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Transit Cooperative
Research Program

International Transit Studies Program

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PROJECT MANAGEMENT

Kathryn Harrington-Hughes
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PO Box 1497
Easton, MD 21601 USA
tel: 1-410-770-9192
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November 26, 2008

Dear Transit Executive:

I am writing to invite you to nominate an outstanding transit professional to serve as a member of the spring 2009 study mission on performance measurement and outcomes. The mission team will discuss quality control procedures with transit agency executives in Southeast Asia and learn how they define, measure, analyze, and use performance requirements to achieve organizational goals and enhance quality of service.

The study mission will be led by Mark Aesch, chief executive officer of the Rochester Genesee Regional Transportation Authority. He will be joined by 12 transit professionals selected from among the nominations received. The mission is scheduled for March 19 to April 3, 2009, and the tentative itinerary includes meetings with public transportation agencies in Taipei, Taiwan; Singapore; and Kuala Lumpur, Malaysia.

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. 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.

The deadline for nominations is Wednesday, January 7, 2009, at 5 pm (EST); team members will be notified of their selection by January 26.

This will be the 30th 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.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.

The complete nomination package must be received by 5 pm EST on Wednesday, January 7, 2009. 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@tcrpstudymissions.com.

Best regards,

A handwritten signature in blue ink, appearing to read 'Kathryn Harrington-Hughes', written in a cursive style.

Kathryn Harrington-Hughes
Program Manager

Attachments:

Eligibility Information and Nomination Instructions
Cover Sheet

Eligibility Information and Nomination Instructions

Performance Measurement and Outcomes

An International Transit Study Mission To Be Conducted March 19-April 3, 2009

Nominations are now being accepted for the spring 2009 TCRP International Transit Study Program mission, which will focus on quality control procedures used in public transport management, operations, and maintenance. The mission team will meet with transit professionals in Taipei, Taiwan; Singapore; and Kuala Lumpur, Malaysia; and will learn how performance requirements are defined, measured, analyzed, and used to achieve organizational goals and enhance quality of service. The mission will be led by Mark Aesch, chief executive officer of Rochester Genesee Regional Transportation Authority.

Eligibility Requirements

- 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).
- 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 (March 19-April 3, 2009).
- 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).

(Please 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). 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 by 5:00 pm EST on Wednesday, January 7, 2009**, 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 no-

minee; if you do not receive a confirmation by 11 a.m. (EST) on Thursday, January 8, 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 October 2009, 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>.

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. 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

The deadline for receipt of nominations is **5:00 pm EST on Wednesday, January 7, 2009**. Team members will be notified by January 26.

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?

For more information about the International Transit Studies Program, contact Kathryn Harrington-Hughes, program manager, at 410-770-9192 (khh@tcrpstudiesmissions.com) or visit the web site, www.tcrpstudiesmissions.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

Nominations must be received by 5:00 pm EST on Wednesday, January 7, 2009.

Nomination Cover Sheet

Performance Measurement and Outcomes

March 19-April 3, 2009

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 October 2009) 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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