



UTMC Development Group

Procedure for submission of updates to the UTMC Technical Specification

UDG Secretariat

4 December 2006

1 This document

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.

This document has been produced by the UTMC Secretariat on behalf of the Department for Transport (DfT) and the UTMC Development Group (UDG) Management Group, with advice from the UDG Specifications and Standards Group (S&SG) and the UTMC Suppliers Forum (USF).

2 Status

This procedure documents and clarifies the process that is currently in force, following a request for a clear codification.

A previous version of this procedure was been issued to S&SG and, via them, to USF; as a result of feedback, minor revisions were made, and this version was approved by the UDG MG on 30 November 2006. This version of the procedure is therefore **currently in operation**.

This document has been prepared under the auspices of the UDG. No guarantee is given in respect of how DfT intends to manage the UTMC document set in the future, although we believe that it is likely to support the UDG's role and procedures for the foreseeable future.

3 Comment

Earlier models of this procedure involved a five step 'lifecycle' for individual components of the Tech Spec, specifically for data objects: notification, submission, validation, establishment and retirement. This five-step process has not proved suitable to the current Tech Spec structure; nor has any step other than notification and submission been used. With the advent of the product catalogue, therefore, this five-step process has been withdrawn.

4 Principles

The UTMC Technical Specification ("Tech Spec") consists at present of two documents: a Framework Specification TS003:2005 and an Objects Registry TS004.002:2005.

The Tech Spec is a Crown document and updates are undertaken by the DfT. This is currently achieved following a formal public consultation on a draft recommended by the UDG.

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 Spec to its own ends.

The Tech Spec will not be updated continuously. Rather, developments will be consolidated into 6 monthly updates. Where no submission is made, of course, no update will be necessary.

5 Procedure

Initiation

Any UDG member 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.)

A submission proposal may be a proposed *change* or a proposed *addition*.

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.

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.

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.

Submission

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) may be appropriate in specific cases.

Submissions should be sent to the UTMC Technical Secretary.

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.

S&SG stage

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.

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

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.

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, normally via the UDG MG for LA response and via the USF Chair for supplier response;
- 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.

These steps may be repeated as often as the S&SG feels necessary.

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.

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

Updated Spec: informal consultation

Every six months (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.xxx. This will take account of all the items in the Current Issues schedule which are substantially resolved.

The draft update will first be circulated for informal technical consultation, via the USF Chair. 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.

Updated Spec: formal consultation

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

DfT will then undertake the necessary formal, statutory consultation. At present this step is also managed by the Technical Secretary. At present this involves posting the draft update on the UTMC website, announcing a consultation for a fixed period of around 12 weeks.

The draft Spec may be revised in response to any submissions received during formal consultation. It is anticipated that DfT will ask S&SG 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.

After this, if DfT is satisfied that the formal stage of the process has been correctly undertaken, it will authorise the publication of an updated version, and the new Tech Spec becomes official.

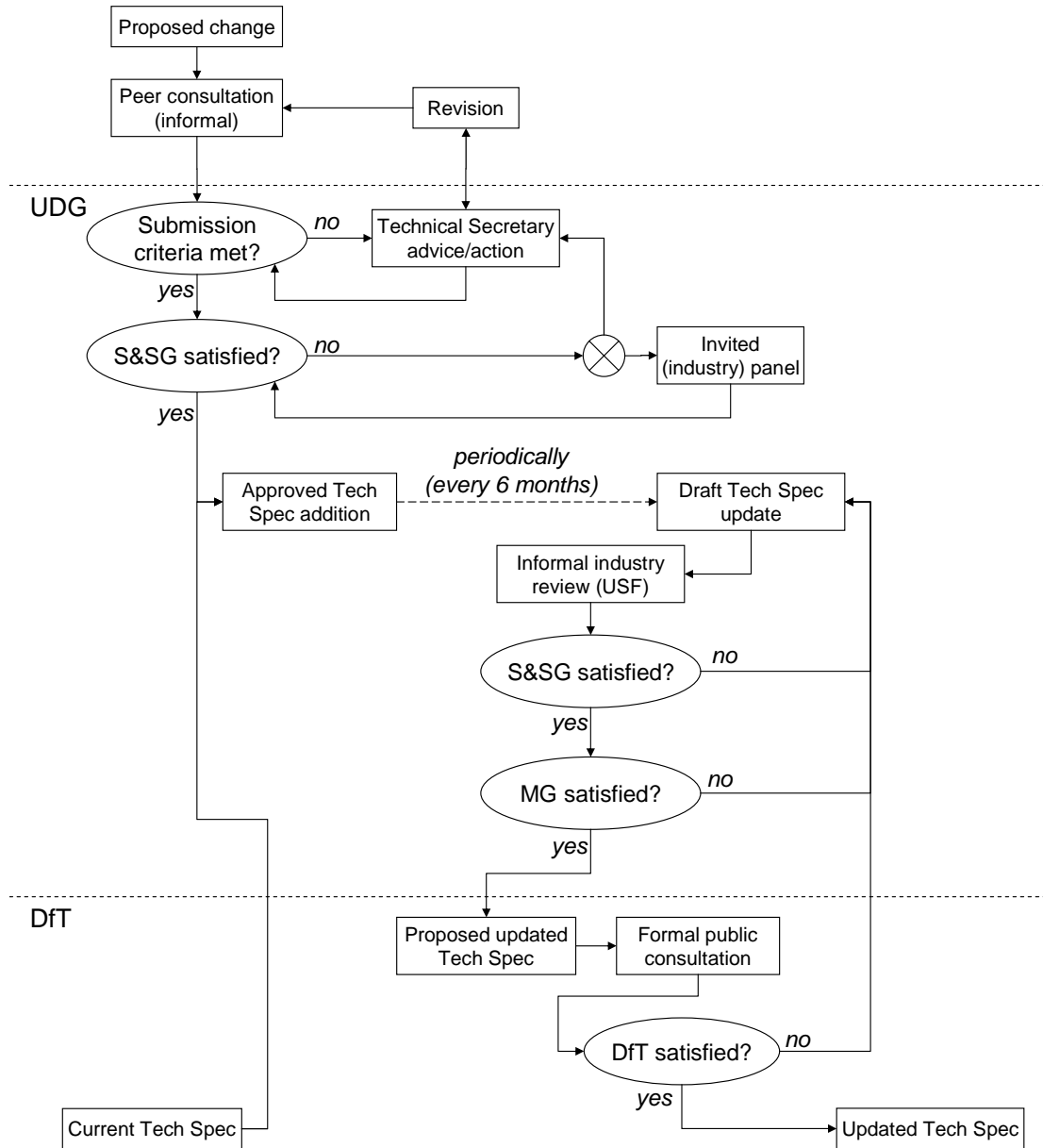
6 Complaints

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 or the responsible DfT officer.

7 Summary

The diagram overleaf summarises the procedure.

Proposer



Annex A Contact points

The key contact points for this process are as follows (these may be subject to change from time to time):

David J Williams
Department for Transport
Great Minster House
76 Marsham St
London
SW1P 4DR
Tel: +44 (0)20 7944 2595
email: davidjwilliams@dft.gsi.gov.uk

Julie Hurley
UDG Chair
City of York Council
Environment & Development Services
9 St Leonard's Place
York
YO1 7ET
Tel: +44 (0)1904 551372
email: julie.hurley@york.gov.uk

Derek Renaud
S&SG Chair
Chief Engineer, Development and Research
Directorate of Traffic Operations, Surface Transport
Transport for London
Windsor House
42-50 Victoria Street
London
SW1H 0TL
Tel: +44 (0)20 7126 2309
email: derekrenaud@streetmanagement.org.uk

Mark Cartwright
UTMC Technical Secretary
Centaur Consulting Limited
Surrey Technology Centre
Surrey Research Park
Guildford
Surrey, UK
GU2 7YG
Tel: +44 (0)1483 688272
Fax: +44 (0)1483 688271
email: mark.cartwright@centaurconsulting.co.uk