

Making the railway system  
work better for society.

# Network Framework

## *Economic Steering Group*

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### *Document History*

<i>Version</i>	<i>Date</i>	<i>Comments</i>
1.0	15/05/2017	Initial version.
2.0	05/04/2019	Template updated. Annex 1 removed (out-of-date annex related to SPD 2018) and sub-section 3.2 modified accordingly. Abbreviations added (IM, RU, ECM). Major version requiring MT adoption.
2.1	12/08/2019	Minor change following the approval of the new process map on 5/07/2019. No need for re-approval.

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## 1. Objectives

The Economic Survey Group (ESG) has acted as a dedicated forum for information exchange and consultation on the Agency's economic evaluation activities with external stakeholders.

Given the Agency's strategic focus on enhancing its contribution to the competitiveness of the European railway sector, as well as the maturity of the methodology for Agency's impact assessments, the successor of the current ESG (renamed as Economic Steering Group) should focus on the identification, estimation and evaluation of impacts generated from Agency's activities. Hereinafter the acronym ESG refers to the Economic Steering Group.

The specific objectives of ESG are:

1. To evaluate the outcomes of the Agency's work programme;
2. To assess the link between Agency outcomes and Sector impacts;

Objectives 1 and 2 will be supported by collecting evidence with the help of experts from the railway sector and authorities. They are intended to facilitate the specification of costs/value effective portfolio of Agency's activities.

3. To ensure continuous improvement of Agency Impact Assessments and other economic analyses in terms of clarity, conciseness and coherence.

For Objective 3, ESG could support ERA in ensuring a harmonised approach for communicating its impact assessment findings and other economic analyses in the most clear, concise and coherent way.

## 2. Structure

A structure with two layers is envisaged:

### › Level 1 - Steering Group

This ensures the stable part of ESG, which will steer the work and results of the topic-based Task Forces.

### › Level 2 - Topic-based Task Forces

The topic-based Task Forces collect evidence on the outcomes of the various objectives (topics) from the Agency's work programme as well as indications regarding the link between the outcomes and the final sector impacts. The list of Task Forces changes on a regular basis in order to cover the priority topics.

## 3. Members

### 3.1. Steering Group

The Steering Group is composed of experts from the Commission, Sector Organizations and National Safety Authorities (as well as other national authorities). Third party participants may be occasionally included, depending on the required expertise. The profile of the participants should be as follows:

- › Knowledge of EU railway policy and legislation;
- › Substantial experience involving railway / transport economic aspects;
- › In-depth knowledge of and experience in railway system matters, in particular concerning railway interoperability and/or safety.

The participants would not necessarily be specialists in particular technical domains, but would preferably have a profile as generalists. Importance will be given to ensure a balanced representation in ESG.

Appointment procedure:

1. The Agency contacts the EC, Representative Bodies, NSAs and other relevant parties to nominate and/or replace members to the Steering Group, including their contact details.
2. The Agency provides access to the dedicated Extranet space for ESG and informs about other administrative details.

### 3.2. Topic-based Task Forces

The membership of the topic-based Task Forces varies according to the specific issues being considered and required expertise. The profiles of the members of the Task Forces will allow, among others, to collect evidence for the evaluation of benefits and costs for the respective topics. This does not exclude that the respective members liaise with other experts in their organisations, as appropriate, for delivering their input to the Task Forces. Overall, the experts may come from the concerned stakeholders according to the topic of the task force, including RUs, IMs, ECMs, manufacturers, wagon keepers, NSAs, notified bodies, accreditation bodies etc.

The appointment procedure:

1. The Agency issues a call for experts with profiles related to each (strategic) topic selected by the Steering Group.
2. The call for experts is distributed among the Steering Group members who are asked to disseminate the call text to experts with the requested profile(s) and then to feedback the Agency with the results of the query.
3. The Agency can in parallel, based on specific needs, contact other experts from e.g. academia and industry.
4. The Agency establishes and maintains a list of the members of each Task Force for the period in which the Task Force is active and informs members of the closure of the Task Force.

The possibility for inclusion of additional experts remains open for the duration of each Task Force.

## 4. Tasks

### 4.1. Steering Group

- › in relation to the Task Forces:
  - › propose and prioritize topics, which drive the need to set up Task Forces;
  - › prepare guidelines on the applied methodology for various Task Force topics, in full respect of the EC guidelines, while considering the specificities of the individual topics;
  - › propose to mainstream applied methodologies when they are relevant for other Task Forces;
  - › propose the Agency to mainstream the applied methodologies in the work of the Working Parties, where applicable and relevant;
  - › review and discuss Task Forces' outputs.
- › in relation to the Agency: provide feedback on the clarity of Agency's economic evaluation outputs, Agency's reports and other deliverables.
- › ensure that there is no overlap between the Working Party activities and the Task Force activities for specific topics. Focus is placed on topics which are not directly covered at Working Party level.

### 4.2. Topic-based Task Forces

- › Identify and evaluate possible benefits and costs concerning the topics mandated from the Steering Group.
- › Examine the linkages between Agency outcomes and final sector impacts.

- › Deliver a Task Force report, upon Agency's request.

## 5. Work procedure

The Agency proposes and keeps up-to-date a rolling agenda for ESG based on the topics from the Agency's multi-annual work programme following inputs from ESG. The rolling agenda is adopted by the Steering Group.

Based on that, the Agency prepares and chairs the ESG meetings and manages the dedicated Extranet space. All documents considered by the Steering Group and/or Task Forces will be available to the participants via a dedicated area on the Agency's Extranet.

It provides materials 2 weeks in advance of meetings (except for agenda / invitation which would be available 4 weeks in advance) and provides minutes of the meetings 2 weeks after the meeting, at the latest.

## 6. Meetings

The Steering Group meets twice a year.

Each Task Force is likely to meet several times per year (depending on the topic assigned by the Steering Group).

The number of Task Forces running at any given moment will be limited taking into account resource constraints for both the external participants and the Agency.

No reimbursement of expenditure incurred by participants to ESG meetings is made (this is the case for both Steering Group and Task Forces).

For all ESG meetings English is used and no translation is provided.

## 7. Deliverables, validation and dissemination

The Steering Group deliverables are:

- › Synthesis documents (based on task force analyses) and reports on cross-cutting strategic topics;
- › Improved economic evaluation presentations.

The topic-based Task Forces deliverables are:

- › Reports on the possible benefits and costs and / or the outcome-impact links concerning the topics mandated by the Steering Group.

A three-step process for **validation** of deliverables is foreseen:

- › Quality control within each Task Force;
- › Review by Steering Group;
- › Final review by the Agency's EcoEv team and CME HoU.

The deliverables will as a general rule be **published** on the Extranet and possibly on the Agency's public website (proper consideration of any confidential data as well as data protection will be ensured).

Deliverables may be **disseminated** using other means in accordance with the Agency's Communication strategy.

## 8. Definitions and Abbreviations

<b>4RP:</b>	Fourth Railway Package
<b>Agency:</b>	European Union Agency for Railways
<b>AR:</b>	Agency Regulation
<b>ECM:</b>	Entity in charge of Maintenance
<b>ESG:</b>	Economic Steering Group from April 2017 (previously Economic Survey Group)
<b>IM:</b>	Infrastructure Manager
<b>IOP:</b>	Interoperability Directive
<b>MB:</b>	Management Board
<b>MT:</b>	Management Team
<b>NSA:</b>	National Safety Authorities
<b>NIB:</b>	National Investigation Bodies
<b>NRB:</b>	Network of Representative Bodies
<b>PO:</b>	Project Officer
<b>RSD:</b>	Railway Safety Directive
<b>RISC:</b>	Railway Interoperability and Safety Committee
<b>RU:</b>	Railway Undertaking