



Breakout Session Recommendations from the November 6th Future of TWG Workshop

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TWG Quarterly Meeting

March 05, 2020

Georgetown, Texas



- Session conducted on November 6th, 2019 as part of the last TWG quarterly meeting
- Goal
 - Increase TWG participation and effectiveness
 - Gather feedback from stakeholders
 - Meet changing needs
- Summary document distributed to TWG members in January 2020 (*also available on TWG website*)



1. Standard expectations/procedures for TWG
2. Revisit Advisory Committee structure, membership, role
3. Continue current quarterly meetings
4. Revisit subcommittee structure
5. Formalize selection process for presentation topics
6. Identify and prioritize training needs
7. Actions to increase participation levels
8. Support remote participation
9. Serve as forum to identify research needs

1. TWG Standard Expectations/Procedures



- No formal by-laws for TWG operation exists
- Develop set of expectations/procedures to communicate the role of TWG
- Develop high-level “standard operating procedures”



Membership

- One primary representative from each agency

Advisory Committee Meetings (Conference Calls)

- Reduce frequency to alternate months, also skip months with full TWG meeting
- Schedule conference calls the month prior to full TWG meetings, to discuss agenda setting
- Email updates sent during months without a conference call

Role

- Active role in agenda setting for full TWG
- Standing discussion items:
 - Training topics for the TWG
 - Presentation topics for TWG meetings, and
 - Research topics and priorities for the TWG to discuss

3. TWG Quarterly Meetings



- Retain current frequency
- Improved AV capabilities
- Working lunches to maximize time available
- Austin - preferred location
- Align with other events where possible

Tentative Schedule

Meeting Dates	Meeting Type	Location
Thursday, February 06, 2020	Advisory	Conference Call
Thursday, March 05, 2020	Quarterly	Austin
Thursday, May 07, 2020	Advisory	Conference Call
Thursday, June 04, 2020	Quarterly	Austin
Thursday, August 06, 2020	Advisory	Conference Call



Revisit and Establish TWG workgroups

- Dissolve current subcommittees (re-establishing them as workgroups where needed)
- Types - executive workgroups and technical workgroups
- TWG workgroups are not standing committees - disband once they reach a conclusion and report final activities to the TWG

Member Roles and Responsibilities

- Members to actively participate and contribute to the topic at hand
- MPO staff or TWG stakeholders will play a leadership role in the workgroups (Chair and Vice-Chair)
- TTI representatives will serve as secretarial and coordination function



5. Selection Process for Presentations

- Advisory Committee plays a lead role in identifying speakers and topics
- Survey or email solicitation of ideas from all TWG
- Technical conferences such as TRB, STAQS for identifying topics and speakers

6. Identifying and Prioritizing Training Needs

- Deliver training in conjunction with the quarterly meetings
- Survey TWG members on training needs
- Current training recommendations include
 - MOVES
 - MOSERS
 - SIP



7. Increase Participation Levels

- Schedule meetings in advance
- Hold the meetings in Austin
- Develop agendas and identify speakers in advance
- Improve audio and visual capabilities
- Combine with training sessions or other events

8. Support Remote Participants

- Retain WebEx participation option
- Engage WebEx participants through
 - Messaging options
 - Pausing the meeting to direct questions
 - Gathering input

9. Identify and Prioritize Research Needs



- TWG group to play an active role in identifying research needs
- Research needs should remain as an agenda item at each meeting

