



UTMC Development Group

# **Specifications and Standards Group Terms of Reference**

UDG Secretariat

4 December 2006

## **1 This document**

This document presents the Terms of Reference (TOR) for the Specifications and Standards Group (S&SG) of the Urban Traffic Management and Control (UTMC) Development Group (UDG).

## **2 Status and validity**

This version has been ratified by the S&SG and UDG MG. This version of the procedure is therefore **currently in operation**.

These TOR are in force on an open-ended basis, ie until a revision has been formally adopted by the MG.

## **3 Role**

S&SG is a standing working group of the UDG, established to deal with the technical responsibilities of the UDG. This principally relates to the ongoing management of the UTMC Technical Specification.

The S&SG therefore has the following principal functions:

- evaluating the current use of the UTMC Technical Specification;
- collating and evaluating suggestions from any party on aspects where the UTMC Technical Specification could be enhanced;
- developing and proposing formal updates to the UTMC Technical Specification, in consultation with the user and supplier community;
- establishing and operating an appropriate regime for managing claims of UTMC compliance;
- establishing and maintaining a catalogue of products relevant to UTMC systems, with an indication of the level of compliance of each product;
- identifying, preparing and providing technical support information to help people make effective use of the UTMC Technical Specification;
- identifying research that might be required in support of the above functions, and (subject to budgetary approval by the UDG) conducting/managing that research.

## **4 Accountability**

The S&SG is accountable to the UDG MG. Its Chair and the Technical Secretary will be appointed by the UDG MG and will report progress at the normal UDG MG meetings. Where accountability is required between MG meetings, the S&SG Chair should seek the advice of the MG Chair. In many cases the MG Chair may be able to approve the action, subject to ratification at the next MG meeting.

The S&SG will be given the opportunity to contribute to the annual Business Plan established by the UDG. Once approved, the S&SG will be accountable for the delivery of those Business Plan tasks assigned to it.

The S&SG has delegated authority to manage the compliance regime (including determining grant of 'UTMC badging' licences relating to compliance) and the product catalogue. The appeal procedure is via the UDG MG Chair.

The S&SG has delegated authority to manage contracted research tasks in support of its role, provided that specific budget approval is given in advance by the budgetholder<sup>1</sup>.

## **5 Operation**

The UTMC Technical Secretary will be responsible for S&SG administration including calling meetings, collating and issuing papers, taking meeting notes and ensuring that the S&SG acts within its TOR. He/she will also be responsible for ensuring that the decisions of the S&SG are implemented, including:

- S&SG recommendations taken to the UDG MG for ratification;
- communication with users/suppliers regarding Technical Specification updates;
- editorial services to proposed Technical Specification updates or other technical documentation (eg compliance policy).

The S&SG will meet at least quarterly. Meetings will be closed; however non-members may be invited to attend for part or all of the meeting where there is a specific need.

Any member may be asked to leave the meeting if they may have a personal or commercial interest in a specific topic under discussion.

S&SG meetings are privileged and information gained through them, whether verbal or in written minutes and draft documents, is not to be divulged to non-members, until formal publication is explicitly approved.

## **6 Constitution**

The S&SG has the following constitution:

- A Chair, appointed by the UDG MG, who will normally be a local authority member of the UDG MG.
- Up to 7, additional members representing local authorities. Individuals may be invited or may nominate themselves. Membership is decided by the S&SG Chair. If more than 7 individuals apply the Chair shall determine how to select members.

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<sup>1</sup> The budgetholder is currently City of York Council.

- Up to 3 representatives from suppliers. If more than 3 individuals apply the Chair shall determine how to select members.

Decisions will be taken by consensus as far as possible, but where a vote is required will be by a simple majority. Each member present has a single vote, save that the Chair will have a casting vote where necessary. The Technical Secretary has no vote.

The quorum for all meetings is 5 which must include the Chair (or a nominated deputy) and the Technical Secretary (or a nominated deputy).

## **Annex A            Contact points**

The key contact points for the S&SG are as follows (these may be subject to change from time to time):

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