



Executive Group – Terms of Reference

Introduction

July 2006

The *Travel Information Highway (TIH) Community** was formed to help members of the Traffic and Travel Information Industry to exchange data to enhance the information available to both operators and travellers.

The *TIH Executive* steers the information service development programme to support the Government's 10-year Plan for Transport. This programme is given form in the TIH Principles which sets out and promotes best practice in nine key areas, each of which is directed by the TIH Executive and supported by a dedicated Working Group.

The Working Groups, which are led by an expert in their field of inquiry, are charged with agreeing effective principles for an aspect of data exchange which can then be incorporated into the TIH Principles. The groups work from real-world approaches developed by practitioners and scrutinise them by peer review to make sure that all work is carefully targeted to the real needs of the *Travel Information Highway Community**.

To date, the TIH Executive and Community exist on a largely voluntary basis. To ensure long term stability and effectiveness, the TIH Executive have embarked upon a process that will formalise TIH activities in line with those of the Real Time Information Group (RTIG), the UTMC Development Group (UDG) and the Intelligent Transport Society for the United Kingdom (ITS UK).

To meet the current and future requirements of the TIH Community, and joint activities with RTIG, UDG and ITS UK, with effect from 1st April 2006, the TIH Executive Group shall adopt the following:

Terms of Reference:

- I. ensure the group consists of no more than 7 members drawn from the TIH Community in order to achieve effective management and decision making processes, with a quorum of at least 4 members attending each meeting;
- II. be responsible for reviewing the need to create the TIH Ltd and initiating the process at the appropriate time;
- III. review membership of the TIH Executive and TIH Working Groups on a regular basis. The Executive will appoint a Chief Executive Officer (CEO), Chief Operations Officer (COO), Chief Technical Officer (CTO) and Working Group members from the wider TIH Community. Confirmation of all appointments will be sought from the wider TIH Community;
- IV. be responsible for directing the resources available through the TIH Secretariat;
- V. be responsible for the coordination and management of the TIH Working Groups and acting on their recommendations;

** The United Kingdom Travel Information Highway Community is an internationally recognised independent association with over 150 members.*

- VI. ensure that all published TIH documents are reviewed and updated at least twice a year and the TIH website is reviewed, refreshed and updated as necessary, in accordance with third party contractual obligations;
- VII. actively participate in the joint working arrangements established with RTIG, UDG and ITS UK i.e. the Joint Technical Group (JTG) and the Joint Implementation Group (JIG);
- VIII. support the Department for Transport (DfT), the Local Highways Authorities (LHAs) and the Highways Agency (HA) and its agencies in the delivery of the ITS Framework Policy for Roads (published November 2005);
- IX. establish mechanisms to ensure the sustainability of TIH activities, supported by the delivery of an annual business and marketing plan.

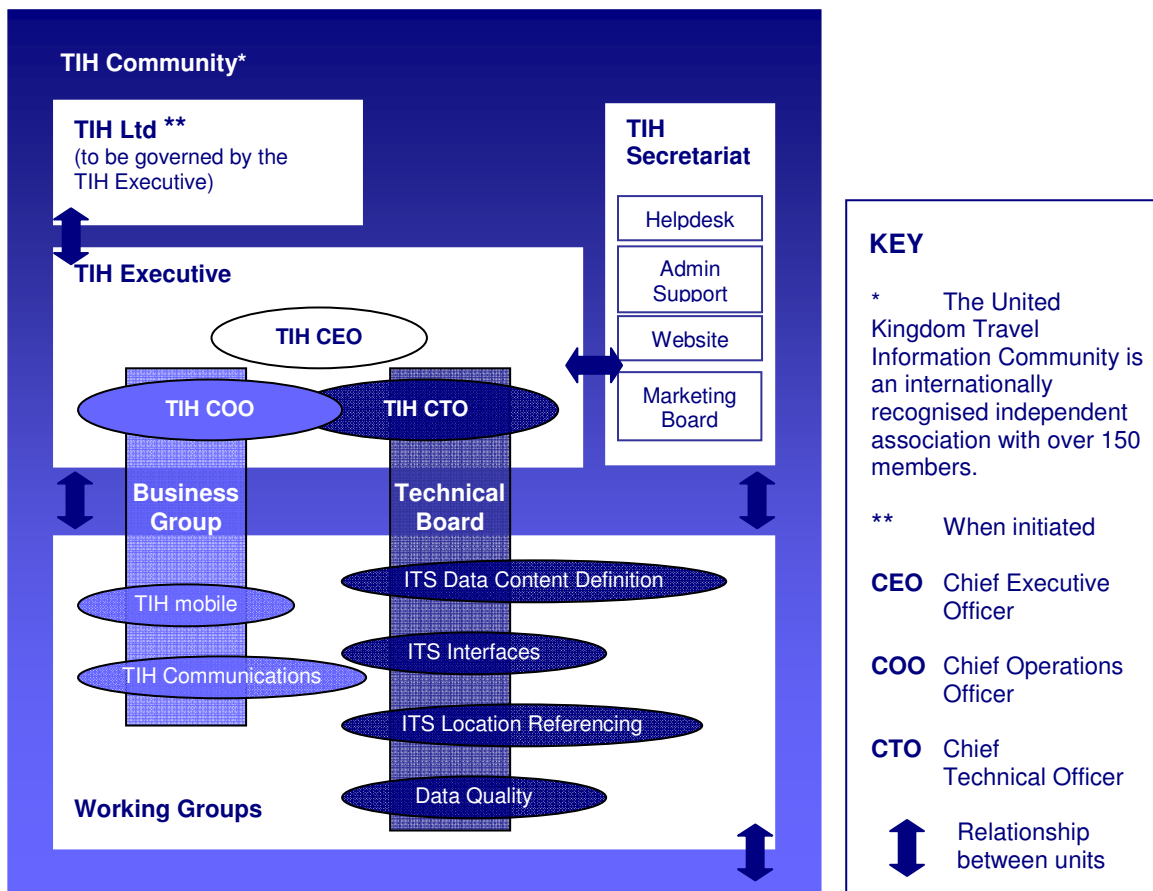


Figure i: TIH Organisational Structure

TIH Chair:

Steve George
Principal Strategy Officer (MATTISSE)
CEPOG Support Team
Centro House
16 Summer Lane
Birmingham
West Midlands
B19 3SD

0121 214 7335
stevegeorge@centro.org.uk

TIH Secretariat:

Graeme Cox
Intelligent Transport Systems
WSP Group
Colston 33
Colston Avenue
Bristol
BS1 4TT

0117 930 2065
graeme.cox@wspgroup.com

* The United Kingdom Travel Information Highway Community is an internationally recognised independent association with over 150 members.