

New York City Sub-Regional ITS Architecture Steering Committee

Meeting Minutes – May 28, 2003

A meeting of the Sub-Regional Architecture Steering Committee was held at 10:00 AM on May 28, 2002. 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 is attached at the end of these minutes.

The meeting began with introductions.

Draft MOU

Mr. Fred Lai informed the committee that several minor comments were received on the latest draft of the Memorandum of Understanding (MOU) and are currently being addressed. One comment was whether Appendix A of the MOU was necessary. Mr. Lai checked with the NYSDOT Legal Department, which responded that Appendix A is a part of their boilerplate and is considered necessary.

Another comment made was regarding the issue of intellectual property rights and the use of the market packages by all the various agencies after the final Sub-Regional Architecture report is accepted. The agencies requested clarification from ConSysTec on their right to use, copy, and modify their market packages as necessary after acceptance. ConSysTec will provide a statement to the committee clarifying rights and privileges of the agencies to use the reports and market packages.

The Port Authority of New York and New Jersey (PANYNJ) indicated the urgency to complete the final draft of the MOU so each agency can conduct its legal reviews and so PANYNJ can submit the MOU to the PANYNJ board in time. NYSDOT will send the whole package to the committee members within approximately one week.

Regional Integration Strategy Plan

Mr. Kuo-Ann Chiao reported that the draft NYMTC Integration Strategy Report was distributed for review on April 25. The deadline to review the report was extended to the end of May after multiple requests for additional time to review the report. NYMTC will work with ConSysTec to develop an executive summary after the final report is completed. NYMTC would like the language and style of the executive summary to be similar to that of the Regional Transportation Plan. A question was asked whether the comments would be shared with the member agencies. NYMTC indicated the comments will be shared.

Mr. Manny Insignares discussed the NYMTC Integration Strategy. It was recommended that the market packages for the NYMTC Integration Strategy be finalized at the same time as those of the NYC Sub-Regional ITS Architecture to ensure their consistency. The NYC Sub-Regional ITS Architecture project expects to have completed and steering committee approved market packages for the Sub-Regional Architecture by September.

NYMTC asked whether all the market packages and data flows would be made public. Currently, a password is required to view the market packages and data flows. This was implemented so the general public would not be able to view incomplete drafts of the market packages and data flows. However, when the Sub-Regional Architecture is accepted, the committee agreed that perhaps the data flow text could be removed and made public and that access to the flows text should remain password-protected.

Participation In Functional Area Meetings

NYSDOT and FHWA asked whether attendance at the Functional Area Meetings (lack of attendance or not having the right people from agencies) had been a problem with accomplishing the work. The question was posed because while there are many names on the sign-up sheets, significant numbers do not attend. FHWA commented that we've already agreed to commit to this effort and the turnout at the Functional Area Meetings appears to indicate otherwise. The committee agreed it was the responsibility of the committee members to solicit the participation of the proper persons from their respective agency to attend these functional area meetings, although it was understood that emergencies and unexpected events do occur, making full participation difficult. It is also the committee member's responsibility that the appropriate persons at each agency be informed of the discussions and information from each meeting. ConSysTec agreed that efforts will continue to meet with agencies and their proper representatives when necessary.

Mr. Insignares reported that a second Transit Functional Area meeting was needed because ConSysTec was unable to complete all the topics. A second Emergency/Incident Management Functional Area meeting is also needed because several topics discussed during the meeting were not brought to closure.

A request was made that the meeting minutes reflect which agency posed each question and/or comment. A separate request was made that the meeting minutes reflect which market packages were changed during the meetings and indicate what issues were discussed and tabled in the minute meetings. Mr. Insignares indicated that the first request is difficult because of the spirited discussions that have occurred at several of these functional area meetings. It was emphasized that the minutes are generated from information that is captured in real-time (and projected before the audience) at the meetings so as to allow documentation of the most accurate representation of stakeholders' comments. Another comment was raised in reference to the structure and format of the Functional Area Meetings. The comment recommended a more structured format to validate the overall merit of the dialogue at any given time. It was also agreed that the functional area meeting minutes will be updated to reflect any potential changes in the market packages that arise do to stakeholder comments.

Changes to the market packages (to date) will be posted on the NYMTC site in early June. ConSysTec also agreed to update the web site every other functional area meeting in order to provide better feedback to stakeholders.

Project Schedule

The follow-up Transit Functional Area meeting is tentatively scheduled for June 18 at 2 Broadway, between 10:00 AM – 4:00 PM. The follow-up Emergency/Incident Management Functional Area Meeting is tentatively schedule for July 9, between 10:00 AM – 4:00 PM at 34-02 Queens Blvd. The Traffic Management Functional Area Meeting is schedule for July 10, between 10:00 AM – 4:00 PM at 34-02 Queens Blvd.

The Traveler Information Systems Functional Area Meeting is scheduled for June 27 between 10:00 AM - 4:00 PM at Bowling Green. The Workshop to finalize the Market Packages has been rescheduled to September 15, and the Boundaries Functional Area Meeting has been postponed until late October. The draft Sub-Regional Architecture will be available on the website for review approximately one month before the Workshop. The Boundaries meeting will now be used to present the Sub-Regional Architecture to other regional agencies.

The Projects/Institutional Agreements Workshop will be scheduled approximately one month after the Market Packages Workshop. At this Workshop, ConSysTec will discuss what projects, particularly in the near-term, are suggested to come out of the Sub-Regional Architecture. It was stated that the USDOT Rule and Policy requires "Project Sequencing". However, it was

determined that the full extent of addressing this requirement will be made at a later time given the dynamics of this issue. The updated schedule is as follows:

| Meeting | Location | Date | Time |
|--|-------------------------------|-----------|----------|
| Maintenance and Construction Functional Area | 47-41 21 st Street | 06/02/03 | 10:00 AM |
| Update Web Site | | 06/09/03 | |
| Transit Functional Area | 2 Broadway | 06/18/03 | 10:00 AM |
| Traveler Information Functional Area | Bowling Green | 06/27/03 | 10:00 AM |
| Update Web Site | | 07/02/03 | |
| Emergency/Incident Management | 34-02 Queens Blvd | 07/09/03 | 10:00 AM |
| Traffic Management Functional Area | 34-02 Queens Blvd | 07/10/03 | 10:00 AM |
| Update Web Site | | 08/15/03 | |
| Finalize Market Packages Workshop | Bowling Green | 09/15/03 | TBD |
| Boundaries Functional Area | TBD | Late Oct. | TBD |
| Projects/Agreements Workshop | TBD | mid-Oct. | TBD |

The committee agreed that another committee meeting will not be scheduled unless necessary.

The meeting concluded at 12:00 noon.

Action Items

- ConSysTec to provide a statement clarifying intellectual property and agency rights
- NYSDOT to provide final draft of the MOU to members by June 6.

Issues Tabled

- Upon completion of the market packages and distribution to the public, should certain data flows or portions remain password-protected?
- Project Sequencing

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).

Meeting Participants

| Name | Affiliation | Phone |
|-------------------|----------------|--------------|
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