



TERMS OF REFERENCE

1. Committee

Name: Advanced Traveler Information Systems (ATIS) Technical Committee

Sponsor: ITS Canada

2. Members

Chair: Patrick Fitzhenry, November 1, 2017 to October 30, 2019

Vice-Chair: Judy Yu, November 1, 2017 to October 30, 2019

3. Goals

The goal of the ATIS committee is to support the membership by providing advocacy, technical exchange, and education within the field of traveller information. The ATIS committee through their actions supports the goals of ITS Canada, which include moving towards a fully integrated transportation management system, improving efficiency, safety, productivity and general mobility, while reducing threats to travel safety and security as well as the negative effects to the environment such as pollution. ITS Canada strives to foster new ITS applications, promote government-industry cooperation, and strengthen the Canadian industry in order to maximize existing infrastructure.

4. Deliverables

Through engagement with the membership, the ATIS committee will ensure that the needs and expectations of the committee membership are realised and fully documented/communicated in way that can be clearly understood. The output from the committee activities (as outlined in the associated committee action plan) shall be distributed so that the membership have ample opportunity for engagement, review, input and comment. Feedback from the committee membership shall be solicited on a regular basis, analysed and used to inform the direction and activities of the committee.

5. Jurisdiction

The committee will inherit its jurisdiction from ITS Canada mandate. The committee will promote the objectives as described above however, it will be up to the transportation agencies to incorporate the suggestions in their ITS implementation.

6. Resources and Budget

The committee is made up of volunteers from various organizations including public, private and academic institutions. The members are volunteering their time towards the promotion of ATIS



committee objectives. The members will not seek any compensation for their time spent on the committee initiatives.

The committee shall take efforts to generate revenue or at least remain cost neutral towards ITS Canada e.g. organize workshops, seminars, training. ITS Canada will make available up to \$2,500 to assist with expenses related to the technical committee's outreach and engagement activities. As needed/appropriate, the committee will develop a budget to support the activities of the committee. This will be submitted to Board for approval.

The committee may need administrative support in the terms of setting up agenda, taking and distributing minutes and creating draft documents based on the objectives as described above.

7. Governance

The Chair shall be elected for a term of two years. The Vice-Chair shall be elected for a term of two years. When the Chair's term is complete, the Vice-Chair will move into the Chair position for a period of two years and a new Vice-Chair shall be elected. The committee should conduct an annual evaluation (through the means at their disposal) of their activities to ensure that it is performing at optimal levels, engaging and involving its members and planning for leadership succession. After evaluating the results, the committee should report its findings and recommendations to the ITS Canada leadership and then develop plans to address any issues the assessments have identified.

8. Communications

The Chair and Vice-Chair will meet regularly to evaluate feedback from the membership, liaise with other technical committees, decide on topics for webinars and to organize any committee events that may include in person technical demonstrations. The committee shall endeavor to provide at least three technical webinars per calendar year. The committee leadership shall provide a draft annual action plan to the membership for review and comment, once the action plan is finalised it shall then be forwarded to the ITS Board of Directors for adoption. The committee leadership shall furnish the committee members and ITS Board with an annual report detailing its activities in the previous year which should include unedited wider committee feedback and analysis.

9. Relationship to Other Technical Committees

Coordination between the various technical committees of ITS Canada will be through the respective chairs.