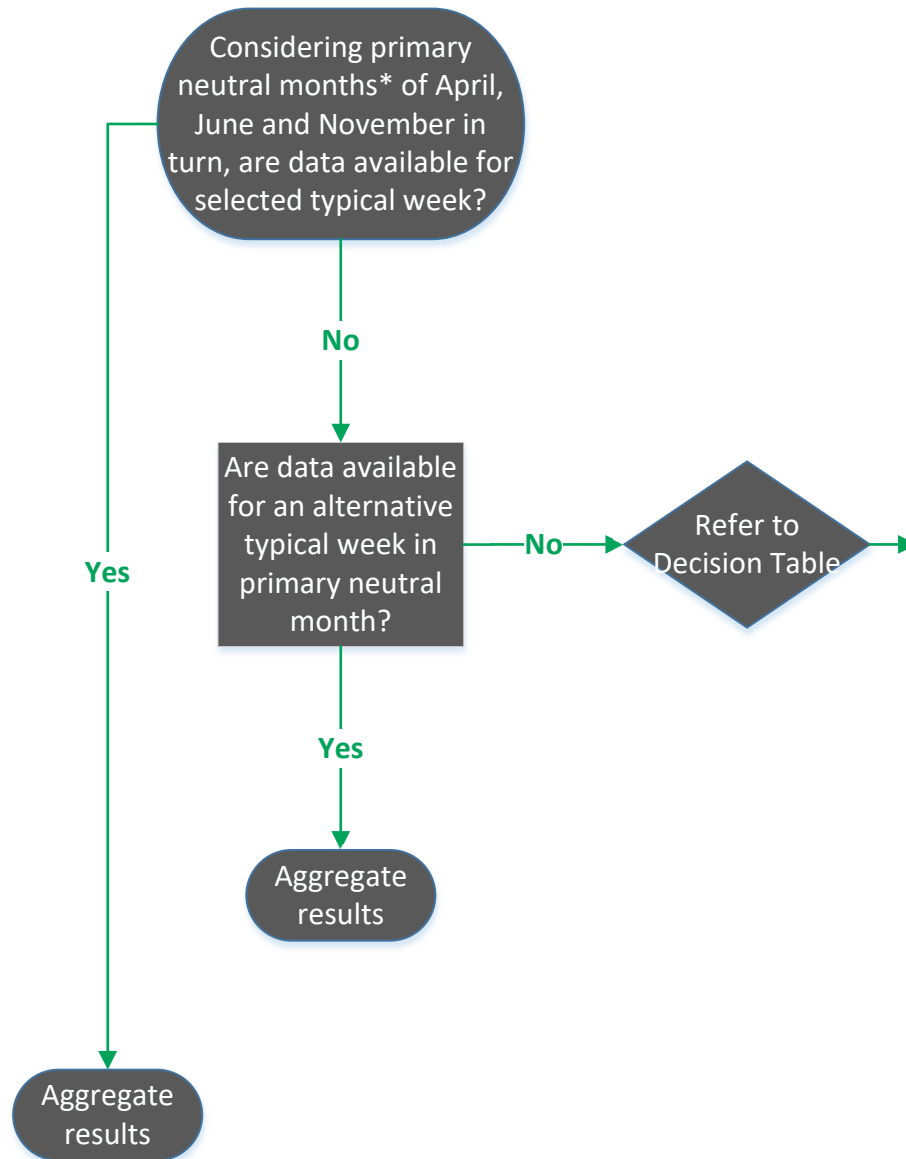


Process Map for consistent approach to selection of journey time data



Decision Table

1. Only data from neutral months (April, May, June, September, October, November) can be used*. Holiday periods e.g. Easter week are also excluded as these are not considered 'typical'.
2. The aim is to use the neutral months of April, June and November (referring to these as 'primary') where possible, so that the data are spread across the seasons and calendar year.
3. If data are not available for any typical week in a 'primary' neutral month then an alternative neutral month is considered as outlined in the table below. If Option A has already been used or data are not available then Option B is considered and data used if available. These options were selected so that the data are spread across the calendar year as much as possible.
4. After following this process, if data are not available for a typical week in 3 neutral months of the calendar year then analysis is carried out to check if there are sufficient observations within the data available for journey times to be calculated. The number of observations used will be reported.
5. If there is an insufficient number of observations to proceed then statisticians must consult with stakeholders around options e.g. using 2 different weeks in the same neutral month.

Primary Neutral Month	Substituted by Option A	Substituted by Option B
April	May	September
June	September	October
November	October	September

*Neutral months source: Transport Analysis Guidance
<https://www.gov.uk/government/publications/webtag-tag-unit-m1-2-data-sources-and-surveys>