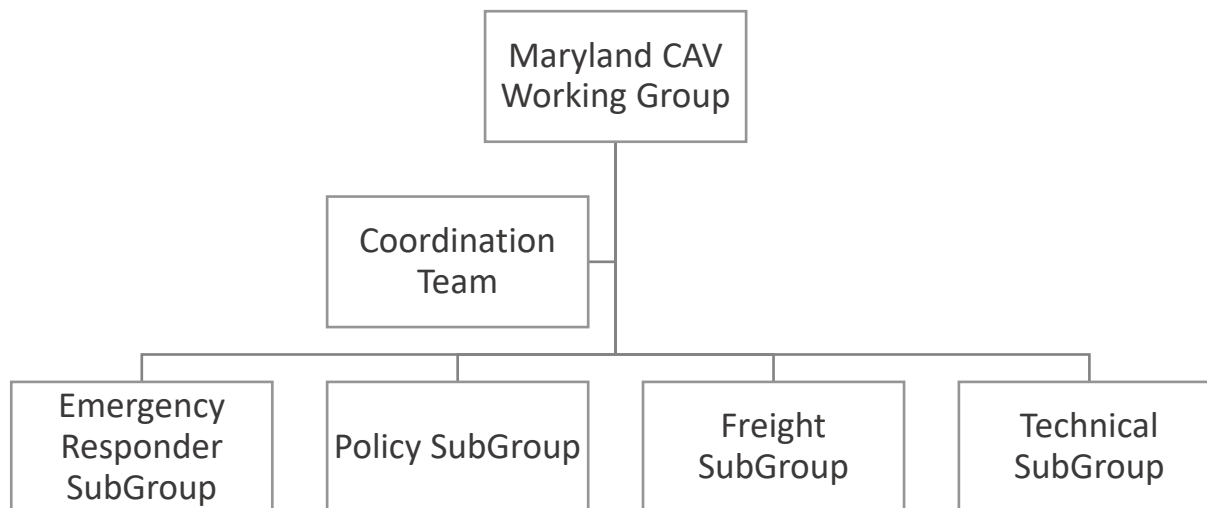


# Charter: Maryland Connected and Automated Vehicle Working Group

## Purpose

The purpose of this Charter is to document the Maryland Connected and Automated Vehicle Working Group (CAV WG), the Coordination Team and the relevant SubGroups, their structure, organization, and logistics. For questions related to this document, please contact the CAV WG at [CAVMaryland@mdot.maryland.gov](mailto:CAVMaryland@mdot.maryland.gov).



## CAV WG

**Chair:** Administrator Christine Nizer, Maryland Department of Transportation Motor Vehicle Administration.

**Coordinator:** Coordination Team (see below).

**Participation:** Open to public participation.

**Purpose:** Sharing information on Maryland CAV activities with stakeholders, and to be the central point of coordination of CAV technology opportunities for Maryland.

**Expectations:** Information sharing venue. Speakers, session topics, etc. set by the Coordination Team, with input from stakeholders – to cover relevant aspects of CAV technology that may be applicable to Maryland. Provide venue to regularly hear results of SubGroup discussions and CAV projects in the State, and develop annual report to review activities as compared to CAV Vision and Strategic Framework.

## Applicable to all groups

The below identifies logistics that apply to the CAV WG, the Coordination Team and the SubGroups.

## Meeting Frequency and Scheduling

The CAV WG and each of the CAV Subgroups meet three times each year; the Coordination Team meets monthly and develops updates from Subgroup efforts for statewide meetings and to create an annual report of accomplishments. This schedule is open to adjustment based on availability and group decisions.

Frequency and timing of meetings can and will be adjusted by the Chairs and Coordinators, as deemed appropriate. Specific flexibilities may be necessary, such as electing to share information and request written comments in lieu of a meeting. Additional meetings for groups may be scheduled as needed.

## Meeting Platform and Document Retention

Meetings may be held in-person, hybrid, or through a web-based platform (e.g., Teams, GoToMeeting, or other). Locations and platforms may change over time and should be confirmed through the Coordinators.

### **Location of documents:**

- CAV WG - The CAV WG documentation of meeting presentations will continue to be loaded on the existing CAV WG webpage at <https://cav.mdot.maryland.gov/>
- Coordination Team and SubGroups - Use of Microsoft Teams / Sharepoint will be available to the Coordination Team and each SubGroup, created by the Maryland Department of Transportation.

## Sustainability of Groups

Establishing dates to meet milestones will accelerate integration of CAV throughout the state. The CAV WG, Coordination Team, and the SubGroups should establish milestones that align with the broader Maryland CAV Strategic Framework and propose schedules to meet them. These milestones should be set with the idea the CAV WG, the Coordination Team and the SubGroups will be reviewed annually to assess any necessary changes in structure, organization, and logistics.

## Participation

**Gatherings of staff-level organization employees:** These groups function to coordinate agency information and are not required to exist but are a mainstay of the supporting information to manage an efficient and effective CAV program for Maryland. Stakeholder members are to have knowledge of or direct involvement with CAV activities applicable to the specific subject and professional arena for each group. For information about meeting participation or to request to be included, users should contact the Coordinator of that group.

**Participation by all parties is voluntary.** No funding will be distributed to consultants or vendors to attend or participate in the CAV WG, Coordination Team, or SubGroups.

## Responsibilities of SubGroup Chairs and Coordinators

**Chair responsibilities:** Leading discussions that align with the goals of the SubGroup; initiating annually the review and approval of the SubGroup goals, priorities, and decisions on continuance of Coordinator and Chair(s); acting as facilitator/arbitrator/consensus-builder of the SubGroup meetings; elevate SubGroup recommendations to the CAV WG and other groups; occasionally present at other meetings.

**Coordinator responsibilities:** Schedule and set meeting dates; take meeting notes; track and maintain attendee list; create summary of group efforts; help create annual accomplishments document (once a year); maintain organizational structure of the files; add/remove users to the group; help elevate and advance initiatives; and other administrative efforts.

## Expectations of Members

This group is a working group environment. The members in each group are expected to openly discuss CAV efforts, create documentation, and elevate new ideas to help meet Maryland's CAV Vision and Strategic Framework. Members are also expected to act as liaison to their respective organizations, and to act as a conduit for the transfer of appropriate information.

### Coordination Team

**Chair:** None (*this group does not require a chair*)

**Coordinator:** Nanette Schieke, MDOT Motor Vehicle Administration  
[nschieke@mdot.maryland.gov](mailto:nschieke@mdot.maryland.gov)

**Purpose:** Coordination. Provide a venue for State agencies (including all MDOT TBUs, MSP, and other appropriate agencies) to raise opportunities, concerns, and share their agency's CAV-related initiatives to foster collaborative discussion and initiatives; continue to promote and track to Maryland's CAV Vision and Strategic Framework with team members; help team to share knowledge and coordinate as appropriate; use venue for SubGroup representatives to elevate findings and initiatives.

### Emergency Responder SubGroup

**Co-Chairs:** Christopher A. Schaetzly, Anne Arundel County Fire Department, and Van "Kevin" Stichter Maryland State Police (MSP)

**Coordinator:** Roxane Y. Mukai, Maryland Transportation Authority [rmukai@mdta.state.md.us](mailto:rmukai@mdta.state.md.us)

**Purpose:** Coordination. Provide a venue for emergency responders and subject matter experts to discuss issues they will encounter related to CAV operations, share information and collaborate to advance the state of the art. The SubGroup will advise on CAV issues related to emergency response operations and the creation of necessary training for emergency responders to assist in achieving their public safety mission. The SubGroup will update Maryland's CAV Emergency Response Plan as needed and at least annually.

### Technical SubGroup

**Co-Chairs:** Ed Jones, Prince George's County Dept of Public Works & Transportation, and Mansoureh Jeihani, Morgan State University

**Coordinator:** Carole Delion, MDOT State Highway Administration [cdelion@mdot.maryland.gov](mailto:cdelion@mdot.maryland.gov)

**Purpose:** Coordination. Provide a venue for State and local agencies and subject matter experts, to investigate, discuss, coordinate and learn how CAV technology can be integrated in Maryland. SubGroup members should bring expertise in the realm of CAV technology deployment lessons learned, operational expertise, specifications writing, national knowledge, etc.

### Freight SubGroup

**Chair:** Louis Campion, Maryland Motor Truck Association (MMTA)

**Coordinator:** Parto Mazdeyasni, MDOT Maryland Port Administration [pmazdeyasni@marylandports.com](mailto:pmazdeyasni@marylandports.com)

**Purpose:** Coordination. Provide a venue to investigate, discuss, coordinate and learn about freight CAV solutions and how they can be integrated in Maryland. SubGroup members should bring expertise in the realm of freight, trucking, and technology.

### Policy SubGroup

**Chair:** Cara LaPoint, Johns Hopkins University Institute for Assured Autonomy

**Coordinator:** Michele Gross, MDOT Motor Vehicle Administration [mgross10@mdot.maryland.gov](mailto:mgross10@mdot.maryland.gov)

**Purpose:** Coordination. Provide a venue to discuss national frameworks, guidance, relevant policy and legislative issues, and generally accepted taxonomy for CAV. The SubGroup will make recommendations on integration of promising and best practices in Maryland; regularly review the HAV Testing Permit process for necessary updates; and develop plans for policies to address ADS deployment.