

# UTMC Suppliers Forum Management Group

## Meeting Minutes

Ashdown House, Victoria, London  
6 June 2003

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**Attendees:** Francis Groark - Thales  
Gary Umpleby - Mott Macdonald  
John Massey - Tenet  
Mandi Patel - U3MP  
Mark Bodger - Siemens  
Mark Pleydell - Microsense  
Nigel Baber - Peek  
Nimesh Faldu - Urbis  
Paul Welsh - Owen Williams  
Pete Hutchinson - AGD  
Richard Gibson - IDT  
Robin Hewitt - Halcrow  
Will Sharp - Babtie

**Apologies for absence:** Ian Routledge - IRC

**Prepared by:** Richard Gibson

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Item	Action
1	The definition of a "Supplier" was agreed as: "A commercial supplier of UTMC-related goods and services"
2	It was agreed that the scope of the suppliers' organisation extended beyond that defined by the UTMC Development Group (UDG) and that any further dilution of the 'UTMC brand' was undesirable. Therefore it was agreed that the name of the suppliers' organisation should be "UTMC Suppliers Forum" (abbreviated to USF) with this executive to be called the USF "Management Group".
3	The mission of the USF was agreed to be:  1) To represent by consensus the contribution of Suppliers to the development and adoption of: a) UTMC best practice b) the continuing development of workable specifications and standards.  2) To promote the market for UTMC-related goods and services.
4	It was agreed that the structure of the USF will be the main suppliers' forum supported by the Management Group. Sub-groups will be formed to address specific issues with membership drawn from both the main forum and the Management Group.

- 5 The Management Group will consist of those who expressed an interest in Birmingham including those unable to attend today and will meet quarterly.
- 6 The members of the Management Group will attend as representatives of their employers.
- 7 Richard Gibson was elected Chairman of the USF Management Group. The secretary's role at each meeting will be rotated throughout the Management Group membership.
- 8 The establishment arrangements detailed above will remain in place until June 2004 subject to a review in December 2003.
- 9 Robin Hewitt will draft a constitution and present it for discussion at the next meeting RH
- 10 Mark Bodger will liase with DfT to co-ordinate the suppliers' representation at ITS World Congress at Madrid (16 - 20 November 2003) MB
- 11 John Massey will liase with UTMC programme management to co-ordinate supplier representation and potentials for two presentation slots at the UTMC conference in December. JM
- 12 Gary Umpleby will co-ordinate the Data Objects sub-group and arrange an urgent meeting to address the current concerns. GU
- 13 One agenda item for the Data Objects sub-group is to propose ways to improve requirements definitions by Purchasers with the aim of reducing the need and likelihood of specific implementations. PW
- 14 The potential of convergence between UTMC and TIH was discussed and it was agreed to approach TIH to introduce the USF and take exploratory soundings. GU/PW
- 15 It was agreed to request formal contact with the UDG Specifications and Standards Sub-Group and to request agendas in advance so that we can determine the most appropriate representative. RG
- 16 It was agreed to request supplier representation on the main UDG. RG
- 17 The names and contact details of the Management Group are to be circulated throughout the group and to TIH, DfT and TCUG. RG
- 18 The USF's objectives should be circulated to the TIH, DfT and TCUG RG
- 19 The date of the next meeting was set at 1000 - 1600 on Thursday 11 September 2003. The Dft will be asked to provide the room and facilities RG