

NTPEP Technical Committee Assessment and Dissolution Procedure

The Assessment and Dissolution Procedure was created in an effort to maintain programs that create value to AASHTO state members and the transportation industry.

The procedure is outlined in detail below, but the general process is the following: as part of the annual program review, the NTPEP Program Manager will identify programs with low level of participation from states and industry. This information will then be reviewed by the NTPEP Executive Committee during their scheduled in-person meeting in January of each year. Programs that receive a limited number of submissions will be placed “Under Review.” Leadership from programs under review will be notified immediately following the Executive Committee meeting to put together an Action Plan to share with the Executive Committee at the Annual Meeting. The NTPEP Product Implementation Task Force will monitor the progress of programs under review and recommend program changes to the Technical Committee. Any program under review for three consecutive years will be balloted to be “Suspended.”

To assist the NTPEP Program Manager with program assessment, NTPEP staff will survey states and industry participants every 2 years for their perspective of the success/state of each program. The survey will include a request for feedback on reliability of NTPEP data as it compares to field performance.

Identify – prior to each Annual Meeting

- Technical Committees identified as “under review” will work with the corresponding AASHTO liaison and industry partners to review their TC’s performance and put together an Action Plan
 - Compare state participation and number of product submissions to previous years
 - Consider technology changes in the product areas (current and future) and work to incorporate into Work Plan when feasible
 - Recommendations can include:
 - Work Plan/scope revisions
 - Outreach plan to increase participation
 - Recommendation to suspend program to be put on hiatus with a outlined criteria to reactivate program

Review and Engage

- Technical Committee leadership to meet with EC at Annual Meeting to finalize Action Plan
- Work Plan revisions, skeleton program, or program suspension to be balloted by NTPEP membership and Executive Committee within 2 months after Annual Meeting and if approved, implemented within 3 months
- Involve other Technical Committees where merging programs is feasible
- Involve Technical Committee’s industry partners for input on technology trends

Post Review Procedure/Suspension Ballot – January as part of Executive Committee meeting

A TC will only undergo this last step after three years under review or if immediately recommended by TC itself to suspend. Programs that successfully fall out of under review status will not be balloted for suspension.

- Based on recommendation from the Product Implementation Task Force and NTPEP Executive committee motion made to entire NTPEP membership for vote
 - Motion made by TC Chairman or Vice-Chairman to the NTPEP membership (2/3 vote majority needed to pass)
 - Does not pass (do not suspend)
 - Return to Under Review status
 - Pass (suspend program)
 - Notify states and industry