



# UNITED STATES VIRGIN ISLANDS STIC CHARTER

## OBJECTIVE

The United States Virgin Islands Department of Public Works (USVIDPW) owns and maintains USVI's transportation system and makes key decisions on how to deliver projects, as well as what techniques and technologies to use in its operation and safety. The USVI - State Transportation Innovation Council (USVI-STIC) serves as a forum for initiating and overseeing the rapid deployment of innovation strategies into routine practice to accelerate transportation project delivery and advance technologies proven to enhance project quality and effectiveness for the benefit of present and future generation of all road users.

## UNITED STATES VIRGIN ISLANDS - STIC MEMBERSHIP

The USVI-STIC membership is comprised of the following organizations representing State, Federal, and the Academia.

- VIDPW Commissioner (Co-Chair)
- Federal Highway Administration's Division Deputy Administrator (Co-Chair)
- Federal Highway Administration's Territorial Program Manager
- Federal Highway Administration's EDC Coordinator
- VIDPW Deputy Commissioner of Transportation
- VIDPW Federal Aid Highway Program Manager
- VIDPW Design Program Manager
- VIDPW Construction Program Manager
- Virgin Islands Port Authority, Director of Engineering
- Local Technical Assistance Program's (LTAP) Director (also representing the Academia)

As this USVI-STIC matures, additional stakeholders will be invited to join the Charter. USVI-STIC Advisor Board will strive to keep this membership at a manageable number, preferably no more than 10 official members.

The members will change as it best fits the needs of the respective organizations and the USVI-STIC. These changes will generally occur through events such as retirement, changes in employment or career changes, or at the request of the respective organizations.

In addition, subject matter experts and other advisory members may be invited to attend USVI-STIC meetings as non-voting members, with the concurrence of the Co-Chairs.

## **PURPOSE**

This Charter establishes the USVI State Transportation Innovation Council (USVI-STIC) and defines its mission, scope and responsibility, membership, and administration.

## **VISION**

The USVI-STIC will foster a collaborative culture for rapid implementation of meaningful innovations to efficiently deliver to the public a modern, high quality transportation system.

## **MISSION**

Facilitate the rapid implementation of technology, tactics, and techniques among transportation program delivery professionals, starting at the USVIDPW and moving toward all levels of government and throughout the private and non-profit sector, to ensure smart and efficient investment in USVI's highway infrastructure.

## **SCOPE AND RESPONSIBILITY**

The USVI-STIC shall provide multi-discipline expertise to perpetuate the deployment of transportation-related innovation in USVI. The objectives and duties of the USVI-STIC shall be to identify and recommend ways to ensure that USVI responds to key issues and challenges that impact the transportation program. The USVI-STIC will act as a catalyst for rapid deployment of those nationally and State identified technologies, techniques, and tactics that have been demonstrated in "real world" applications and can offer improved performance/effectiveness in USVI.

The USVI-STIC will:

- Advise the DPW's Commissioner and FHWA's Division Deputy Administrator on the implementation of the Every Day Counts (EDC) Initiative and related matters;
- Provide leadership to promote and support rapid deployment of selected technologies, tactics, and techniques;
- Provide a forum for discussing and proposing solutions to transportation-related problems;
- Act as a liaison among the stakeholders represented by the membership and may provide a forum on current and emerging issues in the transportation sector;
- Develop a process to select technologies, tactics, and techniques on which to focus implementation efforts;
- Identify and mobilize champions within the territory who are committed to the deployment of chosen technologies, tactics, and techniques;
- Monitor performance metrics to ensure priority initiatives move into standard practice; and

- Share information with all state stakeholders through meetings, workshops, reporting and conferences.

### MEETINGS

The USVI-STIC shall meet regularly at the time and place set by the Co-Chairs. In addition, the USVI- STIC may be convened in an emergency session to address time-critical topics as deemed necessary by the Co-Chairs. It is currently expected that the USVI-STIC shall meet at least annually.

Members are expected to attend all meetings. Attendance may be in person or any two-way, interactive communication means, such as conference call or video conference. If necessary, a member may be represented by a designated alternate. A majority of voting members shall attend the meetings to establish a quorum.

### INNOVATION IDENTIFICATION, EVALUATION, AND IMPLEMENTATION

The USVI-STIC evaluates the applicability of technology, tactic, or technique and selects innovations for advancement. This process provides an objective and transparent approach to the allocation of resources for innovation deployment and communicates the need to change current practice, leading to greater acceptance among the highway community for innovation implementation.

The USVI-STIC will establish selection criteria and procedures and will strive for objectivity and credibility in the selection process. A majority of voting members should agree on the recommendation of annual STIC Incentive projects that are submitted to FHWA for funding approval (**please note that FHWA is a non-voting member for the purposes of funding recommendations**). USVI-STIC members with conflicts of interest related to an application shall recuse themselves during the selection process.

The USVI-STIC may establish teams as it considers necessary for the implementation of initiatives or innovations.

### OUTREACH AND COMMUNICATION PLAN

The USVI-STIC should develop an outreach plan to share innovation deployment efforts and successes with the transportation community, public, and legislators. This plan should communicate the impact and benefits of implementing innovations within the transportation community.

**MEASURING SUCCESS**

The USVI-STIC defines the outcome being sought through the implementation of the selected innovations and monitors performance to ensure priority initiatives move into standard practice. By setting innovation goals, the USVI-STIC communicates the expected outcome and results from innovation deployment and encourages statewide implementation. Progress toward meeting the goals should be shared with the USVI-STIC members at regular meetings and be used to provide compelling information for outreach and communication activities.

**TIME FRAMES**

The USVI-STIC will be an ongoing team and will only be disbanded upon the agreement of the two Co-Chair leaders.

**CHARTER AMENDMENTS**

The USVI-STIC shall periodically review this Charter and make amendments as needed.

- Adopted: September 21, 2015
- Amended: May 9, 2024

This Charter has been approved by:



Derek Gabriel

Commissioner  
Department of Public Works

Date: 5/9/2024



Jamie Christian  
Division Administrator  
Federal Highway Administration

Date: 7/10/2024