

**TRANSPORTATION RESEARCH BOARD**

**POLICY AND ORGANIZATION GROUP**

**STRATEGIC PLAN**

Last updated August 26, 2007. See Group Web site for more information:  
<http://www.trb.org/Committees/AB000/>

**MISSION:** The mission of the TRB Policy and Organization Group is to provide support, facilitation, encouragement, and coordination among sections and committees in order to promote innovation and progress in the development of transportation policies and transportation organizations. The Group does this by ensuring that up-to-date research needs are maintained, cross-cutting emerging issues are identified, critical issues are addressed in sessions and events, excellence in research leadership is rewarded, and Group committees remain relevant and vibrant.

**SCOPE:** The Group is concerned about issues and developments affecting transportation in the four topic areas of its committee sections: management and leadership of transportation organizations, transportation policy, transportation research and education, and data and information systems.

**GOALS:**

1. Stimulate and foster research and development activities by supporting committee and other activities that contribute to advancements in transportation policy and in transportation organizations.
2. Improve communications and dissemination of research findings and best practices in transportation policy and transportation organizations.
3. Address emerging issues that cut across groups, sections, and committees and that relate to transportation policy and transportation organizations.
4. Conduct evaluations of Group activities and nominations resulting in recognition of excellence in research leadership and increased support and strengthening of Group, section, and committee activities.

**STRATEGIES:**

1. Identify critical transportation issues within the scope of the Group's area of interests, using as a starting point the synthesis of section critical issues.

2. Support sections and committees in the development and maintenance of current records of research needs and help promote the funding and conduct of needed research.
3. Ensure that critical issues are addressed in paper or conference sessions at the annual meeting. Propose and organize cross-group sessions to address gaps and priority issue areas.
4. Encourage wide communication of research findings, best practices, ongoing research, and related information on transportation policy and transportation organizations. Assist sections and committees with communication strategies, including a Group web site.
5. Support, initiate, and help lead special events that advance innovations in transportation policy and transportation organizations.
6. Evaluate nominations and recommend awards and appointments that recognize research leadership.
7. Support and strengthen section and committee activities by encouraging and providing guidance on strategic planning, collecting and reviewing annual performance measures, reviewing and providing feedback on triennial evaluations, and being a resource to chairs and members.
8. Provide input to the TRB Executive Committee and Technical Activities Council, develop liaisons and cross-cutting initiatives with other Groups, and look for ways to work with related transportation organizations on common interests.

# TRB POLICY AND ORGANIZATION GROUP

## ACTION PLAN

***Strategy 1: Identify critical transportation issues within the scope of the Group's area of interests, using as a starting point the collection of section critical issues.***

Annual Actions:

- Support the development of section critical issues (due March 1) and synthesize them to create/update the Group's critical issues for posting on the Group web site each spring. Connect TRB committees to issues and seek out partnerships (AASHTO, APTA, etc.) to initiate activities to address the issues.

2007 Actions:

- Sections update section critical issues for posting on Group web site by March 1.
- Refine Group critical and cross-cutting issues, post on Group web site, and communicate to TRB committees, Technical Activities Council, and Executive Committee. Also communicate POG activities to address the issues.
- Initiate strategies to address Critical and Cross-cutting Issues

***Strategy 2: Support sections and committees in the development and maintenance of current records of research needs and help promote the funding and conduct of needed research.***

Annual Actions:

- Support the development of research needs statements by committees and committee updating of the TRB research needs database.
- Determine if there are gaps in research needs for Group critical issues and initiate development of statements by appropriate sections or committees.

2007 Actions:

- Sections ensure that each committee has a designated person to update research needs statements in the TRB database and that initial entries are made in 2007. Link to committee research needs from Group web site.
- Consider advancing highest priority research needs to NCHRP, TCRP, federal and other funding sources by recruiting champions and explaining the importance and urgency of both long-term and short-term research
- Develop information to guide committees on strategies for getting research needs funded—how to develop champions, how to approach various sources of funds,

etc. (Conduct of Research Committee will develop a guidance document and make it available.)

***Strategy 3: Ensure that critical issues are addressed in paper or conference sessions at the annual meeting. Propose and organize cross-group sessions to address gaps and priority issue areas.***

Annual Actions:

- Propose cross-group session to the Technical Activities Council (TAC) to address gaps and priority issue areas (due in June) and organize those selected for annual meeting (due October 1).
- Provide input to TAC on spotlight themes for annual meeting and take the lead in monitoring and addressing major cross-cutting issues for the TAC.
- Administer peer review of papers not within the scope of any one committee in the Group.

2007 Actions:

- Propose spotlight theme for 2008 annual meeting to TAC. (Proposed “Knowledge Management.” “Partnerships” was selected. One option for 2009 is “Global Trade.”)
- Propose 2008 cross-group sessions to TAC that address spotlight theme, e.g. Public Private Partnerships—how they are put together and managed.
- Organize cross-group sessions assigned to our Group.
- Take the lead in ensuring the involvement of other Groups in addressing the issue of transportation security and report on these activities to the TAC.

***Strategy 4: Encourage wide communication of research findings, best practices, ongoing research, and related information on transportation policy and transportation organizations. Assist sections and committees with communication strategies, including a Group web site.***

Annual Actions:

- Update Group web site with Group information and links to section and committee sites.

2007 Actions:

- Continue to develop Group web site (<http://www.trb.org/Committees/AB000/>). Evaluate links to committee web sites and communicate good examples (e.g. web sites for Committees on Performance Measurement, Critical Infrastructure Protection, Conduct of Research, and Statewide Data) for other committees to follow.

- Ensure regular updating of Group web site. Establish links to committee research needs statements.
- Suggest follow-up activities for sessions on critical and cross-cutting issues, such as TR News articles. Explore web-casting technologies.

***Strategy 5: Support, initiate, and help lead special events that advance innovations in transportation policy and transportation organizations.***

Annual Actions:

- Examine conferences, workshops, and other special sponsored by Group committees to see if there are gaps in addressing Group critical issues. Consider initiating additional events to address those gaps.

2007 Actions:

- Update Group web site with all Group events.
- Sponsor and carry out events on workforce (Jan. 25 at Annual Meeting), transforming transportation organizations (July 6 in Chicago), information assets to support decision making (April 17-18 in Kansas City), and security gaps analysis (August).
- Plan future events for Group critical and cross-cutting issues, possibly co-sponsored by a federal agency. Consider special event on global trade and competition.

***Strategy 6: Evaluate nominations and recommend awards and appointments that recognize research leadership.***

Annual Actions:

- Nominate individuals to the TAC for the Thomas Deen Distinguished Lectureship based on input from Section and Committee chairs (due May 1).
- Solicit nominations and select the best paper for the Charley Wootan award (due from committees by February 1 and selection to POG by May 1).
- Provide recommendations of candidates for the Sharon Banks annual award to the TRB Executive Director (due August 1).
- Approve nominations of committee members for Emeritus status (due August 31).
- Recommend appointment of committee and section chairs for the Group.

2007 Actions:

- Continue having Group nominating committee (Cindy, Katie, Joanna, Bill, and Eric) evaluate Wootan Award and other nominations as needed and make recommendations to the Group.
- Provide input on change of “Emeritus” name and criteria (e.g. “Distinguished”).

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***Strategy 7: Support and strengthen section and committee activities by encouraging and providing guidance on strategic planning, collecting and reviewing annual performance measures, reviewing and providing feedback on triennial evaluations, and being a resource to chairs and members.***

Annual Actions:

- Section chairs work with TRB staff and their committees to develop committee annual reports from TRB database, which committee chairs edit and complete by April 15. Section chairs provide feedback and guidance as needed to committees.
- Initiate committee evaluations every three years using Group evaluation template and annual reports (draft due to committee December 1 and final due to Section chair April 15). Section chair provides feedback and recommendations as needed to committees (due May 15). Next TSEs are due April 15, 2009.
- Encourage committees to update strategic plans at least every three years; share examples of successful plans.
- Consider recommendations for task forces, new committees and sun-setting of committees and make recommendations to TAC.
- Develop Group annual report for submittal to TAC (due December 1).

2007 Actions:

- Continue to evaluate committee annual report process using TRB database information. Solicit feedback from committee chairs.
- Evaluate Group committees, task forces, and subcommittees to determine whether they should continue, be combined/restructured, or be sunset.
- Explore guidelines for committees to have co-chairs, subject to TRB guidelines.
- Review TAC directions on committee chair selection process, e.g. roles of section and group chairs, and implement as appropriate.

***Strategy 8: Provide input to the TRB Executive Committee and the Technical Activities Council, develop liaisons and cross-cutting initiatives with other Groups, and look for ways to work with related transportation organizations on common interests.***

Annual Actions:

- Look for opportunities to work with other Groups and create linkages among committees on cross-cutting critical issues.
- Look for opportunities to work with AASHTO, APTA, and other organizations on common interests.

2007 Actions:

- Consider ways to address TRB Executive Committee critical issues that relate to Group critical issues, in partnership with other organizations.
- Use Group critical and cross-cutting issues to develop action proposals for the TRB Technical Activities Council and Executive Committee and to connect to AASHTO, FHWA, APTA and other organizations as appropriate.