



Sponsored by the
Transit Cooperative
Research Program

International Transit Studies Program

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August 14, 2009

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PROJECT MANAGEMENT

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PO Box 1497
Easton, MD 21601 USA
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khh@tcrpstudiesmissions.com

Dear Transit Executive:

I am writing to enlist your help in identifying potential leaders for the two study missions that will be conducted by the International Transit Studies Program in 2010.

“Sustainable Public Transportation Funding—Innovative Planning and Financing Strategies” will be the theme of the spring 2010 mission. At transit systems across the country, investments in infrastructure maintenance have lagged far behind what is needed to achieve and sustain a state of good repair. Systems are forced to keep worn-out equipment in service, skimp on preventive maintenance, and delay upgrading, rehabilitating, and replacing infrastructure. Participants in this study mission will investigate how bus and rail agencies and operators in Europe develop community support for public transportation and how those communities implement innovative, sustainable funding strategies for transit assets, operations, and maintenance. The mission will take place over a 2-week period during March, April, or May, 2010; the exact dates will be set in consultation with the selected team leader.

“Public Transportation Systems as the Foundation for Economic Growth” will be the focus of the fall 2010 mission. Public transportation systems can be highly effective drivers of economic growth. Investments that improve and enhance public transportation systems are considered essential to the economy, culture, and quality of life in many cities throughout the world. Participants in this study mission will investigate how transit investments are linked to economic development in several cities in South Africa and Egypt. The mission will be held over a 2-week period in September, October, or November 2010; exact dates will be decided in consultation with the team leader.

We are seeking experienced, highly motivated transit general managers to serve as the team leaders for these missions. The role of the team leader is threefold:

To serve as the official spokesperson for the team and the U.S. transit industry during the mission;

To serve as a mentor to the team members, helping them understand what they see and hear and how it relates to, or might have application to, U.S. practice; and

To assign report topics to the team members and serve as a resource during the preparation of the reports.

The International Transit Studies Program is sponsored by the Transit Cooperative Research Program and funded by the Federal Transit Administration. The primary purpose of the program is to broaden the professional development of U.S. transit managers by providing them with opportunities to gain firsthand knowledge about transit systems in other

countries. Team members return with insight and information that is useful not only to their own careers, but also to their organizations and the transit industry as a whole. All travel costs are paid by the International Transit Studies Program.

If you feel you are qualified to lead a mission and you meet the eligibility requirements (attached), then I encourage you to apply. If you know of a general manager who would be a good candidate, I encourage you to forward this information to him or her. The deadline for receipt of applications is Friday, September 25, 2009, at 5 pm (EST).

To apply, you must submit a statement of interest (maximum length: 2 pages), describing why you would like to serve as the team leader for the mission and why you feel you are particularly qualified to lead the mission. Please note: If you would like to be considered for the team leader position for both 2010 missions, you must submit two separate statements of interest—one for each mission theme. You must also submit a resume and an application cover sheet (attached).

The ITSP Panel will convene in October to select the team leader and an alternate for each of the 2010 missions; the individuals selected must then submit a letter of endorsement from their Board chair within 10 days of notification, in order for the selection to be final.

Each mission team will be composed of 12 individuals in management-level positions at U.S. transit agencies, state DOTs, or other non-operating agencies that play a major role in planning or financing public transit; the team leader; and the mission coordinator.

More than 400 transit managers in urban and rural communities throughout the United States have participated in the International Transit Studies Program since its inception in 1994. More information about the International Transit Studies Program is available at www.tcrpstudymissions.com.

If you have any questions, please contact me at 410-770-9192 or at khh@tcrpstudymissions.com.

Best regards,



Kathryn Harrington-Hughes
Program Manager

Attachments:
Eligibility Information
Application Cover Sheet

Team Leader Eligibility Information
2010 International Transit Studies Program Missions

Sustainable Public Transportation Funding—Innovative Planning and Financing Strategies (*spring 2010 study mission*)

Public Transportation Systems as the Foundation for Economic Growth (*fall 2010 study mission*)

Eligibility Criteria

1. Applicant must be a general manager at a U.S. transit agency, and she or he must be known, respected, and active in the transit industry.
2. Applicant should have a background in, and extensive knowledge of, the mission theme.
3. General managers employed directly by a transit agency in the U.S. (or its territories or possessions) or employed full-time on-site at the agency under a contract with a service provider are eligible.
4. Applicant must be able to represent the mission and the U.S. transit industry to mission hosts.
5. Applicant must be able to serve as a mentor to participants, helping them interpret what they see and hear and compare it with U.S. applications. In addition, the applicant must be willing to provide mission participants with guidance on individual report-writing assignments.
6. Members of the TCRP Oversight and Project Selection (TOPS) Committee are not eligible.
7. Participants on previous TCRP International Transit Studies Program missions are not eligible unless the mission occurred more than 7 years ago and the individual has advanced to a higher position than that held when she/he previously participated.
8. Individuals selected as team leader and as alternates will be required to submit a letter of endorsement from their board chair within 10 days of notification (if a letter of endorsement is not included with the application), for the selection to be considered final.

Send Application Package to:

By U.S. Mail

Kathryn Harrington-Hughes
Manager
International Transit Studies Program
c/o Harrington-Hughes & Associates Inc.
PO Box 1497
Easton, MD 21601

By FedEx, UPS, or other delivery service

Kathryn Harrington-Hughes
Manager
International Transit Studies Program
c/o Harrington-Hughes & Associates Inc.
7588 Easton Club Dr.
Easton, MD 21601
tel: 410-770-9192

By Fax*

Kathryn Harrington-Hughes
Manager
International Transit Studies Program
c/o Harrington-Hughes & Associates Inc.
1-443-433-0854

*Since all materials will be photocopied for the selection panel review, we encourage you to submit the original documents by mail or delivery service; fax copies will, however, be accepted.

Deadline

Applications must be received by **5:00 pm EST on Friday, September 25, 2009.**

Applications received after the deadline will not be considered.

PLEASE NOTE: Email confirmation of receipt of application materials will be sent to you; if you do not receive a confirmation by 11 am (EST) on Monday, September 28, call Kathryn Harrington-Hughes at 410-770-9192 immediately.

Questions?

Contact Kathryn Harrington-Hughes, program manager, at 410-770-9192 (khh@tcrpstudymissions.com).

More information about the International Transit Studies Program is available at www.tcrpstudymissions.com.

Team Leader Application Cover Sheet

2010 Study Missions—International Transit Studies Program

Sponsored by the Transit Cooperative Research Program

Please print or type

Applicant: _____ **Title:** _____

Organization: _____

Mailing Address: _____

City, State, Zip: _____

Telephone no.: _____ **Fax no.:** _____

Email: _____

I would like to be considered for the team leader position for the (please check one or both boxes):

- spring 2010 mission (Sustainable Public Transportation Funding—Innovative Planning and Financing Strategies)
- fall 2010 mission (Public Transportation Systems as the Foundation for Economic Growth)

Please note: If you check both boxes, you must submit two statements of interest, one for each mission theme.

I have have not participated in a previous TCRP International Transit Studies Program mission.

If you answered “have,” please be sure your statement of interest addresses item #7 on the eligibility information sheet (attached).

Please attach the following items to this form:

1. A statement of interest for each mission for which you are applying. The statement of interest should describe why you wish to serve as a team leader, how you would fill the role as group spokesperson and represent the U.S. transit industry to the mission hosts, and how you would serve as a mentor to the team members. The statement should be no more than 2 pages long. It should also include a brief description of your organization, including fleet size, type, and budget.
2. A current resume.

Personal Information (optional)

Gender: Male Female

Ethnicity:

- American Indian or Alaskan Native: origin in any of the original peoples of North America.
- Black: origin in any of the black racial groups.
- Hispanic: Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander: origin in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. Includes China, Japan, Korea, the Philippine Islands, Samoa, and the Indian subcontinent.
- White: origin in any of the peoples of Europe, North Africa, or the Middle East.

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