

Operating guide for Transport Knowledge Hub - Topic hubs

This document helps if you are a leader or member of a topic hub or thinking of becoming one.

Topic hubs are largely self-managing and can choose what works for them and their members. Guidance and support is available through the Transport Evidence Base Strategy (TEBS) and you can email knowledgehub@transport.govt.nz.

What is a topic hub?

Topic hubs are groups of people with particular interests in transport data, information, research and evaluation. Members are from public and private organisations and across interrelated disciplines, including decision-makers, non-government, academics and consultants. Topic hubs link members into the Transport Knowledge Hub.

The Transport Knowledge Hub (TKH) structure provides for communication between the people and agencies that generate, supply, and use transport data, information, and research.

To learn more about the Transport Knowledge Hub, read page 21 of the [TEBS](#).

The Transport Knowledge Hub strives to encourage collaboration and raise awareness of related work and future opportunities or needs. Topic hubs provide an open environment where members can share transport data, evidence, knowledge, research, information, capabilities, and ideas!

Can I become a member of a topic hub?

Anyone can join a topic hub and there are no membership fees. The existing topic hubs are:

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Aviation | <input type="checkbox"/> Forecasting |
| <input type="checkbox"/> Data | <input type="checkbox"/> Safety |
| <input type="checkbox"/> Economics | <input type="checkbox"/> Technology & Innovation |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Urban |

To join, please email knowledgehub@transport.govt.nz with your contact details and state which hub or hubs you would like to join.

How does a topic hub work?

Governance principles

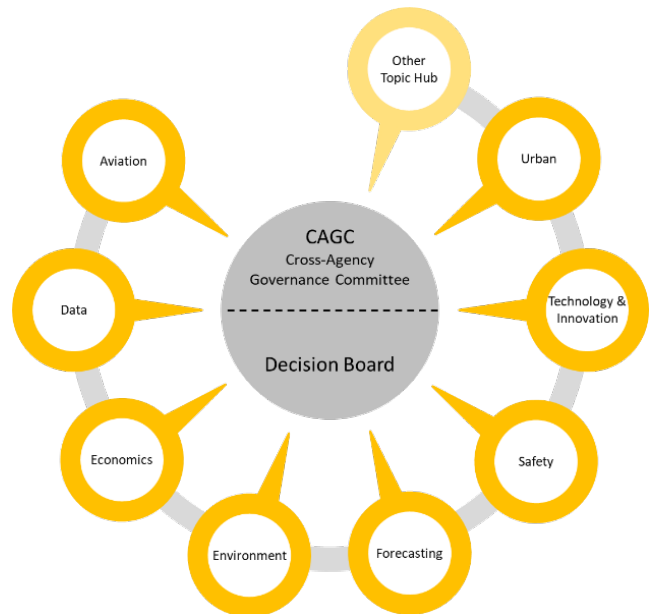
Different topic hubs find different ways of working. There are governance principles but topic hubs decide for themselves how they will use those principles.

To learn more about the governance principles, read page 21 of the [TEBS](#).

Elements of hub operation

Topic hubs should think about:

- What **objectives** or benefits does the topic hub want to achieve?
- What **activities** does the topic hub want?



Some topic hubs have regular meetings for networking and catching up with their topic's knowledge community. Other topic hubs meet only occasionally for special seminars. Others stay linked using a mailing list and rarely meet up.

- What **membership** should the topic hub target?

Membership is open to anyone. Some topic hubs target a balance of members from public and private organisations as well as non-government, academia and across inter-related disciplines.

- What leadership will help the topic hub?

Each topic hub must have one or two named leaders (co-leads). Most topic hubs also have a working committee comprised of four to ten people representative of the sector.

Topic hubs may have to make decisions, such as selecting ideas to promote or deciding on options for how the topic hub should work. Topic hubs can use a decision-making process that works for them. The decision-making process should align with the Transport Knowledge Hub principles of collaboration and communication.

- What behaviours support knowledge building and sharing?

Topic hubs are committed to fostering an environment for Open Intellectual Property and sharing. Formally or informally, topic hubs have behaviours or responsibilities expected of members.

There are administration options that may support the topic hub. Some topic hubs share a database of members' contact details to assist with networking and collaboration, other topic hubs might more selectively manage communications only through the working committee. Some topic hubs use members or the working committee to make records of meetings for wider sharing to members not attending. Topic hubs may also make use of the TKH (public-facing) website for sharing of uploaded documents, reports, and articles, or create their own secure collaboration portal through Microsoft Teams or other technology.

A summary of how each topic hub works is available through from the Ministry's website:

<https://www.transportknowledgehub.govt.nz/>

What else should I know?

What do I need to do as a member of a topic hub?

Supporting the principles of the TKH is the most important part of being a member of a topic hub. As for topic hubs as a whole, members should commit to fostering Open Intellectual Property and sharing of transport data, information, research and evaluation.

Leaders and working parties should be able to answer questions about behaviours and responsibilities expected of their topic hub members. Email extra questions to **knowledgehub@transport.govt.nz**

Topic hubs appreciate many members are busy so specific time demands are generally low or optional. Members may volunteer extra involvement in a topic hub, such as making presentations or helping with administration or hosting events.

Can I start a new topic hub?

Over time, new topic hubs may emerge or existing topic hubs may decide to change their topic or to start a new sub-hub. To suggest a new topic hub, email **knowledghehub@transport.govt.nz**

For a new topic hub or sub-hub, think about:

- What is the name for the new topic hub?
- How does the new topic hub link to the TEBS?
- What knowledge gap does the new topic hub address and how would it benefit the sector?
- Who would champion the new topic hub?

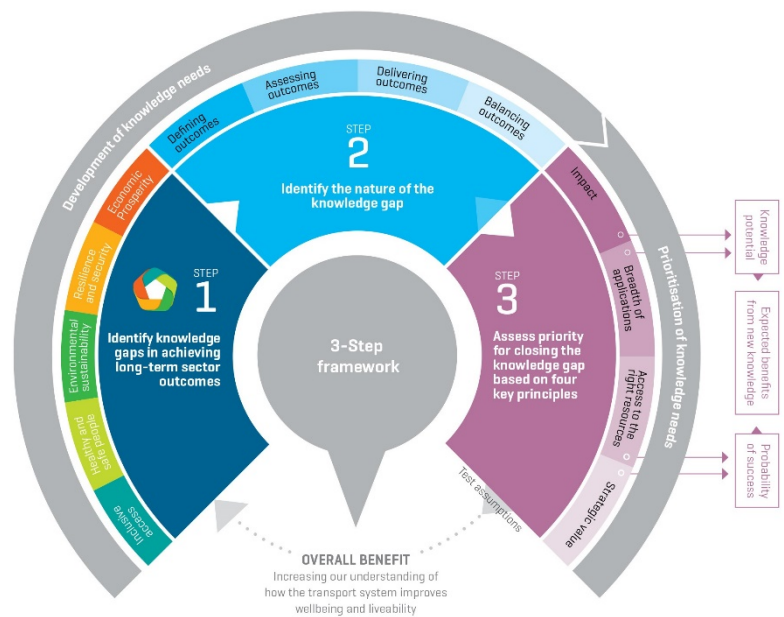
There should be one or two champions to lead starting of the new topic hub. There should be support shown from two or three public sector agencies and wider interest from prospective members.

What if I have an idea for a data, information or research project?

The Transport Knowledge Hub is not itself a funding body. It does not commission projects or offer grants.

Topic hubs can discuss and develop project ideas for transport data, information, research and evaluation. The 3-Step Knowledge Development and Prioritisation Framework (pictured right) can help with assessing project ideas and their alignment with the TEBS and [Transport Outcomes Framework](#).

Topic hubs can promote project ideas to the Decision Board. The Decision Board is a group representing key funders of transport data, information, research and evaluation projects. The Decision Board can consider directly funding (or co-funding) project ideas or forwarding project ideas to a programme of funding.



Note that any funding of project ideas is not awarded automatically but may be subject to competitive tendering.

To learn more about the 3-Step, refer page 18-19 of the [TEBS](#).