

**RAC TKN Task Force**  
**December 3, 2015**  
**Meeting Notes**

**Present:** Bradley Overturf, Renee McHenry, Cindy Smith, Sue Sillick, Jessica VanDenBogaert, Carol Paszamant, David Stevens, Dawn Vanlandingham, Beth Klemann, Karen Perrin, Katy Callon, Laura Wilt, Louise Rosenzweig, Lynn Matis, Mary Moulton, Jane Minotti, Curtis Bradley, Betty Ambler, Sandy Brady, Leni Oman, Chair; Kathy Szolomayer, Notes

**Agenda**

Project updates

- **Guidance docs** – No updates; Sue is waiting to hear from Tim Klein.
- **Calendar** – Contractor has completed her work and Laura has drawn up some instructions for editing. There are some glitches that still need to be resolved before it is widely announced; the calendar should be ready very soon, however. Laura learned a lot in managing this project; she is keeping a running list of things to be addressed in future. Natassja Linzau's help was invaluable in getting the calendar into functional form, and Laura expressed her appreciation for that. The calendar is located at <http://www.kmcalendar.org/>
- **Open Access** – Next February is the 3 year anniversary of the OSTP memo release regarding making results of federally funded research accessible. USDOT's guidance for public access was selectively released within the past week and it goes live tomorrow (December 4, 2015).  
<https://www.transportation.gov/open/official-dot-public-access-plan>

Mary reported that next week's TLR (Transportation Librarians Roundtable) session will be "What librarians need to know about the USDOT Public Access plan", presented by the USDOT Public Access Plan team. USDOT is gathering feedback, and there will be opportunity to ask questions and voice concerns at the TLR. The plan will also be presented at the TRB annual meeting next January. Information on the TLR is at the National Transportation Library website; the session will be recorded for those who cannot attend live; it is scheduled for Thursday 12/10 at 2:00 pm EST.

From the chat box: Beth asked how should agencies without librarians proceed? Mary replied that you do not need to have librarians to be in compliance; the plan is really directed to researchers for compliance, although it is helpful to have librarians to assist with the efforts. The biggest change is having data management plans and the onus for that is on the principal investigator to manage data during the research process and then to preserve it for future access. There certainly is a role for librarians. USDOT/NTL will be working with all the parties involved in the process. The SP&R program is still exempt at this time; specific programs were not mentioned in the plan and that was intentional.

Katy asked if there were any plans for a centralized data repository. NTL maintains a repository for BTS (Bureau of Transportation Statistics); they will also accept datasets of national significance or importance. Mary said they are asking that existing data repositories be evaluated for how they might be used by various organizations. Katy also asked about Mendeley and Mary said they didn't have any experience with it. Laura said Oregon DOT will not accept Mendeley at this point because it is "too open" for their security concerns. Mary commented that certain types of data *are* sensitive and exemptions will be made on a case-by-case basis. There will be a list of repositories available tomorrow when the plan is released, as well as FAQs,

and USDOT realizes that not everything has been figured out yet at this first iteration. Please ask Mary questions and/or provide feedback to her. Leni stated how thrilled she is at how active NTL has been in this effort.

**Acronym Guide** – Sue asked about this; progress is being made but it hasn't been a priority recently, according to Mary.

- **Peer Exchange Survey** – (Appended to end of these notes)

Karen sent out a survey regarding peer exchanges earlier this week (basically for respondents to indicate interest in participating; there are several areas of interest that can be selected). Leni gave some background on peer exchanges, which are required by SP&R regulations ([details are available on FHWA website](#)). The survey originated with the SCOR/RAC website working group. Karen asked if participants have to be a RAC member to participate – no, not to respond to the survey, nor to be part of a peer exchange, according to Leni and Sue. The replies to the survey help peer exchange organizers find participants. Peer exchanges can be in person, “virtual” or a hybrid. Sue commented that there is currently a pilot regarding multiple states receiving credit for one virtual peer exchange. Survey results will be posted at the SCOR/RAC website.

**RAC meeting at TRB** – AASHTO RAC winter meeting will be in the Georgetown University Room (M1), at the Marriott Marquis in Washington, D.C. from 6-8:30 pm on Sunday, January 10, 2016.

- **AASHTO Publications** – There is a recent change in the way in which AASHTO is distributing publications. Karen provided some background: Previously 10 complimentary print copies of publications were provided to all members, such as state DOTs, and sent to the agency CEO. At many DOTs libraries were then involved in raising awareness of and distributing those publications throughout their agencies. Now, more publications are being created in digital form and they will be sent to each DOT's standing committee member on the committee that created/sponsored the publication, who would then be responsible to make the publications available. Access will be for 5 simultaneous users; the recipient will have to register for access, which is then available to anyone in the member organization. One issue of concern is that those folks may not have time or be interested in getting the word out when publications are received. There has been a great deal of discussion on TRANLIB and elsewhere about these changes in distribution procedures, and about keeping the libraries/librarians in the loop. Bob Cullen at AASHTO is working to get a list of librarians together who will also be notified, in addition to standing committee members, when publications are released. Sue commented that she believes it is 5 single-user licenses that are provided. In Montana, the library is involved with making the publications accessible. They are trying to do their best to keep on top of new publications. Another issue is that the committee member has to register for access using their own login credentials, which then become known to others in their organizations, and some people do not want to do that. A comment was made that AASHTO does have some provisions to set up a more generic login. Leni asked if this new distribution plan should be brought up for discussion at the next RAC meeting, and Sue thought it would be a good idea. Leni stated that it would be good to open a more formal line of communication about this. She asked folks to send her comments by tomorrow, if possible, so that all the issues can be raised next week. Katy will be sending out some information regarding how Montana reacted to this change, which Sue described as their attempt to react quickly.

- NCHRP Projects

Recently published

- Transportation Agency Self-Assessment of Data to Support Business Needs: Final Research Report (NCHRP 08-92) <http://www.trb.org/main/blurbs/173475.aspx>

Ongoing

- **Leadership Guide for Strategic Information Management for State Departments of Transportation (NCHRP 2-96)** - Report is in final development.  
<http://apps.trb.org/cmsfeed/TRBNetProjectDisplay.asp?ProjectID=3664>

RFPs

- **Enhancement of the Transportation Research Thesaurus, NCHRP 20-109**  
<http://apps.trb.org/cmsfeed/TRBNetProjectDisplay.asp?ProjectID=4061>
- **A Guide to Ensure Access to the Publications and Data of Federally Funded Transportation-Related Research NCHRP 20-110**  
<http://apps.trb.org/cmsfeed/TRBNetProjectDisplay.asp?ProjectID=4042>

Problem statements

**Navigating Information Security in an Open Government World: Guidance for State DOTs**  
*Reviews were positive with a suggestion to increase the budget and phase in activities to support deployment and implementation.*

Leni thanked Carol for heading up the problem statement effort, and for the team's work on this. An email should be sent out to RAC to let them know this is coming and to raise awareness and to garner support for rating it highly.

**FHWA Evaluation of SP-06**

Comments:

This NCHRP Problem Statement Submission appears to be timely, well founded and comprehensive. There are two recent and relevant activities that should be considered when going forward with this proposal. The first is the White House memorandum M-16-03, titled Fiscal Year 2015-2016 Guidance on Federal Information Security and Privacy Management Requirements. <https://www.whitehouse.gov/sites/default/files/omb/memoranda/2016/m-16-03.pdf>

The second relevant activity is NCHRP 20-110 [RFP] titled A Guide to Ensure Access to the Publications and Data of Federally Funded Transportation-Related Research.

<http://apps.trb.org/cmsfeed/TRBNetProjectDisplay.asp?ProjectID=4062>

**NCHRP Review of SP-06**

Comments:

There is little question that DOTs will increasingly face difficult issues related to information management. Security in particular is complex, involving matters of public access, public safety, and privacy as well as supporting reliable and robust agency management practices in a context of changing information-management technology. The topic area is important to all DOTs and certainly appropriate to NCHRP. Developing a guide of the type proposed in this statement should be seen as only a first step in a larger program of research to sort out these matters and provide DOT executives advice on information investment and management policies. The proposed time for this initial research effort may be overly aggressive; an increase of funding might be considered (for example, totaling \$700,000 to \$900,000), with the premise that a multi-product, multi-year research effort is being initiated. First steps might then be to use a peer-exchange to establish a roadmap or strategic plan, followed immediately by publication of the proposed guidance document laying out a framework of key issues, current leading business practices, and topics for subsequent research.

- **The future**
  - Co-Chairs/Chairs – Leni is still waiting to hear back from someone who expressed interest in being a co-chair. Leni is not sure what her status as a RAC member will be now that she is in permanent status as the knowledge strategist at WSDOT, and also her workload may preclude her from the current level of involvement.
  
- **TRB Annual Meeting**
  - Attendance? Leni, Curtis, Bradley, Sue, Sandy, Dawn, Kevyn Barnes will be there for TxDOT/CTR Library, according to Louise; Carol may be there.
  - Sessions of Note – Tech Transfer: <https://sites.google.com/site/trbt2committee/2016-annual-meeting>; also, from KM task force: Succession Planning; NCHRP 20-75 (guide for KM in transportation community); Change management. Data workshop on Sunday.
  
- **Round Robin**
  - TKNs
  - SLA
  
- **Future Meeting**

Discuss records management

  - Beth brought up the topic of records retention/records management for future discussion

## Peer Exchange Survey

RAC Members,

In 2007 the peer exchange conducted a [Survey](#) and 64% of RAC members indicated interest in a list of peer exchange volunteers. Although peer exchanges are a periodic research program requirement, they are truly a great opportunity to learn and to share best practices. This is especially true for new members for both content and relationship development. Selecting and inviting peer exchange panel members is an art, and having a list of interested and available candidates should be helpful to all of us.

The peer exchange availability survey results will be posted on the RAC web site both in the [survey results](#) database, and on the [peer exchange page](#). This process has two steps:

1. Complete the survey <https://www.surveymonkey.com/r/RAC-PeerEx> by **December 18th** to be included in the list
  - a. Share this with people who may be interested in, and valuable to, participating in RESEARCH peer exchanges (e.g., your staff, researchers, partner agencies)
2. Share this link with new members of our community throughout the year so they can be added

Each year, we will resend the request and start the list over again since roles, interests and availability all change over time.

Thank you for supporting the upkeep of this valuable RAC tool.