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Transit Cooperative
Research Program

International Transit Studies Program

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February 15, 2010

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Community Transportation
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Gwen Chisholm-Smith
Senior Program Officer
Transit Cooperative Research
Program

PROJECT MANAGER

Kathryn Harrington-Hughes
Harrington-Hughes & Associates Inc.
PO Box 1497
Easton, MD 21601 USA
tel: 1-410-770-9192
fax: 1-443-433-0854
khh@tcrpstudymissions.com

Dear Transit Professional:

I am writing to invite you to nominate an outstanding transit professional to serve as a member of the spring 2010 study mission on **Funding for Infrastructure Maintenance: Achieving and Sustaining a State of Good Repair**.

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 be led by Jeff Hamm, Executive Director/CEO of C-Tran (Vancouver, Washington).

The mission is scheduled for June 11-26, 2010. The tentative itinerary includes meetings with public transportation agencies in London and Nottingham, England; Lyon and Strasbourg, France; Karlsruhe and Berlin, Germany; and Oslo, Norway.

Please consider nominating a transit leader—or an up-and-coming leader—for this study team. Nominees must be in a management-level position at a U.S. transit agency, a state department of transportation, or other non-operating agency that plays a major role in planning or financing public transportation in the United States. Twelve transit professionals will be selected from among the nominees; no more than one person from each agency will be selected. More detailed information about eligibility is attached.

All travel costs (airfare, ground transportation, hotels, and per diem) are paid by the International Transit Studies Program. Please note: This is an intense learning experience, involving long days and a good amount of walking each day as the group travels to meetings with agencies in various locations throughout each city.

The deadline for nominations is Friday, March 26, at 5 pm (eastern time); team members will be notified of their selection by April 12.

This will be the 32d study mission conducted since the program's inception in 1994. More than 400 transit managers in urban and rural communities throughout the United States have participated to date.

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

Each team member will be responsible for writing a report on an aspect of the mission theme; the individual reports will then be edited into a single report that will be published by the Transportation Research Board.

The complete nomination package must be received by 5 pm (eastern time) on Friday, March 26, 2010. Instructions and a cover sheet for the nomination packet are attached.

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

Best regards,



Kathryn Harrington-Hughes
Program Manager

Attachments:

Eligibility Information and Nomination Instructions
Nomination Cover Sheet

Eligibility Information and Nomination Instructions

Funding for Infrastructure Maintenance: Achieving and Sustaining a State of Good Repair

An International Transit Study Mission To Be Conducted June 11-26, 2010

Nominations are now being accepted for the spring 2010 TCRP International Transit Study Program mission, which will focus on “Funding for Infrastructure Maintenance: Achieving and Sustaining a State of Good Repair.” The mission team will meet with transit professionals in several cities in Europe (tentatively including London and Nottingham, England; Lyon and Strasbourg, France; Karlsruhe and Berlin, Germany; and Oslo, Norway) to learn how they have developed community support for public transportation and how those communities implement innovative, sustainable funding strategies for transit assets, operations, and maintenance. The mission will be led by Jeff Hamm, Executive Director/CEO of C-Tran.

Eligibility Requirements

- Nominees must have demonstrated leadership capability or have strong potential for leadership, and they must be dedicated to continuing their career in public transportation.
- Nominees must be able to participate in the entire mission (June 11-26, 2010).
- Nominees must be willing to write and submit a mission report on an aspect of the mission theme within 60 days of the conclusion of the mission (report topics will be assigned by the team leader).
- Nominees must be serving in a full-time, on-site, management-level position at a US transit agency, state department of transportation, or other non-operating agency playing a major role in planning or financing public transit. Nominees may be either directly employed by the agency or employed under a contract with a service provider. Private-sector contract employees must, however, include with their nomination materials an endorsement letter from the GM or CEO of the public agency (or, when the nominee is the GM/CEO, from the board chair of the public agency).

Note—Individuals in the following positions or categories are not eligible: consultants, academicians, labor union representatives, members of the Transit Cooperative Research Program Oversight and Project Selection (TOPS) Committee, members of the International Transit Studies Program project panel, local board members, elected officials, participants in prior TCRP study missions, and contract employees who are principal officers of the firm and who are actively involved in the solicitation of other business engagements or who provide overall business direction and strategy to the firm.

Nomination Instructions

1. Ensure that the nominee meets the **eligibility requirements** listed above.
2. Prepare a **letter of nomination** on agency/organization letterhead.
3. Attach a copy of the **nominee’s resume**.
4. Attach a **statement of interest from the nominee** (no more than 2 pages long).
Nominees: Your statement should set forth your reasons for wanting to participate in this study mission. It should describe how you and your agency expect to benefit from your participation, and how you would share what you learn with your coworkers and others in the transit industry. Include a brief description of your organization, including fleet size, type, and budget.
5. Attach a **letter of endorsement** from the chief executive officer of the nominee’s agency (or, if the nominee is the CEO, from the board chair or equivalent). (*Note:* If the letter is signed by anyone other than the chief executive officer, a letter of signing authority must accompany the letter of nomination.) If the letter of nomination is from the CEO, there is no need for a separate letter of endorsement. Private-sector contract employees must include an endorsement letter from the GM/CEO of the public agency (or from the board chair in cases where the nominee is the GM/CEO).
6. Complete the **nomination cover sheet** (attached) and attach proof that the nominee meets the passport requirement (below).

7. **Submit the complete nomination package (single sided) by 5 pm (eastern time) on Friday, March 26, 2010**, to the address below. Nominations received after the deadline will not be considered. Since all materials will be photocopied for the selection panel, we encourage you to submit the original documents by mail or delivery service; however, fax copies will be accepted. NOTE: Email confirmation of receipt of nomination materials will be sent to the nominee; if you do not receive a confirmation by noon (eastern time) on Monday, March 29, call Kathryn Harrington-Hughes at 410-770-9192 immediately.

Passport Requirement

Applicants should submit with their nomination package proof that they have a passport valid through December 2010 or that they have recently applied for a new or renewed passport. Information on how to apply for or renew a passport is available at http://travel.state.gov/passport/passport_1738.html.

Selection Process

Nominations will be carefully reviewed by the TCRP panel with oversight for the International Transit Studies Program. Twelve participants will be selected from among the nominations received (with no more than one person selected from any one agency). The panel considers the following criteria when selecting study team members:

- Current responsibilities of the nominee
- Career objectives of the nominee
- How the nominee expects to benefit from participating in the program
- Potential benefits to the nominee's agency
- Endorsement from chief executive officer of the nominee's agency (or, if the nominee is the CEO, from the board chair or equivalent). If the nominee is a private-sector contract employee, the nomination must include an endorsement letter from the GM/CEO of the public agency (or from the board chair in cases where the nominee is the GM/CEO).
- Team diversity
- Geographical balance of team
- Mix of relevant disciplines on the team
- Program's emphasis on professional development

Deadline for Nominations

The deadline for receipt of nominations is **5 pm eastern time on Friday, March 26, 2010**.

Program Sponsors

The International Transit Studies Program is sponsored by the Transit Cooperative Research Program (TCRP) and is funded by the Federal Transit Administration. All travel costs for the mission participants are paid by the International Transit Studies Program. TCRP is administered by the National Academies, acting through its Transportation Research Board, in cooperation with the Transit Development Corporation (the educational and research arm of the American Public Transportation Association) and the Federal Transit Administration. Harrington-Hughes & Associates Inc. plans, manages, and conducts the program under a contract with the National Academies.

Questions?

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

Send Nomination 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

Nomination Cover Sheet

Funding for Infrastructure Maintenance: Achieving and Sustaining a State of Good Repair

June 11-26, 2010

An International Transit Study Mission Sponsored by the Transit Cooperative Research Program

Please print or type

Nominee: _____ Title: _____

Organization: _____

Mailing Address: _____

City, State, Zip: _____

Telephone no.: _____ Fax no.: _____

Email: _____

Nominated by: _____

Title: _____ Email: _____

Please attach the following items to this form (see instructions on separate sheet):

1. Letter of nomination
2. Nominee's resume
3. Statement of interest from the nominee (maximum 2 pages)
4. Letter of endorsement from the chief executive officer of nominee's agency (this can also serve as the letter of nomination).
5. Copy of the first two pages of the nominee's passport (valid through at least May 2010) or proof that the nominee has applied for a new or renewed passport.

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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