

UTMC Supplier Forum

Terms of Reference

SECOND DRAFT

1 October 2003
Cover + 5 pages

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Issue Record:

05/08/03	First Draft	Prepared following USF Management Group Meeting 06/06/03
01/10/03	Second Draft	Incorporating changes following USF MG meeting 11/09/03

1 Introduction

- 1.1 The Department for Transport (DfT)'s Urban Traffic Management and Control (UTMC) Research Programme was established in 1997 to assist local authorities in meeting the challenges of new policy needs through improved use of open systems technology.
- 1.2 The first half of the UTMC Programme involved a number of desk research projects and demonstrators covering specific aspects of open systems application. A substantial body of research outputs complements the formal UTMC Programme documentation.
- 1.3 In the second half of the Programme, four local authorities (Lancashire County Council, Reading Borough Council, Warwickshire County Council and City of York Council) undertook, in partnership with the DfT, to implement full-scale, fully-functional UTMC systems. At the same time, other authorities are taking up aspects of UTMC into implementation. To support these projects suppliers have been providing consultancy services and developing products in accordance with the UTMC standards and specifications.
- 1.4 To ensure the long-term contribution and involvement of suppliers to the continuation of support and management of UTMC, beyond the end of the DfT Research Programme, a UTMC Supplier Forum (USF) is required. This note presents the Terms of Reference for the USF, covering:
 - Mission (section 2);
 - Constitution and membership (section 3).
 - Activities and outputs (section 4);
 - Organisation (section 5);
 - The Management Group (section 6).
- 1.5 The initial composition of the USF comprised all those suppliers who attended the workshop held in Birmingham on 14 May 2003. At that meeting it was decided to form a Management Group for which volunteers were sought. The initial composition of the Management Group comprised those suppliers who attended the first Management Group meeting on 6 June 2003 or who tendered their apologies to that meeting. This membership will be retained until June 2004, subject to review in December 2003.
- 1.6 The USF has no standing Secretariat but the Management Group has appointed a Chair.

2 Mission

2.1 The mission of the USF is:

1) *To represent by consensus the contribution of suppliers to the development and adoption of:*

a) *UTMC best practice*

b) *The continuing development of workable specifications and standards*

2) *To promote the market for UTMC-related goods and services.*

3 Constitution and membership

3.1 The USF is constituted as an informal cooperative working group.

3.2 Membership of the USF is open to all commercial suppliers of UTMC-related goods and services, subject to the rules of section 5. Applications for membership are controlled by the USF collectively, under the coordination of the USF Management Group Chair.

3.3 There are no subscriptions or other membership fees. Each member is responsible for funding its representatives' time, travel and other expenses and any other costs arising.

3.4 The USF will operate primarily through holding meetings and developing documents. Each member is expected to play its part in hosting meetings and providing time and facilities to contribute to the development, review and promulgation of documents, in print and electronic form.

3.5 The USF will make its key outputs freely available on a reasonable basis to all those requesting them. It does not provide services to assist in the implementation of UMTC systems. The USF accepts no responsibility or liability, of any kind, for the use that is made of its outputs, whether by USF members or by others.

4 Activities and outputs

4.1 The USF will determine a business plan and administrative activities to achieve its objectives, ensuring that it focuses on the implementation of UTMC systems.

4.2 For the immediate future, the key activities and outputs of the USF are:

- to provide a forum for current and future UTMC suppliers to contribute to the development of consensus specifications for particular systems and applications;
- to provide guidance to purchasers on requirements definition to encourage the adoption of standard solutions and reduce the need for customised developments;
- to co-ordinate supplier participation in marketing activities such as conferences and exhibitions;
- to liaise with the UDG and ensure adequate supplier representation in the UDG and its committees

- to establish a presence on the UTMC website
- to explore the potential for convergence between UTMC and other initiatives such as TIH;
- to establish links with other organisations working in the field.

5 Organisation

5.1 The operation of the USF is based on the following bodies:

- A Plenary Group, with representatives from all members. The Plenary Group meets annually, and exceptionally at other times at the Management Group's request. The role of the Plenary Group is to elect the Management Group, to provide a corpus of members who may be drawn on to Working Groups as appropriate, and to provide advice and input to the Management Group or Working Groups on request.
- A Management Group, elected from the USF membership at the annual plenary meeting.
- Working Groups as necessary, established by the Management Group. The Chair of a Working Group is appointed by and reports to the Management Group.

5.2 Members will participate as representatives of their companies with one vote per company in any election or any other business where voting becomes necessary.

6 The Management Group

6.1 The Management Group acts as the executive body responsible for managing the activities outlined in section 4 and any subsequent activities, including the appointment of representatives to the UDG and its committees and the setting up and administration of the Working Groups.

6.2 The elected membership of the Management Group comprises a minimum of 9 and a maximum of 15 companies from the plenary group including as a minimum:

- 2 companies representative of equipment suppliers (e.g. OTU, VMS, air Quality Monitor etc.) from the plenary group
- 2 companies representative of system suppliers (e.g. Common Database, UTC etc.) from the plenary group
- 2 companies representative of consultancy services suppliers from the plenary group.

6.3 The Management Group is able to co-opt additional non-voting members from the plenary group.

6.4 Each elected company is entitled to one vote at Management Group meetings.

6.5 The Management Group elects its own Chair and Secretariat from its own membership. The Secretariat may be provided by members on a rotating basis.

6.6 The Management Group is elected at the annual plenary group meeting. An election shall only be held if there are more than 15 companies wishing to be members of the Management Group.

- 6.7 The Management Group is to meet on a quarterly basis. Minutes are to be issued and presented for approval at the next following meeting. A meeting may be cancelled if there is insufficient business and additional meetings may be called on not less than seven days' notice.