



Annual Report  
**2008**

# List of acronyms

<b>AASC</b>	Assembly of Agency Staff Committee
<b>AEIF</b>	European Association for Railway Interoperability
<b>Arsenal</b>	Private Company – Austrian Research Centre
<b>Attica (Consulting)</b>	Private Company
<b>BP</b>	Basic Parameter
<b>CER</b>	Community of European Railway and Infrastructure Companies
<b>Cetren (Notified Body)</b>	Private Company
<b>CR ENETSI</b>	Conventional Rail System Energy, Technical Specification for Interoperability
<b>CRTSI</b>	Conventional Rail, Technical Specification for Interoperability
<b>CSIs</b>	Common Safety Indicators
<b>CSMs</b>	Common Safety Methods
<b>CSTs</b>	Common Safety Targets
<b>DER-Committee</b>	Developing European Railways-Committee
<b>DG TREN</b>	Directorate General – Transport and Energy
<b>DREAM</b>	Database for railway economic analysis management
<b>EBC (Notified Body)</b>	Eisenbahn Cert. (Railway Certification)
<b>EcoEval</b>	Economic Evaluation
<b>EIM</b>	European Rail Infrastructure Managers
<b>ERP</b>	Enterprise Resource Planning
<b>ERTMS</b>	European Rail Traffic Management System
<b>ERTMS CCB</b>	European Rail Traffic Management System Change Control Board
<b>ESG</b>	Economic Survey Group
<b>ESO</b>	European Standardisation Bodies
<b>ETCS</b>	European Train Control System
<b>EU</b>	European Union
<b>Eurostat</b>	European Statistics Office
<b>HR</b>	Human Resources
<b>ICS</b>	Internal Control Standards
<b>IT</b>	Information Technology
<b>KEMA (Notified Body)</b>	Private Company

<b>MSP</b>	Monitoring of Safety Performance
<b>MSs</b>	Member States
<b>NB</b>	Notified Body
<b>NB(-)Rail</b>	European Committee Group : coordination Group between Notified Bodies Rail
<b>NIBs</b>	National Investigation Bodies
<b>NRVs</b>	National Reference Values
<b>NSAs</b>	National Safety Authorities
<b>NVR</b>	National Vehicle Register
<b>OSJD</b>	Organisation for Cooperation of Railways
<b>OTIF</b>	Organisation for International Carriage per Rail
<b>RAILPAG</b>	Railway Project Appraisal Guidelines
<b>RFU</b>	Recommendation for Use
<b>RIC</b>	Regulamento Internazionale Carozze
<b>RINA (Notified Body)</b>	Private Company
<b>RISC</b>	Railway Interoperability and Safety Committee (formerly known as the "Article 21" committee)
<b>RRS</b>	Register of Rolling Stock
<b>RST</b>	Rolling Stock
<b>SafeCert</b>	Safety Certification and Authorisation
<b>SAP software</b>	Systems Applications and Products
<b>SMS</b>	Safety Management System
<b>SRS</b>	System Requirements Specification
<b>TEN2006</b>	Trans European Network 2006
<b>TSI</b>	Technical Specifications for Interoperability
<b>TSI CCS</b>	Technical Specifications for Interoperability Control Command Signalling
<b>UITP</b>	International Association for Public Transport
<b>UNIFE</b>	Union of European Railway Industries
<b>WP</b>	Working Party
<b>WP LOC</b>	Working Party Locomotives
<b>WP PAS</b>	Working Party Passengers

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## Part A – The Agency in 2008

# Foreword by the Chairman of the Administrative Board

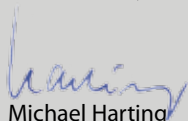
I am pleased to say that in 2008 the full potential of the European Railway Agency became apparent. Its mandates in respect of the target railway system were substantially broadened to include new updates, error correction and closure of open points in the TSIs, and the stakeholders expressed their confidence through the adoption of amendments to the directives and regulations.

These significantly broaden the Agency's scope in respect of the specifications and management of our existing railway system by including, amongst other things, cross acceptance, the vehicle type register and certification of the entity in charge of maintenance in the Agency's remit.

The Agency's potential for coordination and facilitation of a common European approach was also reflected in a new set of tasks in its role as system authority for ERTMS.

This vote of confidence was complemented by the production by the Agency of a significant number of recommendations described in this report which I anticipate will further its core objective of making a significant contribution to the implementation of the Community legislation aimed at improving the competitive position of the railway sector.

I, along with all my colleagues on the Administrative Board, will continue to do everything I can to support and facilitate the success of the Agency in its growing role.



Michael Harting  
Chairman of the Administrative Board



# Milestones and key messages of the Executive Director

2008 was a year of considerable progress for the Agency. Amongst many other activities described in this report, a number of significant outputs were delivered. These include the recommendation on the common safety method for risk assessment, the first biennial safety report, the final draft of Conventional Rail Infrastructure and Energy TSIs, the first draft of the Conventional Rolling Stock TSI, the recommendation on the certification of maintenance workshops, the recommendation on the inclusion of cross authorization in the Wagon TSI, the recommendation on the 1520/1524mm network and the system requirement specification for baseline 3 of ETCS. Each of these was delivered with a robust economic evaluation.

2008 was also a year of change, with the recast Interoperability Directive being published in July and the amendments to the Agency Regulation and Safety Directive being published in December. In anticipation of the changes to its governing regulation the Agency commenced work on the new activities by starting its work in its enhanced role as ERTMS system authority, setting up a new unit and starting work on cross acceptance and commencing work on the other new tasks brought about by the amendment. The Agency also consolidated and deepened its relationships with external bodies such as OTIF, OSJD, RID, CEN, and CENELEC with the objective of ensuring an integrated and consistent approach between all the bodies involved in European railway technical and safety regulation.

I am also pleased to say that in 2008, despite the substantial increase in workload and staffing, the steadily improving trend in respect of internal control and management procedures continued with progressive improvements in internal procedures being reflected in increasingly positive audit results.

Finally, 2008 saw the building of the new Agency headquarters in Valenciennes and the adoption of additional meeting facilities in Lille. Progressing rapidly during 2008 the new building was almost complete by the end of the year and we are anticipating moving into it in spring 2009.

Looking forward to 2009, it is clear that the Agency has now taken up its role at the heart of the European Railway sector as “the place where all the actors meet” and going forward the challenge will be to meet the targets and expectations of delivery placed upon us. With an excellent team of staff strongly supported by the stakeholders, I am confident that this will be achieved.

Marcel Verslype



Executive Director





# The Agency's Mission and Vision

## Mission

The main task of the Agency is to prepare new and updated legislative acts for adoption by the European Commission ("the Commission"), after a positive opinion from the Railway Interoperability and Safety Committee of Member States established by Article 21 of Directive 96/48/EC (the RISC Committee), and to give other technical support to the Commission. The activities carried out by the Agency aim at:

- Developing a common approach to safety, safety regulation and accident investigation, in particular by harmonisation of safety assessment methods, safety targets and safety certification conditions.
- Improving the interoperability of the European rail system by developing the conditions for the free and uninterrupted movement of trains through technical and operational harmonisation, including conditions for mutual acceptance of railway vehicles.
- Facilitating the exchange of information within the railway sector by networking with national bodies, providing registers and databases, issuing reports and giving guidance on the implementation of the regulatory framework.

## Vision

We contribute to the creation of an integrated European railway area where Railway Undertakings can run trains and organise their transport services freely, safely, effectively, and without interruption. The objective is to allow the rail transport sector to realise its inherent competitive advantages in relation to other transport modes.

# Work achieved in 2008

## Administrative Board

The Administrative Board is the main governing body of the Agency. It is entrusted with the necessary powers to adopt the Agency's budget together with the work programme, to approve internal rules, and to establish transparent working procedures.

The Board is composed of four representatives of the European Commission and one from each of the Member States. Representatives of Norway and Iceland participate as members without voting rights along with six representatives from the railway sector who represent railway undertakings, infrastructure managers, railway supply industry, worker unions, passengers and freight customers.

The Administrative Board met three times in 2008.

## Summary of Board Decisions

9 March 2008

During its thirteenth meeting, the Administrative Board:

- Approved the transfers of 2008 budget appropriations
- Adopted the modifications of the Establishment Plan 2008
- Decided to adopt the statement of estimates 2009 adapted to a total volume of 21.0 M€ by written procedure

26 June 2008

During its fourteenth meeting, the Administrative Board:

- Approved the transfers of 2008 budget appropriations
- Gave its opinion on the Annual Accounts 2007

28 October 2008

During its fifteenth meeting, the Administrative Board:

- Approved the transfers of 2008 budget appropriations
- Adopted the Work Programme 2009
- Adopted amendments to the Agency Financial Regulation
- Adopted Rules on the reimbursement of expenses incurred by experts participating in Agency meetings
- Adopted Agency Internal Control Standards

**In addition, the Administrative Board adopted by written procedure the:**

- Statement of estimates 2009
- Amendment to the 2008 work programme and budget
- Multi-annual staff policy plan 2009-2011
- Annual Report 2007



# Deliverables and core-business results by activity

## Safety

### 1 Introduction

The activities of the Safety Unit of the Agency have their legal base in Directive 2004/49/EC (Railway Safety Directive), complemented by provisions of Regulation (EC) 881/2004 (Agency Regulation). Together with the Interoperability Unit the unit carries out work under the provisions of Directive 2007/59/EC on certification of train drivers. The first recommendations under this directive were delivered to the Commission in 2008.

Mandates from the Commission specify in more detail the work that has to be carried out. In general the activities are meeting deadlines and have delivered according to the Work Programme 2008.

The year 2008 was a year of delivery. The Agency is now half-way through the programme set by the safety directive, thus complementing the directive with measures that will harmonise processes and procedures in the member states and gradually move the rail sector towards a common approach to safety.

With the increased pace of delivering proposals to the Commission, the cooperation with DG TREN has been deepened and developed during the year. At the request of DG TREN following the delivery of proposals, the Agency staff now contribute to the drafting of Commission decisions. All annexes to Agency recommendations are now drafted by the Agency in Legiswrite, the tool used by the Commission for legislative and other proposals. This has facilitated the cooperation between the Agency and DG TREN.

During the year the safety unit developed its methods to work with different stakeholders. Under the working parties small task forces or subgroups have been established to contribute to the drafting of texts. During 2008 a total of 22 working group meetings and 35 smaller group meetings were organized. The staff of the unit made 440 round trips between Valenciennes and Lille and more than 200 experts from the rail sector participated in the different meetings.

### The main achievements during 2008 were:

- Recommendation on common safety methods for calculation, assessment and enforcement to be used in the framework of the first set of common safety targets.
- Recommendation on the revision of Annex I to Directive 2004/49 with harmonised definitions and common methods to calculate accident costs.
- The publication of the first Agency biennial report on the safety performance of the railways of the European Union.
- Recommendations on common format for train driver's licences and certificates and basic parameters of national registers of drivers.
- Recommendations on harmonised requirements for part B safety certificates and a common format for application guidance documents.
- Draft report (first phase) with evaluation of the way national safety rules are published and made available.
- Draft report on impact assessment and recommendations concerning the requirement for the derailment detection device proposed by the committee of experts on dangerous goods (RID Committee).
- The second biennial safety conference was organised with participation of national authorities and other stakeholders



## 2 Horizontal activities

### 2.1 Network of National Safety Authorities

To support the exchange of experiences, to harmonise decision-making criteria among National Safety Authorities (NSA) and to inform the network about the ongoing Agency activities, the NSA network was convened 4 times during the year 2008. All safety authorities except those from Estonia and Romania participated in the work. The character of the NSA network meetings has changed more and more from a purely informative nature to a more active exchange of experiences and best practices, especially through the peer review activity. The following NSA task forces were convened during 2008:

- The ERTMS focus group
- The task force on peer reviews
- The task force on NSA annual reports

The task force on peer reviews, which met 4 times in 2008, developed and agreed on a peer review manual and on a template for the peer review reports. These pilot peer reviews will focus on the practice of different NSAs concerning the applied processes and criteria to grant part A certifications (acceptance of the railway undertakings' safety management system). The draft reports from the peer review activity in the UK, Norway and France were discussed within the task force. The discovered best practices during these 3 peer reviews were summarized in an intermediate report which will be presented during the first NSA Network meeting in 2009.

The task force on annual reports met once in 2008 and agreed on the updated template and guideline based on the experience during drafting the NSA annual reports.

The ERTMS focus group has the objective of incorporating the return of the NSA experience in the acceptance of ERTMS. During its 5 meetings in 2008 the group exchanged experiences on safety related open points in the relevant technical specification for interoperability, the approval procedures and GSM-R issues. The exchange of experiences and information between NSAs and the corresponding network of investigation bodies (NIBs) are mainly carried out through the task force on safety recommendations. To improve the exchange of experience several visits of project officers of the Agency to NSAs and visits from NSAs to the Agency took place in 2008.

### 2.2 Public database of safety documents

In line with Article 11 of Regulation (EC) 881/2004 the Agency has established step-by-step a publicly accessible database of safety related documents, such as licences, safety certificates, investigation reports and national safety rules.

Following the study work by Lloyd's Register aiming at collecting historical records on railway accidents in Europe 1990-2005 a new database was setup to support this work. Although the completion of the study is not foreseen until early 2009 the first results with details on more than 350 accidents are already available from this location: <http://pdb-archive.era.europa.eu/pdb/default.aspx>.

ECCAIRS software provided by the Joint Research Centre (JRC) is used by EASA and more recently by EMSA. ERA and JRC have decided to carry out a feasibility study on possible use of the ECCAIRS system for collecting data on rail accidents and to create a uniform software platform in Europe for aviation, maritime and railway transport modes. The study works started in late 2008 and the results are foreseen next year.

During 2008 the maintenance work on the database continued, aiming at continuous improvements and its future integration with developing database of interoperability documents and the future DG TREN communication systems.

In 2008 the number of registered correspondents of the network of NSAs and NIBs grew to more than 150 users. At the end of 2008 the database held information on more than 570 accidents, 500 licences, 300 certificates and 600 national rules. In addition to this by the end of 2008, 48 CSI tables covering 2006 and 2007 statistics in 25 European countries had been published.

## 3 Safety Regulation

Article 8(3) of the Railway Safety Directive requires the Agency to evaluate the way in which national safety rules are published and made available. The first phase of this work carried out during 2008 focused on 8 Member States and Norway. An external study was tendered in 2007 to provide the basis for the evaluation work. The final report prepared by the consultant was delivered to the Agency in May. Based on this study and the evaluation work of the safety regulation sector, a draft report containing provisional results was prepared in December. In mid-2008 a tender for a second study to continue the evaluation of the publication and accessibility of national safety rules in the remaining Member States and for the

Channel Tunnel was launched and the contract was awarded in November. The final report covering all the countries and recommendations to the Commission for improving the accessibility of the rules will be delivered by the end of 2009.

In 2007 the European Commission had requested the Member States to clarify or renew their notifications of national safety rules following the Agency's Recommendation on the Technical Examination of National Safety Rules (ERA/REP/SAF/03-2006). During 2008 the sector began the work to validate the clarified and renewed notifications of national safety rules by the Member States and to register them in the public database. The sector will continue this work in 2009. The Communication Protocol between the Agency and the Competent National Authorities and Bodies was completed and distributed to the national authorities of the Member States and Norway. The Agency has translated this document into seven languages.

The Commission's request to the Agency to carry out an examination of the national transpositions of the Railway Safety Directive was received in July. After discussions with the Commission on the priority issues, the sector began the preparations for this work.

At the request of the Commission, the Safety Regulation Sector participated in meetings of the various working groups and committees for the transport of dangerous goods by rail. According to the decision taken at the RISC meeting on 14 February 2008, the Agency prepared a draft report on an impact assessment and recommendations concerning the requirement for the derailment detection device that had been proposed by the RID Committee of Experts to be included in the RID 2011. The report and recommendations will be discussed further in 2009.

Further, the sector assisted the Commission, the national authorities and other organizations by providing advice on questions and queries concerning national safety rules and notifications, and by arranging meetings with representatives.

#### 4 Safety Certification and Authorisation

The work of the Safety Certification Sector progressed in 2008 in line with the Mandates<sup>1</sup> issued by the Commission. The mandate

on harmonised Safety Certificate Part B requirements and application guidance documents was fulfilled and the recommendation was sent to the Commission in December. The Agency decided, in co-operation with the sector associations and the NSAs, that the requirements should remain on a high level for the initial assessment. Further conformity checks should take place within the post-award inspections of railway undertakings.

The Impact Assessment for the Common Safety Method (CSM) for conformity assessment, which was launched at the end of 2007, began by asking the NSAs for feedback on the SMS assessment criteria. Later in 2008 the concept of workshops was developed. The Agency visits groups of five or six of the Member States and discusses the application and understanding of all the parts of the CSM which are available at the time. This activity continues and the final report will be available in June 2009.

As an addendum to the CSM mandate, the Agency was requested by the RISC to develop guidelines for set-up and implementation of SMSs as a harmonising measure and support for railway undertakings and infrastructure managers. This task was started at the end of 2008, but will mainly be carried out during 2009 and 2010. The work on the SMS standardization was frozen during the RISC meeting at the end of November. It has shown that for the time being there is not enough support from the sector associations and the Member States for this measure.

All the work was done in cooperation with the Working Group on Safety Certification and Authorisation, which met four times in 2008. A subgroup of this working group has been established to assist the Agency in developing its recommendations under Directive 2007/59 on train drivers licences. Thanks to an intensive work effort by the Agency and support from the subgroup three recommendations were delivered to the Commission in December.

The Safety Certification Sector published, in co-operation with the Interoperability Unit, a tender for an Agency Glossary at the beginning of the year. The project started in June and will be finalised in February 2009.

Finally, the team was involved in the Peer Review activity among national safety authorities on safety certification procedures in the role of a facilitator.

<sup>1</sup>Mandate to the European Railway Agency for the development of common harmonised requirements and common formats for application guidance documents; (Annex 4 to Commission Decision C(2006) 124 final of 09/II/2006)

Mandate to the European Railway Agency for the development of Common Safety Methods for conformity assessment with requirements in safety certificates and safety authorisations (Annex to Commission Decision C(2007) 250 final of 12/II/2007 )

## 5 Common Safety Targets (CSTs) and Common Safety Methods (CSMs)

### 5.1 Common Safety Methods

Following the delivery of its recommendation on the first set of CSM on risk evaluation and assessment, as referred to in Article 6(3) (a) of Directive 2004/49/EC on 6<sup>th</sup> December 2007, the Agency provided support to the Commission in drafting the associated EC regulation on CSM on risk evaluation and assessment. The Agency also participated in meetings and workshops that were organized by the Commission on these CSMs. Where necessary, the Agency proposed answers to the Commission on comments or questions raised by member states. During the meeting of the 25<sup>th</sup> of November 2008, the RISC voted and delivered a positive opinion on the CSM on risk evaluation and assessment.

In parallel, the Agency continued to develop and finalised the guide for application for the CSM on risk evaluation and assessment and the associated document containing examples of risk assessments and of some possible tools supporting the CSM Regulation. These documents, whose structures follow the one of the CSM regulation, provide additional information for each paragraph of the different articles and of the annexes of the regulation. The content of these two documents will be useful for the different actors who will implement the EC regulation on CSMs.

The Agency, with the support of dedicated task forces, has continued in 2008 to develop further the requirements on the risk acceptance criteria to be used within explicit risk estimation and on the roles and responsibilities of the assessment bodies.

### 5.2 Common Safety Targets

The Agency, after approval on the 14<sup>th</sup> February 2008 by the CST WG of its recommendation concerning the “Common Safety Methods for calculation, assessment and enforcement to be used in the framework of the 1<sup>st</sup> set of Common Safety Targets”, delivered the recommendation to the Commission on the 29<sup>th</sup> April 2008. The Agency also provided support to the Commission in drafting the EC Decision based on this recommendation, and agreed with the Commission to establish, by means of this EC Decision, the CSM to be used for both the 1<sup>st</sup> and the 2<sup>nd</sup> set of CSTs. During the meeting of the 25<sup>th</sup> of November 2008, the RISC voted on the EC Decision and delivered a positive opinion on its adoption by the Commission.

The Agency has also developed a guide for use of this EC Decision, which explains how the Agency will calculate and assess the achievement of the NRVs and CSTs by the Member States. This guide is therefore not addressed to any stakeholder in particular, but is rather intended to ensure transparency of what the Agency will do to implement the CSM for CSTs. The guide is now undergoing the final review by the CST WG and should be finalized and made public before the Summer of 2009.

In September 2008 with a view to starting the implementation of the CSM for CSTs and calculating the 1<sup>st</sup> set of CSTs and the NRVs, the Agency embarked upon a comprehensive analysis of the quality of Eurostat data on railway accidents for the period 2004-2008. The overall satisfactory quality of the data was confirmed, but it also emerged that there was still room for improvement, with a consequent possibility to increase the overall reliability of NRVs and CSTs. The Agency then commenced collaboration with Eurostat, to provide Member States incentives for sending updated data and, to date, several Member States have already done this. However, this process is still ongoing, and the Agency has decided to postpone the final calculation of the 1<sup>st</sup> set of CSTs and NRVs to Spring 2009.



## 6 Reporting

In 2008 the Agency delivered its first biennial report on the safety performance of Europe's railways. This report gave an overview of the safety of the Member State's railways based on the reports that had been received by the Agency from the NIBs and NSAs by the end of 2006 and the reporting to the Agency's public database.

On 29 September 2008 the Agency delivered the recommendation for the revision of Annex 1 of Directive 2004/49/EC. This annex lays down the Common Safety Indicators (CSIs). The recommendation will be the basis for a Directive of the European Commission, to be discussed within the RISC in 2009.

The Agency's recommendation defines indicators whose main purpose is to measure the current safety performance of each Member State, the basis for setting Common Safety Targets, and to estimate the economic impact of accidents. The latter will support cost benefit analysis prior to the setting of Common Safety Targets. The recommendation was developed during 11 meetings of the ERA working group for CSIs, which met 3 times in 2008.

The Agency continued to support Eurostat in the development of proposals to harmonise Annex I of the Safety Directive and relevant Eurostat data. Towards the end of 2008 the Agency and Eurostat reached an agreement on the elimination of the current overlap between the CSIs relating to accidents and the rail statistics of Eurostat. In 2009 Eurostat will begin the procedure for the revision of the relevant legal basis, Regulation (EC) n° 91/2003.

In 2008 to facilitate the exchange of knowledge the Agency organised a seminar titled "Trespassers on railway lines and suicides". The event was held in Lille and attended by 75 participants from the railway sector. In the context of the prevention of level crossing accidents, the Agency participated in the steering committee of the SELCAT project, whose deliverables are consistent with its activities.

In line with the requirements of Directive 2004/49/EC the Network of Investigation Bodies (NIBs) met three times during 2008 to discuss common methods and approaches and to exchange experience.

During the year 4 task forces were convened to support the NIBs:

- Accident causation classification
- Annual reports
- Safety recommendations
- Training and competence of investigators

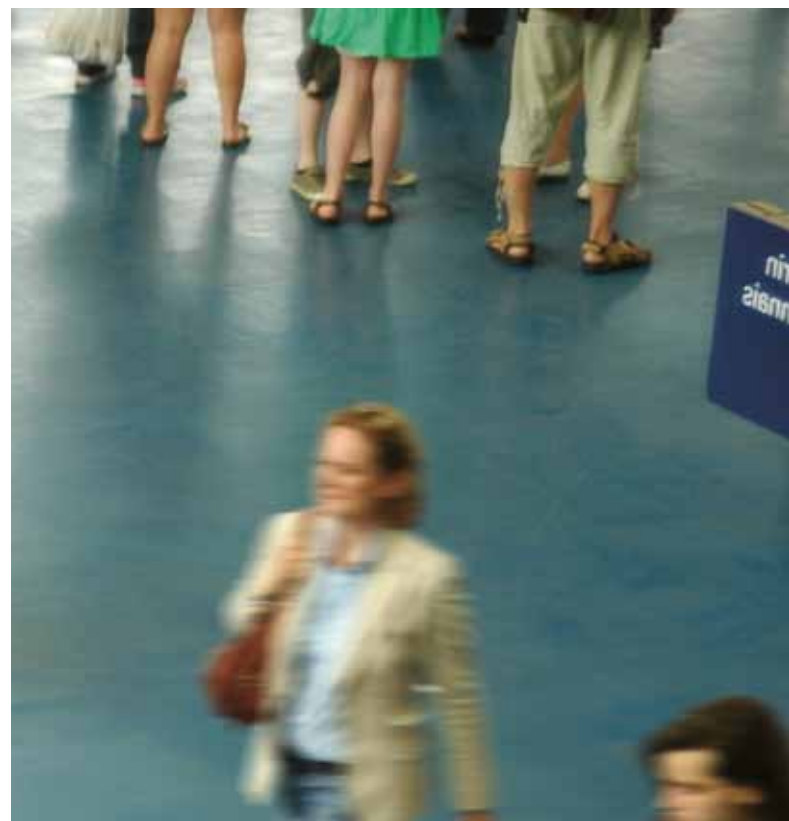
Guidance was developed to support a common understanding of the requirements on Articles 19 and 25 of the Safety Directive. It is envisaged this will be published in 2009.

Training was offered to the NIBs during the year on Safety Management Systems, human factors in investigations and reporting to the public database of safety documents.

The Agency has also developed contacts with investigation bodies outside Europe to exchange experience and learn from best practice. For this purpose representatives of the Agency made a study visit to the National Transportation Safety Board (NTSB) in Washington D.C., USA. In the framework of international cooperation and dissemination representatives of the Agency participated in the annual International Rail Safety Conference organised in Denver, USA.

2008 was the second year of the submission of annual reports from the NIBs, who reported on their 2007 activity. To date the Agency has received reports from 22 NIBs including Norway. (Greece, Luxembourg, Slovakia and Slovenia have not submitted reports). In 2007 the reports showed that 218 rail investigations were commenced in line with the Directive requirements and 184 completed. As a result of these reports 658 recommendations were issued with the aim of safety improvement. Accident reporting to the public database of safety documents has become established during 2008 and there remains now only one Member State (Greece) who has not submitted any accident notifications or reports to the database. During 2008 a total of 195 accidents were notified to the database and 104 final investigation reports received.

The analysis of reports commenced with a view to developing an interim report prior to the biennial report 2010.



# Interoperability

## 1 Introduction

The activities of the Interoperability Unit of the Agency have their legal base in the interoperability directives including their recast (Directive 2008/57) and in Regulation (EC) 881/2004 (Agency Regulation). Mandates from the Commission specify in more detail the activities and their deadlines.

During 2008, the Interoperability Unit managed 24 working groups and subgroups. It conducted a total of 125 meetings with the participation of the national safety authorities and sector organisations and, in certain cases, NB-Rail and the social partners.

## 2 TSIs Drafting

### 2.1 CR TSI Infrastructure

The work on CR TSI Infrastructure was finalised by the joint efforts of the Working Party and several ad hoc groups established in 2008 to support its work. The cooperation with the ERA Conformity Survey Group, the NB Rail Infrastructure Subgroup and bilateral meetings with CEN representatives delivered added value to the quality of the final draft CR TSI Infrastructure.

The final draft of the CR TSI Infrastructure together with the report was submitted to the European Commission in December 2008.

A new Working Group 'Register of Infrastructure' was organised to start in 2009 drafting the technical specification for national registers publishing information's about permanent installations of railway lines (INF, ENE, CCS).

### 2.2 CR TSI Energy

Following the requirements set out in Art. 12 of the Agency Regulation 881/2004/EC, ERA continued the drafting of CR TSI Energy. In December 2008, the final draft CR TSI Energy together with the final report was submitted to the Commission.

#### 2.2.1 Traction Energy meters

In 2008 the work on developing the draft on traction energy meters continued. The approved text was included into preliminary draft of CR TSI Locomotives and Passenger Rolling Stock.

### 2.3 CR TSI Locomotives and Passenger Rolling Stock

The first preliminary draft of the single TSI covering "Passenger carriages" and "Locomotives, traction units and self propelling thermal or electric trains" was sent to the Commission in the beginning of September 2008, together with the draft accompanying report.

The preliminary draft CR TSI Locomotives and Passenger Rolling Stock was presented in the RISC meeting in September 2008.

The main activities of the two Rolling Stock working parties were focused on the further development of the basic parameters in the preliminary draft TSI, the drafting of the Implementation and Conformity assessment sections of the TSI. Additionally the interfaces with other subsystems were drafted. The project officers in charge of the drafting process have been in close cooperation with National Safety Authorities for the definition of specific cases.

### 2.4 CR TSI Telematic Applications for Passengers

The Working Party continued its work on the drafting of CR TSI Telematic Applications for Passengers in 2008. The Intermediate report was submitted to the Commission and presented to RISC in June 2008. An economic evaluation of the impact of the basic parameters of CR TSI Telematic Applications for Passengers has been developed.

The Agency signed with CEN a request for standard for European ticket on departure which is, for the time being, an open point in the draft CR TSI Telematic Applications for Passengers (CR TSI TAP).

The Agency also established its first contacts to the implementation project of the CR TSI Telematic Applications for Freight (CR TSI TAF) run by the railway sector. The main purpose of this activity is to ensure synergies between CR TSI TAF and CR TSI TAP.

## 3 Feasibility Study on 1520 mm Railway System

The Agency completed the Feasibility study on the EU 1520/1524 system interoperability in the third quarter of 2008. The results of the study were presented to the associations of the stakeholders, NSA Network and RISC.

In November 2008, on the basis of this report the Agency submitted a Recommendation to the Commission regarding the way in which the EU 1520/1524 system should be dealt with in the TSI drafting process. The recommendation is published on the Agency website.

## 4 Conformity Assessment

The adoption of the new legal framework on the marketing of products in August 2008 necessitated the revision of the TSIs modules for conformity assessment. To streamline the process the Conformity Survey Group established a dedicated subgroup to revise the existing TSI conformity assessment modules. The revised modules will be published in a separate document to which all new and revised TSIs will make a reference. These TSIs will no longer have an annex with the description of the modules for conformity assessment.

The subgroup started its work in July 2008 and set a priority to the modules used in the draft CR TSI Infrastructure and draft CR TSI Energy. The work of the subgroup will be finalised in 2009 after the consultation with the Representative Bodies.

## 5 Evaluation and Amendment of the Existing TSIs

### 5.1 CR TSI Operation

The revision of the TSI OPE, which started in 2007, continued in the three Working Parties. The most urgent subjects on the vehicle identification and braking performance were finished in autumn 2008 and were presented to the Commission in November 2008 together with the recommendations on Annex A (ETCS and GSM-R operational rules) and the alignment with the Train driver licence directive.

The intermediate report covering all work carried out in 2008 has been drafted and will be finalised during the beginning of 2009.

### 5.2 CR TSI Freight Wagons

In 2008, priority was given to the wagons cross-authorisation. ERA recommendation on cross-authorisation proposed a solution where a particular type of wagon "Go anywhere/Passé-partout" could be authorised only once and the previous level of interoperability provided by the RIV arrangements be achieved.

The work started in February 2008 by evaluation of all the open points and by considering only the points jeopardising the authorisation of placing into service. In addition, two critical errors were corrected.

The Commission draft Decision, based on the ERA recommendation, was voted by the Member States at RISC meeting on 25/12/2008. The date of entering into force is foreseen to be 1/7/2009.

### 5.3 Extension of Scope of Existing TSIs

In accordance with Article 8 of Directive 2008/57/EC the Agency started the evaluation of the feasibility of the extension of the geographical scope of the TSIs. The intermediate report prepared by the Agency was presented to the NSA Network and to RISC in November 2008.

An NSA task force has been set up to analyse the existing situation and to detect possible sensitive points related to TSIs scope extension.

## 6 Technical Support to Commission in OTIF and OSJD

### 6.1 OTIF

The Agency provided support to the Commission on technical issues related to its work in OTIF. The main purpose of this assistance is to ensure a consistency between the TSIs and COTIF Appendices and their annexes. When requested, the Agency provided clarifications and explanations of the TSIs specificities and other related issues.

### 6.2 OSJD

The collaboration with the OSJD (Organisation for Cooperation of Railways) on the analysis of relationship between the EU 1520/1524mm rail system and the non-EU rail system continued in 2008. It aimed to ensure that the constraints related to the railway links with third countries are taken into account in the Agency activities.

The collaboration with the OSJD, however, is limited only to technical and operational aspects. In 2008, the contact group analysed the existing technical requirements for the 1520 mm infrastructure. The report with the results of this analysis will be published on the Agency website. In addition, the contact group started the analysis of the requirements for the locomotives and multiple units.

## 7 TSIs and European Standards

Based on the Memorandum of Understanding signed in 2007, the Agency consolidated its strong relationship with the European Standardisation Organisations (ESOs).

To ensure the exchange of information with the ESOs, the Agency attended and participated actively in the Joint Programming

Committee Rail (JPCR) meetings, ESOs plenary technical committees and, when technical issues required, in working parties.

During the drafting stage of CR TSIs Infrastructure and Energy, the Agency consulted the ESOs to make certain there is a consistency between the European standards and the TSIs. In addition, the Agency gave its comments for the assessment of draft standards related to railway interoperability during the ESO inquiry procedure.

According to the general mandate given by the Commission to the ESOs, the Agency made 22 requests for development of new standards related to TSIs.

For each TSI in force, a list of applicable standards and other documents relevant to the design and conformity assessment of subsystems and interoperability constituents was published on the website of the Agency.

## 8 Organising and Facilitating the Cooperation with the Notified Bodies

The Agency continued its collaboration with NB-Rail, the coordination group of Notified Bodies for railways. In order to receive feed-back of the NoBos, the Agency participated in the strategic and plenary NB-Rail meetings as well as in all the NB-Rail subsystems sub-groups.

The Agency gave its opinion to a number of questions and clarifications raised by NB Rail.

## 9 Working conditions of staff executing safety critical tasks

The Agency established two working parties in this field of activity. The first focuses on 'vocational competence/driver licence implementation'. It has worked on draft recommendations concerning criteria for examinations/examiners involved in the assessment of competence and on a proposal to improve the specification on minimum language competence of drivers in the operational language. Furthermore this working party prepared recommendations to amend the TSI Operation aiming to avoid any overlapping with, or contradiction to, provisions on train driver competence established with Directive 2007/59/EC.

The second working party contributes to the task of developing recommendations regarding a system of accreditation of training

centres. As an intermediate step it elaborated a list of the relevant quality and organisational criteria a training centre must fulfil.

Regarding train crew members other than train drivers the Agency is requested to report to the Commission on their job profile and to consider possible measures for adequate certification. In order to build this report on reliable and comprehensive information the Agency contracted a consultant to work on an EU-wide survey on relevant data. This is to be delivered in spring 2009.

## 10 National Technical Rules

The Agency carried out an evaluation of the notifications of the lists of the national technical rules. The intermediate report was presented to the NSA Network and to RISC in September 2008.

Assistance was also provided to the Commission in the development of the functional design of the new database for the notifications of national technical rules.

## 11 Monitoring Interoperability

The main purpose on the monitoring of interoperability is to show the progress of the implementation of the TSIs and the setting up of the institutional framework for interoperability legislation.

In 2008, the work involved the drafting of a list of indicators to be used in the biennial report on interoperability progress.

The Agency held meetings with Representative Bodies to exchange ideas and to collect information and arguments for the interoperability report. Furthermore, questionnaires were sent to Representative Bodies and NSAs to collect quantitative and qualitative data for a high quality report.

The biennial report on interoperability progress will be finalised in 2009.

## 12 Certification of Maintenance Workshops

The task related to the certification of maintenance workshops entered in its third year in 2008.

A preliminary draft of the recommendation for consultation was first issued in August 2008 and finalized in October 2008. The documents were then sent for translation in French and German prior to the



formal consultation of social partners planned from mid February 2009 to mid May 2009. A final recommendation will be addressed to the European commission in June 2009.

The preliminary draft of the recommendation considers the objectives and the scope of the proposed certification, the requirements and an implementation guide, the competence of relevant certification bodies, the conditions of delivering certificates and the conditions for implementation.

### 13 Registration of Rolling Stock

The deployment and evaluation phase of the European Centralised Virtual Vehicle Register (ECVVR) by the pilot team (ERA, France, Italy, the Netherlands and Infeurope) started in August 2007 and was finalised in February 2008. The extension of the deployment and evaluation phase to the other MSs was carried out between February 2008 and November 2008. The final evaluation of the ECVVR system was realised between November 2008 and December 2008. During the different steps of the pilot projects, adjustments and modifications have been applied to the applications: standard National Vehicle Register (SNVR) and Vehicle Register (VVR). The final version was released in December 2008.

Two workshops have been organised by the Agency with the NSAs/Registration Entities during the pilot project. At the first one, which was held in February 2008, the other member states were invited to test the application after a successful test phase with the three pilot member states. At the second workshop, held in November 2008, all the member states were invited to connect their NVR to the VVR developed and modified according to the results of the test phase.

### 14 Register of documents on Interoperability

In the beginning of 2008, following a tender, an IT company for setting up the part of the information system concerning interoperability documents database was selected. As a result of the contract, the analysis phase was finished in September 2008 and documents were delivered by the IT company.

The implementation of the system started in October 2008. Four releases for the implementation are foreseen. In December 2008, the IT company delivered the first release with its basic functionalities for a test.

The database is envisaged to become operational in July 2009.

# ERTMS

## 1 System Authority for the system specifications

In 2008 the role of system authority of the Agency was accentuated by the requirements in the ERTMS Memorandum of Understanding on ERTMS signed in July by the Transport Commissioner and the sector and with specific provisions in the new Agency Regulation. Two parallel missions are pursued: the maintenance of the current set of specifications (both for ETCS and for GSM-R), and the definition and development of the next version of the specifications of the two systems.

## 2 ETCS

The Agency, working in close cooperation with the sector, has been able to define the new functions for the next version of ETCS, including the solutions for some long-standing issues as the system version management for backward compatibility and the braking curves for ETCS.

The Agency published in December the first release of the ETCS System Requirement Specifications for Baseline 3.

The Agency has also released the plan for Baseline 3 to the sector and the Steering Committee of the ERTMS MoU. The plan details the activities, resources and time necessary to arrive with a consolidated set of specifications ready in 2012. In this frame, the Agency concluded three contracts instrumental in the consolidation process: for the external review of the ETCS SRS; for the examination of the safety requirement of the ETCS DMI; and for the procurement of a PC based simulator of the ETCS functions.

The Agency in addition, concluded the feasibility study on the formalization of the system specification, with important results on the conditions and resources required for the task.

In the first half of the year the Agency concluded the test of the braking curve ergonomic aspects, involving a number of train drivers in the train driving simulation facility contracted in Munich. The results were essential to finalize the definition of the ETCS braking curves.

The Commission Decision of 23/4/2008 requires that the system test specifications for the current ETCS system are defined and included in an update of the Annex A of the TSI CCS. This work was carried out by an external consortium receiving financial support from TEN-T grants and the Agency has actively participated and steered the work of this consortium, leading to the finalization of the technical work.

The database for the ERTMS Change Requests (CR) is regularly in service, receiving positive feedback from the experts using it as a tool for the technical discussions on ETCS. The database contains more than 800 Change Requests that have been processed and classified in the course of the maintenance of the current version of the system and the development of the next baseline.

## 3 GSM-R

In 2008 a better definition of the cooperation arrangements for the GSM-R specifications was achieved with the UIC and with the GSM-R Industry Group. The ad-hoc working group has nearly completed the analysis of the impact and consequences of the optional functions allowed in the current specifications. As part of this process a number of bilateral meetings took place with the concerned railway companies and NSAs.

## 4 Context and Coordination

The Agency launched in February the working party for the revision of the TSIs Control Command and Signalling, for HS and CR. The work so far has identified a list of changes and corrections proposed for discussion with the sector. The revision organized by the Agency did not address directly the modifications to the chapter 7 in view of integrating the ERTMS EU Deployment Plan: this activity is directly managed by the Commission and the Agency offers support as required in the new Regulation.

In October the Agency launched the working party on harmonization of ERTMS operational rules, with the aim of updating the current documents and developing guidelines for better harmonization of operational requirements across projects. The reduction in variety of operational conditions is considered by all the stakeholders to be an important contribution to the streamlining of the testing and approval procedures for ERTMS projects.

The Agency also actively participated in the ERTMS MoU Steering Committee activities, giving appropriate support to the ERTMS Coordinator of the European Commission.

The ERTMS Unit has worked in close cooperation with the other operational Units in the areas of Safety (DMI safety study, NSA Focus Group), Interoperability (TSI CCS, Braking Curves) and Cross-Acceptance (open points, NNTR) to ensure a comprehensive and multidisciplinary approach to the management of the ERTMS specifications.

# Cross Acceptance

In anticipation of the changes to the Agency regulation, the cross acceptance unit was set up on 1<sup>st</sup> April 2008. It commenced with two staff and by 1<sup>st</sup> January 2009 comprised a total of four. The core of its activity is the facilitation of the simplification of the Community procedure for the certification of railway vehicles in the interim period before the target railway system is defined in the TSIs and vehicles conform to those TSIs. This is to be achieved by maximising the exploitation of the principle of mutual recognition.

The unit has two key tasks conferred upon it by the Interoperability Directive and Agency Regulations. Its first task is to make recommendations in respect of Section 1 of Annex VII of the Interoperability Directive - the "list of parameters to be checked in conjunction with the placing in service of non TSI conform vehicles and the classification of national rules". Its second task is to set up and maintain a Reference Document cross-referencing all the national rules applied by the Member States for placing vehicles in service, identifying those rules that are recognised as equivalent.

Pending the Agency regulation which came into force on 1<sup>st</sup> January 2009, the Agency's cross acceptance activities were overseen by an "Interim Working Party" comprising the former NSA cross acceptance task force complimented by representatives from the sector. A "Core Group" composed of members of the working party with most interest and experience in the subject was used to formulate proposals for the Working Party and a "Check list Sub Group" was set up to develop the list of parameters. As a result of extensive contributions from the sector and NSAs and close cooperation with the Interoperability and ERTMS units, a substantial amount of work was carried out in 2008. By the end of the year a first draft of the recommendation in respect of Section 1 of Annex VII including the

list of parameters was circulating for comments. The new list which is intended to be put to the RISC Committee in June 2009 brings with it several improvements compared to the existing Section 1 of Annex VII. Firstly it reconciles and links the parameters relating to vehicles in TSIs with the parameters covered by existing cross acceptance agreements; secondly, it fills the gaps not covered by the existing Section 1 of Annex VII (e.g. the requirements for on-board control command signalling systems) and therefore represents an exhaustive list of parameters to be checked; and thirdly, it is at a level of granularity sufficient to enable the evaluation of equivalence between the different national technical rules to be carried out.

Initial preparatory work was also carried out by the Interim Working Party and Core Group in respect of the scope, structure and content of the Reference Document and comparison between the different national rules covering the vehicle authorisation process. Recognising that vehicle authorisation and the nationally specified elements of on-board ETCS and GSMR are critical to the success of the corridors this work was carried out in close cooperation with the ERTMS unit.

Finally the unit assisted the Commission in the setting up of an IT database for national technical rules in order that national rules may be notified in a way that facilitates their classification in the Reference Document.

Looking forward to 2009 the work will focus on the finalisation of the list of parameters, the setting up of the Reference Document and further involvement, in respect of vehicle authorisation, in the Agency's contribution to the ERTMS corridor initiatives.



# Economic Evaluation

## 1 People

The economic evaluation unit has both increased its workforce and its competence range by recruiting a fifth expert in 2008. The presence, in a small team, of trained and experienced engineers, economists, transport planners and statisticians, all contributing to the work methods and production, seems to bear fruit. But what are the fruits?

## 2 Documents

Year 2008 saw a completion and consolidation of the work processes of the economic evaluation unit. The unchanged goal is to provide sound and timely opinions on how to evaluate the economic impact of Agency recommendations and then to actually carry out the impact assessment. This has required the support and contributions of the concerned stakeholders for the better understanding of all readers.

The editorial quality of all key documents – applied methodologies, questionnaires, reports – has therefore been improved, to open these to a wider audience while remaining accurate.

The introduction of confidentiality management has helped the Agency secure valuable economic data that are not generally shared by stakeholders, but remain indispensable for quantitative economic evaluation.

Not all topics could however become the object of an impact assessment, and the “width” and “depth” of assessments varies across recommendations. While the economic evaluation unit has to cope with its own limited resources, and applies the proportionality principle to its own works, it has become clear that the selection process – “what shall we look at” – needs further clarification. This has already taken place in some areas, such as the change request process for ERTMS (ETCS).

## 3 Tools

The remaining “poorly readable” part of evaluations is the modeling (or calculation) part itself. The DREAM project, integrating both a database for economic evaluation purposes and a model generator, was indeed prototyped in 2008. The analysis carried out with IT specialists has shown that it is indeed possible to break down nearly

any impact assessment into a succession of pre-defined steps. This paves the way for the implementation of DREAM in 2009, as previously announced.

## 4 Methodology

The Economic Evaluation unit has contributed to closing a gap and building a bridge. The gap is the “specific cases” in TSIs, which are national exceptions to TSI rules. Such specific cases have a legal basis, which is established by the Interoperability Directive, and aim at avoiding excessive costs while making the TSI less effective.

A methodology has therefore been established to properly document specific cases, of course addressing their economic effects, but also clarifying their legal and technical basis: definition, scope, notified rules and conformity assessment.

Also, the assessment of safety-related measures presented an opportunity to bridge risk analysis with economic impact analysis. While the results (concerning for instance derailment detection devices) are still a matter of debate, discussing engineering, operational safety and business in one focused study is a difficult but indispensable exercise. This is all the more true in a context where responsibilities are split between independent actors

## 5 Outlook

Fundamental issues, such as scope extension, or the intimate link between safety and economics, will further be discussed internally and externally. An opportunity to widen the debate will be provided by the “Safety-Economy” conference organized by the Economic Evaluation unit in April 2009. Otherwise, 2009 will mostly see the formalization of our work processes and the rise of DREAM as a key tool for economic analysis.



## Part B – Support Services

### Internal control

During 2008 the Agency continued the development of its internal control system.

In line with the Agency's plan, the 16 Internal Control Standards were adopted by the Administrative Board in October 2008. These standards were inspired by those used by the European Commission and aim at providing the Agency with an enhanced internal control framework. The effective application of the Internal Control Standards will have a twofold advantage. Firstly it will increase the assurance on the global management of the Agency and secondly it will allow ERA to assess the performances of its activities, so creating the conditions for a continuous improvement of the management of the Agency.

In the course of 2008 the Agency also continued to work towards the full implementation of the remaining corrective measures following the follow-up audit carried out in the first months of 2008 by the Internal Audit Service of the European Commission. In this regard, during the second half of 2009 the Internal Audit Service will be providing the Agency with an opinion on the adequateness of these remedial actions.

Finally, the Agency continued the development of its risk management framework which is considered as a key component of the internal control system. For this aim, an assessment of the first risk management exercise was carried out at the end of 2008 in order to improve and consolidate the risk management framework at ERA.

### Human Resources

In the course of 2008, ERA recruited 15 Temporary Agents and three Contract Agents, while five Temporary Agents and one Contract Agent left the Agency. By the end of the year, the total number of staff was 110 (106 Temporary Agents and four Contract Agents).

The planned total of 116 Temporary Agents was not reached due to the fact that eight new Temporary Agents selected in 2008 would only start their employment contracts in 2009 and that in the case of two selection procedures there were no candidates suitable for a short-list.

The second Multi-annual Staff Policy Plan 2009-2011 was adopted by the Administrative Board on 14 May 2008.

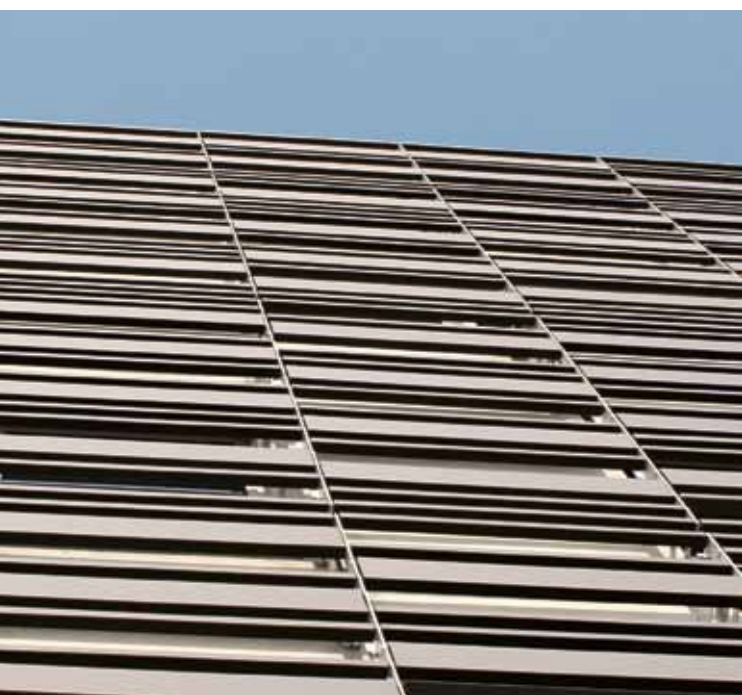
In 2008 the Agency adopted a set of implementing rules both by "adaptation" (classification in grade and step on engagement of Temporary Agents, staff performance appraisal, staff reclassification, appraisal of the Executive Director, Temporary Agents) and by "analogy" (early retirement without reduction of pension rights, part-time work, job sharing, unpaid leave and secondment of national experts and reimbursement of medical expenses).

In addition, the Agency adopted decisions on policies concerning attestation of the required level of the 3<sup>rd</sup> EU language for first reclassification and renewal of Temporary Agent contracts at ERA.

The first appraisal exercise covering the 2007 evaluation period was successfully completed in 2008. Further training aimed at promoting best practice in objective-setting and feedback techniques was organized for reporting officers at the end of 2008 to help ensure continual improvement in the use of this management tool.

Following the end of the appraisal cycle the reclassification procedure was successfully completed. Twenty-four meritorious candidates who had fulfilled all the required criteria were reclassified in the course of 2008.

The Commission HR information management systems currently in place will soon be discontinued and ERA has chosen "e-HR", a modular system developed by EASA in conjunction with Microsoft, to replace them. The sectors involved (ICT, Finance and HR) have spent the second half of 2008 testing the system and entering staff members' personal data with a view to gradually implementing the different modules from the end of 2008.



The 2008 training activities reflected the training needs identified both through individual training maps and the previous year's training plan. The most significant initiatives carried out were within the following areas:

General training:

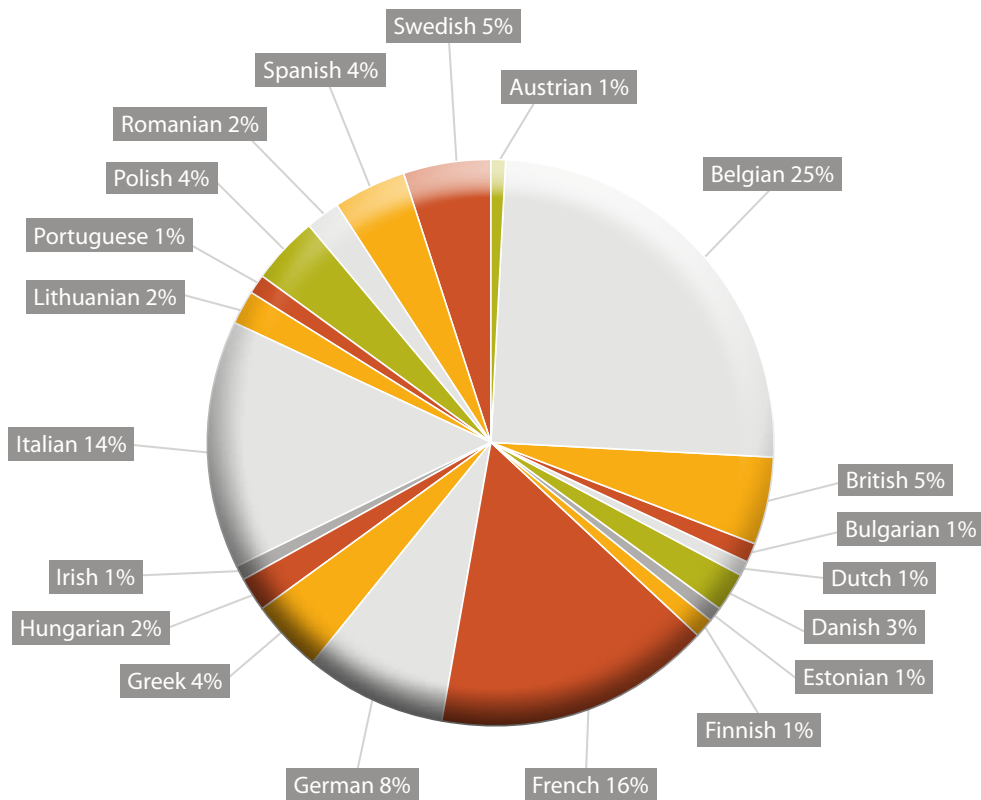
- Communication skills
- Leadership & Management skills
- Internal procedures

- Personal development
- Budget & financial procedures
- First Aid Training

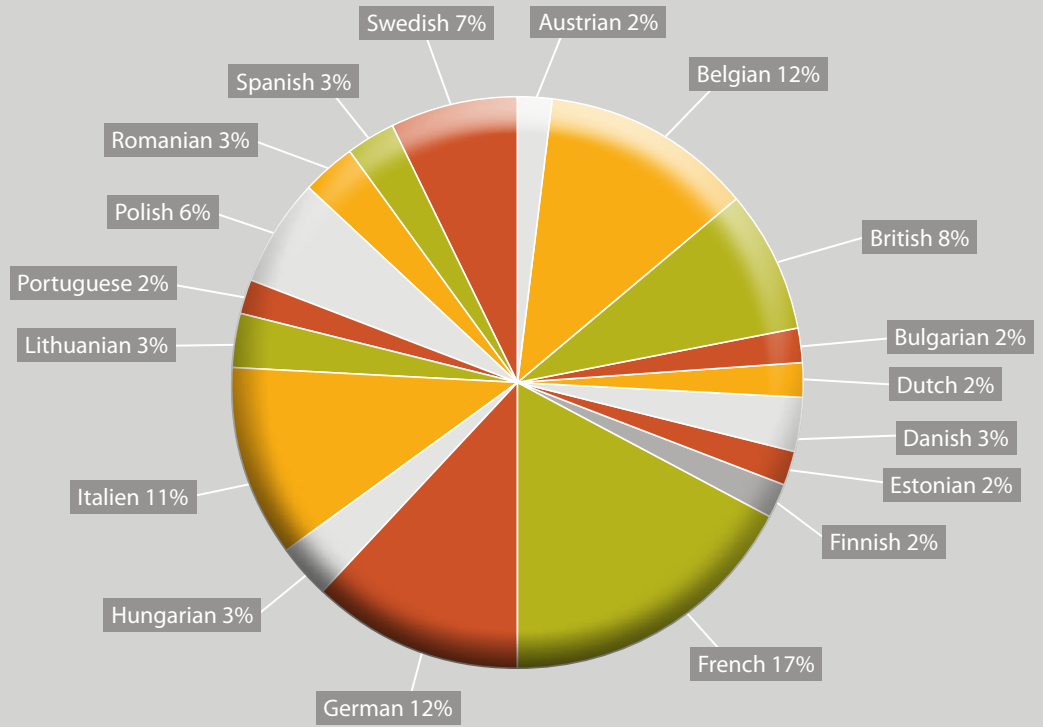
Language training included French, German, Dutch, Italian, Spanish and English. Training courses were mainly organised and delivered using the Service Level Agreements with the European Administrative School (EAS) and the European Commission in Brussels and Luxembourg or in-house using ERA premises. However, some Agency staff have also undertaken specific training activities in the railway field.

Split of nationalities within ERA

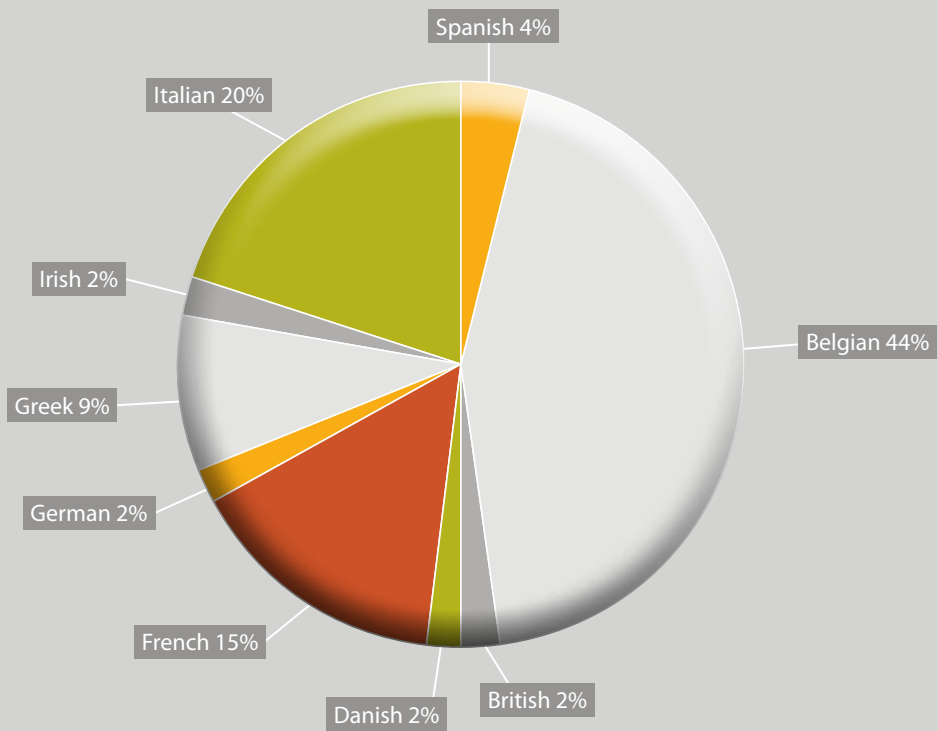
ERA Nationalities: All staff



ERA Nationalities: Operational staff



ERA Nationalities: Administration staff



# Finance, Accounting and Procurement

Following the adoption of Commission Regulation n°652/2008 - amending Regulation n°2343/2002 on the Framework Financial Regulation of the Bodies referred to in Article 185 - of 9 July 2008, the Agency submitted a proposal to amend its financial regulation to the Administrative Board which was adopted on 28 October 2008. The Administrative Board also adopted new rules on the reimbursement of expenses incurred by experts invited to attend meetings, in line with the decision taken by the European Commission on 5 December 2007.

The central procurement function was strengthened and eight open calls for tenders, three direct contracts and four negotiated procedures were launched. On 28 November 2008 the Agency signed a Service Level Agreement with the Commission for the implementation of the financial software package ABAC. The provisional calendar foresees its phasing in from May 2009. Due to improved financial planning and monitoring of the budget implementation the overall level of execution reached 95% for the commitments, and over 76 % for the payments.

The main provisional figures concerning the implementation of the 2008 budget and the balance sheet at the end of the year can be found in Annex 4.

# Infrastructure services

In 2008 the Microsoft Office Performance Point Server (MOPPS) technical infrastructure was set-up and analysis of the customization of needs was started. The SI2 system was successfully migrated into local systems. The infrastructure platform hosting the HR system was set-up and the co-ordination with the contracted consulting services assured. Preparatory activities to migrate toward the ABAC financial software system were carried out.

The ITIL library was updated as and when required. The project management office provided supporting services to the railway business

units for the implementation of ongoing projects (Public Database of Safety Documents, ERTMS Change Request Management Tool, pilot phase of the European Central Vehicle Register system, Interoperability documents public database (IDB) and the Database for Rail Economic Analysis Monitoring – DREAM).

During 2008 priority was given to the implementation of the content management system (CMS) on internet and extranet. In the course of 2009 the Agency will make use of the CMS on intranet.

Knowledge management facilitation tools are currently under investigation in order to identify the most suitable cost/benefit solution. On-line training services on office automation tools in use at the Agency are available to all staff through internet access to the website of the software provider. In the Facility Management domain additional space was acquired and equipped in order to accommodate new staff joining the Agency. The meeting facilities in Lille were improved and two additional meeting rooms made available.

Significant efforts were also made liaising with the local authorities in order to complete the preparatory works for the removal into the new ERA headquarters planned to be executed in Spring 2009.

# Staff Committee

## Activities of the Staff committee

The staff committee represents the staff in accordance to the article 9 §3 of the staff regulations:

- to represent the interests of the staff vis-à-vis the Agency,
- to maintain continuous contact between the Director/Administration and the staff
- and - in this manner - contribute to the smooth running of the service by providing a channel for the expression of opinion by the staff.

Key elements of its work are the interests of the staff regarding the staff policy of the Agency including promotion scheme and training facilities, missions and working conditions. Furthermore the staff committee represent the Agency's staff in meetings organised by the Assembly of Agency Staff Committee (AASC) to exchange and enlarge experiences. Regarding the two annual meetings of AASC, the staff committee of the Agency plans in future to host one of these meetings.

## Part C – List of Annexes

# Annex 1: Composition of the Administrative Board (April 2009)

### 1 Member states

Member State	Member of the Administrative Board	Alternate
Austria	Mr Wolfgang Catharin	Mr Klaus Gstettenbauer
Belgium	Ms Carole Coune	Mr Joannes Peeters
Bulgaria	Mr Simeon Ananiev	Mr Joro Dimitrov
Cyprus	Mr Patroclus Kithreotis	Mrs Eleni Pipi-Hadjikosta
Czech Republic	Mr Jaroslav Sousěk	Mr Jindrich Kusnir
Denmark	Mr Jesper Rasmussen	Mr Knud Elm-Larsen
Estonia	Mr Raigo Uukkivi	Mr Indrek Laineveer
Finland	Mr Kari Alppivuori	Mr Hannu Pennanen
France	Mr Patrick Vieu	Mr Denis Huneau
Germany	Mr Michael Harting (Chairman)	Mr Klaus Beer
Greece	Mr Triantafyllos Papatriantafyllou	Mr Miltiadis Provatas
Hungary	Mr Vincze Arpad	n.a.
Ireland	Mr John Welsby	Ms Mary Molloy
Italy	Mr Enrico Finocchi	Mr Pier Luigi Navone
Latvia	Mr Janis Eiduks	Mr Andris Dunskis
Lithuania	Mr Robertas Serenas	Mr Andrius Paskocinas
Luxemburg	Mr Jeannot Poeker	Mrs Anouk Ensich
Malta	Mr Ivan-Carl Saliba	Mr Peter Paul Bonnici
Netherlands	Mr Hinne Groot	Mr Edwin Griffioen
Poland	Mr Krzysztof Banaszek	Mr Piotr Cukierski
Portugal	Mr António Crisóstomo Teixeira	Mr José Aranha Antunes
Romania	Mr Dinu Dragan	Mr Cristinel Florea
Slovakia	Mr Vladimír Jozef Dlhopolcek	Mr Miroslav Dorcak
Slovenia	Mr Borut Prhac	Ms Breda Kriznar
Spain	Mr Eduardo Molina Soto	Mr Manuel Niño González
Sweden	Mr Ulf Lundin	Mr Ove Andersson
United Kingdom	Mr Chris Carr	Ms Pamela Thomson

## 2 European Economic Area states

Iceland	Mr Sigurbergur Bjornsson
Norway	Mr Erik Ø. Johnsen

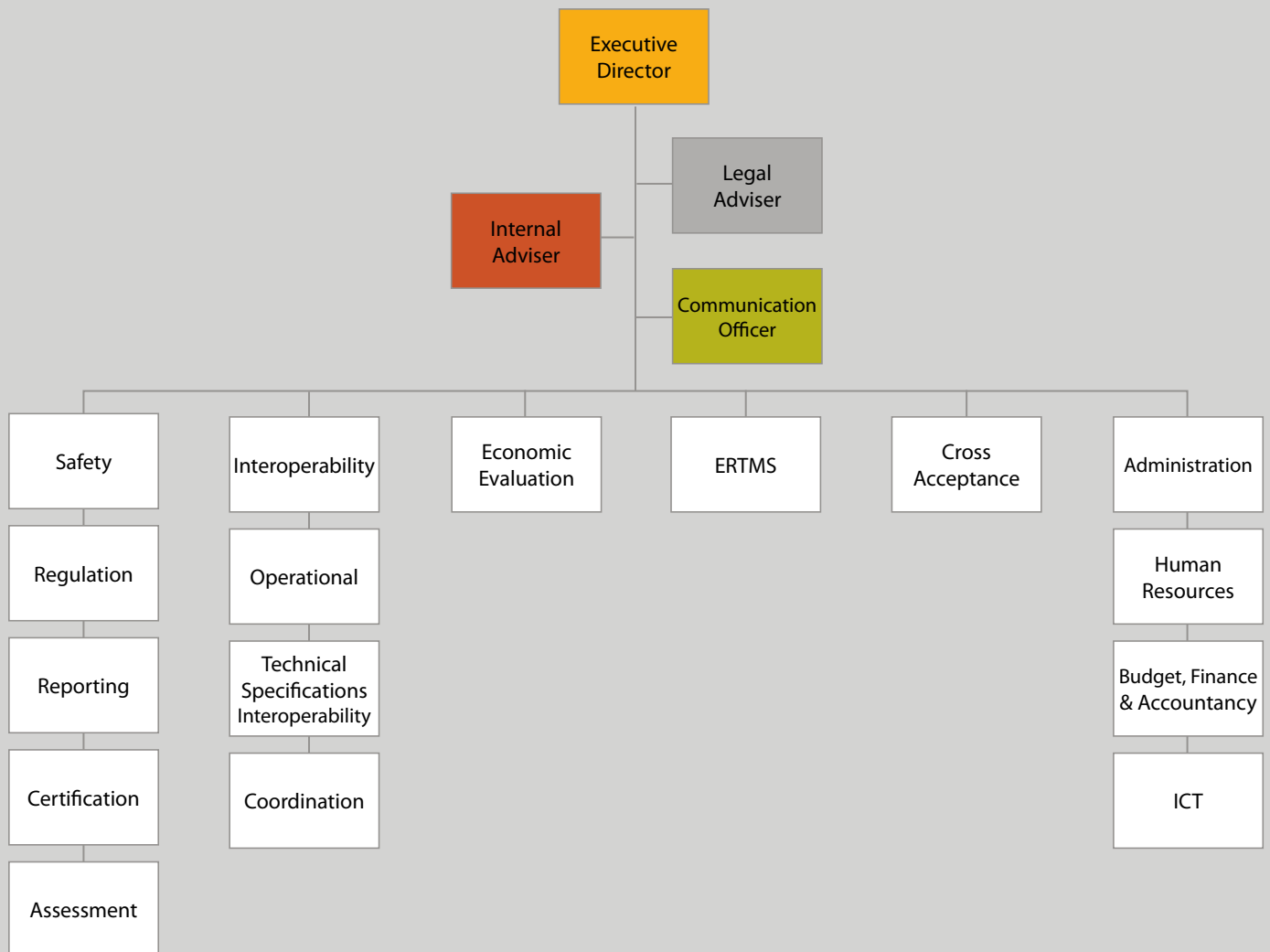
## 3 European Commission

a) Members	b) Alternates
<b>Mr Zoltán Kazatsay</b> Deputy Director-General in charge of the coordination of transport policy Directorate-General for Energy and Transport	<b>Mr Augusto Bonucci</b> Director of the Directorate "Resources" Directorate-General for Energy and Transport
<b>Mr Enrico Grillo Pasquarelli</b> Director responsible for "Inland transport" Directorate-General for Energy and Transport	<b>Mr Heiko Kunst</b> Administrator Rail transport and interoperability unit Directorate-General for Energy and Transport
<b>Mr Jonathan Scheele</b> Director of the Directorate "TransEuropean networks" Directorate-General for Energy and Transport	<b>Mr Maurizio Castelletti</b> Head of Unit "Rail transport and interoperability" Directorate-General for Energy and Transport
<b>Mr Pedro Ortún</b> Director of the Directorate "New Approach Industries, Tourism and Corporate Social Responsibility" Directorate-General for Enterprise and Industry	<b>Ms Maria Spiliopoulou-Kaparia</b> Deputy Head of Unit "Mechanical, Electrical and Telecom Equipment" Directorate-General for Enterprise and Industry

## 4 Sector Representatives

<b>Railway undertakings:</b>	Mr Hartmut Mehdorn, Member of the Executive Committee of CER (Community of European Railways and Infrastructure Companies), Chairman of the Board of Directors of Deutsche Bahn AG
<b>Infrastructure managers:</b>	Mr Berend Klerk, Vice-President of EIM (European Rail Infrastructure Managers), Chairman of PRORAIL.
<b>Railway industry:</b>	To be appointed
<b>Trades unions:</b>	To be appointed
<b>Passengers:</b>	Mr Christopher Irwin, member of EPF (European Passengers' Federation) Bureau, member of the English council of Public Transport Users' Fora, and Policy Adviser to Passenger Focus (formerly the Rail Passengers' Council, GB)
<b>Rail freight customers:</b>	Mr János Berényi, Vice-President of UIRR (International Union of Combined Rail-Road Transport Companies), President of Hungarocombi (Deputy Chairman)

# Annex 2: ERA Organisational Chart



# Annex 3: Declaration of Assurance by the Authorizing officer

I, undersigned, Marcel VERSLYPE, Executive Director of the European Railway Agency in my capacity as authorising officer;

Declare that the information contained in this Annual Activity Report 2008 gives a true and fair view<sup>1</sup>

State that I have reasonable assurance that the resources assigned to the activities described in this report have been used for their intended purpose and in accordance with the principles of sound financial management, and that the control procedures put in place give the necessary guarantees concerning the legality and regularity of the underlying transactions;

This reasonable assurance is based on my own judgement and on the information at my disposal;

Confirm that I am not aware of anything not reported here which could harm the interests of the Institution.

Valenciennes,  
Marcel Verslype

<sup>1</sup>True and fair in this context means reliable, complete and correct view on the state of affairs in the Institution.



# Annex 4: Financial reports 2008

Table 1: Budget execution

2008	Appropriations	Commitments	% / App	Payments	% / Com	Carry-over	% / Com
Title I	11 100 000	10 619 467	95.7	10 427 984	98.2	191 513	1.8
Title II	2 187 000	2 172 653	99.3	1 073 325	49.4	1 099 328	50.6
Title III	4 713 000	4 462 037	94.7	1 648 849	36.9	2 813 188	63.1
<b>Total annual subsidy</b>	<b>18 000 000</b>	<b>17 254 187</b>	<b>95.8</b>	<b>13 150 158</b>	<b>76.2</b>	<b>4 104 029</b>	<b>23.8</b>

(values in €)

Table 2a: Negotiated Procedures

Contracts ≤ 25 000 €, Contracts ≥ 60 000 €

- Count: 6
- Total Amount: 262 352.41 €

Number	Contractor(s) (Name, Address)	Type of contract	Description	Amount (€)	Legal base
ERA/2008/ADM/DC/01	<b>NORD FRANCE CONSTRUCTION</b> Rue S.Vollant FR 80027 LAMBERSART Cedex	Works	faux plancher technique dans les salles de réunion au rez-de-chaussée du bâtiment en construction	45 430.06	FR (IR) Art.119
ERA/2008/ADM/DC/02	<b>CEGELEC Nord &amp; Est</b> 1 bis rue du Molinel – BP 169 FR 59444 WASQUEHAL Cedex	Works	travaux d'installation de la distribution des courants forts et la distribution des courants faibles dans un faux plancher technique	29 932.35	FR (IR) Art.119
ERA/2008/ADM/FWC 08 - 09 (cascade)	<b>08. CEGELEC Centre de travaux de Valenciennes</b> 374 r Jean Jaures ZAE Blanc Misseron FR 59920 QUIEVRENCHAIN 09. SEGI-SHEGI 342 rue H. Durre FR 59590 RAISMES	Works	electrical works at the Agency	59 990.00	FR (IR) Art.119
ERA/2008/ADM/NP/02	<b>LIBRAIRIE DAWSON</b> 3 r Galvani FR 91745 MASSY Cedex	Supplies	supply of books, brochures, standards, leaflets and other printed articles	60 000.00	FR (IR) Art.119
ERA/2008/ERTMS/S-02	<b>Dr. Graband &amp; Partner GmbH</b> Heinrich-Büssing Ring 25 DE 38102 BRAUNSCHWEIG	Services	a review study of the draft version of the ETCS SRS 3.0.0,	57 000.00	FR (IR) Art.119

\* FR (IR): Financial regulation (Implementing Rules)



**Table 2b: Summary of Procedures**

(Excluding real estate contracts and contracts ≤ 25 000 €)

Type of contract	Count	Amount (€)
Supply	1	60 000.00
Services	10	2 931 878.00
Works	3	135 352.41
<b>Total</b>	<b>12</b>	<b>3 127 230.41</b>

Procedures	Count	Amount (€)
Open	8	2 724 878.00
Restricted	0	0
Negotiated	6	402 362.41
Negotiated Competing	0	0
Other	0	0
<b>Total</b>	<b>14</b>	<b>3 127 230.41</b>

**Table 3: Real Estate Contracts**

- Count: 0
- Total Amount: 0.00 €

Number	Contractor(s) (Name, Address)	Type of contract	Description	Amount (€)	Legal base
N/A	N/A	N/A	N/A	N/A	N/A

Table 4: Economic Outturn Account

Economic outturn account	31/12/2008	31/12/2007
Revenues from administrative operations	8 047.55	8 696.00
<b>Subsidy received</b>	<b>16 760 542.41</b>	<b>12 565 403.62</b>
Title 1&2	12 262 494.00	11 932 720.00
Title 3	4 713 000.00	5 091 786.00
To be reimbursed (Budget outturn)	-214 951.59	-4 459 102.38
<b>Total operating revenue</b>	<b>16 768 589.96</b>	<b>12 574 099.62</b>
Administrative expenses	-12 690 150.28	-10 417 824.07
Staff expenses	-10 550 881.87	-8 896 470.05
Fixed assets related expenses	-187 800.35	-268 778.53
Other administrative expenses	-1 951 468.36	-1 252 575.49
Operational expenses	-2 926 230.66	-2 734 426.33
Other operational expenses	-2 926 230.66	-2 734 426.33
<b>Total operating expense</b>	<b>-15 616 380.94</b>	<b>-13 152 250.40</b>
<b>Surplus (deficit) from operating activities</b>	<b>1 152 209.02</b>	<b>-578 150.78</b>
Financial revenues	2 221.64	475.26
Financial expenses	-17 416.24	-10 757.36
Movement in pensions (-expense; + revenue)		
<b>Surplus (deficit) from non-operating activities</b>	<b>-15 194.60</b>	<b>-10 282.10</b>
<b>Surplus (deficit) from ordinary activities</b>	<b>1 137 014.42</b>	<b>-588 432.88</b>
Extraordinary gains (+)		
Extraordinary losses (-)		167 851.27
<b>Surplus (deficit) from extraordinary items</b>		
<b>Economic result of the year</b>	<b>1 137 014.42</b>	<b>-420 581.61</b>

Table 5: Balance sheet

Balance sheet - assets	31/12/2008	31/12/2007
<b>A. Non current assets</b>		
Intangible fixed assets	198 067.47	450 212.82
Tangible fixed assets	493 174.55	372 662.97
Land and buildings	0.00	0.00
Plant and equipment	163 391.38	59 387.48
Computer hardware	299 914.06	296 345.18
Furniture and vehicles	29 869.01	16 930.31
Other fixtures and fittings		
Leasing		
Tangible fixed assets under construction		
Long-term pre-financing	0.00	0.00
Long-term pre-financing		
LT pre-financing with EC entities		
Long-term receivables	0.00	0.00
Long-term receivables		
Long-term receivables with EC entities		
<b>Total non-current assets</b>	<b>691 241.92</b>	<b>822 875.79</b>
<b>B. Current assets</b>		
Stocks	0.00	0.00
Short-term pre-financing	0.00	0.00
Short-term pre-financing	0.00	0.00
Short-term pre-financing with consolidated EC entities		
Short-term receivables	316 712.40	186 090.66
Current receivables	271 115.01	154 875.24
Long-term receivables falling due within a year		
Sundry receivables	41.106,29	31 215,42
Other	2 394.17	0.00
<i>Accrued income</i>	2 394.17	0.00
<i>Deferred charges</i>		
<i>Deferrals and accruals with consolidated EC entities</i>		
<i>Short term receivables with consolidated EC entities</i>	2 096.93	
Cash and cash equivalents	4 058 521.63	7 408 281.22
<b>Total current assets</b>	<b>4 375 234.03</b>	<b>7 594 371.67</b>
<b>Total</b>	<b>5 066 475.95</b>	<b>8 417 247.67</b>

Balance sheet - liabilities	31/12/2008	31/12/2007
<b>A. Capital</b>	<b>3 487 857.62</b>	<b>2 350 843.50</b>
Accumulated surplus/deficit	2 350 843.50	2 771 425.11
Economic result of the year-profit+/loss-	1 137 014.12	-420 581.61
<b>C. Non current liabilities</b>	<b>0.00</b>	<b>0.00</b>
Employee benefits		
Provisions for risks and charges		
Other Long term liabilities		
Other Long term liabilities		
Other LT liabilities with consolidated EC entities		
<i>Prefinancing received from consolidated EC entities</i>		
<i>Other LT liabilities from consolidated EC entities</i>		
<b>Total non-current liabilities</b>	<b>0.00</b>	<b>0.00</b>
<b>D. Current liabilities</b>	<b>1 537 028.32</b>	<b>6 066 404.17</b>
Provisions for risks and charges		
Accounts payable	1 578 618.33	6 066 404.17
Current payables	14 569.79	167 381.14
Long term liabilities falling due within the year		
Sundry payables	8 067.70	-71 911.59
Other	1 169 978.54	947 065.22
<i>Accrued charges</i>	1 169 978.54	947 065.22
<i>Deferred income</i>		
<i>Deferrals and accruals with consolidated EC entities</i>		
<i>Accounts payable with consolidated EC entities</i>	386 002.30	5 023 869.50
<i>Prefinancing received from consolidated EC entities</i>	214 951.59	4 944 486.11
<i>Other accounts payable against consolidated EC entities</i>	171 050.71	79 383.39
<b>Total current liabilities</b>	<b>1 578 618.33</b>	<b>6 066 404.17</b>
<b>Total</b>	<b>5 066 475.95</b>	<b>8 417 247.67</b>

Table 6: Budget and revenue outturn

	2008	2007
<b>Revenue</b>		
Commission subsidy DG TREN	16 975 444.44	17 024 506.00
Other revenue	8 047.55	8 696.00
<b>Total revenue (a)</b>	<b>16 983 491.99</b>	<b>17 033 202.00</b>
<b>Expenditure</b>		
Personnel expenses – Budget Title I		
Payments	10 427 984.19	8 676 926.96
Automatic carry-overs	191 512.51	153 994.01
Administrative expenses – Budget Title II		
Payments	1 073 324.86	968 841.39
Automatic carry-overs	1 099 327.93	762 319.22
Operational expenses – Budget Title III		
Payments	1 648 848.87	920 219.73
Automatic carry-overs	2 813 189.21	1 778 750.00
<b>Total expenditure (b)</b>	<b>17 254 186.57</b>	<b>13 261 051.31</b>
<b>Outturn for the financial year (a-b)</b>	<b>-270 694.58</b>	<b>3 772 150.69</b>
Cancellation of unused carry-overs	+484 644.06	+686 951.69
Exchange differences for the year	1 002.08	0.00
Balance carried over from year N-1		
Positive balance from year N-1 reimbursed in year N to the Commission	-4 459 102.38	-485 383.73
<b>Balance of the outturn account for the financial year</b>	<b>214 951.59</b>	<b>4 459 102.38</b>





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