

Agenda for July 29th-30th Meeting of Section 305 Technical Sub-Committee

Location: Doubletree Magnificent Mile, Chicago IL

Purpose: Approval of the Bi-Level Technical Specification

Meeting Commences at 9:00am on Both Days

A meeting will be held in Chicago of the Technical Subcommittee of the Next Generation Corridor Equipment Committee (NGEC). The meeting is to approve the specification for bi-level corridor passenger cars. This meeting is consistent with the program of work originally laid out at the meeting in Chicago of all industry, Amtrak, FRA and state member on April 22nd 2010 and as summarized in the minutes and presentations circulated by Steve Hewitt on May 4th 2010 along with the updates provided at the subsequent conference calls of the technical subcommittee, minutes of which have also been circulated by Steve Hewitt post each call.

The agenda for the meeting is as follows:

- Introductions by Mario Bergeron:
 - Purpose of the day
 - Goals of the session
 - Potential next steps

- Roll Call of Core Team Members and Establishment of Quorum

- Approval of Minutes of Previous Meeting

- Introduction by Dale Engelhardt
 - Description of the process through which we have gone
 - Outline description of what has been produced
 - Explanation of the process for reviewing the document over the next two days
 - Introduction of the specification writers and the sub group leaders

- Description of the Specification by Greg Gagarin
 - Structure of the specification
 - Highlights of the changes made to C21 as a result of the input from the subgroups

- Proposed amendments to the specification review
 - The review will be of proposals that have been submitted in advance of the meeting.

- Proposals will be reviewed with urgent first and, if time permits, non-urgent to follow. All proposals reviewed will be those received in accordance with the deadline of 26th July 2010 previously communicated. Urgent proposals are ones that the proposer believes need to be addressed in this version of the specification. Non-urgent proposals can wait until the next update. Proposals will be addressed grouped according to the subgroup to which they relate.
 - The review process will be led by a panel consisting of the rolling stock engineering team of Amtrak and the team leader of the subgroup to which the proposal relates.
 - A maximum of 15 minutes will be allocated to each topic. The person proposing the proposal will have up to 5 minutes to outline why they believe a change is needed. There will then be a maximum of 5 minutes for discussion with the attendees. Finally, the rolling stock engineering team and the relevant subgroup team leader will have up to 5 minutes in private to decide on acceptance or rejection.
 - The rolling stock engineering team and the subgroup leader will advise the meeting of the decision that has been reached.
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- Summary of the accepted proposed amendments
 - Proposal and seconding of the acceptance of the specification
 - Vote on acceptance of the specification for forwarding to the Executive Committee
 - Briefing on the process for the specification following approval by the technical subcommittee
 - Scheduling of conference calls for future specification development work