

**Procedures Manual
for the
EURO Working Group on
Vehicle Routing and Logistics
Optimization**

v 1.0, August 2014

Introduction

The VeRoLog Board promotes the use of published procedures to encourage good practice and efficient operation of the Working Group.

The VeRoLog Procedures Manual contains the official procedures of general interest to persons conducting business within or for VeRoLog. Changes to the body of the VeRoLog Procedures Manual must be approved by the VeRoLog Board. No Policy or Procedure may contravene the EURO rules, or the VeRoLog Bylaws. The EURO Board has final authority to determine whether a particular procedure is in conflict with the EURO regulations or Bylaws, and the VeRoLog Board has final authority to determine whether a particular policy or procedure is in conflict with the VeRoLog Bylaws.

The VeRoLog Coordinator will ensure that the master copy of the VeRoLog Procedures Manual and its appendices reflects all approved changes, and that a copy of the VeRoLog Procedures Manual and its appendices is posted on the VeRoLog web page.

II. VeRoLog Doctoral Dissertation Prize

II.1 Announcement of the Competition

The announcement should appear on the EURO and VeRoLog web sites and diffused through the mailing lists and interest groups that are directly managed by VeRoLog (such as the twitter and LinkedIn group).

The announcement should contain all the information required to submit an application and should include clear indication of the deadlines for the submission. A template for the announcement is included in the appendix of this Manual.

The announcement should appear before the end of each year preceding a VeRoLog Conference, preferably during the months of September-October so that there is enough time to diffuse the announcement.

II.2 Guidelines for the Prize Committee

Appointment of Committee Members

The prize committee consists of a chair and two committee members. The committee shall consist of “3-year appointees” who serve three years each. The 3-year appointments are staggered such that one new 3-year appointee is selected each year by the VeRoLog Coordinator. The appointment has to be approved by the VeRoLog Board. The committee chair is the longest serving 3-year appointee. Thus, each 3-year appointee is scheduled to become committee chair in his/her third year. These appointments shall be made by September 30 of the year before that in which the prize is to be awarded. New committee members should be chosen such that the expertise of the prize committee will span a variety of application areas and methodologies in vehicle routing and logistics and will possess both theoretical and practical interests. Members should also be chosen so that geographical breadth is achieved. Some gender balance will also be taken into account.

If a committee member has a conflict of interest (defined herein), then an alternate committee member must be appointed for that year to serve temporarily in his/her place. Any committee member who has a conflict of interest should inform the chair of the prize

committee no later than March 31 of the year in which the prize is awarded and the committee chair must appoint an alternate by April 15. If the committee chair has a conflict of interest, then the next longest serving 3-year appointee with no conflict of interest shall serve as chair and the new chair must appoint an alternate committee member for that year to serve in his/her original role.

The VeRoLog Coordinator must approve all newly appointed committee members and alternates. If ambiguities in the committee member selection process or continuation of existing appointments arise, then the VeRoLog Coordinator must be consulted and will be responsible for resolution.

Conflict of Interest

It is important to avoid even the appearance of a conflict of interest in the evaluation of any submission to an award committee. A problem arises when any member of an award committee has a past or current relationship with a nominee that might influence the voting process (positively or negatively) for reasons other than the merits of the case relative to the award. It is the responsibility of each committee member to bring to the attention of the committee chair any relationship that might be viewed as a conflict of interest. The committee chair should evaluate each case on its merits, and if a potential conflict is deemed to exist, propose a response that ensures that the final decision of the committee is free of any apparent conflict. On award committees that have to judge many nominees, it is acceptable for a judge with an acknowledged conflict with a nominee to participate in preliminary screening, but if that nominee survives the screening phase, then the judge with the conflict must be excused from further participation. If the potential conflict involves the committee chair, the chair should discuss this with the VeRoLog Coordinator to determine an appropriate response.

Nomination process

Only PhD dissertations successfully defended during the year before that in which the prize is awarded may be nominated.

Nominations are not restricted to members of societies that belong to EURO.

To be considered, a dissertation should be nominated by the supervisor of the thesis (one of them in case of multiple supervisors). The supervisor of the dissertation is asked to provide the jury with the following information:

- the text of the dissertation,
- an extended abstract (up to 5 pages) of the dissertation; this abstract should be written in English,
- if the dissertation is not written in English, a paper in English authored (or co-authored) by the author of the dissertation and describing the core ideas of the thesis. This paper should preferably have been published in or submitted to an international journal.
- nomination letters (or reports) from two referees selected by the dissertation supervisor, supporting the submission and stating their assessment of why the thesis should win the award.
- an up-to-date CV of the candidate, including a list of publications.

No nomination will be considered without all these items.

All material of a nomination must be sent in compressed electronic form to the chair of the committee before the submission deadline.

Submission deadline

The deadline for the submission is defined every year by the chair of the committee and is generally January, 31. The chair may decide to extend the deadline but this must not exceed March, 31. Deadline extensions are announced through VeRoLog website.

Criteria for Judging

The committee will study each application in detail. The committee evaluates the applications taking the following points into account:

- originality and novelty of the subject,
- pertinence of the subject for VeRoLog DDP;
- depth and breadth of the results,
- contributions of the dissertation to the theory and practice of OR applied to Vehicle Routing and Logistics Optimization,
- applications and/or potential applicability of the results,
- quality of the related publications.

The committee may decide not to assign the prize if no nominee reaches an adequate level of quality.

Additional Duties of the Committee Chair

The committee chair must advertise the prize through various channels, including the VeRoLog Newsletter and EURO communication media, and is responsible for ensuring that each submission considered for the prize meets the eligibility requirements. The chair will disseminate the criteria for judging (listed herein) and will ensure that each member of the committee has a copy of each submitted dissertation. The chair will offer technical assistance in the deliberation process and may suggest possible methods for coming to a single unified group decision. The chair will ensure that deliberations are concluded in a timely manner and will report the results of the competition at least one month prior to the VeRoLog conference (typically in June/July).

Number and type of Awards

To preserve the significance of this award, one first prize shall be awarded in a given year. In exceptional cases the first prize may be awarded ex aequo to two dissertations or an honorable mention may be given for a second dissertation.

The award for the first prize consists of a diploma and a monetary prize, whose amount is defined every year by the VeRoLog Coordinator. In addition, the winner has the right to a free place to participate in the VeRoLog conference at which the prize is presented (in case of multiple winners the place may not be completely free at discretion of the organizers). The awards are sponsored either by a company or by the VeRoLog conference organizing committee.

Reporting of the Award and Award Ceremony

The chair of the committee shall report the results of the competition directly to the VeRoLog Coordinator. The Coordinator will communicate the result to the winner so that he or she can participate in the VeRoLog conference and receive the award. Every effort must be taken to ensure the secrecy of the competition outcome until the award presentation at the VeRoLog conference.

The prize is awarded during a short ceremony during the VeRoLog conference (generally during the opening or closing session). The ceremony is chaired by the committee chair or by a committee member.

III. VeRoLog Fellow Award

The VeRoLog board may decide to award the VeRoLog fellow title to an individual who throughout his or her professional career has made fundamental and sustained contributions to vehicle routing and logistics optimization, and has influenced the field through her or his writings, teaching, service, and nurturing of younger professionals.

The Fellow title is not issued regularly.

The award is accompanied by a diploma given to the Fellow by the VeRoLog Coordinator in a ceremony during a VeRoLog conference. In addition VeRoLog fellow has the right of participating to VeRoLog conferences free of charge.

Nominations for the VeRoLog Fellow Award must be sent to VeRoLog Coordinator not later than January 31 of each year in which a VeRoLog conference takes place. The nomination should include a written motivation and must be signed by at least twenty registered VeRoLog members.

IV. VeRoLog Conference Organization

The VeRoLog conference is organized typically every year. In some year (e.g. when the Odysseus conference takes place) it may be decided by the Board that the conference does not take place.

Proposals for the organization

The location of the conference is decided by the VeRoLog Board, based on proposals received from VeRoLog members.

Proposals must be sent to the VeRoLog Coordinator not later than October 31, two years in advance of the year for the conference.

The proposal should contain at least the following information:

- conference location, possible venue and accommodation
- possible and preferred dates for the conference
- organizing committee composition
- structure of the conference and proposals for social activities
- possible fees (specifying what they include) and reduced fee for students
- a proposed budget for the conference

Additional information and ideas may help in the evaluation of the proposal.

The VeRoLog Board makes a selection, and the Coordinator communicates the outcome to the proponents, within two months from the deadline. The decision should be kept secret until it is announced by the Coordinator, typically at the closing ceremony of the preceding conference.

Program committee

The program committee chair for the conference is nominated by the VeRoLog Coordinator by considering possible proposals from the Board and from the conference organizers. The other members of the committee are nominated by the VeRoLog Coordinator based on a proposal from the program committee chair.

The program committee is responsible for the definition of plenary and semi-plenary speakers, the selection of the abstracts submitted for presentation and the nomination of cluster and session chairs for invited and contributed sessions.

Guidelines for organizers

The conference organizers must ensure that the VeRoLog conference is a high quality, interesting and pleasant event for the community of scientist and practitioners. The conference fees should be moderate and substantially reduced fees for students and participants from less favored countries must be considered.

The conference organizers must take care of the complimentary fee for the Dissertation Prize winner, for VeRoLog fellows and cover the expenses for invited speakers of the conference. They should also sponsor the dissertation prize in case there is no external sponsor.

Sponsorship from companies and public bodies are not subject to approval by the VeRoLog Board but should be communicated to the Board.

Preferably, a small portion of the conference final balance should be transferred to VeRoLog to support its activities. This transfer is made public to VeRoLog members. VeRoLog will not cover losses from running a conference under any circumstances: any losses remain the responsibility of the conference organizers.

Appendix

I. Template for the VeRoLog DDP announcement

The parts to be filled are indicated by XXX

VeRoLog Doctoral Dissertation Prize

VeRoLog DDP 2014 Announcement

The VeRoLog Doctoral Dissertation Prize (VeRoLog DDP) is issued by the EURO working group on Vehicle Routing and Logistics optimization (VeRoLog) and is awarded at each VeRoLog annual conference. The purpose of the prize is to distinguish an outstanding PhD thesis on Operational Research methods applied to the Vehicle Routing and Logistics Optimization. It will be awarded for the second time at the VeRoLog XXX conference (XXX, XXX, XXX).

Eligibility of applications

The VeRoLog DDP XXX jury will only consider PhD theses in Operational Research defended between *1 January XXX* and *31 December XXX* (the deadline for the present edition). Nominations are NOT restricted to members of societies that belong to EURO.

To be considered, a dissertation should be nominated by the supervisor of the thesis (one of them in case of multiple supervisors). The supervisor of the dissertation is asked to provide the jury with the following information:

1. the text of the dissertation,
2. an extended abstract (up to 5 pages) of the dissertation; this abstract should be written in English,
3. if the dissertation is not written in English, a paper in English authored (or co-authored) by the author of the dissertation and describing the core ideas of the thesis. This paper should preferably have been published in or submitted to an international journal.
4. nomination letters (or reports) from two referees selected by the dissertation supervisor, supporting the submission and stating their assessment of why the thesis should win the award.
5. an up-to-date CV of the candidate, including a list of publications.

No nomination will be considered without these items.

All information should be sent in electronic form to the chairman of the jury, XXX XXX (XXX@XXX), using a compressed format (e.g. zip).

Since many PhD theses in OR are defended each year, the jury would like to remind supervisors that only outstanding pieces of work have a reasonable chance of winning the award.

Jury

The jury consists in:

1. XXX (chairman)
2. XXX
3. XXX

Selection process

The members of the jury will study each application in detail. The jury evaluates the applications taking the following points into account:

- originality and novelty of the subject,
- pertinence of the subject for VeRoLog DDP;
- depth and breadth of the results,
- contributions of the dissertation to the theory and practice of OR applied to Vehicle Routing and Logistics Optimization,
- applications and/or potential applicability of the results,
- quality of the related publications.

The jury may decide not to assign the prize if no thesis reaches an adequate level of quality.

Award

The prize consists in a certificate and a reward of Euro 500.

Deadlines

The deadline for submitting applications is **XXX**

Contact

XXX

E-mail: XXX@XXX