



improving
public transport
through technology

Subscriber Terms and Benefits 2023-24

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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 (N.B Where “RTIG” appears in this document, it refers to RTIG Inform Ltd.) RTIG is an independent, non-political organisation. It exists to develop and promote a widespread understanding of, and capability in, the use of technology in passenger transport operations and the provision of travel information. RTIG shall act at all times in the interests of its members.

1.1.2 The object of the Company is to carry out the business of supporting the development and promotion of technology and information systems in passenger transport operations, including in particular (without limitation):

- to enable technology to deliver better passenger transport services - cost-effectively;
- to enable technology to deliver better information to the public about such services - at an affordable price;
- to promote the development of operational partnerships to deliver effective projects;
- to support the production of specifications, standards and guidelines which facilitate the efficient use of technology in passenger transport;
- to promote professional liaison and the exchange of knowledge relating to the design, implementation and use of such technology;
- to provide a representative body of opinion for the passenger transport systems and information community; and
- to collaborate with other bodies as necessary in the fulfilment of its goals.

1.1.3 It delivers this through a range of programmed activities, led or conducted as far as is practical - by its members.

1.1.4 RTIG manages funding, holds intellectual property rights for documents, and lets contracts where necessary in support of RTIG activities. It is financially self-supporting, gaining its income primarily from delivering pan-sector benefits on behalf of the collective interests of subscribers. Its work consists of three main areas of activity:

- providing administration services to the RTIG community, and to its Board.;
- planning, delivering and monitoring RTIG’s programme of projects; and
- providing a range of support and outreach services to its members.

1.1.5 RTIG operates as a non-profit organisation: any surpluses accumulated in one year must be used either to reduce subscriptions for the following year, to undertake further business activities, or to return value in some other way to its members.

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 2023-24 year. An update will be produced on an annual basis.

1.3.2 This document has been adopted by RTIG after discussion and agreement by the RTIG Board.

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 By becoming a subscriber, an organisation declares that it agrees to be bound by the terms of this document. Equally, by receiving a subscription from an organisation, we undertake to deliver the relevant benefits as described in this document.
- 2.1.3 Subscribers can give notice of termination of their membership 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; and
 - 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 Board 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 changes to subscription rates vary significantly from the CPI, RTIG members will be consulted at the AGM.

2.3.3 The CPI for November 2022 showed a rise of 10.7%. However, the RTIG Board have considered this and decided that in the light of inflationary pressures causing funding difficulties across the sector, this would be a punitive rise for members to absorb. Consequently, they have proposed a 5% increase. Subscription rates for members for FY2023-24 are shown in the table below.

Class	One year	Three years	Five years
Foundation	£3,614.29 ex VAT	£9,758.59 ex VAT	£14,457.17 ex VAT
	£4,337.15 inc VAT	£11,710.31 inc VAT	£17,348.60 inc VAT
Full	£1,807.75 ex VAT	£4,880.93 ex VAT	£7,231.00 ex VAT
	£2,169.30 inc VAT	£5,857.11 inc VAT	£8,677.21 inc VAT
Associate	£717.77 ex VAT	£1,937.97 ex VAT	£2,871.06 ex VAT
	£861.32 inc VAT	£2,325.56 inc VAT	£3,445.27 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. Invoices will normally be issued to new applicants upon completion of a valid application form, and to current subscribers as soon as possible after the start of the new financial year.

2.3.6 For the subscription year 2023-24, 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: with one flat fee irrespective of organisational size is not conducive to their prospective membership

2.3.8 To address this, and to bring RTIG into line with other subscription membership organisations operating in the bus services sector, there is a tiered membership structure for operators only - based on fleet size.

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%	£ 1,807.75	Operator or group with >200 vehicles
66%	£ 1,193.12	Operator or group with > 100 vehicles
33%	£ 596.56	Operator or group with > 20 vehicles
20%	£ 361.55	Operator or group with <20 vehicles

2.4 Other obligations

2.4.1 Members are responsible for respecting the copyright of all RTIG 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 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, and to rights under the Articles of Association of RTIG. The entitlements are set out in the table below.

Entitlement	Foundation	Full	Associate
<i>Rights offered by RTIG (determined by the RTIG Directors and reproduced here with permission)</i>			
Right to nominate an individual to become a Director of RTIG	*		
Right to nominate a work item for consideration in the Business Plan	*		
Right to named recognition on certain RTIG media	*		
Right to call an Extraordinary General Meeting	*		
Right to vote for members of the RTIG Board	*	*	
Right to nominate Chair of RTIG	*	*	*
Right to vote for Chair of RTIG	*	*	*
Right to attend RTIG General Meetings	2 persons	2 persons	1 person
<i>Rights to services offered by RTIG</i>			
Right to be consulted on draft documents	*		
Right to use framework contracts negotiated by RTIG	*	*	
Right to use other services procured by RTIG	*	*	
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 a reduced price	3 persons	2 persons	1 person

3.2 RTIG membership

3.2.1 We will administer a formal AGM before the beginning of each business year (April to March). Under normal circumstances, the main purpose of the AGM would be to appoint the RTIG Chair and Directors for the coming year, and to review any changes to the Articles of Association for RTIG. However, at the recent Extraordinary General Meeting (EGM) in January 2023, a new company structure was approved by members and the existing RTIG Management Committee were appointed as Directors of the new company. Given the short length of time left in the operational year to March, it was also agreed that the new process for appointing Directors should be set aside for the 2023-24 year – with the new appointment and retirement process commencing from 2024-25. We seek to work closely with subscribers, and accordingly we will make the following documents available for review and comment at RTIG AGMs:

- the Business Plan for the coming year; and
- subscriber terms and benefits for the coming year.

3.2.2 On request, we will administer other RTIG General Meetings.

3.2.3 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.

3.2.4 We may also support other RTIG activities if appropriate.

N.B. RTIG also has non-subscribing members, namely:

- Affiliate Members, who are invited by the Directors 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 made 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.