

Technical Activities Coordinating Councils Version 2, June 2020

Coordinating Councils provide TRB technical activities committees with expertise and advice relative to specific cross-cutting issues, often complex multimodal and multidisciplinary related to type of geographic area, major demographic group or some other overarching constituency within transportation. The complex issues addressed by the Councils can cut across all or most aspects of transportation, including but not limited to planning, policy, design, construction, operations and service provision, workforce, and maintenance. The primary functions of a Council are to coordinate strategies and communications, advise committees on practice and research, and convene experts to discuss and consider the critical and emerging issues with the scope of the Council.

A Coordinating Council is a unique and important resource to the technical activities committees. For that reason no more than five (5) Coordinating Councils may exist at the same time. A Coordinating Council is established for a 6-year term. TRB and the Technical Activities Council (TAC) will reassess the need for each individual Coordinating Council at the end of term against the goals and objectives of the strategic plan (see below) and evolving TRB priorities. A Council may be renewed as needed in 3-year increments.

There are currently four Coordinating Councils serving as a resource to the technical activities committees:

Young Members Coordinating Council

The *Young Members Coordinating Council* initiates and carries out activities to serve young members of TRB, and provides input to the Technical Activities Council and standing committees to promote involvement of young professionals.

International Coordinating Council

The *International Coordinating Council* concentrates on the evolution of an international perspective, practices, and research in all facets and services of all modes of transportation. The Council brings together experts from the TRB technical committees and external organizations to promote within the Technical Activities committee structure important issues affecting the safe and secure movements of goods and people in the United States and around the globe.

Rural Transportation Issues Coordinating Council

The *Rural Transportation Issues Coordinating Council* promotes among the Technical Activities committees attention to the specific and unique circumstances related to providing transportation to and within rural areas. All aspects of rural transportation are considered, including but not limited to planning, design, construction, operations and service provision, maintenance. This relates to transportation of both people and goods and service to rural communities, markets and people.

City Transportation Issues Coordinating Council

The *City Transportation Issues Coordinating Council* promotes among the Technical Activities committees attention to the specific and unique circumstances related to providing transportation to and within municipalities and urbanized areas. All aspects of planning and providing transportation to and within cities are considered, including but not limited to planning, design, construction, operations and service provision, maintenance. This relates to transportation of both people and goods and service to urbanized communities, markets and people.

Coordinating Council Functions:

1. Coordinate:
 - a. Provide a forum (e.g., quarterly web-based presentations, a white paper, in-person event) to coordinate specific, relevant transportation needs and topics important to the Council with appropriate TRB Standing Committees, groups and sections to bring awareness to these issues within discussions of the broader array of topics covered by TRB committees to encourage committees and other forums to address them in the research and convening activities they undertake.
 - b. Provide a forum and support framework for all relevant stakeholder groups at TRB to get engaged in TRB activities, contribute to research, engage in standing committee activities, and develop professional networks.
2. Advise:
 - a. Through working groups, serve as a strategic communications and collaboration mechanism between the TRB technical activities committees, stakeholders, staff, and Technical Activities Council.
 - b. Serve as a resource to technical activities committees for finding speakers, experts, and relevant stakeholder perspectives on subjects, as needed.
3. Convene:
 - a. Convene a Council meeting during TRB Annual Meeting for Council members, liaisons, and friends to meet and hone their knowledge and initiatives.
 - b. Develop cross-cutting sessions and/or workshops in collaboration with relevant Groups and Sections for TRB Annual Meeting that include or address Council perspectives. Councils may also co-sponsor calls for papers, sessions, and workshops with committees to promote attention to the issues of interest to the Council.

Coordinating Council Activities:

1. Each Coordinating Council should have a brief (one-page) strategic plan identifying its goals and objectives to reach across the TAD structure, including communication strategies, coinciding with the three functional areas to guide its six-year term. The strategic plan should be sent to TAC for concurrence and support. The plan may be updated by the Council as needed during its term. Coordinating Councils are not expected to create independent processes, structures, or activities.
2. Coordinating Councils will be evaluated by outcomes achieved toward the goals and objectives as articulated in the Council's strategic plan.
3. Each Coordinating Council should provide a brief written report to TAC once a year (timing to be determined) describing the outcomes it has achieved.
4. From time to time, Council leaders may be asked to attend a Group and Section chair meeting or workshop, and/or an Executive Committee meeting.

Proposed Council Structure:

The leadership and membership of Coordinating Councils should be organized and supported to achieve the goals and objectives listed in the strategic plan. Council Chairs will be appointed for one three-year term with the ability to serve a second term. The Coordinating Council may have informal "officers" as listed below to facilitate the Council's work; these positions will not be officially recognized by TRB. The categories listed are not prescriptive, although should be considered to support the activities the Council undertakes.

1. Chair: someone who is knowledgeable of the transportation practices and research relevant to the Council's scope.
2. Communications Coordinator: This individual would perform many of the same roles of the CCCs as appropriate for each individual Council and the respective stakeholder groups.
3. Research Coordinator: This individual is familiar with the technical activities committee structure and research function, and is the primary point of contact for the CRCs needing additional expertise/perspective when drafting a research needs statement.
4. Secretary: An individual to take meeting notes and conduct administrative tasks.
5. TAC Counselors: Two TAC members will be selected to mentor coordination between Groups as well as advise Coordinating Council interactions with the TAC.
6. Liaisons: People who assist in the collaboration between the Council and external organizations of TRB (e.g., Federal agencies, associations, NASEM divisions)
7. Council Members: Councils may have up to 25 members. Membership is permissive other than the members must be a member of a Group, Section, or Committee. Additionally, to assure the Council included a well-rounded representation of specified interests, no more than two Committee Members or Group and Section Executive Board members may be appointed per Group, Section, or Committee.
8. Council Friends: Any TRB volunteer wanting to be kept informed of Coordinating Council announcements and Working Group activities.

Operational -

1. Chair and TAC Counselors: Serve as the primary points of contact for the Technical Activities Council and TRB Staff. All others should contact the Council Chair or TRB staff assigned to support the Coordinating Council.
2. Council Members, Liaisons, and Friends:
 - a. Attend quarterly conference calls to discuss progress being made in the technical activities committees addressing their perspectives; and
 - b. Are the pool volunteers performing tasks and sharing information to accomplish the Council strategic plan.
3. Working Groups: Councils can organize an unofficial substructure to perform Council activities

Communication -

1. Coordinating Councils are responsible for overseeing and sustaining their outreach and communications activities related to the Council scope.
2. Coordinating Councils would recognize the importance of proactive communication with Technical Activities Committees and stakeholders by describing its audience, developing a core messaging, tactics, and channels to communicate.
3. All communications must comply with NASEM and TRB communication strategies and protocols.