

# TOPAS

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## Traffic Open Products and Specifications

### ***TERMS OF REFERENCE***

<b>Revision</b>	<b>Date</b>	<b>Scope</b>
A	10.09.14	Final
B	27.11.15	Annual Revision Final
C	20.10.16	Annual Revision Final
D	04.09.17	Annual Revision Final
E	26.11.18	Annual Revision Final

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# 1. INTRODUCTION

## General

- 1.1. Traffic Open Products and Specifications (TOPAS) Ltd is a partnership between the Department for Transport, Transport for Scotland, Welsh Government, Roads Service Northern Ireland, Association for Road Traffic Safety and Management (ARTSM) and the Traffic Systems Group (TSG) of the Association of Directors of Environment, Economy, Planning & Transport (ADEPT).
- 1.2. The purpose of this document is to outline the terms of reference for Traffic Open Products and Specifications Ltd (TOPAS) and the structure and responsibilities of its Management Board. These include:
  - Aims of the Organisation
  - Composition and functions of the Management Board
  - Management of the programme
- 1.3. The Terms of Reference apply to Traffic Open Products and Specifications Ltd (TOPAS) which came into existence on 16 July 2014.

## Provenance

- 1.4. The Terms of Reference are reviewed and re-published on an annual basis, normally at the Annual General Meeting (AGM). Suggestions for amendments and/or additions may be submitted at any time.
- 1.5. National technical specifications for traffic control and associated equipment were formerly maintained by the Highways Agency as part of the TR series. They withdrew from this function in 2015 after carrying out a revision to the relevant specifications and passing them to TOPAS for future maintenance.

- 1.6. The Secretary of State had Type Approved products against these technical specifications. The Traffic Sign Regulations and General Directions 2016 removed the requirement for Type Approval (formerly direction 56 of TSRGD 2002) when it came into force on 22 April 2016

## 2. AIMS

### Strategic

2.1. The key aim of TOPAS is to seek convergence on Specifications to reduce the scope for operational problems in the future. TOPAS has been established to coordinate the management and development of technical specifications for traffic control equipment, and to offer a straightforward means of customers verifying manufacturers' compliance with the associated product testing through a registration system.

2.2. To this end, TOPAS aims:

2.2.1 To maintain technical specifications for traffic control and associated equipment

2.2.2 To maintain a list of registered products verifying compliance with the testing requirements of individual technical specifications

2.2.3 To make the registrations available for use by purchasing authorities to minimise procurement costs and encouraging standardization

2.2.4 To identify opportunities for enhanced technical specifications for traffic control equipment

2.2.5 To manage the consultation process for new and revised technical specifications for traffic control equipment

2.2.6 To develop proposals for the use of equipment that address a wide range of traffic control problems

2.2.7 To maintain effective financial management for the organisation, and work to identify and achieve sustainable funding opportunities for the long-term

2.2.8 Through the Management Board, bring together professionals from partner bodies to

ensure that technical specifications are maintained and developed to reflect changing technologies and circumstances

2.2.9 To deliver reports on the effectiveness of technical specifications to the Management Board

2.2.10 To deliver annual financial accounts for the Management Board

## 3. STRUCTURE OF THE ORGANISATION

### Management Board

- 3.1. The strategic direction of the Organisation, its governance and the annual Operational Plan are agreed by the Management Board which meets regularly to confirm the operational priorities and approve the costed Operational Plan for each financial year

### Composition

- 3.2. The Management Board is comprised as follows:

**Director:** Undertakes the Director's responsibilities and exercise the Director's powers as set out in the Memorandum and Articles of Association. The Director may be appointed at any time as required by the Management Board. The Director is a non-voting member of the Management Board, unless also present in the capacity as a representative of a Member Body.

**Chair:** Elected on an annual basis from amongst the Member Bodies and ordinarily is expected to rotate through the Member Bodies on a three year cycle.

**Vice Chair:** Elected on an annual basis from amongst the Member Bodies. The Vice Chair will normally be elected in anticipation of fulfilling the role of the Chair in the following year.

**Member Group:** Comprises three distinct groups representing Government, Users and Industry. Each Member Group comprises representatives from one or more Member Bodies.

The method of selecting representatives to represent the Member Body on the Management Board is the responsibility of the individual Member Body. A Member Body may change the designated member for the Management Board at any time by notifying the Chair.

**Member Bodies:** For Government – Department for Transport, Transport Scotland, Welsh Government Department of Economy & Infrastructure and Department for Infrastructure NI; for users – the Traffic Systems Group (TSG) of the Association of Directors of Environment, Economy, Planning & Transport (ADEPT) for industry – The Association for Road Traffic Safety And Management (ARTSM)

### Representation of the Member Groups:

Government – 1 representative from each of:

Department for Transport;

Transport Scotland;

Department for Infrastructure NI

Welsh Government Department of Economy & Infrastructure

TSG – including Highways England – 4 representatives

ARTSM – 4 representatives

For the purposes of Part 21A of the Companies Act 2006, TOPAS Limited does not have a Person of Significant Control

### Responsibilities

3.3 The Management Board

3.3.1 Provides a review of manufacturer and user needs

3.3.2 Ensures that the Organisation receives appropriate support, including approval of an annual Operational Plan and any necessary matters affecting the Organisation's delivery of its aims.

### Frequency of meetings

3.4 The Management Board normally meets four times a year. The TOPAS year begins 1<sup>st</sup> August. At the first meeting of the year the Management Board will elect a new Chair

## TOPAS Terms of Reference

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(which ordinarily is expected to be the previous Vice Chair)

- 3.5 The first meeting of the year will be designated the Annual General Meeting (AGM) and will be an open meeting where individuals and representatives of industry and local authorities may attend and raise issues within the scope of TOPAS
- 3.6 At the AGM, the Management Board shall for the coming year:
  - 3.6.1 Confirm the appointment of the Director
  - 3.6.2 Approve provision of accountancy services
  - 3.6.3 Approve provision for administration services to support the Management Board
  - 3.6.4 Review the Terms of Reference
- 3.7 A quorum will require a minimum of fifty percent attendance of each Member Group. Each member of a Member Group may appoint a deputy or delegate authority to another Member Body of the Member Group eg a member of the Government Member Group may appoint a deputy from their Member Body Organisation to attend on their behalf or delegate their vote to another Member Body attending

### **Voting**

- 3.8 In the event of the Management Board needing to vote on any operational decision, each Member delegate will be allocated one vote, and a majority decision will prevail. Deputies who attend on behalf of the nominated delegate shall utilise the vote of that delegate.

### **Changes to membership**

- 3.9 Representatives of each Member Body shall become Members of the Management Board with the recommendation of the individual Member Body
- 3.10 The method of selecting representatives to represent the Member Body on the Management Board is the responsibility of the individual Member Body. A Member Body may change the representative of the Management Board at any time by notifying the Chair.

## 4. MANAGEMENT OF THE ORGANISATION

### ***Chair of the Management Board***

- 4.1. The Chair of the Management Board is responsible for chairing the meetings of the Management Board in accordance with the Terms of Reference and for:
  - 4.1.1 Day to day management and on-going monitoring of the Organisation's operations, including public relations
  - 4.1.2 Planning and implementation of specification activities

### ***Vice Chair of the Management Board***

- 4.2 Vice Chair of the Management Board shall deputise for the Chair as necessary

### ***Members***

- 4.3 Individual member representatives are responsible for collating and disseminating information relevant to their organisations, and for complying with any specific requirements of that organisation

### ***Administrator***

- 4.4 The Administrator is responsible for the review and implementation of TOPAS Management Board policies the day to day administration of the website and enquiries email, and all such duties as required by the Management Board for the purposes of the functionality of the business.

## 5 SCOPE

- 5.1 Traffic Open Products and Specifications Limited (TOPAS) operates in the field of road traffic control and information systems.

TOPAS shall:

- 5.2 Oversee the promotion, maintenance and use of open procurement Specifications and specifications for equipment, systems and interfaces for road traffic control and information.
- 5.3 Oversee the promotion, maintenance and application of a process for the registration of products to the open procurement Specifications.
- 5.4 Provide and maintain a register of suppliers adopting the Specifications and registration process.
- 5.5 Provide an open forum for all manufacturers, users, government departments and interested parties to engage with and inform the development of procurement Specifications and processes to aid interoperability and common functionality of equipment. When necessary TOPAS may constitute working groups to undertake detailed specification update and/or creation tasks. Such working groups will be open to any user or manufacturer representatives who may have an interest in the specification or topic being addressed – it is not a requirement to be a member of the Management Board to take part in one or more working groups.
- 5.6 Manage the finances of TOPAS including but not limited to receipt of payments for product registration fees, payments to contractors, website maintenance etc as required.

## 6 PUBLIC RELATIONS

- 6.1 The Chair will be responsible to the Organisation and will provide a primary point of contract with the media.
- 6.2 Specifically, the responsibilities shall include:
  - 6.2.2 Timely and appropriate advice, publicity and information released to the media over specifications and dealing with enquiries regarding such specifications;
  - 6.2.3 Marketing of TOPAS and its messages regarding specification;
  - 6.2.4 Liaison with the Department for Transport over appropriate mediate communications related to TOPAS;
  - 6.2.5 Development and maintenance of the TOPAS website.



# 7 OPERATIONAL PLAN

## *Specification reviews*

7.1 The following specifications are provisionally identified for review August 2018 – July 2019:

TOPAS 2516;

TOPAS 2517;

TOPAS 2523

7.2 The following specifications are provisionally identified for -pre-review stakeholder engagement August 2018 – July 2019:

TOPAS 2502;

TOPAS 2503;

TOPAS 2537;

TOPAS 2538

7.3 The Management Board will bring forward specifications for re-issue subject to resource availability and the priority for amendments.

7.4 Working Groups will be convened as required to assist in the review of specifications.