



improving
public transport
through technology

Subscriber Terms and Benefits 2021-22

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Document price:

| | |
|---------------------|------|
| Foundation Members: | Free |
| Full Members: | Free |
| Associate Members: | Free |
| Non-members: | Free |

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1 Introduction

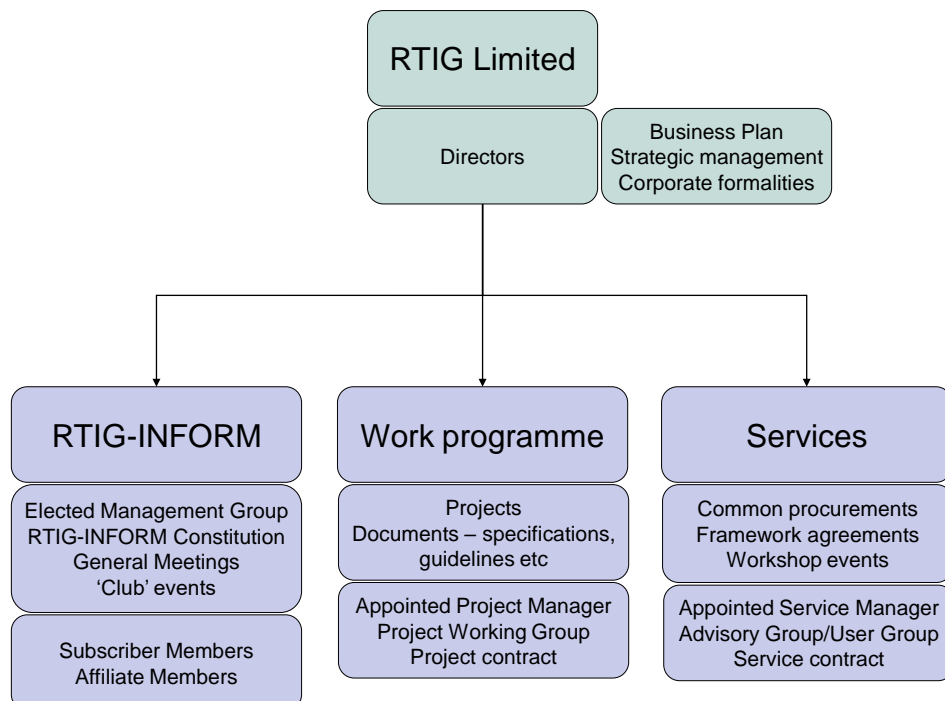
1.1 Overview of RTIG

1.1.1 RTIG-INFORM is a subscription organisation, whose aim is to further the effective use of information technology in the public transport sector - by means of sharing experience and developing common approaches and specifications. RTIG-INFORM operations are supported by a Service Company, RTIG Ltd; and collectively, RTIG-INFORM and RTIG Ltd are known as “RTIG”.

1.1.2 RTIG is established to develop and promote a widespread understanding of, and capability in, technology in passenger transport operations and travel information. It has two interlinked elements:

- a community organisation (RTIG-INFORM), which works through a series of collaboratively-produced documents, networking events, and participation in standards activities;
- a service company, RTIG Ltd, established to administer its operations and finances; RTIG Ltd is a publicly-owned not-for-profit company, and a wholly owned subsidiary of the Merseyside Passenger Transport Executive, Merseytravel.

1.1.3 This document has been produced by RTIG Ltd. References to “we” and “us” and “our” should be taken as references to RTIG Ltd.



1.2 Subscription benefits: overview

- 1.2.1 In paying a membership subscription, an RTIG subscriber receives some or all of the following benefits depending on the class of membership subscription:
- membership of RTIG and participation in its corporate activities, including AGMs and elections;
 - access to a series of events;
 - receipt of a regular e-newsletter;
 - access to the RTIG website;
 - access to national specifications and guidance, and the opportunity to contribute to their development;
 - access to market studies; and
 - access to national framework arrangements negotiated on behalf of subscribers.
- 1.2.2 In addition to providing these services in its immediate domain, RTIG also contributes to the wider UK's transport technology environment through participation in joint working groups with other industry bodies. The work programme and services we provide include support for this external role.

1.3 This document

- 1.3.1 This document and all fees noted herein are applicable only to the year 2021-22. An update will be produced on an annual basis.
- 1.3.2 This document has been adopted by RTIG Limited after discussion and agreement by the RTIG Management Committee.

2 Subscription terms

2.1 General

- 2.1.1 RTIG delivers services to subscribers by using a combination of subscription income, grant and project income, and other income received in the course of its business.
- 2.1.2 We operate as a non-profit-distributing organisation: any surpluses accumulated in one year are used to either reduce subscriptions for the following year, or to undertake further business activities; or to return value in some other way to members.
- 2.1.3 By becoming a subscriber, an organisation declares that it agrees to be bound by the terms of this document. Conversely, by receiving a subscription from an organisation, we undertake to deliver the relevant benefits as described in this document.
- 2.1.4 Subscribers can give notice of termination of their subscription at any time. However, no refunds are payable in this event.

2.2 Classes of subscription

- 2.2.1 There are three classes of subscription to RTIG:
- Foundation;
 - Full;
 - Associate.
- 2.2.2 A subscriber must pay the annual fee appropriate to their class of subscription. A Certificate of Membership will be issued on request.

2.3 Subscriptions

- 2.3.1 The subscription year is 1 April to 31 March.
- 2.3.2 Subscription rates will be determined on an annual basis, in consultation with the RTIG-INFORM Management Group and endorsed by the Annual General Meeting (AGM). Under normal circumstances (and in line with the RTIG Constitution), changes will be commensurate with the most recent UK Consumer Price Index (CPI). However, where the proposed subscription rates vary significantly from the CPI, RTIG members will be consulted at the AGM.
- 2.3.3 Subscription rates for members for FY2021-22 are shown in the table below. These reflect an inflationary increase of 0.6%, based on the CPI for November 2020.

| Class | One year | Three years | Five years |
|--------------|---|--|---|
| Foundation | £3,275.15 ex VAT (£3,930.18 inc VAT) | £8,842.91 ex VAT (£10,611.49 inc VAT) | £13,100.60 ex VAT (£15,720.70 inc VAT) |
| Full | £1,638.12 ex VAT (£1,965.75 inc VAT) | £4,422.93 ex VAT (£5,307.52 inc VAT) | £6,552.49 ex VAT (£7,862.99 inc VAT) |
| Associate | £650.42 ex VAT (£780.50 inc VAT) | £1,756.12 ex VAT (£2,107.34 inc VAT) | £2,601.66 ex VAT (£3,121.99 inc VAT) |

- 2.3.4 These rates provide a discount of 20% for members choosing the five-year option, and a discount of 10% for those choosing the three-year option. Organisations may subscribe to RTIG in advance, in order to allow their participation in the RTIG Annual General Meeting which precedes their subscription year (see section 3.2).
- 2.3.5 Subscriptions are payable on receipt of an invoice from RTIG Ltd. Invoices will normally be issued to new applicants upon completion of a valid application form, and to current subscribers between one and two months prior to the end of their current subscription period.
- 2.3.6 For the subscription year 2021-22, it is assumed that all existing subscribing members wish to resubscribe; and invoices will be issued automatically on that basis, unless members have advised us explicitly to the contrary.
- 2.3.7 The simple structure set out above has served RTIG well over the duration of its existence: with membership of all classes having been taken up by all sectors. However, operator membership levels have always been low, and it has been challenging to attract members from this sector of the industry. Following comments from smaller operators, it has become clear that the existing class structure is not conducive to their prospective membership: with one flat fee irrespective of organisational size.
- 2.3.8 To address this, and to bring RTIG into line with other subscription membership organisations operating in the bus services sector, a tiered membership structure based on fleet size was proposed and approved at the March 2019 AGM.
- 2.3.9 The fees are calculated as a proportionate fee compared to the FULL membership class – based on total group fleet size. The new tiered costs are set out in the table below.
- 2.3.10 For an operator claiming reduced rate subscription due to small fleet size, the right to attend meetings is reduced to a single attendee. All other subscriber terms and benefits remain the same.

| Proportionate Fee Tier | Cost | Operator scale |
|------------------------|-----------|---------------------------------------|
| 100% | £1,638.12 | Operator or group with >200 vehicles |
| 66% | £1,081.16 | Operator or group with > 100 vehicles |
| 33% | £540.58 | Operator or group with > 20 vehicles |
| 20% | £327.62 | Operator or group with <20 vehicles |

2.4 Other obligations

- 2.4.1 Members are responsible for respecting the copyright of all RTIG Ltd documents to which they have access, including working drafts.
- 2.4.2 Members must respect the confidentiality, and any access restrictions, of any documents that are circulated to RTIG members only.
- 2.4.3 Members of RTIG are deemed by default to permit RTIG-INFORM, RTIG Ltd and their agents to cite the fact of their involvement in RTIG publicly without further approval. Members may at any time restrict or withhold this permission.

3 Subscription benefits

3.1 Overview

3.1.1 The entitlements of the different classes of member include both rights to the services delivered by RTIG Ltd, and to rights under the Constitution of RTIG-INFORM. The entitlements are set out in the table below.

| Entitlement | Foundation | Full | Associate |
|---|-------------------|-------------|------------------|
| <i>Rights offered by RTIG-INFORM (determined by the RTIG-INFORM Management Committee and reproduced here with permission)</i> | | | |
| Right to nominate an individual to the RTIG-INFORM Management Group | * | | |
| Right to nominate a work item for consideration in the Business Plan | * | | |
| Right to named recognition on certain RTIG-INFORM media | * | | |
| Right to call an Extraordinary General Meeting | * | | |
| Right to vote for members of the RTIG-INFORM Management Group | * | * | |
| Right to nominate Chair of RTIG-INFORM | * | * | * |
| Right to vote for Chair of RTIG-INFORM | * | * | * |
| Right to attend RTIG-INFORM General Meetings | 2 persons | 2 persons | 1 person |
| <i>Rights to services offered by RTIG Ltd</i> | | | |
| Right to be consulted on draft documents | * | | |
| Right to use framework contracts negotiated by RTIG Ltd | * | * | |
| Right to use other services procured by RTIG Ltd | * | * | |
| Right of access to members' documents – guidance | * | * | |
| Right of access to members' documents – specifications, surveys | * | * | * |
| Right to free attendance at workshops | 3 persons | 2 persons | 1 person |
| Right to attendance at Conferences at reduced price | 3 persons | 2 persons | 1 person |

3.2 RTIG membership

- 3.2.1 Subscribers are automatically entitled to membership of the 'community organisation': RTIG-INFORM.
- 3.2.2 On RTIG-INFORM's behalf, we will administer a formal AGM before the beginning of each business year (April to March). The main purpose of this AGM is to appoint the RTIG-INFORM Chair and Management Group for the coming year, and to review any constitutional changes within RTIG-INFORM.
- 3.2.3 We seek to work closely with subscribers, and accordingly we will make the following documents available for review and comment at RTIG-INFORM General Meetings:
- our Business Plan for the coming year; and
 - subscriber terms and benefits for the coming year.
- 3.2.4 On request, we will administer other RTIG-INFORM General Meetings.
- 3.2.5 We will, where appropriate, seek to make use of the forums and bodies set up by RTIG to achieve its projects in a cost-effective manner.
- 3.2.6 We may also support other RTIG activities if appropriate.
- 3.2.7 NB RTIG also has non-subscribing members, namely:
- Affiliate Members, who are invited by the Management Committee and granted limited benefits (normally including attendance at events but not nomination or voting rights); and
 - Corresponding Members, who are included in general communications from RTIG but have no attendance, nomination or voting rights.

3.3 Events

- 3.3.1 We will support one or more professional Conferences in our area of interest. We will work with the provider to secure discounted delegate rates for RTIG members; and will also seek to support the Conference programme through providing speakers and exhibitors or through chairing.
- 3.3.2 We will also run a number of workshops during each year. The purpose of these is to provide opportunities for members to meet each other, discuss topics of common interest, and raise questions related to the practicalities of implementing passenger transport technology systems. Access may be available to non-members on a paid basis.

3.3.3 Where beneficial, we will seek to deliver events jointly with related organisations, to enable cross-fertilisation of thoughts and the delivery of joined-up solutions.

3.4 Projects

3.4.1 In developing and delivering services to members – specifications and guidelines documents, procurements and studies, etc – we will establish a set of projects with delivery milestones. These projects may be conducted by issuing a service contract, but will often be conducted through (or partly through) convening a Working Group of interested members.

3.4.2 We will appoint a project manager to lead each project. Project managers will make use of Working Groups where relevant, in order to:

- advise RTIG members of their existence, terms of reference, leadership, current membership and status; and
- collate and present progress reports on work to members on a regular basis.