

Traffic Open Products and Specifications (TOPAS)

Terms of Reference

1. THIS DOCUMENT

Traffic Open Products and Specifications Ltd (TOPAS) is a partnership between the 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).

Purpose of Document

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 will include:

- aims of the Organisation;
 - composition and functions of the Management Board;
 - management of the programme.
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Provenance

The Terms of Reference apply to Traffic Open Products and Specifications Ltd (TOPAS) which came into existence on 16 July 2014.

The Terms Of Reference will be reviewed on an annual basis, normally at the Annual General Meeting (AGM). Suggestions for amendments and/or additions may be submitted at any time.

To date the Highways Agency have maintained National technical specifications for traffic control and associated equipment (part of the TR series) but will withdraw from this function in 2015. The Highways Agency are consulting and revising the relevant specifications prior to passing these to TOPAS for future maintenance.

The Secretary of State has Type Approved products against these technical specifications. The revisions to the Traffic Sign Regulations and General Directions will remove this statutory function (direction 56 of TSRGD 2002) when they come into force in 2015.

2. AIMS

Strategic

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 registrations system.

To this end, TOPAS aims:

1. To maintain technical specifications for traffic control and associated equipment previously maintained by the Highways Agency (TR series);
2. To maintain a list of registered products verifying compliance with the testing requirements of individual technical specifications;
3. To make the registrations available to be used by purchasing authorities to support the aim of minimising procurement costs and encouraging standardisation;
4. To identify opportunities for enhanced technical specifications for traffic control equipment;
5. To manage the consultation process for new technical specifications for traffic control equipment proposed by manufacturers;
6. To develop proposals for the use of equipment that address a wide range of traffic control problems;
7. To maintain effective financial arrangements for the organisation, and work to identify and achieve sustainable funding opportunities for the long-term;
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;
9. To deliver reports on the effectiveness of technical specifications to the Management Board;
10. To deliver annual financial accounts for the

Management Board;

3. STRUCTURE OF THE ORGANISATION

MANAGEMENT BOARD

The strategic direction of the Organisation, its governance and the annual Operational Plan will be agreed by the Management Board which will meet to confirm the operational priorities and approve the costed Operational Plan for each financial year.

Composition

The Management Board will be comprised as follows:

Chair: To be elected on an annual basis from amongst the Member bodies.

Vice Chair: To be elected on an annual basis from amongst the Member bodies. The Vice Chair will normally be elected from the Member Body anticipated to provide the Chair in the following year.

Member Bodies:, Department for Transport, Transport Scotland, Welsh Government, TransportNI, 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).

Representation:

- Department for Transport -1 delegate
- Transport Scotland -1 delegate
- Welsh Government -1 delegate
- TransportNI -1 delegate
- ARTSM – 4 delegates
- TSG, including Highways Agency – 4 delegates

Responsibilities

The Management Board

- provides a review of manufacturer and user needs;
- 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	<p>The Management Board will normally meet three times a year. At the first meeting of the year the Management Board will elect a new Chair.</p> <p>One meeting a 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. The Terms of Reference will normally be reviewed at the AGM.</p> <p>A quorum will require a minimum of 50 percent attendance of each Member Body. Each member may appoint a deputy or delegate authority to another member of the Member Body e.g. a member of the TSG Member Body may appoint another TSG representative (non-member) to attend on their behalf or delegate their vote to another TSG member attending.</p>
Voting	<p>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.</p>
Changes to membership	<p>Delegates shall become members of the Management Board with the recommendation of the individual Member body.</p> <p>The method of selecting members to represent the Member Body on the Management Board is the responsibility of the individual Member Body. A Member Body may change the membership of the Management Board at any time by notifying the Chair.</p>
Secretariat services	<p>Secretariat services for all meetings will be provided by the current Chair and minutes will be distributed in electronic format</p>

4. MANAGEMENT OF THE ORGANISATION

Chair of the Management Board	<p>The Chair of the Management Board will be responsible for chairing the meetings of the Management Board in accordance with the Terms of Reference, and for:</p>
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- Day to day management and on-going monitoring of the

Organisation's operations, including Public Relations;

- Planning and implementation of specification activities

Vice Chair of the Management Board

The Vice Chair of the Management Board will deputise for the Chair as necessary.

Members

Individual Member delegates will be responsible for collating and disseminating information relevant to their organisations, and for complying with any specific requirements of that organisation.

5. SCOPE

TOPAS

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

TOPAS will:

Oversee the promotion, maintenance and use of open procurement Specifications and specifications for equipment, systems and interfaces for road traffic control and information.

Oversee the promotion, maintenance and application of a process for the registration of products to the open procurement Specifications.

Publish and maintain a register of suppliers adopting the Specifications and registration process.

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. Where 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.

Manage the finances of TOPAS including but not limited to receipt of payments for product registration fees, payments to contractors, web site maintenance etc. as required.

6. PUBLIC RELATIONS

Public Relations

The Chair will be responsible to the Organisation and will provide a primary point of contact with the media.

Specifically, the responsibilities shall include:

Timely and appropriate advice, publicity and information releases to the media over specifications and dealing with enquiries regarding such specifications

Marketing of TOPAS and its messages regarding specification.

Liaison with the DfT over appropriate media communications related to TOPAS.

Developing and maintaining a TOPAS website.