

AFHTO-MDPS Working Group

Principles / Terms of Reference:

- MDPS and AFHTO commit to work together to resolve common problems faced by FHTs using PSS, in a mutually-agreed priority order.
- Scope includes all FHTs that use PSS, and all PSS-related issues faced by these FHTs that are deemed to be “common” issues (i.e. not unique to one FHT).
- All parties will strive to describe these issues with sufficient specificity to enable prioritization and action.

- Process includes both:
 - Direct contact with all FHTs using PSS, through periodic surveys for input and regular updates to report on progress and status.
 - Small working group of FHT representatives (4-6 people) and MDPS staff that will work on behalf of all FHTs to prioritize issues for resolution, assist in problem-solving and provide feedback.
 - Meetings to be held on a bi-weekly basis to start, to get this process up and running. At a mutually agreeable point meetings will become less frequent.

- Roles/responsibilities in the working group process:
 - **MDPS:**
 - Host meetings with representatives of FHTs using PSS. Almost all meetings will take place via web, OTN and/or phone.
 - Listen to and work with FHT reps to prioritize issues for resolution, assist in problem-solving and provide feedback.
 - Work within MDPS to resolve priority issues.
 - Report back on progress and status.
 - **FHT representatives on working group:**
 - Work with AFHTO staff to develop user surveys.
 - Receive and review input from FHT colleagues in order to understand and speak to issues/opportunities for improvement across the whole FHT sector.
 - Work with MDPS on behalf of all FHTs using PSS to prioritize issues for resolution and assist in problem-solving .
 - Provide feedback on recommended solutions and progress reports.
 - **FHTs using PSS:**
 - Provide input to FHT representatives on working group via survey or other means on issues that may likely be experienced by other FHTs as well.
 - Strive to describe these issues with sufficient specificity to enable prioritization and action.
 - **AFHTO:**
 - Provide the mechanisms to facilitate communications among FHTs using PSS and MDPS, including the processes for:
 - Developing and administering user surveys.
 - Enabling FHTs using PSS to identify/select the working group members.
 - Communicating status reports to FHTs using PSS.