

MAT v0.3

Task 2.1 MAT Action Plan

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# Multimodal and Accessible Travel SCC Action Plan

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Multimodal and Accessible Travel (MAT) Standards  
Support Project

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**Revision History**

<b>Version</b>	<b>Date</b>	<b>Author / Editor</b>	<b>Changes</b>
0.1		SME Team	1 <sup>st</sup> draft
0.2	12/29/23	SME Team	2nd draft
0.3	1/3/24	QC	Review 2 <sup>nd</sup> Draft
0.4	1/19/24	PEO	Addressed USDOT comments
1.0	2/5/2024	QC	Reviewed all changes

## Section 1 Introduction

### 1.1 Scope of Document

This document defines an Action Plan for the Multimodal and Accessible Travel (MAT) Standards Support Project. The purpose of the action plan is to engage, facilitate, coordinate, and promote Multimodal and Accessible Travel (MAT) standards. This action plan describes the process of organizing and implementing a Standards Coordination Committee (SCC) focused on coordinating outreach efforts with Standards Development Organizations (SDOs), Community-Based specification Development Organizations (CBDOs), and advocacy groups related to MAT and vulnerable road user (VRU) topics identified in Phase 1 of the MAT Standards project.

### 1.2 Background

The United States Department of Transportation (USDOT) and Institute of Transportation Engineers (ITE) and their standards development partners have worked on Intelligent Transportation Systems (ITS) standards since the inception of the ITS Standards Program over 30 years ago. In recent years traditional ITS technologies have started to integrate with multimodal travel and support VRUs. Working with the multimodal community to survey existing standards and how they can support/augment ITS implementations is a necessary step. In recent years traditional ITS technologies have been a key enabler supporting the integration of multimodal and accessible forms of transportation with more established forms of public sector transportation. MAT use cases and systems tend to incorporate a wide range of transportation options – walking, bicycling, e-scooters, wheelchairs, and other mobility options, which tend to utilize the roadways and public ways (i.e., sidewalks) but in a manner that could expose travelers to greater vulnerabilities (hence, referred to as Vulnerable Road Users or VRUs). Additionally, ensuring that the security needs of VRUs are addressed in both standards and ITS deployments is critical to the safety and security of those VRUs. USDOT previously had a MAT Standards project that produced a MAT Standards and VRU Cybersecurity Coordination Plan which this project is expected to build upon. This project is to define and implement critical activities to better address ongoing convergence of ITS technologies with multimodal and accessible transportation and the future integration of new innovative forms of MAT.

The objective of this project is to continue the work, started under the MAT Standards project, to address, plan for and execute development of the near-term necessary standards with a focus on ensuring appropriate interoperability to make MAT experience seamless and secure for users. Further, correct interpretation and adoption includes describing a common understanding of the underlying governance processes that may be by Federal, State, regional, or local in nature and are likely multi-disciplinary.

Additionally, the MAT Standards and VRU Cybersecurity Coordination Plan (SCP) recommended the establishment of a SCC to address standards including the inclusion of traditional SDOs as well as advocacy groups that may be working on broader specifications and CBDOs.

The SCP also recommended the development of Systems Engineering documents to support developers of the standards. These include the development of Concept of Operations (ConOps) and system requirements (SyRS) that support the standards / specifications development efforts as is consistent with other coordinated standards efforts like Connected Intersections and Connected Vehicles.

Finally, the Phase 1 Mobility on Demand (MOD) Operational Readiness Framework (ORF) report highlighted assessment methods for technical, integration, institutional and cybersecurity / privacy. Implementation or best practice guides will support organizations in using them particularly as

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cybersecurity and privacy are critical to many of these systems. These operational readiness levels and checklists overlap with several ongoing efforts by the USDOT. Coordination with those groups has the opportunity to provide more coherent and consistent strategies for assessing multimodal and interoperability transportation systems.

## Section 2 Action Plan

### 2.1 Purpose of the Action Plan

The action plan describes activities needed to establish the SCC. This action plan or tactical guide provides information on the organization, governance, composition and ongoing activities needed to establish and manage the SCC.

### 2.2 Proposed SCC Organization

The purpose of the SCC is to expedite the development and adoption of 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 USDOT 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, areas where public sector involvement is needed, and areas where policies or guidance for deployment of standards are needed.

#### 2.2.1 SCC Organization Chart

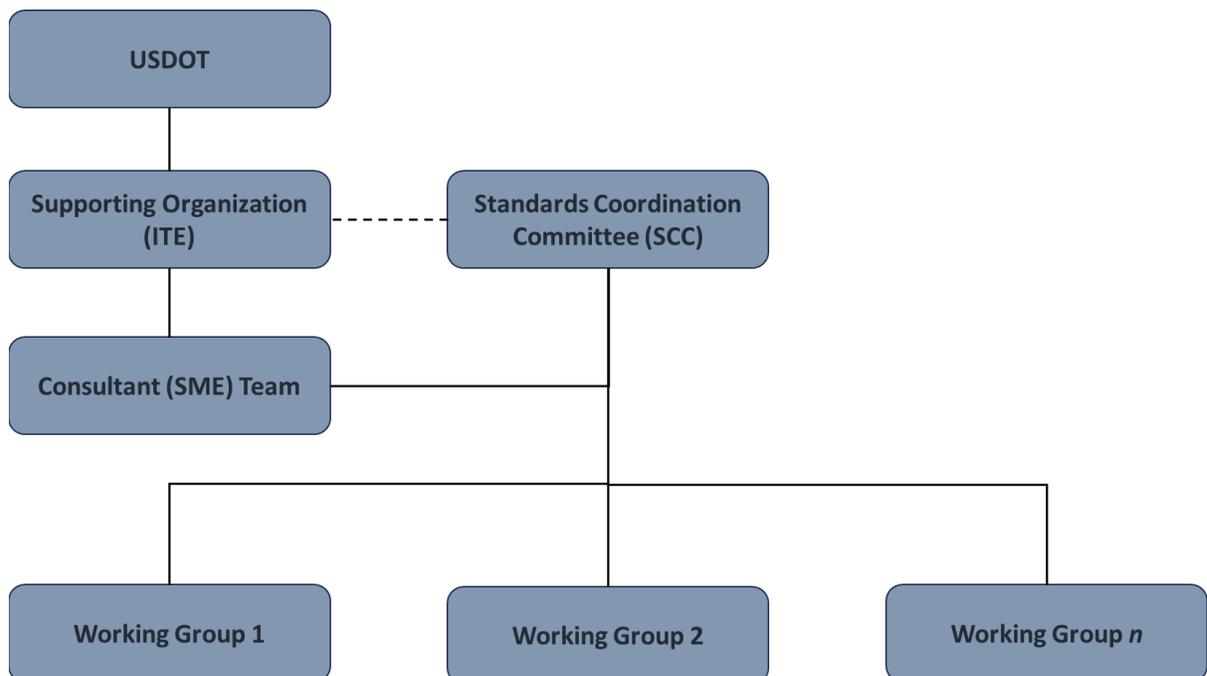


Figure 1: SCC Organization Chart

The SCC should consist of voting members with experience relevant to MAT, either with specification development or specification and standard application with a MAT deployment. At a minimum, voting members should consist of representatives from the following:

- Public agency stakeholders (state and local transportation agencies, including transit agencies)

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- 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
- Relevant participants from CBDOs

Figure 1 shows the proposed organization of the SCC members and working groups. The SCC may form working groups to address specific areas or issues of interest.

The Supporting Organization, in this case ITE and the American Association of State Highway and Transportation Officials (AASHTO), provides administrative support and functions to the SCC. The supporting organization will also contract with one or more consultant SMEs to support the activities of the SCC and advise the SCC of current activities of the MAT community.

The organization chart also describes the relationship of USDOT with the SCC. USDOT currently supports the provision of consultants for SCC organization and research activities.

### 2.2.2 Roles and Responsibilities

The SCC roles and responsibilities follow.

For the SCC:

- Review and update the SCC 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 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.
- Promote a national partnership of users, industry, academia and developers, which encourage public/private partnerships in the development of applications, enhancements and operations support.
- Provide direction to consultants SMEs to perform work assigned by SCC such as note taking, setting up meetings, performing systems engineering activities (per agreement by ITE)
- 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.

Co-Chairs of the SCC (2):

- Preside over the SCC activities (such as calling and leading SCC meetings, calling for votes)
- Guide the SCC in the development of a work plan and budget requests as appropriate.

Voting members of the SCC:

- Approve and update the SCC charter
- Approve SCC activities
- Attend quarterly meetings and additional meetings as called by the SCC co-chairs
- Vote on matters brought before the SCC

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- Review proposals and documents authorized by the SCC, including white papers, the 5-year roadmap, and the annual work plan.
- Inform the SCC of MAT activities in their community

### Observing members of the SCC:

- 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.

### USDOT:

- Provide resources to the SDOs or CBDOs for the actual development of standards, tools, training, best practice guidance and/or outreach within the context of the SCC. This includes reimbursing the supporting organization for administrative costs, including the consultants
- Provide at least one liaison representative to the SCC. The liaison shall inform the SCC of ongoing ITS Joint Program Office (JPO), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA) activities related to MAT and report the SCC's activities to USDOT.

### Supporting Organization:

- Provide administrative support to the SCC. 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).
- Provide consultant resources to develop documents and advise the SCC of current activities and activities of SDOs and CBDOs as "ordered" by the SCC.
- 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.

## **2.3 Establishment of SCC**

### **2.3.1 Governance**

This section defines the initial outline and principles that shall guide the establishment and maintenance of the SCC. The outline and principles will be presented at the initial meeting of the SCC and will be approved and maintained by the SCC. These principles shall govern the operation of the SCC and shall be subject to periodic review and modification. The governance as outlined in this section will be spelled out in detail and encapsulated in the charter for SCC.

These principles include the relationship between the organizations (See Section 2.1 above); the meeting cadence; and the rules conducting business at the SCC meetings.

#### Some principles:

- 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.
- The co-chairs of the SCC may call additional meetings as they determine as needed.

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- All voting members and observing members shall be invited to all SCC meetings at least 1 week before.
- At least one co-chair of the SCC must be present to chair each meeting.
- The supporting organization will issue a draft agenda at least one week before the meeting.
- The supporting 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 50% of the voting members, must be present to vote on any matters before the SCC. 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 are open to the public although registration will be required to attend. (Registration will allow participants to request accommodations if needed.)
- The SCC co-chairs will work with the designated Working Group co-chairs to determine each Working Group meeting schedule, but at least four times per year (once per quarter).

### 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.

### 2.3.2 Recruitment

This section describes the process that will be used to recruit members for the SCC. The steps associated with recruitment include the following:

- Create an initial contact list;
- Schedule informal discussions with the individuals and groups to provide them with information about this project, including a description of the purpose of the SCC and the commitment that will be required to be a voting member of the SCC; and
- Determining the interest of the individuals and groups contacted.

The creation of an initial contact list will be based on the MAT Standards Coordination Committee (see Figure 1) and stakeholders identified in Task 4 Multimodal and Accessible Travel Coordination Plan of the Phase 1 project. This contact list shall include representatives from the groups as shown in Table 1.

**Table 1: Initial Recruitment List**

Type	MAT VRU	MAT Cybersecurity and Privacy	MAT Reservations, Scheduling and Dispatching (RSD)	MAT Public Right of Way (PROW)
SDOs / CBDOs	<ul style="list-style-type: none"> <li>• European Telecommunications Standards Institute (ETSI)</li> <li>• Society of Automotive Engineers (SAE)</li> <li>• International Organization for Standardization (ISO)</li> <li>• European Committee for Standardization (CEN)</li> <li>• Institute of Electrical and Electronics Engineers (IEEE)</li> </ul>		<ul style="list-style-type: none"> <li>• International SDOs:                             <ul style="list-style-type: none"> <li>○ ISO Technical Committee 204 Working Group 8</li> <li>○ CEN Technical Committee 278 Working Group 3</li> <li>○ SAE International</li> </ul> </li> <li>• National SDOs:                             <ul style="list-style-type: none"> <li>○ ITE</li> <li>○ National Electrical Manufacturers Association (NEMA)</li> <li>○ Rehabilitation Engineering and Assistive Technology Society of North America (RESNA)</li> </ul> </li> <li>• Consensus-based SDOs:                             <ul style="list-style-type: none"> <li>○ MobilityData</li> <li>○ Open Mobility Foundation (OMF)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Consensus-based SDOs:                             <ul style="list-style-type: none"> <li>○ MobilityData</li> <li>○ Open Mobility Foundation (OMF)</li> </ul> </li> <li>• Open Geospatial Consortium / ISO Technical Committee 211 and 204</li> <li>• SharedStreets (not currently managed by a CBDO)</li> <li>• OpenStreetMap Collaborative</li> <li>• University of Washington Taskar Center</li> <li>• SDOs involved in Smart Intersection and Work Zones standards including ITE, SAE, and American Association of State Highway and Transportation Officials (AASHTO)</li> </ul>
Government	<ul style="list-style-type: none"> <li>• National Highway Traffic Safety Administration (responsible for incident data reporting systems)</li> <li>• Federal Lands / Department of the Interior – National Park Service</li> <li>• Federal Highway Administration (FHWA)</li> <li>• Federal Transit Administration (FTA)</li> <li>• National Transportation Safety Board (NTSB)</li> <li>• State, local, territorial and tribal governments</li> </ul>	<ul style="list-style-type: none"> <li>• NIST</li> </ul>	<ul style="list-style-type: none"> <li>• FTA:                             <ul style="list-style-type: none"> <li>○ Office of Research, Demonstration, and Innovation</li> <li>○ Office of Transit Safety and Oversight</li> <li>○ Office of Planning and Environment</li> </ul> </li> <li>• USDOT ITS Joint Program Office</li> <li>• Federal Highway Administration (FHWA):                             <ul style="list-style-type: none"> <li>○ Office of Operations</li> <li>○ Office of Safety</li> <li>○ Office of Planning, Environment and Realty</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Public jurisdictions including cities, counties, local, regional and municipal planning organizations and state DOTs</li> <li>• USDOT Federal Geographic Data Committee (FGDC) / Bureau of Transportation Statistics</li> <li>• US Access Board</li> </ul>

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Type	MAT VRU	MAT Cybersecurity and Privacy	MAT Reservations, Scheduling and Dispatching (RSD)	MAT Public Right of Way (PROW)
Advocacy Groups	<ul style="list-style-type: none"> <li>• PeopleForBikes</li> <li>• Disability Rights Education and Defense Fund (DREDF)</li> <li>• Micro-mobility for Europe (MMfE)</li> <li>• Safety associations</li> <li>• Berkeley Disability Lab</li> <li>• Assistive Technology Industry Association (ATIA)</li> </ul>	<ul style="list-style-type: none"> <li>• Vulnerable Road Users Safety Consortium</li> <li>• W3C</li> </ul>	<ul style="list-style-type: none"> <li>• American Public Health Association</li> <li>• Center for Health Progress</li> <li>• Center for Neighborhood Technology</li> <li>• National Aging and Disability Transportation Center (NADTC)</li> </ul>	<ul style="list-style-type: none"> <li>• PeopleForBikes</li> <li>• Disability Rights Education and Defense Fund (DREDF)</li> <li>• Berkeley Disability Lab</li> <li>• Assistive Technology Industry Association (ATIA)</li> </ul>
Transportation/ Research Organizations and Trade Associations	<ul style="list-style-type: none"> <li>• Research institutions</li> </ul>	<ul style="list-style-type: none"> <li>Carnegie Mellon's Transportation, Bots, and Disability Lab</li> <li>Carnegie Mellon: Metro21 Smart Cities</li> <li>Safety21: Community College of Allegheny County</li> <li>Safety21:Safety21 Morgan State University</li> <li>Safety21:Safety21 Ohio State University</li> <li>Safety21: University of Pennsylvania</li> <li>Safety21 University of Texas Rio Grande</li> <li>Safety21 Community College of Philadelphia</li> <li>Humnet Lab, UC Berkeley</li> </ul>	<ul style="list-style-type: none"> <li>• AARP Public Policy Institute</li> <li>• AASHTO Shared Mobility/Mobility on Demand/Mobility as a Service Inter-Committee Working Group</li> <li>• American Public Transportation Association (APTA)</li> <li>• Association of Commuter Transportation (ACT)</li> <li>• Community Transportation Association of America (CTAA)</li> <li>• National Association of City Transportation Officials (NACTO)</li> <li>• North American Bikeshare and Scootershare Association (NABSA)</li> <li>• National Rural Transit Assistance Program (RTAP)</li> <li>• Shared-Use Mobility Center (SUMC)</li> <li>• Transportation Research Board (TRB)</li> <li>• National Alliance of Public Transportation Advocates (NAPTA)</li> <li>• Transportation for America (T4A)</li> <li>• Assistive Technology Industry Association (ATIA)</li> <li>• California Integrated Travel Project (Cal-ITP)</li> </ul>	<ul style="list-style-type: none"> <li>• Application Developers developing PROW data collection tools</li> <li>• Application Developers who use PROW <ul style="list-style-type: none"> <li>○ Curb management tool developers</li> <li>○ Trip planning/511 tool developers, e.g., OpenTripPlan</li> <li>○ Transportation planning modelers</li> <li>○ Transportation management tool developers</li> </ul> </li> <li>• Users who use Applications or Data <ul style="list-style-type: none"> <li>○ ADA transition planners</li> <li>○ Crowdsourcing tool developers</li> <li>○ VRU communities</li> </ul> </li> <li>• Research institutions</li> </ul>

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Type	MAT VRU	MAT Cybersecurity and Privacy	MAT Reservations, Scheduling and Dispatching (RSD)	MAT Public Right of Way (PROW)
		<ul style="list-style-type: none"> <li>• SafeTrek, Vulnerable Road User Safety</li> <li>• UC Berkeley Disability Lab</li> <li>• UC Davis, National Center for Sustainable Transportation</li> <li>• M.I.T, Cybersecurity Defense Clinic for Public Infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>• ITS America / Mobility on Demand (MOD) Committee:</li> <li>• Mobility as a Service (MaaS) Alliance</li> <li>• Mobility Data Collaborative (SAE Industry Technologies Consortia)</li> </ul>	
Private Sector Companies and Commercial Product Developers/Vendors	<ul style="list-style-type: none"> <li>• Spoke Safety and its partners</li> <li>• Autotalks</li> <li>• Other vendors of V2X/safety technologies and services</li> </ul>	<ul style="list-style-type: none"> <li>• Bird</li> <li>• Latitude AI</li> <li>• Zoox</li> <li>• Nuro</li> </ul>	<ul style="list-style-type: none"> <li>• RSD software vendors</li> </ul>	<ul style="list-style-type: none"> <li>• Application Developers who use PROW</li> <li>• Users Who Use Applications or Data</li> </ul>

Once the contact list is completed, informal discussions will be scheduled and held with the individuals and groups to determine the interest of these individuals and groups in the SCC. We will provide them with information about this project, a description and the purpose of the SCC, and the effort that will be expected to participate and required to be a voting member of the SCC.

Based on the responses from contacts, and after discussions with the SDOs and USDOT, invitations to be a voting member of the SCC will be sent to those contacts who are recommended for inclusion. Further, consultation with ITE and USDOT will be held to determine the selection of the proposed SCC co-chairs.

### **2.3.3 SCC Kickoff Meeting**

A kickoff meeting will be held to initiate the SCC. The meeting will be preceded by outreach and recruitment of organizations and individuals working in the preliminary gaps domains. Prior to scheduling and preparing for the meeting, the USDOT and ITE will identify several co-chair candidates. These individuals will facilitate the first meeting of the SCC. The SCC Kickoff agenda will include information on:

- 1) Introduction on MAT and Cybersecurity activities undertaken by USDOT
- 2) Purpose of the SCC
- 3) Introductions to organizations/participants
  - Discuss gaps, overlaps, other activities (Phase 1 project findings)
- 4) Review proposed SCC Charter participants
  - Breakout group introduction
- 5) Review proposed SCC Charter
  - Discussion

### **2.4 Ongoing SCC Coordination**

The ongoing SCC activities will be driven by the committee co-chairs and membership. At a minimum, the following activities will be undertaken to support the ongoing SCC activities:

- 1) Draft agendas and invite participants to scheduled meetings
- 2) Support committee actions by drafting annual work scope
- 3) Conduct meetings and generate minutes per Charter provisions
  - SCC Kickoff Meeting
- 4) Develop consensus-based standards, specifications
- 5) Reconcile and harmonize standards and specifications as needed
- 6) Purpose of the SCC Charter
- 7) Introduction on MAT and Cybersecurity activities undertaken by USDOT, CBDO and stakeholders doing work in the domain areas
- 8) Identify gaps in MAT standards needing coordination
- 9) Introductions to organizations / participants
- 10) Review proposed SCC Charter

## **Section 3 Communications Plan**

### **3.1 Purpose of the Communications Plan**

This Communications Plan sets the communications framework for the administration of the MAT SCC, its leadership and ITE. The Plan sets the framework for communications between ITE and the USDOT to report on the SCC progress and challenges. As noted in Section 2.3.2 Recruitment, key stakeholders and their affiliation are identified above. Once the SCC is initiated, a membership list will be generated and available through the ITE Administration staff or SCC Leadership.

### **3.2 Project Team Communications**

The project team (ITE project manager, deputy project manager, supporting SDOs, and subject matter experts) will meet biweekly and on an ad-hoc basis to address SCC deliverables, action items and preparation for meetings. Communications will typically use email, messaging and web conferencing to communicate.

### **3.3 Communications with SCC Leadership**

Communications between the project team and SCC Leadership, specifically the SCC co-chairs, is on an as-needed basis. Meetings typically use web conferencing and will be arranged by the ITE project manager or ITE deputy project manager. Throughout the project, the project team will meet with the SCC leadership to request guidance on technical issues. The SCC co-chairs may also request meetings with the project team via the ITE project manager if they have questions or concerns about the project work plan, activities or budget.

### **3.4 Communications with USDOT JPO**

As described in the Phase 2 MAT Standards Support Project Management Plan (PMP, December 2023), "Communications between the Project Development Team and ITS JPO will formally take place once monthly and as deliverables occur...It is anticipated that ITS JPO will have one or more technical staff participating in the Committee meetings and web conferences where they will have extemporaneous and informal communication with the Project Development Team. Official communications between ITS JPO and the Project Development Team should be made through the Project Administrator/Coordinator and the COR". This constitutes the indirect reporting of ITE Project Team communications with USDOT JPO. In addition, the team will provide SCC meeting minutes, observations and issues that emerge from the meeting, as well as inform ITS JPO PM of upcoming topics and concerns related to SCC activities.

## Section 4 Risk Management Plan

This section identifies potential problems in the SCC projects before they occur, plans for their occurrence, and monitors the system development so that early actions can be taken. A Risk Log will be established with the SCC leadership as shown in Table 2. Using this log risks can be identified, analyzed, prioritized, and mitigated. Note: The Risk Log will be initiated with risk items once the SCC meets, and the initial set of risks are identified.

Risk monitoring will be performed by ITE in coordination with the SCC leadership on a monthly basis. Each risk area addressed in the SCC Risk Log will be reviewed along with any new risk area that is identified during the execution of the committee. At any time during the project any member of the SCC or interested parties may alert the SCC leadership of the occurrence of a risk item or identify new risk areas. New risk areas identified will be added to a Risk Log Table maintained by ITE in coordination with the SCC leadership.

**Table 2: Risk Log**

ID#	SCC Work Stream	Status	Risk Category	Description	Impacts	Owner	Mitigation (update where applicable)	(P)	(I)	Priority
01										
02										
03										

**LEGEND:**

**4.1 Communications with SCC Leadership identifier for each identified risk item.**

The project team will communicate with the SCC co-chairs prior to the quarterly SCC meetings to set an agenda. Communications may be e-mail or by web conference. If communications are by e-mail, ITE will be copied on all e-mails initiated by the project team to the SCC co-chairs. ITE will set up all web conferences between the SCC co-chair and the project team. The project team may also communicate with the SCC co-chairs if feedback is needed from the SCC to complete its tasks, such as white papers or to report on other SDO/CBDO activities. – Specific SCC activity and/or deliverable to which the risk item applies.

**Status –**

R: Retired

ID: Identified (continued)

**Risk Category –**

Schedule – Risks that cause schedule slippage of the project;

Cost – Risks that cause cost to exceed budget of the project;

Technical – Risks affecting the completeness or correctness of the product; and

Other – Risks affecting the organization and outreach efforts of the SCC.

**Description** – Concise description of the risk item.

**Impacts** – Impacts on the task or program if the identified risk occurs. Owner – Individual or entity with authority to resolve risk.

**Mitigation** – Description of the planned response should an identified risk occur. This column can be a reference to a specific plan document.

**Date Assessed** – Most recent date the risk and/or risk response plan was updated.

**(P)** – Probability of occurrence, see Table 3 below.

**(I)** – Impact of Risk, see Table 3 below.

**Priority** - Risk probability – where (P) is multiplied by (I) impact of risk

**Table 3 Values Assigned for Probability of Risk and Impact of Risk**

Probability of Occurrence (P)	Impact of Risk (I)
<p><b>3 = High</b> Certain or very likely to occur</p>	<p><b>3 = High</b> Major impact on cost, schedule, or scope</p>
<p><b>2 = Medium</b> 50/50 chance of occurring</p>	<p><b>2 = Medium</b> Significant impact on cost, schedule or scope</p>
<p><b>1 = Low</b> Possible, but unlikely to occur</p>	<p><b>1 = Low</b> Insignificant impact on cost, schedule, or scope</p>

## Section 5 Proposed SCC Action Plan Schedule

Task	Description	Start Date	End Date
1	Complete Action Plan	12/22/2023	2/10/2024
2	Outreach activities	2/14/2024	3/29/2024
3	Select and recruit SCC co-chairs	2/29/2024	3/14/2024
4	Schedule kickoff meeting	2/16/2024	3/29/2024
5	Advertise and solicit members and observers	3/11/2024	4/5/2024
6	Prepare for kickoff meeting (with co-chairs)	3/11/2024	4/8/2024
7	Hold kickoff meeting	4/8/2024	4/12/2024
8	Refine charter and communications plan	4/12/2024	5/20/2024
9	Schedule ongoing meetings	4/12/2024	5/20/2024
10	Hold ongoing meetings (SCC and working groups)	4/22/2024	ongoing

## Section 6 Appendices

### 6.1 Appendix A: Acronyms / Glossary

Term	Definition
AASHTO	American Association of State Highway and Transportation Officials
ADAAG	Americans with Disability Act Accessibility Guidelines
CBDO	Community-Based specification Development Organizations
ConOps	Concept of Operations
COR	Contracting Officer's Representative
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
ISO	International Organization for Standardization
ITE	Institute of Transportation Engineers
ITS	Intelligent Transportation Systems
JPO	Joint Program Office
MAT	Multimodal and Accessible Travel
MOD	Mobility on Demand
ORF	Operational Readiness Framework
PMP	Project Management Plan
PROW	Public Right of Way
RSD	Reservations, Scheduling, and Dispatch
SAE	Society of Automation Engineers
SCC	Standards Coordination Committee
SCP	MAT Standards and VRU Cybersecurity Coordination Plan
SDO	Standards Development Organizations
SME	Subject Matter Experts
SyRS	System Requirements
USDOT	United States Department of Transportation
VRU	Vulnerable Road Users

### 6.2 Appendix B: References

#### Phase 1 Deliverables

##### Task 2 Cybersecurity

Task 2 Multimodal and Accessible White Paper on Cybersecurity. September 2022

##### Task 3 MAT Use Cases

- Task 3.1 Use Case Review Report, July 2022
- Task 3.2 Use Cases, October 2022

## MAT SCC Action Plan

### Task 4 MAT Coordination Plan

- Task 4 Multimodal and Accessible Travel (MAT) Coordination Plan, August 2023

### Task 6 White Papers

- Multimodal and Accessible Travel White Paper on Cybersecurity, April 2023
- Multimodal and Accessible White Paper on Eligibility, April 2023
- Multimodal and Accessible White Paper on Reservations, Scheduling and Dispatch, April 2023
- Multimodal and Accessible White Paper on Public Right of Ways, April 2023
- Multimodal and Accessible White Paper on Vulnerable Road Users, April 2023