New York City Sub-Regional ITS

Architecture Steering Committee

Meeting Minutes – March 24, 2004

A meeting of the Sub-Regional Architecture Steering Committee was held at 10:00 AM on March 24, 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 period of comment for these draft minutes ends April 30, after which these minutes will be considered final.

The meeting began with introductions, followed by a moment of silence to remember Chris O'Toole from MTA-MNRR.

Draft MOU

Mr. Fred Lai reported that they are still awaiting a response from the State Comptroller on several issues. There has been a request to eliminate several clauses from Appendix A of the MOU, but the request has been unsuccessful to date.

A question was posed as to whether the MOU would be acceptable to all parties if the funding requirements of the MOU were eliminated.

Market Packages

Mr. Insignares presented an overview of outstanding issues related to the customized market packages for the NYCSRA. Immediately after the meeting representatives from NYCDOT and PANYNJ, Mr. Steve Galgano and Mr. Mark Murriello came to agreement and resolved a key issue regarding an interface between the NYCDOT and PANYNJ. A market package diagram was developed and shown to both stakeholders that reflects interconnection between servers located at PANYNJ and the Joint TMC. Also after the meeting, ConSysTec met with PANYNJ representative Mr. Ira Huttner to review additional final comments. As such, there are no outstanding issues regarding the customize market packages for the NYCSRA. ConSysTec will make final updates to the customized market packages and post the information on the project web site (currently hosted by ConSysTec), and inform all the stakeholders. The web site update will be completed during the week of April 19.

Project Schedule

Mr. Insignares reviewed the work completed to date. The draft Implementation Plan is nearly completed and is expected to be delivered in mid-April. The final Maintenance Plan is near completion, and based on the comments from this meeting, a final draft is to be submitted for review in mid-April. The completion of these two documents will satisfy all the requirements of Rule 940.

The Steering Committee agreed that for the Implementation Plan, the term "Implementation Strategy" or "Phasing Strategy" should be used instead of Project Sequence.

Mr. Chan noted that no comments have been received to date on the Use Plan. ConSysTec will go ahead and complete the Use Plan document. It was suggested that a use case using the system engineering process be included in the Use Plan.

A question was posed on where the NYCSRA website will be maintained. ConSysTec replied that the contents of the website will be provided on CD-ROM upon completion, and thus the website can be hosted anywhere. ConSysTec is contractually obligated to host the website for at least one year after completion, and would be willing to host it for a longer period.

The Steering Committee agreed to schedule a Boundaries Functional Area meeting. The initial meeting will be a presentation to the bordering agencies and regions about the NYCSRA. The Steering Committee is to identify some agencies to invite to the presentation, including New Jersey, NYMTC, and Connecticut.

Steering Committee
A question was posed regarding the role of the Steering Committee. Mr. O'Connor stated that FHWA does not "approve" the ITS architecture, as long as there is consensus among the stakeholders. The role of the Steering Committee will be to "acknowledge" that the submitted architecture to FHWA and FTA is a consensus architecture consistent with the requirements of the ITS Final Rule & Policy. Mr. O'Connor volunteered to assist in drafting a letter which could be used to announce the completion of the New York City Sub Regional ITS Architecture to the FHWA and FTA, if necessary.

Maintenance Plan
The remainder of the meeting was devoted to a re view of issues related to the Maintenance Plan.

Mr. Insignares reviewed with the group the definition of a "project." A project, for the purposes of the NYCSRA, is defined as a set of functional requirements required to provide a particular transportation service. Examples of transportation services include, Provide Network Surveillance, Traveler Information Dissemination or Transit Vehicle Location Tracking. Projects do NOT have to be separate capital projects, but can be part of another larger project, such as a highway construction project.

Reviewed what changes must be updated in the NYCSRA. Agreed that minor changes or individual "projects" (i.e., do not involve other agencies) do not require updates to the NYCSRA. Only changes that affect the existing NYCSRA or architecture documents, or involves data flows with other agencies, must be updated in the architecture.

Discussed the role of the Maintenance Working Group. The Maintenance Working Group does not approve proposed changes to the NYCSRA. Rather, its role is to "review" the proposed changes, just like in the Functional Area workshops that were performed earlier in the process. It is an opportunity for other stakeholders to review and comment on the proposed changes.

The Steering Committee agreed that the Maintenance Working Group will meet only as required, with a yearly reminder to be sent out by NYSDOT. The yearly reminder should be used as an indication for the agencies to review their needs and projects and make any changes to the architecture, as necessary. Meetings to review the Maintenance Working Group will be hosted and chaired by one of the agencies that are proposing a change.

Project Schedule – Follow up:
The next meeting of the Steering Committee meeting is scheduled for June 3, 2004 at 2 PM.

The final draft of the Maintenance Plan will be submitted for review in 3 weeks. Final comments should be submitted by the next Steering Committee meeting.

The meeting adjourned at 12:15 PM.

Action Items:
- ConSysTec to provide a list of stakeholders

- ConSysTec to include scenarios in the Maintenance Plan on what changes require an update to the NYCSRA.

- ConSysTec to send out copies of the latest draft of the NYMTC Implementation Strategy.

- Steering Committee to identify agencies to invite to the Boundaries Functional Area meeting.

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 Wednesday, April 28, 2004.

Meeting Participants

Name	Affiliation	Phone
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INTERAGENCY ITS SUB-REGIONAL ARCHITECTURE COMMITTEE AND WORKSHOP

Date: March 24, 2004   **Time:**   10:00 AM to 12:00 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 (15 min.)

3. Contract Update and Schedule For Remaining Activities (15 min.)

4. Maintenance Plans Update   (50 min.)

5. Implementation Strategy   (15 min.)

6. User Plan   (10 min.)

7. Next Steps/Questions   (10 min.)