

CHARTER

WISCONSIN AUTOMATED VEHICLE EXTERNAL ADVISORY COMMITTEE

MISSION

Connected and Automated Vehicle (CAV) technologies are expected to have a wide-ranging impact on transportation, the public, and industry in Wisconsin. The purpose of the *Wisconsin Automated Vehicle External Advisory Committee* (Committee) is to provide a forum consisting of representatives from CAV- and transportation-focused organizations, state economic sectors, and the public sector to review CAV issues and to provide input and advice to the Wisconsin Department of Transportation (WisDOT) on CAV planning priorities, implementation policies, and impacts on a safe and efficient transportation system.

PURPOSE AND OBJECTIVES

Provide input and advice on policies, processes, and projects that facilitate and enhance:

- Integration of safety-related designs, processes, and technologies into WisDOT systems and programs
- Reliability, efficiency, and connectivity of state, national, and international CAV technologies
- Connectivity between the various modes of transportation
- Connectivity between state and local transportation systems
- Messaging, outreach, and communication

Discuss and consider other CAV efforts. Explore opportunities for collaboration with other groups such as: academia, other states, federal agencies, and select private industry CAV efforts.

ROLES AND RESPONSIBILITIES

The role of the Committee is advisory in nature and it is assigned no governmental powers.

The responsibilities of the Committee are to:

- Assist WisDOT in the development of CAV-related planning and provide input on relevant state transportation plans.
- Provide feedback and advice to WisDOT on CAV policies and processes.
- Identify obstacles, challenges, and opportunities in Wisconsin for CAV testing and deployment.
- Identify opportunities to incorporate beneficial CAV technologies.
- Identify and define governmental initiatives to support a safe integration of CAV.
- Assist in messaging and outreach.
- Provide feedback and advice on governmental planning, project initiatives, and coordination opportunities with other states.

STRUCTURE

The Committee is sponsored by the Secretary of the Wisconsin Department of Transportation (Secretary). By delegation, the Committee will be chaired by the Administrator of the Division of Budget and Strategic Initiatives (DBSI).

MEETINGS

Regularly scheduled Committee meetings will be held a minimum of two times per calendar year. The Secretary or Committee may hold additional meetings as appropriate. Agenda items can be submitted to the Secretary or DBSI for consideration.

MEMBERSHIP

The goal of the Committee is to provide a balance of perspectives for all modes of transportation, the CAV industry in Wisconsin, industry in general, and to represent the public interest.

The membership will be drawn from representative organizations and associations as much as possible. Total membership numbers shall be determined by the Secretary and the DBSI Administrator and may be revised as needed.

State and federal governmental organizations will serve as members in an *ex officio* capacity.

APPOINTMENT

Membership to the Committee is by appointment of the Secretary. Any individual can submit a request for Committee membership through WisDOT's DBSI Administrator or by nomination through any current Committee member. The Secretary reserves the right to add or remove members of the Committee in order to maintain or enhance the functioning of the Committee.

TERMS OF MEMBERSHIP

Terms shall be two years in length. The Secretary reserves the right to renew or extend the term of any existing Committee member. Appointments to the Committee are dependent on the individual maintaining their position within their organization at time of appointment.

Committee members may be excluded from some state project bidding or state contracting opportunities based on participation in the committee including the development of project specifications and estimates that originate within the committee. All decisions regarding this issue will be determined on a case by case basis pursuant to applicable law and ethical requirements.

VOTING

As referenced earlier, the Committee is advisory in nature. Voting is simply a procedural tool provided to the Committee to assist in moving discussions to conclusions. Voting on an item by the Committee does not constitute or create any requirement that WisDOT take action on any item. Minority opinions will be recorded as part of the Committee meeting minutes.

SUBCOMMITTEES

Subcommittees may be formed from as needed to conduct Committee business and to help inform the body at-large on specific areas of concern. Subcommittee membership will be determined by nominations from Committee members. The Secretary reserves the right to appoint both Committee members and non-members to subcommittees.

Upon initiation of a subcommittee, the Committee should identify a chair, task, scope, expected dates of activity, reporting method, and outside experts to be involved in the task.

SCOPE

Guidance contained in federal guidance documents will be used to recommend the scope of responsibilities between federal, state, local, and industry organizations.

Areas in scope:

- Department-wide CAV issues
- Integration with U.S. DOT's CAV efforts, transportation associations, and other states
- Advice on policy, implementation strategies, and technology adoption

Areas out of scope:

- Any governmental powers, including establishing policy.
- Unless automated driving introduces a new factor to be considered in a related area, previously established transportation goals, values, procedures, and budgets not impacted by CAV issues are considered out of scope.

ANNUAL ASSESSMENT

In support of continued excellence, the Committee will annually assess its value and effectiveness by answering the following questions:

- Does the governance structure effectively achieve its purpose and expected outcomes?
- Are the right stakeholders involved in the Committee and its activities?
- Do subcommittees function effectively to provide technical expertise to the Committee members?
- Are communication and feedback mechanisms supporting the Committee objectives?

At each annual assessment, Committee members will determine necessary changes to this Charter, if any, that serve to benefit the Committee's purpose, outcomes, and effectiveness.

AMENDING THE COMMITTEE CHARTER

The Secretary retains the right to change this Charter. The Committee can submit requests to the DBSI Administrator, as its chair, to amend this Charter with the approval of the WisDOT Secretary. The Secretary will consult with the Committee prior to making any changes to the Charter.

WISDOT SUPPORT STAFF FOR THE COMMITTEE

WisDOT will provide staff to organize meeting locations, provide agendas, record minutes, and support other matters relative to the general administrative support of the Committee.