

The responsibilities of a Scan Report facilitator involve the following:

Phase I:

The Report Facilitator will be responsible for developing a Desk Scan. Desk Scans are limited, office-based information-gathering projects designed to supplement and further define scan topics that have been approved. Desk Scans do not involve travel. The objectives of a Desk Scan are to:

- Further the efforts of the full scan team in acquiring information of value to the U.S. highway community.
- Increase the cost-effectiveness of a full scan by advising a team where best to commit its time abroad
- Help to refine the scope of the scan by identifying relevant sources of information abroad and narrowing the focus of the scan if it is determined to be too broad.

A typical Desk Scan involves the following tasks:

- Interviews with known U.S. experts, especially as they relate to issues of interest to the U.S. highway community and information on what sites abroad the scan should target.
- A brief summary of activities now underway in the US that address the scan subject and can be used as reference material.
- Interviews with international experts, specifically in countries that are under consideration for a full scan. Literature and Web site searches for current information
- A list of potential contacts with addresses, phone numbers, and emails that will be used by ATI to develop comprehensive itineraries in the selected host countries.
- A summary report that documents findings.

Phase II:

The Report Facilitator will be expected to work with the scan co-chairs to focus team members on the subject matter and to ensure their participation in obtaining information required for the production of a technical report. These efforts will include the drafting of technical questions (in cooperation with the other team members) to be transmitted to foreign agencies prior to the scan team's travel abroad.

Prior to and during the scan, the Report Facilitator is expected to help organize team collection of information.

After the scan, the Report Facilitator is responsible for the development of the following:

Executive Summary. Five to seven page summary of the highlights, including recommendations for implementations. Due to Co-Chairs for comments 15 days after the conclusion of the scan. The summary, including the Co-Chairs comments (and team members' comments if desired by the Co-Chairs), is due 30 days following the conclusion of the scan. During the reassembly meeting, in coordination with the review of the first draft of the final report, and preparation of the second draft of the final report, the summary report will be reviewed and revised to reflect the refinements in the second draft. A stand-alone Executive Summary is due along with the delivery of the second draft of the final report 90 days following the conclusion of the scan.

PowerPoint Presentation. Fifteen-twenty minutes duration. A generic presentation, including major findings and recommendations, and incorporating digital photos from the scan. Due to Co-Chairs for comments 30 days after the conclusion of the scan.

First draft of final report. Due to team for comments 60 days following the conclusion of the scan and/or one week prior to the scan team's reassembly meeting.

Second draft of the final report, incorporating team comments. Team comments incorporated by RF and delivered to scan contractor 90 days following the conclusion of the scan.

Final Report. Foreign comments incorporated by the Report Facilitator within 150 days following the conclusion of the scan.

Compensation

Desk Scan: \$3,000

Executive Summary, PowerPoint Presentation, and Final Report: \$11,000

Travel, lodging, and per diem expenses associated with the Report Facilitator's participation in the pre-scan team meeting, foreign travel phase of the scan, and the post-scan reassembly meeting will be paid for through the scan contractor.