

Transport Knowledge Hub Decision Board Terms of Reference

These Terms of Reference record the purpose and functions of the Transport Knowledge Hub Decision Board and its relationship to the Cross-Agency Governance Committee and the Topic Hubs.

Scope and Purpose

1. The Decision Board has been set up to assist the CAGC to ensure the delivery of the priorities or, where this is not possible, find alternative ways to deliver against priorities of the Transport Domain Plan (Domain Plan) and the Transport Research Strategy 2016-2020 (Research Strategy) and these Terms of Reference should be read in conjunction with both documents.
2. The Decision Board will provide support to the Cross-Agency Governance Committee **to ensure the sector has the right data and information to support evidence-based decision-making and to create an environment with the capacity and capability to ensure transport research maximises the economic and social benefits of the transport system and minimises harm**, so that:
 - a. **Collectively** agencies with significant responsibility for transport data, information, knowledge and research work effectively together to achieve the sector's Domain Plan and Research Strategy goals by recommending data, information and research priorities or topics, and
 - b. **Individually** each agency can secure the best possible data, information, knowledge and research outcomes from its resources, leveraging off the compatible endeavours of partner agencies, through the Transport Knowledge Hub, that also have a focus on improved transport domain knowledge and research

Structure and Functions

Structure

3. The governance structure for the Decision Board is:
 - a. The Decision Board will consist of representatives from transport sector agencies and other relevant agencies that conduct or commission transport related research.
 - b. Members of the Decision Board will be appointed by the CAGC and the chair will be rotated (once a year) between its members.

Functions

4. The functions of the Decision Board is to consider how to deliver on the agreed strategic priorities or, where this is not possible, find alternative ways to deliver against priorities and make recommendations to the CAGC by:
 - a. confirming data, information and research priorities for the transport sector as recommended by the knowledge hubs, considering the strategic guidance provided by the CAGC,
 - b. making decisions regarding funding and co-funding projects in order to identify and fill research needs, data and knowledge gaps,

- c. identifying collaborative opportunities including sharing resourcing and joint priorities for the agencies involved, and
- d. engaging effectively both internally (within organisation they represent) and externally (including the wider transport sector, research institutions and academia) to foster greater collaboration and knowledge sharing.

Administrative and operating arrangements

5. The administrative and operating arrangements for the Transport Knowledge Hub Decision Board are:

- a. **Quorum:** No meeting may be held unless at least half of the Decision Board members attend
- b. **Proxy:** Members can send a proxy to attend meetings on their behalf but the person sent must be well briefed on the issues and authorised to make any decisions required
- c. **Chair:** The chair of the Decision Board will be rotated (once a year) between its members. All members come together as peers. Decisions will be taken on a consensus basis. If it is not possible to achieve consensus, the Chair will take a decision based on the majority view of the group.
- d. **Decision Board membership:** The current membership include:
 - i. Tim Herbert, Ministry of Transport (Chair, effective March 2017)
 - ii. Bob Alkema, New Zealand Transport Agency
 - iii. Simon Douglas, New Zealand Automobile Association

Amendment to memberships shall be arranged with majority agreement of the other members of the Decision Board. Decision Board members will be appointed for a term of two years. However, there is no limit to the number of times Decision Board members can be re-appointed in subsequent years.

- e. **Secretariat:** The chair of the Decision Board will also provide secretariat support to:
 - Liaise between the Cross Agency Governance Committee, Decision Board and the leads of the topic hubs
 - Inform on the current programme
 - Capture and pursue agreed actions

Review of Terms of Reference

6. These Terms of Reference shall be reviewed during the second half of 2020 and prior to that may be amended by majority agreement of the Decision Board.

Annex

Transport Knowledge Hub Decision Board Operation guide and principles

The Decision Board is part of the Transport Knowledge Hub (TKH)

7. The TKH Hub provides an environment for communication between the people and agencies that work with transport data, information, and research. The TKH holds meetings, seminars or similar events to advance New Zealand's transport knowledge by assisting collaboration, co-ordination and avoiding the duplication of transport research projects.
8. The Transport Knowledge Hub has three levels:
 - a. The CAGC provides leadership to the TKH. Members represent agencies at the core of the transport sector.
 - b. The Decision Board advises on the activities and priorities for transport data, information, and research. It communicates between the TKH and the CAGC regarding recommendations and decisions around data, information and research gaps and priorities. Members of the Decision Board represent agencies linked with allocation of funding and/or support for transport data, information, and research. The Decision Board members are listed in the Terms of Reference item 5
 - c. Topic Hubs provide an environment where members can share transport data, information and research on particular transport interest areas. Membership is open to anyone.

The Decision Board supports the Transport Knowledge Hubs and decision-making

9. The Decision Board communicates with the Cross-Agency Governance Committee (CAGC), the TKH and their secretariat. The Decision Board provides information to match knowledge demands, with supply and funding.
10. The Decision Board supports the CAGC with technical and industry knowledge from themselves, the TKH and other advisors.
11. The Decision Board supports the TKH and makes decisions to assist their operations. This includes approving new TKH or changes to current TKH.
12. The Decision Board may receive proposals from the TKH. They may recommend that the respective agencies they represent could provide funding/support for a specific proposal or refer them to the CAGC if there are merits for funding a specific proposal under a joint or pooled funds arrangement.

The Decision Board is committed to building capability, sharing and trust

13. The Decision Board openly shares information wherever possible.
14. The TKH is committed to fostering an environment for open Intellectual Property. However, the Decision Board respects and exercises appropriate discretion with confidential or sensitive information.
15. The Decision Board acts and makes decisions without bias for the benefit of New Zealand.
16. While the Decision Board may refer proposals to agencies for funding or support, this does not alter any agency mechanisms for allocation of funding or support and competitive tendering processes may still apply.