



**Risk Management Framework
For the
Inland Transport of Dangerous Goods**

Expert Users and Development Group

Terms of Reference

(Adopted at the 2nd EUDG meeting – July 2018)

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1. Definitions and abbreviations

EUDG:

Expert Users and Development Group, as described in Section 6 of the Inland TDG Risk Management Framework.

Inland TDG RMF (referred to as **RMF** hereinafter)

Inland Transport of Dangerous Goods Risk Management Framework, consisting of a framework guide, a guide for risk estimation, a guide for decision making and a framework glossary.

ToR:

Terms of Reference.

2. Scope of this document

This document defines the terms governing:

- the EUDG's foreseen activities
- the EUDG's setup
- actions related to the EUDG meetings
- management of contributions from EUDG members and other users of the RMF

and the roles of the :

- European Union Agency for Railways (ERA),
- appointing entity of EUDG members
- EUDG members¹

¹ The list of EUDG members will be accessible at www.ec.europa.eu/transport/themes/inland-tdg

3. Foreseen activities of the EUDG

The table below contains a list of relevant EUDG² member activities.

For actions where the Agency has responsibility, these activities have been integrated in the ERA Single Programming Document.

Activities to be performed by the EUDG and ERA fall under the following categories:

1. dissemination of information on the Inland TDG RMF
2. development of examples and implementation of the RMF to real cases
3. publication of reference and training material (including simple use cases)
4. monitoring and analysis of user feedback on the implementation of the RMF
5. practical support to the users of the inland-tdg website
6. specification of web applications to assist users implementing the RMF
7. identification of future framework development needs
8. preparation of future versions of the RMF

Note 1: Actions in category 3 are not reported in the table below because they do not involve EUDG members.

Note 2: Actions in category 8 are not reported in the table below because no activity is foreseen before end of year 2020.

Activity Category	Tasks	Who
Other - Coordination	Hosting EUDG meetings	Interested EUDG members' with ERA coordination
1	Preparing information ³ for the Joint Meeting for the potential revision of provisions relating to the collection of TDG occurrences.	ERA + EUDG

² The list of actions of the EUDG will be accessible at www.ec.europa.eu/transport/themes/inland-tdg

³ The channel for submitting information remains the responsibility of individual members and of the ERA. However, it does not prevent EUDG members, including the ERA, from

Activity Category	Tasks	Who
	Disseminating the risk management framework.	ERA + interested EUDG members'
2	Developing use case examples.	Any interested user of the framework
	Reviewing and formatting of examples as public material.	ERA + interested EUDG members'
4	Regularly analysing user feedback.	ERA + EUDG
5	Developing relevant reference values for the parameters of the harmonised risk estimation model, with consideration of national or regional settings.	Any interested user of the framework
	Continuing the development of pre-calculated tables for DG reference scenarios, as reference material for users.	Any interested user of the framework
	Supporting users with simple tools. Priority given to developing (missing) harmonised templates to support the use of the guides, in response to the needs reported by users of the framework.	Any interested user of the framework
	Reviewing and formatting inputs from public users to use as public reference material.	ERA + interested EUDG members'
6	Initiating the specification of a public risk estimation engine.	ERA + interested EUDG members'

deciding on the submission of proposals, alone or in common, in accordance with the precedural rules applicable to the Joint Meeting or other regulatory Committees.

Activity Category	Tasks	Who
7	Identifying the framework's development needs.	ERA + EUDG

4. Setup of the EUDG

The EUDG's setup is described in Section 6 of the Inland TDG RMF framework guide including its foreseen objectives and activities.

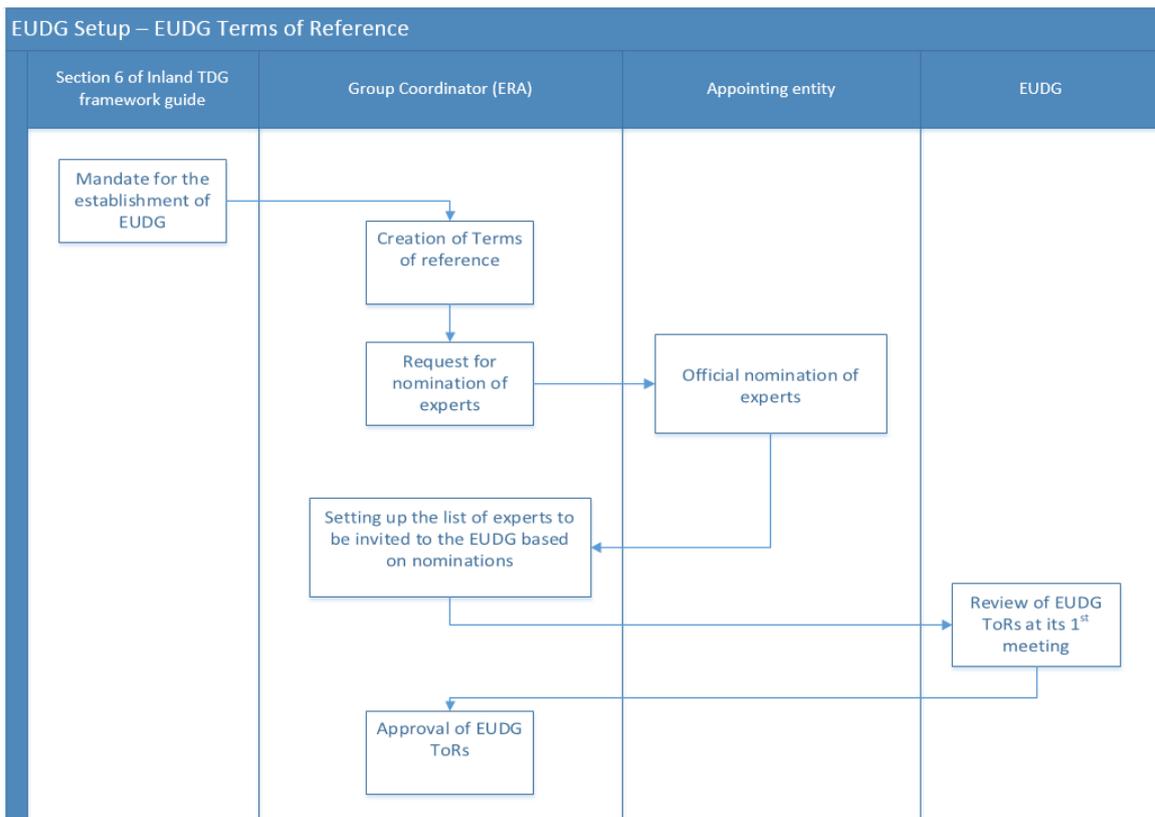


Figure 1: Flowchart of the EUDG setup

4.1. Role of the ERA

For the setup of the EUDG, the ERA performs the following actions:

- proposes provisional terms of reference to be discussed at the 1st meeting of the EUDG
- requests official nominations of EUDG members. (see INF. 26 of the Spring 2018 session of the Joint Meeting), including for the participants of the informal working groups which have contributed to the development of the first version of the RMF
- establishes the list of experts to be invited to the EUDG meetings based on the nominations sent by the appointing entities

- publishes the list of EUDG members to inform RMF users (when online, at www.ec.europa.eu/transport/themes/inland-tdg)
- maintains up-to-date the list of EUDG members
- proposes the adoption of the ToR of the EUDG, after the review by EUDG members, as soon as possible
- publishes the EUDG ToR (when online, at www.ec.europa.eu/transport/themes/inland-tdg)

4.2. Role of the appointing entity

For the EUDG's setup the appointing entity shall nominate its representative experts, if possible before 6 April 2018, or when necessary. Appointing entities may also decide on new nominations or revocation of their members.

With regards to the foreseen activities, the following set of competences and knowledge areas are deemed important for the members of the EUDG:

- occurrence reporting and transport statistics
- risk estimation models, including physical and physiological models
- decision-making processes, including risk acceptance criteria
- Information and Communication Technology developments

The experts should preferably be fluent in English and must indicate one or more of their area(s) of expertise.

An appointing entity may nominate several experts in order to cover the required expertise.

4.3. Role of EUDG members during the setup phase

EUDG members should review these provisional ToR at the 1st EUDG meeting scheduled for the 17-19 April 2018.

Participants may propose amendments to the ERA's proposed ToR to facilitate the organisation and operation of the meetings.

Having taken into account the results of this meeting, and the legal provisions applicable to the ERA, the ToR will be finalised and made available to EUDG members and to RMF users.

5. EUDG members' activities

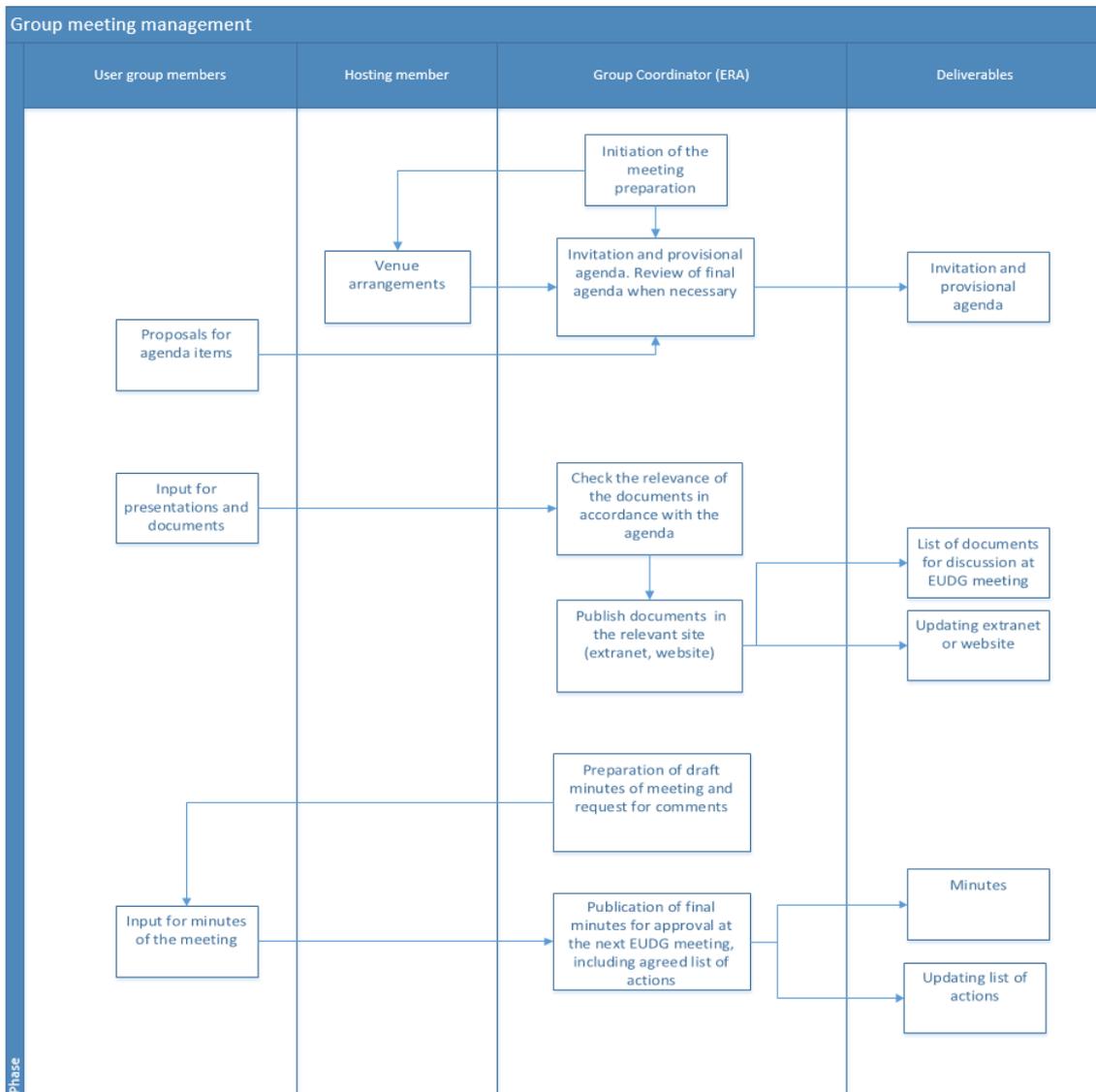


Figure 2: Flowchart of main EUDG activities

5.1. Organisation of EUDG meetings

Participation in EUDG meetings is voluntary. The ERA will not reimburse or cover the travel, accommodation and subsistence expenses of the appointed experts for their participation at EUDG meetings.

EUDG members' must confirm their participation not later than 2 weeks before the relevant EUDG meeting via e-mail at Inland-TDG@era.europa.eu.

All EUDG members' are expected to have access to the ERA's extranet TDG workspace, where the ERA publishes all relevant contributions, as well as invitations and agendas of the meetings. Invitations will be published at least one month before the meeting with a provisional agenda.

The agenda should be adopted at the beginning of each meeting.

The EUDG's working language is English.

Meeting locations will be decided by the hosting members. When hosted by the ERA, it will take place in Valenciennes or Lille.

Because of the nature of the EUDG's tasks, when necessary, participants may be divided into working sub-groups depending on the competences required and the agenda items. The sub-groups will be established according to the needs and required competence(s) for the relevant tasks.

Attendance of the EUDG must be limited to a manageable number of participants: set to a maximum of 45 participants in total for plenary EUDG meetings and 15 participants for sub-groups. Agendas will be arranged by the ERA and the hosting member, taking into account the practical arrangements of the hosting member (number/size of available meeting rooms).

The number of sub-group meetings running in parallel will be limited to a maximum of 3.

The ERA will convene the meetings and collect a register of the participants. When / if necessary, the ERA will select the composition of the meeting participants, on the basis of the following criteria:

- submission of written contributions
- balanced representation of transport modes
- balanced type of organisations and contributions
- the number of meetings already attended by a given participant/organisation

The Chair of the meetings is responsible for ensuring:

- the agreed agenda is followed
- that accurate conclusions and proposed follow-up are put to the plenary
- that diverging views are reported when required

The ERA will chair the EUDG plenary meetings and the hosting member will co-chair.

EUDG members will be invited to propose chairs for the sub-groups and the ERA will co-chair the sub-groups.

Chairs will make best efforts to reach consensus of the representatives present in plenary meetings and in subgroups. Decisions will be taken by the plenary meetings, with due consideration of the subgroups conclusions, on a consensus basis.

In case a consensus could not be reached, the ERA will propose a decision and, if necessary, will report diverging views in the minutes of the meeting.

5.1.1. Role of the ERA

Within the EUDG, the ERA will:

- act as a facilitator
- contribute to the correct implementation of EU legislation applicable to railways and
- support the development of the Single European Railway Area and of the RMF, in coordination with DG MOVE

In relation to the venue arrangements, invitation and agenda,

The ERA is in charge of:

- liaising with the hosting member to arrange the venue of the meeting
- initiating the meeting and preparing the provisional agenda
- collecting the proposals for agenda items sent by EUDG members
- preparing the invitation and final agenda
- registering the participants

In relation to the inputs of EUDG members (presentations and documents),

The ERA is in charge of:

- gathering contributions
- making the relevant contributions available to TDG extranet members (presentations, documents)
- when necessary, updating the TDG Extranet and the Inland TDG website

The ERA will publish contributions on the TDG extranet within 2 working days of receipt.

On the relevance of contributions, the ERA reserves the right to make comments or to request amendments to the content or the size of contributions in accordance with the agenda, the objective of the meeting and the general objectives of the RMF.

In relation to the minutes and the list of actions,

The ERA will be in charge of:

- recording and drafting the minutes of each meeting
- requesting EUDG participants to comment on the draft minutes
- publishing the final version for approval at the next EUDG meeting (on ERA Extranet)
- publishing the agreed list of actions with visibility to RMF public users (when online, at www.ec.europa.eu/transport/themes/inland-tdg)
- updating the EUDG Rolling-Plan, when necessary

5.1.2. Role of the hosting member

Members of the EUDG may volunteer to offer venues for the meetings.

When hosted by a member other than the ERA, the ERA will liaise with the hosting member to prepare the invitation and agenda.

The hosting member will arrange the practical organization of the meeting.

5.1.3. Role of the EUDG members

In relation to the agenda,

EUDG members are in charge of:

- proposing agenda items for the next meetings, Agenda items will be reviewed during the EUDG meeting for potential inclusion in the Rolling-plan

In relation to input (presentations and documents),

EUDG members' are in charge of:

- sending to the ERA relevant, new or agreed contributions

EUDG members' are expected to contribute any material useful for the achievement of the meeting objectives.

For practical reasons, contributors shall send their contribution to the ERA (by email to Inland-TDG@era.europa.eu) no later than two weeks before the relevant EUDG meeting.

In relation to the minutes and list of actions,

EUDG members are in charge of:

- Commenting on/or requesting amendments to the provisional minutes of meetings within two weeks of their publication

5.2. RMF user contributions

Any user of the RMF may contribute to the tasks of the EUDG even if he/she does not have the possibility to be a EUDG member or attend the meeting in person.

To facilitate potential contributions of RMF users, the EUDG Rolling-Plan is made publically available (when online, at www.ec.europa.eu/transport/themes/inland-tdg).

Interested organizations or persons wishing to contribute to the work of EUDG may do so by sending their contributions to the ERA (by email to Inland-TDG@era.europa.eu).

The ERA will then inform EUDG members of the contributions received and will invite them to define follow-up actions, when relevant.

A user making a proposal will receive feedback on the EUDG's position on his/her contribution.

6. Potential constraints relevant for EUDG activities

The following list of constraints have been identified:

- limited resources of EUDG members' of and/or the ERA to implement foreseen activities
- non-availability of the Inland TDG RMF website or TDG Extranet
- lack of contributions by EUDG members

- logistical constraints, for example limited availability of hosting locations or meeting rooms etc.
- overlapping events/activities for examples, limited availability of possible meeting dates, other events taking place at the same time which restrict or hinder the availability of Agency staff or experts
- Unforeseen circumstances limiting the presence of all attendees required (such as public transport strikes or unforeseen events)