Telematics
Governance and framework

Common Implementation

TAF TSI
COMMISSION REGULATION (EU) No 1305/2014 of 11th December 2014

TAP TSI RU/IM Functions
COMMISSION REGULATION (EU) No 454/2011 of 5th May 2011
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1 Scope

In order to effectively implement the Regulation about telematics applications, an efficient sector-driven organisation is required to be in place specifically to harmonise and coordinate the work-plans of the sector and work to agree a common sector position towards European Railway Agency (ERA\(^1\) and Directorate-General for Mobility and Transport DG MOVE whenever required.

The specific work plans governed by this organisation concern TAF TSI\(^2\) (as a whole) concerning Railway Undertakings [RUs], Infrastructure Managers [IMs] and Wagon Keepers [WKs]) and TAP TSI\(^3\) for the following basic parameters (concerning RUs, IMs and Station Managers [SMs]):

4.2.12 Handling of information provision in the station area;
4.2.14 Train preparation;
4.2.15 Train running info and forecast;
4.2.16 Service disruption information;
4.2.17 Handling of short term timetable data for trains;
4.2.18 Quality (RU/IM);
4.2.19 Reference files and databases (RU/IM).

In the following this scope is combined under the term “RU/IM Telematics”

The purpose of this document is to describe the structure, the membership and the operation of the organisation. It is addressed to the stakeholders of the railway sector.

1.1 TAF TSI


This regulation is directly applicable in all Member States and by all stakeholders.

The TAF master plan v4.0 of 17/01/2013\(^4\) published by ERA, based on the individual master plans delivered by 58 companies, describes target dates for the implementation of the different functions of TAF TSI.

1.2 TAP TSI

“TAP TSI” is the usual wording for the Commission Regulation No 454/2011 of 5 May 2011 on the technical specification for interoperability relating to the subsystem ‘telematics applications for passenger services’ of the trans-European rail system.

This regulation is directly applicable in all Member States and by all stakeholders.

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\(^1\) Abbreviations are explained in Annex 3.

\(^3\) Commission Regulation (EU) No 454/2011 of 5 May 2011 on the technical specification for interoperability relating to the subsystem ‘telematics applications for passenger services’ of the trans-European rail system

The TAP European master plan v1.0 of 28/04/2013\(^5\), based on the individual master plans delivered by 38 companies (for RU/IM functions), describes target dates for the implementation of the different functions of TAP TSI.

The governance of TAP TSI is split in two areas:

- RU/IM basic parameters are managed according to the governance described in this document;
- retail basic parameters will be managed by the TAP Services Governance Association (TSGA) which establishment is ongoing.

The TSGA is designated to be a non-profit AISBL that will not hold reserves other than those required to ensure the provision of the regulatory services\(^6\). Its purpose is to ensure that the regulated services exist, in accordance with the TAP TSI Regulatory Services, in a manner that allows regulatory obligations to be met by railways and regulatory rights to be enjoyed. The services to be provided are:

- registry services: a tool that helps any stakeholders to find where data of all RUs are (timetable, fares, reservation, public keys for print at home tickets, reference data);
- reference data services: a necessary repository where all stakeholders can find standardised location information, code lists, company codes and country codes;
- data quality management services: a set of tools to help any stakeholder to check the quality of data made available to other stakeholder - for timetables and fares;
- administration services: needed to provide the above services plus management of licence fees, membership fees, reporting, etc…

Coordination between the TSGA and the RU/IM Telematics governance will be performed by means of joint steering meetings of the TSGA's General Assembly and the RU/IM Telematics Steering Committee, the former replacing the current TAP TSI Steering Committee.

The TSGA responsible for the retail governance is expected to be established in the near future and is out of scope of this present governance document.

The picture below summarizes the scope of the TSIs and the related governance:

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6 However, the Statutes of the TSGA allow an extension of scope if agreed by the General Assembly.
2 Objectives of the governance organisation

2.1 Advisory and reference information

The governance structure aims to harmonise the sector views and to achieve a common position for topics of strategic importance towards ERA and DG MOVE.

This includes advice such as relation to other regulatory matters and to Member States issues or concerns.

2.2 Monitoring of the Implementation

The TAF Steering Committee shall assess the implementation of the TAF TSI as set out in Article 5. The implementation monitoring is based on assessment reports provided by the Agency. The assessment reports shall determine whether the agreed objectives and target dates have been achieved.

The Joint Sector Group coordinates the collation of regular draft Implementation Reports including open issues or deviation from master plan and delivers this to the ERA.

In order to evaluate and monitor the progress of the TAF TSI implementation, it is necessary to have measurable objectives for the implementation process, for which Key Performance Indicators (KPIs) must be defined. The KPIs are implementation dates that have been established in the Master Plan, broken down by TAF TSI Function. Those companies who submitted a Master Plan will be assessed against their individual submission as well as the target dates.

The governance of the monitoring process is described in detail in Chapter 4 of this document.

The assessment of the implementation of the TAP TSI (including RU/IM functions) is not yet defined and therefore not described in this document.

2.3 Change Control Management

The Change Requests (CRs) are processed via the established ERA Change Control Management Process. The governance structure works in accordance with this ERA process.

All change requests issued by the sector have to be firstly assessed and approved by the governance structure before being submitted through the existing ERA CCM Tool.

To achieve this goal, the Change Requests are studied by the Sector Management Office (if needed with the support of the Telematics working groups) and approved by the Joint Sector Group.

Change requests presented by entities outside the sector (e.g. ERA) are also studied by the SMO and the JSG delivers the sector position.

Change requests concerning only sector documents follow an internal process (out of the ERA CCM process): they are studied by the SMO and the JSG delivers the final agreement.

The governance of the change control management process is described in detail in Chapter 5 of this document.
3 Defining the Governance

3.1 Organisational structure

This Governance Structure shall coordinate the implementation of the complete TAF TSI and TAP TSI provisions except functions linked to retail. In the following this scope is combined under the term “RU/IM Telematics”.

In order to be effective governance is adopted with the Steering Committee being jointly chaired by the Sector and the Commission with representation on the Committee from both. The diagram below shows the relationship between this organisation and the overall governance structure.

The names of the sector members responsible for specific functions of the governance structure are indicated in Annex 1 updated when necessary.

3.2 TAF/TAP Telematics Steering Committee (SteCo)

The roles and responsibilities of the TAF/TAP Telematics Steering Committee, in charge of Retail (“TAP SteCo”) and RU/IM Telematics (“TAF SteCo” and “TAF/TAP SteCo”), are described in the section 7.1.4 of the TAF TSI and section 7.2.1 of the TAP TSI, namely:

- the SteCo shall provide for the strategic management structure to efficiently manage and coordinate the work for implementing the RU/IM Telematics TSI. This shall involve setting the policy, the strategic direction and prioritisation. In doing so, the Steering Committee shall also take into account the interests of small undertakings, new entrants, and railway undertakings providing specific services;
- the SteCo shall monitor the implementation progress. It shall regularly report to the European Commission about the progress achieved compared with the master plan. The Steering Committee shall take the necessary steps to adjust open tasks in the case of a deviation from the master plan;
- the SteCo shall guarantee that the interests of the passenger RUs and freight RUs are respected in all matters concerning the RU/IM communication.
The SteCo is composed by:
- the DG MOVE;
- the representative bodies from the railway sector acting on a European level as defined in Article 3(2) of Regulation 881/2004/EC ("the rail sector representative bodies");
- the ERA;
- observers and reporters from other organisations.

The SteCo is co-chaired by (a) the Commission and (b) a person nominated by the rail sector representative bodies.

### 3.3 RU/IM Telematics Joint Sector Group (JSG)

The Joint Sector Group is the key central driver of the implementation. The Joint Sector Group consists of influential stakeholders from representative bodies and sector associations.

The JSG:
- reports regularly to the SteCo;
- approves the implementation report prepared by the IRG and makes it publicly available;
- provides input into the CCM Process and is accountable for the validation and coordination of all CRs coming from the sector. It is responsible for reviewing all modifications to the regulation and evaluates the impact of the CRs on the implementation plan;
- approves TEGs terms of reference and makes recommendation for lead;
- approves the final release of the following documents:
  - RU/IM Sector Handbook,
  - RU/RU Sector Handbook,
  - Application Guide (technical document B.56) before transmission to ERA;
- maintain the JSG website up to date
- provides consistent information for stakeholders via the JSG website or other means of communications (e.g. Telematics Cluster);
- may establish ad hoc working groups or subcommittees in order to address specific issues related to the implementation.

The JSG will comprise:
- the Sector Chairman of the Steering Committee;
- the Chairman and the Co-Chair of the JSG;
- the Coordinator of the Coordination Technical Group (CTG);
- the Chairman of the Sector Management Office;
- the TAP TSI Project Manager (replaced by a representative of the TSGA when established);
- Identified representatives of the Representative Bodies, Sector Associations and Companies (e.g. Project Managers).

The decisions are taken by consensus.

The meeting calendar is coordinated with the responsibilities of the JSG.
3.4 Telematics Cluster

The Telematic Clusters Group consists of IMs, RUs, Wagon Keepers.

This group is used for:
- information sharing, e.g. reports from TEGs and relevant working groups;
- company endorsement of proposals such as CRs;
- implementation knowledge exchange;
- impact analysis with respect to roll-out;

Decisions are taken by consensus.

3.5 RU/IM Telematics Sector Management Office (SMO)

The SMO shall assist the JSG in fulfilling its oversight responsibilities.

For the following documents:
- RU/IM Sector Handbook,
- RU/RU Sector Handbook,
- Application Guide (technical document B.56),
the SMO shall:
- identify continuously any changes required,
- develop new or amended content,
- ensure the validation of the changes taking account of the impacts,
- collate the amendments into a new release,
- issue a final release to JSG for approval.

In addition, the SMO shall:
- reports regularly to the JSG;
- prepare change requests and proposals of modification to be decided in the JSG;
- collect risks and critical success factors for the implementation and report them to the JSG for decision making;
- submit the Change Requests (CRs) and Proposals of Modification (PMs) to the ERA tools after approval of the JSG;
- adapt and provide versioning for common metadata xsd based upon the CR procedure;
- establish if necessary Telematics Expert Groups in order to address specific issues;
- coordinate the tasks of the different Telematics Expert Groups;
- answer the questions raised by the Project Managers regarding the implementation.

The SMO will comprise:
- the Chairman of the SMO;
- the Chairs of the different TEGs.

The decisions are taken by consensus.

The meeting calendar is coordinated with the responsibilities of the SMO. Identified experts of the representative bodies, sector associations and companies can be invited by the SMO.
3.6 Implementation Reporting Group (IRG)

The Implementation Reporting Group shall assist the Joint Sector Group in fulfilling its oversight responsibilities.

The IRG shall:
- report regularly to the JSG;
- be the single point of contact with ERA for topics related to monitoring and reporting;
- analyse ERA requests (e.g. economic aspects such as KPIs) and prepare the decision to be taken by the JSG;
- develop, maintain the JSG Reporting Tool and manage access to it;
- initiate and run the process for data collection;
- analyse the data and prepare regular implementation reports based on data provided by the JSG Reporting Tool;
- discuss and harmonise the reports with ERA;
- answer the questions raised by the Project Managers regarding the monitoring;
- present the implementation report to the JSG for approval and for presentation in the ERA TAF TSI Implementation Cooperation Group.

The IRG will comprise:
- the Chairman of the IRG;
- the CER representatives in the ERA TAF TSI Implementation Cooperation Group;
- the Common Technical Group (CTG) Coordinator;
- identified experts.

The decisions are taken by consensus.

The meeting calendar is coordinated in respect with the ERA TAF TSI Implementation Cooperation Group calendar.

3.7 Telematics Expert Groups (TEG)

The Telematics Expert Groups are created by the decision of JSG on request of the SMO, via a terms of reference, when it is necessary to gather expertise to resolve a matter.

The terms of reference will contain as a minimum:
- the tasks;
- the governance of the TEG (chairman, approval process inside the TEG, etc.);
- the required level of focus;
- the required expertise of the participants;
- the format (limited workshops, regular meetings, consultations, etc.);
- the expected lifecycle and elapsed time (e.g. steps and how long the output is prepared);
- the outputs to be provided.

The outputs are validated by the SMO and approved by the JSG.

The TEGs are open for all representatives of the sector stakeholders with the required expertise. The existing TEGs are listed in Annex 2.
4 Monitoring Process

The progress of implementation of the TAF TSI will be reported twice a year. Companies are reporting TAF TSI functions compared to their own Master Plan target date. In case there is no company Master Plan it will be reported against the TAF master plan v4.0 published by ERA.

The process of TAF TSI Implementation Monitoring starts about 3 months before an ERA TAF TSI Implementation Cooperation Group meeting with the data collection.

ERA triggers the process via NCPs by inviting all companies in Member States to report about the current state of implementation. The JSG informs at the same time the Representative Bodies about the start of data collection.

The IRG is responsible for data collection and data is collected via the JSG Reporting Tool. The JSG Reporting Tool gives access to Company Project Managers and is open for a period of about four weeks.

The results of the analysis are summarised in a JSG Implementation Report and submitted to ERA together with the raw data before the ERA TAF TSI Implementation Cooperation Group meeting. The JSG Implementation Report is approved by the JSG and made publicly available.

ERA will upload the raw data received from JSG into the ERA TAF TSI Implementation Cooperation tool. Furthermore ERA will deliver a draft Status Report containing the data, assessment and recommendation to be discussed within the ERA TAF TSI Implementation Cooperation Group.

The ERA Status Report is consolidated after endorsement at the ERA TAF TSI Implementation Cooperation Group meeting.

The Steering Committee is ultimately responsible for the approval and delivery of the ERA Status Reports for publication.
5 Change Control Management Process (including questions)

The Change Control Management (CCM) is the process in place to monitor the evolutions of the documents used to implement the TAF and TAP regulations.

Two CCM processes exist:

- the ERA CCM process in charge of maintaining and monitoring the technical documents listed in Appendix I of TAF TSI and the technical documents B.1 to B.30 listed in Annex III of TAP TSI;
- the Sector CCM process in charge of maintaining and monitoring all changes related to the documents managed by the sector.

For both processes the SMO is in charge of analyzing the Change Requests (CRs) and preparing the position to be presented to the JSG for approval.

Overview of the ERA CCM Process

The ERA CCM process is structured by CCM cycles lasting 1 to 2 years.

The CRs are entered in the ERA CCM tool by the SMO one month before the ERA CCM Working Party (usually 3 per year) where the CRs are discussed and agreed. Normally a CR can be discussed at most 3 times before an agreement is reached.

All CRs agreed during a CCM cycle are presented to the Change Control Board (CCB) for final agreement. The CRs are presented for approval to the RISC and a recommendation is drafted by ERA to the DG MOVE to update the list of technical documents.

The process is described in the ERA document “Telematics Applications Change Control Management”.

Note that all CRs proposed by the sector organisations members of the JSG are firstly analysed by the SMO and agreed by the JSG before being introduced in the ERA CCM tool.

The picture hereafter describes the workflow:

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Overview of the Sector CCM Process

The Sector CCM process is applied for all changes linked to sector documents (e.g. Sector Handbook) and sector data model (e.g. xsd or sector messages). ERA is not involved in this process.

The picture hereafter describes the workflow:

A similar process is used to answer questions from the sector. The picture hereafter describes the workflow:
6. Framework information

The following sections provide contextual information with respect to the Telematics governance.

6.1 - Common Components

RNE Common Components System (CCS) is responsible for the development, maintenance and on-going operations of the Telematics Common Components, which consist in:

- the Common Interface which allows the secure communication of information amongst all trading partners. The companies may decide to use the RNE CCS CI or to build their own solution according to the requirements of the reference implementation;
- the Location Reference File which uniquely identifies physical rail points (e.g. stations, customer sidings, loading places);
- the Company Reference File uniquely identifies of rail actors who exchange information according to TAF and TAP TSIs.

RNE has set up a mechanism which will enable all companies to get access to the Reference Files under fair and non-discriminatory conditions.

The JSG receives reports on RNE CCS activities.

6.2 ERA TAF TSI Implementation Cooperation Group (ICG)

Having regard to the legal obligations of the TAF TSI, ERA has set up the ERA TAF TSI Implementation Cooperation Group to manage the monitoring process.

This cooperation group meets twice per year and performs the following main activities:

- assess the reports from the sector (NCPs and RBs) about the TAF TSI implementation;
- compare the data received with the content of the Master Plan and assess the progress of implementation to determine whether the objectives pursued and target dates have been achieved;
- use Key Performance Indicators (KPIs) previously agreed between the Agency and the Rail Sector to assess the evolution of the deployment of the system and report twice per year to the European Commission and to the TAF Steering Committee;
- perform a dissemination campaign to NCPs and assist them to follow-up the TAF TSI implementation at national level.

6.3 Approval and publication

This "Telematics Governance and Framework" document was approved at the JSG meeting on 12th November 2015. Documents referred to in it and the governance document itself are publically available at the JSG website http://taf-jsg.info/.
Annex 1

Membership of the governance structure (as at 12/11/2015)

**TAF/TAP Steering Committee**
(The attendees hereafter are involved in RU/IM Telematics – attendees only involved in retail are not listed)

<table>
<thead>
<tr>
<th>Entity</th>
<th>Status</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>DG MOVE</td>
<td>Member</td>
<td>Patrizio Grillo (co-chair)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Linos Voskarides (secretary)</td>
</tr>
<tr>
<td>ERA</td>
<td>Member</td>
<td>Michael Varga</td>
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<tr>
<td></td>
<td></td>
<td>Rodrigo Gutierrez</td>
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<td></td>
<td></td>
<td>Stefan Jugelt</td>
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<tr>
<td>CER</td>
<td>Member</td>
<td>Libor Lochman (co-chair)</td>
</tr>
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<td></td>
<td></td>
<td>Emanuele Mastrodonato (CTG coordinator)</td>
</tr>
<tr>
<td>EIM</td>
<td>Member</td>
<td>Patrick Konix</td>
</tr>
<tr>
<td>EPTO</td>
<td>Member</td>
<td>Jan Moellmann</td>
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<tr>
<td>ERFA</td>
<td>Member</td>
<td>Markus Vaerst</td>
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<tr>
<td>UIP</td>
<td>Member</td>
<td>Gilles Peterhans</td>
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<td>UIRR</td>
<td>Member</td>
<td>Éric Feyen</td>
</tr>
<tr>
<td>UITP</td>
<td>Member</td>
<td>Alexander Stüssi</td>
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<td>UNIFE</td>
<td>Member</td>
<td>Miroslav Haltuf</td>
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<tr>
<td>ESC</td>
<td>Observer</td>
<td>Laurie d'Hont</td>
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<td>JSG</td>
<td>Observer</td>
<td>Christian Weber</td>
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<tr>
<td></td>
<td></td>
<td>Jan-Christian Arms</td>
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<tr>
<td>Raildata</td>
<td>Observer</td>
<td>Francis Bedel</td>
</tr>
<tr>
<td>RNE</td>
<td>Observer</td>
<td>Harald Reisinger</td>
</tr>
<tr>
<td>TAP Project</td>
<td>Observer</td>
<td>Rütger Fenkes</td>
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<tr>
<td>UIC</td>
<td>Observer</td>
<td>Günther Kersten</td>
</tr>
<tr>
<td>CCS (RNE)</td>
<td>Reporting</td>
<td>Stephan Breu (CCS)</td>
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**RU/IM Telematics Joint Sector Group**
(The members of the companies are not listed)

<table>
<thead>
<tr>
<th>Entity</th>
<th>Status</th>
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<tr>
<td>JSG</td>
<td>Member</td>
<td>Christian Weber (chair)</td>
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<tr>
<td></td>
<td></td>
<td>Jan-Christian Arms (vice-chair)</td>
</tr>
<tr>
<td>SMO</td>
<td>Member</td>
<td>Seid Maglajlić</td>
</tr>
<tr>
<td>CER</td>
<td>Member</td>
<td>Libor Lochman</td>
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<tr>
<td></td>
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<td>Emanuele Mastrodonato (CTG coordinator)</td>
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<tr>
<td>EIM</td>
<td>Member</td>
<td>Patrick Konix</td>
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<tr>
<td>EPTO</td>
<td>Member</td>
<td>Jan Moellmann</td>
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<tr>
<td>ERFA</td>
<td>Member</td>
<td>Markus Vaerst</td>
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### RU/IM Telematics Sector Management Office

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<th>Entity</th>
<th>Status</th>
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<tbody>
<tr>
<td>SMO</td>
<td>SMO Chair</td>
<td>Seid Maglajlić</td>
</tr>
<tr>
<td>Train Identification TEG</td>
<td>TEG Chair</td>
<td>Seid Maglajlić</td>
</tr>
<tr>
<td>Planning TEG</td>
<td>TEG Chair</td>
<td>Jorge Campo-Delgado</td>
</tr>
<tr>
<td>Operation TEG</td>
<td>TEG Chair</td>
<td>Josef Stahl</td>
</tr>
<tr>
<td>Consignment Order TEG</td>
<td>TEG Chair</td>
<td>Ralf Gutbrod</td>
</tr>
<tr>
<td>Wagon Movement TEG</td>
<td>TEG Chair</td>
<td>Oliver Kundt</td>
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<tr>
<td>Location Coding TEG</td>
<td>TEG Chair</td>
<td>Ralf Gutbrod</td>
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<tr>
<td>RSRD TEG</td>
<td>TEG Chair</td>
<td>t.b.d</td>
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### Telematics Experts Groups

The membership list is maintained by each Telematics Group Leader named in the SMO list above.

### Implementation Reporting Group

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<tr>
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<tr>
<td>IRG</td>
<td>IRG Chair</td>
<td>Jan-Christian Arms</td>
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<tr>
<td>CER</td>
<td>Speaker in ERA ICG</td>
<td>Vito Achille Sante</td>
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<td>CER</td>
<td>Deputy in ERA ICG</td>
<td>Rudolf Achermann</td>
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<td>CER</td>
<td>Deputy in ERA ICG</td>
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<tr>
<td>CER</td>
<td>CTG Coordinator</td>
<td>Emanuele Mastrodonato</td>
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Annex 2

List of Telematics Expert Groups as at 12/11/2015

<table>
<thead>
<tr>
<th>IM/RU Communication</th>
<th>RU/RU and RU/Keeper Communication</th>
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</table>
| **TEG 1: Planning Expert Group**  
- Path Request | **TEG 5: Consignment Order**  
- Consignment Order Message |
| **TEG 2: Operation Expert Group**  
- Train Preparation  
- Train Running Forecast and Train Delay Cause  
- Service Disruption Information | **TEG 6: Wagon Movement**  
- Shipment ETI/ETA  
- Interchange Reporting  
- Wagon Movement  
- WIMO |
| **TEG 3: Train ID**  
- New Identifier | **TEG 7: Rolling Stock Database**  
- RSRD  
- Wagon Performance Message |
| **TEG 4: Location Coding** | |
### List of abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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<tr>
<td>CCB</td>
<td>Change Control Board</td>
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<td>CCM</td>
<td>Change Control Management</td>
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<td>CCS</td>
<td>Common Components System</td>
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<td>CI</td>
<td>Common Interface</td>
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<td>CR</td>
<td>Change Request</td>
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<td>CTG</td>
<td>Coordination Technical Group</td>
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<td>DG MOVE</td>
<td>General Direction Mobility of the European Commission</td>
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<td>European Railway Agency</td>
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<td>ERA TAF TSI Implementation Cooperation Group</td>
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<td>Joint Sector Group</td>
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<td>Key Performance Indicator</td>
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<td>National Contact Point</td>
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<td>Proposal of Modification</td>
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<td>Representative Body</td>
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<td>Rolling Stock Provider</td>
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