

## Technical Advisory Committee Roles and Responsibilities Guidelines

### **Mission**

The Technical Advisory Committee (TAC) will assist Caltrans in developing the technical analysis for the California Transportation Plan 2040 (CTP 2040). These guidelines define the roles and responsibilities of TAC members, as well as the roles of Caltrans staff in the development of the CTP 2040 that will enable the State to identify the system that will achieve maximum feasible GHG emission reductions.

### **Authority & Background**

Federal regulations (Title 23, Section 135) require each state to develop a statewide transportation plan process including updates of the state transportation plan. Senate Bill (SB) 391 (Liu, 2009) requires Caltrans to submit the CTP to the Transportation Agency (formerly, Business, Housing and Transportation Agency) by December 31, 2015. SB 391 requires Caltrans to address in the CTP how the state will achieve maximum feasible GHG emission reductions and to identify the statewide integrated multimodal transportation system needed to achieve these results.

### **Desired Outcomes**

The TAC will ensure that California's Transportation Plan has comprehensive surface transportation GHG reduction strategies while considering the mobility and accessibility of all transportation users and freight. We envision the CTP 2040 TAC and Policy Advisory Committee (PAC) working together in an iterative manner with TAC recommendations going through the PAC for final decision-making.

### **Roles and Responsibilities**

Advise the Department on the development of a fully approved CTP that includes a technical element of surface transportation GHG reduction strategies by answering how the state will achieve maximum feasible emission reductions in order to attain a statewide reduction of greenhouse gas emissions to 1990 levels by 2020, and 80 percent below 1990 levels by 2050.

### *Role of the TAC*

1. Identify surface transportation GHG emission reduction strategies
2. Build scenarios (Scenarios shall be defined as a strategy or multiple strategies grouped together)
3. Assess how these scenarios will interact with MPO SCS and RTPA strategies and/or scenarios
4. Present recommendations to the PAC
5. Analyze and interpret model runs
6. Recommendations on post-processing as needed

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### *Role of Caltrans*

1. Provide leadership and coordination for the overall effort.
2. Facilitate TAC meetings in a professional manner by ensuring appropriate dialogue.
3. Ensure adequate time to review meeting materials and draft products.
4. Encourage collaboration and consensus.
5. Post relevant documents on the web portal.
6. Manage meeting logistics.
7. Collect and record discussions, and synthesize meeting inputs.
8. Prepare the CTP, conduct outreach events, and develop marketing and outreach materials as needed.

### **Meeting Frequency and Schedule**

Members will meet over a two-year period (a total of 15 meetings anticipated through May 2015). The first three meetings will be held on the fourth Thursday of every month, but thereafter the meetings will be on the fourth Thursday of every other month to coincide with California Statewide Travel Demand Model TAC meetings. Additional member time will be needed to review meeting materials and draft products.