

# **New York City Sub-Regional ITS Architecture Steering Committee Meeting Minutes – October 3, 2003**

A meeting of the Sub-Regional Architecture Steering Committee was held at 10:00 AM on October 3, 2003. The meeting was held at NYSDOT Region 11's offices at 47-40 21<sup>st</sup> 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 have received comments from MTA and from NYCDOT on the Memorandum of Understanding (MOU) and the comments are currently being addressed. MTA's comments are to clarify the right to use, copy, and modify their market packages as necessary after acceptance. NYCDOT is awaiting responses to their questions.

Mr. Ira Huttner informed the committee that the MOU is scheduled for review in November by the PANYNJ board.

## **Overview**

Mr. Manny Insignares provided an overview of a regional ITS architecture and how it relates to the "real world". Mr. Insignares reviewed through the concepts of an ITS architecture, then walked through an incident scenario and how it relates to market packages and transportation functions.

Mr. Insignares then reviewed the NYC SRA as it currently displayed on the ConSysTec website. Requests were made to include the full Rule 940 ruling on the website and that a listing of the institutional agreements, including the MOU, be available for viewing on the website. A request was also made for the ability to view entities by stakeholders.

A request was made for the presentation slides to be made available to the committee. Mr. Insignares will send the Powerpoint presentation to Mr. Fred Lai, who will then distribute it to the committee via e-mail.

A question was posed if the NYC SRA will be posted on the ConSysTec website indefinitely. Dr. Jaffe replied that the website is currently hosted by ConSysTec but can easily be hosted by one of the agencies if requested. ConSysTec will maintain the NYC SRA for at least one year after its tasks are completed.

## **Regional Integration Strategy Plan**

Mr. Kuo-Ann Chiao reminded the committee that the NYMTC ITS Integration Strategy Report is being developed on a parallel track with the NYC SRA. The executive summary of the NYMTC Integration Strategy Report has been received from the consultant and is being reviewed. The final report is waiting for the market packages of the NYC Sub-Regional ITS Architecture to be finalized to ensure their consistency.

However, because all reports developed by NYMTC must be made public, Mr. Chiao stated that the market packages will probably be finalized on a two-tier basis, one tier being a high-level overview and the second tier containing all the details, including the flows between agencies. Only the high-level overview will be made public.

### **Boundaries Meetings**

The Boundaries meeting was originally scheduled for end of October. The committee agreed to postpone the meeting, intended to inform other agencies about the NYC SRA, until other tasks were completed.

### **Summary – Work Performed**

Mr. Insignares reviewed the work was completed to date, Rule 940, and how the NYC SRA meets the Rule 940 ruling.

### **Use and Maintenance Plan**

Mr. Insignares presented a proposed approach for defining projects and project sequencing. The presentation began with a view of the ITS Project Life Cycle for projects using Federal Highway Funds. Mr. Insignares noted that a different project life cycle is used by the PANYNJ and MTA Bridges and Tunnels. It was noted that for Federal Transit Funds, the process also is slightly different. One example is that the transit agencies self-certify that they are using the systems engineering process. ConSysTec will follow up and create separate ITS project life cycles as necessary.

Mr. Insignares reviewed the outline of the proposed maintenance plan.

### **Project Schedule**

ConSysTec presented a rough schedule for future workshops, submittals, and other meetings. ConSysTec will provide more accurate dates to Mr. Fred Lai after reviewing the results of the meeting. Mr. Lai will then distribute the schedule to the committee.

The next steering committee meeting will be scheduled for the first full week of January.

The meeting concluded at 12:00 noon.

### **Action Items**

- ConSysTec to provide an updated schedule on future meetings and deliverables.
- NYSDOT to provide the pre-final draft of the MOU to the member agencies.
- ConSysTec to forward a copy of today's presentation to Mr. Lai for distribution to the committee members.
- ConSysTec to include the Rule 940 ruling on the website.

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](mailto:patrick.chan@consystec.com)) by Friday, October 24, 2003.

## Meeting Participants

Name	Affiliation	Phone
Fred Lai	NYSDOT R.11	718-482-4733
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**INTERAGENCY ITS SUB-REGIONAL  
ARCHITECTURE COMMITTEE  
AND WORKSHOP**

**Date:** October 3, 2003    **Time:** 10:00 AM to 4:30 PM

**Location:** NYSDOT - REGION 11  
47-40 21<sup>st</sup> Street, LIC, N.Y. ROOM 820

**AGENDA**

1. Status of Finalize Draft MOU    (10 min.)
2. Update on NYMTC's Regional Integration Strategy Plan                    (10 min.)
3. Contract Update and Schedule For Future Workshops    (15 min.)
4. User and Maintenance Plans    (15 min.)
5. Project Selection Process            (15 min.)
6. Next Steps/Questions    (15 min.)
7. Workshop            (rest of the day)