National Transportation Knowledge Networks  
Guidelines and Governance  
January 31, 2018

I. Name
The name of this organization shall be the National Transportation Knowledge Network (NTKN). The NTKN is a voluntary alliance of transportation organizations, which supports a network of transportation information professionals, who collaborate to expand, improve access to, and preserve the domain of transportation knowledge. For the purposes of this document, the phrase “information professional” is assumed to include librarians, communicators, web and application developers, data managers, research managers, records managers, and publishers, as well as government officials and policy makers who are committed to improving access to transportation information as a means to furthering transportation research.

II. Aims and Objectives
The purpose of NTKN is to coordinate with transportation libraries, information providers, technical assistance centers, and transportation researchers to develop a comprehensive transportation information and knowledge network that supports the activities of its members. NTKN helps acquire and disseminate products and services, as needed, to entities listed in the Membership section below.

NTKN tools, products, and activities provide stakeholders (including practitioners, researchers, consultants, management, and the general public) with timely and convenient access to knowledge assets, which enables faster progress toward meeting critical transportation challenges.

NTKN increases the productivity of stakeholders by reducing the time spent searching, accessing, and compiling information and data, and avoiding the duplication of research. It supports the preservation of institutional knowledge and knowledge management. NTKN promotes information standards and tools, including cataloging and data management. Through collaboration and cost-efficient mechanisms, the NTKN accelerates innovation in transportation and maximizes investments in research development and implementation.

The alliance is based upon the cooperation of independent participants bound together by common interests and goals, namely providing access to reliable and evaluated transportation resources, products, and services, which are enhanced by the application of shared technology and standards. Libraries and information centers, technical assistance and resource centers, records management and archives units, data centers, etc. are all examples of places within NTKN partner organizations that produce these types of tools and services.

Pursuant to 49 U.S.C. 6304(a)(8), Moving Ahead for Progress in the 21st Century Act, the National Transportation Library (NTL), which is part of the Office of the Assistant Secretary for Research and Technology’s Bureau of Transportation Statistics at the United States Department of Transportation, leads coordination of the NTKN.
III. Membership

In order to become a member, organizations or individuals must first belong to and participate in the appropriate regional TKN (Eastern Transportation Knowledge Network, Midwest Transportation Knowledge Network, Western Transportation Knowledge Network). Membership in the TKNs is open to federal agencies, state agencies, academic research institutions, and nonprofit or for-profit organizations interested in the preservation, dissemination, and application of transportation data, information, and knowledge.

NTKN members share the commonality of accessible quality information and resources housed in library collections, archives, institutional knowledge bases and systems, data centers, etc., which would be of benefit to the transportation community. Member groups commit to specific activities in support of the association and its work. Members are also expected to participate in decision making, policy development, and governance where possible.

Benefits of Membership

Member groups receive benefits from the collective association beyond those they can achieve on their own. Membership allows each participating institution to make optimum use of its limited resources by offering these opportunities:

- to interact and share information resources and expertise with other national and international transportation organizations
- to participate in a national network
- to share services
- to participate in the development and use of emerging technologies
- to provide value-added services to constituencies,
- to collaboratively develop topical areas and services
- to contribute to policies affecting the direction and goals of NTKN

IV. Coordination and Administration

NTKN operates as a collaborative alliance with most of its organizational work accomplished by partners, committees, and task forces. In this context, an alliance is defined as a voluntary organization of equal partners with mutual interests and goals, operating with minimal overhead and bureaucracy. Responsibilities for coordination and administrative functions of the NTKN lie in the Coordinating Committee.

The NTL director or the director’s designee serves as Chair of the NTKN Coordinating Committee.
A. Coordinating Committee members

The NTKN Coordinating Committee, led by the NTL, is composed of designated representatives, only one of whom is a voting member, of the following partner organizations:

- Eastern Transportation Knowledge Network
- Midwest Transportation Knowledge Network
- Western Transportation Knowledge Network
- AASHTO RAC CCTF TKN Working Group
- TRB Information Services
- AASHTO Information Services
- Special Libraries Association Transportation Division
- Transportation Research Board Library and Information Science for Transportation Committee
- National Transportation Library

New Coordinating Committee partners may be added by a simple majority vote of the existing CC.

B. Responsibilities

The Coordinating Committee is responsible for the following functions:

1. provide oversight and development of NTKN
2. coordinate activities between regional TKN and partner groups
3. conduct planning and needs assessments with the user and stakeholder community
4. communicate and conduct outreach

C. Proposing projects or initiatives to the NTKN Coordinating Committee

1. send a request through your NTKN member group chair
2. projects and initiatives may be submitted directly to the NTKN Coordinating Committee by sending proposals to the NTL Director
3. projects will be reviewed at NTKN Coordinating Committee meetings to determine appropriate partners and coordination with other NTKN activities
4. a listing of current NTKN and/or links to related projects will be included on the NTKN website
V. Communicating NTKN Coordinating Committee Actions and Decisions

NTL director or designee

1. Recommends to the Coordinating Committee measures considered desirable to further the objectives and broaden the effectiveness of NTKN;
2. Calls and schedules periodic meetings of the Coordinating Committee;
3. Sets the agenda for the Coordinating Committee; and
4. Presides at all meetings of the Coordinating Committee.

VI. Amendments to the NTKN Guidelines and Governance Document

This document may be amended by:

A. Proposed amendments to the NTKN Guidelines and Governance document may be submitted through the NTL Director at any time. The Coordinating Committee will review the recommendation(s) at its next meeting and either vote on the change or table it to the annual review period.

B. The NTKN Coordinating Committee will conduct an annual Guidelines and Governance review in September.