

CHARTER

INNOVATIVE MOBILITY PROGRAM

TECHNICAL ADVISORY COMMITTEE

PURPOSE

The Innovative Mobility Program (IMP) Technical Advisory Committee (TAC) is a group of statewide members. It is a committee that will meet up to six times, after which ODOT staff will determine whether this committee should continue. Its purpose is to provide feedback to ODOT on the IMP competitive grants program with the aim of ensuring that equity is centered in the design, implementation, and outcomes of this program. The TAC is comprised of technical experts in multimodal transportation, grants, and social equity.

ROLES AND RESPONSIBILITIES

The TAC will provide input to ODOT on specific topic areas to inform the creation of an equitable competitive grants program. ODOT PTD staff and contracted partners are responsible to develop and implement the IMP competitive grants program with input from the TAC. Participation in the IMP TAC will not preclude members from being eligible for the competitive grants program.

Specifically, the TAC will:

- Draw upon members' expertise and technical knowledge, provide perspective and input concerning mobility, equity, and accessibility, grant structure, coordination, and communication;
- Consider the broad range of geographic, demographic and socioeconomic differences in the state to ensure implementation of the IMP competitive grants program supports the diverse transportation needs of historically underserved communities across the state; and
- Provide information or recommendations on specific topics to ODOT PTD staff for incorporation into IMP competitive grants structure.

To serve this purpose, TAC members are asked to:

- Commit to attend meetings on a regular basis;
- Focus recommendations on the specific topics being discussed;
- Make staff aware of issues and opportunities that may need to be addressed;
- Help maintain an awareness of issues affecting social equity; and
- Consider various underserved communities and their diverse transportation needs and gaps.

The TAC is not a decision-making body; however, consensus will be sought regarding group outcomes as appropriate. Consensus means that members of the group can live with an achieved compromise, although it may not be their individual preference. When the group is divided in opinion, staff may relay a mixed result to the project team for further consideration.

PROTOCOLS

MEETINGS

During meetings, members agree to:

- Listen carefully and respectfully, seeking to understand each other;
- “Share the air” – letting others speak once before speaking again oneself;
- Focus on the subject at hand and help the group stick to the agenda;
- Raise issues clearly and early in the process;
- Be constructive by offering ideas and possible solutions to address identified issues;
- Mute their device when not speaking or when needed to step away if they have joined a meeting by phone or videoconference.
- If unable to attend a meeting, members are encouraged to send an alternate.

EXTERNAL COMMUNICATIONS

Outside of committee meetings members agree to:

- Support the group process in communications with each other and with others outside the group by being careful to discuss currently or historically sensitive issues in ways that are respectful of individuals, the interests of the group, and the development of the IMP competitive grants program;
- Not speak on behalf of the TAC or represent personal views as views of the TAC or project team in other forums where similar issues are under discussion; in communication with public and elected officials; or with the media. All official communications regarding the IMP will be conducted by ODOT PTD; and
- Contact staff with suggestions to help future meetings and activities work more effectively.

PROJECT TEAM SUPPORT

To support TAC efforts, ODOT PTD staff will provide meeting agendas and initial materials available for member review at least three business days before each meeting. Meetings will begin and end on time. If necessary, ODOT PTD staff will compile meeting notes and provide the committee with the opportunity for comments and corrections.