

POLICY AND ORGANIZATION GROUP

Triennial Self-Evaluation of Committee Activities

Committee Name and Number:

Committee Chairperson:

TSE Three-Year Period:

Date Prepared:

1. Committee Scope:

- A. When did your committee last consider the scope?
- B. Does the current scope statement accurately reflect your committee's activities?
Should the scope be modified?
- C. What changes are proposed and why are these changes necessary?

2. Committee Strategic Planning

- A. Has your committee conducted strategic planning sessions? If so, please attach results.
- B. If you have not done strategic planning, what are your committee's strategic directions for the future?

3. Critical and Cross-cutting Issues

- A. What are the key long term and emerging issues that your committee is tracking?
- B. What plans do you have to address cross-cutting issues with other committees?

4. Committee Activity Plans

- A. What activities are planned next year to achieve your goals?
- B. What activities are envisioned in future years?

5. Committee Organization and Membership

A. Describe the membership gender and racial diversity.

B. How is membership distributed geographically?

Eastern ___ Central ___
Western ___ International ___

C. How is membership distributed across professional affiliation?

State Government ___ Federal Government ___
Education ___ Private Sector ___
Local Government ___ Nonprofit/Other ___

D. How many “friends” are associated with the committee?

E. List subcommittees and their chairs.

6. Interaction with Other TRB Committees, Organizations, and Customers

A. List other TRB committees which your committee maintains a formal liaison representation.

B. List outside organizations which your committee maintains ongoing liaison representation.

C. List shared activities during the past year (examples should include work on cross-cutting issues, information exchange, research, etc.)

7. Business Meeting Attendance (information from the most recent meeting)

A. Annual business meeting: Members ___ Guests ___

B. Summer business meeting: Members ___ Guests ___

8. Technology Transfer Activities for Colleagues and Customers

A. Is the committee planning to publish documents within the next two years? (proceedings, circulars, etc.)

 Please list and give anticipated dates.

B. Workshops proposed.

C. Conferences proposed.

D. Other activities (web pages, newsletters, updating of millennium paper, etc.)

9. Research Needs and Problem Statements (Of particular interest are problem statements for TRB Cooperative Research Programs, but please list related activities your committee is involved with as well.)

- A. How do you determine and select research needs and problem statements?
(workshops, call for ideas, etc.)
- B. Number of Research Problem Statements currently under development?
- C. Number of Research Problem Statements funded during last three years?
- D. Are the statements available to the public (for example, posted on your website)?

10. General Remarks and Comments Offered by the Committee

- A. Should your committee continue in its present form with its present title?
If no, please explain.
- B. Should it be merged with one or more other committees?
If yes, please explain.
- D. Any other comments considered appropriate by the committee.

11. Annual Reports of Committee Activities (Please attach last three years of annual reports and supporting documents).