

Minutes of Meeting (Draft)

Page 1 of 3



Project: USF MANAGEMENT GROUP MEETING **Ref:**
Subject: USFMG Minutes
Location: Transport for London, Ecclestone Place, London
Date & Time of Meeting: 13th October 2005
Date of Issue: 17 October 2005
Copies to: Attendees
Apologies: Rob Taylor, Robin Hewitt, Gary Umpleby

Name of Attendees:	Representing:	Ref:
Richard Gibson	IDT (Chair)	RG
Mark Bodger	Siemens	MB
Will Sharp	Babtie	WS
Derek O'Garr	Golden River	DO
Mark Pleydell	TSEU	MEP
Paul Welsh	Owen Williams (Secretary)	PW
Richard Jenkins	AGD	RJ
Peter Filbey	Peek	JC
Roger Stainforth	VMS Ltd	JR
Mark Percival	TENET	MP

Item	
1	Apologies: were received from the above members.
2	Secretary Paul Welsh was appointed Secretary for the meeting.
3	Minutes of Previous Meeting Minutes of the previous meeting were accepted.
4	UDG Meeting 12 October 2005 RG summarised the discussions within 12 th October UDG as detailed under the relevant topics.
5	UTMC Conference 2005 Dates are now 22 & 23 rd November and the attendance costs have been increased. There is space for up to 15 exhibitors. So far take up has been good. As last year there will be two parallel workshops, topics not yet known, the names of four volunteers will be put forward to the conference organisers. <p style="text-align: right;">Action: RG</p> Elections to the Management of USF in the Plenary session will follow last year's format. <p style="text-align: right;">Action: Prepare ballot papers MB</p>

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	<p>RG advised that he will be standing down as Chair. The new Chair is to be elected at the meeting after the UTMC Conference.</p> <p>RG is presenting a paper at the conference “Ensuring Future Needs”, he was given a number of bullet points to consider for his presentation, - a key item proposed was the need to communicate with/educate transport planners.</p>
<p>6</p>	<p>UDG Meeting</p> <p>UDG have submitted a bid for £140K for 2006-2007 to DfT. Concern was expressed that this should not be swallowed up in ‘project management’ rather than being dedicated to development, particularly Data Objects and MIB’s. (Derek Renaud later said that the monies were not assigned and were only at the bid stage.)</p> <p>DfT has a Management Board reviewing initiatives. They are thought to support the possible merger of UDG, TIH and RTIG. There is a meeting about this on the 8th of December. The USF support this initiative.</p> <p>UDG are concerned about publicity and are considering a series of workshops on Procurement and Products. This may be a marketing opportunity, but needs to be pitched and structured to educate and inform. UDG are exploring the possibility of ITS Assist helping with funding for the events.</p> <p>To regularise finance management, UTMC Ltd has been formed. There are four Authority representatives as Directors and they are looking to other Authorities to sign up to the organisation.</p> <p>The DTi have committed £6M for ITS development through the Centre of Excellence known as “InnovITS”. Concern at the apparent lack of co-ordination between DfT and DTi was expressed as was concern that funds might be swallowed up in project management rather than the direct support of useful outputs.</p>
<p>7</p>	<p>2006 ITS World Congress</p> <p>There is serious concern at the lack of progress.</p> <p>Steve George has sketched a possible layout for an ITS village, but does not have support funding. The village should link to the technical papers and to the proposed UK special sessions – one of them has a UTMC theme.</p> <p>It was agreed that the village concept had merit and an ideal marketing opportunity for UK plc and the Authorities involved, but it needed sponsoring co-ordinating and needed to be a real demonstration. The probable base cost is £250K, of which at least half might be recovered from exhibitors.</p> <p style="text-align: center;">Action: Raise the congress as an issue with Steve George PW</p> <p>(Post meeting discussion, PW with Steve G, he is concerned about progress and frustrated the with DfT approach. If he had not put together the draft proposal there would have been no progress. He does not know a way of achieving action.)</p>
<p>8</p>	<p>InnovITS Alan Carter</p> <p>Alan gave a presentation “The InovITS initiative” – copy sent with minutes. So far Phil Pettit is the CEO and Alan works for them part time. (www.innovITS.com)</p> <p>It was proposed to Alan Carter that sponsoring a “UK ITS village” at ITS World Congress 2006 was clearly within the spirit of the initiative and would not only be</p>

Minutes of Meeting (Draft)

Page 3 of 3



	<p>directly supportive of InnovITS vision but would demonstrate that InnovITS could meet 3 of its 5 key objectives. The initial reaction to the idea was that because the event was in the UK, the DTi rules prevented it. Alan was invited to find a way through the rules, because this was a prime export opportunity.</p> <p>Alan clarified that InnovITS is intended to support demonstrations of ITS and EC 7th Framework projects, in the form of project management, but NOT works or equipment.</p> <p>InnovITS is willing to work with USF to promote UTMC. The criteria for applications and type of projects that would be considered is not yet available.</p> <p>Alan Carter will write to all USF members providing further information.</p> <p style="text-align: right;">Action: Supply names and addresses RG</p>
9	<p>Data Object Registry</p> <p>Concern was expressed about the time taken for the Specification and Standards Sub-group to respond to proposals for changes or additions to the Registry. They should have the resources available to achieve an acceptable turn round. The USF proposes that this process must be completed within four weeks. Product development could be stifled if the process is delayed or customers would proceed without approval.</p> <p>It was agreed that USF support the proposed move to the UML model, but it is essential that the standards move at Industry's pace.</p>
10	<p>UTMC Compliance</p> <p>Derek Renaud attended on behalf of UDG to discuss compliance issues.</p> <p>The current UDG proposal is:</p> <p>The familiar UTMC logo ("the UTMC logo") may be used on literature and web sites but not directly on products. It should carry a reference as to whether the product is to V1 (TS 001 and TS 002) or V2 (TS 003 and TS 004).</p> <p>The "UTMC Compliant logo" (similar to the UTMC logo but with the addition of the word "COMPLIANT" in red as a single block beneath the UTMC roundel) may be used on websites, literature and directly on products which meet V2 (TS 003 and TS 004).</p> <p>The words "UTMC compliant" in text are not controlled, but should indicate whether this is reference to TS 001/2 or TS 003/4.</p> <p>Users should be encouraged to migrate to V2 and new users should preferably only specify V2 products.</p> <p>Compliance will be by 'Self-Certification' coupled with pairing demonstrations.</p> <p>There are still some compliance issues outstanding.</p> <p>There was no disagreement with the proposals.</p>
11	<p>AOB: RG thanked TfL for providing the venue and facilities.</p> <p>(External to the meeting Alan Carter asked for papers for the ITS UK spring Conference – 25th January and handed out flyers.)</p>
12	<p>Date of Next Meeting</p> <p>UTMC Conference 22nd November 2005</p>