

New York City Sub-Regional ITS Architecture Steering Committee

Meeting Minutes – January 27, 2004

A meeting of the Sub-Regional Architecture Steering Committee was held at 10:00 AM on January 27, 2004. The meeting was held at NYSDOT Region 11's offices at 47-40 21st Street, Long Island City. A copy of the agenda and the attendance sheet are attached at the end of these minutes.

The meeting began with introductions.

Draft MOU

Mr. Fred Lai reported that they are still awaiting for a response from the State Comptroller on several issues.

ConSysTec Contract

The original contract with ConSysTec was 1 year. An extension will be needed.

Market Packages

Mr. Currey requested that the current customized market packages be "frozen" so that the process for completing the New York City Sub-regional ITS Architecture (NYCSRA) may continue. The NYCSRA is a "living" document and future changes can be made through the maintenance plan.

Both the PANYNJ and MTA had corrections there are still not reflected on the ConSysTec web site. ConSysTec indicated that the website has not been updated with the latest changes. ConSysTec was awaiting final resolution on some issues, but will go ahead and update the web site in 2 to 3 weeks, after reviewing the corrections with MTA and PANYNJ.

National ITS Architecture V5

Mr. Insignares reviewed the changes to the National ITS Architecture in Version 5. The NYCSRA used Version 4 as the basis, but because ConSysTec participates in the development of the National ITS Architecture, many of the concepts and flows new to Version 5 are already included in the NYCSRA. Updates to the NYCSRA to reflect Version 5 can be performed as part of the maintenance process.

Contract Update

Mr. Insignares reviewed the work completed to date, and estimated that the deliverables required to satisfy Rule 940 should be completed by end of March.

Use Plan

Mr. Chan reviewed the contents of the draft Use Plan document submitted last week. The Use Plan document includes a section each for planners, project managers, managers, and federal agency representatives.

A question was posed regarding the project sequencing. Mr. Chan responded that the project sequencing is based on the work performed for the NYMTC Integration Strategy document, which established priorities for each market package.

Maintenance Plan

Mr. Chan reviewed the contents of the draft Maintenance Plan document submitted last week. The Maintenance Plan document is a change management process for performing updates to the

NYCSRA. The document establishes the rules and guidelines on what is considered a change, the process for submitting change proposals, and what documents are subject to the process.

Both the Use Plan document and Maintenance Plan document will be made available from the ConSysTec web site.

Project Schedule

The next steering committee meeting is scheduled for Wednesday, March 24, 2004 at NYSDOT's offices.

The morning session concluded at 11:45 AM.

Working Session

The afternoon session started at 1:15 PM.

The afternoon session focused on the details of the proposed Maintenance Plan document. Based on the discussions, the following guidelines will be used to update the Maintenance Plan.

The organization of the CM process is:

Steering Committee

- Made up of four "policy" type individuals from the four lead agencies
- Decisions are by consensus
- Directs Contracting Agency/Configuration Manager on how to disposition change requests

Working Group

- Responsible for recommendations on architecture/change requests to the Steering Committee.
- The maintenance manager (maybe with Consultant support) reports on architecture status and issue status.
- Representatives from the four lead agencies, who are technical in nature. These four individuals are the only ones that "vote".
- Any stakeholder may attend and have a "say" on an issue and get their comments recorded into the record/minutes.

Contracting Agency

- Delegated by Steering Committee
- Reports to Steering Committee
- Has direct responsibility for:
 - Keeping the architecture and directly controlling its configuration
 - Keeping track of change requests and their disposition
 - Hiring a support contractor

Configuration Manager

- Staff of Contracting Agency
- Reports on Status of all changes requested
- Directs and is the point-of-contact for the support consultant

ConSysTec will submit a revised draft of the Maintenance Plan based on today's comments by middle of next week (first week of February). The Working Group agreed to meet on February 17, 2004. The location is to be determined.

Due to the weather, the meeting was adjourned at 3:00 PM.

We believe that these minutes are an accurate depiction of the discussions and agreements at the meeting. If there are any additional comments, additions or clarifications needed, please contact or e-mail to Patrick Chan (718-767-5120, patrick.chan@consystec.com) by Tuesday, February 17, 2004.

Meeting Participants

Name	Affiliation	Phone
Fred Lai	NYSDOT R.11	718-482-4733
Doug Currey	NYSDOT	718-482-4526
Mohamad Talas	NYCDOT	718-433-3390
Arthur O'Connor	USDOT/FHWA	212-668-2206
Ernest Athanailos	NYCDOT	718-786-8853
Matt Edelman	TRANSCOM	201-963-4033
Charles Ukegbu	NYCDOT	212-442-7638
Edward Mark	NYSDOT	718-482-4559
David Harris	NYCDOT	212-442-7677
Karen Johnson	NYCDCP	212-442-4717
Victoria Grant	NYCT	718-694-5010
Fredericka Cuenca	MTA-HQ	212-878-7228
Kuo-Ann Chiao	NYMTC	718-472-3049
Issac K. Takyi	MTA-NYCT	718-694-3652
Mala Chatteyie	NYCTA	646-252-4313
Chris O'Toole	MTA-MNRR	212-672-1228
Mark Muriello	PANYNJ	212-435-4836
Ira Huttner	PANYNJ	212-435-3121
Tom Batz	TRANSCOM	201-963-4033
Abiyu Berlie	MTA B&T	646-252-7102
Daniel Jacobs	MTA B&T	646-252-7114
Bruce Prussack	MTA-LIRR	718-558-8173
Wael Hibri	MTA HQ	212-878-7115
Jonathan Roper	MTA HQ	212-878-7007
Dr. Robert Jaffe	ConSysTec	914-248-8466
Manny Insignares	ConSysTec	212-687-7911
Patrick Chan	ConSysTec	718-767-5120

INTERAGENCY ITS SUB-REGIONAL ARCHITECTURE COMMITTEE AND WORKSHOP

Date: January 27, 2004 **Time:** 10:00 AM to 3:00 PM

Location: NYSDOT - REGION 11
47-40 21st Street, LIC, N.Y. ROOM 820

AGENDA

1. Status of Draft MOU (5 min.)
2. Market Package Plan Update – Final Comments/Resolutions (20 min.)
3. Version 5.0 Update of National ITS Architecture (15 min.)
4. Contract Update and Schedule For Remaining Activities (10 min.)
5. Use and Maintenance Plans (30 min.)
6. Next Steps/Questions (10 min.)
7. Workshop (PM)