



Sponsored by the
Transit Cooperative
Research Program

International Transit Studies Program

www.tcrpstudymissions.com

July 1, 2010

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 TCRP International Transit Studies Program in 2011. I would appreciate it if you would review the mission descriptions below and consider whether you might be a good candidate—or if you might know of a suitable candidate. (Please note: The eligibility criteria for the position of team leader has recently changed to include, in addition to general managers, executive-level staff members; more details on eligibility are attached.)

“Sustainable Public Transportation—Environmentally Friendly Mobility” is the theme of the spring 2011 mission. Public transportation systems in the United States and other countries are increasingly being looked to as a means of reducing the impact of climate change. This mission will focus on public transport systems in India and China that exemplify the goals of livability and sustainability. Participants will learn how public transport systems in those countries are reducing their power consumption to lower their carbon footprint, and how they are implementing innovative transit services that increase mobility and pedestrian and cyclist safety while reducing the amount of air pollution and greenhouse gases. The mission will take place over a two-week period during February, March, and April 2011; the exact dates will be set in consultation with the individual who is selected to serve as the team leader.

“Integrating High-Speed Rail with Existing Public Transportation Systems” is the theme of the fall 2011 mission. As the United States gears up to build a network of high-speed rail service, public transportation agencies need to start planning for how those services will be coordinated with existing systems. This mission will look at best practices in integrating high-speed rail service with existing commuter rail, heavy rail, light rail, and bus systems in Europe and Asia. Topics to be covered include fare integration and ticketing, marketing, customer service, multimodal stations, and safety. The mission will take place over a two-week period in September, October, and November; the exact dates will be set in consultation with the team leader.

We are seeking experienced, highly motivated transit general managers or executive-level staff members 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

PROJECT OVERSIGHT PANEL

Robert H. Prince, Jr., Chair
Vice President
AECOM Consulting Transportation
Group

Walter E. Allen
President & CEO
Acumen Transit

Albert Babinic
Executive Director
Clemson Area Transit

Emmett J. Crockett, Jr.
Special Assistant to the President
for University and Urban
Mobility Initiatives
Jackson State University

Michael Scanlon
General Manager/CEO
San Mateo County Transit District

Beverly A. Scott, Ph.D.
General Manager/CEO
Metropolitan Atlanta Rapid
Transit Authority

Frank Tobey
Region Vice President
First Transit, Inc.

Joel R. Washington
Manager, Transportation Planning
CMTS DC

Alice T. Wiggins-Tolbert
Director, Project Development/
Project Manager
Parsons Brinckerhoff

Carol Wise
Deputy General Manager of
Bus Operations
New Jersey Transit

LIAISONS

Rita Daguillard
Federal Transit Administration

Ronald Boenau
Federal Transit Administration

Fran Hooper
American Public Transportation
Association

Christopher Zeilinger
Community Transportation
Association of America

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PROJECT MANAGER

Kathryn Harrington-Hughes
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28577 Marys Court, Suite 5
Easton, MD 21601 USA
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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 fellow general manager or an executive-level member of your staff 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, August 6, 2010, at 5 pm (eastern time).

Applicants must submit a statement of interest (maximum length: 2 pages), describing why they would like to serve as the team leader for the mission and why they feel they are particularly qualified to lead the mission. Their statement of interest should specifically address their leadership skills and mentoring experience, as well as their knowledge of the mission topic. They must also submit a resume and a completed application cover sheet (attached). Please note: If the applicant is not a general manager but a member of the executive staff, a letter of nomination from his/her general manager must be submitted with the application packet.

The ITSP Project Panel will convene in August to select the team leader and an alternate for each of the 2011 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 program is available at www.tcrpstudymissions.com.

If you have any questions, please contact me at 443-385-0300 or at khh@tcrpstudymissions.com.

Best regards,



Kathryn Harrington-Hughes
Program Manager

Attachments:
Eligibility Information
Application Cover Sheet

Team Leader Eligibility Information
2011 TCRP International Transit Studies Program

Sustainable Public Transportation—Environmentally Friendly Mobility (*spring 2011 study mission*)
Integrating High-Speed Rail with Existing Public Transportation Systems (*fall 2011 study mission*)

Applicants must

1. Be a general manager at a U.S. transit agency, or an executive-level staff person nominated by his/her general manager, and be known, respected, and active in the transit industry at the time of the mission;
2. Have an extensive background in and knowledge of the mission theme and be able to assist team members in interpreting what they see and hear and in understanding how it relates to U.S. practice;
3. Have demonstrated leadership skills and experience in mentoring transit professionals;
4. Be able to provide mission participants with guidance on individual report-writing responsibilities;
5. Be employed directly by a transit agency in the U.S. (or its territories or possessions) or be employed full-time on-site at the agency under a contract with a service provider; and
6. Be able to represent the mission and the U.S. transit industry to mission hosts.

Please note:

7. In their statement of interest, applicants should specifically address their leadership skills and mentorship experience, as well as their knowledge of the mission topic.
8. Members of the TCRP Oversight and Project Selection (TOPS) Committee are not eligible.
9. 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 held when she/he previously participated.
10. Individuals selected as team leaders 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), in order 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.
28577 Marys Court, Suite 5
Easton, MD 21601

By FedEx, UPS, or other delivery service

Kathryn Harrington-Hughes
Manager
International Transit Studies Program
c/o Harrington-Hughes & Associates Inc.
28577 Marys Court, Suite 5
Easton, MD 21601
tel: 443-385-0300

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, 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 eastern time on Friday, August 6, 2010**.
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, August 9, call Kathryn Harrington-Hughes at 443-385-0300 immediately.

Questions?

Contact Kathryn Harrington-Hughes, program manager, at 443-385-0300 (khh@tcrpstudymissions.com). More information about the International Transit Studies Program is available at www.tcrpstudymissions.com.

Team Leader Application Cover Sheet

2011 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 2011 mission (Sustainable Public Transportation—Environmentally Friendly Mobility)
 fall 2011 mission (Integrating High-Speed Rail with Existing Public Transportation Systems)

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 should specifically address your leadership skills and mentoring experience, as well as your knowledge of the mission topic. It 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.
3. If you are not a general manager, but a member of the executive staff, you must include a letter of nomination from your general manager. (If you are neither a general manager nor an executive staff member nominated by your general manager, then you are not eligible to apply.)

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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