

Policy Development Guide

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REVISION STATUS								
Rev No	Date	Revision Description	Intl	Sign	Intl	Sign	Intl	Sign
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V0	9/06/2023	Original draft	KK		Board Directors			
V1	12/09/2023	Final – Approved by Board	KK					

Transport Professionals Association Policy Development Guide

Development of Transport Professionals Association (TPA) policy position statements should address the following:

1. Support the achievement of our vision, mission and purpose.
2. Align with at least one element/statement of the overarching Policy Platform.
3. Be focused on aspects of transport where we can contribute to making a positive difference to transport systems and that we can have a clear voice.
4. Be on topics where there is broad alignment across TPA, desirably focusing on integration and the contribution of multiple transport disciplines.
5. Be focused on principles, systems, policies and practices to improve transport systems.
6. Not be formed to address or comment on specific projects or programs.
7. Be research and evidence-based, with case studies where possible to illustrate policy into practice.
8. Include consultation and/or collaboration, where appropriate, with key stakeholders and collaborators to add depth and gain wider support for our positions. Collaborative policy development with like-minded, reputable organisations is productive way of expanding TPA's policy reach and content while managing the use of our limited resources.
9. Address the capability and capacity of the transport community and their role in the implementation of the policy.
10. Reinforce and boost the profile and standing of the transport community.
11. Be developed by, or with the support of, our members and in consultation with the membership.
12. Remain contemporary by being reviewed every 2 years.
13. Overarching policy position statements are to be presented to the TPA Board for endorsement taking into consideration the balance between the interests of the membership and the achievement of our vision. The approval process should include the alignment to our vision, details of the evidence base, and outline consultation undertaken (and its outcomes) to demonstrate the appropriateness and rigor of the statement.

To support the development of Transport Professionals Association policy positions and to guide subsequent advocacy, national and branch-level, Policy & Advocacy Committees are to be formed. Terms of Reference for these committees are to be developed to ensure transparent governance, appropriate composition, and processes.

This guidance document is a living document and should be regularly reviewed and updated.

Approved: 12 September 2023