



INSTITUTE FOR
ROAD PRICING
PROFESSIONALS

KNOWLEDGE. TRAINING. CREDENTIALS.

SMETAC REPRESENTATIVE UNDERTAKING

Responsibilities, Safeguards, and Professional Commitments

INDIVIDUAL ADVISORY REPRESENTATIVES

03

SMETAC Representative Undertaking

Institute for Road Pricing Professionals | Individual advisory representatives

This is an agreement between the **Institute for Road Pricing Professionals (IRPP)** and you, as an individual. You have been nominated to serve on IRPP's Subject Matter Expert Technical Advisory Committee (**SMETAC**) or a related work group. You sign personally. Your employer and any nominating organization are not parties.

Why this document exists

Most industry committee work asks for nothing in writing. This one does, because it produces an examination that passes and fails named individuals and a credential people will be hired on. That credential is only worth holding if an employer can trust that nobody saw the questions in advance and that the content was not shaped to favor a supplier or product. Those two commitments are what this document asks of you. Everything else follows from them.

ISO/IEC 17024, the international standard for bodies that certify individuals, requires documented confidentiality and impartiality commitments from everyone involved in certification work. Accreditation follows an operating program with candidate history, so IRPP is not accredited today. IRPP is meeting the requirement now because it cannot be applied backward to work already done.

Your details

Field	Information
Name	[Name]
Title	[Title]
Employer	[Organization legal name]
Nominated by	[Founding Organization, if applicable]
Domain or assignment	[Body of Knowledge domain, JTA, or other workstream]
Examination item work	[Yes / No] (see Section 6)
Plan to sit for an RPP examination in its first window	[Yes / No / Undecided] (see Section 6)
Effective date	[Date]

The short version

- You serve as an individual, with your expertise, not your employers. SMETAC advises. It does not vote on standards and does not decide anything.
- Roughly 12 hours a quarter, unpaid, in renewable terms of up to two years once the credential launches.
- IRPP uses what you contribute to build its programs and owns what it builds. Your own knowledge and experience remain yours to use freely.
- Keep unpublished material to yourself until IRPP publishes it. Examination content stays confidential permanently.
- If you help build an exam, you cannot sit for that exam in its first window. Tell IRPP now if you plan to sit for one.

This summary is orientation only. The Terms on the next page are what you are signing, and they control wherever the summary differs from them.

REPRESENTATIVE

Signature: _____

Printed name: _____

Date: _____

INSTITUTE FOR ROAD PRICING PROFESSIONALS

Signature: _____

Timothy J. McGuckin, Executive Director

Date: _____

Terms

These Terms and the details page are the whole of what you are signing.

1. Your role

You serve on SMETAC in an individual capacity, on your own expertise. You do not act as an agent or spokesperson for an employer, a client, or a nominating organization, and you will not present an organizational position as committee advice.

The position is attached to you personally. It is not owned by a nominating organization and you cannot assign it. If you change employer, resign, are removed, or can no longer serve, the position becomes vacant and IRPP decides who fills it.

Service is voluntary and unpaid unless IRPP and you agree otherwise in writing. Nothing here creates employment, agency, partnership, fiduciary duty, or authority for you to bind IRPP.

2. What SMETAC does and does not decide

SMETAC advises. It does not govern IRPP and does not vote on standards.

IRPP is responsible for the Body of Knowledge and each revision, the job task analysis, examination blueprints and item banks, passing scores, eligibility, scoring, appeals, credential awards, renewal requirements, discipline, and every other credentialing decision.

Advice may include dissenting views, and IRPP may record the range of advice rather than settle a matter by counting votes. No weighted vote, veto, permanent appointment, or preferential treatment comes from financial support, employer, position, or length of service.

3. Time and term

You will use reasonable efforts to contribute roughly 12 hours per quarter: committee sessions, preparation, review of drafts, job task analysis work, interviews, surveys, and item writing or review where assigned and qualified. Come prepared, meet reasonable deadlines, give candid analysis, separate evidence from opinion, and tell IRPP if your availability changes.

During credential development, assignments may be project-specific. After the RPP-Foundation examination launches, continuing appointments generally run in renewable terms of up to two years. Renewal depends on contribution, expertise, workstream need, balance, and compliance.

4. Using what you contribute

You are giving IRPP your professional expertise so IRPP can build the Body of Knowledge, the job task analysis, the examinations, and the materials that go with them. IRPP owns what it builds.

In plain terms: IRPP may use, publish, adapt, and build on what you contribute, for as long as it needs to, without paying a royalty, and you cannot withdraw permission later. That is what makes it possible to publish a Body of Knowledge and run an examination program that outlasts any one contributor. Your own knowledge and experience stay yours, and you may use them however you like, including in your day job.

Please do not bring anything you are not free to share. What you contribute should be your own or lawfully available for this use, and should not contain material belonging to your employer, a client, or anyone else. If you want to use someone else's material, tell IRPP before you submit it.

5. Confidentiality

Some of what you see will not be public yet. Keep it to yourself until IRPP publishes it, use it only for your IRPP work, and share it only with people IRPP authorizes.

Examination material is stricter. Items, forms, answer keys, item statistics, and standard-setting discussions stay confidential permanently, as does anything about an individual candidate or credential holder. Keep no copies, do not reconstruct items, and do not use what you have seen to build or sell examination-preparation material.

None of this applies to information that is already public, that you already knew without restriction, or that you receive lawfully from someone else. If the law requires you to disclose something, tell IRPP first where you are permitted to.

6. Examination fairness

If you help write, review, or approve items for an examination, you cannot sit for that examination during its first administration window. This is not a question of trust. It is what lets IRPP tell an employer that no credential holder had an advance look at the questions, and it is a large part of what makes the credential worth holding.

The restriction follows the examination you worked on, not RPP-Foundation in particular. Because Practitioner allows direct entry without Foundation, a Practitioner item writer is in exactly the same position.

If you expect to sit for any RPP examination in its first window, say so before you are assigned. IRPP will place you on Body of Knowledge, job task analysis, or other non-item work instead, and nothing is lost. If your details page says “Undecided,” IRPP will assume you plan to sit until you say otherwise in writing.

7. Neutrality

Almost everyone qualified to serve on SMETAC has commercial exposure to road pricing. That exposure is why they are qualified. IRPP does not treat it as a conflict and does not expect routine recusal.

What IRPP asks for is neutrality in the work. Keep your contributions independent of any supplier, technology, business model, or proprietary system, and do not shape content to favor an employer, client, or product. Where a comparison between approaches is genuinely necessary, say so and let IRPP decide how to handle it.

Tell IRPP once, at the start, if you have a direct commercial interest in the credential itself: training, examination preparation, candidate recruitment, or credential outcomes. Update it if that changes. IRPP will manage it by adjusting your assignment.

Two things are absolute. Do not take part in any decision about a named candidate or credential holder. Report any attempt to influence what you contribute.

8. Competitors in the room

SMETAC brings people from competing organizations into the same conversation. Keep that conversation on professional competency, the Body of Knowledge, the examinations, and the work you have been assigned.

Do not discuss prices, costs, margins, wages, bids, customer or market allocation, or terms of sale, in the meeting or around it. If a conversation drifts there, stop it and tell the chair or the Executive Director.

9. Conduct and ending service

Act professionally and in good faith, follow reasonable chair and security instructions, and protect your access credentials. You may resign at any time by written notice. IRPP may end your appointment by written notice, and will say why where it can, for breach of this undertaking, an examination-security risk, unlawful or disruptive conduct, misuse of IRPP information or marks, or sustained nonparticipation. Either way, return or delete IRPP materials as instructed. Your confidentiality and examination-security obligations continue.

10. Good faith

IRPP will not hold you liable for advice given in good faith within your assignment, for an honest error of professional judgment, or for a decision IRPP makes after hearing you. SMETAC advises. IRPP decides, and IRPP carries the consequences of its decisions. Neither you nor IRPP is liable to the other for indirect, incidental, special, or consequential damages under this undertaking.

11. General terms

Sections 4 through 8 and Section 10 continue after your service ends.

This undertaking is separate from any agreement between IRPP and the organization that nominated you. If the two conflict on confidentiality, examination security, or neutrality, the stricter requirement applies.

This is the whole agreement between you and IRPP on this subject and can be changed only in writing signed by both. A waiver on one occasion is not a continuing waiver. An unenforceable provision will be narrowed to the minimum necessary and the rest continues. Electronic signatures and counterparts are acceptable. Virginia law governs, and the state and federal courts located in **[Virginia locality]** have jurisdiction.