

Project Plan

EECT Work Plan 2016-2017

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	<i>Drafted by</i>	<i>Validated by</i>	<i>Approved by</i>
<i>Name</i>	Oscar REBOLLO BRAVO	Begoña DOMINGO Olivier GEMINE Alain HOUGARDY	Pio GUIDO
<i>Position</i>	Project Officer	Project Officer (s)	ERTMS Head of Unit
<i>Date</i>	21/02/2017	21/02/2017	21/02/2017
<i>Signature</i>			

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1.4	21/02/2016	Update after EECT for ETCS meeting on 07-08- 09/02/2017 Update after EECT for GSM-R meeting on 08/02/2017

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2. REFERENCES, DEFINITIONS AND ABBREVIATIONS

2.1. Reference Documents

Table 1 : Table of Reference Documents

[Ref. N°]	Title	Reference	Version
[1]	Commission Regulation EU 2016/919 of 27 May 2016 on the technical specifications for interoperability relating to the 'control-command and signalling' subsystems of the trans-European rail system in the European Union	Legal text	Final Version
[2]	ERTMS Change Control Management	ERA_ERTMS_0001	2.0

2.2. Definitions and Abbreviations

2.2.1. Standard Terms and Abbreviations

2.2.1.1. The general terms and abbreviations used in the present document can be found in a standard dictionary. Furthermore, a glossary of railway terms that focuses primarily on safety and interoperability terminology, but also on other areas that the Agency can use in its day-to-day activities as well as in its Workgroups for the development of future publications, is available on the Agency website (<http://www.era.europa.eu/Document-Register/Pages/Glossary-of-railway-terms.aspx>).

2.2.1.2. Specific terms and abbreviations are defined in the section below.

2.2.2. Specific Terms and Abbreviations

2.2.2.1. This section defines the specific terms and abbreviations that are used frequently in the present document.

Table 2 : Table of Terms

Term	Definition
Agency	The European Union Agency for Railways (ERA) such as established by the Regulation (EC) No 881/2004 of the European Parliament and of the Council of 29 April 2004 establishing a European railway agency, as last amended by Regulation (EC) No 1335/2008, repealed by Regulation (EU) 2016/796.

Table 3 : Table of Abbreviations

Abbreviation	Meaning
AG	Application Guide

Table 3 : Table of Abbreviations

<i>Abbreviation</i>	<i>Meaning</i>
BCA	Baseline Compatibility Analysis
CCS	Control Command and Signalling
CR	Change Request
EECT	ERA Extended Core Team
MoU	Memorandum of Understanding
PM	Project Manager
RISC	Railway Interoperability and Safety Committee
ROC	Railway Operational Communication group (GSM-R industry)
ToR	Terms of Reference
TSI	Technical Specification for Interoperability

3. PROJECT DEFINITION

3.1. Purpose and Scope

3.1.1.1. The ETCS Baseline 3 was functionally defined for the first time in the Commission Decision 2012/696/EU. A first Maintenance Release (MR1) according to the ERTMS Change Control Management [2] was developed by the Agency together with the Sector resulting in the Commission Decision (EU) 2015/14 that modified the Annex A of the Technical Specifications for Interoperability of the Control Command and Signalling (TSI CCS) subsystem.

3.1.1.2. A second release of the system ("Release 2") has been developed and included in the revised TSI for the onboard and trackside CCS subsystems. This TSI was adopted by Commission Regulation (EU) 2016/919 and published in the Official Journal of the European Union on the 15th June 2016.

3.1.1.3. The enacting act of this Regulation states in its article 10 that:

"If errors that do not allow the system to provide a normal service are detected the Agency shall publish as early as possible the respective solutions to correct them as well as the evaluation of their impact in the compatibility and stability of the existing ERTMS deployment. Within one year of the date of application of this Regulation, the Agency shall send to the Commission a technical opinion on the state of the findings logged in the ERTMS Change Request Database. The Commission shall analyse the technical opinion, assisted by the committee referred to in Article 29(1) of Directive 2008/57/EC. As set out in the second paragraph of Article 7 of Directive 2008/57/EC, if these errors do not justify immediate revision, the Commission may recommend that the technical opinion be used pending the review of the TSI"

3.1.1.4. However the Agency considers that the ETCS error correction shall address only the set of specifications 3 (i.e. Release 2). For GSM-R, there is no difference between the versions of the documents for the three sets, therefore the error corrections apply to all the sets.

3.1.1.5. TSI Regulation recital 13 requires protection of onboard and trackside investments by stability and backward compatibility of the specifications. Therefore, the scope of work for the CR solutions shall cover also a Baseline Compatibility Analysis (BCA) that shall be done in order to guarantee the compatibility between the different set of specifications. With the aim to minimise the impact of the error of the specifications in the ERTMS projects and for the sake of the stability advocated by the ERTMS MoU, the BCA shall also include recommendations on the possible mitigation measures that could be undertaken to minimise the impact of the CR

3.1.1.6. Furthermore, in order to align the new TSI CCS with its Application Guide, a new update of the AG is needed.

3.1.1.7. The scope of the project is then threefold:

- › To assess all CRs in the ERTMS Change Request Database and solve CRs assessed as being critical in order to provide a technical opinion to the EC, including identification of mitigation measures.
- › To carry out a BCA between the set of specifications for the CR agreed.
- › To update the Application Guide to the new TSI CCS, to update the informative specifications

3.1.1.8. Concerning the CR resolution, the article 10 of the TSI CCS enacting act is not clear enough on the date of submission for the errors CR that must be taken into account. In this case, as the technical opinion can not take into account all the errors submitted between the enacting act date and the final delivery of the technical opinion, a deadline for the error CR validation is established by 31st December 2016. Nevertheless, this criteria could be modified due to the high criticality of an error submitted.

3.2. Objectives

3.2.1.1. The following objectives shall be achieved:

- › validated in the ERTMS CR Database before 31st December 2016. These solutions shall be delivered by 30th June 2017.
- › To provide a BCA for all error CRs which have been validated in the ERTMS CR Database before 31st December 2016. This BCA shall be delivered by 30th June 2017.
- › To update the list of informative documents contained in the TSI AG. This update shall be delivered by 30th June 2017.

3.3. Customer

3.3.1.1. The main customer of the project will be the European Commission (EC) and the EU Member States because the result of the project will be delivered as an ERA Technical Opinion.

3.4. Deliverables

3.4.1.1. Concerning the list of error CRs in the CR Database, here below the current status with all the error CRs:

Table 4 : List of CRs

<i>CR</i>	<i>Title</i>	<i>Workload</i>	<i>Impact on Specs</i>	<i>Priority</i>
0940	Minimum Safe Rear End position ambiguities	4	4	1
0994	Text message start conditions	2	2	2
1021	Brake command revocation/acknowledgement issues	3	3	3
1023	Conditions for start/end text message	2	2	4
1028	End condition for sending MA requests	3	2	3
1118	Reception of an Euroloop message with a system version number X equal to 0	2	1	4
1120	Uncertain handling of some infill information	4	3	1
1128	Passing Level 0 / Level NTC border in PT mode	3	2	3
1130	Contradiction between SRS 3.12.2.8 (Trip at route unsuitability) and SRS 3.13.10.2.6/7	2	2	3
1146	Euroradio timers	4	3	1
1162	Functions that could use linking information in modes without linking consistency check	4	3	3
1166	Ambiguities in driver acknowledgement requirements	4	3	1
1170	Ambiguity about the list of traction systems accepted by a diesel engine	3	3	2
1182	Detailed RBC/RBC Handover procedures	4	4	3
1251	Acceptance criteria for cooperative shortening and list of balises	2	2	2

Table 4 : List of CRs

CR	Title	Workload	Impact on Specs	Priority
1252	Ambiguities about release speed and application of A.3.4 in case a train accepts a CES	3	2	2
1259	Accuracy of distances measured on-board not considered when determining Release Speed from MRSP	3	2	2
1263	MA request condition when LoA speed is above MRSP	3	2	2
1264	Exhaustiveness of the list of actions not to be reverted or executed twice	4	3	1
1267	Acquiring the list of available networks whilst communication session is established	2	2	3
1274	Problem to compare locations in the absence of linking information	4	ERA: 1 U: 3	3
1279	Inconsistencies between Subset-034, Subset-035 and Subset-058	ERA: 3 U: 2	ERA: 3 U: 1	3
1282	Subset-044 chapter on safety is inconsistent with Subset-026 regarding handling of EOLM info	3	3	1
1288	Shortcomings due to specific locations temporarily considered as the EOA/SvL	4	3	1
1289	Trip location related to EOA when release speed sent from trackside	2	2	4
1290	The acquisition of the train running number via the train interface is not covered by Subset-034	2	2	4
1292	RAMS related supervision is missing in the active function table	3	2	3
1293	Ambiguity about clauses to be applied to messages containing high priority data	3	3	1
1294	Conversion model and short train lengths	4	2	3
1295	TSR inhibition in SB and SR modes	2	2	2
1296	Wrong assumption in on-board calculation of release speed	3	2	2
1298	SH inconsistency	2	1	4
1300	Follow-up to CR977	3	2	1
1301	Ambiguity in Cold Movement status	2	1	4
1304	Missing Level 3 safety requirements	5	4	
1305	"Other international train categories" inconsistent provisions with regards to the brake position	2	2	
1306	Undefined sequence of actions following the filtering of trackside information as per SRS 4.8	ERA, U: 4	ERA, U: 3	1
1307	Miscellaneous editorial findings in B3R2	ERA: 2	ERA: 1	
XXXX (*)	CR due to Hazard entry in draft Ss-113			
YYYY (*)	CR due to Hazard entry in draft Ss-113			
ZZZZ (*)	CR due to Hazard entry in draft Ss-113			

Table 4 : List of CRs

CR	Title	Workload	Impact on Specs	Priority
5030	CS-mode requirements clarification- Issue 1: Error Free period	2 (*)	3 (**)	3 (**)
5031	CS-mode requirements clarification- Issue 2: Connection loss rate	2 (*)	3 (*)	3 (**)

(*) This CRs are pending of submission

(**) The scores of the last two CRs (5030, 5031) are an estimation made unilaterally by the Agency

Green cells stands for CR inside the scope of the project

3.4.1.2. The above table assesses each CR from Workload, Impact on specs and Priority.

- › Workload is scored from 1 to 5 (1: negligible, 2: low, 3: medium, 4: high, 5: outstanding)
- › Impact on specs is scored from 1 to 5 (1: negligible, 2: low, 3: medium, 4: high, 5: outstanding)
- › Priority is scored from 1 to 4, namely:
 - 1 - CR not compatible, High Workload, High Criticality, No mitigation or hard mitigation
 - 2 - CR not compatible , Medium Workload, Medium Criticality, reasonable mitigation or unlikely situation
 - 3 - CR compatible, Low/Medium Criticality, generally no mitigation needed
 - 4 - Editorial CR, no mitigation needed

3.4.1.3. This Work Plan covers processing of change requests with priorities 1 and 2. The change requests with priorities 3 and 4 are out scope of this plan.

3.4.1.4. For the GSM-R CRs, no deep assessment has been undertaken and there is consensus in the sector that these are the CRs to be solved.

3.4.1.5. Though it is difficult to name exactly the number of documents that finally could be impacted by the error Change Request processed, the Agency expects an impact on the following documents in the Annex A of the TSI:

Table 5 : TSI CCS Annex A impact

Reference	Document
SUBSET-023	Glossary of terms and Abbreviations
SUBSET-026	System Requirements Specification
SUBSET-027	FIS Juridical Recording
ERA_ERTMS_015560	ETCS Driver Machine Interface
SUBSET-034	Train Interface FIS
SUBSET-039	FIS for the RBC/RBC Handover
SUBSET-040	Dimensioning and Engineering rules
SUBSET-041	Performance Requirements for Interoperability
SUBSET-044	FFFIS for Euroloop
SUBSET-076	On-board Test Specifications

Table 5 : TSI CCS Annex A impact

<i>Reference</i>	<i>Document</i>
SUBSET-091	Safety Requirements for the Technical Interoperability of ETCS in Levels 1 & 2

3.4.1.6. With regards to the TSI CCS Application Guide the list of documents to be updated is:

Table 6 : TSI CCS Application Guide - Set of specifications impact

<i>Reference</i>	<i>Meaning</i>	<i>Set 1</i>	<i>Set 2</i>	<i>Set 3</i>
O_2475	ERTMS GSM-R QoS test specification	X	X	X
SUBSET-093	SUBSET-093	X	X	X
SUBSET-113	Report from UNISIG Hazard Log	X	X	X
ERA/ERTMS/040055	ETCS DMI objects - START / STOP conditions			X
SUBSET-076	Informative part		X	X
SUBSET-129	FIS for the RBC/RBC Handover involving a Baseline 2 RBC			X
To be defined	GSM-R Network testcases catalogue	X	X	X
To be defined	GSM-R Cab radio testcases catalogue	X	X	X
To be defined	GSM-R EDOR testcases catalogue	X	X	X
To be defined	GSM-R SIM card testcases catalogue	X	X	X

3.5. Project Workload

3.5.1.1. The main workload of the project is related to the CR resolution (see Table 4) and the discussion on the documents to be included in the TSI application guide, nevertheless there are also two other activities that will need to be undertaken by the EECT and that are time and resources consuming. Namely, the compatibility between baselines assessment and the delivery preparation.

3.5.1.2. The Agency considers that the estimated workload for the different documents in the application guide can be estimated as follows:

Table 7 : TSI CCS Application Guide - Set of specifications impact

<i>Reference</i>	<i>Meaning</i>	<i>Workload</i>
O_2475	ERTMS GSM-R QoS test specification	3
SUBSET-093	SUBSET-093	5
SUBSET-113	Report from UNISIG Hazard Log	5
ERA/ERTMS/040055	ETCS DMI objects - START / STOP conditions	3
SUBSET-076	Informative part	5
SUBSET-129	FIS for the RBC/RBC Handover involving a Baseline 2 RBC	3
To be defined	GSM-R Network testcases catalogue	3
To be defined	GSM-R Cab radio testcases catalogue	3
To be defined	GSM-R EDOR testcases catalogue	3
To be defined	GSM-R SIM card testcases catalogue	3

- 3.5.1.3. The Agency considers that the compatibility assessment workload can be estimated at 0,5 workload units per CR to be assessed.
- 3.5.1.4. The Agency considers that the delivery preparation workload can be estimated at 0,5 workload units per CR to be implemented.
- 3.5.1.5. To sum up the total workload for the project would be of

Table 8 : Project Workload

<i>Activity</i>	<i>Workload</i>
CR Resolution	62
Compatibility Assessment	9
Delivery Preparation	9
Application Guide	35
<i>TOTAL</i>	<i>117</i>

4. PROJECT ORGANISATION

4.1. Project Team and Steering Committee

- 4.1.1.1. The project team will be organised as an Agency Working Party called ERA Extended Core Team (EECT), this Working Group (WG) will be composed of experts from the sector organisations and ERA staff. The Chairmanship and the project management of the WG will be the responsibility of the Agency.
- 4.1.1.2. The scope of the EECT will be to fulfil the roles and responsibilities of the ERA Core Team as well as the role of a permanent ad-hoc task force as defined in the ERTMS Change Control Management (see [2], 4.2.4 and 5.2.2.5.1 b).
- 4.1.1.3. The EECT WG will be composed of the following members

Table 9 : EECT members

<i>Name</i>	<i>Organisation</i>	<i>E-mail</i>	<i>Tel</i>
Begona DOMINGO ORTUÑO	ERA	begona.domingo@era.europa.eu	+33 327096778
Olivier GEMINE	ERA	olivier.gemine@era.europa.eu	+33 327096538
Alain HOUGARDY	ERA	alain.hougardy@era.europa.eu	+33 327096591
Oscar REBOLLO	ERA	oscar.rebollo@era.europa.eu	+33 327096504
Marta PORRO	Unife (Unisig)	mporro@cafsignalling.com	
Unisig Expert 1	Unife (Unisig)		
Unisig Expert 2	Unife (Unisig)		
Frank KAISER	Unife (Unisig)	frank.kaiser@siemens.com	
Robert RICHTER	Unife (Unisig)	robert.richter@thalesgroup.com	
Rob Dijkman	EIM/CER (EUG)	rdijkman@ertms.be	+32 26635620

Table 9 : EECT members

Name	Organisation	E-mail	Tel
Roman Treydel	EIM/CER (EUG)	rtreydel@ertms.be	+ 32 26739933
Railways Expert 1	EIM/CER (EUG)		
Robert SAFARTI	UIC	rsarfati@systra.com	
Ingo WENDLER	UIC	ingo.wendler@sbb.ch	
Jos NOOIJEN	EIM	jos.nooijen@prorail.nl	
Olivier EUDES	ROC IG	olivier.eudes@kapsch.net	
Markus TREMP	ROC IG	markus.tremp@nokia.com	

- 4.1.1.4. Agency staff will not change during the project life time while the recognized organisations will work rotating experts at their best convenience according to the agenda proposed by the Agency.
- 4.1.1.5. The members of the EECT Working Group can have their expenses reimbursed by the Agency, according to decision n° 21/2008 adopted by the Agency's Administrative Board on 28 October 2008.
- 4.1.1.6. It will be up to the EECT Working Group to dispatch or to assign specific CRs or tasks to the existing supporting groups or to create ad-hoc WGs (if necessary).
- 4.1.1.7. The Control Group will oversee and steer the work of the EECT and ensure the coordination with other relevant groups, in particular for matters relevant for the Operational Harmonization WG.

4.2. Workgroup

- 4.2.1.1. The EECT shall be supported by other Working Groups, mainly by mirror groups of the recognized organisations. Other WGs, already dealing with specific subsets of the ETCS specifications or ad-hoc taskforces created to deal with specific topics, shall support the EECT on demand.
- 4.2.1.2. In addition, as some of the CRs can also affect the radio communication system, it is expected to involve the related WGs.
- 4.2.1.3. When a CR or a task is assigned to a supporting WG or an ad-hoc WG, the WG leader shall be available on request of the EECT. i.e. to discuss by phone or to attend an EECT meeting (if needed).

4.3. Roles and Responsibilities

- 4.3.1.1. Concerning the CR resolution, each organisation shall be responsible for the delivery of a set of Change Requests and shall deliver solution proposals for the CRs with priority 1 and 2, the other two organisations shall review the proposed solutions.

Table 10 : Responsibility for each CR

<i>Reference</i>	<i>Title</i>	<i>Responsible</i>
0940	Minimum Safe Rear End position ambiguities	ERA
0994	Text message start conditions	ERA
1120	Uncertain handling of some infill information	ERA
1146	Euroradio timers	Unisig
1166	Ambiguities in driver acknowledgement requirements	EUG
1170	Ambiguity about the list of traction systems accepted by a diesel engine	Unisig
1251	Acceptance criteria for cooperative shortening and list of balises	ERA
1252	Ambiguities about release speed and application of A.3.4 in case a train accepts a CES	Unisig
1259	Accuracy of distances measured on-board not considered when determining Release Speed from MRSP	ERA
1263	MA request condition when LoA speed is above MRSP	ERA
1264	Exhaustiveness of the list of actions not to be reverted or executed twice	Unisig
1282	Subset-044 chapter on safety is inconsistent with Subset-026 regarding handling of EOLM info	ERA
1288	Shortcomings due to specific locations temporarily considered as the EOA/SvL	ERA
1293	Ambiguity about clauses to be applied to messages containing high priority data	Unisig
1295	TSR inhibition in SB and SR modes	ERA
1296	Wrong assumption in on-board calculation of release speed	ERA
1300	Follow-up to CR977	Unisig
1306	Undefined sequence of actions following the filtering of trackside information as per SRS 4.8	ERA
XXXX	CR due to Hazard entry in draft Ss-113	
YYYY	CR due to Hazard entry in draft Ss-113	
ZZZZ	CR due to Hazard entry in draft Ss-113	
5030	CS-mode requirements clarification- Issue 1: Error Free period	Unisig
5031	CS-mode requirements clarification- Issue 2: Connection loss rate	Unisig

- 4.3.1.2. Concerning the update of the documents in the Application Guide:

Table 11 : Responsibility for TSI CCS Application Guide document

<i>Reference</i>	<i>Document Name</i>	<i>Edition by</i>	<i>Revision by</i>
O_2475	ERTMS GSM-R QoS test specification	UIC	ERA, EUG, UNISIG, ROC
SUBSET-076-0	ERTMS/ETCS test plan and methodology	Test Spec WG	UNISIG

Table 11 : Responsibility for TSI CCS Application Guide document

Reference	Document Name	Edition by	Revision by
SUBSET-076-6-1	Test database	Test Spec WG	UNISIG
SUBSET-093	GSM-R Interfaces — Class 1 requirements	UNISIG	ERA, EUG, UIC, ROC
ERA/ERTMS/040063	Test sequences evaluation and validation	Test Spec WG	UNISIG
SUBSET-113	Report from UNISIG Hazard Log	UNISIG	ERA
ERA/ERTMS/040055	ETCS DMI objects - START / STOP conditions	ERA	EUG, UNISIG
SUBSET-129	FIS for the RBC/RBC Handover involving a Baseline 2 RBC	UNISIG	ERA
To be defined	GSM-R Network testcases catalogue	UIC	ERA, ROC
To be defined	GSM-R Cab radio testcases catalogue	UIC	ERA, ROC
To be defined	GSM-R EDOR testcases catalogue	UIC	ERA, ROC
To be defined	GSM-R SIM card testcases catalogue	UIC	ERA, ROC

4.4. Structure

4.4.1.1. The following figure shows the basic structure of the project.

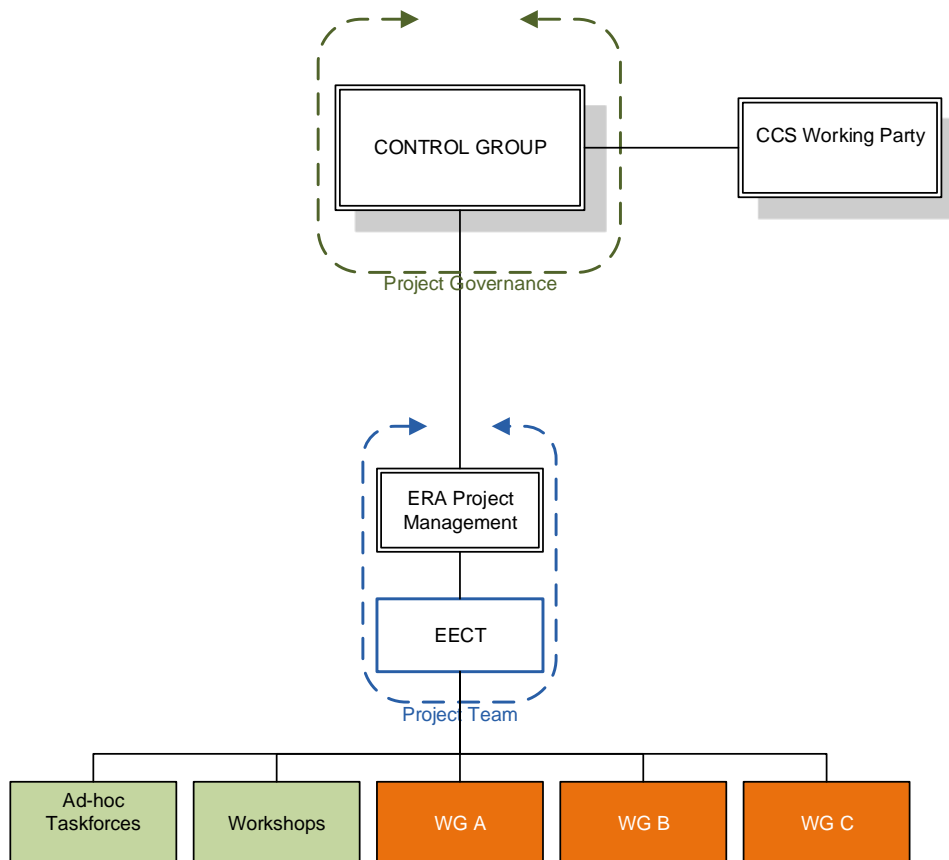


Figure 1: Project structure.

4.5. Monitoring and control

- 4.5.1.1. The monitoring and control will be established at two levels, the first level shall be at organisation level. A designated Project Manager of each organisation shall be responsible for the allocation of the workload within its own organisation and follow the actions allocated.
- 4.5.1.2. At a second level i.e. the project level the monitoring and control will be guaranteed by the Agency Project Manager. In particular, the Agency shall monitor and control:
- › The delivery of the CR solution when they are responsible for the CR solution.
 - › The delivery of the review of the CR solutions when they are not responsible for the CR solution.
 - › The overall performance of each individual organisation.
 - › The actions allocated to each organisation in the EECT meetings shall be delivered with the agreed quality and in time.
- 4.5.1.3. The Operational Harmonization Workgroup will be consulted, when needed, for agreement/review of operational aspects of error correction solutions agreed by EECT.

4.6. Communication Plan

- 4.6.1.1. The table below presents the communications that will be done during the project lifecycle

Table 12 : EECT members

<i>Communiaction</i>	<i>Description</i>	<i>Frequency</i>	<i>Format</i>	<i>Owner</i>	<i>Recipient Attendees</i>
Progress Report	The report will analyse the progress during the period and, if relevant, in comparison with the initial project plan.	After each EECT meeting	E-mail and Extranet	ERA	CG Members EECT Members Mirror PMs EC RISC (via EC) ERA Website
Specific Progress Reports	Requested information	On demand	Any format requested	ERA	The requester (e.g. MoU SC, EC, ...)
Minutes	Minutes of each EECT	After each EECT meeting	E-mail and Extranet	ERA	CG Members EECT Members Mirror PMs ERA website
CR Database Report	Snapshot of the current content of the database	Every month	Extranet	ERA	EECT members CG Members
WG leader availability request	The WG leader shall be available on request of the EECT	On demand	Attendance or conference call	ERA	WG Leader

5. PROJECT TIME PLAN

5.1. Meeting dates and draft agendas

5.1.1.1. The EECT will meet on the basis at the Agency premises in Lille according to the following schedule and with the following draft agendas:

Table 13 : Meeting dates and draft agendas

<i>Nr.</i>	<i>Dates</i>	<i>System</i>	<i>Agenda</i>	<i>To be closed</i>
1	6 – 7 Sept 2016	ETCS	Triage, BCA CR Resolution: 0940, 1120, 1166, 1293	CR Closed: 1120, 1166, 1293
2	4 - 5 Oct 2016	ETCS	Triage, BCA CR Resolution: 0940, 0994, 1170, 1251, 1288, 1295	CR Closed: 1170, 1251, 1295
3	8 - 9 Nov 2016	ETCS,	Triage, BCA CR Resolution: 0940, 0994, 1252, 1259, 1263, 1264, 1288, 1296, 1300	CR Closed: 1263, 1288
	9 – Nov 2016	GSM-R	CR Resolution: 5030, 5031 AG: Subset-093, O_2475	
4	6 - 7 Dec 2016	ETCS	Triage, BCA CR Resolution: 0940, 0994, 1252, 1259, 1264, 1296, 1300 AG: Subset-113	CR Closed: 0994, 1259
	14 – 15 Dec 2016	GSM-R	CR Resolution: 5030, 5031 AG: Subset-093, O_2475	
5	7 - 8 – 9 Feb 2017	ETCS	Triage, BCA CR Resolution: 0940, 1252, 1264, 1296, 1300 AG: Subset-113, Subset-129	Closed: 0940, 1296, 1300
	8 - Feb 2017	GSM-R	AG: Subset-093, O_2475	
6	7 - 8 Mar 2017	ETCS	Triage, BCA CR Resolution: 1252, 1264, 1306 AG: Subset-113, Subset-129	1252, 1264 Subset-129
	9 Mar	GSM-R	CR Resolution: 5030, 5031 AG: Subset-093, O_2475	5030, 5031
7	4 - 5 Apr 2017	ETCS	BCA CR Resolution: 1146, 1282, 1306 Subset-113	1306 Subset-113
	5 – Apr 2017	GSM-R	CR Resolution: 1146 AG: Subset-093, O_2475	Subset-093, O_2475
8	10 - 11 May 2017	ETCS	CR Resolution: 1146, 1282 Delivery preparation	1146, 1282
	19 May	GSM-R	CR Resolution: 1146 Delivery preparation	

Table 13 : Meeting dates and draft agendas

<i>Nr.</i>	<i>Dates</i>	<i>System</i>	<i>Agenda</i>	<i>To be closed</i>
9	6 - 7 Jun 2017	ETCS	Delivery preparation	Documents delivery
	7 Jun 2017	GSM-R	Delivery preparation	Documents delivery

- 5.1.1.2. There are some meetings where GSM-R and ETCS issues will be discussed, if there is no need to meet together ETCS and GSM-R experts, there will be two parallel meetings on the same date in order not to waste time.
- 5.1.1.3. It shall be taken into account that when a discussion on a particular CR is scheduled on an EECT meeting, the entity in charge of providing the CR solution or fulfilling an action related to the CR shall do it in advance of the meeting. When the action is related to the delivery of a homework with a review from other organisations needed, the homework shall be delivered at least two weeks in advance of the meeting, When the action does not need a third party review, homework shall be delivered at least one week in advance of the meeting.
- 5.1.1.4. There will be also time dedicated during the meetings to carry out the compatibility analysis. The list of CRs for the compatibility analysis will be distributed in advance of each meeting.
- 5.1.1.5. The last two months of the project will be dedicated to the introduction of the CRs solutions into the Subsets and providing the final documents. These documents are meant to support the work of EECT and do not necessarily represent the 'packaged CR's' for decision by the Control Group [2].

6. PROJECT RISKS

Table 14 : Project risks

<i>Description</i>	<i>Likelihood</i>	<i>Impact</i>	<i>Risk level</i>	<i>Mitigating Actions</i>
Not enough economical resources	Low	Low	Low	Budget managed at Agency level Follow up of actions funding representative organisations
Not enough human resources	Low	High	Medium	Careful distribution of activities taking into account skills and competences of the different project team members; continuous control by Project Manager looking for effectiveness
Human resources without the appropriate competence level	Low	High	Medium	Careful distribution of activities taking into account skills and competences of the different project team members; tasks supervision by competent staff
Staff turnover during the project	Low	High	Low	Clear planning to minimise staff turnover impact

Table 14 : Project risks

<i>Description</i>	<i>Likelihood</i>	<i>Impact</i>	<i>Risk level</i>	<i>Mitigating Actions</i>
Complex project	Medium	Medium	Medium	Continuous control by the Project Manager and adequate level of communication within the project, with the customer and with the involved stakeholders
Several workgroups involved	Low	Medium	Low	Application of CCM procedure
Short deadlines	Low	Low	Low	Detailed project plan with regards to the EC mandate
A lot of meetings foreseen or meetings with a lot of people involved	Low	High	Medium	Adequate planning of dates and resources needed
Difficulty in gathering the needed information	Medium	Medium	Medium	Analysis of the possible channels to gather the information and use of recognised organisations network
Not enough quality or delays in inputs needed	Medium	High	Medium	Detailed planning in cooperation with the representative organisations / adequate planning and allocation of tasks and deadlines
Political/strategic implications of the project	Medium	Medium	Medium	Involvement of the CG and EC

7. PROJECT PROGRESS

7.1.1.1. The following figures report on the number of CRs solved and its workload compared to the total CR basket and workload:

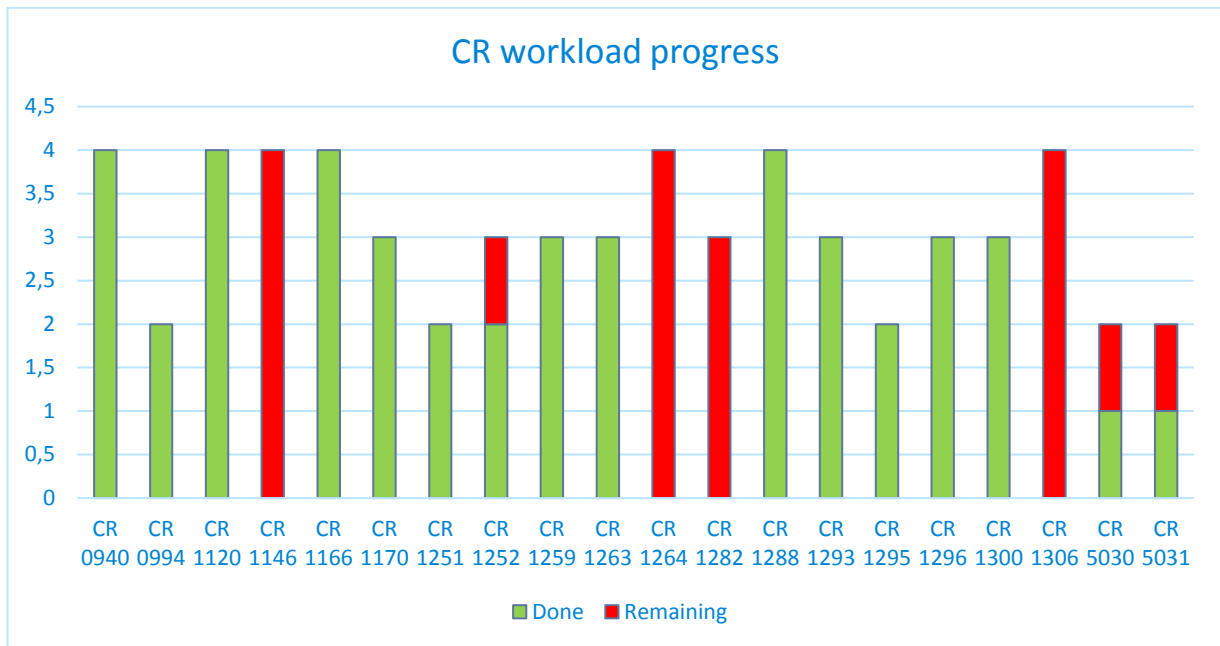


Figure 2: Individual CRs and workload solved.

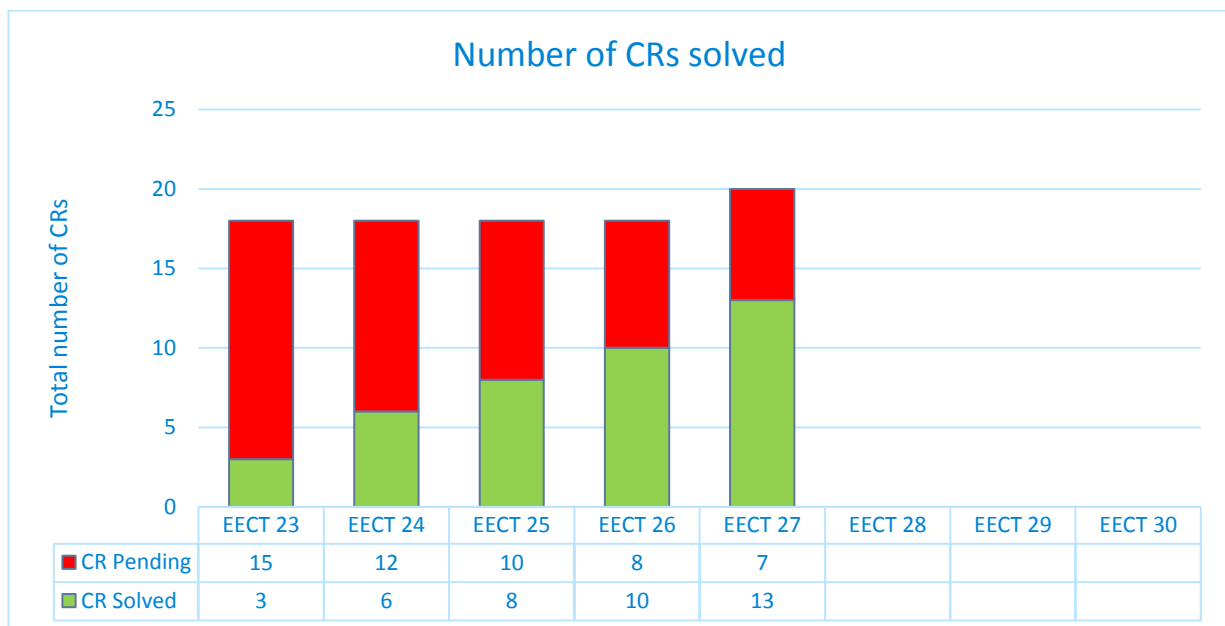


Figure 3: Numver of CR solved vs Pending.

7.1.1.2. The following figure reports on the pending workload compared to the total workload:

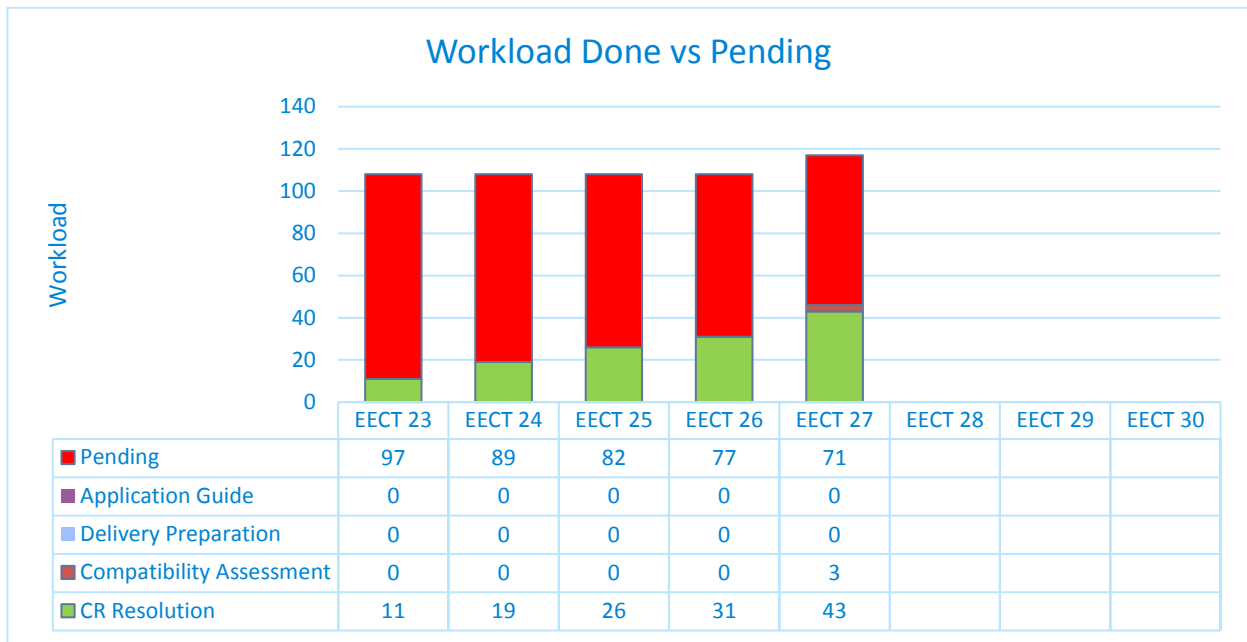


Figure 4: Workload done vs pending.