Standards Coordinating Committee Charter

Updated Draft – July 10, 2024

Purpose

The purpose of the Standards Steering Committee (SCC) is to expedite 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 (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, the areas where public sector involvement is needed, and the areas where policies or guidance for deployment of standards are needed.

Organization

The SCC is composed of subcommittees (SC) that focus on specific domains in which standards / specification require coordination and expedition. The SC may include working groups (WG) that focus on specific areas with needs that require deeper exploration. In addition, USDOT and ITE will support advisory roles and facilitation of the SCC while Subject Matter Experts (SME) will support facilitation, systems engineering support and other activities for the subcommittees. Figure 1 shows an example of a Subcommittee focusing on Reservations-Scheduling-Dispatch (RSD) for On-demand and Flexible Mobility Services with three working groups covering (1) Needs and Requirements Harmonization, (2) Security, and (3) Implementation specifications.
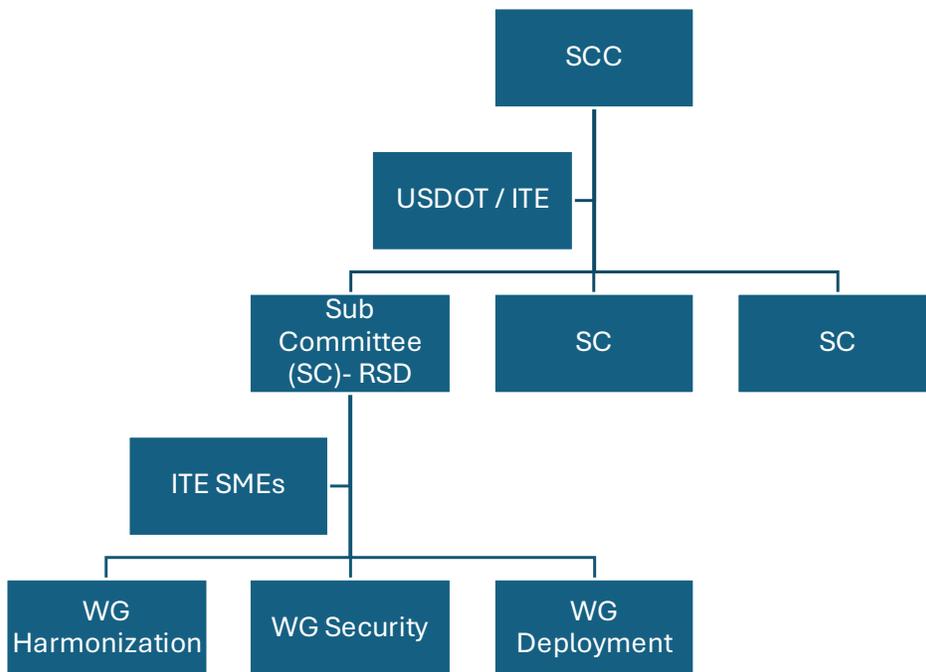
Figure 1: SCC Organization Chart with example of expanded subcommittee structure

SCC

- The SCC shall consist of at least nine (9) voting members but no more than 18 voting members. In case of a tie, 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 Supporting Organization in consultation with USDOT but are subsequently nominated by and confirmed by a majority of the SCC voting members.
- The initial (9 or 10) voting members of the SCC shall be appointed by the Supporting Organization in consultation with USDOT. Additional voting members (up to 18) are subsequently appointed by the co-chairs of the SCC based on their individual qualifications which enable them to contribute to the work of the SCC.
- Voting members shall 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.
- Voting members shall have experience relevant to MAT, either with specification development or deploying specification and standard applications with a MAT deployment.
- At a minimum, the SCC voting membership shall include a representative of the following:
    - Relevant participants from Standards Development Organizations (SDOs) and/or Community Based Development Organizations (CBDOs)
    - Public agency stakeholders (state and local transportation agencies, including transit agencies)
    - Transportation/Research Organizations and device industry representatives and suppliers

- o   Private service providers of MAT
- o   Traveler information providers
- o   Representatives of MAT users (e.g., advocacy groups)
- The SCC voting membership 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 (as non-voting members).
- Other liaisons shall be identified as necessary by the SCC co-chairpersons.

SC and WG

- The SCC shall form Subcommittees (SC) and Working Groups (WGs) to address specific areas or issues of interest. Agreement by a simple majority (50%) of SCC voting members is needed to approve the creation of a SC.
- The SCC co-chairpersons shall appoint two SC chairpersons, one from the public sector and one from the private sector, for each SC.
- Each SC shall consist of between 6 to 20 voting members. At least one voting member of each SC shall be a voting member of the SCC. Voting members are subsequently appointed by the co-chairs of the SC on the basis of their individual qualifications which enable them to contribute to the work of the SC.
- Voting members shall 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 WG scope shall be defined and established by a vote of the SC. The scope of each WG will be documented and presented to SCC for review.
- The WG shall be comprised of an unlimited number of members. Work emerging from the WG will be reviewed and voted on by the SC membership.

USDOT

- USDOT shall provide resources to the SCC to contract with 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.
- USDOT shall provide at least one (non-voting) liaison representative to the SCC. The liaison shall inform the SCC of ongoing ITS Joint Program Office, Federal Highway Administration (FHWA), and Federal Transit Administration (FTA) activities related to MAT, and report the SCC's activities to USDOT.

Supporting Organization

- Administrative and SCC support shall be provided by the supporting organization(s), currently the Institute of Transportation Engineers (ITE) and Association of American State Highway and Transportation Officials (AASHTO). The supporting organization may request assistance from other SDO partners as needed.
- Administrative support shall include 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 shall provide resources, such as a technical editor, in the preparation of strategic roadmaps 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 / Subject Matter Experts (under the Supporting Organization)

- SMEs shall develop agendas, attend meetings of SDOs and CBDOs as ordered by the SCC.
- SMEs shall develop workplans and strategic roadmaps as ordered by the SCC.
- SMEs shall develop systems engineering content, such as concept of operations and requirements document for MAT standards activities, as ordered by the SCC or SC.
- SMEs shall perform research and develop white papers on specific topics, as requested by the SCC and approved by the USDOT.
- SMEs shall coordinate with SDOs and CBDOs on behalf of the SCC.

SDOs/CBDOs

- SDOs/CBDOs shall develop MAT standards and specifications.
- SDOs/CBDOs shall advocate for MAT standards and specification developed by the SDO/CBDO.
- SDOs/CBDOs shall 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 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 strategic roadmap for the development (enhancement, adoption, deployment, and maintenance) of MAT standards and specifications.
- Develop an annual workplan and request funding for its proposed efforts for submission to USDOT through the supporting organization. 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 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 supporting 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 supporting 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.
- 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-Chairpersons

This section defines the roles and responsibilities of the SCC co-chairpersons.

- 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

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

- Approve the SCC charter.
- Approve SCC activities.
- Attend quarterly meetings and additional meetings as called by the SCC co-chairpersons.
- Vote on matters brought before the SCC.
- Review proposals and documents authorized by the SCC, including white papers, the 5-year strategic roadmap, 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 are to be governed by Robert's Rules of Orders.
- The SCC co-chairpersons 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-chairperson of the SCC must be present to chair each meeting.
- The supporting organization will issue a draft agenda no less than one week prior to 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% or greater of the voting members (or their alternates), must be present to vote on any matters before the SCC, except those that require 2/3 majorities. If the voting member is unable to attend a meeting, s/he may designate an alternate member for quorum purposes or for voting matters. The voting member must formally inform the co-chairpersons of their alternate representative prior to the meeting.
- All SCC meetings will be publicly announced in a timely manner to allow access by the public. Public announcements will be through a mailing list maintained by the Supporting Organization. In addition, announcements will be through the ITE community and other mailing lists suggested by the SCC members.
- All SCC meetings are open to the public although registration will be required to attend in-person meetings. (Registration will allow participants to request accommodations if needed.)
- The SCC co-chairpersons will work with the designated Working Group co-chairs to determine each Working Group's meeting schedule.

Voting

- Voting to update this charter, to approve the 5-year strategic roadmap, and the annual workplan requires approval of two-thirds of the voting members.
- All other activities require a simple majority (50% or greater) 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-chairpersons may request meetings with the Supporting Organization's 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-chairpersons may also request meetings if they have questions or concerns about the project work plan, activities or budget.
- The SCC co-chairpersons may request meetings with the consultant team on an as-needed basis.
- The consultant team may request meetings with the SCC co-chairpersons to request guidance on technical issues.