

Notes POG Meetings Jan 22 and 25, 2007

Policy and Organization Group

see <http://www.trb.org/Committees/AB000/>

1. Future Calls and Meetings Information

Action Jan 2007: Palmerlee poll the POG members to determine which of the two March dates and which of the two April dates work best.

March Call

➔ # 1 Wednesday, 3/7, 1pm eastern

~~# 2 Monday, 3/5, 1pm eastern~~

April Call

➔ # 1 Tuesday, 4/24, 1pm eastern

~~# 2 Wednesday, 4/25, 1pm eastern~~

TRB Summer Conference Meeting, Saturday, July 7

POG meeting at the Chicago Summer conference **Saturday morning, July 7 from 7:00 a.m. - 9:45 a.m., with breakfast**

Chicago. Wes Lum will not attend. Will have conference call capability.

Refine Critical and Cross-cutting Issues.

January Action and Decision Summary

Action Jan 2007: Palmerlee poll the POG members to determine which of the two March dates and which of the two April dates work best.

Action Jan 2007: Palmerlee send request to nominate committee's best paper to all POG committee chairs due with publication recommendations.

Action Jan 2007: Section chairs encourage committee chairs to nominate their best papers when making their publication decisions (**due Thursday, February 1**)

Action Jan 2007: Wes Lum will ask the Conduct of Research to author a guide on how to champion research, including how to enter the political process of research funding.

March Call: Section chairs work with staff to review all their committees to see if any committees need attention.

March Call: Suggest 2008 Annual Meeting Spotlight Session topics for the POG to consider for Cross Group partnerships to submit for the June TAC meeting. These should be complete to submit by early May.

March Call: Global competitiveness strategic strategies and issues.

POG Personnel Changes

Cindy Burbank and Jeff Western reappointed as at large members.

Wes Lum and Bill Carr are reappointed as Research and Education Co-Chairs.

Johanna Zmud will take over from Alan Pisarski as Data Section chair in April

Mary Lynn Tischer taking over the new TRB Publications Committee and is ending service as the Policy Section Chair. A new Policy Section will be appointed.

2. Meeting Objectives

- Get update from the TAC meeting and TRB leadership
- Review progress on the 2006 POG Action Plan
- Suggest items for the 2007 POG Action Plan consideration Thursday
- Discuss potential future actions on POG Critical and Cross-cutting Issues
- Review committee requirements for (a) Wootan Award nominations, (b) designating a Research Needs coordinator, and (c) committee annual reports
- Discuss volunteer recognition
- Review status of POG web (<http://www.trb.org/Committees/AB000/>)
- POG plans for Chicago in July

3. Participating

Monday, January 22, 2007

Bob Johns, Bill Carr, Wes Lum, Barbara Martin, Mary Lynn Tischer, Katie Turnbull, Jeff Western, Neil Pedersen

Staff: Tom Palmerlee, Kim Fisher, Martin Micozzi

Not participating: Cindy Burbank, Alan Pisarski,

Thursday, January 25, 2007

Bob Johns, Cindy Burbank, Bill Carr, Wes Lum, Barbara Martin, Alan Pisarski, Mary Lynn Tischer, Katie Turnbull, Jeff Western, Johanna Zmud,

Staff: Tom Palmerlee, Martine Micozzi

4. Update from Sunday's TAC Meeting

Key issues from the TAC meeting for the POG.

Constituencies and Membership.

Sections and committees reach out to those not represented, disciplines, organizational and industry groups, modes, women and minorities. The New Member orientation is a good

source of new diverse members. Mentoring and personal attention is a critical function in getting active participation from new constituencies.

Spotlight theme for 2008 Annual Meeting:

Partnerships for Progress in Transportation.

New guidelines on committees, subcommittees and task forces

See the Leadership Guide, <http://onlinepubs.trb.org/onlinepubs/dva/DivAGuide.pdf>. A subcommittee is a more flexible group and more informal. A subcommittee session generally counts on the committee quota.

Review of Committees

"Standing committees are expected to continue meeting the criteria for committee formation (see above) over the long term. If a committee is failing to meet one or more of these criteria, or if the committee is failing to satisfactorily perform the required functions of a committee, corrective action needs to be taken." This should be a continuing process.

March Call: Section chairs work with staff to review all their committees to see if any committees need attention.

Pedersen on January 25. Think more strategically about the topic than just the organizational issues themselves. This also relates to the membership composition. How chairs are selected and the role of sections is often critical. The process is not widely known so assure that committee members know how selections are made and how to make recommendations.

Research Needs Database

Link to POG web site. Each committee needs to designate a person to enter statements. The committees serve as a review body for approval.

Action Jan 2007: Wes Lum will ask the Conduct of Research to author a guide on how to champion research, including how to enter the political process of research funding.

Emeritus members

Concern over the financial impacts of the increasing numbers. Send Bob Johns the ideas for improvements.

Committee Issues from POG Members

The following issues should be discussed at some point in the future.

Co-Chairs Proliferation

While co-chairs are sometimes a useful mechanism, it does have cost implications and should be used sparingly.

Conference Calendar

Having the same paper review and session deadline causes difficulties. Note Kim Fisher is leading a careful re-examination of the conference development calendar, primarily to get accepted papers into the literature as soon as possible.

Rotation Procedures

International members. "Committees may include as many as four members above the 25-member limit who are from countries outside the United States and Canada."¹

Young membership expiration. "Appointments are for one 3-year term, regardless of (the committee) rotation cycle. After this term expires, they may of course be considered for one of any vacant committee slots within the 25 member limit."¹

5. Progress on POG 2006 Action Plan

6. 2007 Action Plan Suggestions

The Critical and Cross-cutting Issues will also be communicated upward to influence TAC and TRB issues. Wes noted that moving to specific actions is critical to make progress on the issues.

Spotlight Session Proposals for the 2008 Annual Meeting

March Call: Suggest 2008 Annual Meeting Spotlight Session topics for the POG to consider for Cross Group partnerships to submit for the June TAC meeting. These should be complete to submit by early May.

7. POG Critical and Cross-cutting Issues

See attached consolidation of POG critical and cross-cutting issues. Lead POG members for each issue discuss ideas for addressing issue in 2007.

March Call: Global competitiveness strategic strategies and issues.

8. Committee Actions

Wootan Award

Action Nov.8: Section chairs have committee chairs recommend at least one best paper for the Wootan Award. **Action Jan 2007:** Section chairs encourage committee chairs to nominate their best papers when making their publication decisions (**due Thursday, February 1**)

Action Jan 2007: Palmerlee send request to nominate committee's best paper to all POG committee chairs due with publication recommendations.

See separate attachment for Wootan Award decision.

¹ Leadership Guide, 2007

Research Needs Statement

Each committee needs to designate one person to update their Research Needs Statements.

Committee Annual Reports

TRB staff has generated or will be generating committee annual reports with statistics on committee membership and conference program activity. Chairs should update those with other key activities, such as Research Needs Statements, workshops and conferences sponsored, Critical and Cross-cutting Issues, etc. The committee chair submits the Annual Report to the section chair by April 15 of each year. The annual reports will make up the bulk of the next round of TSEs.

9. Volunteer Recognition

See attached volunteer recognition guidelines

10. Future POG Plans

POG Workforce Workshop, Thursday, Jan. 25

Status from Barbara Martin and Wes Lum

Information Assets to Support Transportation Decision Making: A Peer Exchange of State Transportation Organizations, April 17-18

This event was being conducted in coordination with AASHTO's SCOP.

POG Workshop on Transforming Transportation Organizations, July 6 in Chicago

Status from Barbara Martin and Martine Micozzi

Information Items

11. Action and Decision Summary Nov 8

See below [Action and Decision Summary Nov 8, 2006](#)

12. POG Spotlight Sessions

Sustainable Finance, Part 1: Characteristics of Sustainable Financing Strategies (Part 2, Session 677)

Sustainable Finance, Part 2: Public-Private Partnerships, Congestion Pricing, and Tolling--The Road to Sustainable Financing? (Part 1, Session 615)

Transportation Information Needs from TRB Standing Committees: Themes, Priorities, and Future Directions

Transportation Agencies, Part 1: What It Means to Be a Customer-Oriented Transportation Agency (Part 2, Session 590)

Transportation Agencies, Part 2: Meeting New Challenges and Missions (Part 1, Session 527)

Moving Microbes: How Global Public Health Epidemics Affect the World of Transportation

Effects of Epidemics on Air Transportation: Continuity of U.S. Aviation Systems During an Epidemic Event

13. POG Workshop for the 2007 Summer Conference

POG & Section Tasks

Research Needs Contacts

Appendices

Action and Decision Summary Nov 8, 2006

- Action Nov 8:** All Critical and Cross-cutting Issues leads draft the descriptions by **Monday, November 20** and send to Tom. Tom format them uniformly and send to POG and post on the web site.
- Action Nov 8:** Burbank search interactive program for the annual meeting for sessions related to *Global Competitiveness*.
- Action Nov 8:** Fisher will send updated document on volunteer recognition ideas. It will be distributed to all staff to use with their committee chairs.
- Action Nov 8:** Johns in January draft a POG 2007 Action Plan
- Action Nov 8:** Palmerlee include the POG web site URL in communications to the POG.
- Action Nov 8:** Section chairs have committee chairs recommend at least one best paper for the Wootan Award. The 2007 paper deadline is in the spring, probably April 15.
- Action Nov 8:** Tom post volunteer summary on the POG web site.
- Decision Nov 8:** Burbank will lead the Wootan Award selection process.
- Decision Nov 8:** POG meeting at the Chicago Summer conference. **Saturday morning, July 7 from 7:00am-9:45am**, with breakfast.
- Next meeting:** Discuss volunteer recognition