



Procedure for submission of updates to the UTMC Technical Specification

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1 Introduction

1.1 This document

1.1.1 This document has been produced under the Urban Traffic Management and Control (UTMC) initiative. It presents the procedure to be adopted in connection with the submission of updates to the UTMC Technical Specification.

1.2 Status

1.2.1 This procedure is based on the version approved by the UDG MG on 30 November 2006, with minor editorial updates to take account of operational changes since then (including the UDG's move to a membership organisation and the move of Government support from DfT Centre to the Highways Agency).

1.2.2 Because the real-world changes have rendered the previous adopted procedure inappropriate, and bearing in mind the modest degree of change in this version, the present draft has been adopted on a working basis subject to ratification. This version of the procedure is therefore **active** but subject to review by the UDG MG, S&SG and HA.

1.3 Principles

1.3.1 The UTMC Technical Specification ("Tech Spec") consists at present of two documents: a Framework Specification TS003 and an Objects Registry TS004. Each is versioned.

1.3.2 The Tech Spec is a national document and updates are subject to support by the DfT. This is achieved following a formal public consultation on a draft recommended by the UDG.

1.3.3 The UDG will, prior to recommending any update, consult widely among stakeholders, including local authorities and suppliers. It is the UDG's job to ensure that good ideas with community benefit are progressed without undue delay, while protecting against the possibility of any organisation 'hijacking' the Tech Spec to its own ends.

1.3.4 The Tech Spec will not be updated continuously. Rather, developments will be consolidated into annual updates. Where no submission is made, of course, no update will be necessary.

2 Procedure

2.1 Initiation

- 2.1.1 Anyone can propose a submission to update any part of the Technical Specification. (However, it is expected that most submissions will relate to the Objects Registry TS004, rather than the Framework Specification TS003.)
- 2.1.2 A submission proposal may be a proposed *change* or a proposed *addition*.
- 2.1.3 A submission proposing a change must include (a) a statement of which section or sections of the Tech Spec will be affected; (b) the proposed new text; (c) a clear identification of how this differs from the current text, preferably both by change-bars and by a textual description; (d) a rationale for the change.
- 2.1.4 A submission proposing an addition must include (a) a statement of where, approximately, the new item should be placed in the Tech Spec; (b) the proposed new text; (c) a rationale for the change.
- 2.1.5 In either case the proposer is strongly encouraged:
- to have discussed the submission with the key parties likely to be affected, and to have reached a consensus prior to submission as far as possible;
 - to ensure that the submission is consistent with the current Tech Spec in terms of object structure, naming etc.

2.2 Submission

- 2.2.1 Submissions may be made at any time. They should be made electronically, normally using Microsoft™ Word™ or Excel™ as appropriate, though certain other file formats (eg .txt, .jpg, .xsd) may be appropriate in specific cases.
- 2.2.2 Submissions should be sent to the UTMC Technical Secretary at the address shown in Annex A.
- 2.2.3 Confirmation of receipt of submissions will be provided. Provided the submission follows the rules above it will be progressed. Where information is obviously missing or unclear, the Technical Secretary might ask the proposer to consider a redraft. However he may not block or delay consideration of the submission.

2.3 S&SG stage

- 2.3.1 The S&SG is the body charged with formulating and proposing updates to the Tech Spec. It may do this on its own behalf – for example if, during its work, it has uncovered an inconsistency, or if it has identified a need and commissioned technical research to address it. However, it also acts as the ‘funnel’ for submissions put forward via the Technical Secretary.

2.3.2 The Technical Secretary will bring each submission to the S&SG, who will then deliberate the submission and determine how to proceed.

2.3.3 The S&SG will accept a submission if and only if it is satisfied that:

- all those who have a legitimate interest have had a chance to comment, and the proposer has addressed substantive comments;
- the submission is generally in the interests of stakeholders as a whole;
- reasonable endeavours have been undertaken to ensure that the proposed change is backwards compatible with the current version of the Tech Spec.

2.3.4 If these criteria are not met, the S&SG will ask the Technical Secretary to take suitable steps, which may include:

- advise the proposer of the submission, and request additional work;
- contact directly other parties to elicit their opinion directly;
- lead an informal consultation with an appropriate community or communities, which will normally be UDG subscribers;
- establish a Working Group to assist with the development of the change (which may include non-members);
- initiate a project task to consider the submission in technical detail, potentially on a funded basis;
- any similar action designed to provide assurance on the fitness of the submission.

2.3.5 These steps may be repeated as many times as the S&SG feels necessary.

2.3.6 Once the S&SG is satisfied, it will instruct the Technical Secretary to include the submission in the next scheduled draft update of the Tech Spec.

2.3.7 The Technical Secretary will maintain a schedule of Current Issues which identifies all submissions and their current status. This schedule will be publicly available.

2.4 Updated Spec: informal consultation

2.4.1 Every year (provided there is material to include) the Technical Secretary will formulate a draft update of the Tech Spec, with the aim of superseding the current TS003 and/or (more likely) TS004. This will take account of all the items in the Current Issues schedule which are substantially resolved.

2.4.2 The draft update will first be circulated for informal technical consultation with an appropriate community or communities, which will normally be either all UDG subscribers or UDG supplier subscribers. Challenges will only be considered where they are specific and a justification for the challenge is given. The aim of the procedure is to minimise the likelihood of activity here by maximising the involvement of those likely to take a position during the S&SG stage.

2.5 Updated Spec: formal consultation

2.5.1 When this is complete, the draft update passes to UDG MG for consideration as a possible formal update. For practical purposes, since the MG is unlikely to gainsay its S&SG subcommittee, this may be done in parallel.

2.5.2 The Technical Secretary will then lead a formal consultation on behalf of the UDG and DfT. At present this involves posting the draft update on the UTMC website, announcing a consultation for a fixed period of around 12 weeks. Stakeholders will normally be notified both on the website and via a UTMC Newsletter.

2.5.3 The draft Tech Spec may be revised in response to any submissions received during formal consultation. It is anticipated that S&SG would need to scrutinise any revisions made at this stage. However because of the previous stages it is expected that the public consultation would elicit minimal response and minimal revision requirements.

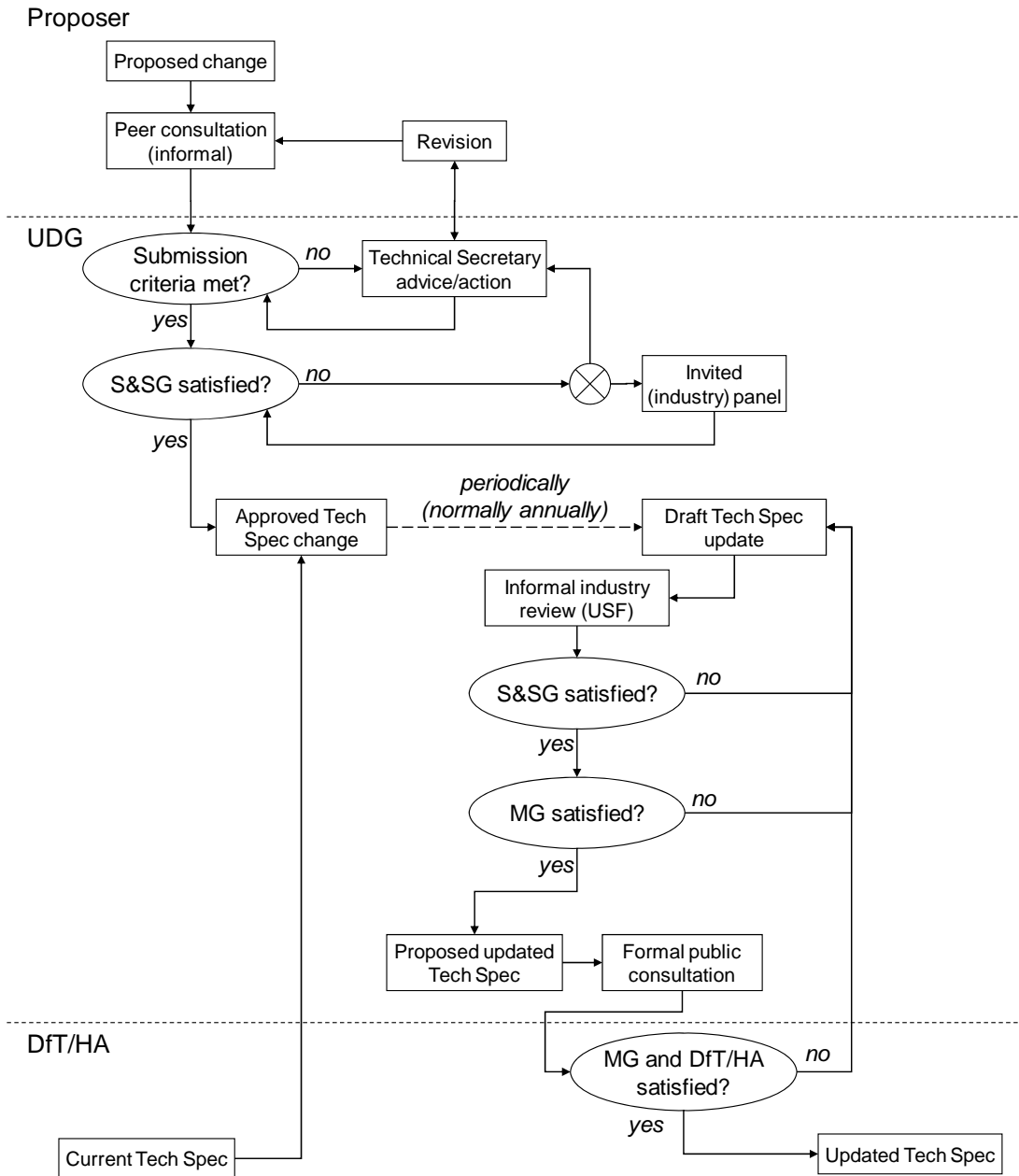
2.5.4 After this, provided that the formal stage of the process has been correctly undertaken, the updated version will be authorised, and the new Tech Spec becomes official.

2.6 Complaints

2.6.1 Concerns about technical aspects of the Tech Spec management should be addressed in the first instance to the Technical Secretary. Concerns about process should be addressed to the UDG Chair.

2.7 Summary

2.7.1 The diagram overleaf summarises the procedure.



A Contact points

A.1 The key contact points for are as follows (these may be subject to change from time to time):

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