Maryland Traffic Records Coordinating Committee
EXECUTIVE CHARTER

The State of Maryland has a vision of providing its citizens with safe roadways. This means reducing vehicle-related deaths by 50% by 2030 with zero traffic-related deaths being our ultimate goal.

MISSION
The mission of the Traffic Records Coordinating Committee (TRCC), the Maryland Motor Vehicle Administration and the Maryland Highway Safety Office (MVA/MHSO) is to coordinate all traffic records system components (crash, roadway, citation/adjudication, driver, vehicle, injury surveillance) using data quality performance measures (timeliness, completeness, accuracy, accessibility, integration, uniformity) in an effort to advance the Maryland traffic safety community in achieving the vision of no traffic-related deaths..

PURPOSE
The purpose of the TRCC is to continually review and assess the status of Maryland's Traffic Safety Information System and its components. It is responsible for:
- overseeing the development and update of a strategic plan that serves the public and private sector needs for traffic safety information,
- learning about technologies and other advancements necessary to improve the traffic safety information system,
- promoting, supporting and assisting in the coordination and implementation of needed or desired system improvements, and
- providing a forum for the exchange of information regarding safety data among the traffic safety community.

The Traffic Safety Information System consists of six component systems that are evaluated using six established performance measures. The six system components are:
- police crash report data;
- roadway information for all roads (state and local);
- citation and adjudication information from law enforcement and the judicial system;
- driver licensing information;
- vehicle registration information; and
- injury surveillance data, further consisting of:
    - emergency medical services (EMS) data,
    - hospital data (emergency room and inpatient discharge records),
    - trauma registry data, and
    - mortality (death certificate) data.

The six quality metrics used to assess the systems are:
- Timeliness – the time elapsed between capture of the report and entry into the statewide database.
- Completeness – the proportion of data variables on the report that have information available.
- Accuracy – the proportion of data variables that are correctly captured.
- Accessibility – the amount of information that is available to partners, stakeholders, and the public.
- Integration – the ability to link traffic records systems together for analytical purposes.
- Uniformity – the level of consistency in data capture from separate entities within a system component.

The Maryland TRCC is comprised of three sub-groups who are responsible for the overarching administration of the Traffic Records Strategic Plan. The three sub-groups include the following: Executive Council, Technical Council, and Special Committees (Sub-Committees or Ad Hoc Task Forces). Members of the TRCC (Executive, Technical, and Sub-Committees) recognize the need for a high quality and responsive traffic safety information system. Members realize communication, coordination, cooperation and partnership among stakeholders are critical to ensure the most effective use of available resources.

TRAFFIC RECORDS COORDINATING COMMITTEE EXECUTIVE COUNCIL

The TRCC Executive Council is an interagency, intergovernmental steering committee. The TRCC Executive Council shall be governed by a presiding chairperson.

EXECUTIVE COUNCIL CHAIRPERSON
The chairperson shall be responsible for:
- presiding over all meetings,
- setting agendas and maintaining meeting minutes,
- monitoring membership through ongoing attendance, and
- acquiring approval of the Strategic Plan from all members.

In the absence of the chairperson, the Chief of the Maryland Highway Safety Office shall preside over the Executive Council until the position can be filled. The chairperson shall be appointed by the Governor's Highway Safety Representative and shall serve a term of two years and may not serve for more than a total of two consecutive terms. The Executive Council chairperson will be instated into office at the Annual Maryland Traffic Records Forum held in the Spring.

EXECUTIVE COUNCIL MEMBERS
Executive Council members are composed of high-level officials from the agencies and organizations who are custodians of the Traffic Records System data components. Membership is through formal invitation only from the Governor's Highway Safety Representative. It is anticipated that the highest level executive from those agencies will be the Council member and/or their direct appointed representative. The group meets once quarterly during the months of February, May, August, and November. Agencies that established the TRCC by MOU on June 13, 2007 are full voting members, and include:

Governor's Office of Crime Control and Prevention	(GOCCP)
Governor's Office of Homeland Security	(GOHS)
Maryland Chiefs of Police Association	(MCPA)
Maryland Department of Health and Mental Hygiene	(DHMH)
Maryland Department of Public Safety and Correctional Services	(DPSCS)
Maryland Department of State Police	(MSP)
Maryland District Court	(MD Courts)
Maryland Health Services Cost Review Commission	(DHMH-HSCRC)
Maryland Institute for Emergency Medical Services Systems	(MIEMSS)
Maryland Motor Vehicle Administration	(MVA)
Maryland Sheriffs' Association	(MSA)
Maryland State Highway Administration	(SHA)
Maryland Transit Administration	(MTA)
Maryland Transportation Authority	(MDTA)
National Study Center for Trauma and Emergency Medical Systems	(NSC)
Office of Chief Medical Examiner	(OCME)
Department of Information Technology	(DOIT)

Represented agencies not included in the original MOU may acquire full voting privileges through formal induction into the TRCC Executive Council and a vote by the members granting such privileges. Such a vote may be called by the chairperson at any meeting.

Representatives from agencies may also participate in the Executive Council, but do not have voting rights. Those include the National Highway Traffic Safety Administration (NHTSA), Federal Highway Administration (FHWA), Federal Motor Carrier Safety Administration (FMCSA), and Metropolitan Planning Organizations (MPO's) such as the Baltimore Regional Transportation Board and others. The Traffic Records Coordinating Committee Statewide Coordinator may also participate as a non-voting member.

EXECUTIVE COUNCIL RESPONSIBILITIES
Executive Council responsibilities, with respect to the other TRCC committees, include, but are not limited to:
- providing coordination and oversight responsibilities;
- providing administrative and technical guidance;
- providing support to determine Traffic Records Strategic Plan priorities;
- identifying projects and improvement programs for inclusion in the Traffic Records Strategic Plan, which shall be assessed and prioritized using some systematic method;
- facilitating the development, update, and adoption of the Traffic Records Strategic Plan that serves the public and private sector needs for traffic safety information once annually prior to the submission of required documentation to NHTSA by July 1;
- facilitating communications and cooperation between and among the member organizations and agencies represented on the committee;
- maintaining the confidentiality and integrity of personal information as required under the Maryland Public Information Act, and any other state statute requirements;
- establishing goals for improving the Traffic Safety Information System;
- developing recommended procedures to assist local and State agencies that are users and/or providers of the Traffic Safety Information System in understanding and accepting their mutual responsibilities and interdependence;
- recommending enhancements to reporting forms and formats and procedures to gather, maintain, and disseminate traffic records information;
- reviewing laws related to traffic records for consistency and for conformity with modern technology;
- reviewing the need for legislation to facilitate the development and operation of the Traffic Safety Information System;
- fostering the development of new technologies for reporting, processing, storing and using data at both the local and State levels;
- reviewing and recommending requirements for file linkage;
- stimulating the creation and maintenance of a coordinated comprehensive statewide Traffic Safety Information System that provides adequate data in an efficient, cost effective, and timely manner;
- continuously developing cooperation and support from local and State agencies as well as from the private sector;
- providing support to the continual evaluation of the Traffic Records Strategic Plan;
- identifying assets and deficiencies from the throughout the year, using those outputs to revise and edit the Traffic Records Strategic Plan at least once annually; and
- approving a final report once annually that details that year's Traffic Records Strategic Plan successes or short comings.

EXECUTIVE COUNCIL VOTING

- Each designated voting member will have but one vote.
- The chairperson shall be deemed a voting member.
- A simple majority of voting members shall constitute a quorum.
- A concurrence of a majority of the voting members present shall be required on all questions.
- The committee shall meet at the call of the chairperson and as frequently as the committee deems necessary.
- The Technical Council Chairperson does not have a vote.
- 50 % of Council members in attendance for any meeting, either represented by attendance, electronically, or by proxy, can approve a motion brought forth to the Board, provided a quorum exists.

TRAFFIC RECORDS COORDINATING COMMITTEE TECHNICAL COUNCIL

The TRCC Technical Council is an interagency, intergovernmental working group committee.

TECHNICAL COUNCIL CHAIRPERSON

The TRCC Technical Council shall be governed by presiding co-chairpersons. The co-chairpersons shall be responsible for:

- presiding over all meetings,
- setting agendas and maintaining meeting minutes,
- monitoring membership through ongoing attendance, and
- representing the Technical Council at Executive Council meetings.

One of the co-chairperson shall be a position named by the Maryland Highway Safety Office and serve at their pleasure. The other co-chairperson shall be elected by the Technical Council and shall serve a term of two years that coincides with the Executive Council chairperson term and may not serve for more than a total of two consecutive terms. The elected co-chairperson will be voted into office
the Annual Maryland Traffic Records Forum held in the Spring.

TECHNICAL COUNCIL MEMBERS

Technical Council members are composed of technical persons from the data custodial agencies who are familiar with and have access to their agency's traffic records system database. Membership is appointed by the respective Executive Council member and the Technical Council Chairpersons and shall serve at the discretion of their respective agency. It is anticipated that the database engineers or analysts from those agencies will be the Council member.

The group meets bimonthly during the months of January, March, May, July, September, and November. Agencies that established the TRCC by MOU on June 13, 2007 are full voting members, and include:

Governor's Office of Crime Control and Prevention	(GOCCP)
Governor's Office of Homeland Security	(GOHS)
Maryland Chiefs of Police Association	(MCPA)
Maryland Department of Health and Mental Hygiene	(DHMH)
Maryland Department of Public Safety and Correctional Services	(DPSCS)
Maryland Department of State Police	(MSP)
Maryland District Court	(MD Courts)
Maryland Health Services Cost Review Commission	(DHMH-HSCRC)
Maryland Institute for Emergency Medical Services Systems	(MIEMSS)
Maryland Motor Vehicle Administration	(MVA)
Maryland Sheriffs' Association	(MSA)
Maryland State Highway Administration	(SHA)
Maryland Transit Administration	(MTA)
Maryland Transportation Authority	(MDTA)
National Study Center for Trauma and Emergency Medical Systems	(NSC)
Office of Chief Medical Examiner	(OCME)
Department of Information Technology	(DOIT)

Represented agencies not included in the original MOU may acquire full voting privileges through formal induction into the TRCC Executive Council and a vote by the members granting such privileges. Such a vote may be called by the chairperson at any meeting.

Representatives from federal agencies may also participate in the Executive Council, but do not have voting rights. Those include the National Highway Traffic Safety Administration (NHTSA), Federal Highway Administration (FHWA), and Federal Motor Carrier Safety Administration (FMCSA). The Strategic Highway Safety Plan (SHSP) Data Coordinator is non-voting members.

TECHNICAL COUNCIL RESPONSIBILITIES

Technical Council Responsibilities with respect to the other TRCC committees, include, but are not limited to:

- providing coordination and oversight responsibilities;
- providing administrative and technical guidance;
- providing support to determine Traffic Records Strategic Plan priorities;
- identifying projects and improvement programs for inclusion in the Traffic Records Strategic Plan, which shall be assessed and prioritized using some systematic method;
- facilitating the development, update, and adoption of the Traffic Records Strategic Plan that serves the public and private sector needs for traffic safety information once annually prior to the submission of required documentation to NHTSA by July 1;
- facilitating communications and cooperation between and among the member organizations and agencies represented on the committee,
- maintaining the confidentiality and integrity of personal information as required under the Maryland Public Information Act, and any other state statute requirements;
- establishing goals for improving the Traffic Safety Information System;
- developing recommended procedures to assist local and State agencies that are users and/or providers of the Traffic Safety Information System in understanding and accepting their mutual responsibilities and interdependence;
- recommending enhancements to reporting forms and formats and procedures to gather, maintain and disseminate traffic records information;
- reviewing laws related to traffic records for consistency and for conformity with modern technology;
- reviewing the need for legislation to facilitate the development and operation of the Traffic Safety Information System;
- fostering the development of new technologies for reporting, processing, storing and using data at both the local and State levels;
- reviewing and recommending requirements for file linkage;
- stimulating the creation and maintenance of a coordinated comprehensive statewide Traffic Safety Information System that provides adequate data in an efficient, cost effective and timely manner;
- continuously developing cooperation and support from local and State agencies as well as from the private sector;
- providing support to the continuing evaluation of the Traffic Records Strategic Plan,
- identifying assets and deficiencies from the throughout the year and use those outputs to revise and edit the Traffic Records Strategic Plan at least once annually; and
- approving a final report once annually that details that year's Traffic Records Strategic Plan successes or short comings.

SHSP DATA COORDINATOR
In addition to the aforementioned, each of the Strategic Highway Safety Plan (SHSP) Emphasis Areas will be represented on the Technical Council by a Data Coordinator (DC). The Data Coordinator will be selected by the Chief of the Maryland Highway Safety Office, per the needs of Maryland's SHSP. The Data Coordinator does not have any voting rights on the Technical Council. When the Data Coordinator is unable to attend a TRCC Technical Council meeting, they are to appoint a designee or provide a TRCC Co-Chair with a short written report/update to be shared and filed with the Technical Council meeting minutes.

SHSP Data Coordinator responsibilities with respect to the other TRCC committees, include, but are not limited to:
- attending the SHSP Emphasis Area Team (EAT) meetings serving as a representative of the TRCC;
- maintaining knowledge about data resources and having timely access to relevant data and information (The DC may not be the resident data expert but should have access to experts (such as the Data Coordinator Lead) and be able to coordinate needs and deliverables);
- being prepared to assist the Emphasis Area Team to establish needs, discuss resources and best practices, and deliver any data products to EAT Chair for distribution; and
- ensuring accepted data analyses are used by the EAT (individual members or agencies may have access to relevant data, but DC will ensure that EAT is working off of uniform and accepted sources to create consistency among and between all Teams).

TECHNICAL COUNCIL VOTING
- A simple majority of members present shall constitute a quorum.
- The chairperson shall be deemed a voting member.
- Each member present shall have one vote.
- No one agency shall have more than two votes.
- A concurrence of a majority of the voting members present shall be required on all questions.
- SHSP Data Coordinator does not have a vote.
- Members are entitled to participate in any meeting and voting by means of conference call or similar communications if all persons participating in the meeting can hear each other at the same time.
- 50 % of Council members in attendance, either represented by attendance, electronically or by proxy, for any meeting can approve a motion brought forth to the Board providing a quorum exists.

TRAFFIC RECORDS COORDINATING COMMITTEE TECHNICAL COUNCIL
Special Committees

The TRCC Technical Council shall determine the number and type of special committees necessary to carry out the work of the TRCC.

SUB-COMMITTEE/AD HOC CHAIR AND VICE CHAIRPERSON
Each special committee shall have a Chairperson and Vice Chairperson who will be appointed by the Technical Council co-chairs and approved by the Technical Council Members.

SUB-COMMITTEE/AD HOC TASK FORCE RESPONSIBILITIES
The Sub-Committee/Task Force Chairperson is responsible for:
- facilitating the work that the committee conducts,
- providing oversight,
- coordinating group meetings,
- ensuring timely communication within the committee and between the committee and the Executive and Technical Councils,
- providing updates at all bimonthly TRCC Technical Council meetings, and
- providing special presentations at least once annually..

The Vice Chairperson shall serve in the absence of the Chairperson and assist the Chairperson in the development of presentations at all Executive and Technical Council meetings.

If a committee Chair or Vice Chairperson are unable to participate in a Technical Council meeting, they are to provide a written report that can be presented to the Technical Council Chairperson for inclusion in the official meeting minutes.

All members of the Technical Council are encouraged to participate in a Sub-Committee or Task Force.

Once annually, all sub-committee chairpersons will be responsible for providing a formal presentation to the Executive and Technical Council as a means of assuring that all committees are coordinated and functioning to capacity.

Traffic Records Technical Council Sub-Committees and Task Forces may include, but are not limited to:
- Quality Control and Improvement
- Training
- GIS
- Project-specific Task Forces, as needed.

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