

**TRB Committee ADA30
Transportation Planning for Small and Medium Sized Communities
Strategic Plan
2009-2011**

Introduction

Committee ADA 30, Transportation Planning for Small and Medium Sized Communities, was formed to support transportation planners in small and medium sized communities by identifying research needs, participating in the research process, and helping to disseminate the research results. Specifically, this research will focus on the planning, developing, programming, and implementing of multimodal transportation projects for small and medium sized communities.

GOALS AND RESPONSIBILITIES

Goal 1: INFORMATION SHARING

Facilitate the collection and wide dissemination of information on transportation planning and programming techniques, procedures and policies to planning staff working with small and medium size communities and other interested parties.

Strategy 1: Sponsor a national conference (Tools of the Trade) that highlights current and relevant information on transportation planning for small and medium sized communities.

Objective – Host Conference every two years (on even year)

Objective – Identify Conference location four years in advance; the location will rotate among various sites in the United States

Objective – Follow Conference manual to determine timeline and sessions

Objective – Host technical workshops as requested

Objective – Distribute Conference proceedings to TRIS, T2 centers, RTAP and LTAP centers, etc.

Objective – Organize student paper competition

- Objective – Select best papers from the Conference for presentation at the TRB Annual Meeting
- Objective – Review attendee evaluations of sessions and overall Conference
- Objective – Review and update the Conference Manual after each Conference

Strategy 2: Maintain and update a public website.

- Objective – Post updates to Committee activities
- Objective – Develop contact portal
- Objective – Develop user feedback mechanism
- Objective – Announce Conference information
- Objective – Evaluate the website, host, and content annually
- Objective – Post Tools of the Trade Conference proceedings and attendee evaluations
- Objective – Assess the value of establishing a forum for continued discussion; identify a forum administrator, if needed

Strategy 3: Maintain current information on all Committee members, friends, and conference contacts.

- Objective – Develop and maintain a contact list that includes individuals identified as members, friends, conference attendees, and others
- Objective – Review and update contact list annually

Strategy 4: Interface with other TRB Committees, associations, agencies, and interested parties.

- Objective – Identify Committee member to serve as liaison coordinator
- Objective – identify Committees, associations, agencies and interested parties for possible partnerships
- Objective – Identify members and friends to serve as liaisons with those organizations
- Objective – Liaisons will complete liaison report form and submit to liaison coordinator; coordinator will review forms and report findings to Committee
- Objective – Invite Committees, associations, agencies and interested parties to give presentations on relevant topics to the Committee

Strategy 5: Actively participate in TRB Annual Meetings.

Objective – Conduct meetings of the Committee and subcommittees (Conference, Research, and Air Quality)

Objective – Sponsor annual meeting sessions (generally, one paper session and one session of best papers from the Conference)

Objective – Form partnerships with other Committees to co-sponsor sessions

Objective – Identify a paper review coordinator

Objective – Issue a call for papers; distribute papers to Committee members and friends for review; make recommendations for presentation and/or publication, as appropriate

Strategy 6: Participate in other TRB meetings and conferences.

Objective – Conduct a summer meeting in coordination with TRB Summer Meeting, another sponsored TRB meeting, or independent of other scheduled meetings

Objective – Identify other relevant conferences for which the Committee may wish to identify panel members

Strategy 7: Develop and maintain ongoing discussion forums.

Objective – Identify appropriate topics for State, MPO, and Transit caucuses to be conducted at the Tools of the Trade Conference

Objective – Conduct and record the Conference caucuses; post on Web site

Objective – Identify opportunities for participation in forums other than those associated with the Conference, such as those sponsored by AASHTO and AMPO

Strategy 8: Monitor and discuss issues and concerns pertaining to air quality in small and medium-sized communities.

Objective – Maintain an active subcommittee and e-mail contact list for Air Quality

Objective – Conduct a workshop on air quality at the Tools of the Trade Conference

Objective -- Participate with other TRB Committees on panels and sessions related to air quality at other conferences

Goal 2: RESEARCH

Identify research needs and participate in research studies sponsored by TRB and other organizations that address transportation planning and programming problems, issues, applications, and techniques that are applicable to small and medium-sized communities.

Strategy 1: Maintain a standing subcommittee on research.

Objective - Meet periodically, as determined by the subcommittee chair

Strategy 2: Identify research needs and develop problem statements for submittal to TRB funding programs.

Objective – Prepare and submit research problem statements to appropriate funding programs, including but not limited to the NCHRP and TCRP research and synthesis programs, and the 8-36 Quick Response program

Objective – Identify research needs and submit statements to the TRB database of Research Needs Statements

Strategy 3: Follow progress of relevant research studies.

Objective - Identify relevant ongoing research conducted by TRB and other organizations

Objective - Track progress and report findings to Committee

Strategy 4: Promote participation of Committee members on research panels.

Objective -- When TRB research awards are announced, identify relevant studies and appropriate Committee members for nomination to project panels

Goal 3: MEMBERSHIP

Maintain a Committee membership that represents diverse geographic areas and specializations within the transportation field.

Strategy 1: Maintain a Committee membership which is geographically and professionally diverse and includes individuals from traditionally under-represented groups.

Objective – As part of the three-year TRB rotation, evaluate Committee membership to ensure that diverse regions of the country are represented; that members represent a diverse range of professional agencies (DOTs, MPOs, RPOs/COGs, local agencies, universities, consultants); and that members are selected from traditionally under-represented groups

Strategy 2: Promote an active Committee in which members participate with the support of their agencies.

Objective – Maintain a list of activities (subcommittees, liaisons, paper reviews, conference volunteers) in which members are encouraged to participate.

Strategy 3: Maintain a list of “active friends” as potential Committee members.

Objective – Encourage friends to participate in Committee activities such as Conference planning, website maintenance, etc.

Goal 4: COMMITTEE SELF-REVIEW

Assess Committee activities and products to maintain Committee effectiveness as part of the three-year TRB committee review cycle and membership rotation (2012 is the next window for Strategic Plan review).

Strategy 1: Review and update the Strategic Plan.

Objective – Review and update the goals, strategies, and objectives of the Strategic Plan

Strategy 2: Review the performance of the overall Committee, as well as that of the three subcommittees (Conference, Air Quality, and Research).

Objective – Develop performance measures and assess Committee and subcommittee performance

Objective – Summarize findings in a report on Committee performance

Strategy 3: Review and update the Policy and Procedures Manual.

Objective -- Review and update the Policy and Procedures Manual