

Port Performance Freight Statistics Working Group 2016 Work Plan

Background

The Port Performance Freight Statistics Working Group (hereafter, Working Group) has been created in accordance with Section 6018 of the *Fixing America's Surface Transportation* (FAST) Act (P.L. 114-94; Dec. 4, 2015; 129 Stat. 1312). The Working Group supports development of the newly-established Bureau of Transportation Statistics (BTS) Port Performance Freight Statistics Program. The goal of the program is “to provide nationally consistent measures of performance” of the nation’s largest ports and to report annually to Congress on port capacity and throughput. The FAST Act requires the Director of BTS to commission a Working Group to provide recommendations to BTS on matters related to port performance measures and identifies the membership of this group.

Working Group Activities and Deliverables: July 2016-December 2016

- *Provide short- and long-term recommendations to Director of BTS*
The FAST Act requires the Working Group to provide recommendations to the BTS Director on:
 - *Short-term*: Nationally-consistent port performance measures on port capacity and throughput, including specifications and data measurements to be used in the newly-established Port Performance Freight Statistics Program; and
 - *Long-term*: A process for the U.S. Department of Transportation to collect timely and nationally consistent data.

The FAST Act sets a due date for recommendations to the BTS Director of December 4, 2016.

Deliverables:

- Member approved Working Group bylaws
- Working Group work plan
- Chair/Vice Chair approved meeting minutes for each meeting of the Working Group
- Working Group recommendation on port definitions
- Working Group recommendations on port performance capacity and throughput measures
- Working Group recommendations on BTS data collection process

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Working Group Key Dates and Milestones: July 2016-December 2016

The table below provides a high-level view of key dates and milestones for Working Group meetings and anticipated activities from June 2016 through January 2017. Additional detail on these meetings is provided on page 3 of this document.

Date	Key Milestones
July 15, 2016	1 st Working Group Meeting
August 1, 2016	Deadline for members to submit preliminary individual responses to the three questions as interim work product (for three questions, see Table below)
September 9, 2016	Working Group develops Draft Work Plan
September 23, 2016	2 nd Working Group Meeting <ul style="list-style-type: none">• Finalize Work Plan• Develop recommendation on port definition• Begin discussions on various measures on capacity and throughput<ul style="list-style-type: none">○ Data sources○ Limitations○ Strengths
October 3, 2016	Working Group publishes Work Plan for public comment
October 7, 2016	Working Group provides initial recommendation on port capacity and throughput measures
October 21, 2016	3 rd Working Group Meeting <ul style="list-style-type: none">• Continue recommendation development on capacity and throughput measures• Develop recommendation on data collection process
November 18, 2016	4 th Working Group Meeting <ul style="list-style-type: none">• Finalize recommendations• Develop recommendation report outline• Develop schedule
December 4, 2016	Working Group submits final recommendations to BTS Director

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Working Group Proposed Meeting Schedule, Agenda Items, and Anticipated Actions

In 2016, the Working Group will hold four meetings. The table below summarizes the schedule, agenda items, and anticipated follow-up actions for each of these meetings.

Meeting Date	Agenda Items	Anticipated Follow-Up Actions
<p>July 15, 2016 (meeting complete)</p> <p>1-day meeting</p> <p>Place: U.S. Department of Transportation, Washington, DC</p>	<ul style="list-style-type: none"> • Ethics and confidentiality briefing (<i>Working Group members only</i>) • Welcome and BTS guidance for recommendations • Summary of FAST Act Section 6018: Port Performance Freight Statistics Program • Discuss port definitions and other definitions to be used for data collection and reporting • Discuss port performance measures and port performance data currently available • Public comment period • Discuss work plan 	<ul style="list-style-type: none"> • By August 1, Working Group Members submit responses to three questions to the BTS Director for the September meeting: <ul style="list-style-type: none"> ○ How should BTS define the different types of ports in terms of tonnage, container, and dry bulk? ○ What nationally consistent measures would you recommend for capacity and throughput? ○ How should BTS approach collecting and reporting this information?
<p>September 23, 2016</p> <p>1-day meeting</p> <p>Place: U.S. Department of Transportation, Washington, DC</p>	<ul style="list-style-type: none"> • Working Group updates • Approve July 15 meeting minutes • Approve PPFSWG bylaws • Finalize Work Plan • Present themes and preliminary recommendations emerging from Working Group member responses to questions from 1st meeting • Develop recommendations on port definitions • Seek consensus on port definitions, which will be used to identify the top 25 port lists (dry bulk, tonnage, TEU) • Discuss options for port performance throughput and capacity measures • Public comment period 	<ul style="list-style-type: none"> • By September 30, Working Group approves draft Work Plan for public comment (draft Work Plan posted on Working Group website for public comment) • By October 7, Working Group members provide refined guidance on port capacity and throughput measures for October meeting
<p>October 21, 2016</p> <p>1-day meeting</p> <p>Place: U.S.</p>	<ul style="list-style-type: none"> • Working Group updates • Approve September 23 meeting minutes • Present themes on port performance throughput and capacity measures emerging from Working Group refined guidance • Seek consensus on Working Group recommendations on port 	<ul style="list-style-type: none"> • By November 10, Working Group members provide feedback on preliminary recommendations

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Meeting Date	Agenda Items	Anticipated Follow-Up Actions
Department of Transportation, Washington, DC	performance throughput and capacity measures including units for measures and specific metrics <ul style="list-style-type: none"> • Develop recommendations on data collection and reporting • Public comment period 	
November 18, 2016 1-day meeting Place: U.S. Department of Transportation, Washington, DC	<ul style="list-style-type: none"> • Working Group updates • Approve October 21 meeting minutes • Finalize recommendations • Develop recommendation report outline • Develop schedule • Public comment period 	<ul style="list-style-type: none"> • By December 4, Working Group’s final recommendations are provided to BTS Director. • Working Group’s final recommendations are published in the Federal Advisory Committee Act (FACA) database • Working Group final recommendations are summarized in the BTS Annual Report to Congress (due by January 15, 2017)