

TRANSPORTATION RESEARCH BOARD
The National Academies

Executive Committee Meeting

June 13-14, 2008

J. Erik Jonsson Woods Hole Center

Woods Hole, Massachusetts

DRAFT MINUTES

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TRANSPORTATION RESEARCH BOARD
Executive Committee Meeting and Policy Session Discussion Minutes
June 13-14, 2008
J. Erik Jonsson Woods Hole Center
Woods Hole, Massachusetts

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TRB Executive Committee Meeting Attendance
June 13-14, 2008
Woods Hole, Massachusetts
Attendance

EXECUTIVE COMMITTEE

Linda Watson	Chair
Barry Barker	
Allen Biehler	
John Bowe	
Rebecca Brewster	Ex Officio
Larry Brown	
Paul Brubaker	Ex Officio
Deborah Butler	
William Clark	
David Ekern	
Nicholas Garber	
LeRoy Gishi	Ex Officio
Edward Helme	
Adib Kanafani	
Will Kempton	
Susan Martinovich	
Michael Meyer	
Debra Miller	
Michael Morris	
Sandra Rosenbloom	
Tracy Rosser	
Gerry Schwartz	
C. Michael Walton	
Steve Williams	

MARINE BOARD CHAIR

Martha Grabowski

**TECHNICAL ACTIVITIES COUNCIL
CHAIRS**

Paul Bingham
Shelly Brown
Leanna Depue
Robert Dorer
Robert Johns

TRB STAFF

Cindy Baker
Ann Brach
Stephen Godwin
Neil Hawks
Russell Houston
Christopher Jenks
Michael LaPlante
Tom Menzies
Mark Norman
Suzanne Schneider
Robert Skinner

GUESTS

Lisa Colbert	FTA
Emil Frankel	Bipartisan Policy Center
John Gray	AAR
John Heywood	Massachusetts Institute of Technology
Kevin Knight	USACE
Sherry Little	FTA
Jeffrey Paniati	FHWA
Richard Schmalensee	Massachusetts Institute of Technology
Michael Trentacoste	FHWA
Karen Waters	APTA
Steve Winkelman	Center for Clean Air Policy
Vincent Valdes	FAA

TRANSPORTATION RESEARCH BOARD
Executive Committee Meeting and Policy Session Minutes
June 13-14, 2008

Woods Hole, Massachusetts

Highlighted areas indicate Executive Committee action.

June 13, 2008

Welcome

Transportation Research Board Executive Committee Chair Deb Miller called the meeting to order at approximately 8:30 a.m. Chairman Miller welcomed everyone in attendance. Self-introductions were made. Miller announced that a nominating committee is being established to identify candidates to fill the seats of Executive Committee members whose terms will expire at the end of the year.

Bias/Conflict-of-Interest Discussion

A bias/conflict-of-interest discussion was held, in which members of the Executive Committee were given the opportunity to disclose potential biases or conflicts of interest they could have related to areas that might be discussed at this or future Executive Committee meetings. No members reported any conflicts of interest related to the Executive Committee's duties.

Previous Meeting Minutes

The minutes of the January 16-17, 2008, meeting of the Executive Committee were approved.

Executive Director's Report

Robert Skinner provided a report on a number of items concerning TRB as detailed in the Executive Director's Report (Tab 2 of the agenda book). During his presentation, Skinner highlighted the following:

- Overall status of TRB is good and there are more activities than ever.
- Congress has passed the technical corrections bill for SAFETEA-LU, which will mean more funding for SHRP 2 and potentially more funding to TRB's core program.
- TRB is working with the U.S. Federal Highway Administration (FHWA) to develop a new cooperative agreement that will supplement the current memorandum of agreement for NCHRP.
- The frequency of and participation in TRB webinars continue to increase.
- TRB will be providing staff support and secretariat services for a web-based *National Travel Demand Forecasting Handbook*.
- The second Strategic Highway Research Program (SHRP 2) expects to award major contracts for the conduct of its naturalistic driving study this year.
- TRB will soon be releasing a report on the role of transit in emergency evacuation and a report on strategies to reduce invasive species entering the Great Lakes in vessel ballast water, and recently the first letter report from a study evaluating streamlining provisions to the Section 4(f) process.
- Plans are proceeding to restore the NAS building on Constitution Avenue.
- Select reprints of articles that mention TRB studies are included in the briefing book.
- Two possible speakers for the January 2009 Chairman's Luncheon were suggested: Camiel Eurlings, Minister of Transport, Public Works and Water Management in the Netherlands, and Lawrence D. Burns, Vice President for Research and Development and Strategic Planning at General Motors. The Executive Committee approved approaching these individuals, in order listed. *Note: the approach was made subsequent to this meeting. Mr. Eurlings was unavailable; Mr. Burns accepted the invitation.*

Marine Board Overview

Martha Grabowski, Chair of TRB's Marine Board, briefed the Executive Committee on the history, purpose, and funding of the board and on the range of activities it has undertaken at TRB (Tab 3D of the agenda book). Highlights of Grabowski's presentation include the following:

- Originally housed elsewhere in the NRC, the Marine Board became part of TRB on April 1, 1999. Formed in 1965, the Marine Board is an internationally recognized source of expertise on maritime transportation and marine engineering and technology.
- The Marine Board identifies research needs and provides a forum for exchange of information relating to new technologies, laws and regulations, economics, the environment, and other issues affecting the marine transportation system, port operations, coastal engineering, and marine governance.
- The Marine Board is supported by core funding from various federal agencies, including the U.S. Coast Guard, the Office of Naval Research, the U.S. Army Corps of Engineers, the Office of Supervisor of Salvage and Diving, the Minerals Management Service, the National Oceanographic and Atmospheric Administration, and the Maritime Administration.

Technical Activities Division

Report of Technical Activities Division and Council Report

Bob Johns and Mark Norman reported on activities of the Technical Activities Council (TAC) and Technical Activities Division (TAD) as detailed in their report (Tab 4A of the agenda book). Their presentations highlighted the following:

- The TAC and TAD have made progress in implementing a number of action items contained in the Updated TRB Strategic Plan and TAC Action Plan.
- The Group Executive Boards conducted a strategic review of all existing TRB standing committees. The audit did not uncover any major surprises or significant needed changes; however, the process was useful to a number of Groups in updating committee scopes, fostering communications, providing the opportunity to think holistically, and considering cross-cutting issues.
- 1,500 respondents to a survey on the 2008 TRB Annual Meeting gave high marks to the current Annual Meeting program and administration. They are happy with the length. Opportunities to meet with peers was cited most often as the most valuable aspect of the meeting. More than 60% rated the new hotel room reservation system as good to excellent, with about 23% rating it fair to poor. About 30% suggested that moving the meeting outside the DC beltway would hurt their ability to attend. Almost 75% of the respondents favored replacing the mailed printed Announcement with an electronic announcement.
- More than 3,500 individuals have participated in the TRB webinars since they were launched in September 2007. This averages to more than 400 people per webinar.
- Steps continue to be taken to increase the diversity of those involved in TRB standing committee activities.
- TRB continues to work with the American Planning Association to develop some mechanism that would allow AICP Certification Maintenance Units as credit for attendance at sessions at the TRB Annual Meeting.

Developing a Technical Resource on Travel Demand Forecasting

The Executive Committee approved TRB providing staff and technical support to the Travel Demand Forecasting Technical Resource Initiative, an effort to be guided by a coalition of agencies and organizations interested in improving the practice of travel demand forecasting in the United States.

During discussion of this item it was recommended that environmental organizations should be invited to participate in the effort.

Conference, Workshop, and Project Approvals

The Executive Committee approved TRB sponsorship or co-sponsorship of the following conferences:

- North American Transportation Statistics Interchange (sponsor)
- Developing a Theoretical Understanding of Highway Crash Causation (sponsor)
- 2008 Highway Geophysics – NDE Conference (cosponsor)
- National Conference on Preservation, Repair and Rehabilitation of Concrete Pavements (cosponsor)
- International Conference on Integrated Transport for Sustainable Urban Development (sponsor)

Subcommittee on Planning and Policy Review

Michael Meyer, chair of the Subcommittee on Planning and Policy Review (SPPR), described the role of the SPPR (Tab 3b of the agenda book) as the group essentially charged with providing guidance and input to TRB between meetings of the Executive Committee. Stephen Godwin noted that the next version of *Critical Issues* will be a modest update of the current version, and is expected to be released early next year.

TRB Strategic Plan Milestone Report

Michael Meyer and Suzanne Schneider highlighted several activities taking place associated with implementation of the TRB Strategic Plan as detailed in their report (Tab 5A of the agenda book). During their presentation they highlighted the following items:

- Efforts are continuing to strengthen relations with the Association of Metropolitan Planning Organizations and the National Association of Regional Councils.
- Executive Committee volunteers and staff are working to develop a package of events at the Annual Meeting to help encourage greater private-sector participation in TRB.
- A review of TRB’s Marine Board will take place as part of the next SPPR meeting.
- Attracting women and minority participation in TRB continues to be a priority. TRB is looking at ways to enhance these efforts through special outreach to one or more historically black colleges and universities (HBCUs) and other minority-serving institutions.

In relation to the HBCUs, Nick Garber noted that many minority students attend “majority” schools, and he offered to help on efforts to attract minority participation in TRB from these schools as well. Meyer noted that the last SPPR will continue to work on this issue and will come back to the Executive Committee with a proposed initiative at a future meeting.

Research Proposals for Reauthorization of Surface Transportation Programs

Susan Martinovich and Barry Barker, respectively, outlined thinking within the American Association of State Highway and Transportation Officials (AASHTO) and the American Public Transportation Association (APTA) on how research should be addressed during the upcoming federal reauthorization cycle.

Martinovich noted the following:

- AASHTO will likely identify research as one of the eight important topics it will be focusing on. In addition, the remaining seven topics have research components.
- AASHTO will likely support minor increases in funding, open competition for research projects, and stakeholder input into the research process.
- For SHRP 2, AASHTO supports the program being funded under Title I at \$50 million per year for two years.

- Additional funding would be made available for SHRP 2 implementation starting at \$25 million in 2010 and going up to \$75 million in 2015.

Barker noted that APTA was expected to adopt a series of recommendations, many of which would incorporate the following themes:

- Increased investment in research and development programs that will enhance service delivery, promote “best practices” through technical standards, and increase the operational efficiency of transportation systems.
- Increased investment in research and development for new technologies such as clean fuels, ITS enhancements, interoperable wireless communication, etc.
- Promote the development of new policies to promote public-private partnerships, tolling, and congestion pricing.
- Develop best practices in line with the program goals of the Coordinated Mobility Initiative.

Cooperative Research Programs Division

Christopher Jenks provided a status report on the National Cooperative Highway Research Program (NCHRP), Transit Cooperative Research Program (TCRP), Airport Cooperative Research Program (ACRP), National Freight Cooperative Research Program (NFCRP), and Hazardous Materials Cooperative Research Program (HMCRP), as detailed in the Cooperative Research Programs report (Tab 4D of the agenda book).

In addition, he highlighted the following items:

- Jenks noted that he participated in an April 2008 scanning tour that explored the transportation research program administration practices in Sweden, the Netherlands, Belgium (European Commission), France, Japan, and South Korea. TRB is well respected in each of those countries. The scan was designed to explore policy options and initiatives as well as process improvements that could be used to enhance the effectiveness of transportation research administrative activities in the United States. A report on the scan is expected to be released by the Federal Highway Administration in July. *Subsequent to the meeting, the report was released and is available online at <http://international.fhwa.dot.gov/pubs/trpm/01.cfm>.*
- TRB is working with FHWA to develop a new agreement on the transfer of funds to the NCHRP program. The fiscal year 2009 funding level for NCHRP will assume the same level of funding as was available to the program in fiscal year 2008. The FY09 program includes a set-aside of \$5 million for projects to address long-term strategic issues and scenarios.
- Funding for TCRP in FY09 is anticipated to be \$9.3 million. Problem statements for the upcoming program are due June 15, 2008.
- The ACRP program will be funded at \$10 million for fiscal year 2008. The program has been ramping up quickly. Funding for the program could increase to \$15 million per year after the next reauthorization cycle.
- The NFCRP is expected to be funded at \$2.9 million for fiscal year 2009. Projects are in the pipeline and reports are expected to begin being released later this year.
- Funding for the HMCRP is expected to be \$.98 million for fiscal year 2009. That funding level could increase based on the results of the technical corrections bill. The program is expected to produce about 2 projects per year.

Strategic Highway Research Program 2

Allen Biehler, Neil Hawks, and Ann Brach directed members of the Executive Committee to the Strategic Highway Research Program 2 (SHRP 2) report (Tab 4E of the agenda book). Collectively they highlighted the following items:

- Brach provided an overview of the naturalistic driving study, with an emphasis on sample design and site selection associated with the study. The program will explore how drivers interact with their environment, identify crash risk associated with these interactions, and attempt to identify crash surrogates. The project will instrument 4,000 vehicles in 4 to 8 regionally diversified sites over 2 years starting in late 2009. Each site will handle 150-500

vehicles with drivers of different ages, gender, socio-economic status, crash history, and medical conditions as well as varying degrees of average annual miles driven. It will cover a variety of light vehicles and vehicle network availability.

- Biehler noted that the additional funding provided by the technical corrections bill will provide about \$7 million more per year for the last two years of the program.
- Hawks emphasized that the past six months have seen an increase in substantive international activities for SHRP 2. Examples of these activities include the following:
 - Derek Sweet, a former Canadian loaned staffer, is now working under an agreement with SHRP 2 to follow through on activities he initiated.
 - The first loaned staff from the Netherlands is scheduled to join SHRP 2 in July.
 - Two symposia with the Forum on European Highway Research Laboratories (FEHRL) on non-destructive testing have been held.
 - TRB has expressed its willingness to work with the European Union on proposed naturalistic driving studies.
 - Canada is considering the implementation of an naturalistic driving study.
 - TRB and the Joint Transportation Research Committee of the Organisation for Economic Co-operation and Development International Transportation Forum held discussions on pending or current research on non-recurring congestion.

The Role of Transportation in Climate Change Mitigation (Part 1 of 2)

Panel Presentations and Discussion

The policy session began with presentations by the following resource speakers:

Emil Frankel, Director of Transportation Policy, Bipartisan Policy Center; Richard L. Schmalensee, Howard W. Johnson Professor of Economics and Management, Sloan School of Management, Massachusetts Institute of Technology; John B. Heywood, Sun Jae Professor of Mechanical Engineering and Director, Sloan Automotive Laboratory, Massachusetts Institute of Technology; and Steve Winkelman, Manager of Transportation, Center for Clean Air Policy (CCAP). Key points from the presentations:

Frankel

- The challenge to America's transportation policy in the 21st Century is to enable economic growth, productivity, and competitiveness at the same time that we are reducing the dependence on oil.
- Transportation is the only major sector of the American economy that is, for all intents and purposes, totally dependent upon oil.
- Transportation is the largest single source of U.S. greenhouse gas (GHG) emissions from fossil fuel.
- Moving away from this dependence on oil will be decision makers' greatest challenge related to transportation policies, programs, and investments in the coming decades.
- The transportation sector must play a leading role in addressing the new realities of energy security, environmental constraints, and climate change.
- The introduction of alternative fuels (including the construction of the distributive infrastructure that will make their widespread use possible), the implementation of fuel efficiency and conservation, and improvements to the operational efficiency and systems management must become central elements of transportation policy.
- Energy and climate goals should rank with connectivity, mobility, accessibility, and safety as the principles of a national transportation policy.

Schmalensee

- Stabilization of carbon dioxide emissions produced by the transportation sector will not be easy.

- Carbon when put in the atmosphere stays there a long time. There will be a steady increase in CO₂ emissions if we don't do anything. Global emissions will have to be reduced significantly in order to reduce emissions.
- There is five or six degrees centigrade in potential warming between now and 2100.
- The problem is not just CO₂; other emissions such as nitrous oxide and methane stay in the atmosphere for a long time.
- The transportation sector is third (14%) as a source of greenhouse gas emissions, behind industrial processes (16.8%) and power stations (21.3%).
- We need a comprehensive, cost-effective mitigation policy that addresses all sectors of the economy.
- The problem must be addressed on a global scale. This adds complexity. As India's and China's economies expand, they will be emitting CO₂ as they "catch up" with the west.
- Transport emissions of greenhouse gases are growing, especially in non-OECD countries and primarily in China. By 2020 the transport sector will be the largest contributor of carbon dioxide emissions produced by the United States.
- There are no simple routes to global action. Developing countries have so far refused to commit to reducing greenhouse gases, but that stance may be softening. There is no hope of convincing developing countries to participate in mitigation if the United States does not take a lead.
- Both parties in the United States now support a cap and trade program. How do we handle imports from countries that don't have a program? What do you do if China is still not on board in 10 years?

Heywood

- Petroleum use and greenhouse gas emissions are increasing globally by about 2% per year due to steady growth in land and air passenger and freight transportation demand.
- Emissions from light-duty vehicles, freight trucks, and aviation are all expected to continue to grow through 2050.
- A 30-50% reduction in light-duty vehicle fuel consumption is feasible over the next 20-40 years, but at an increased cost. Such a reduction in fuel consumption can be achieved by improved engines, reduced weight, introduction of hybrids, and plug-in electrics.
- Evolution of a dominant vehicle power-train system is uncertain in a carbon-constrained world.
- Placing much greater emphasis on reducing fuel consumption rather than improving vehicle performance would lower the required market penetration rates of advanced vehicle technologies to achieve significant reductions in fuel use and greenhouse gas emissions.
- Directing the efficiency improvements towards reducing the actual fuel consumption of high-sales-volume vehicles is critical to achieve nearer-term impact.
- Reducing average vehicle weight and size will also be important.
- Sustained policy efforts that go well beyond current incentives during the initial market introduction of advanced fuels and propulsion systems will be needed to achieve significant reductions in light-duty vehicle fleet fuel use.
- Policy initiatives should be focused on measures that rapidly improve both energy security and carbon emissions at the same time.

Winkelman

- How much we drive matters a lot.
- Choices to address climate change include proportional reductions in all sectors, fewer cuts in some sectors and more in others, or we could do nothing and not meet greenhouse gas reduction targets.
- Transportation's contribution of CO₂ to the atmosphere includes three components—vehicles, fuels, and vehicle miles traveled (VMT).
- VMT growth will wipe out energy savings from increased café standard and fuel changes by 2030.

- If 60% of new growth was compacted, it would produce a 4% national VMT reduction by 2030. Depending on how comprehensive a policy set is enacted, VMT could be reduced up to 38% by 2030.
- VMT is expected to continue to grow, unless some kind of intervention is implemented.
- There need to be federal, state, regional, and local policies to increase choices and hold down VMT.
- Data is lacking in the VMT area. We lack data on state, regional, and local fuel consumption. We lack robust measurement of on-road vehicle fuel economy.
- TRB should conduct a study on what it would take and cost to improve travel data to quality levels achieved in other Organisation for Economic Co-operation and Development countries.
- CCAP Strawman Proposal – states and MPOs must set VMT/GHG goals; launch bottom-up discovery process to determine appropriate goals for each location; use cap and trade revenues to fund goal development and implementation; and improve travel data, models, and planning; and set the stage for climate-friendly transportation bill.
- “Green-TEA,” tie funding in the next transportation bill to GHG reduction performance.

Policy Session Discussion Summary

A summary of the session, including ideas that were developed as part of the discussion, is included in the Rapporteur’s session summary that appears later in these minutes.

Break for Evening

Miller called a recess to the meeting at 5:30 p.m.

June 14, 2008

Miller called the Executive Committee back in session at 8:30 a.m.

The Role of Transportation in Climate Change Mitigation (Part 2 of 2)

Rapporteur's Summary

Major themes and observations drawn by Robert C. Johns, Director, Center for Transportation Studies, University of Minnesota, from the previous day's presentations and discussion include the following:

- GHG reduction in transportation is a daunting task.
- There is a growing awareness about transportation and climate change within the transportation community; however, the connection is not strong with elected leaders—few are involving state DOTs.
- Transportation's dependence on oil is not sustainable, but we need to figure out a way to maintain transportation's role in enabling economic growth.
- Temperature impacts of GHG are uncertain, but we can estimate the range. If there is no policy change, the risk is substantial. There needs to be a comprehensive, economy-wide strategy.
- Challenge is global—China, India, and developing countries must participate in the solution.
- Cap and trade is key strategy for GHG reduction. For transportation to participate in reductions, it will take R&D and major innovations.
- 30% to 50% GHG reduction feasible over net 20-40 years with vehicle innovations.
- One possible strategy is to address the issue of vehicle miles traveled (VMT), as fuel and vehicle innovations may not be enough.
- To make VMT reductions we are going to need more and better data, models, and analysis methodologies. A potential congressional direction might be VMT goals tied to federal funding.

Policy Discussion Session Summary

Key Themes

- States need to know what their options are for reducing their contribution to climate change gases and how to adapt to the impacts of climate change. In addition, states need to know what institutional changes are necessary to accomplish both.
- State legislatures are compounding challenges to state departments of transportation by enacting laws before they have fully researched the potential consequences. There is a broad array of potential solutions available to states. Those solutions need to be identified and researched so that decisions are made based on science.
- Policy integration across government agencies is critical if we are to have any hope of addressing the issue in a coordinated fashion. One agency's decision should not contradict the actions of another.
- TRB could identify research that needs to be done in this area. Papers could be produced in the areas of mitigation, adaptation, institutional issues, and changing the financing system. Existing research should be identified that may have been dismissed when it was first created.
- There is a need for a comprehensive research agenda for transportation issues associated with climate change similar to the plan that was put together for SHRP 2. Input from the private sector should be included in developing a transportation climate change research agenda. Wal-Mart has improved its efficiency by more than 25% by working with its suppliers.

Policy Session Action Item

The Executive Committee directed the development of a fast-track project to develop three commissioned papers on the following subjects:

- Research to inform strategies to mitigate transportation emissions of greenhouse gases and reduce energy consumption,
- Research to assist in adapting to the consequences of climate change for transportation infrastructure and operations, and
- Research and demonstration of strategies to ease the transition away from fuel taxes and toward VMT fees.

An NRC study committee will be established to oversee development of the papers.

Future Policy Session Topics

Russell Houston provided an overview of the SPPR's suggested topics for the January 2009 policy session (Tab 6B of the agenda book).

- The Executive Committee approved a session for the January meeting that would allow for input into the development of the commissioned papers being developed as a result of the just-concluded policy session.

Subcommittee for NRC Oversight

Michael Walton described the role and background of the SNO and some of its oversight activities, including its efforts to support the broadening of the representation of minorities and women on TRB committees and panels as detailed in the SNO report (Tab 3A of the agenda book). Henry G. (Gerry) Schwartz noted that the NRC Governing Board Executive Committee approved four new TRB projects since the SNO's last report.

New TRB Report—The Role of Transit in Emergency Evacuation

Stephen Godwin briefed the Executive Committee on the pending release of TRB Special Report 294: *The Role of Transit in Emergency Evacuation*. The study explores the roles that transit systems can play in accommodating the evacuation, egress, and ingress of people from or to critical locations in times of emergency. The study focuses on transit systems serving the 38 largest urbanized areas in the United States—a proxy for transit properties serving more than 1 million in population.

According to the report, transit systems could play a significant role in transporting carless and special needs populations in times of emergency, but these groups are inadequately addressed in most local emergency plans and evacuating them could easily exceed limited transit resources. Among the report's findings was that transit has a role to play in each of the four major elements that make up an emergency response plan—mitigation, preparedness, response, and recovery. The committee that developed the report warned that emergency managers should be realistic in their expectations for the use of transit during an emergency. The report suggests that evacuating special needs populations by transit poses a major challenge that requires advance planning, working with nonprofits and social service agencies to identify groups that need assistance, and a targeted public information campaign and sheltering strategy.

The report recommends that the U.S. Department of Homeland Security provide guidance and funds to state and local governments on regional evacuation planning that includes transit and other public transportation providers. States should take the lead to see that plans are implemented, coordinating with appropriate regional entities. Federal transportation funds also should be directed to evacuation-related, capacity-enhancement projects to add redundancy to critical transit and highway infrastructure and to Intelligent Transportation Systems projects, to further network resilience in an emergency.

(Subsequent to this briefing the report was released and is available online at http://www.trb.org/news/blurb_detail.asp?id=9264)

International Activities

Michael Meyer provided a report to the Executive Committee as the Committee's International Secretary (Tab 3C of the agenda book). Highlights from his presentation included the following:

- SHRP 2 participated in a transportation research meeting in Slovenia, held two joint international workshops, and is getting additional international loaned staff.
- Canada and Europe are considering field studies that would parallel the SHRP 2 In-Vehicle Driving Behavior Field Studies.
- NCHRP held a scan of European and Asian highway research organizations.
- A TRB working group is close to completing a report exploring future opportunities for international transportation research collaboration and technology transfer.

Administration and Finance Division

Michael LaPlante summarized the Administration and Finance Division report (Tab 4C of the agenda book). During his presentation he reported that:

- Total expenditures for TRB program activities for calendar year 2007 were \$69 million and total expenditures for TRB program activities for calendar year 2008 are estimated at \$79 million. The growth is a result of a \$1.5 million increase in Cooperative Research Programs and \$7 million for SHRP 2.
- The 2007-2009 triennium budget is essentially balanced and does not call for an increase or a decrease of the reserve fund.
- The role of the Information Technology continues to grow with TRB and has enabled the conservation of resources and aided in increased staff productivity.

Studies and Special Programs Division

Stephen Godwin noted that the Studies and Special Programs Division report (Tab 4B of the agenda book) provides an overview of pending studies, potential studies, policy studies under way, and reports completed in 2008. Highlights of Godwin's presentation include the following:

- TRB's information services include several bibliographic databases and a specialized library with a collection of TRB and other transportation documents. The databases include the Transportation Research Information Services (TRIS) database, which includes more than 700,000 research citation and abstracts; the Research in Program (RiP) database, which includes files on more than 10,000 ongoing projects; the TRB Publications Index, which includes information on all of TRB's publications since 1923; the Transportation Research Thesaurus; and the recently initiated Research Needs Statements (RNS) database.
- As part of the 40th Anniversary of TRIS, a strategic plan is being developed for the database. Information to help guide development of the strategic plan is being collected through surveys, focus groups, and peer comparisons.

New Business

There was no new business.

Next Meeting and Adjournment

The next meeting of the Executive Committee will take place on January 14-15, 2009 (Wednesday and Thursday), at the Omni Shoreham Hotel in Washington, D.C. Miller adjourned the meeting at 1:00 p.m.