

RAC TKN Task Force

October 1, 2015

Meeting Notes

Present: Beth Klemann, Betty Ambler, Camille Crichton-Sumners, David Stevens, Dawn Vanlandingham, Enid White, Jessica VanDenBogaert, Karen Perrin, Laura Wilt, Leighton Christiansen, Louise Rosenzweig, Mary Moulton, Kevin Lopes, Jane Minotti, Natassja Linzau, Bradley Overturf, Sandy Brady, Cindy Smith, Sue Sillick, Renee McHenry.

Leni Oman, Chair; Beth Klemann, Notes

Agenda

1. **Roll call/Changes to agenda?** Leni took roll; no changes were suggested to the agenda. Beth Klemann stepped in to take notes in Kathy Szolomayer's absence. (Thanks, Beth!) Meeting notes were sent out for the June, July and August meetings with the agenda for today's meeting. Leni asked if there were any comments to the minutes. No response – minutes will be finalized and posted

2. **Research Reports** – Status update from Renee McHenry
Research report distribution guidance & FHWA directive letter – [posted to AASHTO website](#)
The distribution guidance and FHWA directive letter are NOT on the SPR exchange site so they are posted on the AASHTO site. A message was sent to RAC members to let them know the info is posted.

TRDP (Technical Report Documentation Page) guidance – no updates; all documents are up-to-date on the AASHTO website. The modified form went to OST/R within USDOT for vetting about a week ago, to follow up with DOT modes for changing the form.

3. **KM Calendar** – Laura Wilt

The beta test will continue for a couple of weeks. Some final fixes were given to the designer and will then be implemented for a final test before the site goes live. It is accessible (viewing only) now at <http://www.kmcalendar.org/>

Renee reviewed the site for us. The home page of the calendar does have a login for administrators, but it is subtle. Administrators can edit the site, but anyone can view without logging in.

Events can be viewed as a list by date or as a calendar (week or month) view. Clicking on titles gives additional information. Note that cost is a filter (expressed in ranges) so the actual cost is in the title.

The resources page has archived reports, handouts and webinars.

To submit an event, use the contact form and that will go to Laura. The site is functional. Thanks expressed to Natassja and Renee for getting the calendar up and running before the pooled fund ended. The beta test did not have many testers. A survey was sent out but only a few responses came in.

There are glitches to fix and the administrative function hasn't yet been handed off from the developer.

RPPM (Research Program & Project Management) is linked (or will be). Once the site is live, administrator status can be requested (from Laura?). The site is in WordPress so it is fairly easy to use. However, it does NOT work well in Internet Explorer. Laura has been using Firefox.

Sue S. suggested creating a user's guide and a posting guide as the site goes live. Maria (developer) has put together a video for administrators. Natassja noted that she can access the back end to make changes once live.

Leni will also send to KM Task Force at TRB.

Renee talked with Maggie regarding finalizing the calendar before the end of the pooled fund. The last of the testing will be completed by Maria and then it will go live. Laura will ask for a timeline but expects within a week.

Sue asked about multi-day events – they look like separate days rather than a continuous bar across the calendar. This is a known issue on a list for future enhancements.

There was a question as to whether the calendar will just be a product, or if there will be a report associated with it. Leni wondered if perhaps there is value to creating a "lessons learned" document from the development of this and the RPPM calendars. Natassja responded that she can draft. Some of her lessons are: pick the right contractor; pay by the job not hourly; adapting to time zones is important. Folks mentioned that we have gained experience in these processes and it would be good to share it. Laura and Sue offered to review the draft. Leni also suggested that we can list the competencies needed in a contractor.

Leni summarized that shared calendars are work and that this group is at the front edge of modernization.

4. Research Problem Statement(s)

- a. Information Security & Information Access (attached at end of these notes) – Carol, Curtis, Brad

Much information is out there on cyber security and information technology, but much of it relates to terrorism and other doomsday scenarios. There is very little about info security from IT and standardization of how information housed on site disseminates. Such as:

- Is it open? And if so, how?
- What is shared where?
- What is open to the public and what is closed off?

The problem statement is due to NCHRP by Oct 15, 2015. Leni asked if we are aiming at IT groups or to provide agency guidance. Curtis responded that it is supposed to highlight IT guidance but is for agency use. However, IT is often the implementer or champion.

Enid had a minor comment to recognize that IT falls under enterprise technology in some states – don't want to miss something because of verbiage. The group also discussed streamlining the title – perhaps "Information Security in an Open Access World"

Brad stated the last paragraph of the research statement talks about a guidebook to be developed – this is intended to be practical not dictatorial. A guide would provide useful leverage. We need to decide on “guidance” or “guide book”. Leni suggested the “versus” in the title is an unneeded tension. Beth asked how this relates to FOIA and sunshine laws.

Leni asked a “big picture” question – do we support this topic? And how do we provide access and security at the same time?

Enid questioned if this is intended only for State DOT’s or will it have international partners. NCHRP is state funded and therefore must focus on those stakeholders. Working across sectors, however, is appropriate to a degree. The EU has a digital opportunity book (2011 or 2012?)- Leni suggested that would certainly be a reference, but the decision is up to the community.

Brad replied that it is mostly intended to be for state DOTs – a survey of current practices. One barrier to open access mentioned was workload. Enid stated that there are security concerns with sharing information especially with other countries.

Curtis reminded the group that this topic originally came up at a RAC summer meeting. Much of the initiative was from funding sources. Leni – conscious that partners may influence the need for security. She also asked Sue if we should share with the IS Group and Dan Morgan. Sue agreed. But we need to clean it up more before we get input.

FOLKS – Please review and return comments to the team

There was a question about the meeting notes from August – how to support machine to machine movement of information. Leni –use results of Pooled Fund to help us move forward.

Open Data – we need to be anticipating research needs because the NCHRP program lead time is long. Or perhaps a continuing problem statement?

Leni – any other ideas for research? No response from team.

b. Others? – Leni had one but has nothing prepared yet.

5. News on open data?

Mary Moulton said the USDOT public access plan for data truly is expected any day now. All modes have signed off on the plan and she expects the announcement shortly. She is planning a number of educational events including a workshop the Sunday of the January TRB meeting. This will be a working training session so bring a laptop. Additional materials and workshops are waiting in the wings.

Leni said that Washington State has guidelines in review related to data access. They are interested in demonstrating that they take it seriously and can do it well to avoid specific regulations. IT and GIS folks are in the process.

6. The election – for TKN Task Force co-chair

Leni has asked the two potential co-chairs to confirm their interest. The election will follow.

7. Other updates and news?

The Library Pooled Fund Study (MO) ended 9/30/2015. Missouri is working on closeout. The next generation is being discussed by the TAC and they will keep this task force updated.

Leighton said the TRB LIST committee met yesterday to plan for the annual meeting. A few papers were submitted – will be poster sessions. In past years LIST's session at the annual meeting provided time for friends/members to make announcements. This year they are asking for reports in December so that the time can be spent working on problems/projects rather than listening to reports.

8. Reports from other forums/TKNs:

Eastern – no response

Midwest – Leighton said they had their annual meeting. He is now the past chair. The new chair is Marilee Tuite (MN) and Bob Sweet is the chair elect. They are looking at digitization and digital access. They are also seriously recruiting from academia and other sectors of the transportation information community.

Western – Laura reported their annual meeting (virtual) will be 10/21. They are working on library guides.

Special Libraries Association -- Karen had nothing new to report – working through finances. Also following developments at higher level in SLA.

9. Other orgs/states:

Sue (MT) – lit search/review e-circular is a “straight to recording” webinar on the TRB page: *Effective Literature Searches and Reviews: Tools and Tricks for the Trade*, at: <http://trb.org/Main/Blurbs/173242.aspx>

The RiP (Research in Progress) database has a new feature for authorized users – a report on “Expired Projects” which shows projects that are past their completion date but still listed as active.

Leni reported the KM task force will have 2 sessions at the TRB annual meeting, related to: *A Guide to Agency Wide Knowledge Management for State Departments of Transportation*, [NCHRP Report #813](#), and Transforming Transportation: knowledge management in support of change management.

REMINDER to comment on the problem statement:



NCHRP 2017 Problem
Statement.doc

Next meeting: Thursday, November 5, 2015, 8:30-10:00 am PST