

**USF Management Group
Meeting Minutes**

DfT, Great Minster House, London
11 September 2003

Attendees:	Pete Hutchinson	AGD
	Will Sharp	Babtie
	Richard Gibson	IDT
	Gary Umpleby	Mott MacDonald
	Paul Welsh	Owen Williams
	Nigel Baber	Peek
	Mark Bodger	Siemens Traffic Controls
	John Massey	Tenet
	Francis Groark	Thales
	Mandi Patel	U3MP
	Nimesh Faldu	Urbis
Apologies:	Robin Hewitt	Halcrow
	Ian Routledge	IRC
	Mark Pleydell	Microsense
Minutes by:	Mark Bodger	

- | | | Action |
|----------|--|---------------|
| 1 | Minutes of the Previous Meeting | |
| | The minutes of the meeting held on 6 June 2003 were agreed by all present. | |
| 2 | Management Group Composition | |
| | Following a short discussion it was agreed that the composition of the USF Management Group should remain as currently agreed until the next full meeting of the Suppliers Forum. As no response to any invitations had been received from Paul Corcoran of Amey it was agreed that they would not be considered a member of the Management Group. Richard Gibson to contact Paul Corcoran and explain the decision of the meeting. | RG |
| 3 | Actions Arising | |
| (10) | ITS World Congress – following the initial meeting of the USF Management Group, confirmation had been received from Mott Macdonald, Peek, Siemens, Tenet and Thales that they would be participating in the ITS UK stand in Madrid and were willing to support a UTMC demonstration. During assorted telephone discussions and a pre-meeting to this meeting, it was agreed that a special display panel will be included on the ITS UK stand, along with a live presentation on a 42 or 50” plasma screen. The exact format for this presentation to be agreed by the five companies (work ongoing). Concern was expressed that any materials produced should be suitable for re-use, | MB |

particularly at the UTMC conference in December – Mark Bodger to confirm and ensure where possible materials can be re-used dependent upon stand construction techniques.

(13) Data Objects inclusion in Specifications - No action at present as the ongoing data objects baseline exercise is still ongoing. It is expected that this will be a natural result of the formal conclusions of the current data objects working group.

(14) Cooperation between USF and other groups – some initial discussions were held on this subject but it is currently expected that this will be reviewed by other parties with an overall interest in all similar forums. USF MG members to bear this in mind during any discussions outside the USF. **All**

(17) / (18) The USF Objectives, and MG contact details have been circulated to all interested parties.

4 Data Objects Working Group

Meetings have been held to discuss the current immediate issues and to review outstanding discrepancies with the current objects. This has led to some positive discussions and mechanisms to resolve current issues (particularly with respect to routes, journey times and network data objects) are now being reviewed by the suppliers concerned. The outcome of these reviews will require some rework in the existing demonstrator projects and other installations to install the agreed common set of data objects.

A further meeting to discuss the wider issues surrounding data objects is scheduled for Wednesday 1 October in London.

Overall the suppliers were in agreement with the process so far, as long as any changes in the future are by mutually agreed additions to data objects and no further reformatting of existing objects is required.

A clear position is required from the USF (Data Objects Group) on the future technical management of data objects for discussion with the main UDG.

The work of the data objects group is expected to continue for the foreseeable future to continue to provide coherence to data objects development and provide a common view from suppliers on issues expected to effect data objects (XML – life after CORBA etc).

Thanks were expressed for Gary Umpleby's work so far in coordinating the work on this key subject.

It was felt that a meeting with the main UDG SSSG should be requested following the data objects group second meeting in October. **RG / GU**

5 UDG Liaison

A meeting of the main UDG was held on 18 July. Richard Gibson has had some contact with the UDG and as a result it was confirmed that the USF representatives will be allowed to attend the afternoon sessions of the main UDG meetings.

It was confirmed that Ken Laughlin (Hampshire CC) would be taking on responsibility

for PR issues associated with the UDG.

It was felt that the positive outcome of the data objects work done so far by the USF should be discussed with the UDG SSSG at the earliest opportunity with a view to discussing the ongoing management of data objects. Given the consensus which has been obtained so far, it was felt by the USF MG that the UDG SSSG would hopefully not be required to arbitrate on data object conflicts much in the future. This was felt to be a positive step forward in the ongoing development of UTMC.

The USF MG discussed the issues of the Data Objects Registry and it was considered that this should be discussed with the UDG SSSG as soon as practical to ensure a smooth process was agreed to cover the transition from programme management when the time comes. This was felt to be important to ensure that the consensus and agreement which has been reached so far is maintained for the benefits of the UDG and other potential customers of UTMC.

RG

In line with the discussions of the data objects group it was considered that new or alternative technologies should also be considered for UTMC interfaces (e.g. XML) and this should be discussed with the UDG SSSG as soon as practical to maintain an understanding of any issues involved.

It was felt that a future research project to examine future technologies and UTMC would be beneficial for the longer term success of UTMC. This should be raised at an appropriate UDG meeting to discuss the potential scope of such a project and how this should be approached. Any ideas concerning the nature and scope of such a project should be forward to RG for inclusion in any discussions with the UDG.

RG /
All

The subject of CEN/ISO standards, as raised at a recent ITSUK LAUIG meeting was discussed. It was considered that the inclusion of UTMC within the appropriate CEN/ISO standard would be a useful measure, although this process is expected to be quite slow and hence we should not expect too much, too soon. The subject of whether the USF should be involved in any drafting of a suitable submission was discussed and it was generally agreed that this should be the case. It was felt however that this work should be led by UDG, supported by the USF as appropriate and should probably be raised at the UDG meeting.

RG

6 USF Terms of Reference

The document circulated by Robin Hewitt was discussed and general agreed, with the following small amendments:

- The size of the Management Group should be specified as a minimum of 9 and maximum of 15 suppliers.
- Not less than 2 each of the following are required to be included in the management group:-
 - System supplier (e.g. Common Database, UTC etc)
 - Equipment supplier (OTU, VMS, Air Quality Monitor etc)
 - Consultant
- The company is elected to the management group, not the individual.
- One vote per company at management group meetings.
- The management group is elected from the full plenary suppliers group, with again one vote per company in any election. An election shall only be held if more than 15 companies wish to join the management group.
- Remove all durations in Section 7. No time limit on membership of the management group.

RH

The formal version of the Terms of Reference will need to be adopted at the next plenary session of the USF in 2004.

Section 4 of the document needs to be rewritten into the introduction as it reflects the background to the formation of the USF.

In order to ensure the fullest possible membership of the USF, it was felt that its activities should be publicised on the UTMC website, along with details on how to join and find out further information. Meeting minutes should also be published on the website if possible for ease of access and openness. This will need to be discussed with the UDG.

RG /
RH

7 UTMC Conference

John Massey has been in touch with Gareth Tilley and a draft agenda was discussed.

A 20 minute slot has been secured for the USF during the first day of the conference to publicise activities to date. The presentation needs key messages on the creation of the USF, composition and achievements to date. Suggestions for inclusion in this presentation should be sent to RG for discussion at the next meeting.

All

Some discussions still remain over exactly what facilities will be available and what involvement will be available to, or required from the USF.

John Massey will be visiting the conference site with Ben Thancanamootoo and others next week to gain further details and will circulate more details in due course.

JM

8 A.O.B.

8.1 A short discussion was held on MIBs and it was concluded that these should be discussed by the data objects working group in due course.

9 Date and Time of Next Meeting

1400
27 November 2003
Venue to be advised.