

**IEEE SCC 32 ITS**  
**Incident Management Working Group**

**Washington DC Meeting Draft Agenda**  
**(June 26 - 28, 2000)**

to be held at

**ITS America Headquarters**  
**Board of Directors' Conference Room**

**Reservations (Thanks, Chester!)**

**Marriott Wardman Park Hotel**

*2660 Woodley Road, N.W.*  
*Washington, DC 20008*  
*202/328-2000*  
*202/234-0015(fax)*  
*Rate: \$118.00 single*

**Radisson Barcelo**

*2121 P Street, N.W.*  
*Washington, DC 20037*  
*800/964-6835*  
*Rate: \$149.00 single*

# Monday, 26 June 2000

- I. Monday Morning Session..... 9:00 AM to 11:30 AM**
- A. Welcome/Introductions..... Chester Chandler**
- B. Agenda Revisions/Additions/Deletions/Adoption ..... Chester Chandler**
  - Goals of Meeting**
    - Go Over Old and New Business, Announcements
    - Address FHWA Questions on Phase II Work
    - Identify Utilization / Role of Public Safety and HAZMAT Specialty Domain Experts
    - Finalize plans for remaining Phase I funding, workshop
    - Kick off Development of the Remaining Phase II Projects
- C. Old Business..... Chester Chandler**
  - Item 1. New York Meeting Minutes Approval – Wayne Gisler*
  - Item 2. Review of New York Meeting Action Items - Wayne Gisler*
- D. New Business..... Chester Chandler**
  - Item 1. Report of Pre-Meeting Activites (If Applicable) – Wayne Gisler*
  - Item 2. Review of IMWG Progress and Updated Schedule - John Corbin/Wayne Gisler*
- E. Announcements/News Items..... Chester Chandler**
  - Item 1. Status of P1512 Recirculation Ballot – Chester Chandler*
  - Item 2. Phase I Activities – IEEE Representative*
  - Item 3. Status of Independent Consulting Contracts w/ IEEE – IEEE Representative*
- F. Questions from FHWA Regarding Phase II Work – Dave Helman**
- G. Discussion and Selection of Identified Public Safety and HAZMAT Specialty/Domain Experts for Potential Use in Phase II ..... Andy MacFarlane**
  - Item 1. Update on FHWA Public Safety Program Startup – Dave Helman*
  - Item 2. Develop IMWG Review Comments on Strategic Plan for ITS Public Safety Standards - IMWG*
  - Item 3. Public Safety Recruitment Report – Subgroup Chairs*
  - Item 4. Utilization of Public Safety Invitees / Participants – John Lathrop*
    - What will be their involvement?
    - How will their involvement be funded?
    - How many can be funded?
    - What skills / knowledge base are required for participation?
  - Item 5. Discussion of Credentials and Funding for Public Safety and HAZMAT Representatives – Andy MacFarlane*
  - Item 6. Selection of Public Safety and HAZMAT Representatives - IMWG*
- II. Lunch ..... 11:30 AM to 1:00 PM**
- III. Monday Afternoon Session ..... 1:00 PM to 5:00 PM**
- A. Review & Discussion of Phase II Project Plan..... Chester Chandler**
- B. Development of Phase II Projects**
  - Item 1. Presentation of Scope Statements – John Lathrop/Dave Kelley*
  - Item 2. Outline of Requirements Document – John Lathrop/Dave Kelley*
  - Item 3. Discussion of Requirements Based IM Technology – John Lathrop/Dave Kelley*
  - Item 4. Assignment of IMWG Members to Subgroups – IMWG*
  - Item 5. Divide into Subgroups and continue work in development of Phase II Projects (as time allows) - IMWG*
  - Item 6. Set Goals for Work To Be Completed Prior to Next Face-to-Face Meeting - IMWG*
- IV. Adjourn**
- Officers’ Meeting..... 5:00 PM to 6:00 PM**

**NOTE: 15 Minute Mid-morning and Mid-afternoon Breaks will be called at the discretion of the IMWG Chair**

# Tuesday, 27 June 2000

- I. **Tuesday Morning Session..... 8:00 AM to 11:30 AM**
  - A. **Welcome/Introductions ..... Chester Chandler**
    - Goals
      - Kick off Development of the Remaining Phase II Projects
      - Review P1512 Model
      - Identify Key Design Elements for the TTX
      - Formulate TTX
  - B. **Establish TTX Plan (see Detailed TTX Outline John Corbin Email of 3/1/00) ..... IMWG**
    - Item 1. Is the TTX being funded as part of Phase I? – IMWG*
    - Item 2. Will the TTX be designed to only accommodate testing of P1512? – IMWG*
    - Item 3. Key Design Elements of TTX (Scope, Format, Scenarios, ConOps, Budget, Virtual TTX) – John Lathrop/Andy Schoka*
  - C. **TTX Design & Development Workshop..... IMWG**
    - Item 1. Presentation of P1512 Incident Management Model – John Corbin/Mike Ogden*
    - Item 2. Key Design Elements of the TTX – John Lathrop/Andy Schoka*
- II. **Lunch ..... 11:30 AM to 1:00 PM**
- III. **Tuesday Afternoon Session ..... 1:30 PM to 5:30 PM**
  - A. **TTX Design & Development Workshop..... IMWG**
- IV. **Adjourn**

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# Wednesday, 28 June 2000

- I. **Wednesday Morning Session ..... 8:00 AM to 11:30 AM**
  - A. **Welcome/Introductions ..... Chester Chandler**
    - Goals of Meeting
      - Complete Initial Beta Test of the TTX
      - Review Progress of Meeting, Scheduling, Future Goals & Deliverables
  - B. **Conduct Beta Test of the TTX..... John Lathrop/Dave Kelley**
- II. **Lunch ..... 11:30 AM to 1:00 PM**
- III. **Wednesday Afternoon Administrative Meeting..... 1:00 PM to 3:30 PM**
  - A. **Scheduling of TTXs ..... IMWG**
  - B. **Scheduling of Future Face-to-Face Meetings, Teleconferences..... Chester Chandler**
  - C. **Coordination of Public Safety Recruiting ..... Andy MacFarlane**
  - D. **Outlining Tasks, Deliverables for Consultants ..... Chester Chandler/John Lathrop/Dave Kelley**
  - E. **Review Washington, D.C. Meeting Action Items..... Wayne Gisler**
- IV. **Adjourn**

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