

TERMS OF REFERENCE/SCOPE OF

WORKSHOP AND KNOWLEDGE DEVELOPMENT SUBCOMMITTEE (WKDS)

- Identify potential workshop ideas and knowledge transfer related to Road Safety, assessing the interest of the RSSC membership and the Road Safety community/industry as a whole. These sessions shall be under categories of broad interest to the RSSC such as:
 - a. Road Safety Design and Planning
 - b. Safety and Sustainability
 - c. Applied Human Factors
 - d. Construction
 - e. Innovation in the Roadway Environment
 - f. Academic Research and Development
 - g. Stakeholder Interaction
- Develop a rolling five year plan to show ideas for upcoming workshop and training opportunities.
- Develop one or more themes each for a workshop and a training opportunity for each year's TAC Conference (and using TAC forms) for TAC Secretariat to consider. The timeline for the submission to TAC:
 - a. One year ahead of the conference, if planning the workshop at the same time as the September Conferences;
 - b. For other knowledge transfer efforts, such as training at different locations, etc. coordinate with TAC Secretariat.
- Develop goals for each session which clearly outline the learning objectives of the session.
- Collaborate with the Paper Sessions & Annual Conference Subcommittee and other members of the Road Safety Standing Committee in developing workshops and training sessions.
- If approved, identify potential participants and send out invitations – timeline for submission of information to TAC (April).
- Facilitate the workshops or other sessions and invite facilitators as required (& inform TAC for Conference Program publication/circulation).
- Collect feedback from workshop and training activity participants to facilitate continuous improvement of the quality of the sessions.
- Report sub-committee activities at RSSC meetings.

SUB-COMMITTEE COMPOSITION

- Co-chairs will lead the effort and will canvass additional members to join the Sub-committee, and coordinate all related workshop and session activities.
- The co-chairs will create a sustainable and strong structure for the Sub-committee supported by the RSSC Executive, and will secure continuity through other volunteers when unable to continue their own role as co-chair of this Sub-committee.
- Ideally, the Sub-committee will be comprised of a mix of public/private/academic & urban/rural representatives.

SUB-COMMITTEE MEETINGS

- It is anticipated that communication among Sub-committee members will be on an on-going basis, and achieved primarily through e-mails and conference calls. Additional in-person meetings may be called at the discretion of the RSSC Chair/Executive and/or the Sub-committee membership.