



**WISCONSIN DEPARTMENT OF TRANSPORTATION
DIVISION OF TRANSPORTATION SYSTEM DEVELOPMENT**

**INNOVATION REVIEW COMMITTEE &
STATE TRANSPORTATION INNOVATION COUNCIL
CHARTER DOCUMENT**

1. DIRECTIVE

The DTSD Innovation Review Committee (IRC) has been established in accordance with details listed in the DTSD Innovation Initiative Final Report dated September 2013; Deliverable B1-Development of Innovation Review Committee and follows Federal Highways Administration guidance on establishing a State Transportation Innovation Council (STIC).

2. PURPOSE

WisDOT's Innovation Review Committee and State Transportation Innovation Council are committed to supporting the Department's goals of accelerating piloting, testing and adoption of promising materials, technologies and /or processes. The IRC will function as a team used for collecting and evaluating potential *internal* innovations and the STIC will function as a resource for gathering input from key *external* stakeholders when necessary.

3. OBJECTIVES

Together the IRC and STIC groups will:

- Foster an organizational culture that supports innovative thinking and sharing of ideas;
- Identify and implement innovations that align with Federal, State and Industry goals;
- Include key stakeholders – both internal and external – in decision making and implementation processes;
- Use aggressive expansion of IT capabilities to create efficiencies and increase quality; and
- Enhance Division communication regarding expansion of innovative ideas and principles.

4. COMMITTEE RESPONSIBILITIES

Together the IRC and STIC groups will be responsible for:

Technical duties:

- Review the potential effectiveness of promising new materials, technologies and /or policies and procedures that warrant accelerated implementation;
- Appoint agency (internal) and industry (external) representatives to implementation teams;
- Assemble work plans for implementation planning purposes; and
- Establish performance goals to measure success of implemented projects.

Communications & Reporting:

- Oversee routine development and distribution of innovation information to internal and external customers;
- Track and report committee activities, issues and related recommendations to the DTSD Administrators; and
- Report annually to the DTSD Administrator with status of committee's composition, responsibilities and achievements

Outreach:

- Promote an innovative culture by proactively engaging external public agencies, private sector and academia on a routine basis; and
- Organize Innovation events to be held at least one time per year.

4. COMMITTEE RESPONSIBILITIES (cont.)

Financial:

- Identify and understand resource implications of new materials, technologies and/or procedures; and
- Assess benefits and costs of promising new materials, technologies, and/or procedures.

IRC/STIC Evaluation:

- Review and assess the adequacy of the committee charter annually, requesting committee approval for proposed changes;
- Confirm annually that all responsibilities outline in this charter have been carried out; and
- Evaluate the IRC's performance on a regular basis.

5. AUTHORITY

The WisDOT IRC/STIC has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:

- Solicit an open call for innovative materials, technologies and or processes that would provide significant benefit to the Department;
- Investigate and determine which materials, technologies and /or processes will move forward with WisDOT's support;
- Retain independent evaluators to advise the committee or assist in the conduct of an investigation; and
- Submit IRC innovation proposals to Senior Management Groups, STIC, ITEC and Development/ Operations/Programming Technical Groups for vetting, support and implementation approval.

6. IRC & STIC MEMBERSHIP

The Innovation Review Committee is chaired by a designee in the Wisconsin Department of Transportation Division of Transportation System Development appointed by the DTSD Administrator and the DTSD Innovation Officer will act as the committee facilitator. The IRC will consist of voting members representing each DTSD Bureau and Region with the goal of selecting members from these business areas from diverse functional areas.

Innovation Review Committee Oversight (Non-Voting)

- Committee Chair – Russ Habeck, DTSD North Central Region Director
- Committee Facilitator – David Esse, DTSD Innovation Officer

DTSD Bureau Representatives (Voting)

- Bureau Technical Services (BTS)
- Bureau Technical Services (BTS)
- Bureau Project Development (BPD)
- Bureau Traffic Operations (BTO)
- Bureau of Structures (BOS)
- Bureau Highway Maintenance (BHM)
- Office of Business Opportunity & Equity Compliance (OBOEC)

6. IRC & STIC MEMBERSHIP (cont.)

Regional Representatives (Voting)

- NE Region – Project Development Section (PDS)
- NC Region – Planning/Programming (SPO)
- NW Region – Technical Services (TSS)
- SE Region – Operations
- SW Region – Mega Projects

Internal Advisory Members (Non-Voting)

- Bureau of Information Technology Services (BITS)
- Wisconsin Highway Research Program (WHRP)

When external stakeholder input is necessary, innovations will be vetted through the WisDOT State Transportation Innovation Council. The STIC includes members from WisDOT (internal stakeholders) and Industry Representatives (external stakeholders) that act as an advisory group to the IRC and will provide input projects that focus on implementation of innovations that will affect our external customers.

WisDOT STIC COMMITTEE MEMBERS (alphabetical)

- American Council of Engineering Companies (ACEC-WI)
- American Public Works Association (APWA)
- Army Core of Engineers
- DTSD Representatives – Administrators Office, Environmental, GIS, Utilities
- Environmental Protection Agency
- FHWA - Wisconsin Division
- Tribal Government Representation
- Wisconsin Asphalt Pavement Association (WAPA)
- Wisconsin Concrete Pavement Association (WCPA)
- Wisconsin County Highway Association (WCHA)
- Wisconsin Department of Natural Resources
- Wisconsin Earthmovers Association (WEMA)
- Wisconsin Transportation Builders Association (WTBA)

7. MEMBERSHIP TERMS

The DTSD Administrator or his/her nominating committee will approve the voting IRC members and the committee chair for a period of 3 years starting at the beginning of the State Fiscal Year (July 1). A maximum of two consecutive terms shall be allowed. To maintain continuity, the DTSD Innovation Officer and Bureau of Technical Services New Products Engineer will be permanent IRC members and membership terms will be staggered. Terms begin in August of 2014.

8. NEW MEMBERSHIP

Nominations of new members can be accepted from IRC Members. The committee chair will select new members. Membership renewal/new membership will be discussed in IRC meetings as needed.

9. ATTENDANCE

The Innovation Review Committee members shall make an effort to attend scheduled meetings. In the event that a member cannot attend a meeting in person, a conference call option should be considered. In the event that a member cannot attend the meeting in any fashion, it is asked that the member reviews the agenda and provides feedback to the Innovation Officer prior to the meeting. Lack of attendance will be considered in renewal of membership.

10. VOTING

Quorum: A simple majority of voting (>50%) constitutes a quorum. Roberts Rule of Order will be followed for all voting issues. IRC facilitator will record the committee member that moved for approval and those who second.

Eligibility: All voting members are eligible to vote. Each voting member has one vote.

E-mail Voting: Only under extreme circumstances will voting be conducted by email. Extreme circumstances include lack of a quorum for a given meeting or issues that require a vote between scheduled meetings.

Conflict of Interest: Innovation Review Committee members are expected to identify and make known to the Committee Chair any possible conflict of interest. Members should recuse themselves from voting on items when a conflict of interest exists. Examples of such conflicts include committee members voting for approval of funding when individuals from their organization may be awarded projects.

11. MEETING FREQUENCY & PURPOSE

The IRC will meet monthly with authority to convene additional or cancel existing meetings as different innovation proposals are presented. A minimum of eight (8) meetings will be held throughout the state fiscal year. All committee members are encouraged to attend each meeting in person. If not possible, alternatives can be arranged (see Section 9: Attendance). Meeting agendas will be provided in advance to members along with appropriate briefing materials.

The committee's monthly meetings will follow a general agenda to include:

- Updates/Status of current projects
- Introduction and discussion of new idea submissions
- Committee Development
- Next meeting agenda

Conducting the Meeting:

- Opening: The Chair of the Innovation Review Committee will call the meeting to order.
- Call of Attendance: The Innovation Officer will take attendance at the beginning of the meeting, at this time all designees will announce who they are attending the meeting for. After attendance is conducted it will be determined if a quorum has been established.
- Adjournment: The meeting will be adjourned by the Chair of the committee. The last order of business is scheduling the next meeting.

12. MINUTES

Meeting minutes will be taken and distributed in draft format within three weeks of the meeting.