

Transport Knowledge Hub - Topic Hubs Terms of Reference

These Terms of Reference record the scope and functions of the Transport Knowledge Hub – Topic Hubs and their relationship to the Transport Knowledge Hub Cross-Agency Governance Committee (CAGC) and to the Decision Board (DB).

Scope and Purpose

- The Transport Knowledge Hub – Topic Hubs have been set up to provide leadership and guidance to connect people, support collaboration on policy, evidence and research, and assist with implementing the Transport Evidence Base Strategy ([TEBS](#)). These Terms of Reference should be read in conjunction with this document.
- The Topic Hub leads will liaise with the Decision Board (DB) in relation to identification and filling of data, information and research gaps. Hub leads will work with their members to make recommendations to the DB on any identified gaps and collaboration opportunities.
- Topic hubs are largely self-managing and can choose what works for them and their members. Guidance and support is available through the TEBS.

Functions

- The functions of the topic hubs are to:
 - Broaden research, evidence, analytical and modelling knowledge and capability.
 - Provide a mechanism for members of the transport sector from public and private organisations as well as academia and across inter-related disciplines to collaborate with each other.
 - Increase the visibility and use of transport knowledge (including data, statistics, information), research and evaluation.
 - Engage 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.
 - 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.
 - 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.
 - Some topic hubs use a website for sharing of uploaded documents, reports, and articles.