

**Minutes of the meeting in connection with International Seminar to be organized by IREE on 1st & 2<sup>nd</sup> February, 2013, held in the Chamber of Additional Member (Elect.) on 07.08.2012.**

**Present**

1. Sh. Raj Kumar, President/IREE & AML
  2. Sh. Mehtab Singh, General Secretary & CEE/N.Rly
  3. Sh. R.K. Bhatnagar, Advisor (G)/ Rly. Board
  4. Sh. R.S. Grover, Ex. Addl. Member (Elect.)
  5. Sh. V.K. Dutt, Ex. Addl. Member (Elect.)
  6. Sh.A.K. Arora, Executive Director/RITES
  7. Sh. Om Pal Singh, GM/Elect./IRCON
  8. Sh. D.C. Pandey, GM/Elect./RVNL
  9. Sh. R.N. Rajpoot, Secy. to CEE
- 1.0 Minutes of the last meeting held on 23.07.2012, were discussed. The action taken are as under:
- 1.1 Theme for the seminar has been finalized as under:  
**“High Speed Trains in India – Issues & Options”**
- 1.2 Idea for releasing of Commemoration Stamp has been dropped. Similarly, the Chief Guest for function will be Minister for Railways.
- 2.0 The permission letter from Board for organizing International Seminar will be conveyed by Board on 08.08.2012.
- 3.0 The draft brochure was discussed and it was decided that the Technical Committee will finalize the same within a week’s time. Brochure for last two years were handed over to members of Technical Committee.
- 4.0 Duty List of Sub-committee’s were discussed and it was decided that the duty list should be e-mailed to all Members of the respective Committees and meeting with all the Committees will be held in the Chamber of AML/Rly. Board on 22.08.2012 at 16.00 hrs. onwards.
- 5.0 The tentative budget should be put up for approval of Committee in the next meeting. The guidelines for formation of budget is as under:

**5.1 On 1<sup>st</sup> Feb. 2013**

- a) High Tea and lunch for - 500 Persons
- b) Lunch - 200 “
- c) Dinner - 200 “

**5.2 On 2<sup>nd</sup> Feb. 2013**

- a) Morning Tea for - 200 persons
- b) Lunch - 200 “
- c) Tea - 150 “

5.3 Transportation - About 20 vehicles should be planned.

5.4 Printing Cost - Based upon last year's expenditure.

6. In addition to all, 10 – 20 rooms should also be booked.

7. List of all the Committees with Mobile Nos. and the estimate of all the members of various Committees should also be mentioned in the list. E-mail ID to be circulated in a directory form.

8. Each Committee will be headed by Chairman and assisted by Secretary to be nominated by the respective Committees.

9. The next meeting will be held on 22.08.2012 in the Chamber of AML/Elect. Railway Board. All committees to be advised.

**( Mehtab Singh )**  
**General Secretary/IREE**

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5. Sh. V.K. Dutt, Ex. Addl. Member (Elect.)
6. Sh. A.K. Dutta, Director/Infrastructure/DFCCIL
7. Sh.A.K. Arora, Executive Director/RITES
8. Sh. Om Pal Singh, GM/Elect./IRCON
9. Sh. D.C. Pandey, GM/Elect./RVNL
10. Sh. R.N. Rajpoot, Secy. to CEE

- 1.0** Sh. Satish Kumar, Director/PS/DMRC could not attend the meeting because of pre fixed meeting with Secretary, Urban Development from 10hrs to 15.00 hrs.

**2.0 Venue and Date for Seminar:**

The venue for the International Seminar to be held on 1<sup>st</sup> & 2<sup>nd</sup> Feb. 2013 at 'Menakshaw Centre, New Delhi'. Booking and other formalities to be completed at the earliest.

**3.0 Theme of Seminar:**

After due deliberations, following 3 themes were short listed:

- (i) High Speed Trains in India – Issues & Options
- (ii) Vision for High Speed Trains in India
- (iii) High Speed trains – challenges for India

**4.0 Formation of sub-Committees:**

The discussion was held on formation of various Sub-Committees, The following Sub-Committees are formed.

- (i) Steering Committee
- (ii) Technical Committee
- (iii) Organizing Committee
- (iv) Publication and Registration Committee
- (v) Reception, Accommodation, Transport & Protocol Committee.

The proposed members of these Sub-Committees are enclosed as **Annexure-I.**

**5.0 Duty List:**

The duty list of all the Committees to be issued so that the responsibilities of each committee are clearly defined.

**6.0 Publication of First Information Brochure:**

The draft information Brochure to be prepared by Technical Committee after finalizing the main & sub-themes and a draft should be put up in the next meeting for approval.

**7.0 Other Points:**

- 7.1** Shri V.K. Dutt suggested that we may consider release of **“Commemorate Stamp”** on the project of **“AC-DC Conversion”**. The decision in this regard is to be taken immediately since the process itself takes a long time. The proposal has to go from Minister of Railways to Minister of Post & Telegraph. In case the decision is taken to go ahead, it was suggested that Shri S.K. Sharma, Advisor/RE/Railway Board be nominated to coordinate.
- 7.2** Since the Seminar is on **“High Speed Trains”**, it was considered appropriate to invite Prime Minister of India as Chief Guest to inaugurate the Seminar. Dy. Chairperson/Planning, Commission Mr. Ahluwalia can also be invited as guest of honour.
- 7.3** It was also suggested by Members that Departments like Civil Engg. may also be involved for participating in technical papers.
- 7.4** Issue of Sponsorship and rates for advertisement to be taken up in detail in the next meeting.
- 7.5** Application for approval of Board to conduct the seminar has already been submitted vide this office letter No.CEE/Misc./IREE/2012 dated 18.07.2012. Approval to be expedited.
- 7.6** The next meeting of Steering Committee will be held on 7<sup>th</sup> Aug'2012 at 11.00 hrs. in AML's chamber.

Sd/-

**( Mehtab Singh )**  
**General Secretary/IREE**

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# **DUTY LIST**

## **1) TECHNICAL COMMITTEE**

- 1) Finalisation of theme of the seminar.
- 2) Based upon the themes on finalisation of sub themes
- 3) Preparation of brochure for international seminar which should include about the organisers and background of the seminar, participation fees, rates for advertisement in seminar, sponsorship and guidance for preparation of technical paper etc.
- 4) Letters to all proposed Organisations, all Railways, PSUs and firms to submit the papers.
- 5) Collection of the papers and formation of group of the papers as per sub-theme.
- 6) To obtain the messages from the Hon'ble President of India, Vice President, Prime Minister, MR, MOSR, other VIPs and Board Members etc.
- 7) To frame the guidance to conduct the session.
- 8) To identify the Chairman and Rapporteurs for each session.
- 9) Report formation and recommendation.
- 10) Preparation of notes for Press Release (Press & Media Management)
- 11) Technical Session Management



## **2. ORGANISING COMMITTEE**

- 1) Finalisation of the venue for the seminar - Booking
- 2) Letters to Industries /Zonal Railways and PSUs etc. for sponsoring events, nomination of delegates and advertisement for the souvenir etc.
- 3) Appointment of Event Manager , Comparer and Ushers etc.
- 4) Identification of Chief Guest for Inaugural function and Valedictory.
- 5) Preparation of the list for invitees from Rlys., PSUs and others.
- 6) Preparing the program of Seminar for both days.
- 7) Finalisation of modular stall for Exhibition.
- 8) Set up of Counters for Delegates, Sponsors and Co-sponsor etc.
- 9) Finalisation of Back Drops & other Boards and Signages etc.
- 10) To fix up caterer, Menu for Lunch/High tea/tea
- 11) Formation of sub-committee for - Inaugural function & Dinner.

## **3. INAUGURAL FUNCTION ( Sub- Committee )**

- 1) Finalise back size and its script and arrangement of presentation, Laptop, LCD etc. besides floral decoration of the stage. Arrange photographers/cameramen.
- 2) Ensure sitting arrangement on the dais as well as the first two rows meant for dignitaries and VIPs.
- 3) Arrangement of lighting lamp and its accessories
- 4) Making various counters for exhibition as per site requirement by the Exhibitors
- 5) Arrangement of Bouquets during Inauguration and for Exhibition.
- 6) Ribbon, scissors, tray etc.
- 7) Details about Lunch and High tea.

#### **4. PUBLICATION AND REGISTRATION COMMITTEE.**

- A) Printing Activities.
  - i) Prepare format for printing of all the documents viz. Invitation cards, technical papers, souvenirs etc.
  - ii) Printing of Introductory Brochures.
  - iii) Printing of souvenir – Technical Book (Material by Sh. R.S.Grover)
    - a) Party of messages and Advertisements in Souvenir
    - b) Cover page to be finalised.
    - c) Numbering of advertisement., based up amount
  - iv) Printing of invitation cards for:
    - a) Lunch (visit card size type – two types)
    - b) Dinner card
  - v) Printing of Badges for :-
    - a) Organisers
    - b) Delegates
    - c) Invitees
    - d) Exhibitors
  - vi) Printing of Car Park Stickers.
  - vii) Printing of Programme sheet – two types – Pocket and detailed – yet to be finalized.
- B) Kit – 500 Nos.

Bag/Brief case should contained following:-  
Pad, Pen, Name badges, Questionary slip, invitation cards for dinner and copy of programme sheets, technical book & souvenir.
- C) Preparing list of
  - i) Railway Delegates.
  - ii) Industry Delegates.
  - iii) Invitees.
- D) Sending invitation to VIPs, Invitees, Delegates etc. for Inaugural and Dinner.
- E) Arranging Mementos for Chief Guests, Seminar Chairman etc.
- F) Distribution of Kit at venue.

## **5. RECEPTION, ACCOMMODATION, TRANSPORT & PROTOCOL COMMITTEE**

### **A) RECEPTION COMMITTEE**

- 1) Provision and Manning of Reception Booth/Counter (round the clock) along with two nos. Banners at following places:-
  - (i) HNKM Railway Station
  - (ii) New Delhi Railway Station.
  - (iii) Delhi Main Railway Station.
  - (iv) Anand Vihar Railway Station
- 2) Receiving the VIPs as per their program (programme to be obtained from Organising Committee).
- 3) Each recipients will be given the programme and escorted to respective guest house/hotel (for this purpose transport would be provided by Transport Committee).
- 4) To collect return programme of Delegates and VIPs and to make arrangement for return reservation through HO Quota if required.
- 5) To arrange to escort for Board Members and VIPs, Chief Guest, MR, MOSR to the venue on 1st & 2<sup>nd</sup> February, 2013 (if required).
- 6) Reception at venue
- 7) At venue the VIP/Invitees/Delegates should be received and directed to Registration Counter.

### **B) ACCOMMODATION COMMITTEE**

To arrange accommodation in Officers Rest House at following stations:-

- i) Officers Rest House at Rail Niwas/New Delhi – Railway Board - 4 Nos
- ii) Officers Rest House at S.E. Road/Rail Niwas/New Delhi Station - 10 Nos
- iii) Officers Rest House           IRCON           4 Nos.
- iv) Officers Rest House           E. Rly.           2 Nos.
- v) Officers Rest House           RCF           2 Nos.
- vi) Officers Rest House           CLW           2 Nos.
- vii) Officers Rest House           DCW           2 Nos.

To arrange Tea/Breakfast for nominated delegates/VIPs.

### **C) TRANSPORT COMMITTEE**

- i) To arrange transport for transporting delegates from station to Rest House & vice versa.
- ii) To arrange transport from New Delhi to Venue.
- iii) To provide vehicles to some nominated VIPs.
- iv) To arrange transport for the chairman of the session and speakers (if required). Adequate numbers of cars may be hired for transportation of VIPs/delegates attending the seminar.

**D) PROTOCOL COMMITTEE.**

- i) Chalk out the programme of departure ex-office/residence of the VIPs up to the venue & look after during tea/lunch/dinner and upto the time of departure.
- ii) Fix up officers escorting the VIPs for the inaugural session and for the Chairman of the session. The Escorting officer will carry a copy of the programme of the seminar and the map indicating the venue. Escorting officers will get in touch with the respective VIPs through their Secretaries well in advance of the date of function.
- iii) Before the function, escort to do a trial run for the journey time from the residence to the venue.
- iv) Escorting of VVIPs (list will be given by Reception Committee).
- v) Escorting of VVIPs to Lunch & Dinner (if required) \_\_\_\_\_venue.

## **6. EXHIBITION COMMITTEE**

1. Co-ordinate with firms about exhibition
2. Distribution of Stalls
3. Coordinate with Event Manager for preparation of stalls according to the requirement.