

Standards Coordinating Committee Charter

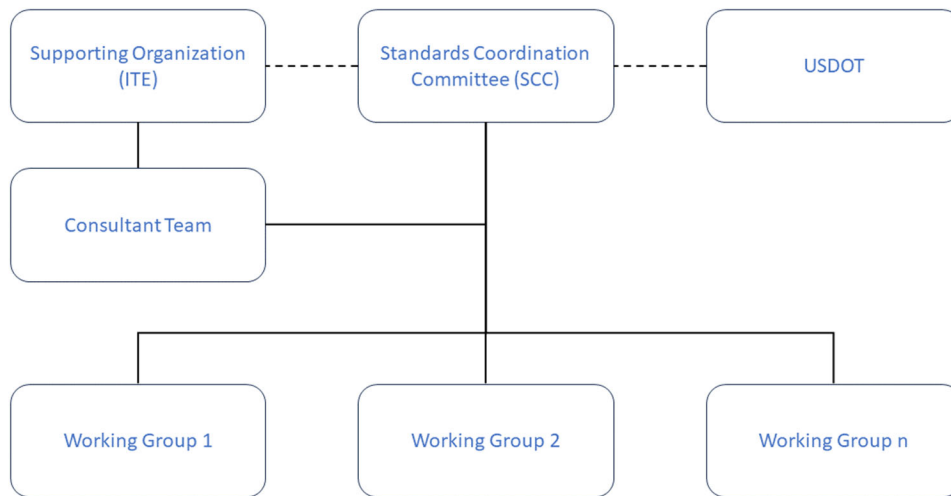
Draft v03

Purpose

The purpose of the Standards Steering Committee (SCC) is to speed the development and adoption of Multimodal Accessible Travel (MAT) standards. The SCC serves as a promoter of existing and planned MAT standards and may also act as a coordinator of existing standards and standards development activities.

In its capacity as a promoter, the SCC is expected to advise and recommend to the United States Department of Transportation where standards development activities and standards coordination are needed for the MAT area. It may also provide advice and recommendations on what organizations should be involved with the development of a MAT standard, what organization should develop the MAT standards, the areas where public sector involvement is needed, and the areas where policies or guidance for deployment of standards are needed.

Organization



SCC

- The SCC shall consist of at least nine (9) voting members but no more than 18 voting members. In case of a tie, a further discussion and a resulting consensus will need to be determined on how to move forward with an item
- The SCC shall have two co-chairpersons, one from the public sector and one from the private sector. Two co-chairs are suggested in the event one co-chair is unavailable. The initial co-chairs are appointed by the Sponsoring Organization in consultation with USDOT, but are subsequently nominated by and confirmed by a majority of the SCC voting members.
- The initial voting members of the SCC are appointed by the Sponsoring Organization in consultation with USDOT. Voting members are subsequently appointed by the co-chairs of the SCC on the basis of their individual qualifications which enable them to contribute to the work of the SCC.

- Voting members function as individuals and not as agents or representatives of any organization with which they may be associated, except that government employees participate in accordance with governmental regulations.
- The SCC should include voting members with experience relevant to MAT, either with specification development or specification and standard application with a MAT deployment. At a minimum, the membership would include the following:
 - Public agency stakeholders (state and local transportation agencies, including transit agencies)
 - Device industry representatives and suppliers
 - Private service providers of MAT
 - Traveler information providers
 - Representatives of MAT users (e.g., advocacy groups)
 - Relevant participants from SDOs and/or CBDOs
- The SCC should strive to have approximately an equal mix of public agency members and private sector representatives.
- The USDOT shall be invited to provide liaison representatives from different USDOT departments and the ITS Joint Program Office.
- Other liaisons may be identified as necessary by the SCC co-chairs.

Working Groups

- The SCC may form Working Groups (WGS) to address specific areas or issues of interest.
- The co-chairs of the SCC shall appoint two chairpersons, one from the public sector and one from the private sector, for each WG.
- Each WG may consist of up to 20 voting members. At least two of members of each WG shall also be voting members of the SCC. Voting members are subsequently appointed by the co-chairs of the WG on the basis of their individual qualifications which enable them to contribute to the work of the WG.
- Voting members function as individuals and not as agents or representatives of any organization with which they may be associated, except that government employees participate in accordance with governmental regulations.

USDOT

- USDOT may provide resources to the SCC to contract with Standards Development Organizations (SDOs) or Community Based Development Organizations (CBDOs) for the actual development of standards, tools, training, best practice guidance and/or outreach.
- USDOT shall provide at least one liaison representative to the SCC. The liaison shall inform the SCC of ongoing ITS Joint Program Office, FHWA, and FTA activities related to MAT, and report the SCC's activities to USDOT.

Sponsoring Organization

- Administrative and SCC support shall be provided by the sponsoring organization, currently the Institute of Transportation Engineers (ITE) and AASHTO. The sponsoring organization may request assistance from other SDO partners as needed.
- Administrative support includes facilitating virtual and face-to-face meetings, preparation and delivery of meeting agendas and meeting minutes, maintaining a tool or website for

coordination (e.g., Teams site for documents), and providing consultant resources to develop documents and advise the SCC of current activities and activities of SDOs and CBDOs as "requested" by the SCC.

- The supporting organization will also provide resources, such as a technical editor, in the preparation of strategic plans and annual workplans, in communication and coordination with other MAT standards work underway, in negotiations with and applications to Federal agencies, and other administrative items as needed.

Consultants

- Develop agendas, attend meetings of SDOs and CBDOs as ordered by the SCC.
- Develop workplans and strategic plans as ordered by the SCC.
- Develop systems engineering content, such as concept of operations and requirements document for MAT standards activities, as order by the SCC.
- Perform research and develop white papers on specific topics, as order by the SCC.
- Coordinate with SDOs and CBDOs.

SDOs/CBDOS

- Develop MAT standards and specifications.
- Advocate for MAT standards and specification developed by the SDO/CBDO.
- Send stakeholders to participate in the SCC.

Activities

This section summarizes activities within the scope of the SCC.

The following activities require the approval of the two-thirds of the SCC voting members.

- Review and update this charter, as needed, on a regular basis. This charter identifies the scope and governance of the SCC.
- Develop and approve a 5-year roadmap for the development (enhancement, adoption, deployment, and maintenance) of MAT standards and specifications.
- Develop an annual workplan and request for funding for its proposed efforts for submission through the SCC. The period of the workplan shall correspond to the Federal fiscal year, and shall be submitted by March 31 to USDOT preceding the beginning of the fiscal year. In its deliberations, the SCC shall consider the needs of and resources of the liaison members of the SCC.

Other activities of the SCC include:

- With the resources provided, initiate the activities of its annual workplan, including recommendations to the sponsor organizations for the selection of consultants, and the oversight of those consultants and other experts to assist with its programs.
- Promote a national partnership of users, industry, academia and developers to encourage public/private partnerships in the development of MAT applications, enhancements and operations support.
- Provide oversight of consultants to perform the work of the SCC.

- Provide comments to the SDOs and CBDOs to coordinate MAT standards and specifications. The SCC may authorize the sponsoring organization to create a formal liaison with other MAT activities.
- Recommend outreach activities, training and other assistance as needed to aid in the understanding, deployment and acceptance of MAT standards and specifications by the MAT industry and USDOT.
- Authorize the development of white papers, under the direction of the SCC or a working group.
- Promote and oversee the development, implementation, testing, and maintenance of MAT standards, even those developed by other SDOs or CBDOs, via the use of the systems engineering process, consistent with the systems engineering guidance promoted by USDOT.
- Propose revisions and additions to MAT standards as needed.
- Promote the use of the systems engineering process in the development of MAT standards.
- Keep the transportation community informed of its progress, and ensure that comments on and evaluations of the MAT standards and products are encouraged from a wide range of users, manufacturers, designers, contractors, academia, consultants, and other SDOs/CBDOs.
- Define the role of Cybersecurity / Privacy across the SCC, other SDOs/CBDOs.
- Recommend to the SCC the enlistment of other organizations, activities or subject matter experts as needed to help promote MAT standards activities.

At this time, there is no expectation that the SCC will be responsible for developing any standard or specifications. However, if it does, the SCC will update the charter to include a section for approving standards and specifications.

Participation

The SCC is open to federal, state, local, tribal, academic, and private agencies, organizations, and institutions. Members are expected to be active in the development and application of policies related to the creation, publication, guidance, and analysis of MAT standards and specifications within their stakeholder community.

Co-Chairs

The co-chair's responsibilities include presiding over the SCC activities (such as calling and leading SCC meetings, calling for votes) and guiding the SCC in the development of a work plan and budget requests as appropriate.

Voting Members

This section defines the roles and responsibilities of the voting members of the SCC.

- Approve charter.
- Approve activities.
- Attend quarterly meetings and additional meetings as called by the SCC co-chairs.
- Vote on matters brought before the SCC.
- Review proposals and documents authorized by the SCC, including white papers, the 5-year strategic plan, and the annual work plan.
- Inform the SCC of MAT activities in their community.

Non-Voting Members (Observers)

- Provide feedback/comments.
- Inform the SCC of MAT activities in their community.
- Provide additional industry opinions or responses to surveys seeking a wider response.
- Act as a peer review.

Governance

Meetings

- The SCC shall meet periodically. Initially the SCC expects to schedule quarterly meetings (4 times annually) of the SCC.
- Meetings may be held virtually or in-person and governed by Robert's Rules of Orders.
- The co-chairs of the SCC may call additional meetings as needed.
- All voting members and observing members shall receive an invitation to all SCC meetings at least 1 week prior to the meeting.
- At least one co-chair of the SCC must be present to chair each meeting.
- The sponsoring organization will issue a draft agenda no less than one week prior to the meeting.
- The sponsoring organization shall issue draft meeting minutes within one week after the meeting. Draft meeting minutes shall be presented and reviewed and approved at the next SCC meeting. A quorum must be present to approve the meeting minutes.
- A quorum, defined as a 50% of the voting members, must be present to vote on any matters before the SCC, except those that require 2/3 majorities. A voting member may designate 1 or 2 alternate members to represent that member if the voting member is unable to attend a meeting for quorum purposes or for voting matters. The voting member must formally inform the co-chairs of their alternate representatives prior to the meeting.
- All SCC meetings will be publicly announced in a timely manner to allow access by the public.
- The SCC co-chairs will work with the designated Working Group co-chairs to determine each Working Group's meeting schedule.

Voting

- As noted above, voting to update this charter, to approve the 5-year roadmap, and the annual workplan requires approval of two-thirds of the voting members.
- All other activities require majority vote of all voting members present at the meeting. A quorum is not required to hold a SCC meeting, but a quorum is required to vote on matters.

Communications

- The SCC co-chairs may request meetings with the Sponsoring Organization designated project manager on an as-needed basis. This may include requests for support, information or coordination on behalf of the SCC. The SCC co-chairs may also request meetings if they have questions or concerns about the project work plan, activities or budget.
- The SCC co-chairs may request meetings with the consultant team on an as-needed basis.
- The consultant team may request meetings with the SCC co-chairs to request guidance on technical issues.