

Transport Knowledge Hub Cross Agency Governance Committee Terms of Reference

These Terms of Reference record the high-level scope and functions of the Transport Knowledge Hub Cross-Agency Governance Committee (CAGC) and its relationship to the Decision Board and topic specific knowledge hubs.

Scope and Purpose

1. The CAGC has been set up to provide leadership and guidance to support the Transport Knowledge Hub¹ to meet its brief to connect people, support collaboration on policy, evidence and research, and to implement the Transport Domain Plan (Domain Plan) and the Transport Research Strategy 2016-2020 (Research Strategy) and these Terms of Reference should be read in conjunction with both documents.
2. The CAGC is the principal inter-agency forum for communicating and co-ordinating top-level information and research strategy between the transport sector agencies. Its focus is on achieving the sector's goals for domain knowledge and research. **These are to ensure the sector has the right data and information to support evidence-based decision-making and to create an environment with the capacity and capability to ensure transport research maximises the economic and social benefits of the transport system and minimises harm**, so that:
 - a. **Collectively** agencies with significant responsibility for transport data, information, knowledge and research work effectively together to achieve the sector's Domain Plan and Research Strategy goals, and
 - b. **Individually** each agency can secure the best possible data, information, knowledge and research outcomes from its resources, leveraging off the compatible endeavours of partner agencies, through the Transport Knowledge Hub, that also have a focus on improved transport domain knowledge and research.

Structure and Functions

Structure

3. The governance structure for the TKH includes three broad components:
 - a. **The CAGC** made up of senior executives from core transport sector agencies.
 - b. **The Decision Board:** The Decision Board will assist the CAGC to ensure the delivery of priorities around data, information and research gaps or where this is not possible, find alternative ways to deliver against priorities. The chair of the Decision Board will be rotated between its members.
 - c. **The topic specific knowledge hubs.** As the research community works more closely together, topic specific transport knowledge hubs may change over time to meet research and information needs.

¹ Membership of the topic specific knowledge hubs is free and is open to anyone with an interest in transport sector domain knowledge and research.

Functions

4. The leadership functions of the **CAGC** can be grouped into three categories:
 - a. Strategic guidance
 - i. To **agree** and **prioritise** the sector's strategic challenges and opportunities
 - ii. To **endorse** the programme of data, information and research work that matches the agreed strategic priorities
 - iii. To **hold Decision Board** to account against the delivery of priorities or, where this is not possible, find alternative ways to deliver against priorities
 - b. Systems performance
 - i. To **ensure** the data, information and research systems have the necessary capabilities to deliver on quality as well as content
 - ii. To **ensure** an effective system is in place for communications and collaboration (including an on-line facility)
 - iii. To **ensure** the system is in place to take appropriate actions in response to recommendations that are made from the programme of work and its component parts
 - c. Effective engagement
 - i. To **engage** effectively with domestic and international transport organisations/sectors – to act as implicit ambassadors
5. The function of the **Decision Board** is to consider how to deliver on the agreed strategic priorities, and to communicate on research needs and gaps with the knowledge hubs and make recommendations to the CAGC on:
 - a. Transport domain knowledge and research priorities for the transport sector, including management of the data and information, and
 - b. Collaborative opportunities seen by the Decision Board including sharing resourcing and joint priorities for the agencies involved.
6. The functions of the **topic specific knowledge hubs** are to:
 - a. Broaden research, evidence, analytical and modelling knowledge and capability
 - b. 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, and
 - c. Increase the visibility and use of transport domain knowledge (including data, statistics, information) and research

Administrative and operating arrangements

7. The administrative and operating arrangements for the Transport Knowledge Hub CAGC are:
 - a. **Quorum:** No CAGC meeting may be held unless at least six of the CAGC members attend
 - b. **Proxy:** Members can send a proxy to attend meetings on their behalf but the person sent must be well briefed on the issues and authorised to make any decisions required
 - c. **Chair:** While all CAGC members come together as peers, the Deputy Chief Executive of the Ministry of Transport is assigned the role of Chair of the CAGC. Decisions by the CAGC will be taken on a consensus basis. If it is not possible to achieve consensus, the Chair will take a decision based on the majority view of the group
 - d. **CAGC membership:** Members of the CAGC are as listed in the Terms of Reference item 9 and amendment to the named member shall be arranged with majority agreement of the other members of the CAGC. CAGC members will be appointed for a

term of two years. However, there is no limit to the number of times CAGC members can be re-appointed in subsequent years.

- e. **Secretariat:** The chair of the CAGC will also provide secretariat support to:
- Propose strategic changes
 - Inform on the current programme
 - Capture and pursue agreed actions

8. These Terms of Reference shall be reviewed during the second half of 2020 and prior to that may be amended by majority agreement of the CAGC.

9. 2017 members of the CAGC:

- (i) Kirstie Hewlett, Ministry of Transport – Chair (appointed in October 2017)
- (ii) Dr Prue Williams, Ministry of Business Innovation and Employment
- (iii) Leigh Mitchell, New Zealand Transport Agency (appointed in July 2017)
- (iv) Chris Mogan, Auckland Transport (appointed in September 2017)
- (v) John Kay, Civil Aviation Authority
- (vi) David Taylor, The Treasury
- (vii) Bill Frith, IPENZ Transportation Group
- (viii) Dr Janet Stevenson, Universities New Zealand
- (ix) Helen Mexted, Local Government New Zealand
- (x) Andrew Saunderson, Maritime New Zealand (appointed in August 2017)
- (xi) Simon Douglas, New Zealand Automobile Association

Previous members:

- Andrew Jackson, Ministry of Transport – Chair (left in September 2017)
- Glen Wright, Auckland Transport (left in September 2017)
- Stephanie Winson, Maritime NZ (left in August 2017)
- Jenny Chetwynd, New Zealand Transport Agency (left in June 2017)
- Peter Clark, Auckland Transport (left in February 2017)