

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

(continued)

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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