

Pavement Condition Information Systems Support Contract	
Pavement Condition Management Group – Action list	
PCMG meeting date	3rd November 2008
Version number	v0.6 (02/02/2009)
Prepared by	Andrew Gallagher
Approved by	BVC

Pavement Condition Management Group
Review Action List v06
Meeting 3rd November 2008

Date & Time	Monday 3 rd November 2008 10:30 to 15:30
Venue	Conference Room H2, Great Minster House 76 Marsham Street, London, SW1P 4DR
Purpose	To review the Pavement Condition Information Systems support contractor's bid and project delivery plan To review the recommendations from the UK Roads Board (21 st October 2008) To consider what needs to be delivered, and by when, to enable local authorities to deliver on asset management. To consider what needs to be delivered, and by when, to provide a consistent, UK wide, road maintenance condition survey.

REVIEW ACTION LIST

Project progress and management issues

Number	Action	Person	Progress at 9th February 2009
6	TRL and Atkins to take a more pro-active role and really drive the project forward	BC and LT	Done Continuing action
20	TRL to prepare a version of the Pavement Condition Information Systems support contract proposal WITHOUT commercial information and send it to PCMG members.	KAG	Done (3 rd November 2008)
33	Edward Bunting to reserve a room for the next PCMG on Thursday 12 th February 2009.	EB	Done 3/16a "Leeds" room
34	TRL and Atkins to prepare a draft agenda for the next meeting of PCMG on 12 th February 2009.	BC / LT	Done Circulated 2 nd February 2009

Liaison and Project Steering

Number	Action	Person	Progress at 9th February 2009
4	Chris Capps to approach Anthony Radford-Foley for a nomination of a TAG representative on PCMG (and by implication, on the RBAG).	CC	Done (5 th November 2008) Anthony replied, but member of staff leaving. Offered to check again in a week or so....

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Number	Action	Person	Progress at 9th February 2009
5	Edward Bunting to ask Anthony Boucher how he expects the "task and finish" groups to relate to the PCIS support contract, the PCMG and the proposed RBAG.	EB	No progress reported?
7	TRL to draft a letter of invitation to nominate members for the Advisory Group on behalf of Matthew Lugg, on Roads Board letterhead, to be sent to all CSS and TAG representatives.	BC	Done (Draft provided 18 th November 2008) Letter signed and sent 16 th December 2008
8	TRL to develop a detailed work programme for RBAG, following the first meeting.	BC	To follow rescheduled RBAG (March 2009) Continuing action
9	TRL to arrange first meeting of the RBAG week commencing 2 nd February 2009.	BC	Meeting arranged for 6 th February 2009 Postponed – rescheduled meeting in March 2009 being arranged
10	TRL to prepare a draft agenda for the first RBAG and distribute to PCMG members for comment.	BC	Done Agenda sent 11 th January for comments by 16 th January (no comments received)
11	Chris Capps to revise the draft terms of reference for the RBAG to reflect the Roads Board's intentions.	CC	Done Revised draft terms of reference sent out with draft agenda 11 th January for comments by 16 th January (no comments received)

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Number	Action	Person	Progress at 9th February 2009
12	TRL to let Chris Capps know the name of the HTMA chairman, and the date and time of the meeting with him.	KAG	Done (4 th November) Mike Notman, Amey, meeting on 24 th November in Oxford. Note following meeting sent to CC 10 th December 2008

Product Development and Accreditation, QA & Audit

Visual surveys

Number	Action	Person	Progress at 9th February 2009
15	TRL should arrange and chair future meetings of visual survey contractors, other service providers and local authorities.	TB	Meeting held 17 th October 2008 Date to be arranged for next meeting when necessary. Continuing action

UKPMS

Number	Action	Person	Progress at 9th February 2009
2	TRL to prepare a version of the UKPMS functionality review project proposal WITHOUT commercial information and send it to PCMG members (by 17 th November 2008)	KAG	Done (3 rd November 2008)

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Number	Action	Person	Progress at 9th February 2009
14	TRL to arrange meetings with UKPMS developers as part of the functionality review and ask them whether they wish to have further meetings under the support contract.	TB	Done Meeting held 15 th January 2009 Contractors will attend both workshops (17 th February and 22 nd April)

SCANNER

Number	Action	Person	Progress at 9th February 2009
13	TRL to continue to arrange meetings with SCANNER survey contractors at regular intervals.	AW	Done Meeting held 13 th November 2008. Contractors asked for annual meetings, in future. (if invited to attend RBAG)
16	Support contractor (Andrew Gallagher) to provide assistance to DfT to prepare a 12 month extension for the SCANNER accreditation, QA and audit contract.	KAG	Done Draft provided 27 th November 2008 Meeting with DfT 2 nd December 2008 TRL bid assessed 7 th January 2009
17	Support contractor (Andrew Gallagher) to approach local authorities for possible names for SCANNER review panel.	KAG	In hand John Thorp has agreed to lead for local authorities. Will Bull (Southampton) and Phil Woodhouse (Birmingham) have agreed to assist.

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18	Support contractor (Andrew Gallagher) to raise the question of a review panel with the SCANNER contractors on 13th November and request nominations.	KAG	Done All three SCANNER contractors wish to be represented
19	Support contractor (Andrew Gallagher) to arrange a meeting with HA and TRL to discuss opportunities for closer working between HA quality assurance and SCANNER quality assurance.	KAG	Done Meeting held with Colin Christie 22 nd January 2009 Note being prepared
28	TRL to prepare further guidance on the range of parameters produced by SCANNER – what they mean, and how to use them.	KAG	Outstanding action To be presented for discussion at PCMG 12 th February

Technology promotion

Number	Action	Person	Progress at 9th February 2009
21	TRL and Atkins to prepare the third PCIS newsletter to describe the arrangements for project steering and liaison.	SMcR	Done (issued 2 nd December 2008)
22	TRL to check recipients of newsletter, and establish how many authorities are not being reached	SMcR	In hand To be reported 12 th February
27	TRL to monitor helpdesk activity and response times and report at the next PCMG.	SMcR	In hand To be reported 12 th February

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26	TRL to consider the role and function of a successor to the UKPMS Owners' Forum, and make a proposal in writing for the PCMG to consider.	BC	Has been considered. Item for discussion with RBAG
23	Atkins to receive and analyse local authority selective grant applications for examples of good practice.	LT	In hand Continuing action
24	Atkins to consider the best ways of gathering local authority good practice and make recommendations for the RBAG to consider.	LT	In hand Continuing action
25	Atkins to contact UKPMS suppliers to identify the more knowledgeable and experienced users, to understand good practice.	LT	In hand Continuing action

Forward look

Number	Action	Person	Progress at 9th February 2009
32	PCMG members to review the PCMG 3 year business plan (PCMG 07/08) and comment to Chris Capps, copied to TRL, on the questions in the paper by 17 th November 2008.	PCMG members	Done? (No comments received by TRL?)
31	TRL to assist in developing the proposals for sharing the workload for Chris Capps	BC	Proposal drafted (11 th November 2008) Circulated to PCMG 18 th November 2008

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29	TRL to draw up a specification for an investigation of the use of GPS and GIS referencing of survey data (both machine and visual surveys).	AW	Done To be presented 12 th February
30	Edward Bunting to reflect with his initial thoughts on the previous specification for research on condition projection. Draft document to be circulated to PCMG members for their comments, and to TRL for their comments on the practicability of the proposed work.	EB	Draft specification shown to Andrew Gallagher (paper copy) 7 th January 2009. Draft comments prepared Continuing action

Other business

Number	Action	Person	Progress at 9th February 2009
1	TRL to prepare outline slides for Kevin Fuller (and others) to use to explain the project and progress, before LoTAG ROAD2000 meeting (18th November 2008)	KAG	Done (4 th November 2008)
3	TRL and Atkins to draw on research and development work already carried out for the Highways Agency, and use Highways Agency experience to give this project momentum. (Permission should be sought before publicising specific HA results).	AW / LT	Action continuing

Andrew Gallagher,
4th November 2008
REVISED 9th February 2009