

## **Executive Office**

### **Robert E. Skinner, Jr., Executive Director**

The TRB Executive Office provides policy and operational guidance for programs and activities; oversees committee and panel appointments and report review; provides personnel support for TRB staff; develops and directs the Board's communications and outreach efforts; provides staff support to the Executive Committee and its Subcommittee for National Research Council (NRC) Oversight; and maintains liaison with the executive offices of the National Academies, the Board's parent institution. The Executive Office also manages the editing, production, design, and publication of many TRB reports, including its journal series, magazine, and other titles.

## **OVERSIGHT ACTIVITIES**

The Executive Office supports the work of the TRB Executive Committee, which provides policy direction to TRB programs and activities within the overall policies of the National Academies. Oversight of committee and panel appointments and of report review is the responsibility of the Executive Committee's Subcommittee for NRC Oversight, which ensures that TRB meets institutional standards and that its activities are appropriate for the National Academies. As part of its oversight function, the subcommittee monitors the Board's progress in expanding the representation of minorities and women on TRB committees and panels. C. Michael Walton, TRB Division Chair for NRC Oversight, heads this subcommittee and represents TRB as an ex officio member on the NRC Governing Board.

The Executive Office processes the Board's large volume of committee and panel appointments and maintains committee membership records. A hallmark of the National Academies is its institutional process to ensure the independent, rigorous review of reports. In maintaining these high standards, TRB carefully matches the review criteria and procedures to the type of report.

## **PUBLICATIONS**

To fulfill one of its oldest missions, TRB disseminates transportation research results and technology information through an extensive array of timely publications. The Board has gained national and international prominence for its books and reports assessing the state of the art or practice in specific areas of transportation, presenting the results of transportation research, addressing major national transportation policy issues, and identifying research needs. TRB continues to expand its publishing effort by releasing a growing number of titles electronically, some exclusively in electronic format.

TRB books and reports cover 16 broad categories and topics, spanning the range of transportation functions and modes. The TRB Publications Office produces titles in the following series:

- *Transportation Research Record: Journal of the Transportation Research Board* gathers technical papers, originally presented at TRB Annual Meetings and other conferences, that have

been accepted for publication through peer review. Each year, the Board publishes approximately 40 volumes of the journal, containing nearly 700 papers grouped by subject. Papers presented at the Annual Meeting and approved for publication are issued within 7 to 12 months. A CD-ROM collects the entire year's Records, adding a 5-year index of authors, titles, and subjects.

- The bimonthly magazine *TR News* features timely articles on innovative and state-of-the-art research and practice in all modes of transportation. News items of interest to the transportation community, profiles of transportation professionals, book and journal summaries, meeting announcements, and highlights of TRB activities also are included. Selected features of *TR News* are posted on the TRB website, and the full issue is made accessible on the web on a four-month delay.

- *Special Reports* contain the results of TRB policy studies on issues of national importance in transportation. These studies, many conducted at the request of federal agencies or of Congress, focus on a variety of complex, often controversial, topics. All current and selected out-of-print special reports are posted on the Board's website.

- *Conference Proceedings* assemble formal papers, presentations, and summaries of discussions from TRB conferences and workshops.

- *Transportation Research Circulars* collect research problem statements, reports, and technical information from the work of TRB technical activities committees. Circulars are posted on the TRB website.

- *Miscellaneous Reports* include special publications like the *Highway Capacity Manual 2000* and the *Access Management Manual*.

In addition, the Cooperative Research Programs Division produces an array of titles in several publications series.

## COMMUNICATIONS

TRB is committed to improving the communication and public awareness of transportation issues and to enhancing the dissemination of research findings worldwide. Under the direction of the Board's Senior Communications Officer, TRB has been developing and implementing a variety of initiatives intended to improve communications and outreach.

One of the Board's most successful communications initiatives is the weekly *Transportation Research E-Newsletter*, which reports on transportation research and research-related events within TRB and beyond. Circulation of the free newsletter is currently more than 15,000 and growing. About one-fifth of the readership is from countries outside the United States.

Other communications activities include enhancements to the Board's website; outreach to local government groups, other organizations, and individuals beyond traditional TRB constituencies; and targeting new audiences for specific reports and activities. In one of these efforts, TRB and the National Conference of State Legislatures have developed a series of informal initiatives to increase the ease and speed with which state lawmakers and their staffs can find transportation-related research information.