



[State Name]
State Transportation Innovation Council (STIC) Charter
Established [date]

State DOT's, Local Public Agencies, and tribal transportation agencies nationwide own the transportation system and make key decisions on how to deliver projects, as well as what techniques and technologies to use in the operation and safety these systems. The State Transportation Innovation Council (STIC) brings together stakeholders representing all transportation market forces working together to lead innovation in their state transportation program.

Purpose

This Charter establishes the STIC and defines its mission, scope, membership, and administration.

Vision

The STIC fosters a collaborative culture for identification and rapid implementation of innovations to efficiently deliver a high-quality transportation system. *[Use this section to customize your vision, if needed]*

Mission

Facilitate the identification, evaluation, and rapid implementation of innovations among transportation program delivery professionals at all levels of government and private and non-profit sector to ensure smart, efficient investment in their State's transportation infrastructure. *[Use this section to customize your mission, if needed]*

Scope

A STIC is a group of representatives from various levels of the transportation community in each State committed to comprehensively and strategically consider all sources of innovation. The STIC brings together stakeholders that represent all transportation market forces to work together to lead innovation in their state transportation program.

The STIC provides a platform/venue for the leadership and multi-stakeholder engagement that enables and perpetuates the identification, evaluation, and implementation of innovation in each state. The objectives of the STIC are to identify and recommend ways that innovative technologies and practices can enable the State or local community to more successfully respond to key issues and challenges that impact their transportation program. The STIC acts as a catalyst for the identification and rapid deployment of technologies, techniques and tactics that have been demonstrated in "real world" applications and can offer improved performance/effectiveness in their state or local community. The blend of partners and stakeholders on a STIC enable it to:

- provide a means of ensuring regular contact between the State DOT, Local Public Agencies, academia, industry, and other transportation sectors.
 - advise the State CEO on the implementation of the *Every Day Counts* program and innovation related matters.
 - act as a liaison among the stakeholders represented by the membership, and may provide a forum for those stakeholders on current and emerging issues in the transportation sector.
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- provide a forum for discussing and proposing solutions to transportation-related problems.
- develop a process to identify technologies, tactics and techniques on which to focus implementation efforts.
- mobilize champions within the state who are committed to the evaluation and implementation of identified technologies, tactics and techniques.
- provide leadership to promote and support rapid implementation of technologies, tactics and techniques.
- monitor performance to ensure innovations move into standard practice.
- share information with all stakeholders through meetings, workshops, and conferences.
- share achievements and collaborate with the National STIC Network to learn about innovations being advanced throughout the country (i.e. participate in National STIC Network meetings, EDC Regional Summits, Innovation Peer Exchanges, etc).
- *[Use this section to customize your scope, if needed]*

Membership

The broader the diversity of the transportation industry represented on the STIC, the greater the opportunity to be comprehensive in performing the actions noted above. The STIC will best be served by membership that reflects a balanced cross-section of transportation interests, including entities from various geographic locations and agencies of varying size. Membership should include the following:

- State DOT
- Federal Highway Administration (FHWA)
- Local Technical Assistance Program (LTAP)
- Local Public Agencies (LPAs)
- Industry Associations (APWA, NACE, NACO, etc...)
- Tribal representation (if applicable)
- Research liaison or Research Advisory Committee (RAC)
- Metropolitan Planning Organizations (MPOs)
- Contractors
- Consultants
- Federal Resource Agency
- University Transportation Center (if applicable)

[Use this section to customize your membership agencies or organizations, if needed.]

In addition, subject matter experts and other advisory members may be invited to attend STIC meetings as non-voting members.

The STIC will be co-chaired by the State CEO, or their delegate, and the FHWA Division Administrator. STIC members are encouraged to rotate representation from their organizations to maintain fresh ideas, sustain energy in promoting innovations, and provide a broader knowledge of the STIC activities. It is recommended that STIC members are appointed for 2-year terms.

Meetings

The STIC will meet [*. . . use this section to set the meeting interval, we would suggest quarterly, at a minimum, to maintain momentum*] at a time and place set by the Co-Chairs. In addition, the STIC may be convened to address time-critical topics as deemed necessary by the Co-Chairs.

To maximize the cohesion of the STIC and maintain its momentum, members are expected to attend all meetings. Attendance may be in person or any two-way, interactive communications means, such as conference call or video conference. If necessary, a member may be represented by a designated alternate. 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).

Items presented for STIC review will be circulated electronically for members' review far enough in advance of the meeting to allow members time to review the documents in a meaningful way.

Subcommittees

The STIC may establish subcommittees as it deems necessary for the implementation of the [STIC Incentive program](#) , [Every Day Counts program](#), and/or [AID Demonstration](#) projects. *[Use this section to discuss any subcommittees and the role of those subcommittees.]*

Innovation Identification, Evaluation, and Implementation

The STIC enables all participants to evaluate the applicability of a technology, tactic, or technique and identify innovations for implementation. 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 transportation community for innovation implementation.

The STIC process to identify innovations on which to focus implementation efforts is *[. . . use this section to discuss the decision-making and documentation process for identifying, evaluating, and implementing innovations statewide]*

Outreach and Communication

The STIC can most effectively share innovation deployment efforts and successes with the transportation community, public, and legislators by developing and implementing an outreach and communication plan. This plan can aid in communicating the impact and benefits of implementing innovations within the state, local, and tribal governments and demonstrates to policymakers and the travelling public that taxpayer dollars are being efficiently utilized.

The STIC shares information with all stakeholders through *[. . . use this section to discuss how the STIC will communicate the innovations being implemented, successes and failures of those innovations, and how the STIC will receive feedback on innovations.]*

Measuring Success

The STIC defines the outcome being sought through the implementation of the innovations and monitors performance to ensure those outcomes are met. By setting goals, the STIC communicates the expected outcome and results from innovation deployment and encourages successful implementation.

Progress toward meeting the goals are shared with members at STIC meetings and used to provide compelling information for the outreach and communication activities. The STIC innovation goals are *[. . . use this section to define the major milestones, goals, and performance metrics that will be used to measure innovation success. The goals could be overall goals or the goals could be more specific to each innovation identified. Some examples include: days of project delivery time saved, number of lives saved, percent of crash reduction, reduction in user delay, number of projects constructed with increased quality]*

Charter Dated: _____

Approved by Co-Chairs:

[NAME]

[Title of State Co-Chair]

[NAME]

FHWA Division Administrator