

# Notes November 8, 2006

## Policy and Organization Group

4.	Action and Decision Summary September 11.....	2
5.	POG Workshop for the 2007 Summer Conference.....	2
	Meeting Schedule in Chicago .....	3
6.	POG Critical and Cross-cutting Issues.....	3
	Leaders for POG Critical and Cross-cutting Issues .....	3
7.	POG Annual Meeting Sessions.....	4
8.	TRB Strategic Plan .....	4
9.	Research Needs.....	4
	POG events at the Annual .....	4
10.	Volunteer Recognition .....	4
11.	Wootan Award .....	4
12.	Web Site <a href="http://www.trb.org/Committees/AB000/">http://www.trb.org/Committees/AB000/</a> .....	5
	Appendices.....	6
13.	POG Strategic Issues Format.....	7
14.	Approaches for Addressing Critical and Cross-Cutting Strategic Issues .....	7

### 1. Next Meetings

- Monday, January 22, 7:00am-8:00am, Hilton Chevy Chase Room
- Thursday, January 25, 7:00am-9:45am, Hilton, Monroe West.

### **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 selection process.

**Decision Nov 8:** POG meeting at the Chicago Summer conference **Monday afternoon**, July 9, starting with lunch for 3-4 hours.

**Next meeting:** Discuss volunteer recognition

## **2. Call Objectives**

- Learn status of Transforming Transportation Organizations: Tools and Techniques for Organizational Development Workshop
- Review status of draft papers for each of the POG Critical and Cross-cutting Issues (due Dec 1)
- See the POG spotlight session descriptions
- Discuss the POG chair responses to the TRB Strategic Plan survey
- Talk about volunteer recognition techniques
- Remember the Chair tasks before the annual meeting
  - Designate a research needs coordinator
  - Nominate one paper for the Wootan Award
- **Chicago POG Meeting, Monday afternoon**

## **3. Participating**

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

Staff: Tom Palmerlee, Kim Fisher, Martin Micozzi

Not participating: Wes Lum, Katie Turnbull,

## **4. Action and Decision Summary September 11**

## **5. POG Workshop for the 2007 Summer Conference**

*Transforming Transportation Organizations: Tools and Techniques for Organizational Development Workshop*

Friday, July 6, **(the meeting staff have not currently slotted on Tuesday, November 10 as was mentioned during the call).**

Status, Barbara Martin and Martine Micozzi

**Tuesday workshop. Will merge one of the proposed breakout session into the workshop.**

**A consulting company and FHWA may be at financial support.**

### **Report from Martine.**

Hyun-A is contacting people to serve on a workshop organizing Committee. Possible members include Joe Toole, Tony Kane, Charlie Thompson of Deloitte Touche, and AASHTO's Human Resources Committee Chair. Once Hyun-A was assembled her crew, we'll organize a conference call to flesh things out and make assignments.

Based on our recent telephone conversation with Hyun-A, Barbara, and Frankie, it was suggested that this full-day workshop be geared to a management-level audience.

Plenary Session: To feature a keynote speaker, possibly Will Kempton of Caltrans

Presentations under Consideration:  
Colorado DOT's "T Rex" Program

Louisiana DOT-

Topics to be Addressed:

Tools for Leadership Development Planning (Software, Hardware)

Techniques--Re-engineering approach (Louisiana)

Succession Planning (S. Carolina DOT)

Knowledge Mgmt (VA DOT)

## **Meeting Schedule in Chicago**

Saturday at a noon is the all chairs lunch.

**Decision Nov 8:** POG meeting at the Chicago Summer conference **Monday afternoon, July 9**, starting with lunch for 3-4 hours. Joedy will have ports lunch on Sunday.

## **6. POG Critical and Cross-cutting Issues**

**Action Sept 11:** Issue Leaders for the Critical and Cross-Cutting Issues prepare draft papers using the starter material and format circulated with the Sept 11 Agenda. POG Leaders coordinate the draft papers with relevant TRB Committee Chairs and especially relevant POG Committee Chairs. Email the draft papers to Tom Palmerlee by December 1.

**November Call Item:** Decide when post Critical and Cross-cutting Issues on the POG web site and communicate to others.

**Next Steps** "What should POG do to highlight this issue" is the key item on the issues template. Touch base with the key relevant committees on potential POG actions.

### **Leaders for POG Critical and Cross-cutting Issues**

- a. Human and Intellectual Capital: Work Force & Knowledge Management. Martin & Lum. [Session on Thursday at the annual meeting annual](#) .
- b. Institutions. Turnbull. [Will have a description soon.](#)
- c. Finance. Tischer. [Working on the description. Will have a related session in July.](#)
- d. **Data and Information as an asset.** Zmud and Palmerlee. [Drafted a description. Data committees are interviewing.](#)
- e. Sustainability. [Cindy Burbank will draft description.](#)
- f. Changing Demographics. Tischer and Pisarski. [Pisarski will prepare description, including where the workshop will come from.](#)
- g. **Global Competitiveness.** Burbank and Carr. Paul Bingham of Global Insight, [paul.bingham@globalinsight.com](mailto:paul.bingham@globalinsight.com) for the Freight Systems Group [These are issues that freight systems and the marine groups have dealt with over the last five years.](#) [Need communication on these issues.](#) **Action Nov 8:** Burbank search interactive program for the annual meeting for sessions related to Global Competitiveness.
- h. **Emergency preparedness.** Western [Cross reference to finance and demographics.](#)

These Critical and Cross-cutting Issues should be umbrellas for related topics,

**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.

See [POG Strategic Issues Format](#) and [Approaches for Addressing Critical and Cross-Cutting Strategic Issues](#), page 4

## **7. POG Annual Meeting Sessions**

See summary below [POG related Annual Meeting Spotlight Sessions](#), page 5

## **8. TRB Strategic Plan**

**November Call Item:** Discuss POG committee responses re the strategic plan.

See separate attachment, **Chair Responses POG Strategic Plan**

The section chairs can use the comments to discuss with their committee chairs.

Next steps in TRB strategic plan development are the TAC and the Executive Committee to use scan information in updating the TRB Strategic Plan.

**Action Nov 8:** Johns in January draft a POG 2007 Action Plan

## **9. Research Needs**

**Action Sept 11:** The Section Chairs get the list of committee contact to have site access before their committees by January, 2007 ...  
Software

## **POG events at the Annual**

for policy, planning, data and multimodal committee

- New Chairs Orientation at 4:00pm in Shoreham, Calvert Room
- Chairs dinner at 6:30 pm on Sunday night in the Shoreham, Palladian Room,

## **10. Volunteer Recognition**

**Action Sept 11:** Fisher provide a list of volunteer recognition techniques.

**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.

**Next meeting:** Discuss volunteer recognition

**Action Nov 8:** Tom post volunteer summary on the POG web site.

## **11. Wootan Award**

**Action Sept 11:** Section chairs have committee chairs recommend best papers. The 2007 paper deadline is in the spring, probably April 15. October reminder and February when publication recommendations are made.

**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.

**Decision Nov 8:** Burbank will lead the Wootan Award selection process.

**12. Web Site <http://www.trb.org/Committees/AB000/>**

Critical and Cross-cutting Issues, Annual meeting spotlight sessions, committee research contacts.

Opportunity to the link to section and committee web sites.

**Action Nov 8:** Palmerlee include the POG web site URL in communications to the POG.

## Appendices

- Action Sept 11:** Fisher provide a list of volunteer recognition techniques. **Done**
- Action Sept 11:** Issue Leaders for the Critical and Cross-Cutting Issues prepare draft papers using the starter material and format circulated with the Sept 11 Agenda. POG Leaders coordinate the draft papers with relevant TRB Committee Chairs and especially relevant POG Committee Chairs. Email the draft papers to Tom Palmerlee by December 1. **Working**
- Action Sept 11:** Johns send email re knowledge management theme to Neil Pedersen and Mark Norman for TAC discussion. **Done**
- Action Sept 11:** Lum suggest characteristics for the luncheon speaker should Gates not be available. **Done**
- Action Sept 11:** Palmerlee check with the Freight Systems Group if see if they would like to nominate a co-leader for Global Competitiveness. **Sent email 9/14/06 Paul Bingham**
- Action Sept 11:** Palmerlee include ..\Issues POG\Approaches for Addressing POG Strategic Issues.doc **Done**
- Action Sept 11:** Palmerlee tell Mark Norman the POG appreciate for being asked about issues. **Done**
- Action Sept 11:** POG develop a Section and Group check list to help identify underperforming committees.
- Action Sept 11:** Section Chairs get the list of committee contact to have site access before their committees by January, 2007 ...
- Action Sept 11:** Section chairs have committee chairs recommend best papers. The 2007 paper deadline is in the spring probably April 15. October reminder and February when publication recommendations are made.
- Action Sept 11:** Spotlight session leads assure all the session details including the presentation titles and speakers are entered no later than October 1. **Done**
- Action Sept 11:** Western enter the epidemic session(s) information directly into the online planner after Sunday Jeff's committee meeting. **Done**
- Decision Sept 11:** Carr co-lead lead on Global Competitiveness issue with Cindy Burbank
- Decision Sept 11:** Pisarski co-lead lead on Changing Demographics issue with Mary Lynn Tischer
- November Call Item:** Decide when post Critical and Cross-cutting Issues on the POG web site and communicate to others.
- November Call Item:** Discuss POG committee responses re the strategic plan.

### **13. POG Strategic Issues Format**

**Title of Issue:** Global Competitiveness

**Specific, focused, sub-issues (phrased as questions):**

- What are the mega trends in global trade and competition over the next 20 years?
- What are the implications of these trends for North America, and the United States in particular?
- Based on these trends and their implications, what changes should be considered in the transportation sector –
  - Institutional changes?
  - Modal changes?
  - Workforce changes?
  - Policy changes?
  - Capital investment changes?
  - Operational changes?
  - Federal transportation program changes?
  - Other changes?

**Why is this a strategic issue now?** (150 words or less)

**What should POG do to highlight this issue?** (See menu of possibilities drafted Approaches for Addressing Critical and Cross-cutting Issues by Katie Turnbull.)

**Lead POG Member(s):**

### **14. Approaches for Addressing Critical and Cross-Cutting Strategic Issues**

**Policy and Organization Group  
(Draft 7/27/06)**

The Policy and Organization Group (POG) has identified eight strategic issues to guide activities of the POG Executive Committee, Sections, and Committees over the next few years. A variety of approaches may be used to advance research, communication, and technology transfer related to these critical issues. The following list is provided for use in developing approaches to address the strategic issues.

#### **Research**

- Develop problem statements for NCHRP, TCRP, and other research programs.
- Serve on panels for NCHRP, TCRP, and other research programs.
- Develop Research Syntheses on research needs.
- Facilitate the dissemination of research results to key stakeholders.

#### **Communication and Technology Transfer**

- Develop/sponsor sessions for TRB Annual Meetings.

- Develop/sponsor sessions for TRB mid-year meetings.
- Develop/sponsor workshops associated with Annual Meetings.
- Develop/sponsor workshops associated with mid-year meetings.
- Develop/sponsor specialty conferences.
- Prepare proceedings from specialty conferences.
- Assist with developing sessions at conferences of AASHTO, APTA, ITE, APA, etc.
- Prepare articles for *TR News*.
- Develop theme issues of *TR News* – coordinate authors/prepare articles.
- Prepare articles for other publications (AASHTO, APTA, ITE, APA, etc.).

(back to [agenda](#))