

**Voluntary Information-sharing System
Federal Advisory Committee
Reporting Subcommittee**

Report Out Presentation

June 20, 2018

Reporting Subcommittee Members

- Alternate Designated Federal Official: [Karen Lynch](#)
- Subcommittee Chair: [Vacant](#)
- Subcommittee Members:
 - [Kate Blystone](#)
 - [Holly Pearen](#)
 - [Walter Jones](#)
 - [Simona Perry](#)
 - [Randy Parker](#)

Reporting Subcommittee

Recent Activities

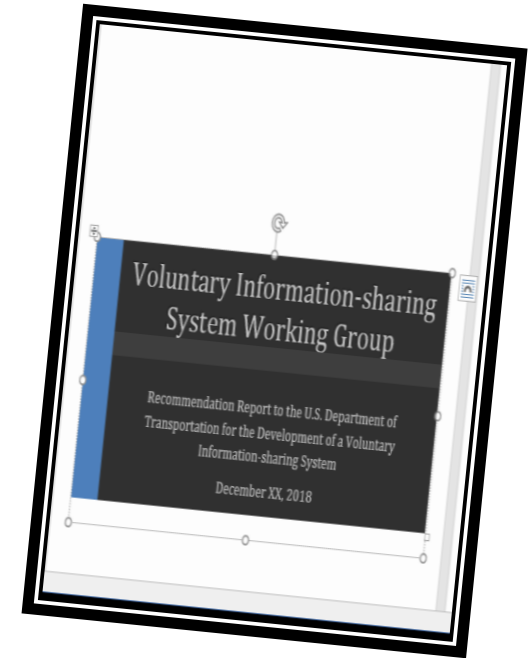
1. Finalized Reporting Subcommittee guidance and template for the VIS WG Recommendation Report.
2. Provided subcommittees with sample advisory committee reports and examples of recommendations.
3. Established VBulletin web-based collaboration tool.
4. Drafted sections of the VIS WG Recommendation Report.
5. Secured a full-time Editor to support the Reporting Subcommittee.

Reporting Subcommittee Action Items

1. Follow-up with subcommittees on Liaisons to Reporting Subcommittee
(Due: June 22)
2. Schedule web-based demo of VBulletin and overview of Reporting Subcommittee guidance
(Due: June 29)

Recommendation Report Sections

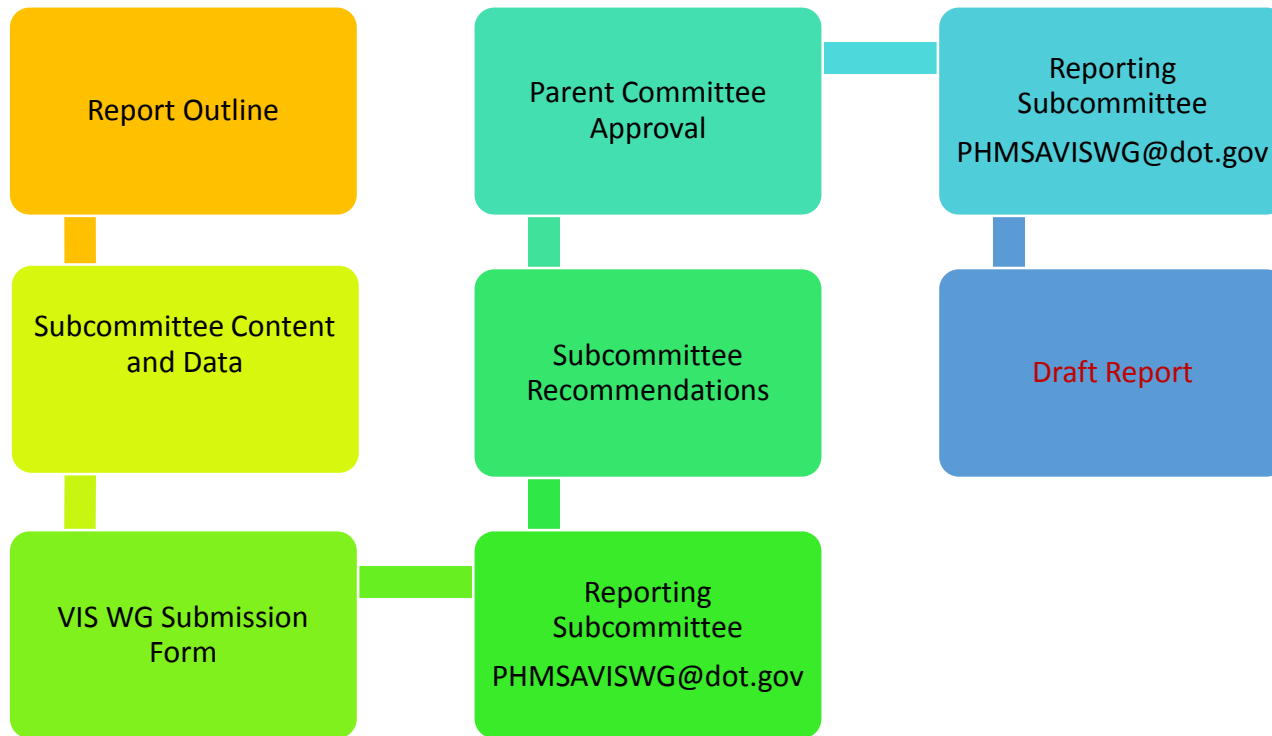
- Table of Content
- Executive Summary
- Key terms, acronyms, and definitions
- Introduction
- Background
- Recommendations
 - Process sharing
 - Best Practices
 - Technology and R&D
 - Competence, Awareness, and Training
 - Regulatory, Funding, and Legal Barriers
 - Governance Structure
- Conclusions
- Appendices



Report Timelines

Report Section	Timeline
Subcommittees submit initial recommendations and findings to parent committee	July - August 2018
Initial Recommendation Report drafted	August - September 2018
Parent Committee Review #1 on initial Recommendation Report	September - October 2018
Recommendation Report revisions	October - November 2018
Parent Committee Review #2 on initial Recommendation Report	November - December 2018
Final Recommendation Report vote	December 2018
PHMSA/DOT Review and Submission to Secretary of Transportation	December 2018 - February 2019

Subcommittee Report Submission



Background

Recommendation for the VIS WG Committee

Recommend that each VIS WG Subcommittee Chair designate one of their members to serve as a liaison and primary point of contact to the Reporting Subcommittee to ensure that their report sections and recommendations are conveyed accurately and reflected appropriately in the report.



Reporting Subcommittee Task Statement

- Task Statement Number:

18-07

- Task Statement Title:

Subcommittee Governance and Management of VIS Working Group Report

- Task Statement Purpose:

To fulfil essential governance needs by serving as the integration point for all subcommittees and by delivering strategic direction/management of a comprehensive report that will enable the VIS Working Group to provide the Secretary of Transportation with independent advice and recommendations on the development of a secure, voluntary information-sharing system(s).

- Task Statement Description(s):

1. Establish a web-based tool to facilitate collaboration, communication, and records retention.
2. Develop guidance and templates for subcommittee report/document submissions that will be used to consolidate reports and documents from all subcommittees.
3. Consolidate subcommittee reports and common taxonomy and develop the Recommendation report. Incorporate changes as needed.
4. Draft VIS report in accordance with established timeframes and report outline. Report should be written in plain language.

- Deliverable(s):

1. Web-based Collaboration Tool
2. Guidance and Templates
3. Report Samples
4. Document Comment Resolution Matrix
5. Draft and Final VIS Working Group Reports

- Target Milestones and Dates:

1. Web-based Collaboration Tool (March 2018)
2. Guidance, Templates, Report Samples, Comment Resolution Matrix (March 2018)
3. Draft Report (August/September 2018)
4. Final Report (December 2018)



Questions/Comments