



## Meeting Minutes Program Management Committee

September 17, 2002  
Alexandria, VA

### 1. Introductory Comments and Agenda Overview

Nancy Ross welcomed everyone to Virginia and opened the meeting with a review of the day's agenda. Self-introductions were made.

### 2. Task Force and Project Reviews/Updates

Information Exchange Network (IEN) – Mary Ameen, IEN Task Force Chair, indicated that the Task Force had completed its work and had transferred IEN responsibility to the Coordinated Incident Management Program Track Committee. The Task Force was thanked for their time and effort in analyzing the future direction of the IEN.

Jude Depko, Co-chair of the Coordinated Incident Management Program Track Committee, indicated that the IEN would be treated as an ongoing project of the CIM Committee. It was also indicated that an RFP had been issued by TRANSCOM for the browser-based RA/IEN. Three proposals were received and oral presentations were made; a decision is expected by the end of September.

Training – On behalf of Mike Zezeski, Noreen Hazelton reported on the status of the Training projects:

- Project Management Course – Currently waiting for FHWA's "Project Management Course for Advanced Transportation Projects" course to be released this October.
- Intermodal Operations Centers Tour(s) – This project is on hold at this time.
- TOC Surveys – Currently waiting for the results of the 2002 ITS Deployment Tracking survey results (should be available in November 2002).
- TOC Managers KSA – A conference call will be held to consider knowledge, skills and abilities training for TOC managers.

Standards – On behalf of Ed Roberts, the new Chair of the Standards Task Force, Al Karoly reported on the draft components of the Standards Task Force Work Plan:

- Repackage the PANYNJ Deliverables
- I-95 CC & TRANSCOM/DATEX Implementation
- VDOT DMS Version 2 Implementation
- TCIP Training
- Joint I-95 CC/ENTERPRISE INCH III project
- ESS/RWIS Seminar
- Ntester Enhancement
- I-95 CC DMS Simulator Enhancement

Outreach – Nancy Ross, Outreach Task Force Chair, and Noreen Hazelton provided an update on recent outreach efforts and upcoming events. Recent activities include production of multiple print and electronic publications, visits to member agencies, website improvements, legislative communications, and representation at industry events. John Baniak indicated that Coalition staff is trying to visit executive staff of every member agency, especially after November when some staffs will change with the elections. Anyone interested in a Coalition briefing should contact John Baniak.

Integrated System for Corridor Operations & Management (ISCOM) – Gary Euler reporting on behalf on Project Task Force Chair Jerry Lutin, indicated that the ISCOM Task Force was organizing workshops to determine end-users needs. The workshops will be held at three locations during November. Three prototype applications (passenger, freight, and rural tourism) have been developed and will be presented for comments at the workshops.

Information Architecture – Gary Euler reviewed the Year 10 project scope, recent events, and early work activity for the Information System Network Concept and Architecture Project. The initial scope includes a focus on transportation management and travel information, and the development of functional requirements. The immediate work activity includes the preparation of a detailed work scope, strategic review and interviews of past work and ongoing efforts, and preparation of an interim report. The need to appoint a Project Task Force for this project was highlighted. As in the case of ISCOM, membership on the Project Task Force for this cross-cutting project would come from all of the program tracks.

### **3. Strategic Plan and PMC Business Plan**

Bob Pento reviewed in detail the PMC's goals, objectives and tactics from the 2000 Business Plan. Each Program Track Committee has been asked to review these items in preparation for the update of the Business Plan.

**ACTION:** After discussion of the PMC goals, objectives and tactics from the 2000 Business Plan, the Committee approved the following changes for the next edition of the Business Plan:

- Under Goal #2, some of the “tactics” reference program administration and should be labeled as “objectives.”
- Remove the “tactics” from the document; they are redundant to the listing of projects in the Business Plan.
- If feasible, create a matrix of the PMC goals/objectives to specific projects.

### **4. Reauthorization**

Nancy Ross opened the discussion on the background, status & timetable, talking points, and “what if” considerations for the Coalition's reauthorization activities. The Coalition's talking points document was provided to the Committee and comments were requested. This document will be used for educating lawmakers and members on Coalition activities and opportunities. The document is attached to these minutes; any suggested changes should be sent to John Baniak at [jbaniak@nycap.rr.com](mailto:jbaniak@nycap.rr.com).

### **5. FY 03-04 (Year 11) Funding**

In creating the Coalition's Year 11 work plan development cycle, the following issues need to be considered:

- In addition to the standard reduction, the Coalition’s earmark may be subject to an additional reduction for government security efforts.
- The schedule and earmark for Reauthorization are unknown at this time; current funding may need to last through an extended Reauthorization process.

Three options exist for the Work Plan schedule:

- Normal Process – October/March
- Abbreviated Process – January/March
- Ready-to-Go Projects Only

The Committee discussed the issues and options, noting the following comments:

- Security should be addressed in all programs and activities
- The “old” process leads to new ideas, raising the visibility of the Coalition inside agencies.
- Ready-to-go sounds like a “first-come, first-serve” award system.
- The Normal Process resulted in numerous disappointments at the Program Track Committee level; it was suggested that there be an equal division of funds among program tracks.
- The Executive Board and FHWA should not be excluded from the process.

**ACTION:** Following discussion of the Year 11 Work Plan issues, schedule options and resulting comments, the Committee approved a recommendation to the Steering Committee for an abbreviated work plan process for Year 11. The abbreviated process would emphasize projects started in prior years and request that the track committees start planning now for long-term initiatives for funding after Reauthorization.

## 6. Upcoming Events

The following upcoming Coalition events were announced:

- Coordinated Incident Management Annual Meeting – October 2 & 3 – Atlantic City, NJ
- Electronic Payment Services Summit – November 14 & 15 – Philadelphia, PA
- ISCOM Workshops:
  - November 6 – Washington, DC
  - November 13 – New York, NY
  - November 18 – Boston, MA
- Intermodal Freight Summit (proposed) – February 2003 - TBD

## 7. Other Business/Next Meeting

It was suggested that the next meeting of the Program Management Committee be held in early January, at which time more information will be known on Reauthorization. A meeting notice will be distributed when the date and location are determined. Any agency volunteering to host the meeting should contact John Baniak at [jbaniak@nycap.rr.com](mailto:jbaniak@nycap.rr.com).

### Attachments

Coalition Talking Points