

Originally Processed With FOIA(s):
S

FOIA Number:
S

FOIA MARKER

**This is not a textual record. This is used as an
administrative marker by the George Bush Presidential
Library Staff.**

Record Group/Collection: Donated Historical Materials
Collection/Office of Origin: Frieden, Lex, Collection
Series: Disability Rights Organizations
Subseries:

OA/ID Number: 52061
Folder ID Number: 52061-010

Folder Title:
[Transportation Research Board] [2010]

Stack:

Row:

Section:

Shelf:

Position:



TRANSPORTATION RESEARCH BOARD

OF THE NATIONAL ACADEMIES

February 1, 2010

Dr. Lex Frieden
Senior Vice President
Baylor College of Medicine
Institute for Rehabilitation and Research
2323 S. Shepard
Houston, TX 77019

Subject: Membership on Project Panel
Project A-37, FY 2010
Paratransit Emergency Operations and Preparedness Handbook
Transit Cooperative Research Program

Dear Dr. Frieden:

Functioning under the National Research Council (NRC), the principal operating agency of the National Academies, the Transportation Research Board (TRB) is establishing a project panel to provide overall counsel and technical guidance for the project referenced above.

This project will be administered by the Transit Cooperative Research Program (TCRP), in cooperation with the Federal Transit Administration (FTA), and the American Public Transportation Association through its nonprofit educational and research organization, the Transit Development Corporation. The TCRP is a unique undertaking that provides an opportunity for the transit community to actively contribute to transportation research through panel activities.

By way of background, the National Academies work together in the status of a private nonprofit corporation, and panel members are appointed on the basis of their being individual scientists, engineers, technologists, and research workers with personal expertise to contribute to the Academies through the work of the NRC. It is, therefore, important to understand that panel members do not serve as representatives of the organizations by which they are employed or with which they may be associated; nor may they send substitutes from their employing organizations to panel meetings. Panel members are also prohibited from submitting or helping to prepare proposals and from being compensated for participation in projects under their jurisdiction. Descriptive materials on the organization and functions of project panels and a copy of the TCRP problem statement on which project development will be based are enclosed.

We would like to nominate you for service on the panel for the subject project. NRC approval of your formal appointment is required and would be confirmed ultimately by the TRB Executive Director.

Travel expenses in connection with meetings are reimbursed, and full travel insurance coverage is also provided – see the enclosed memorandum on travel insurance. Usually, two meetings are held in Washington to initiate the project, and one or two more may be held during the study.

The first two meetings for the subject project have been scheduled for March 15-16, 2010, and June 28, 2010. Because of the deadlines in our overall schedule of events, we have no choice but to adhere to this schedule. Furthermore, your availability for both meetings is an absolute must in the interest of a successful project and, therefore, should be the major determinant on which your acceptance decision is based. Enclosed you will find travel and lodging information for the first meeting. There is no need to wait for formal notification of your approval as a panel member to make your travel and lodging arrangements. Please refer any questions regarding travel to the appropriate Staff Officer.

We ask your cooperation in completing and returning the "Interest and Availability" form. If you are able to accept our invitation to serve on this panel, please also complete the enclosed "Background Information and Conflict of Interest Declaration" form (BI/COI Form A). These forms are part of a procedure used by the National Academies to ensure the independence of committees and panels, to preserve the reputation for objectivity and integrity of both the institution and the individual members, and to protect them from criticism. All information will be treated as privileged. **Receipt of the completed BI/COI form is necessary before your appointment can become official.** Please note that the information required in Part I of the form (Background Information) may be covered in the resume that you attach to your "Interest and Availability" form. If so, you may simply note "See Resume" on the BI/COI form and enter additional responses on that form as necessary. Part II of the form (the Conflict of Interest Declaration) must be signed and dated, and both parts of the form must be returned. Please note that a handwritten signature is required (a faxed copy is acceptable).

At the beginning of the first meeting, there will be a briefing on the TCRP, primarily for the benefit of those participating for the first time. It will, therefore, be helpful if you will review the explanatory materials included, primarily the problem statement from which we will work to develop the project statement by which research proposals will be solicited. Accomplishment of meeting objectives in the two-day period will be assisted materially by your giving careful consideration to this statement before the meeting.

We are confident that you will find participation in this endeavor to be a rewarding experience. The staff officer directly responsible for the study will be S. A. Parker (202/334-2554), and he will be pleased to answer any questions that may arise from your reading the enclosed materials. **Please return the Interest and Availability Form, the BI/COI form, a current resume, and the Attendance and Hotel Response Form as soon as possible (not later than February 12, 2010).**

Very truly yours,



Christopher W. Jenks
Director
Cooperative Research Programs

TRANSIT COOPERATIVE RESEARCH PROGRAM
INTEREST AND AVAILABILITY

Please complete the following for our use in establishing the panel named below. Attach a resume to this form that includes complete employment and educational history as well as membership in professional and honorary societies. Include dates, institutional names, and degrees.

☒ I wish to be nominated for membership on TCRP Project Panel A-37

☒ I will be available for the meetings scheduled for March 15-16, 2010 and June 28, 2010 * Tele-Conference
may be req.

☒ My resume is attached.
Sent by E-mail
☐ I do not wish to be nominated.

PROFESSIONAL AND MAILING INFORMATION

(Please type or print in black ink. If possible, please provide a street address for items shipped via express delivery services.)

Title and name: (Mr., Ms., etc.) <u>Mr. Lex Frieden</u>		
Position: <u>Professor of Health Informatics</u>		
Organization: <u>University of Tx - Health Science Center</u>		
Address: <u>University Center Tower Houston</u> <u>7000 Fannin, Suite 600</u> <u>Houston</u>		
City: <u>Houston</u>	State: <u>Tx</u>	ZIP Code: <u>77030</u>

USE THIS SPACE ONLY IF YOU WISH MAIL SENT TO AN ADDRESS OTHER THAN INDICATED ON THE LEFT:

Address: 3634 N. Braeswood Blvd.
Houston, Tx. 77025

Business Telephone: 713 520-0232 x.124

Business FAX: 713-520-5785

E-mail Address: lfrieden@bcm.edu

Elected Membership: ☐ NAS ☐ NAE ☐ IOM

Professional Registration: _____

Fields of special knowledge or interest (e.g., highway maintenance, bridge design): _____

OTHER PERSONAL INFORMATION

Note: Completing this section is optional; however, the information will assist us in compiling demographic records.

Date of birth: 3-5-49
Month Day Year

☒ Male ☐ Female

Country of Citizenship: USA

Ethnicity (please check one):

- ☐ (A) American Indian or Alaskan Native; origin in any of the original peoples of North America.
- ☐ (B) Black; origin in any of the black racial groups.
- ☐ (H) Hispanic, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.
- ☐ (P) Asian or Pacific Islander; origin in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. Includes China, Japan, Korea, the Philippine Islands, Samoa, and the Indian subcontinent.
- ☒ (W) White; origin in any of the original peoples of Europe, North Africa, or the Middle East.
- ☐ (2) Two or more races (not Hispanic or Latino); all persons who identify with more than one of the above five races.

Signature: Lex Frieden

Date: 2-15-10

PLEASE RETURN THIS FORM ALONG WITH YOUR RESUME TO:
S. A. Parker
Cooperative Research Programs, Room 446
Transportation Research Board
Keck Center of the National Academies
500 Fifth Street NW
Washington, DC 20001

TRANSPORTATION RESEARCH BOARD
OF THE NATIONAL ACADEMIES

BI/COI FORM A

THE NATIONAL ACADEMIES
Advisers to the Nation on Science, Engineering, and Medicine

National Academy of Sciences
National Academy of Engineering
Institute of Medicine
National Research Council

**BACKGROUND INFORMATION
AND
CONFLICT OF INTEREST DECLARATION**
For Institutional Oversight and Non-Advisory Program Activities

NAME: Lex Frieden TELEPHONE: 713-520-0232
x. 124

ADDRESS: 3634 N. BRASSWOOD BLVD.
HOUSTON TX 77025

EMAIL ADDRESS: lfrieden@bcm.edu

CURRENT EMPLOYER: University of TX

NAS/NAE/IOM/NRC Activity: _____

This form applies to individuals with respect to their participation in institutional oversight activities and their service on committees, boards, panels, etc. for non-advisory program activities (program activities not involving advice to sponsors). It does not apply to service by individuals on institutional committees used in the development of reports -- nor to employees, consultants, and subcontractors -- all of which are covered by separate institutional conflict of interest policies and forms.

There are two parts to this form, Part I: Background Information, and Part II: Conflict of Interest Declaration. Complete both parts, **sign and date** this form on the last page, and return the form to the responsible staff officer for *The National Academies* activity to which this form applies. **Retain a copy for your records.**

PART I: BACKGROUND INFORMATION

INSTRUCTIONS

Please provide the information requested below regarding **relevant** organizational affiliations, government service, public statements and positions, research support, and additional information (if any). Information is "relevant" if it is related to -- and might reasonably be of interest to others concerning -- your knowledge, experience, and personal perspectives regarding the institutional oversight and/or non-advisory program activities for which this form is being prepared. If some or all of the requested information is contained in your curriculum vitae, you may if you prefer simply attach your CV to this form, supplemented by additional responses or comments below as necessary.

I. ORGANIZATIONAL AFFILIATIONS. Report your relevant business relationships (as an employee, owner, officer, director, consultant, etc.) and your relevant remunerated or volunteer non-business relationships (e.g., professional organizations, trade associations, public interest or civic groups, etc.).

University of TX @ Houston
TIRR-Memorial Herman Hosp.

II. GOVERNMENT SERVICE. Report your relevant service (full-time or part-time) with federal, state, or local government in the United States including elected or appointed positions, employment (including employment as a special government employee), advisory board memberships, military service, etc.

None Current

III. RESEARCH SUPPORT. Report relevant information regarding both public and private sources of research support (other than your present employer), including sources of funding, equipment, facilities, etc.

Tx. Disaster Relief Fund - Service & Research
Houston / Galv. Area Council - Disaster ^{Research} Grant
Serv. & Research Grant
Gulf Coast Comm. Foundation - Disaster Serv. & Research Grant

IV. PUBLIC STATEMENTS AND POSITIONS. List your relevant articles, testimony, speeches, etc., by date, title, and publication (if any) in which they appeared, or provide relevant representative examples if numerous. Provide a brief description of relevant positions of any organizations or groups with which you are closely identified or associated.

N/A

V. ADDITIONAL INFORMATION. If there are relevant aspects of your background or present circumstances not addressed above that might reasonably be construed by others as affecting your judgment in matters within the assigned task of the activity for which you have been invited to serve, and therefore might constitute an actual or potential source of bias, please describe them briefly.

N/A

PART II: CONFLICT OF INTEREST DECLARATION

INSTRUCTIONS

The National Academy of Sciences, National Academy of Engineering, Institute of Medicine, and National Research Council -- collectively *The National Academies* -- are the integral parts of one institutional and corporate enterprise, the National Academy of Sciences. Chartered by Act of Congress in 1863, the institution is a nonprofit, charitable scientific corporation organized and operated, as required by law, to serve public rather than private interests. In particular, the institution is dedicated to discharging the responsibility set forth in the corporate charter of the National Academy of Sciences -- namely, when requested by the United States Government, to "investigate, examine, experiment, and report on any subject of science or art" -- and to do so with the highest possible quality, integrity, and independence in the public interest.

As recognized by Presidential Executive Order, the actual expense of such investigations, examinations, experiments, and reports by the institution may be paid through a variety of funding mechanisms, including private gifts and bequests, appropriations for the benefit of the institution directed to executive departments and agencies of the Government, and grants, contracts and other forms of financial agreement with such executive departments and agencies. Funding may also come from other private sources such as private foundations. In the management, investment, and disbursement of these and all other institutional funds, the institution is committed to the highest standards of fiduciary honesty and responsibility.

To meet these institutional obligations and commitments, it is essential that individuals who participate in institutional decision making processes not be compromised by any significant conflict of interest with respect to such decisions, or by the direct and substantial appearance of a conflict of interest. For this purpose, the term "conflict of interest" means any financial or other interest which conflicts with the participation of an individual in particular decisions of the institution because the interest (1) could significantly impair the individual's objectivity or (2) could create an unfair competitive advantage for any person or organization.

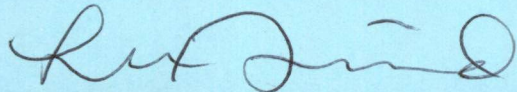
In assessing potential conflicts of interest in connection with an individual's participation in decisions of the institution, particular attention will be given to the following kinds of financial interests if they are relevant to the functions to be performed: employment relationships (including private and public sector employment and self-employment); consulting relationships (including commercial and professional consulting and service arrangements, scientific and technical advisory board memberships, serving as an expert witness in litigation, and providing services in exchange for honorariums and travel expense reimbursements); stocks, bonds, and other financial instruments and investments including partnerships; real estate investments; patents, copyrights, and other intellectual property interests; commercial business ownership and investment interests; and research funding and other forms of research support.

The term "conflict of interest" applies not only to the personal interests of the individual but also to the *interests of others* with whom the individual has substantial common financial interests if these interests are relevant to the functions to be performed. Thus, in assessing an individual's potential conflicts of interest, consideration must be given not only to the interests of the individual but also to the interests of the individual's spouse and minor children, the individual's employer, the individual's business partners, and others with whom the individual has substantial common financial interests. Consideration must also be given to the interests of those for whom one is acting in a fiduciary or similar capacity (e.g., being an officer or director of a corporation, whether profit or nonprofit, or serving as a trustee).

The conclusion that an actual or apparent conflict of interest exists is not intended to be an assessment of any individual's actual behavior or character. Rather it is a mechanism for identifying and eliminating certain potentially compromising situations from occurring, thereby protecting not only the institution but also the individual and the public interest.

The normal institutional response to a potential conflict of interest, or the direct and substantial appearance of a conflict of interest, is to remove or recuse the individual in question from particular institutional decisions to the extent necessary to eliminate the conflict. However, the institution reserves the right to take such other actions as may be necessary and appropriate in particular circumstances. Administration of this policy is the responsibility of the NRC Executive Office.

CONFLICT OF INTEREST DECLARATION: *During my period of service in connection with the institutional oversight activities and/or non-advisory program activities for which this form is being completed, I will not participate in any institutional decision for which I have a conflict of interest as defined above, and I will formally disclose for the record the fact that I am not participating. In cases of uncertainty about whether or not a conflict of interest exists, I will consult as necessary about the specific circumstances involved with the responsible staff officer for the activity.*



YOUR SIGNATURE

2-15-10

DATE

Reviewed by: _____

DATE _____



HEALTH LAW & POLICY INSTITUTE

FACULTY CO-DIRECTORS

SETH J. CHANDLER, J.D.
Law Foundation Professor of Law

BARBARA J. EVANS, Ph.D., J.D., LL.M.
Associate Professor of Law

WILLIAM J. WINSLADE, Ph.D., J.D., Ph.D., D.H.L.
Distinguished Visiting Professor
Associate Director for Graduate Programs

FACULTY

LESLIE GRIFFIN, J.D., Ph.D.
Larry and Joanne Doherty Chair in Legal Ethics

WILLIAM P. STRENG, J.D.
Vinson & Elkins Professor of Law

RONALD TURNER, J.D.
Alumnae Law Center Professor of Law

ELLEN MARRUS, J.D.
George Butler Research Professor of Law

RESEARCH FACULTY

PATRICIA GRAY, J.D., LL.M.
Director of Research & External Affairs

CRAIG CONWAY, J.D., LL.M.
Research Professor

CYNTHIA S. MARIETTA, J.D.
Research Professor

RONALD L. SCOTT, J.D., LL.M.
Research Professor

STAFF

APRIL F. MORENO
Program Director

NADIA MOSQUEDA
Secretary II

ADVISORY BOARD

Domingo Barrios
Calvin Botley
Phyllis Brasher
Chet E. Brooks
L. Maximilian Buja
J. Richard Cheney
Mark W. Coffin
Paul Colbert
Garnet F. Coleman
Robert F. Corrigan
Debra Danburg
Dianne White Delisi
M. desVignes-Kendrick
J.D. Epstein
Dan Fontaine
Lex Frieden
Mario V. Gallegos, Jr.
Jack Harris
R. King Hillier
Kyle Janek
Sheila Kay Johnstone
Bruce A. Levy
Scott Lillibridge
Mike Moncrief
Jane Nelson
Charles R. Parker
David Pate
Glen Provost
John A. Robertson
Marc B. Samuels
Victor R. Scarano
Daniel W. Shuman
J. Michael Solar
Victoria Sutton

UNIVERSITY OF HOUSTON

LAW CENTER

100 LAW CENTER

HOUSTON, TX 77204-6060

713.743.2101; 713.743.2117 FAX

January 25, 2010

Mr. Lex Frieden
TIRR (The Institute for Rehabilitation & Research)
1333 Moursund A 222
Houston, TX 77030

Dear Mr. Lex Frieden,

As you know the Advisory Board to the HLPI has not formally met since fall 2007. Several factors contributed to the postponement of Advisory Board meetings including Hurricane Ike and the departure of key faculty to other law schools. Dean Ray Nimmer recommended that the Advisory Board be revisited and revised.

To position the Institute to respond to opportunities over the next five to ten years and to address the challenging funding environment faced by universities today, we will be undertaking significant revisions of the role of its Board of Advisors. We plan to build new community relationships and will be taking a fresh look at how we can best include board members as part of our Institute leadership. To accomplish this goal, we will reconstruct the Advisory Board during the spring of 2010. This means that all current member terms will officially expire on March 31, 2010. We look forward, however, to an ongoing relationship with some of you either as members of the new Advisory Board or as involved supporters of the Institute.

We also want to thank you for your years of service on the Board and, in many cases, for your willingness to have stayed on and continued assisting us even past the term of service to which you had originally agreed. Your efforts went above and beyond the call of duty and we believe the Institute's success owes much to your guidance and support. To celebrate and acknowledge your many contributions we invite you to a reception in your honor on Thursday, February 18, 2010 from 6:00 – 7:30 p.m. in the Frankel Room.

We also want to share some good news with you about the Health Law & Policy Institute. We have successfully hired Jessica Roberts, currently an Associate-in-Law at Columbia University, to start the fall of

2010 as a tenure track faculty at the Law Center. Professor Roberts is a graduate of the Yale Law School and holds her undergraduate degree, summa cum laude, from the University of Southern California. Her central interest lies in disabilities law but radiates outwards to encompass numerous areas of health law, including bioethics.

We continue efforts to hire tenure track faculty to replace Joan Krause and Richard Saver who accepted positions at the University of North Carolina. We are hopeful that we will be able to hire one more tenure track faculty member during the coming months.

Our rankings in the U.S. News & World Report survey remains strong. We are currently listed at #2, making this the 11th year we have ranked in the top 3 in this influential survey.

Once again, we value your involvement and wish to thank you for your support in 2009 and we hope you can join us on Thursday, February 18th. Please R.S.V.P. to Nadia Mosqueda or April Moreno by calling (713) 743-2101, if you are planning to attend the farewell reception.

Best regards,

 Barbara J. Evans  William J. Winslade

Co-Directors of the Health Law & Policy Institute

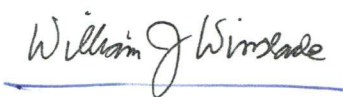
2010 as a tenure track faculty at the Law Center. Professor Roberts is a graduate of the Yale Law School and holds her undergraduate degree, summa cum laude, from the University of Southern California. Her central interest lies in disabilities law but radiates outwards to encompass numerous areas of health law, including bioethics.

We continue efforts to hire tenure track faculty to replace Joan Krause and Richard Saver who accepted positions at the University of North Carolina. We are hopeful that we will be able to hire one more tenure track faculty member during the coming months.

Our rankings in the U.S. News & World Report survey remains strong. We are currently listed at #2, making this the 11th year we have ranked in the top 3 in this influential survey.

Once again, we value your involvement and wish to thank you for your support in 2009 and we hope you can join us on Thursday, February 18th. Please R.S.V.P. to Nadia Mosqueda or April Moreno by calling (713) 743-2101, if you are planning to attend the farewell reception.

Best regards,

 Barbara J. Evans 

Co-Directors of the Health Law & Policy Institute

832 545-6663 



FACULTY CO-DIRECTORS

SETH J. CHANDLER, J.D.
Law Foundation Professor of Law

BARBARA J. EVANS, Ph.D., J.D., LL.M.
Associate Professor of Law

WILLIAM J. WINSLADE, Ph.D., J.D., Ph.D., D.H.L.
Distinguished Visiting Professor
Associate Director for Graduate Programs

FACULTY

LESLIE GRIFFIN, J.D., Ph.D.
Larry and Joanne Doherty Chair in Legal Ethics

WILLIAM P. STRENG, J.D.
Vinson & Elkins Professor of Law

RONALD TURNER, J.D.
Alumnae Law Center Professor of Law

ELLEN MARRUS, J.D.
George Butler Research Professor of Law

RESEARCH FACULTY

PATRICIA GRAY, J.D., LL.M.
Director of Research & External Affairs

CRAIG CONWAY, J.D., LL.M.
Research Professor

CYNTHIA S. MARIETTA, J.D.
Research Professor

RONALD L. SCOTT, J.D., LL.M.
Research Professor

STAFF

APRIL F. MORENO
Program Director

NADIA MOSQUERA
Secretary II

ADVISORY BOARD

Domingo Barrios
Calvin Botley
Phyllis Brasher
Chet E. Brooks
L. Maximilian Buja
J. Richard Cheney
Mark W. Coffin
Paul Colbert
Garnet F. Coleman
Robert F. Corrigan
Debra Danburg
Dianne White Delisi
M. desVignes-Kendrick

J.D. Epstein
Dan Fontaine
Lex Frieden

Mario V. Gallegos, Jr.
Jack Harris
R. King Hillier

Kyle Janek
Sheila Kay Johnstone

Bruce A. Levy
Scott Lillibridge
Mike Moncrief

Jane Nelson
Charles R. Parker

David Pate
Glen Provost

John A. Robertson
Marc B. Samuels

Victor R. Scarano
Daniel W. Shuman

J. Michael Solar
Victoria Sutton

**UNIVERSITY OF HOUSTON
LAW CENTER
100 LAW CENTER**

**HOUSTON, TX 77204-6060
713.743.2101; 713.743.2117 FAX**

January 25, 2010

Mr. Lex Frieden
TIRR (The Institute for Rehabilitation & Research)
1333 Moursund A 222
Houston, TX 77030

Dear Mr. Lex Frieden,

As you know the Advisory Board to the HLPI has not formally met since fall 2007. Several factors contributed to the postponement of Advisory Board meetings including Hurricane Ike and the departure of key faculty to other law schools. Dean Ray Nimmer recommended that the Advisory Board be revisited and revised.

To position the Institute to respond to opportunities over the next five to ten years and to address the challenging funding environment faced by universities today, we will be undertaking significant revisions of the role of its Board of Advisors. We plan to build new community relationships and will be taking a fresh look at how we can best include board members as part of our Institute leadership. To accomplish this goal, we will reconstruct the Advisory Board during the spring of 2010. This means that all current member' terms will officially expire on March 31, 2010. We look forward, however, to an ongoing relationship with some of you either as members of the new Advisory Board or as involved supporters of the Institute.

We also want to thank you for your years of service on the Board and, in many cases, for your willingness to have stayed on and continued assisting us even past the term of service to which you had originally agreed. Your efforts went above and beyond the call of duty and we believe the Institute's success owes much to your guidance and support. To celebrate and acknowledge your many contributions we invite you to a reception in your honor on Thursday, February 18, 2010 from 6:00 - 7:30 p.m. in the Frankel Room.

We also want to share some good news with you about the Health Law & Policy Institute. We have successfully hired Jessica Roberts, currently an Associate-in-Law at Columbia University, to start the fall of

INTERNAL BRIEFING FOR LEX M. FRIEDEN

Meeting with Governor Jim Douglas (R-VT) and Dennise Casey, Deputy Chief of Staff

SUBJECT: Meeting with Governor Jim Douglas (R-VT) and Dennise Casey, Deputy Chief of Staff

LOCATION: Hyatt Regency Lost Pines Resort and Spa
Meeting Room TBD
575 Lost Pines Road
Lost Pines, TX 78612
(512) 308-1234

DATE: TBD

Overview of Agenda

About the National Advisory Board on Improving Health Care Services for Seniors and People with Disabilities

Long-Term Care Supports and Services

Relevant Biographies

The Honorable Jim Douglas (R-VT)
Governor of Vermont

James H. (Jim) Douglas is a Republican and the Governor of Vermont. Governor Douglas was first elected in 2002 and has been reelected three times since then with a majority of the vote. (On August 27, 2009, Douglas announced that he will not seek re-election for a fifth term in 2010.) He is also the current Chairman of the National Governors Association, and his 2009 to 2010 Chairman's initiative, Rx for Health Reform: Affordable, Accessible, Accountable, focuses on the critical need for reform to reduce costs, ensure quality of care and increase coverage.



As Governor, he has focused on strengthening Vermont's economy, reducing the cost of living in Vermont and protecting the state's natural environment. Reducing the high cost of health care, housing, higher education and the tax burden have been central to his efforts in making Vermont a more affordable place to live, work and raise a family. Governor Douglas has been chosen for leadership positions by his peers, having served as the President of the Council of State Governments, Chairman (twice) of the New England Governors' Conference, Chairman of the Coalition of Northeastern Governors and, presently, the new Chairman of the National Governors Association – after serving as Vice-Chairman for 2008 to 2009 term.

Outside of government, Governor Douglas has been active in many community organizations. He is a past President of the Addison County Chamber of Commerce and Porter Medical Center. He served as Treasurer of the State 4-H Foundation and President of the Vermont Conference of the United Church of Christ. He has served on the Boards of the Mary Johnson Day Care Center, the Counseling Service of Addison County, the Vermont Symphony Orchestra and the United Ways of both Addison County and Vermont. And he continues to serve as Town Moderator for Middlebury, a post he has held for more than twenty years.

A native of Springfield, Massachusetts, Governor Douglas received a Bachelors of Arts degree from Middlebury College (in Middlebury, Vermont), where he had been active in the College Republicans and was a Russian studies

*Meeting with Governor Jim Douglas (R-VT) and Dennise Casey, Deputy Chief of Staff*Relevant Biographies (Continued)

major. Following school, he was elected to the Vermont House of Representatives, where he became the House Majority Leader during his third two-year term at the age of 25. He left the Vermont General Assembly in 1979, afterwards serving as a top aide to Governor Richard A. Snelling. Douglas was elected Secretary of State in November 1980, a post which he held until 1992. That year he sought election to the U.S. Senate, but was defeated by Democratic incumbent Patrick Leahy. In November 1994 he was elected State Treasurer, after receiving the endorsement of both major parties.

Dennise CaseyDeputy Chief of Staff to Governor Jim Douglas (R-VT)

Dennise Casey was appointed by Governor Jim Douglas (R-VA) in November 2008 to serve as is Deputy Chief of Staff. Ms. Casey's include, among other things, coordinating the Administration's legislative relations. *"Dennise is smart, energetic and understands the important work we have before us,"* Governor Douglas said. *"I have every confidence in her and her ability to help make this legislative session a success as we work to pass an economic growth plan in the first 100 days, balance our budget in very challenging times and enact comprehensive safe communities' legislation."*

Ms. Casey, 27, is native of Starksboro, Vermont, a 2003 graduate of the University of Vermont and a long time member of Governor Douglas' senior staff. She has previously served as Special Assistant to the Governor and Secretary of Civil and Military Affairs. She also managed the Governor's 2006 and 2008 reelection campaigns.

Background on Meeting

This meeting is an opportunity for a discussion of the Governor's health reform initiative within the context of the National Governors Associations, as well as the NAB's six key principles for independent living. As Governor of Vermont, his two recent efforts were aimed at improving health care access, quality and affordability in the State, including the Governor's Fit and Healthy Kids Initiative and Prescription for a Healthy Vermont: the Douglas Partnership for Affordable Health Care (both from January 2004). *Please find extensive background on these initiatives as enclosed.*

Also, of note, in May 2004 Governor Douglas signed two bills into law that enhanced long-term care options for Vermont's senior citizens and helped protect elderly and disabled Vermonters from having to spend their nest egg before becoming eligible for Medicaid. Both measures were proposed by the Governor and are key components of his comprehensive health care reform package: A Prescription for a Healthy Vermont. It is also often mentioned in conjunction with the Vermont Blueprint for Health, started in 2003 under Governor Douglas' leadership as a vision, a plan and a statewide partnership to improve health and the health care system for Vermonters. *Please find extensive background on these initiatives as enclosed.*

On the long-term care laws:

- "For the first time since 1989 when Vermont's first Long-Term Care Act was adopted, my Administration looked very closely at all of the issues surrounding long-term care for elderly and disabled Vermonters."
- "After reviewing the situation, I decided that long-term care reforms must be an integral component of my health care reform package."
- "I am pleased to sign them into law. One, after related legislation passes through the Congress, will protect low and middle-income seniors from having to spend their nest egg and retirement savings before becoming eligible for Medicaid. The other will help us expand our home- and community-based long-term care options."

Background on NAB, Amerigroup

About the National Advisory Board on Improving Health Care Services for Seniors and People with Disabilities

- A significant innovation in the delivery of long-term care supports and services for seniors and those with disabilities is and has been the establishment of the National Advisory Board on Improving Health Care Services for Seniors and People with Disabilities (NAB)
- Convened by Lex Frieden of Houston, Texas, a noted disability advocate and the Professor of Health Information Sciences and Rehabilitation at the University of Texas Health Science Center at Houston
- Composed of distinguished and culturally diverse community advocates, health care experts and academics each of whom provide guidance and policy recommendations for improving programs and services for seniors and people with disabilities
- NAB members represent the disability advocacy community, with groups ranging from the National Hispanic Council on Aging to National Alliance for Mental Illness (NAMI), the President's Council for People with Intellectual Disabilities
- Through a successful partnership, the NAB assisted Amerigroup in developing innovative managed health services to better serve seniors and people with disabilities in the Company's eleven markets
- Recently released the *Declaration for Independence: A Call to Transform Health and Long Term Services for Seniors and People with Disabilities*, a call to action promoting six principles that advance the choice for seniors and people with disabilities to live independently in their communities and homes

About Amerigroup Corporation

- Amerigroup Corporation is the leading publicly traded corporation that focuses solely on meeting the needs of financially vulnerable Americans in publicly funded health care program
- Operate in 11 states and serve approximately 1.8 million members
- Provide health care coverage to the most vulnerable citizens in the states we serve, including Medicaid, CHIP, TANF, SSI and Medicare Advantage enrollees
- Serve 1 out of every 45 Medicaid recipients and 1 out of every 25 CHIP recipients
- Because of who we serve, we are acutely aware of the importance of programs like Medicare, Medicaid and CHIP in meeting the health care needs of millions of Americans
- With 15 years of experience and expertise, we remain committed to working with our state partners to find savings and solutions in public-sponsored health programs that preserve these important programs and the access to quality health care they ensure
- Amerigroup Corporation is also committed to our Social Charter: through fiscal and social responsibility, dedication to our members and to the states we serve, and actively playing a role in our communities, Amerigroup makes a difference

Suggested NAB Talking Points

- We believe it is necessary for all Americans to be educated about the issues facing seniors and people with disabilities for two critical reasons:
 - First, the course of aging is a naturally occurring process which affects each of us; and,

Suggested NAB Talking Points (Continued)

- Second, no person is impervious to disability: disability can occur at any time or through the natural process of aging, and extends across race, age, ethnicity, level of education and socioeconomic status.
- We believe Americans must be educated on the health, wellness, social and economic issues facing seniors and persons with disabilities so that we collectively can design a future infrastructure that works and is accessible by all.
- NAB appreciates your sensitivity to the difficulties faced by the aged and disabled population, many of whom lack access to home and community-based services and long-term care services and supports.
- This is particularly evident in your signing of long-term care laws for the State of Vermont in May 2004 and your inclusion of these items in your January 2004 health reform initiative and the Vermont Blueprint for Health program in 2003.
- As a Board composed of members representing people with disabilities, the children of aging parents, parents of children and adults with disabilities, and sisters, brothers, spouses, children, and friends of people with disabilities, the National Advisory Board understands through personal experience how impactful the right services and supports can be for seniors and people with disabilities.
- In this vein, one of the most important things a state can do to contain the Medicaid medical cost trend and ensure program enrollees lead better, healthier and more independent lives is by ensuring access to a system of care that promotes home and community-based services and long-term care services and supports.

April 832-545-6663

- Enclosures:
1. "Transportation Research Board: Mission, Services, Organization"
 2. Functions of TCRP Panels
 3. TCRP Meeting Orientation Slides
 4. TCRP Problem Statement
 5. Travel Information Memo
 6. Business Travel Insurance flyer
 7. Items to be returned:
 - Interest and Availability Form (with résumé)
 - BI/COI Form A
 - Attendance and Hotel Response Form

FUNCTIONS OF TCRP PANELS

GENERAL

The Transportation Research Board (TRB) is an agency of the National Research Council (NRC) and, through its Cooperative Research Program's Division, administers the Transit Cooperative Research Program (TCRP) in cooperation with the Federal Transit Administration (FTA) and the American Public Transportation Association's nonprofit educational and research organization, the Transit Development Corporation (TDC). In all TCRP activities, the TRB adheres to the NRC's principle of using panels or committees to address scientific issues.

TCRP funding is derived from a formula-based drawdown from federal appropriations for transit. An independent governing board organized by TDC, designated the TCRP Oversight and Project Selection (TOPS) Committee, makes the final selection of projects to be researched.

Accordingly, all projects of the TCRP are assigned to one of nine broad research fields under which panels are organized to deal with research in specific problem areas. For example, in the broad research field of Operations, each project in the more specific problem area of Route Planning and Scheduling is assigned a panel comprised of outstanding individuals highly knowledgeable in the specifics of the particular project. At times, a panel may be assigned more than one project. These panels are looked to for guidance and counsel in developing the details of research, monitoring research in progress, and, finally, evaluating the results of completed research.

COMPOSITION

As each year's problems are received, they are assigned on the basis of their subject matter to the specific areas within the broad fields, and the panels are constituted. Each panel numbers about eight persons and operates under the guidance of a permanent chairman. There is liaison representation from the FTA and from TRB's technical staff. The primary functions of the liaison representatives are to provide lines of communication with the organizations from which they are drawn and to provide information concerning ongoing or completed research so that TCRP research will be appropriately directed and not duplicate other efforts. The chairman is assisted at all times by a TCRP staff member who acts as the secretariat for meetings and prepares meeting notes that are circulated for approval. With exception of staff and the liaison representatives, all members have voting privileges.

PURPOSES

The duties and responsibilities of the panels include:

1. Developing the plans necessary to achieve the goal(s) expressed in the research problem statements selected by TOPS. The plans include estimates of required total cost and time.
2. Drafting specific statements of objectives for projects that can be carried out within the funds allotted.

3. Reviewing research proposals and making recommendations regarding selection of research agencies.
4. Reviewing research progress.
5. Providing counsel and advice regarding technical aspects of the research.
6. Reviewing and evaluating project reports so as to ascertain the accomplishment of objectives and suitability for publication.
7. Making recommendations as to whether or not research under prior fiscal year programs should be continued.

MEETING

In carrying out these duties and responsibilities, the panels generally hold two meetings of 2 days each. The first meeting is to develop the Project Statement by which research proposals are obtained. The second, normally held 3 to 4 months later, is to select research agencies to conduct the research. Other meetings may be dictated by project circumstances, such as the need to meet relative to review and approval of a final report; however, they are few and usually widely spaced. In the period between the two initial meetings, the Request for Proposals are advertised, and the responding proposals are distributed to the panels for review according to standard procedures. Proposals are distributed to the panels before the second meeting.

CONTRACT ADMINISTRATION

TCRP staff officers, operating in the Cooperative Research Programs Division, are responsible for administrative and technical surveillance of the contracts. Through quarterly progress reports and other pertinent communications, they keep the panels abreast of research progress and consult with them as required concerning research plan changes, agency staffing changes, etc.

EXPENSES

Travel and subsistence expenses of panel members (exclusive of certain federal employees) are covered by the Program. The basis for reimbursement is described more fully in a "handout" you will receive with our acknowledgement of your acceptance. Travel Expense Vouchers, available at each meeting, further define the allowances and limitations.

INSURANCE

All persons traveling on Academy business are automatically covered by travel insurance (\$100,000 death; \$5,000 accident) at no cost to the individual. Details are provided at the first meeting.

Figure 1. TCRP CLASSIFICATION SYSTEM

PROBLEM AREAS		
Research Field A Operations	Research Field B Service Configuration	Research Field C Engineering of Vehicle and Equipment
Scheduling Vehicle Operations Control Systems Fare Collection User Information Systems Safety and Security	System Planning Specialized Service Planning Service Performance Marketing	Buses Vans Heavy Rail Cars Commuter Rail Vehicles Light Rail Cars People-Mover Vehicles Vehicle
Research Field D Engineering of Fixed Facilities	Research Field E Maintenance	Research Field F Human Resources
Buildings Rail Operating Facilities Passenger Stations and Terminals Bus Stop Facilities	Vehicle Servicing Vehicle Inspections and Maintenance Vehicle Corrective Repairs Overhaul and Rebuilding Non-Vehicle Maintenance Maintenance Management	Recruitment Training Employee Reviews Job Classification Salary Administration Labor Relations Performance Improvement Programs
Research Field G Administration	Research Field H Policy and Planning	Research Field J Special Projects
Financial Management Procurement and Inventory Control Risk Management Law Management Information Systems Transit Organizations	Policy Analysis Planning Economics Environmental Analysis	Areas not covered elsewhere

Cooperative Research Programs

Transit Cooperative Research Program




Cooperative Research Programs

ORIENTATION

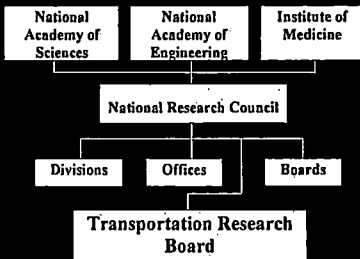
- Organization
- Process



Cooperative Research Programs

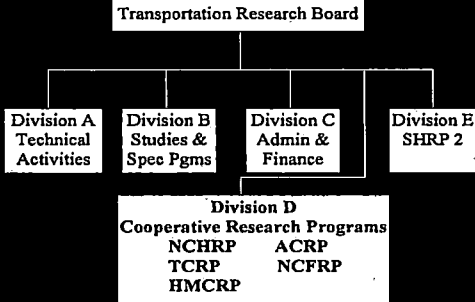
The National Academies

Private, Nonprofit Research Institution




Cooperative Research Programs

Transportation Research Board




Cooperative Research Programs

Transit Cooperative Research Program

Sponsor: FTA
Program Manager: TRB
Governing Board: TDC
Customers: Transit Operators
Subject: Practical Problems
Objective: Solutions through Applied Research
Timing: July 1992 and continuing

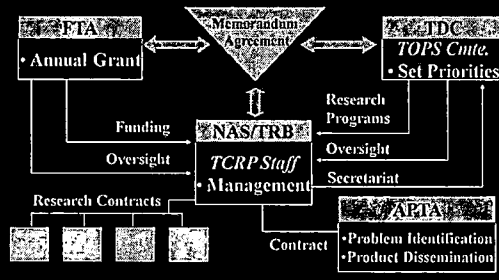
Funding:

\$8.92 Million (FY '92)	\$9.30 Million (FY '97)
\$7.75 Million (FY '93)	\$9.40 Million (FY '98)
\$8.475 Million (FY '94)	\$10.0 Million (FY '99)
\$8.475 Million (FY '95)	\$10.0 million (FY '10)
\$8.25 Million (FY '96)	
\$8.25 Million (FY '97)	
\$4.00 Million (FY '98)	
\$8.25 Million (FY '99)	
\$7.15 Million (FY '00)	
\$6.72 Million (FY '01)	
\$8.25 Million (FY '02)	
\$8.25 Million (FY '03)	
\$8.20 Million (FY '04)	
\$8.25 Million (FY '05)	
\$8.91 Million (FY '06)	



Cooperative Research Programs

Transit Cooperative Research Program Organizational Structure




Cooperative Research Programs

Cooperative Research Programs

Transit Cooperative Research Program Research Fields

- | | |
|---|----------------------|
| A. Operations | E. Maintenance |
| B. Service Configuration | F. Human Resources |
| C. Engineering of Vehicles
& Equipment | G. Administration |
| D. Engineering of Fixed
Facilities | H. Policy & Planning |
| | J. Special Projects |



Cooperative Research Programs

TCRP Special Projects

- J-1 Dissemination and Implementation of Research Findings
- J-2 TCRP Strategic Planning Process and Strategic Plan
- J-3 International Transit Studies Program
- J-4 Innovations Deserving Exploratory Analysis - The Transit IDEA Program
- J-5 Legal Aspects of Transit and Intermodal Transportation Programs
- J-6 Quick Response for Special Needs
- J-7 Synthesis of Information Related to Transit Problems
- J-8 New Paradigms for Public Transit
- J-9 eTransit, Electronic Business Strategies for Public Transportation
- J-10 Public Transportation Security Research
- J-11 Quick-Response on Long-Term Strategic Issues



Cooperative Research Programs

TCRP Oversight and Project Selection (TOPS) Committee

Chair
Ann August, *Santee Wateree Regional Transportation Authority*

Vice Chair
Keith Parker, *VIA Metropolitan Transit*

Members
John Bartosiewicz, *McDonald Transit Associates, Inc.*
Michael Blaylock, *Jacksonville Transportation Authority*
Linda Bohlinger, *HNTB Corporation*
Raul Bravo, *Raul V. Bravo & Associates*



Cooperative Research Programs

TCRP Oversight and Project Selection (TOPS) Committee

Members (cont'd)

John Catoe, *Washington Metropolitan Area Transit Authority*
Gregory Cook, *Vallejo Transportation*
Terry Garcia Crews, *StarTran*
Kim Green, *GFI GENI-ARE*
Angela Iannuzziolo, *ENTRA Consultants*
John Inglish, *Utah Transit Authority*



Cooperative Research Programs

TCRP Oversight and Project Selection (TOPS) Committee

Members (cont'd)

Jeanne Krieg, *Eastern Contra Costa Transit Authority*
Jonathan Mc Donald, *Stantec*
Gary McNeil, *GO Transit*
Michael Melaniphy, *Motor Coach Industries, Inc.*
Frank Otero, *PACO Technologies, Inc.*
Peter Rogoff, *Federal Transit Administration*
Jeff Rosenberg, *Amalgamated Transit Union*



Cooperative Research Programs

TCRP Oversight and Project Selection (TOPS) Committee

Members (cont'd)

Richard Sarles, *New Jersey Transit*
Michael Scanlon, *San Mateo County Transit District*
Beverley Scott, *Metropolitan Atlanta Rapid Transit Authority*
James Stem, *United Transportation Union*
Frank Tobey, *First Transit*
Matthew Tucker, *North County Transit District*
Pam Ward, *Ottumwa Transit Authority*
Alice Wiggins-Tolbert, *Parsons Brinckerhoff*



Cooperative Research Programs

Cooperative Research Programs

TCRP Oversight and Project Selection (TOPS) Committee

Ex Officio Members

- John Horsley, *American Association of State Highway and Transportation Officials*
- William Millar, *American Public Transportation Association*
- Robert Skinner, *Transportation Research Board*
- Victor Mendez, *Federal Highway Administration*

TDC Executive Director

- Louis Sanders, *American Public Transportation Association*

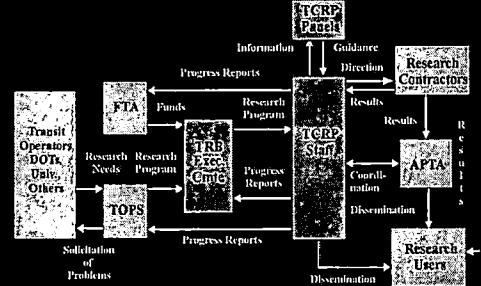
Secretary

- Christopher Jenks, *Transportation Research Board*



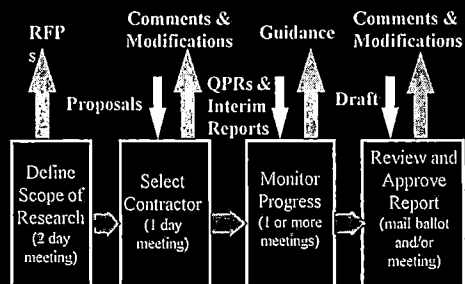
Cooperative Research Programs

TCRP Oversight and Project Selection Operating System



Cooperative Research Programs

TCRP Panels



Cooperative Research Programs

CRP Panels

- **Members**
 - Serve as individuals not as representatives
 - May not propose
- **Bias**
 - Disclosure
 - Balance
- **Conflict of Interest**
 - Financial gain
 - Disqualification



Cooperative Research Programs

FIRST MEETING AGENDA

- 1. General Session
- 2. Call to Order/Introductions
 - A. Bias
 - B. Scope and Funds
 - C. Related Research
- 3. Prepare Research Project Statement
- 4. Proposal Review Process



Cooperative Research Programs

CRP Project Statement

- Title
- Research problem statement - why?
- Objective - what? Tasks - how?
- Special notes
- Funds available
- Contract time



Cooperative Research Programs

Cooperative Research Programs

WWW Homepage
www.trb.org/tcrp

- Information on TCRP
- Search engine
- All research projects
- Project statements (requests for proposals)
- Anticipated projects
- CRP publication lists and how to order them
- Registration form for receipt of RFPs
- Form for success stories



Cooperative Research Programs

■ Project A-37

Paratransit Emergency Operations and Preparedness Handbook

Research Field: Operations

Allocation: \$350,000

TCRP Staff: Stephan Parker

ADA paratransit operators face special challenges in responding to natural disasters and other emergencies. Not only do these systems transport a particularly vulnerable population, most systems are operated by contract providers so that drivers are not employees of the transit agency and are not under direct control of the transit agency. Response issues to emergencies can be divided according to whether the emergency is one that can be predicted (such as hurricanes) and ones that occur suddenly with no warning (earthquakes, major electrical blackouts, terrorism).

In the case of emergencies that can be predicted, paratransit systems may be called upon to assist in evacuation or to bring people with disabilities to shelters. *TRB Special Report 294: The Role of Transit in Emergency Evacuation*, released in July 2008, generally found that transit (defined to include bus, rail, and paratransit) is not sufficiently integrated into emergency response planning. In addition, the report notes: "The type of transit service—whether publicly owned and operated or contracted out—can also affect the extent to which transit drivers and equipment will be available in an emergency. In many urban areas, for example, paratransit service is contracted out, and control over drivers and equipment can be an issue during an emergency. Special arrangements must be made in advance in contract agreements to help ensure continuity of service during an emergency evacuation."

Where paratransit contractors are not solely dedicated to the transit agency contract, additional concerns arise. The TRB report notes: "Transit agencies are likely to be hard pressed to accommodate those who need special assistance because these services are often contracted out to smaller paratransit operators or demand-responsive service providers. In an emergency evacuation, these specialized providers often face competing demands for their services and have limited drivers and equipment that may not be available to provide the necessary emergency service."

In the case of sudden, unpredictable emergencies, evacuation is often not an option. When a sudden emergency strikes, paratransit operators need to make decisions about the passengers currently on-board their vehicles, such as whether to attempt to bring them to their destinations or to return them home, and then what to do if conditions at the destination or home do not allow the passenger to be dropped off. Paratransit operators may also be called upon to assist passengers who have been delivered to programs earlier in the day. Drivers need guidance about how to proceed, particularly in the event that communication with dispatchers is disrupted or if roads are impassable.

In the event of a declared emergency, county and regional emergency operations centers will begin operating. Transit systems are represented at some but not all of these centers. However, the individuals who staff these centers (including transit agency liaisons to them) are often not familiar with paratransit operations and the special set of issues that paratransit providers will face following a major regional disaster. Paratransit resources may go unused and the needs of paratransit customers may not be adequately considered. In the case of a sudden emergency, many hours or even days may go by before an emergency operations center issues guidance for use of paratransit resources.

Paratransit operations depend on the continued availability of databases and software systems for management of trips and customer information. Protecting these databases and systems is of critical importance. Similarly, because of the demand-responsive nature of paratransit, operations depend on continuous communication between control centers and drivers. Paratransit systems need to better understand and prepare for likely disruption to communications systems, including establishing backup communications methods and protocols for use if communications are unavailable.

The databases maintained by paratransit operators contain sensitive personal information about customers. In addition to names and address, the databases often include information about disabilities and medical conditions, as well as frequent travel destinations. Operators are under an obligation to safeguard their passengers' privacy. In an emergency, operators may be called on to share this information with first responders or others. They need guidance about procedures and legal concerns surrounding sharing of passenger information.

Many paratransit customers travel to and from programs operated by public and community agencies. In principle, these agencies should have their own emergency plans and be prepared to respond to sudden disasters. However, many of them most likely intend to rely on paratransit to return their clients to safe locations. Ideally, some of these agencies would serve as safe dropoff locations in the event that passengers on-board vehicles cannot be returned to their homes. Paratransit operators need guidelines for communicating with these community partners, including social service agencies, medical facilities, and dialysis centers, regarding expectations about preparing for emergencies and what they can expect from paratransit.

Many paratransit customers require life sustaining treatments such as dialysis and rely on paratransit for transportation to and from these treatments. In the event of predictable emergencies, procedures such as those developed by many transit systems in Florida can ensure that these customers receive their treatments immediately prior to evacuation and upon return. In the case of a sudden, unpredictable disaster, guidelines and procedures are needed for identifying these customers, providing continuing service to the extent possible, and coordinating with dialysis centers to determine which ones are operating and alternative locations to the extent possible.

Because most paratransit systems are operated by contractors, it is important for these contractors to develop methods to maintain contact with their employees, know how to keep appropriate records to assure reimbursement for extraordinary expenses, and help their employees be personally prepared for emergencies in order to increase the likelihood that they can assist during an emergency and can be assured about the safety of their families. Many paratransit providers are small local companies that may have limited financial resources. Extraordinary expenses in an emergency or disruption of normal payment mechanisms could result in business failures, which could cause service disruption and place transit systems in the position of needing to conduct an emergency procurement. Transit systems need models for provisions that they can include in paratransit service contracts, and how they should work with contract providers to assure emergency preparedness.

ADA paratransit systems operate within a regulatory framework based on civil rights of people with disabilities. These systems need to ensure that they continue to observe these requirements as much as possible, to the extent that they continue to apply during an emergency. Operators need guidance about the extent to which normal ADA regulatory requirements continue to apply in extraordinary circumstances. Issues include providing paratransit service that is comparable in hours and coverage to fixed-route transit services, accommodating all trip requests from eligible individuals, and prioritizing trips for life-sustaining treatments or urgent needs during an emergency.

In small urban and rural areas, paratransit is often the sole form of public transportation and transit agency employees the only full-time personal transportation professionals in the community. The research project should investigate unique issues (if any) where paratransit is the only available form of transportation.

The objective of the research is to create a handbook that provides guidance to public transportation agencies with responsibility for paratransit services about how to prepare for all types of emergencies, including (a) predictable natural events such as hurricanes or blizzards, and (b) sudden, unpredictable disasters, including those that may cause regional disruptions, such as earthquakes, power blackouts, and acts of terrorism. The guidelines should be designed to address passenger safety, continuity of operations to the extent possible during the emergency, and preservation of resources and contractor business viability for post-emergency recovery.

The research may include the tasks below:

- (1) Determine the extent of existing paratransit emergency operations resources based on review of the literature and interviews with key informants with knowledge of paratransit operations and planning. This process should include consultation with people with disabilities and organizations that advocate for them.
- (2) Conduct a survey of paratransit operators to determine their current state of emergency preparedness and their priority concerns with respect to emergency response.
- (3) Summarize the information from Tasks 1 and 2 to show the extent of current resources, gaps in knowledge and established practices, and the most critical issues that need to be addressed.
- (4) Prepare a detailed outline for a Paratransit Emergency Operations and Preparedness Handbook for review and approval by the project panel.
- (5) Prepare the handbook. Likely topics may include:
 - Planning and communicating with community and partners;
 - Connecting and coordinating with county and regional emergency planning, including emergency operations centers;
 - Response to requests for transportation assistance;
 - Ensuring contractor preparedness and business continuity;
 - Immediate response to a sudden emergency;
 - Extended emergency operations;
 - Operational communications;
 - Protecting databases and computer systems
 - Sharing customer information;
 - Inventories of necessary equipment and supplies;
 - Registries;
 - Civil rights issues; and
 - Unique issues in rural areas.

The handbook should provide practical and detailed guidance and models to assist paratransit operators in each of the topics addressed.

The research will help paratransit operators be ready to respond during an emergency. It will help them to provide essential life-sustaining service during an emergency, to assist during a general evacuation or evacuation of threatened facilities involving concentrations of people with disabilities, and to recover as quickly as possible following an emergency. By promoting coordination with

regional and county emergency planning, the research will help emergency managers by providing them with resources to assist people with disabilities during an emergency.

January 29, 2010

MEMORANDUM

TO: Chair and Members of Project Panel A-37
Transit Cooperative Research Program

FROM: S. A. Parker
Senior Program Officer, TCRP

SUBJECT: TCRP Project A-37
Paratransit Emergency Operations and Preparedness Handbook

The first meeting of TCRP Project Panel A-37 will take place on March 15-16, 2010 at the National Academies' Arnold and Mabel Beckman Center, Newport Room, 100 Academy Way, Irvine, California. This memo contains the information you will need to make your travel arrangements to attend the meeting.

Panel travel expenses related to attending the meeting will be covered by the TCRP. Travel information is attached which includes phone numbers for Executive Travel Associates (ETA) who will assist you in making your travel plans. Rental cars are authorized for meetings held in Irvine, California. Car rental costs can be charged to the traveler's credit card and will be reimbursed when you submit your rental bill with your TER. If you would prefer to have the car rental direct billed, ETA can make your car reservation for you. You do not need to purchase supplemental insurance.

- Return the enclosed attendance and hotel response form by facsimile to 202/334-2006.
- We have reserved a block of rooms at the Island Hotel Newport Beach, 690 Newport Center Drive, Newport Beach, California 92660-6431 for the nights of March 14-16, 2010. If you would like to have your lodging charges billed directly to us, please complete the enclosed hotel response form and return it to Tom Van Boven at tvanboven@nas.edu or fax it to him at 202/334-2006 **no later than February 11, 2010**. Room blocks will be released after that date. If you wish to stay at a different hotel, you need to make your own arrangements under the guidelines in the *Travel Information* flyer.

» » » TRB100179 « « «

Enclosures: Travel Information Flyer
Response Form

TRAVEL INFORMATION

Cooperative Research Programs
Project Panel A-37
Paratransit Emergency Operations and Preparedness Handbook
March 15-16, 2010
9:00 a.m. to 5:00 p.m.

Arnold and Mabel Beckman Center, Newport Room
National Research Council
100 Academy Way
Irvine, CA

REIMBURSEMENT FOR TRAVEL EXPENSES

All your travel expenses must be documented on a TRB Travel Expense Reimbursement (TER) form. These forms will be available from the TRB staff at the meeting, or you can request a form to be e-mailed to you by contacting Tom Van Boven at 202/334-3129 or tvanboven@nas.edu. To ensure timely reimbursement for out-of-pocket expenses, panel members must supply *original* receipts showing proof of payment for all expenses greater than \$74.99. If no receipt is provided with the issuance of an electronic airline ticket, please ask for a receipt at the airport. When completing your TER form, please include any direct-billed items (e.g., hotel or other amounts paid by the National Academies) on the TER, and list the amount in the column headed "NAS". If you do not have this information readily available, we will locate it when we process the TER. If there are no direct-billed or out-of-pocket lodging charges please explain on the TER (e.g. "complimentary room" or "stayed with friends").

The Transportation Research Board is bound by the Federal per diem rate (lodging and meals) for the city in which the meeting is held. For Irvine, California, the per diem rate is based on the date of the meeting as follows:

Dates	Lodging	Meals and Incidentals	Max Per Diem Rate
10/1/08-9/30/09	\$128	\$64	\$ 192
10/1/09-9/30/10	\$135	\$71	\$ 206

Please note there have been some updates to the Federal travel regulations. Per diem meal reimbursement will be reduced for meals served by The National Academies. Also, travel expenses will only be reimbursed for the allowable travel period—one day before and one day following the meeting.

AIR TRAVEL

The Transportation Research Board appreciates any effort that you can make (without causing yourself unreasonable inconvenience) to hold down travel costs by making travel reservations as far in advance as possible.

Air and train travel can be made by calling Executive Travel Associates (ETA) at 1-800-660-0031 or by sending an email to nas@exectravel.com. Please refer to Travel Code **TRB100179** when making travel arrangements with ETA. The advantage of using ETA is that your travel costs will be directly billed to our account. However, if you prefer to make your own travel arrangements, you are welcome to do so. Please keep in mind that Federal travel guidelines have changed, and reimbursement will be limited to the lesser of the actual or *constructive cost*¹ of travel.

» » » Cutoff Date: February 11, 2010 « « «

When calling or e-mailing, use the following Event Code Number:

» » » **TRB100179** « « «

Please contact ETA:

By Phone - toll-free 1.800.660.0031

By Phone - for local and non-US callers 202.467.4890

By Email - nas@exectravel.com

If, in planning to attend one of our meetings, you find that you have to make other travel stops, please note that reimbursement can be approved only for the cost of a round trip ticket between your permanent place of business and the meeting, for travel dates one day before and one day after the meeting. Please contact me at 202/334-2554 or saparker@nas.edu to work out arrangements for special cases.

GROUND TRANSPORTATION

Rental cars are authorized for meetings held in Irvine, California. For insurance purposes, use of a car rental agency other than Avis, Hertz, Budget, or Enterprise requires prior approval from CRP staff. Car rental costs can be charged to the traveler's credit card and will be reimbursed when you submit your rental bill with your TER. If you would prefer to have the car rental direct billed, ETA can make your car reservation for you. You do not need to purchase supplemental insurance.

¹ "Constructive costs" are defined as the cost of air transport between the traveler's permanent business location and the meeting location using a U.S.-flag carrier and the most direct round-trip itinerary (layovers <4 hrs each) available during reasonable travel times.

HOTEL

We have reserved a block of rooms for the group at the Island Hotel Newport Beach, 690 Newport Center Drive, Newport Beach, California 92660-6431. Rooms are available for the nights of March 14-16, 2010. We will pay directly for your lodging if you indicate your arrival and departure dates along with any other lodging preferences **by February 11, 2010** on the attached response form. After that date, the room block will be released and we will not be able to guarantee you a room or to pay for it directly. We will reserve your room and provide you with your hotel confirmation number, and you may contact the hotel directly, if there are any subsequent changes. The room will be guaranteed for late arrival.

>> >> >> Cutoff Date: February 11, 2010 << << <<

Hotel room charges will be direct billed to TCRP, but you will be responsible for incidentals and may request reimbursement, as allowable, on your TER.

Unless there are special circumstances, travel expenses will only be reimbursed for the allowable travel period—extending one day before and one day after the meeting. If you would prefer to select a different hotel, you may make your own arrangements, but please let us know so we may cancel your direct-billable reservation. We recommend that you stay at one of our preferred properties because we get special negotiated rates and are exempt from sales tax in DC and several other states. If you choose to make your own reservation, we will reimburse your expenses within the limits of per diem.

PRIVATE AUTO

Privately owned auto transportation will be reimbursed at 55 cents per mile, plus related tolls and parking. If privately owned auto transportation is the sole means of transport, reimbursement will be limited to the lesser of actual cost or constructive cost of travel.

PARKING

The Beckman Center parking lot will accommodate 176 cars. Street parking is prohibited. Visitors to the Center are strongly encouraged to carpool or use hotel shuttles, a transportation company, or taxis, when possible.

STAFF CONTACT

If you have any questions, please contact me at 202/334-2554 or saparker@nas.edu or my assistant Tom Van Boven at 202/334-3129 or tvanboven@nas.edu.

NATIONAL ACADEMY OF SCIENCES

24-Hour Business Travel Insurance

WHO? Eligible persons include:

All persons classified as employees, dependents, elected members, board or panel members (e.g., standing or study committee members, etc.) or paid or non-paid consultants, all persons appointed or designated by the policyholder to participate in a scheduled activity (e.g., committee or panel meeting, conference, workshop, etc.) sponsored by the policyholder, any foreign national attending a meeting which the policyholder has administrative responsibility, any foreign national post-doctoral research associate in transit (in the U.S.) to their participating laboratory, are covered under this policy.

Accidental Loss of Life Benefit amounts are provided for travel by the spouse of an Insured Person and the Insured Person's unmarried Dependent Children while traveling with, and in conjunction with, the Insured Person's Business Travel or the Insured Person's Relocation, provided the trip is authorized by and at the expense of the Policyholder.

WHAT? Benefit Schedule

Loss of Life:	\$100,000 (Loss of Life of Insured Person)
	\$ 25,000 (Loss of Life of Spouse of Insured Person)
	\$ 10,000 (Loss of Life of Dependent Child of Insured Person)
Dismemberment:	\$ 25,000 to \$100,000 (varying by injury)
Medical Evacuation/Repatriation:	\$ 50,000
Medex Travelers Assistance	As per the Medex Schedule

WHERE? Location

Anywhere in the world, international or domestic, while on the business of the Academy and during the course of any bona fide trip made by a covered individual.

WHEN? Time Schedule

24 hours a day, seven days a week. Coverage begins at the actual start of a trip whether the point of origin is from the Insured Person's residence or regular place of employment, whichever occurs last. Coverage ends immediately upon return to the Insured Person's residence or regular place of employment, whichever occurs first. This policy does not cover normal commutation.

This is an accident only policy. It does not pay for benefits for loss caused by sickness. If there is any conflict between the information provided herein and the insurance policy, the insurance policy will control. Refer to the actual policy for limitations, conditions and exclusions. For additional information please contact the NAS Insurance Office (TNA 247) on (202) 334-2106/7 Email: khale@nas.edu

NATIONAL ACADEMY OF SCIENCES Travelers Assistance Network

In connection with the National Academy of Sciences' 24 Hour Business Travel Insurance policy, Medex Assistance Corporation provides a 24 Hour, 7 days a week, toll-free emergency telephone assistance service. To access the emergency assistance services while traveling, Academy travelers can call one of the following emergency telephone numbers:

1-800-527-0218 (From within the U.S., Canada, Puerto Rico or U.S. Virgin Islands); or
0800-252-074 (From within the United Kingdom); or

From anywhere else call collect to:

410-453-6330 (Baltimore, Maryland); or
44-1273-202141 (United Kingdom)

In the event of a travel-related emergency, Medex will provide the following emergency assistance services:

- Special assistance in replacing lost or stolen travel documents, including passports.
- Emergency funds transfer.
- Special assistance in locating the nearest, most appropriate medical care.
- Verification of insurance coverages facilitating entry and admissions into hospitals and other medical care providers.
- Assistance in establishing contact with family, personal physician and employer as appropriate.
- Special assistance in the coordination of direct claims payment.
- Management, arrangement and coordination of emergency medical transportation and evacuation as necessary.
- Translation services and referrals to local interpreters as necessary.
- Knowledgeable legal referral assistance.
- Courtesy assistance in security incidental aid and other travel-related services.
- Coordination of securing bail bonds and other legal instruments.

Refer to the actual policy for limitations, conditions and exclusions.

For additional information please contact the NAS Insurance Office (TNA 247) on (202) 334-2106/7

Email: khale@nas.edu

TCRP Project A-37

ATTENDANCE AND HOTEL RESPONSE FORM FOR EVENT #TRB100179

TO: Tom Van Boven/ fax: 202/334-2006
202/334-3129 or tvanboven@nas.edu

FROM: _____

(Please insert your name.)

SUBJECT: TCRP Project Panel A-37 Meeting, March 15-16, 2010
Arnold and Mabel Beckman Center, Newport Room
100 Academy Drive, Irvine, CA 96212

Please let us know if you will be attending the meeting:

☐

I will be able to attend the meeting on March 15-16, 2010.

☐

I will not be able to attend the meeting on March 15-16, 2010.

If you will be attending the meeting, please let us know your accommodation requests:

☐

I will require a hotel room at the Island Hotel Newport Beach, 690 Newport Center Drive, Newport Beach, California 92660-6431. (A block of rooms has been reserved for the nights of March 14-16, 2010.)

▪ Check-in day and date: _____

▪ Check-out day and date: _____

▪ Special Requests (e.g., non-smoking room, preference for single or double bed, hotel membership number, etc.):



If you have a disability that requires special accommodation, please describe:

☐

I will not require a hotel room; I will make my own lodging arrangements.

PLEASE RETURN THIS FORM BY: February 11, 2010



The Transportation Research Board

Mission • Services • Organization

Promoting Innovation and Progress in Transportation Through Research Since 1920

TRANSPORTATION RESEARCH BOARD
OF THE NATIONAL ACADEMIES

1	The TRB Mission
2	TRB in the National Academies
2	Services
3	Fostering Information Exchange
6	Managing Research
10	Providing Policy Analysis and Advice
12	Issuing Publications and Research Information
14	TRB: An Evolving Organization
14	History
16	Organization
17	Sponsors and Affiliates
19	Finances

Transportation Research Board

Keck Center
500 Fifth Street, NW
Washington, DC 20001

Telephone (202) 334-2934
Fax (202) 334-2003
Website www.TRB.org

The TRB Publications Catalog is available on TRB's website;
report titles can be searched and reports ordered online.



he mission of the Transportation Research Board (TRB) is to promote

innovation and progress in transportation through research. In an objective and interdisciplinary setting, TRB facilitates the sharing of information on transportation practice and policy by researchers and practitioners; stimulates research and offers research management services that promote technical excellence; provides expert advice on transportation policy and programs; and disseminates research results broadly and encourages their implementation.

THE TRB MISSION



TRB IN THE NATIONAL ACADEMIES

TRB is one of six major divisions of the National Research Council—a private, nonprofit institution that is the principal operating agency of the National Academies in providing services to the government, the public, and the scientific and engineering communities. The National Research Council is jointly administered by the National Academy of Sciences, the National Academy of Engineering, and the Institute of Medicine. TRB's varied activities—described below—annually draw on more than 5,000 engineers, scientists, and other transportation researchers and practitioners from the public and private sectors and academia, all of whom contribute their expertise in the public interest by participating on TRB committees, panels, and task forces. The program is supported by state transportation departments, federal agencies including the component administrations of the U.S. Department of Transportation, and other organizations and individuals interested in the development of transportation.

SERVICES

A resource to the nation and to the transportation community worldwide, TRB provides an extensive portfolio of services:

- Opportunities for information exchange on current transportation research and practice,
- Management of cooperative research and other research programs,
- Analyses of national transportation policy issues and guidance on federal and other research programs, and
- Publications and access to research information from around the world.

Fostering Information Exchange

TRB conducts a variety of programs and activities designed to support dialogue and information exchange among researchers, practicing transportation professionals, and others concerned with transportation.

Annual Meeting

Each January, some 9,000 transportation professionals from around the world—including representatives of federal, state, and local government agencies; universities; and industry—gather in Washington, D.C., to participate in the world's largest forum designed specifically for the formal and informal exchange of information among transportation researchers and practitioners. Approximately 2,500 presentations, including 1,500 peer-reviewed technical papers, are given throughout the week of this gathering. In addition, more than 200 TRB standing committees and numerous subcommittees hold open meetings to discuss current research and identify research needs.

Conferences and Workshops

Every year, TRB organizes 70 or more specialty conferences and workshops on subjects and issues of interest to the transportation community. These events provide opportunities for information sharing and in-depth exploration of specific topics, ranging from low-volume roads and statewide transportation plan-



ning to light rail transit, marine salvage, highway safety, and community impact assessment.

Standing Committees and Task Forces

In 1920 the Board established three technical committees to promote research and disseminate highway research findings. Today TRB maintains more than 200 standing committees and task forces that address all aspects and modes of transportation. Some 4,000 administrators, operators, engineers, attorneys, researchers, educators, and others concerned with transportation serve on these committees and task forces without compensation. Committee members identify research needs; provide information to the transportation community on research priorities and procedures; review papers for presentation at the TRB Annual Meeting and for publication; encourage the incorporation of appropriate research findings into practice; and develop special programs, conferences, and workshops.

Standing committees and task forces are organized into 11 groups, each overseen by a separate council. Six of the groups, including some 150 committees, address various functional aspects of transportation, with a major focus on highways. Each of the remaining five groups concentrates primarily on a specific transportation mode.

Modes

Public Transportation
Freight Systems
Rail
Aviation
Marine

Functions

Policy and Organization
Planning and Environment
Design and Construction
Operations and Maintenance
System Users
Legal Resources

The combined functional and modal structure creates a synergy among the groups that enables the standing committees to address a

wide variety of specific and crosscutting transportation research issues.

Electronic Networking

Information on the Board's organization, committee activities, and upcoming conferences and meetings, as well as most recent full-text reports, can be found on TRB's website (www.TRB.org). Users can search the current Publications Catalog and order reports online, apply to become a TRB affiliate, and register for the annual meeting and other events. TRB also distributes a complimentary weekly electronic newsletter, which provides timely information on TRB reports and activities as well as other news and information of interest to the transportation community. In addition, many TRB committees host electronic mailing lists and discussion groups that allow transportation professionals with common interests to pose questions and share information and experiences.

Field Visits

Each year, TRB technical staff visit the administrators and professional staff of all state transportation departments, many academic and research institutions, and other transportation-related agencies and organizations to exchange information concerning research and practice. These visits have four primary objectives:

- To identify specific problems and issues of importance to state departments of transportation and other transportation agencies and organizations;
- To offer assistance and information that can help in addressing these problems and issues;
- To identify topics and emerging issues that may be appropriate for TRB to address in the future, in its continuing efforts to support the needs of sponsors and the broader transportation community; and

- To assess the quality and value of services currently being provided by TRB and identify other activities or services that may help TRB better serve its sponsors and other constituencies.

Managing Research

TRB administers two major research programs sponsored by other organizations: the National Cooperative Highway Research Program (NCHRP), which is sponsored by the state transportation departments in cooperation with the Federal Highway Administration; and the Transit Cooperative Research Program (TCRP), which is sponsored by the Federal Transit Administration. Both are applied research programs in which the potential users of research results have a direct role in project selection. In 2002 TRB began administering the Commercial Truck and Bus Safety Synthesis Program (CTBSSP), which is sponsored by the Federal Motor Carrier Safety Administration. In 2003 the Federal Aviation Administration (FAA) was authorized to sponsor a new Airport Cooperative Research Program (ACRP), and preliminary work is under way for that program. Other new cooperative research programs, including the proposed Strategic Highway Research Program II (SHRP II), are on the horizon.

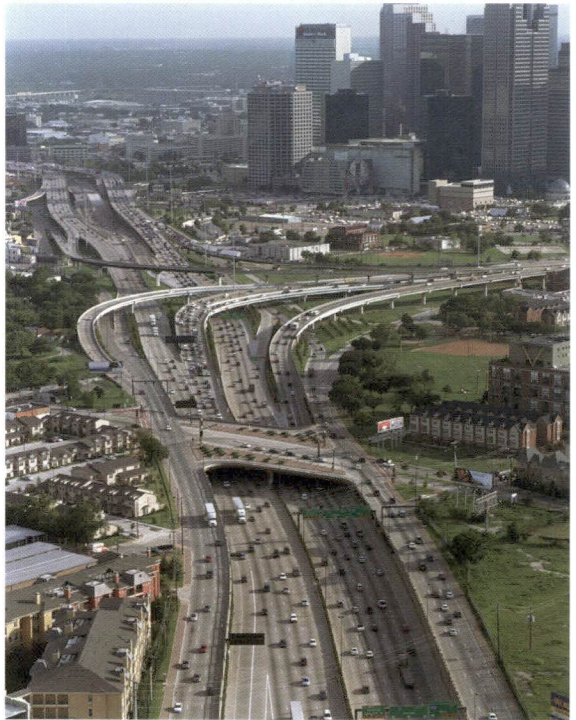
Under these programs, TRB organizes panels of experts to provide guidance on technical aspects of the research and to translate the problems into project statements with well-defined objectives. Research proposals are then solicited from private and public research organizations with capability and experience in the problem areas to be studied. The technical panels review the proposals, recommend contract awards, monitor research in progress, provide technical guidance, and determine the acceptability of the final reports. More than 2,000 experienced practitioners and research specialists currently serve on Cooperative Research Program panels.

TRB also manages programs of smaller studies focused on synthesizing current practices and analyzing legal issues in both the

NCHRP and the TCRP programs. Findings and publications from these synthesis and legal research projects have been well received by highway and transit practitioners.

National Cooperative Highway Research Program

Sponsored by the member departments of the American Association of State Highway and Transportation Officials (AASHTO) in cooperation with the Federal Highway Administration, the National Cooperative Highway Research Program was created in 1962 as a means to accelerate research on acute problems that affect highway planning, design, construction, operation, and maintenance nationwide. All of the state highway and transportation departments contribute to an annual cooperative pool of more than \$30 million to fund the program's activities. AASHTO committees and member departments and the Federal Highway Administration recommend research topics each year, and the AASHTO Standing Committee on Research (SCOR) determines both the projects to be funded and the levels of funding for those projects. A close working relationship with AASHTO during execution of the projects and the participation of experienced practitioners on project panels help ensure the application of completed NCHRP study results. For example, recent NCHRP projects have developed a recommended *Guide for Design of Pavement Structures*, which is to be considered for adoption by AASHTO, and the initial volumes of a 20-volume report,



Guidance for Implementation of the AASHTO Strategic Highway Safety Plan.

Transit Cooperative Research Program

The Transit Cooperative Research Program was initiated in 1992 by three cooperating organizations: the Federal Transit Administration, the program sponsor, which has provided approximately \$8 million annually; the Transit Development Corporation, a nonprofit educational and research organization established by the American Public Transportation Association, which provides program governance through the TCRP Oversight and Project Selection (TOPS) Committee; and the National Academies, acting through TRB, which serves as program manager.

Under TCRP the transit industry develops innovative near-term solutions to operating problems and adapts appropriate new technologies and approaches to help meet the demands placed on the nation's public transit systems. The program's research covers topics



relating to all aspects of public transportation, including planning, service configuration, equipment, facilities, operations, human resources, maintenance, policy, and administrative practices. Each year, the TOPS Committee selects a program of research from the large number of candidate research problem statements submitted by organizations and individuals in the transit community. Recent TCRP projects have produced the second edition of the *Transit Capacity and Quality of Service Manual* and new chapters of a 19-chapter report, *Traveler Response to Transportation System Changes*.

Airport Cooperative Research Program

The Airport Cooperative Research Program was authorized in legislation enacted in December 2003; initiation of the program requires provision of funding through the annual federal appropriations process. It is expected that the ACRP will be sponsored by FAA and managed by TRB, with program oversight and governance provided by representatives of airport operating agencies.

The program will conduct applied research on problems shared by airport operating agencies that are not being adequately addressed by existing federal research programs. The need for such a program was identified in the 2003 TRB report, *Airport Research Needs: Cooperative Solutions*, the product of a study sponsored by FAA.

Commercial Truck and Bus Safety Synthesis Program

The CTBSSP is a new, relatively small cooperative research program administered by TRB. This program, sponsored by the Federal Motor Carrier Safety Administration, supports studies that summarize existing practice in a specific technical area of commercial truck and bus safety. On the basis of an industrywide solicitation, a program oversight panel selects synthesis topics and provides general guidance for the program.

Innovations Deserving Exploratory Analysis

TRB also administers the Innovations Deserving Exploratory Analysis (IDEA) programs, which encourage investigation of innovative but untested concepts offering the potential for technological breakthroughs in transportation. The investigations are pursued through small contracts designed to demonstrate the feasibility of the concepts. Participating researchers respond to solicitations for proposals in areas of general interest to the transportation community. IDEA investigations have led to the development of a number of transportation technologies that offer alternatives to current practice, as well as departures that promise solutions to long-standing problems.

The NCHRP IDEA Program, which supports highway and intermodal investigations, is funded by the state transportation departments through the National Cooperative Highway Research Program. Transit IDEA is financed through the Transit Cooperative Research Program. The Federal Railroad Administration sponsors the High-Speed Rail IDEA Program and cosponsors the Transportation Safety Technology IDEA Program, along with the Federal Motor Carrier Safety Administration.

Providing Policy Analysis and Advice

Since 1982, TRB has conducted more than 75 studies at the request of Congress, executive-branch federal agencies, the states, and other organizations on an array of complex and often controversial transportation topics of national significance. Examples include counterterrorism, truck size and weight regulation, airport capacity, transit use, high-speed rail, airline deregulation, dredging, environmental policy, school transportation safety, and automotive safety. New studies are initiated annually.

Each study is conducted by a specially appointed independent committee. Committee members are selected to represent appropriate areas of expertise and a balance of perspectives on the issues

involved; members serve without compensation. The committee process is open to public scrutiny and comment, in accordance with the Federal Advisory Committee Act Amendments of 1997. Every final report undergoes a rigorous institutional review, in which outside experts examine the report in accordance with guidelines developed



by the National Academies to ensure that the committee has provided a balanced and fair assessment of the topic addressed.

Examples of the impacts that specific TRB studies have had on transportation policy include implementation of the recommendations in *The National Highway Traffic Safety Administration's Rating System for Rollover Resistance* concerning the rollover propensity of sport utility vehicles by NHTSA, the U.S. Department of Transportation's decision against recommending a regulation governing airline price competition in response to recommendations in *Entry and Competition in the U.S. Airline Industry*, and the adoption by the U.S. Department of Homeland Security of guidance from *Hazardous Materials Shipment Information for Emergency Response* in planning pilot studies for hazmat security systems.

Through special expert committees, TRB also provides a forum for conducting periodic or continuing reviews of specific transportation research and technology programs. Such committees have provided guidance on the overall highway research program, the Long-Term Pavement Performance studies, and technology transfer activities. Other study committees have provided advice on highway cost-allocation studies, research programs of the Federal Railroad Administration, development of standards for intelligent transportation systems, the Bureau of Transportation Statistics' survey programs, and the federal transportation science and technology strategy.

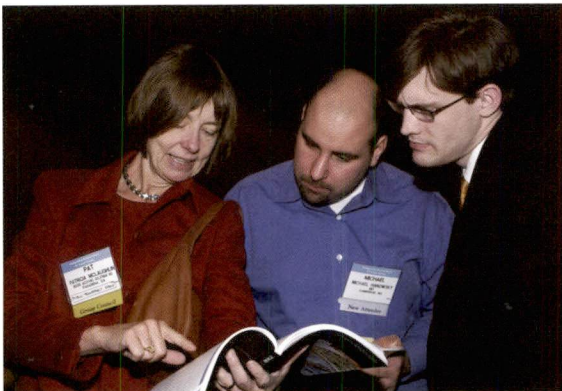
Issuing Publications and Research Information

Through its publications and research information services, TRB disseminates transportation research results worldwide.

Publications

TRB produces and distributes about 200 publications annually. Most of the printed publications are also available electronically through the TRB website. The following are the major publications series:

- *Transportation Research Records: Journal of the Transportation Research Board* contain technical papers generally submitted for presentation at the TRB Annual Meeting and accepted for publication through TRB's peer-review process.
- *Special Reports* present the results of policy studies, including studies mandated by Congress or requested by executive-branch federal agencies. These studies are conducted by expert committees appointed by the National Research Council (NRC).
- *NCHRP and TCRP Reports, Syntheses of Practice, Research Results Digests, and Legal Research Digests* contain the findings of individual research projects sponsored by the National Cooperative Highway Research Program and the Transit Cooperative Research Program. *Syntheses of Practice* are also published for the Commercial Truck and Bus Safety Synthesis Program.



- *Conference Proceedings* contain papers, presentations, and summaries of discussions from conferences, workshops, and symposia convened by TRB.
- *Transportation Research Circulars* present technical material considered to be of immediate interest to the transportation community.

In addition, TRB issues a variety of other publications, ranging from the *Highway Capacity Manual* to general-interest periodicals. *TR News*, the Board's bimonthly magazine with an international circulation of 10,000, features timely articles on innovative and state-of-the-art research and practice in all modes of transportation. *Ignition*, issued quarterly, contains news of the IDEA programs. The *TRB Transportation Research E-Newsletter*, with more than 14,000 subscribers, provides free weekly updates on TRB reports and events, together with other news and research information of interest to the transportation community.

Online Research Information

TRB produces and maintains the Transportation Research Information Services (TRIS), the world's largest and most comprehensive online bibliographic database of published and ongoing transportation research. Currently, TRIS contains more than 600,000 records (abstracts and citations) on the various modes and disciplines in transportation, including planning, management, economics, design and construction, materials, environmental issues, safety and human factors, and operations. Each year, about 30,000 references from technical journals, conference proceedings, technical reports, and monographs are added to the database.

Through a cooperative agreement with the Bureau of Transportation Statistics, the TRIS Database is available on the Internet through the website of the National Transportation Library. This service, TRIS Online, can be accessed through the TRB homepage at www.TRB.org. TRIS is also available through two fee-based services, Dialog and Silverplatter's TRANSPORT CD-ROM.

TRB produces and provides web access via www.TRB.org to a database of current research in transportation, the Research in Progress (RiP) Database. The RiP website provides access to more than 7,500 descriptions of current or recently completed transportation research projects from federal and state transportation agencies, universities, and international organizations.

The TRB Publications Index is a searchable index of the Board's papers and reports. This index now provides links to the full text of the publications or to direct ordering information. TRB's website also contains the largest database on intelligent transportation systems—the Caltrans PATH Database, produced by the Institute of Transportation Studies at the University of California, Berkeley. The Caltrans PATH database is also included in TRIS.

Response to Inquiries

TRB responds annually to several thousand specific requests from state transportation departments and TRB affiliates for information concerning transportation research and practice. The TRB Library and TRIS staffs handle and provide personalized responses to most requests. When appropriate, inquiries are referred to staff specialists for action.

TRB: AN EVOLVING ORGANIZATION

TRB's formation and evolution have strongly shaped its mission and services. Its current organization both reflects its history and provides an appropriate framework for delivering the services that TRB provides to sponsors, affiliates, and others concerned with transportation.

History

TRB was established in 1920 as the National Advisory Board on Highway Research to provide a mechanism for the exchange of information and research results about highway technology. Renamed the Highway Research Board (HRB) in 1925, the organization accomplished its mission through standing committees, publications, and an annual meeting. In the decades that followed, HRB steadily increased in size. Information exchange remained its sole



mission until the 1950s, when it began to undertake management of ad hoc research projects. The first continuing research management activity—the National Cooperative Highway Research Program—started in 1962. During the 1960s, the Board's activities became increasingly multimodal in outlook. In 1974 the Highway Research Board became the Transportation Research Board. Since then, TRB's portfolio of services has expanded significantly—first in the early 1980s, when it began conducting studies of national transportation policy issues, and again in the 1990s, when Congress, the U.S. Department of Transportation, and the state departments of transportation asked TRB to undertake additional tasks, including management responsibilities for the Transit Cooperative Research Program, guidance of ongoing research programs such as the Long-Term Pavement Performance studies, and management of the Innovations Deserving Exploratory Analysis programs.



Organization

The TRB Executive Committee, whose members are appointed by the chairman of NRC, exercises oversight responsibility for the Board's programs and activities. Members include senior transportation industry executives, top officials of public-sector transportation agencies, and distinguished researchers from academia. The TRB Executive Office provides policy and operational guidance for TRB programs and activities, oversees committee and panel appointments and report review, manages the TRB publications process, develops communications and outreach efforts, and provides staff support to the Executive Committee and its Subcommittee for NRC Oversight.

TRB's programs and staff members are organized into five divisions:

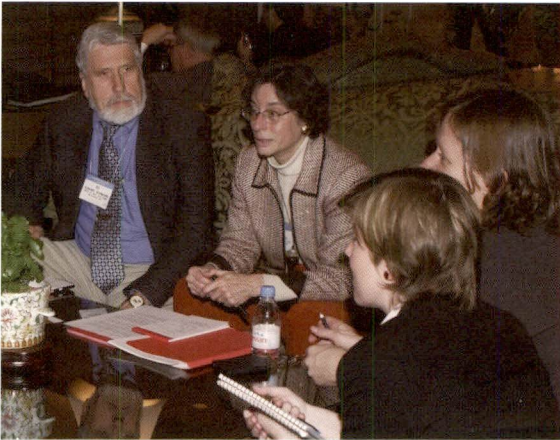
- **Technical Activities** supports standing committees and task forces, organizes the TRB Annual Meeting and other conferences and workshops, and conducts field visits to transportation agencies, organizations, and research institutions.

- **Studies and Information Services** convenes specially appointed expert committees to conduct policy studies, maintains the TRIS database, provides library services, and prepares synthesis reports on behalf of the Cooperative Research Programs.
- **Cooperative Research Programs** manages the National Cooperative Highway Research Program, the Transit Cooperative Research Program, and the Commercial Truck and Bus Safety Synthesis Program; an Airport Cooperative Research Program could begin in 2004.
- **Special Programs** provides continuing guidance to the Federal Highway Administration on pavement-related research and technology programs and manages the IDEA programs.
- **Administration and Finance** provides financial, information technology, and other administrative support, including financial oversight of the contracts and grants that support the work of TRB, administration of publications sales and distribution, and maintenance of benefits and services for sponsor and affiliate organizations.

The Marine Board, formed in 1965 and previously situated within another unit of NRC, became part of TRB in 1999. The Marine Board provides a forum for the exchange of information relating to maritime transportation and related economic, environmental, and technology issues in a broader context. It identifies potential topics for policy studies, conferences, and other activities. The Marine Board is administratively housed within TRB's Technical Activities Division.

Sponsors and Affiliates

Sponsors and affiliates provide support for TRB core programs and activities. The two-way flow of benefits resulting from affiliation with TRB was a key part of the Board's founding concept. Today TRB has a tiered program that allows sponsors and affiliates to customize



the services and benefits they receive in exchange for their fundamental support for TRB programs and activities that are of interest to the entire transportation community. There are five levels of core support: sponsor, sustaining affiliate, organizational affiliate, individual affiliate, and student affiliate. Basic affiliate benefits include reduced registration fees for the TRB

Annual Meeting, a complimentary subscription to *TR News*, discounts on most TRB books and reports, use of the TRB Library, and assistance with use of TRB computer-based information services.

Sponsors are the major source of financial support for TRB's core technical activities. Federal, state, and local government agencies and professional societies and organizations that represent industry groups are eligible to be TRB sponsors. The level of a sponsor's contribution is determined on the basis of the services and benefits an organization wishes to receive; the minimum annual contribution (except for state transportation agencies, whose allocations are determined by formula) is \$60,000. Sponsors include the transportation and highway departments of the 50 states, the District of Columbia, and Puerto Rico; the component administrations of the U.S. Department of Transportation; various other federal agencies; and a number of other private and public organizations. Sponsor organizations enjoy ex officio representation on the TRB Executive Committee either directly or, in the case of the state transportation departments, through their association. A list of current sponsors is available on the TRB website at www.TRB.org/directory/sponsors.asp.

Sustaining Affiliates include agencies and organizations that wish to contribute substantially to the support of TRB core programs but that do not elect to or, because of their status as individ-

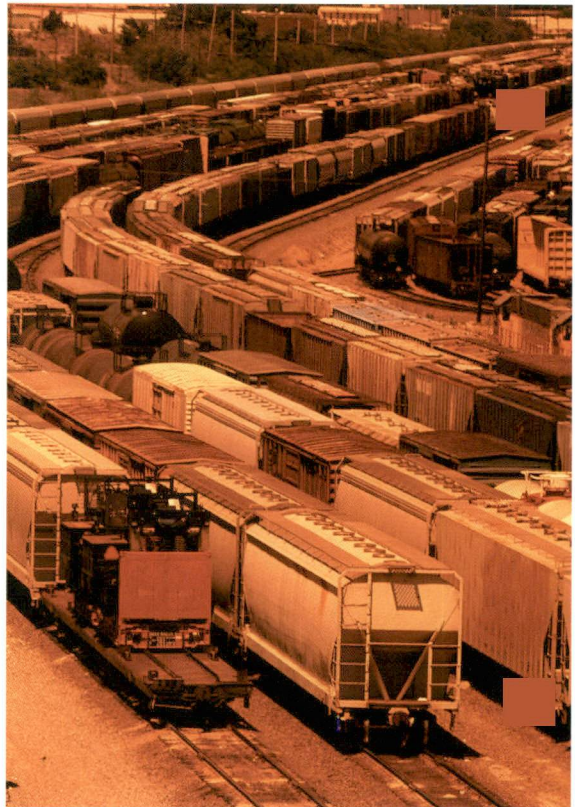
ual corporations or businesses, are ineligible to become sponsors. Like sponsors, sustaining affiliates negotiate their contributions on the basis of the level of services they wish to receive; the minimum annual contribution for a sustaining affiliate is \$15,000. A list of current sustaining affiliates is available on the TRB website at www.TRB.org/directory/sustainers.asp.

Organizational Affiliates include organizations, institutions, agencies, and businesses, which can choose to contribute at one of three different levels of support, depending on the level of services desired. In addition to basic affiliate benefits, organizational affiliates receive most publications at no cost as well as complimentary registrations to the TRB Annual Meeting. A list of current organizational affiliates is available on the TRB website at www.TRB.org/directory/affiliates.asp.

Individual Affiliates and **Student Affiliates** (full-time students at accredited postsecondary institutions) enjoy basic affiliate benefits and may subscribe to TRB publications at a substantially reduced cost.

Finances

TRB's annual operating budget exceeds \$50 million. About 20 percent of expenditures is for technical activities (standing committees, Annual Meeting, field visit program, publications, and TRIS); 65 percent for the Cooperative Research Programs; and 15 percent for studies and continuing activities. Approxi-



mately 60 percent of TRB's total financial support is provided by the transportation departments of the 50 states, the District of Columbia, and Puerto Rico. Contracts and grants from the component administrations of the U.S. Department of Transportation and other federal agencies provide an additional 35 percent, and the balance is provided by private sponsoring organizations and income from publication sales, meeting registrations, and affiliate fees.



THE NATIONAL ACADEMIES

Advisers to the Nation on Science, Engineering, and Medicine

The **National Academy of Sciences** is a private, nonprofit, self-perpetuating society of distinguished scholars engaged in scientific and engineering research, dedicated to the furtherance of science and technology and to their use for the general welfare. Upon the authority of the charter granted to it by the Congress in 1863, the Academy has a mandate that requires it to advise the federal government on scientific and technical matters. Dr. Bruce M. Alberts is president of the National Academy of Sciences.

The **National Academy of Engineering** was established in 1964, under the charter of the National Academy of Sciences, as a parallel organization of outstanding engineers. It is autonomous in its administration and in the selection of its members, sharing with the National Academy of Sciences the responsibility for advising the federal government. The National Academy of Engineering also sponsors engineering programs aimed at meeting national needs, encourages education and research, and recognizes the superior achievements of engineers. Dr. William A. Wulf is president of the National Academy of Engineering.

The **Institute of Medicine** was established in 1970 by the National Academy of Sciences to secure the services of eminent members of appropriate professions in the examination of policy matters pertaining to the health of the public. The Institute acts under the responsibility given to the National Academy of Sciences by its congressional charter to be an adviser to the federal government and, upon its own initiative, to identify issues of medical care, research, and education. Dr. Harvey V. Fineberg is president of the Institute of Medicine.

The **National Research Council** was organized by the National Academy of Sciences in 1916 to associate the broad community of science and technology with the Academy's purposes of furthering knowledge and advising the federal government. Functioning in accordance with general policies determined by the Academy, the Council has become the principal operating agency of both the National Academy of Sciences and the National Academy of Engineering in providing services to the government, the public, and the scientific and engineering communities. The Council is administered jointly by both the Academies and the Institute of Medicine. Dr. Bruce M. Alberts and Dr. William A. Wulf are chairman and vice chairman, respectively, of the National Research Council.

The **Transportation Research Board** is a division of the National Research Council, which serves the National Academy of Sciences and the National Academy of Engineering. The Board's mission is to promote innovation and progress in transportation through research. In an objective and interdisciplinary setting, the Board facilitates the sharing of information on transportation practice and policy by researchers and practitioners; stimulates research and offers research management services that promote technical excellence; provides expert advice on transportation policy and programs; and disseminates research results broadly and encourages their implementation. The Board's varied activities annually engage more than 5,000 engineers, scientists, and other transportation researchers and practitioners from the public and private sectors and academia, all of whom contribute their expertise in the public interest. The program is supported by state transportation departments, federal agencies including the component administrations of the U.S. Department of Transportation, and other organizations and individuals interested in the development of transportation. www.TRB.org

www.national-academies.org



THE TRANSPORTATION RESEARCH BOARD

*Promoting Innovation and Progress in Transportation
Through Research by*

Facilitating information exchange

Multidisciplinary professional organization that engages transportation researchers, policy makers, and practicing transportation professionals from around the world

Fostering technical excellence in research

Manager of transportation research programs sponsored by federal government agencies, state departments of transportation, and private organizations

Providing expert advice

Respected national institution called upon by federal agencies, Congress, and the states to analyze major transportation policy issues facing the nation

Disseminating research results

Publisher of influential books, reports, and online information services that provide access to transportation research information worldwide

THE NATIONAL ACADEMIES

Advisers to the Nation on Science, Engineering, and Medicine

The nation turns to the National Academies—National Academy of Sciences, National Academy of Engineering, Institute of Medicine, and National Research Council—for independent, objective advice on issues that affect people's lives worldwide.

www.national-academies.org