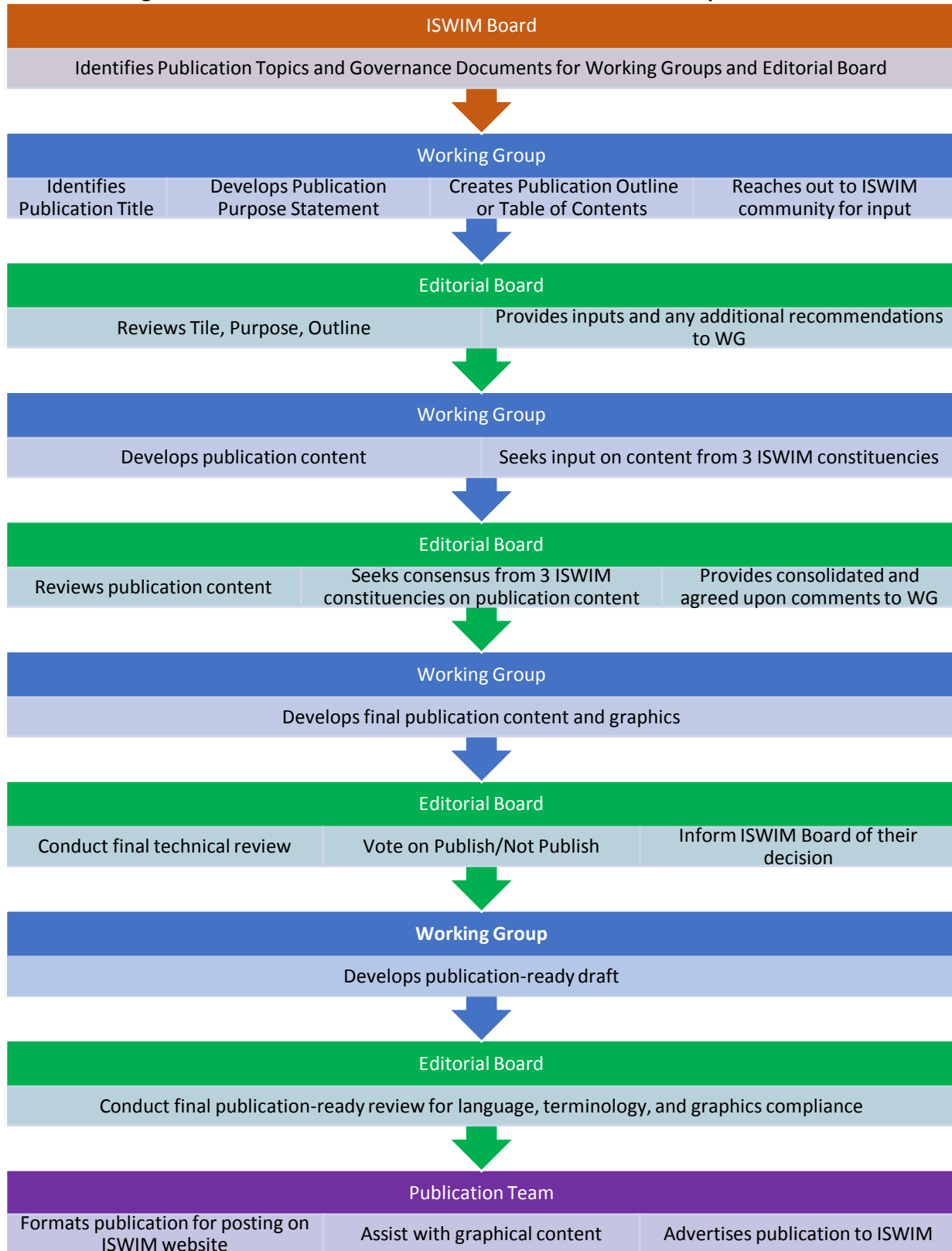


Table: Publication Topics and Topical Working Groups

Topic	Year	Lead	Co-lead	Volunteer 1	Volunteer 2	Volunteer 3	Volunteer 4	Volunteer 5
a. WIM Sensor Selection Guidance	2021	Victor Dolcemascolo	Jesus Leal	Rish Malhotra	Tomas Pospisek	Hans van Loo		
b. Sensor Arrays for Different Applications	2021	Victor Dolcemascolo	Jesus Leal	Rish Malhotra	Tomas Pospisek	Hans van Loo		
c. Desired WIM Controller Functionality for Highway Applications	2022	Victor Dolcemascolo	Jesus Leal	Tomas Pospisek, Kistler				
d. Financing Decisions for the WIM Data Collection and Processing	2023	Victor Dolcemascolo	Jesus Leal	Andy Lees	Hans van Loo	Chris Koniditsiotis		
e. Best practices in WIM Site Selection	2021	Victor Dolcemascolo	Jesus Leal	Rish Malhotra	Andy Lees	Tomas Pospisek	Hans van Loo	Bernard Jacob
f. Best Practices in WIM Installation Quality Assurance	TBD			Tomas Pospisek,				
g. Practical Procedure for Calibrating High-Speed In-Road and Bridge WIM Systems Used for Highway Monitoring and Traffic Statistics, A “How-To” Guide	2021	Andy Lees	Debbie Walker	Hans van Loo	Olga Selezneva	Bernard Jacob		
h. Guiding Principles for WIM Calibration	2021	Bernard Jacob	Victor Dolcemascolo	List of participants is available form Victor				
i. Best Practices in WIM Data Quality Assurance	TBD	Andy Lees	Olga Selezneva	Hans van Loo	Bernard Jacob			
j. WIM Data for Pavement Engineering: What Should I know, What Should I Do?	2022	Olga Selezneva		Gustavo Otto	Jonathan Regehr	Chris Koniditsiotis		
k. WIM Data for Bridge Engineering: What Should I know, What Should I Do?	2021	Eugene O'Brien	Bernard Jacob	Andy Nowak	Rish Malhotra	Aleš Žnidarič	Jonathan Regehr	Chul-Woo Kim
l. WIM Data for Road Safety: What Should I know, What Should I Do?	TBD			Gustavo Otto	Jonathan Regehr	Bernard Jacob		
m. Highway Freight Monitoring: How Can WIM Data Help?	TBD	Jonathan Regehr		Chris Koniditsiotis	Bernard Jacob			
n. WIM for Tolling: Highway and Freight Tolling	TBD			Rish Malhotra	Chris Koniditsiotis			
o. WIM Data for Enforcement: What Should I know, What Should I Do?	2022	Bernard Jacob	Adriana Antofie	Victor Dolcemascolo	Chris Koniditsiotis	Hans van Loo		
p. WIM for Enforcement: Regulations and Challenges	2022	Bernard Jacob	Adriana Antofie	Rish Malhotra	Tomas Pospisek, Kistler	Hans van Loo	Jonathan Regehr	
q. WIM standards and testing procedures	TBD	Adriana Antofie	Bernard Jacob	Hans van Loo				
r. On-Board WIM: What Should I know, What Should I Do?	TBD	Chris Koniditsiotis	Gavin Hill					