

International Transit Studies Program



PROJECT OVERSIGHT PANEL

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PROJECT MANAGEMENT

This project is sponsored by the
Transit Cooperative Research Program
of the Transportation Research Board
and is conducted by Harrington-
Hughes & Associates, Inc.

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May 25, 2011

Deadline for nominations: July 20, 2011

Dear General Manager/CEO/Secretary of Transportation:

I am writing to invite you to nominate an outstanding transit professional to serve as a member of the fall study mission on **Integrating High-Speed Rail with Existing Public Transportation Systems**. The study mission is being conducted by the Transportation Research Board's Transit Cooperative Research Program.

High-speed rail projects are now being evaluated or planned in many locations throughout the United States. To effectively serve those communities, the high-speed trains must offer accessible, easy connections to existing public transport services. This mission will provide team members with an opportunity to examine how public transport services in several cities in Europe have effectively coordinated and connected their bus, metro, light rail, and commuter rail services and facilities with high-speed rail services and facilities. Topics to be covered include fare integration and ticketing, marketing, customer service, multimodal stations, accessibility, scheduling, and safety and security. The mission will be led by Nat Ford, Executive Director/CEO of the San Francisco Municipal Transportation Agency.

The study mission will begin on October 21 and conclude on November 5, 2011, and it will involve visits with leaders of public transportation agencies in several cities in Germany, France, and Spain (tentatively, Cologne and Aachen, Germany; Lille and Lyon, France; and Madrid and Valencia, Spain).

Please consider nominating a transit leader—or an up-and-coming leader—for this study team. The nominee must be in a management-level position at a US transit agency, a state department of transportation, or a nonoperating agency that plays a major role in planning or financing public transportation in the United States. More detailed information about eligibility is attached.

Twelve transit professionals will be selected from among the nominees (with no more than one person from each agency). 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 Wednesday, July 20, at 5 pm (eastern time); team members will be notified of their selection by August 15.

This will be the 35th study mission conducted by the Transit Cooperative Research Program. Five hundred transit managers serving urban and rural communities throughout the United States have served as team members or team leaders since the program's start in 1994.

The International Transit Studies Program is sponsored by TRB's Transit Cooperative Research Program and is funded by the Federal Transit Administration. The primary purpose of the International Transit Studies Program is to broaden the professional development of US 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.tcrpstudymissions.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 and broadly disseminated within the transit industry. In addition, team members will be encouraged to prepare presentations and other media for sharing the information with their colleagues and others.

The complete nomination package must be received by 5 pm (eastern time) on Wednesday, July 20. Instructions and a cover sheet for the nomination packet are attached.

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

Best regards,



Kathryn Harrington-Hughes
Project Manager

Attachments:

Eligibility Information and Nomination Instructions
Nomination Cover Sheet

Eligibility Information and Nomination Instructions

Integrating High-Speed Rail with Existing Public Transportation Systems

An International Transit Study Mission

Sponsored by the Transportation Research Board's Transit Cooperative Research Program

Nominations are now being accepted for the fall 2011 TRB/TCRP International Transit Study Program mission, which will focus on "Integrating High-Speed Rail with Existing Public Transportation Systems." The mission team will meet with transit agencies in several cities in Germany, France, and Spain (tentatively including Cologne and Aachen, Germany; Lille and Lyon, France; and Madrid and Valencia, Spain). The mission will be led by Nat Ford, Executive Director/CEO of the San Francisco Municipal Transportation Agency.

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 (October 21-November 5, 2011).
- 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 a nonoperating 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.) *Please note:* If the letter of nomination (#2, above) is from the CEO of the nominee's agency, there is no need for a separate letter of endorsement. Private-sector contract employees must, however, 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 Wednesday, July 20, 2011,** 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, courier service, or by email (as PDF files); however, fax copies will be accepted. If your PDF files are larger than 9 MB, please call 443-385-0300 for directions on how to upload your files securely online. **NOTE: *Email confirmation of receipt of nomination materials will be sent to the nominee within 24 hours of receipt; if you do not receive a confirmation within that time frame, call Kathryn Harrington-Hughes at 443-385-0300 immediately, and certainly no later than noon on Thursday, July 21.***

Passport Requirement

Applicants should submit with their nomination package proof that they have a passport valid through June 2012 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 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 Wednesday, July 20, 2011.**

Program Sponsors

The International Transit Studies Program is sponsored by the Transit Cooperative Research Program (TCRP) of the Transportation Research Board 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, project manager, at 443-385-0300 (khh@tcrpstudiesmissions.com).

Send Nomination Package to:

Kathryn Harrington-Hughes
Project Manager, International Transit Studies Program
c/o Harrington-Hughes & Associates Inc.
28577 Marys Court, Suite 5
Easton, MD 21601
Email: khh@tcrpstudiesmissions.com (fax: 443-433-0854)

Nomination Cover Sheet

Integrating High-Speed Rail with Existing Public Transportation Systems

October 21-November 5, 2011

An International Transit Study Mission Sponsored by the Transportation Research Board's 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 June 2012) 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.

Send Nomination Package to:

Kathryn Harrington-Hughes
Manager, International Transit Studies Program
c/o Harrington-Hughes & Associates Inc.
28577 Marys Court, Suite 5
Easton, MD 21601
fax: 1-443-433-0854

A fillable PDF form of this cover sheet is available at www.tcrpstudymissions.com.
Nominations may be emailed (as PDF files), faxed, or sent by mail or courier.
If you would like to send your nomination materials as PDF files, but the file is larger than 9 MB or you have difficulty emailing the files, please contact us for a user name and password that will allow you to upload the files to a secure site.

Nominations must be received by 5 pm eastern time on Wednesday, July 20, 2011. Questions? Call 443-385-0300.