I. Information Flow Chart and Schedule of Activities

17th National Congress on School Transportation
May 15-20, 2020

**July 2017: (34 months out)**
- Interim/Steering Committee Meets
- Steering Committee Selection Finalized
- Congress Organizational Structure Finalized
- Coordinators and Writing Committee Chairs Selection Process Begins

**November 2017: (31 months out)**
- Steering Committee Meets
- Manual of Operating Procedures Completed
- Coordinators and Writing Committee Chairs Selected
- Writing Committee Members Selection Process Begins

**February 2018: (27 months out)**
- All Writing & Special Committees Activated

**March 2018: (26 months out)**
- Writing Committees Orientation Workshop by Steering Committee Coordinators

**March-July 2018: (22 to 26 months out)**
- SBMTC Submits Recommendations for Revisions to Document Content to Vehicle Specifications Coordinator
- Writing Committees Hold First Meeting, Begin Review Process

**Note:** Writing Committees should meet at least semi-annually until NCST

- Revisions Submission Process Begins (all parties begin process of offering proposed additions/revisions/deletions to document)

**July 2018: (22 months out)**
- Steering Committee Meets

**November 2018: (19 months out)**
- Steering Committee Meets
- Steering Committee Meets with Writing Committees to Review Procedures and Progress

**January 31, 2019: (17 months out)**
- Deadline for Public Submission to Writing Committees of Additions/Revisions/Deletions to Document

**June 2019: (11 months out)**
- State Delegation Selection Process Begins

Adopted 11/5/2016
(continued)

I. Information Flow Chart and Schedule of Activities

July 2019: (10 months out)
• State Delegation Selection Process Ends
• Steering Committee Meets at NSTA or STN

September 2019: (8 months out)
• Writing Committee Draft Proposals Completed
• Operations/Body/Chassis Coordinators Receive all Writing Committee Draft Proposals for Review

October (early) 2019: (7 months out)
• Coordinators Submit Draft Proposals to Congress Chair
• Congress Chair Submits Draft Proposals to UCM

October (late) 2019: (7 months out)
• Editing and Technical Assistance Committees Review Draft Proposals
• Steering Committee teleconference

November 2019: (6 months out)
• Writing Committee Proposals Submitted to State Delegations for Comment and Posted to Web
• Deadline for Public Submission to State Delegations of Suggested Revisions/Additions/Deletions
• Review Meeting with Coordinators and Writing Committee Chairs

February 1, 2020: (3 months out)
• Comments from State Delegations, NASDPTS Suppliers Council, or Steering Committee on Writing Committee Proposals Completed and Forwarded to Coordinators
• Coordinators Forward State Delegations’, Others’ Comments to Appropriate Writing Committees

March 1, 2020 (2 months out)
• Writing Committees Finalize and Submit Proposals to Coordinators

March 14, 2020: (2 months out)
• Final Writing Committee Documents (NCST Floor Documents prepared for Congress presentation)

April 1, 2020: (1 month out)
• All Working Documents for the Congress Posted to State Delegation Chairperson(s)

May, 2020:
• Schedule of On-site Activities in Des Moines, Iowa to be determined

Adopted 11/5/2016