

# ***Annual Activity Report 2014***

***Adopted version***

***24.03.2015***

## **European Railway Agency**

Tel. +33 (0)3 27 09 65 00 Fax +33 (0)3 27 33 40 65

[www.era.europa.eu](http://www.era.europa.eu)

### **Annual Activity Report 2014**

**© European Railway Agency, 2015**

Reproduction is authorised provided the source is acknowledged

## Table of Contents

<b>Executive Summary .....</b>	<b>7</b>
<b>Introduction .....</b>	<b>9</b>
1. European policy context .....	9
2. The Agency's foundation, vision, mission, values.....	9
3. The Agency's contribution to the 4 EU strategic priorities .....	10
<b>Part I - Key Achievements of 2014 per strategic priority .....</b>	<b>11</b>
1. Strategic priority 1. 'Harmonised Safety Regulatory Framework' .....	11
2. Strategic priority 2. 'Simplified Vehicle Authorisation' .....	11
3. Strategic priority 3. 'Single European Train Control System' .....	12
4. Strategic priority 4. 'Simplified access for customers' .....	13
<b>Activity 1. Developing a harmonised safety regulatory framework .....</b>	<b>15</b>
1.1 Developing a harmonised approach to risk management .....	15
1.2 Developing overall National Investigating Bodies principles .....	16
1.3 Developing overall principles for assessment and supervision.....	17
1.4 Developing the Entity in Charge of Maintenance (ECM) certification scheme .....	18
1.5 Safety critical workers .....	18
1.6 Defining methods for Common Safety Targets (CST) .....	19
1.7 Developing tools for enhanced monitoring of railway safety performance and of the safety regulatory framework .....	20
<b>Activity 2. Monitoring railway safety .....</b>	<b>21</b>
2.1 Assist EC in evaluation of transposition of Safety and Train Drivers Directives .....	21
2.2 Monitoring safety performance .....	22
2.3 Monitoring the safety regulatory framework.....	23
2.4 NIB assessment programme .....	23
2.5 Assessing Common Safety Targets (CST) .....	24
<b>Activity 3. Facilitating the improvement of the safety regulatory framework .....</b>	<b>25</b>
3.1 Promoting a Harmonised Safety Regulatory Framework .....	25
3.2 Promoting NSA cooperation and providing assistance (incl. training) .....	26
3.3 Promoting National Investigating Bodies cooperation and providing assistance (incl. training) .....	27
3.4 Coordinating the accreditation and recognition framework .....	28
3.5 Promoting transparency and reduction of National Safety Rules .....	29
3.6 Joint Network Secretariat and Quick Response Procedure.....	30
3.7 The freight focus group .....	30
3.8 International relations management for Dangerous Goods .....	31

3.9	Development and operation of ERADIS (ERA Database of Interoperability and Safety) .....	32
3.10	Development and operation of registers for SAF performance and accident data (ERAIL) .....	32
3.11	NOTIF-IT for NSR .....	33
3.12	Opinions and advice.....	34

#### **Activity 4. Developing a harmonised framework of technical specifications and their application for vehicle authorisation ..... 35**

4.1	Authorisation processes .....	35
4.2	Harmonised EU rules for vehicles.....	36
4.3	Harmonised EU rules for network.....	37
4.4	Harmonised EU rules for railway operation .....	38
4.5	Application of EU rules .....	38
4.6	Development of national rules and databases of national rules .....	39
4.7	Development of registers used for authorisation.....	40
4.8	Collaboration and coordination related to authorisation.....	41

#### **Activity 5. Monitoring the framework implementation and performance for vehicle authorisation 43**

5.1	Evaluation of Interoperability Directive transposition .....	43
5.2	NSA Cross Audit (ID implementation part).....	43
5.3	Monitoring of Member States authorities granting vehicle authorisations (case studies).....	44
5.4	Biennial "Railway report": interoperability part .....	44
5.5	Evaluation of railway projects and of requests for TSI derogations.....	45
5.6	Notified Bodies – Monitoring notifications and efficiency .....	45

#### **Activity 6. Facilitating the improved performance of the framework for vehicle authorisation ..46**

6.1	Assistance advice and problem solving on authorisation process including training and dissemination .....	46
6.2	Facilitating simultaneous authorisations (One Stop Shop and preparation for Fourth RP).....	46
6.3	Development and evolution to a common approach to National Technical Rules.....	47
6.4	Proposals for improving the framework .....	47
6.5	Technical opinions and advice .....	48
6.6	Support to the implementation of TSIs .....	48
6.7	Architecture and use of registers .....	49

#### **Activity 7. Developing ERTMS (as System Authority) ..... 51**

7.1	Change Control Management for ETCS and GSM-R.....	51
7.2	Development of the requirement for the evolution of the railway communication system .....	52

#### **Activity 8. Monitoring and Facilitating ERTMS implementation and performance ..... 53**

8.1	Sharing best practices in implementations and promotion of engineering guidelines .....	53
-----	---	----

8.2	Support to the evaluation of ERTMS projects in cooperation with the Commission and TEN-T EA .....	53
8.3	Promotion and facilitation of testing and certification for ERTMS .....	54
8.4	Facilitation of improved operations with ERTMS .....	55
<b>Activity 9. Developing, Monitoring and Facilitating improved system access .....</b>		<b>57</b>
9.1	Passenger Telematics applications system authority .....	57
9.2	Freight Telematics applications system authority .....	59
9.3	Developing specifications for improved physical system access.....	60
9.4	Development of Registers for improved system access .....	60
<b>Activity 10. Operational activities across several strategic priorities .....</b>		<b>62</b>
10.1	Economic Evaluation - methodology and tools .....	62
10.2	Economic Evaluation - early assessment (needs and outcomes) .....	62
10.3	Economic Evaluation - ex ante evaluations .....	63
10.4	Economic Evaluation - ex post evaluations .....	64
10.5	Stakeholder Management .....	64
10.6	Research & Studies Coordination.....	64
10.7	International relations management .....	65
<b>Activity 11. Corporate Services .....</b>		<b>67</b>
11.1	Communication .....	67
11.2	Legal affairs .....	68
11.3	Human Resources .....	69
11.4	Finance, accounting and procurement .....	70
11.5	Information Technology.....	71
11.6	Facilities.....	72
<b>Activity 12. Agency Management.....</b>		<b>74</b>
12.1	Strategy, business planning and reporting .....	74
12.2	Quality Management .....	74
12.3	Internal control and audit and risk management .....	75
12.4	Coordination of EU Agencies.....	76
<b>Part II - Management.....</b>		<b>77</b>
2.1	Administrative Board .....	77
2.2	Major Events .....	80
2.3	Budgetary and financial management .....	80
2.4	Human resources management .....	81
2.5	Assessment by management .....	82
2.6	Budget implementation tasks entrusted to other services and entities .....	86

2.7	Assessment of audit results during the reporting year and follow up of audit recommendations .....	86
2.8	Follow up of observations from the Discharge Authority .....	87
<b>Part III – Assessment of the effectiveness of the Internal Control Systems.....</b>		<b>89</b>
3.1	Risk Management .....	89
3.2	Compliance with Internal Control Standards .....	90
<b>Part IV – Management assurance.....</b>		<b>94</b>
4.1	Review of the elements supporting assurance .....	94
4.2	Reservations .....	95
<b>Annexes .....</b>		<b>96</b>
Annex I – Core business statistics (KPIs) .....		96
Annex II – Statistics on financial management and annual accounts (provisional) .....		97
Annex III – Organisational chart .....		110
Annex IV – Establishment plan and additional information on Human Resources management .....		111
Annex V – Human and financial resources per activity .....		113
Annex VI – Staff composition .....		115
Annex VII – Data protection.....		1158
<b>Glossary .....</b>		<b>118</b>

# Executive Summary

2014 was a significant year in the Agency's existence, marking its 10<sup>th</sup> anniversary which was celebrated by several events such as the European Railway Conference on 7 and 8 May in Lille, and the 10<sup>th</sup> anniversary on 26 May in Valenciennes.

In March, the Agency finished its 12-month-chairmanship of the Network of EU Agencies, confirming its place as a constructive and active key member with the EU Agencies.

The Agency not only made further progress in mature areas such as the development of a harmonised safety regulatory framework, a harmonised framework for technical specifications, and ERTMS as a System Authority, but it also increased its efforts in the monitoring, facilitating and disseminating aspects of these areas. Of all the outputs identified in the Work Programme 2014, 74% were fully achieved, 15% partially, 5% not and 6% were not applicable. As for the 41 KPIs, 80% were fully achieved, 15% partially, 2.5% not, and another 2.5% were no longer applicable.

Following the European Commission's proposals in the Fourth Railway Package in 2013, the Agency has been undertaken some preparatory work to reflect the proposed changes. It has developed a programme plan setting out milestones to deliver vehicle authorisation and single safety certificates for which the preparatory works have already begun, and has set up a programme plan to carry out in future vehicle authorisation.

In preparation of the Fourth Railway Package and in order to achieve business excellence, the Agency has started to revamp its Quality Management System into an Integrated Management System in line with ISO 9001 requirements. 2014 also saw the deployment of a Communications Strategy, identifying the key messages, audiences and media tools in order to be more effective. Amongst the other realisations, I would like to highlight the strengthening cooperation between the Agency and its stakeholders, especially the National Safety Authorities, the Agency's consultative role in drafting the Masterplan for the Shift<sup>2</sup>Rail project, and the continuous awareness raising at events such as Innotrans in Berlin.

In terms of the conclusions on resource management, the Agency's staff conducts its operations in compliance with the applicable laws and regulations, working in an open and transparent manner and meeting the expected high level of professional and ethical standards. The Agency implemented 96% of its establishment plan and continues to improve its efficiency and financial performance. This is reflected throughout this report, not least in the continuing high budget commitment and payment rates.

As for internal control effectiveness, the Agency has assessed the effectiveness of its key Internal Control Systems during the reporting year 2014 and has concluded that the 16 Internal Control Standards are effectively implemented. Furthermore, the Agency has taken measures to further improve the efficiency of its Internal Control Systems in the areas of objectives and performance indicators, internal audit and quality capability, as reported in part III. In addition, the Agency has systematically examined the available control results and indicators as well as the observations and recommendations issued by European Commission's Internal Audit Service and the European Court of Auditors. These elements have been assessed to determine their impact on the management's assurance about the achievement of control objectives. Please refer to Part II for further details.

In conclusion, the management has reasonable assurance that, overall, suitable controls are in place and working as intended; risks are being appropriately monitored and mitigated; and necessary improvements and reinforcements are being implemented. I, in my capacity as Authorising Officer, have signed the Declaration of Assurance.

Finally, Marcel Verslype concluded his final year of a 10-year-mandate as Executive Director of the Agency. I personally wish to congratulate him on his achievements in the past decade under his leadership, namely having deployed more than 8 databases, having developed more than 70 recommendations, 60 impact assessments, and more than 100 opinions and advices, in addition to an impressive number of guidelines, technical documents, documented processes and procedures, and reports on safety and interoperability in Europe. Under Mr Verslype's leadership, the Agency has been recognised for harmonising a safety regulatory framework, removing technical barriers through simplifying vehicle authorisation, simplifying access for customers, and becoming the system authority for ERTMS.

Josef Doppelbauer

Executive Director



# Introduction

## European policy context

The Agency works in the wider framework of the EU white paper on transport and its policy goals for railways

- Improving competitiveness of rail with other modes in order to increase the market share of the most environment-friendly mode of transport
- Spending public money more efficiently on public rail transport services
- Encouraging market entry by reducing administrative and technical barriers
- Opening domestic rail passenger transport to competition
- Encouraging market entry and ensure non – discrimination through a better governance of the infrastructure.

A subset of these goals is the creation of a “Single EU railway area” through improved interoperability and a common approach to safety on the EU railway system. In the mid-term, this translates mainly into **4 EU strategic priorities** for an improved functioning of the railway system to which the Agency’s work is contributing:

- (1) a **harmonised Safety Regulatory Framework**
- (2) a **simplified vehicle authorisation**
- (3) a **single European train control system** (ERTMS)
- (4) a **simplified access for customers.**

## The Agency’s foundation, vision, mission, values

The Agency’s **foundation** as defined in Article 1 of Regulation (EC) No 881/2004 as amended by regulation 1335 / 2008 is:

*“to contribute, on technical matters, to the implementation of the Community legislation aimed at improving the competitive position of the railway sector by enhancing the level of interoperability of railway systems and at developing a common approach to safety on the European railway system, in order to contribute to creating a European railway area without frontiers and guaranteeing a high level of safety”.*

This is reflected in its vision and mission statements:

The Agency has the **vision** “to make the railway system work better for society”.

The Agency’s **mission** is to 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, allowing the rail transport sector to realise its inherent competitive advantages in relation to other transport modes.

The Agency defines its core **values** as:

- Being drivers of improvement through innovation
- Respecting others and believing in progress through diversity
- Building an independent and transparent position based on facts

## The Agency as the System Authority

This report mirrors the Work Programme 2014, which outlined the Agency's activities for that year, also marking its 10th year of activity. The structure of the Work Programme followed the Agency's Activity Based Management approach and was divided into 12 activities, each with a set of sub-activities (projects) and outputs, as well as key performance indicators (KPI), through which achievements can be monitored, measured and reported.



The Agency organizes its activities according to the process of (1) Developing (setting the standards for the desired outcome of the system), (2) Monitoring (knowing the actual outcome of the system), and (3) Facilitating (managing the change from the actual to the desired outcome).

This system control is applied for the Agency's work in 2014 in a coherent way to all existing activities of the preceding work programmes which links them to each of the 4 EU strategic priorities.

The activities were subgrouped into 240 outputs of which 41 had been identified by the Management Team as Key Outputs<sup>1</sup> for the Agency.

By all this, the Agency is becoming the de facto **System Authority** for the European Union.

---

<sup>1</sup> The Agency's performance is determined by the achievement of the Key Outputs that have a major impact for the achievement of the 4 EU Strategic Priorities; the Key Outputs identified in the Agency are considered as Key Performance Indicators.

# Part I - Key Achievements of 2014 per strategic priority

The Agency's activities aim to achieve the following 4 EU strategic priorities for the railway system:

- Harmonised Safety Regulatory Framework
- Simplified Vehicle Authorisation
- Single EU train control system
- Simplified access for customers

Overall, the Agency prepares new and updated legislative acts for adoption by the European Commission, after a positive opinion from the Railway Interoperability and Safety Committee of Member States<sup>2</sup> (the RISC Committee), and gives other technical support to the European Commission.

Additionally, the Agency's work increasingly disseminates and facilitates the developed framework in the railway system and monitors the progress towards the desired outcome.

## Strategic priority 1. 'Harmonised Safety Regulatory Framework'

The Safety Regulatory Framework has been established in previous years but early feedback on how the processes were working highlighted the need for change. In 2013 the European Commission brought forward proposals in the Fourth Railway Package that represented an evolution of the Safety Regulatory Framework and the Administrative Board confirmed that the Agency should undertake some preparatory work to reflect the proposed changes. The Agency has developed a programme plan setting out milestones to deliver a single safety certificate and preparatory works have already begun. The safety programme not only reflects the preparatory phase but also calls for the development of a strong focus on safety performance monitoring and on the development of a shared understanding of how the framework should be applied. This work was supported by evaluating transposition of the Safety Directive, planned NSA audits and NIB assessments, as well as annual reporting on CSTs and a biannual report on safety performance. The work of the Agency in 2014 has responded to the importance of managing safety risks, focussing on developing systems that would allow the early identification of risk, sharing best practice and supporting those who are responsible for controlling risks on the railway network. The Agency supported this by running a pilot on a new Regulatory Monitoring Matrix and reviewing the current framework on assessment and supervision by NSAs. In 2014 the Agency provided support to some NSAs in developing their systems and following that experience, launched the priority countries programme. Success in 2014 has been achieved with the help of our stakeholders and active networks of National Safety Authorities (NSA) and National Investigation Bodies (NIB), all of whom play a key role in the field of safety.

This strategic priority is further developed in Activities 1 to 3.

## Strategic priority 2. 'Simplified Vehicle Authorisation'

Although the European Railway system has been shared by many actors ever since the responsibilities for managing the system were separated out to Railway Undertakings, Infrastructure Managers and National Safety Authorities, in many cases the tools necessary to manage the shared system, as prescribed in the

---

<sup>2</sup> established by Article 21 of Directive 96/48/EC

directives, are not fully in place and old tools appropriate only for vertically integrated single actor systems (e.g. homologation) continue to be used for a purpose they were not intended.

This is one of the reasons that in some Member States the process of vehicle authorisation appears to be rather difficult and expensive, that manufacturers continue to find themselves producing and getting authorised different designs for different customers rather than placing an authorised type on the market for their customers to purchase and that problems with interoperability of ERTMS have arisen.

The Agency has worked hard to help the Member States move to a more satisfactory situation and 2014 saw the start of the implementation of the scope extended TSIs, removing the need to apply national rules in the authorisation process for new vehicles for everything except legacy interfaces and TSI open points. The Agency succeeded in closing some of the remaining open points and dealing with issues arising from the use in the “real world” of the TSIs.

As of 2012, the Agency developed and published a template flow chart of the authorisation process for each Member States to document their National Legal Frameworks (NLF) for authorisation, and introduced the Reference Document Database (RDD) containing all the national rules for vehicle authorisation and their equivalence classifications in form of National Reference Documents (NRD).

Many of the problems of vehicle authorisation relate to a lack of a common understanding of the European process, rules, roles and responsibilities and 2014 saw the Agency carrying out a much greater level of training and dissemination in a structured manner. Building on the success of EC recommendation 2011/217/EU (DV29) and using application guides, the Agency and the European Commission together produced further guidance to complete the common understanding on “how it’s all supposed to work” culminating with the publication of the successor to DV29, DV29bis (recommendation 2014/xx) published in December. This was informed by a greater involvement in real projects in order to understand the problems and issues to be resolved today and going forward into migration to the Fourth Railway Package.

A key element in the cost of vehicles and their authorisation is the diversity of the networks both between Member States and, in some cases, within Member States which according to an assessment by the Agency accounts for about 50% of the cost of vehicle authorisation. In 2014 the Agency achieved, through the network related TSIs, the OPE TSI and a clarification and simplification of registers, to help Member States to meet their responsibility to avoid further diversity of networks and wherever possible to converge.

This strategic priority is further developed in Activities 4 to 6.

### Strategic priority 3. ‘Single European Train Control System’

The slow but continuous expansion of the European Train Control System (ETCS) and of the Global System for Mobile communications — Railways (GSM-R) with systems in daily operation in thousands vehicles over thousands km, and large scale deployment plans in different Member States, required sustained attention and efforts by the Agency as System Authority to maintain the specifications, and in parallel to follow-up the development, testing and implementation, with targeted dissemination and monitoring activities in order to encourage the harmonised application of the standard system, and dedicated attention to ensure timely examination of the return on experience.

In June the Railway Interoperability and Safety Committee gave a positive opinion on the EC Decision following the Agency Recommendation for the revision and scope extension of the TSI CCS:

This Decision includes a reduction of the few remaining open points, introduces the first maintenance release for GSM-R, allowing improved receivers/filtering option to combat interference, and the first maintenance release of ETCS Baseline3.

Following the need of a common approach to the verification and authorisation processes, specific activities with the Notified Bodies (NoBos) and cooperation with National Safety Authorities (NSAs) have been strengthened, in particular with NSA along ERTMS Corridors on the subject of testing and authorization processes.

In the field of railway communications, the Agency has encouraged the sector to conclude their work on to enable ETCS communications on packet-switched radio technologies, finally taking over most of the workload. We have continued the steps to consolidate the requirements for the evolution of voice radio in view of the planned GSM-R life expectancy, engaging in wide consultation with the railway and with similar sectors on the technological and service options. To tackle the interference problem the Agency continued to support the European Commission and the railway sector in an EU approach among National Regulators, following up on the results of the workshops organized in previous years in Lille.

2014 saw an increased cooperation with the Directorate-General for Mobility and Transport (DG MOVE) and the Innovation and Networks Executive Agency (INEA - an Executive Agency in evaluating specific ERTMS projects and the successor of the **Trans-European Transport Network (TEN-T)**), within the limits of the available resources, with the aim to help ensure that ERTMS projects receiving EU money are in conformity with the essential requirements and, indeed, contribute to the progressive deployment of a single harmonised European train control system.

This strategic priority is further developed in Activities 7 and 8.

#### Strategic priority 4. 'Simplified access for customers'

Several TSIs are addressing issues related to railway customers.

For passengers, the TSI on telematics applications for passenger services (TAP TSI), Regulation linked to the Article 10 of the Passenger Rights Regulation<sup>3</sup> is addressed to railway undertakings, infrastructure managers, ticket vendors and passengers and aims to harmonise the exchange of information between actors. The amended TSI, completed by the recommendation of Phase 1 in Chapter 7 (IT specs, Governance, Master Plan and retail architecture), has been published in December 2013. Further work is needed to monitor the implementation and to close the open points: a) on electronic ticketing, which will enable passengers to obtain a ticket for an entire trip; b) on a common data model for the exchange of timetables and tariffs between rail and other modes of transport; c) standardisation of the fulfilment for international and domestic tickets.

For freight, the TSI on telematics applications for freight (TAF TSI) has been revised. The recommendation was submitted by end 2013 and endorsed by RISC in June 2014. The revised TSI was adopted and published in 2014. This revision comprises the following improvements:

- to extend its scope to the entire network.
- to ensure the coherence between TAF TSI and TAP TSI in terms of general architecture, basic parameters, interfaces and aligning their change management procedures.
- to describe the tasks of the National Contact Points.
- to define the flow of information to the end users of the system (shippers, intermodal operators and customers).
- to allocate the detailed definition of all the messages in the Appendix F technical document.
- To introduce the BIC- or an ILU-Codes according to ISO 6346 and EN 13044 respectively for the data messages containing the identifiers of the loading units.
- Simplification of the core text through the removal of obsolete messages and the better description of the functionality
- With regard to railway freight services operated from or to third countries, compliance with the requirements of the TAF TSI is subject to the availability of information from entities outside the

---

<sup>3</sup> Regulation (EC) No 1371/2007 of the European Parliament and of the Council of 23 October 2007 on rail passengers' rights and obligations.

European Union, unless bilateral agreements provide information exchange compatible with TAF TSI.

- The Infrastructure Restriction Notice Database has been removed keeping this functionality in Path Request and Train Preparation basic parameters.
- The Wagon Keepers may store the ECM certification identification number in the individual Rolling Stock Reference Databases.

In order to establish the Agency as the 'Telematics applications system authority', its task is to ensure the continuing work of the TAF and TAP Change Control Management (CCM) working parties. The new task which started in 2013 is to guide, support and advise the rail sector and Member States when implementing the telematics TSIs. In this work, the Agency continued to participate in the Steering Committee works in both TAP and TAF and, in addition, to observe, to advise and to monitor the implementation of both TAP TSI and TAF TSI by the rail actors; in line with legislation and the master plan in place for the implementation of both regulations guarantying the involvement of all the actors, including the small and medium-sized companies. To perform this activity the Agency set up a new Implementation Cooperation Group for TAF TSI, where all the recognised stakeholders and the National Contact Points report about the degree of implementation for every TAF TSI function in accordance with the milestones quoted in the TAF TSI Implementation Master Plan. At regular intervals, the Agency informed the Steering Committee and the European Commission about the results of this monitoring and advised them about the possible changes needed.

In a multimodal context, the Agency guaranteed that none of the actions taken constituted an additional obstacle for multimodal environment.

In order for the RUs to have an efficient tool to plan their access to the different networks where they intend to operate, the Register of Infrastructures (RINF) was developed.

In the context of the revision of the TSI on persons with reduced mobility (PRM TSI), collecting information on the detailed level of accessibility offered by stations and rolling stock had been identified as a preliminary step prior to their progressive elimination through implementation plans that have been put in place by Member States; this information was collected by stakeholders through inventories of assets. The revision of the PRM TSI was complemented by a clear specification of its implementation. The Agency examined the possible solutions for the development of a tool to collect and interface information from inventories of assets. The architecture and all details relative to this tool were defined.

This strategic priority is further developed in Activity 9.

The above described four strategic priorities could not have been achieved without a properly efficient and effective running of the Agency itself. The Agency has therefore been committed in the past year to continue implementing the appropriate tools and resources in order to become a modern organisation which can quickly adapt to any changes.

The detailed achievements of the different outputs in the different Agency's activities are presented in the following chapters of the Annual Activity Report.

## Activity 1. Developing a harmonised safety regulatory framework

The Safety Management System (SMS) is the corner stone of the legislative framework designed to improve safety performance and support the opening of the railway market in a way that ensures safety is not compromised. It is clear that there is a need for all the organisations in this sector to develop a clear and shared understanding of the roles and responsibilities they have for safety in this shared system. In some cases there remains a need to understand the core concepts of a safety management based system of risk control. A prime activity for the Agency was, therefore, to continue the development of the understanding of the basic concepts, elements and processes that are part of an adequate SMS within the railway sector and to promote this common understanding throughout Europe. In order to pave the way towards a Single Safety Certificate regulatory regime, the related programme plan is monitored by a dedicated Task Force composed of RISC members. The Railway Safety Directive (RSD) required National Investigating Bodies to be established, to investigate serious accidents (and accidents that, under different circumstances, might have led to serious accidents), and to make recommendations where appropriate in order to maintain or improve European railway safety. This approach fostered a “just culture” where the emphasis is on understanding the causes of accidents and taking steps to prevent recurrence. The work of the National Investigating Bodies has been an essential part of the safety management framework. The implementation by Member States of the Safety Regulatory Framework as set out by the RSD has still been very diverse. Through this activity, the Agency aimed in 2014 to support the implementation of this regulatory framework in a way that allows for the operation of a safe and open railway market within the European Union. The Agency recognised the clear need to take into account the interaction of this framework with the systems in place in neighbouring countries. Effective safety management requires competent people to perform safety-critical tasks and a key element of the safety framework already in place has been designed to ensure this competency, for on-board staff, is being managed properly and recognised at a European level. These systems have been supporting effective safety management and the free movement of workers within the EU in 2014 and will continue to do so in the years ahead.

### 1.1 Developing a harmonised approach to risk management

The development of a harmonized approach to risk management provided the basis for a migration to a single certificate and in the short term benefited from greater clarity and consistency in the areas of assessment and supervision.

The use of common risk assessment criteria for technical issues increased mutual trust and facilitated the mutual recognition of authorisation of placing in service of structural subsystem. This project preceded work on Risk Acceptance Criteria (RAC) for human activity which was also a supporting element for the migration towards a Single Safety Certificate.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Delivery of milestones to realise the single safety certificate in the RISC Task Force programme plan	Agency Regulation Art. 6, Directive 2004/49/EC Art. 10 and 6	Set out in programme plan	1	Yes A dedicated RISC Task Force has been set up and it has held two plenary

sessions in 2014.

The revision of CSM on Conformity Assessment and CSM on Supervision has been launched. 1<sup>st</sup> Working Party meeting held.

Study on “Safety Certification Part A” finalized but not yet published

2	Recommendation for RAC for technical issues	Agency Regulation Art. 6, Directive 2004/49/EC Art. 6	September 2014	-	Partially Continuing dialogue with stakeholders. Consultation initiated on proposal of revision of Regulation 402/2013.
---	---	---	----------------	---	---

## 1.2 Developing overall National Investigating Bodies principles

With the aim of improving railway safety and preventing serious accidents, the RSD required the establishment of a National Investigating Body (NIB) in all Member States, investigating serious accidents and accidents that, under different circumstances, might have led to serious accidents, and to make recommendations where appropriate. By working closely with these NIBs, and covering the scope of accident investigation as laid down in the RSD, the Agency has been identifying and promoting existing good practice of NIBs and, where needed, supported this with the development of guidelines.

These initiatives resulted in improved efficiency and effectiveness of the NIBs in performing their duties, and an increasing European harmonisation of the NIB process and practice.



Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1 Update of existing guidance and development of a register of specific NIB competence	Directive 2004/49/EC Art. 21, Agency Regulation Art. 6	Ongoing	-	Yes A first register issued and published for NIBs
2 Report of NIB Task Force to assess threats for NIB independence	Directive 2004/49/EC Art. 21, Agency Regulation Art. 6	Set out in NIB working programme	-	Yes Report finished but not yet published

### 1.3 Developing overall principles for assessment and supervision

Railway safety within Europe is built on the mutual acceptance of certificates and authorisations for RUs/ECMs and IMs issued in single Member States. This requires a similar approach to certification and regulation, an equal level of performance and a high degree of mutual trust amongst NSAs and between other certification bodies. As findings showed a great variety of approaches and a different level of maturity of NSAs in different Member States - sometimes even hindering the further development of an open European railway market - the concept of a Single Safety Certificate articulated in the current Safety Directive and included in the proposals of the Fourth Railway Package required greater impetus in this area if progress is to be achieved.

This project contributed to an accelerated harmonisation of certification and supervision/regulation processes throughout Europe and an enhanced understanding and respect of the role and responsibility of all stakeholders within the Safety Regulatory Framework.

Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1 Revision of the current framework that supports assessment and supervision in accordance with the RISC Task Force on a single safety certificate programme	Agency Regulation Art. 6	Ongoing	2	Yes The revision of CSM on Conformity Assessment and CSM on Supervision has been launched. 1 <sup>st</sup> Working Party

meeting  
held.

#### 1.4 Developing the Entity in Charge of Maintenance (ECM) certification scheme

Since 2011 the Agency has been organizing the cooperation between certification bodies. The Agency provided a revision of the ECM accreditation scheme and proceeded to its validation by the European Cooperation for Accreditation.

In relation to the revision of European Commission Regulation (EU) No 445/2011, the Agency set up a Working Group to support the development of a recommendation on extension of the scope of Regulation (EU) 445/2011. The main activities of this Working Group are to support the Agency in issuing a report on return of experience and for the development of an impact assessment regarding the extension of scope of the ECM certification to all vehicles.

The revision of the ECM accreditation scheme and the revision of the European Commission Regulation (EU) 445/2011 (extension of the scope) would answer the needs of RUs and IMs to get assurance on the capability of ECMs, ultimately leading to an improved facilitation of the implementation of the SMS.

Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1 Report on early return of experience for the ECM certification scheme	Directive 2004/49/EC Art. 14a, Regulation (EU) 445/2011 Art. 6	End 2014	3	Partially Report finalized including a proposal of mandate for extension of scope. Will be published and sent to EC in 2015.

#### 1.5 Safety critical workers

In accordance with Art. 33 of the Train Drivers Directive (TDD) the Agency performed an evaluation of the status quo of implementation of the certification scheme for train drivers. The evaluation report was sent to the Commission end of 2013. Following this evaluation report the exact remits of the follow-up activities were determined by the European Commission. They formed the elements of a Commission request for 'technical Advice' on amendments to the TDD and to related documents aiming to improve the scheme. In 2014 the Agency developed structure and time schedule to elaborate the advice with support of a dedicated task force involving representatives from safety authorities and sector organisation and organised first consultations and meetings.

In cooperation with the Directorate General for 'Internal Market' the Agency achieved in 2014 the adoption of a pilot use of IMI (Internal-Market-Information-System) for the purpose of information exchange between authorities concerning certain license register data. This allows NSAs to fulfil easily requirements the Directive sets on sharing such information in secured manner.

In 2014 requirements for 'other train crew member' as part of TSI Operation and Traffic Management have been improved and updated after successful work of a dedicated working party.

Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1 Start work to improve provisions in TDD following the Report on the evaluation of the development of the certification of train drivers	Agency Regulation Art. 16b - TDD Art.33	1Q2014	-	Partially Planning adapted to constraints, resources and objectives; started end 2Q2014
2 Model for the attestation of training centers and examiners for train drivers	Agency Regulation Art. 17 Directive 2007/59/EC Art. 33	End 2014	-	No Task postponed due to low priority and resources
3 Cooperation with DG MARKT to accompany the pilot implementation of the Internal Market Information System (IMI) for facilitating the exchange of data between NLRs (National License Registers)	Commission Decision 2010/17/EC Art. 3	Launch of the pilot application 3Q2014	-	Yes
4 Model for the attestation of crew members abilities; amendment of the OPE TSI	Agency Regulation Art. 12 Directive 2007/59/EC Art. 28	2Q2014	-	Yes

### 1.6 Defining methods for Common Safety Targets (CST)

In light of the revision of a Common Safety Method (CSM) for the assessment of achievements of Common Safety Targets (CSTs) and National Reference Values (NRVs) for 2015, the Agency continued the preparatory work for the revision of the CSM in 2014, by drafting a proposal jointly with the Safety Performance Working Party, including the definition of Impact Assessment requirements. The Agency is currently reviewing the draft proposal.

Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
--------------	-------------	----------------	-----	----------

1	Impact assessment of CSM on CST	Directive 2004/49/EC Art. 7, Commission Decision 2009/460/EC Art. 4	October 2014	-	Partially
2	Draft recommendation on the revision of the CSM on CSTs/NRVs assessment	Agency Regulation Art.6, Directive 2004/49/EC Art. 7	October 2014	4	Yes
3	Workshop on revising CSM on CSTs and NRVs	Agency Regulation Art.6, Directive 2004/49/EC Art. 7	November 2014	-	No

### 1.7 Developing tools for enhanced monitoring of railway safety performance and of the safety regulatory framework

The European Railway Agency has been developing a new framework for evaluation and assessment of railway safety at the European Union and Member States level. It comprises extended monitoring of safety outcomes and a set of tools for the assessment of the regulatory regime in Member States. The former entails the use of accident precursor data for safety monitoring, while the latter consists of a framework for evaluation of the performance and processes of the key actors in railway safety management at national level (Transport Ministry, National Safety Authority and National Investigation Body). The pilot application of the Regulatory monitoring matrix covered some volunteering Member States in 2014; the pilot evaluation and recommendation report was published in June 2014. The Agency also started to work on a framework for common occurrence monitoring in the EU. Sharing of this type of information, will support better risk-based decision-making by the sector, but also by Member States, NSAs, the Agency and the European Commission. The work on the harmonized approach to safety plans foreseen under the revised Railway Safety Directive has been postponed; including the planned workshop.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Report on Pilot of Regulatory Monitoring Matrix	Agency Regulation Art. 9	September 2014	5	Yes
2	Workshop on common occurrence monitoring in the EU	Agency Regulation Art. 9	September 2014	-	Yes
3	Workshop on national safety plans	Agency Regulation Art. 9	November 2014	-	No

## Activity 2. Monitoring railway safety

In the application of Article 9 of the Agency Regulation, the Agency is charged with monitoring the safety performance at the level of the European Union. In order to develop a complete and consistent safety approach, this monitoring should combine the analysis of safety results through common safety indicators and common safety targets with the monitoring of compliance with and the effectiveness/efficiency of the legislative framework that is set out by the European Union. A prime activity for the Agency is therefore to initiate and develop a framework for monitoring safety performance not only by looking at safety results but also the functioning of the core elements and processes that are part of the safety regulatory framework as introduced by the RSD and related EU legislation. The Agency has also been building on existing and maturing collected data to analyse causes, and proposing solutions for management of the most significant risks.

### 2.1 Assist EC in evaluation of transposition of Safety and Train Drivers Directives

This project covers support for the evaluation of the Train Drivers Directive (TDD) in terms of clarifying the completeness of the transposition.

The Agency provided the European Commission with an overview and an evaluation of the transposition of the Railway Safety and Train Drivers Directives. If and when requested, the Agency continued to provide support in exchanges between the Member States and the European Commission. The aim of these activities was to support the European Commission and assist the Member States in their attempts to transpose European directives correctly. The Agency also provided the European Commission with an evaluation of the transposition of the TDD.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Evaluation of Rail Safety Directive transposition: follow up work, support the European Commission in EU-Pilots	Agency Regulation Art. 21b	December 2014	6	Yes
2	Evaluation of Train Driver's Directive transposition: follow-up work, summary of answers from Member States to the European Commission requests for clarification	Agency Regulation Art. 30	1Q2014	-	Yes
3	Summary of clarifications received from Member States in answer to the European Commission request and appropriate advice	Agency Regulation Art. 21b	Ongoing	-	Yes

## 2.2 Monitoring safety performance

The Agency receives safety performance information linked to Common Safety Indicators (CSI) which is being used to annually assess the safety performance of Member States and the EU via common safety targets (CSTs) and national reference values (NRVs). As the validity of the assessment depends heavily on data quality, the Agency reported in 2014 on the data quality and on the completeness of the data annually supplied. The Agency has been receiving and gathering a broad range of information, both in terms of CSI data and national reporting, including NIB early notification of accidents and NIB reports following their investigations. Further to publishing the data and reporting to the stakeholders, the Agency also made better use of the collected information by analyzing trends and underlying causes. To make better practical use of the existing work, the Agency identified common issues and, where possible, solutions, to be addressed at a European level.

As high-quality data on safety performance leads to a thorough understanding of areas with increased risks that need policy actions, the Agency worked on safety performance monitoring, in its widest sense, in the past year, focusing on providing greater clarity. Where possible, the Agency developed practical, cost-effective, best practice solutions for control of the most significant risks, to support the improvement and implementation of RU and IM Safety Management Systems. A research project concerning the control of risks of unauthorised persons and suicides on the railway has been designed and is expected to be launched in 3 EU Member States in Q2 of 2015. The results of the project will provide IMs with evidence to support their decisions as to which interventions are most effective at controlling these risks.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Analysis of safety information like e.g. CSIs accident reports, NSA/NIB annual reports; view on Member States and EU safety level, input for safety priority setting	Agency Regulation Art. 9	Ongoing	-	Yes
2	Report on the quality and completeness of data reported to the Agency	Agency Regulation Art. 9	November 2014	-	Yes
3	Development and dissemination of CSI data	Agency Regulation Art. 9	December 2014	-	Yes
4	Development of a research project to understand how IMs can better control risks of unauthorised persons and suicides on the railway	Agency Regulation Art. 9	Ongoing	-	Yes
5	Feedback from implementation of SMS by RUs and IMs and of the maintenance system by ECMs taking into account the specific	Directive 2004/49/EC Art. 14a, Agency Regulation Art. 9	Ongoing	-	Partially First draft of project plan developed

RUs and IM needs

6	Biannual report on Railway Safety in the EU	Agency Art. 9	Regulation	March 2014	7	Yes
---	---	---------------	------------	------------	---	-----

## 2.3 Monitoring the safety regulatory framework

Together with the NSA Network, the Agency has established a programme of NSA cross-audits. Following a 2-year pilot, which included audits of 6 NSAs, followed by a review, the Agency has been implementing the improved programme, by financing substantial translation and travel costs, supporting the cross-audit committee, providing ongoing training for the pool of auditors and participating in the mixed teams that are performing the audits. A full, 5-year audit cycle began in 2013 to assess the performance of all NSAs, and continued successfully in 2014. Small adjustments were made to the Programme in 2014 to better support the Priority Countries programme, which brought efficiency gains for both the Agency and the Priority Countries themselves.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Conduct of cross-audits Poland, Sweden, Channel Tunnel, Romania, Austria, Norway, Denmark, Italy	Agency Regulation Art. 6, Directive 2004/49/EC Art. 17	According to audit programme	8	Yes Austria, Norway, Denmark, Italy started
2	Training for cross-auditors, support to Audit Committee, development of NSA cross-audit framework, maintenance of supporting webtool	Agency Regulation Art. 6, Directive 2004/49/EC Art. 17	Ongoing	-	Yes Training organized in November
3	Report to RISC (compare to chapter 5.2)	Agency Regulation Art. 6, Directive 2004/49/EC Art. 17	Ongoing	-	N/A Not required by the EC

## 2.4 NIB assessment programme

The Railway Safety Directive requires the National Investigating Bodies to investigate serious accidents and incidents in order to maintain or improve railway safety. In order for the Agency to be able to support the National Investigating Bodies in this task and to fulfill the requirements, it is imperative to understand the way the national investigating bodies' work, how investigations are carried out, and their needs.

In cooperation with National Investigating Bodies who participated in the voluntary assessments in order for the Agency to understand the way the National Investigating Bodies work and how investigations are carried out, an assessment programme has been developed and maintained. In addition, accident

investigation reports have been analysed with the objective of identifying (1) key areas where safety can be improved; and (2) good practice which can be shared amongst the National Investigating Bodies.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Voluntary assessments conducted. Austria and Ireland (to be completed in 2014); Norway, Sweden and Czech Republic (started); Poland (follow-up).	Agency Regulation Art. 6, Directive 2004/49/EC Art. 21	According to audit programme	9	Yes Austria Ireland, Norway, Sweden and Czech Republic finished Romania quite finished (final report sent to Romania for comments and final agreement), Estonia, Croatia and Spain started
2	Survey of NIBs not part of the NIB Audit programme	Agency Regulation Art. 6, Directive 2004/49/EC Art. 21	End 2014	-	Yes. Italy and Croatia

## 2.5 Assessing Common Safety Targets (CST)

As required by the Safety Directive each year, the Agency assessed the safety performance of Member States through the concept of CSTs and NRVs by applying the CSM (Commission Decision 2009/460/EC) in order to ensure that railway safety has been at least maintained in Member States.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Yearly assessment report to the European Commission/RISC on the achievements of CSTs/NRVs	Agency Regulation Art. 9, Commission Decision 2009/460/EC Art. 1	March 2014	10	Yes



### Activity 3. Facilitating the improvement of the safety regulatory framework

In order to ensure the greatest possible transparency and equal access for all parties to relevant information, public documents envisaged for the interoperability process and for matters related to safety should be accessible to users and the public. The Agency is required to provide an efficient means of exchanging this information by developing and maintaining several databases and registers. In addition, there is a growing role for the Agency in promoting and explaining the safety regulatory framework by focusing the dissemination activities and developing models that will give greater insight into areas where further dissemination would be beneficial.

#### 3.1 Promoting a Harmonised Safety Regulatory Framework

In 2013, the web application, developed in 2012, was completed by documents related to the implementation of the CSM on risk assessment and the CSM on monitoring. In 2014, the Agency continued to focus mainly on the dissemination activities of the already available information by organising workshops covering SMS, ECMs and both CSMs. The Agency established the Human Factors Network with expert representation from across our stakeholder groups. The Network has already in 2014 substantially developed three guidance documents designed for use by rail staff and has considered how human factors should be better integrated into the safety management system by RUs, IMs and NSAs.

As an integrated part of the dissemination of the SMS principles, the Agency organised dissemination workshops on ECMs and organized the cooperation between certification bodies.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Combined workshops in Member States (SMS, ECM, CSM, NSR) within overall dissemination concept, communication through diverse channels (conferences, internet, press etc.), dedicated SMS website	Directive 2004/49/EC Art. 17, Agency Regulation Art. 6	Ongoing	-	Yes 4 NSR workshops Latvia, Slovenia, Estonia and Croatia. Workshop in Kosovo (IPA + Taeix). Following report of TF NSR and dissemination, we observe increased interest of MS to revise national framework. 2 trainings on

						risk management performed in Italy as support of Italian training company Training on SMS and Risk assessment delivered in Poland (as follow-up of Polish advise)
2	Development of Human Factors network, updated list of HF experts in member states	Agency Regulation Art. 6, Directive 2004/49/EC Art. 17 and 21	End 2014	-	Yes	2 meetings organized. Updated list published.
3	Updated guidance documents (SMS, CSM, ECM) following return of experience and needs expressed by stakeholders	Directive 2004/49/EC Art. 17, Agency Regulation Art. 6	Ongoing	-	Yes	Started development of a guide related to assessment bodies (CSM RA) + adaptation of guide ECM related to NSA duty + guide on partnership and subcontracting (SMS)

### 3.2 Promoting NSA cooperation and providing assistance (incl. training)

The Agency has been working to accelerate harmonisation of core NSA processes throughout Europe and an enhanced understanding and respect of the role and responsibility of all stakeholders within the safety regulatory framework. During 2014, the Agency and NSAs have worked together to improve the functioning of the Network of NSAs, in order to facilitate the harmonisation of NSA decision-making, criteria and processes, as described in Article 16 of the RSD. This improvement has been supported by structured work

to follow up on a comprehensive survey of NSAs, changes to allow NSAs more ownership of the agenda and outputs of the Network and the work of the Joint Network Secretariat, a platform to allow sector representative bodies and NSAs to identify and address issues between them (see section 3.6).

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	3 NSA network plenary meetings; workshops and seminars on specific topics	Directive 2004/49/EC Art. 17, Agency Regulation Art. 6	December 2014	-	Yes
2	Bilateral meetings, training on demand in relation to assistance to the NSAs	Directive 2004/49/EC Art. 17, Agency Regulation Art. 6	Ongoing	-	Yes

### 3.3 Promoting National Investigating Bodies cooperation and providing assistance (incl. training)

According to Article 21(7) of the RSD the Agency shall support the National Investigating Bodies in its tasks of developing common investigation methods, drawing up common principles for follow-up of safety recommendations and adapting to the development of technical and scientific progress. The Agency continued in organising the Network of National Investigating Bodies. This involved workshops with the National Investigating Bodies on dedicated topics. Together with the National Investigating Bodies, the Agency also continued to develop and deliver training for accident investigators including the correct application of the ERAIL tool. In addition, the Agency provided this Network with specific and targeted information on the safety regulatory framework (including the concept of SMS). As provided for in the RSD, the Agency may assist a NIB in accident investigation on request. This activity was extended to IPA (Instrument for Pre-Accession Assistance) countries where appropriate.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Development and delivery of modular training sessions for accident investigators (incl. SMS&ERAIL)	Directive 2004/49/EC Art. 21, Agency Regulation Art. 6	training sessions organised according to expressed needs	-	Yes 1 training for ERA internal staff, 2 trainings on basics for investigators, and 2 trainings related to investigating SMS.
2	Organization of the NIB Network (incl. 3 NIB network plenary meetings; workshops	Directive 2004/49/EC Art. 21, Agency Regulation	Ongoing	-	Yes 2 plenary + 2 technical

and seminars on specific topics, Art. 6  
participation in regional NIB  
groups)

meetings  
Remark: 1  
plenary replaced  
by training  
sessions

3	Assist in accident investigations to the NIBs	Directive 2004/49/EC Art. 21	On request	-	N/A Nothing requested. Only exchange of e-mails
4	Providing NIBs with specific information on the safety regulatory framework (incl. SMS)	Directive 2004/49/EC Art. 21, Agency Regulation Art. 6	Ongoing	-	Yes within technical network

### 3.4 Coordinating the accreditation and recognition framework

The Agency organised dissemination activities addressed specifically to the national accreditation bodies and to recognition bodies on the specificities of the railway environment including the legal aspects. This included training seminars, guidance documents and support to European cooperation for Accreditation (EA) to ensure better understanding of railways by their members. The Agency also participated to several coordination activities initiated by EA in the domains of certification and inspection.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Review of training material on accreditation and recognition principles	Directive 2004/49/EC Art. 14a, Regulation (EU) 402/2013 Art. 14	Ongoing	-	Partially Specific development related to Reg. 402/2013 postponed to 2015 due to lack of resources
2	Support to EA	Directive 2004/49/EC Art. 14a, Regulation (EU) 402/2013 Art. 14	On request	-	N/A No request from EA
3	Harmonisation of the ECM certification process;	Regulation (EU) 445/2011 Art. 6	Ongoing	-	Yes 3 plenary

cooperation of certification Regulation (EU)  
bodies 402/2013 Art. 14

meetings  
organized. 2  
TFs organized.  
New procedure  
for managing  
recommendati  
ons and  
clarifications in  
force

### 3.5 Promoting transparency and reduction of National Safety Rules

In order to move towards the concept of a single certificate, the number of National Safety Rules (NSR) needs to be reduced. Established at the end of 2010 under RISC, the Task Force of National Safety Rules clarified uncertainties and overlaps of rules and proposed procedures how to “clear up” the rules systems in Members States. Building on this work, the Agency has been promoting further transparency and reduction of National Safety Rules.

The Agency disseminated the results of the Task Force of National Safety Rules and carried on supporting the Commission and Member States in their efforts to improve both transparency and gradual reduction in national safety rules. In particular, the Agency discussed with each NSA/Member States the impact of the findings in the final report for their notified National Safety Rules, and explained stakeholders in Member States how National Safety Rules fit into the system of European harmonised rules, the SMS and “agreements” among the Infrastructure Managers and Railway Undertakings. The Agency also introduced new tools to help NSA/Member States to clean-up their rules systems and new modules in NOTIF-IT to support more transparency, and continued to work on the development of the “Rules Management Tool”.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Check of NSR registration, evaluation of draft and adopted rules for the European Commission	Agency Regulation Art. 9a	Ongoing	11	Yes 4 draft evaluated.
2	Apply and update the "Rules Management Tool"	Agency Regulation Art. 6	Ongoing	-	Yes No mandate for CSM on rule management obtained from RISC, New reflection on triage.

### 3.6 Joint Network Secretariat and Quick Response Procedure

The Agency has been developing a mechanism so that all the main railway actors can work together to identify issues and propose ways to resolve them, such as a procedure to respond to accidents and incidents, which is being overseen by the Joint Network Secretariat (JNS). The Agency acts as the secretary for the JNS. The Terms of Reference, adopted on 24 September 2012, reflect our stakeholders' agreement to a 2 year pilot phase, to test the structure, followed by a review and decision on whether to continue the project. These Terms of Reference have been adapted in 2013 to incorporate the procedure developed for responding to accidents and incidents.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Support and organisation of Joint Network Secretariat meetings, resolution of notified issues and quick response task forces to accidents and incidents	Agency Regulation Art. 6	Ongoing	-	Yes
2	Implementation of a revised terms of reference including a review of membership, in order to incorporate the agreed procedures for responding to accidents and incidents	Agency Regulation Art. 6	June 2014	12	Partially The ToR for JNS were modified. Not finally agreed with all parties in 2014
3	Review the 2 year pilot and decide on the future of the work	Agency Regulation Art. 6	November 2014	-	Yes

### 3.7 The freight focus group

The Agency is responsible for the coordination of the activities of the safety unit impacting railway freight transport and has been involving Representative Bodies (RBs) and NSAs on activities of the safety unit related to ECM certification and harmonisation of maintenance that should be risk-based. The Agency is gradually extending the freight focus group to other aspects of the railway freight transport regarding interoperability and railway operations. This is being performed in collaboration with the NSA and NIB Networks and the JNS.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Organisation of meetings with NSAs and RBs to address needs related specifically to rail freight transport	Agency Regulation Art. 6, Directive 2004/49/EC Art. 17	Ongoing	-	Partially 3 meetings organised. Project plan

not finally  
approved  
because  
remaining  
divergence  
between NSAs  
and RBs. 2 position  
FFG obtained

### 3.8 International relations management for Dangerous Goods

The development of regulations on the transport of dangerous goods is particularly complex because the overall safety level is based on the combination of sets of rules pursuing two different objectives: (i) rules related to 'substance safety' are defined to ensure that no immediate hazard(s) from the substance(s) can harm the workers and the public, before, during or after normal transport operations; (ii) rules related to 'transport safety' are defined to ensure that residual risks during transport operations are kept as low as possible and allow for efficient and competitive transport operations. Three EU directives and one international agreement (RID) contribute to the achievement of these objectives in a consistent and competitive way for the sector. Today, an EU integrated approach for achieving coherent development in 'substance safety' and 'transport safety' is missing on technical, societal and political aspects.

In addition to the monitoring of the development of rules at UNECE (United Nations Economic Commission for Europe) and OTIF (Organisation intergouvernementale pour les transports internationaux ferroviaires) levels mainly concerning the requirements on 'substance safety', the Agency has been promoting the development of an integrated approach for key technical, societal and political aspects in collaboration with the European Commission through thematic workshops.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Organisation of two workshops in the context of international relations management for Dangerous Goods	Agency Regulation Art. 21b	1st and 2nd semester 2014	-	Yes Following roadmap. 2 workshops in February and October
2	Conduct a Working Party and develop common positions; continued reporting to the European Commission; supporting the European Commission positions in OTIF	Agency Regulation Art. 21b	Ongoing	-	Yes Participation to (1x5 days) RID and UNECE (2x5 days) meetings Present position of ERA. Participation to

### 3.9 Development and operation of ERADIS (ERA Database of Interoperability and Safety)

The Agency is maintaining the computerised system through which all important information (e.g. EC declarations, authorisations for placing in service, safety certificates, accident investigation reports, notified national rules) is made available for any interested party, either through direct access to the data stored at the Agency, or via a common interface to the local (national) databases. The system also includes EU templates aiming to harmonise the format of some documents.

	Outputs 2014		Legal Basis	Planned timing	KPI	Achieved
1	New ERADIS modules implemented		Agency Regulation Art. 19, Commission Regulation (EU) 445/2011 Art. 10	Ongoing	13	Yes
2	ERADIS maintained		Agency Regulation Art. 19, Commission Regulation (EU) 445/2011 Art. 10	Ongoing	-	Yes
3	ECM certificates, licenses, safety certificates and information on ECM certification bodies registered		Agency Regulation Art. 19, Commission Regulation (EU) 445/2011 Art. 10	Ongoing	14	Yes Data uploaded by certification bodies validated by ERA

### 3.10 Development and operation of registers for SAF performance and accident data (ERAIL)

The Agency has been continuously processing and validating the information on investigations submitted by National Investigating Bodies and making it publicly available through ERADIS and the ERAIL database. This validation process includes the verification of accuracy and correctness of information, administration of the translation of reports and communication with the investigation bodies. The data on CSIs is submitted annually by NSAs and the Agency performs checks on data quality and validates the submitted information before the data is made publicly available through ERADIS and the ERAIL database.

Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
--------------	-------------	----------------	-----	----------



1	Accident investigation and CSI data registered	Directive 2004/49/EC Art. 24, Agency Regulation Art. 9 and 19	Ongoing	15	Yes
2	ERAIL maintained	Directive 2004/49/EC Art. 24, Agency Regulation Art. 9 and 19	Ongoing	-	Yes
3	Next ERAIL modules (e.g. reporting tools) implemented	Directive 2004/49/EC Art. 24, Agency Regulation Art. 9 and 19	Ongoing	-	Yes

### 3.11 NOTIF-IT for NSR

National safety rules are requested to be notified by Member States and to be publically available. For this purpose, the European Commission has put in place databases accessible with the Notif-IT tool. The Agency has been assisting the Commission in the setting up, operation, administration and management of the databases, in the maintenance and improvement of the Notif-IT tool, and providing assistance to users.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Assistance to the European Commission for maintaining and improving Notif-IT for national safety rules Support to the development of the workflow on notification of draft rules.	Agency Regulation Art. 19	Ongoing	-	Yes Launching new module on draft NSR notification in March.
2	Preparation of the transfer of NOTIF-IT from EC to ERA	Agency Regulation Art. 19	Ongoing	-	No The Agency's management asked to postpone because shortage of resources and "triage" development

### 3.12 Opinions and advice

At the request of the European Commission, the Agency has been providing Opinions and Advice, covering a wide range of safety issues from the safety regulatory framework in a Member State to a specific national safety rule, to the European Commission in accordance with the processes and timescales set out in EU law.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Opinions and advice provided in the context of the safety regulatory framework	Agency Regulation Art. 9a, 10,21b	On EC request	-	Yes Most comprehensive opinion ever undertaken by the Agency delivered on Railway Safety in Poland

## Activity 4. Developing a harmonised framework of technical specifications and their application for vehicle authorisation

Vehicle authorisation has been cited as a major barrier to the competitive position of the railways and the opening of the markets for equipment supply and railway operation. Significant savings are achievable through the simplification possible by replacing the national 'homologation' procedures with the common European authorisation process envisaged in the Interoperability Directive (IOD).

### 4.1 Authorisation processes

Following the Agency documentation of the authorisation processes in 2012/2013 of all the National Legal Frameworks of the Member States, the Agency updated and maintained the relevant information in, and functionality of, the Agency Reference Document Database (RDD). Taking account of the different approaches the Agency produced further clarification on authorisation process in order to converge to a common approach.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Development of up to 5 additional templates in 2014 for information to be exchanged with authorities or documents to be issued by authorities	Vehicle Authorisation Task Force recommendation	Ongoing	-	Yes Harmonised template for application for authorisation of railway vehicles
2	Amended template flowchart to take account of DV29bis	Agency Regulation Art. 30, Directive 2008/57/EC Art. 30	September 2014	16	No DV29bis published in Dec 2014
3	Further clarification of authorisation process (DV29bis)	Agency Regulation Art. 30, Directive 2008/57/EC Art. 30	February 2014	17	Yes Published as Decision 2014/897/EU 4Q2014
4	Full set of National Legal Frameworks in RDD	Agency Regulation Art. 30, Directive 2008/57/EC Art. 30	December 2014	-	Partially Waiting for reply from 3 Member States (FR, NL, PL)
5	Facilitate the evolution of MS National Legal Frameworks to	Commission Decision	Ongoing/Dec 2014	-	No Linked to the

100% conformity with the EU 2011/155/EU Art. 1 framework/ 40% reduction in nr of process deviations from the EU framework

previous activity

## 4.2 Harmonised EU rules for vehicles

In conformity with the mandate 2010, the TSIs have been revised in view of their extension to the entire EU network, providing the basis for a harmonised regulation; these revised TSIs were adopted and published in 2014, and their application guides were made available on the Agency website. A working party was established in February 2014 to define in the TSI LOC&PAS conditions allowing the application of article 23 (1) of the Interoperability Directive (additional authorisation in a 2nd MS not needed); this working party is also in charge of drafting guidelines for RUs to establish technical compatibility of a vehicle with a route. A limited number of technical issues still remain declared as open points, for which national rules apply, creating an uneven playing field of requirements to be applied. Hence, closing open points in the TSIs remains an essential task of the Agency; to that end, in 2014, work plans were drafted and agreed with representative organisations, taking into account the result of dedicated studies and of research programmes. Additionally, the Agency has also included in these work plans a common approach regarding changes that would trigger a new Authorisation to Place into Service (APS) for vehicles design changes to a type, and vehicles being upgraded or renewed.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	TSI RST - Interface with INF and CCS; report of studies on particular issues (e.g. flange lubrication, sanding, etc.); progress in the closure of open points. Recommendation of a solution to facilitate the exchange of passenger coaches. Recommendation for parameters which trigger the necessity of a new APS for Rolling-Stock.	Agency Regulation Art. 12, Directive 2008/57/EC Art. 6	4Q2014	-	Yes
2	TSI WAG - Revision process opened - aligned texts in OTIF and OSJD; progress in the closure of open points. Recommendation for parameters which trigger the necessity of a new APS for Rolling	Agency Regulation Art. 12, Directive 2008/57/EC Art. 6	Ongoing	-	Partially Due to lack of staff. Work plan for revision of the TSI WAG agreed. ERA-OSJD works on analysis of TSI WAG with

					1520mm to be finished in May 2015.
3	TSI NOI - Report of studies on particular issues (noise reduction, local measures). Recommendation for parameters which trigger the necessity of a new APS for Rolling	Agency Regulation Art. 12, Directive 2008/57/EC Art. 6	4Q2014	-	No Postponed to 2015 due to delay in the adoption of the revised Noise TSI, and lack of staff (priority given to TSIs WAG and LOC&PAS)
4	TSI CCS - Closure of the open points: quality of sand, safety requirements for the ETCS DMI.	Agency Regulation Art. 12, Directive 2008/57/EC Art. 6	4Q2014	-	Partially Safety Requirements for DMI done – in EC Decision 2015/14. sand not done

#### 4.3 Harmonised EU rules for network

In conformity with the mandate 2010, the TSIs have been revised in view of extending their scope to the entire EU network. The new TSIs have been adopted and published by the Commission in 2014. The Agency is in the process of closing these remaining points, as they are impeding the creation of a common market for products and services. In order to achieve this, the Agency has been carrying out a number of dedicated studies and taking into account the result of research programmes. The Agency has also finalised the TSI Application Guide related to the new TSIs.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	TSI ENE - Progress in the closure of open points - Report Studies of particular issues (Europanto) - Recommendation for parameters which trigger the necessity of a new APS (for renewed or upgraded subsystems)	Agency Regulation Art. 12, Directive 2008/57/EC Art. 6	4Q2014	-	Yes
2	TSI INF - Progress in the closure	Agency Regulation	4Q2014	-	Yes

of open points - study reports. Art. 12, Directive  
Recommendation for 2008/57/EC Art. 6  
parameters which trigger the  
necessity of a new APS (for  
renewed or upgraded  
subsystems)

- |   |  |  |        |   |   |
|---|--|--|--------|---|---|
| 3 | TSI CCS - Closure of the open points: quality of sand, follow up of the recommendation 2013 at RISC and if necessary with Member States.                                     | Agency Regulation Art. 12, Directive 2008/57/EC Art. 6 | 4Q2014 | - | No<br>see 4.2   |
| 4 | TSI SRT - Progress in the closure of the open points; study report. Recommendation for parameters which trigger the necessity of a new APS (for renewed or upgraded tunnels) | Agency Regulation Art. 12, Directive 2008/57/EC Art. 6 | 4Q2014 | - | Partially<br>The remaining open point will be closed by an EN standard currently being developed. |

#### 4.4 Harmonised EU rules for railway operation

In order to reduce the diversity of operational rules across the EU, the Agency has been revising the OPE TSI and has started the work for complementing this TSI (e.g. Appendix B on communications, etc.) in order to limit the application of National Rules for operation.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	TSI OPE - Final draft submitted and updated until voted by RISC	Agency Regulation Art. 12, Directive 2008/57/EC Art. 6	July 2014	18	Yes

#### 4.5 Application of EU rules

The Agency has been revising the Commission Decision 2010/713/EU on Modules in conformity with the Interoperability Directive Art.26 and support the European Commission in activities related to accreditation and recognition of Notified Bodies.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Recommendation of revised modules for including non-TSI	Agency Regulation Art. 12, Directive	Ongoing	-	Partially Preliminary

conform vehicles (Directive 2008/57/EC Art. 26  
2008/57/EC Art. 26)

works carried  
out, pending  
the EC  
mandate to  
ERA

- |   |   |  |   |     |
|---|---|--|---|-----|
| 2 | Support to the European Agency Regulation Commission at the meetings Art. 13 and 21b steering group on accreditation. Support to the European Commission at the meetings with EA. Advice in drafting of an EA Policy for the Accreditation. | Ongoing<br>(Advice is foreseen for end 2015) | - | Yes |
|---|---|--|---|-----|

#### 4.6 Development of national rules and databases of national rules

In order to make the National Technical Rules and their verification procedures transparent, easily accessible and in line with EU regulation, the Agency has set up and is managing the Reference Document Database containing the national rules for authorisation and assisting the Commission with managing and administrating the NOTIF-IT database of notified national rules and evaluating National Technical Rules.

This central database is an essential pre-requisite that enables the Member States to “clean up” their rules, accept other Member States rules as equivalent and to enable them to accept TSI conform vehicles on non TSI-conform parts of the network to the minimum of extra requirements.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Pre-evaluation of National Technical Rules: Meetings with the European Commission every 2-3 months. Pre-evaluation of up to 350 NTRs p.a. (4h per rule).	Directive 2008/57/EC Art. 27 Decision 2011/155/EU Art. 1	Ongoing	-	Partially Workshop on NTR & NSR performed in October 2014
2	Management of Technical Rules Databases (Notif-IT and RDD)	Directive 2008/57/EC Art. 27 Decision 2011/155/EU Art. 1	Ongoing	-	Yes
3	IT Project Management & data consistency: Improved RDD functionality, extension of RDD functionality to support one stop shop	Directive 2008/57/EC Art. 27 Decision 2011/155/EU Art. 1	2 RDD releases in 2014 OSS functionality end 2014	-	Partially One Stop Shop functionalities not defined
4	TSI conformity accepted in lieu of 75% of non-legacy rules	Directive 2008/57/EC Art. 27	End 2014	19	Partially considered in

		Decision 2011/155/EU Art. 1			classifications of equivalence of NTRs
5	Meetings with the European Commission every 2-3 months on NOTIF-IT, Organisation and chairing of RDD users group meetings 3-4 meeting pa	Directive 2008/57/EC Art. 27 Decision 2011/155/EU Art. 1	Ongoing	-	Yes

#### 4.7 Development of registers used for authorisation

In order to have traceability of vehicles that operate on the EU railway network, the Agency have been developing and maintaining the ERATV (European Register of Authorised Type of Vehicles) and ECVVR (European Central Virtual Vehicle Register) in collaboration with the NSAs, as well as the VKM (Vehicle Keeper Marking) register in collaboration with OTIF. The possibility of interfacing the various registers to each other is being analysed.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	ERATV Register being functional and accessible with updated information	Directive 2008/57/EC Art. 34, Agency Regulation Art. 18, 19	Ongoing	-	Yes
2	NVR & ECVVR registers being functional and accessible with updated information. Change control management set up	Directive 2008/57/EC Art. 33, Agency Regulation Art. 18, 19	Ongoing/September 2014	20	Partially The extended supported intended to connect the 9 not yet connected NVRs to the VVR by the end of 2014. Success depended not only on the Agency and its contractor but also on commitment and collaboration of Member States. Until the end of 2014 the NVRs of



						DE, ES, HU, EL joint the ECVVR while those from FI, IE, SE and UK made progress towards their connection.
3	VKM register being functional and accessible with updated information. Change control management set up	Agency Regulation Art. 19, Dec 2007/756/EC Annex Sec. 2.1 (as last amended by 2012/757/EU)	Ongoing/September 2014	-	No	The register itself was not developed as the current solution based on an XLS file is cost-effective. Subsequently the procedure was not drafted.
4	ERADIS – SQR (Service Quality Report) issued	PRR Art.28	End 2014	-	Yes	

#### 4.8 Collaboration and coordination related to authorisation

Notified Bodies are the organisations which check the conformity of interoperability constituents and subsystems with the TSIs. It is important for them to have a clear and common understanding of the specifications. In this respect, feedback from the Notified Bodies has to be taken into account in the development of TSIs. Article 28(5) of the Interoperability Directive requires the Commission to ensure appropriate coordination and cooperation between notified bodies within regular meetings (NB-rail). The Agency attends all these meetings in order to coordinate the TSI-related activities of the Agency with the Notified Bodies' activities. This facilitates the implementation of the TSIs, resulting in time and costs savings within the authorisation of the new subsystems. Furthermore the Agency assists the Commission by acting as technical secretariat of NB-Rail (Network of Notified Bodies).

TSIs and their application guides often make references to the European Standards (ENs) and harmonised standards are deemed to give a presumption of conformity to the essential requirements set out in the Interoperability Directive. In some cases, there are no ENs relating to the technical issues covered by TSIs, or the EN provisions are not fully consistent with the TSIs. The Agency is therefore represented in the technical committee for railways of CEN (TC256) and CENELEC (TC9X) which coordinate the development of ENs related to railways.

Train traffic does not stop at the border of EU. However, the neighbouring countries apply rules which are different from the TSIs. It is therefore important to ensure that these rules are compatible with the EU rules. By ensuring this compatibility, trains originated from the EU will be accepted in third countries, and trains from third countries accepted in the EU. In order to achieve consistency of requirements, the Agency has

been working regularly with the international organisations setting rules for third countries (CIT, OSJD, OTIF).

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	NB Rail three plenary and three strategy meetings properly called, prepared and conveyed, minutes of the meetings taken. Support to NB Rail chair in engaging all the Notified Bodies in NB Rail. NR Rail CIRCABC maintained up to date	Agency Regulation Art. 12	Ongoing	-	Yes
2	Questions of NB Rail on interpretation of TSIs answered. Feedback from NB Rail for TSI drafting collected.	Agency Regulation Art. 12	Ongoing	-	Yes
3	Consistency of OTIF regulations, in particular UTP with the EU regulations ensured (UTP LOC&PAS, UTP Noise, Amendments of the general UTPs, application guides, safety provisions intended to be included in ATMF revision, Registers)	Agency Regulation Art. 30	Ongoing	-	yes
4	Report of the study on technical aspects related to passenger coaches for their operation in a common fleet shared by several Railway Undertakings, in cooperation with OTIF	Agency Regulation Art. 30 - PRR	December 2014	-	Partially Preliminary analysis presented; to be finalised in 2015 when final inputs from CER will be available.
5	3 meetings with CIT on issues common with TAP	Regulation (EU) 454/2011 Art. 3	Ongoing	-	Yes
6	Consistency of the TSIs and other regulations with standards, issuing requests for standards	Agency Regulation Art. 12	Ongoing	-	Yes
7	Reporting on developments at OSJD	Agency Regulation Art. 21 b	Ongoing	-	Yes

## Activity 5. Monitoring the framework implementation and performance for vehicle authorization

The Agency is tasked with the duty to monitor the implementation of the regulatory framework in the different Members States, including the monitoring of the transposition of the Interoperability Directive in the different Member States. Every two years, the Agency produces a report on progress with interoperability which provides the basis for analysing the trends of implementation of interoperability across the European Union. For the time being, the availability of interoperability-related data in the Agency is rather limited because databases and registers still need to be populated. Therefore, the Agency has been collecting data from other sources, the primary source being the questionnaires distributed to the National Safety Authorities.

### 5.1 Evaluation of Interoperability Directive transposition

Having completed the initial evaluation of the transposition of the Interoperability Directive for the European Commission in 2013, the Agency focused in 2014 primarily on the follow-up to the original evaluation. This project would lead to an improved competitive position of the railway sector by enhancing the level of interoperability of the railway system and developing a common approach to safety.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Interoperability Directive: follow up of works, revision of evaluations, support the European Commission in taking out EU-Pilot, drafting letters for the European Commission, report on the implementation in Member States	Agency Regulation Art. 21 b	On request	-	Yes

### 5.2 NSA Cross Audit (ID implementation part)

In order to develop a complete and consistent approach for granting/refusing Authorisations to Place into Service (APS), the Agency has been monitoring the work of the different NSAs through cross-audit programmes. The had developed and maintained the approach for this programme, supporting the cross-audit committee, providing ongoing training for the pool of auditors and participating in the mixed teams that are performing the audits. From 2013, the programme foresees a 5-year audit cycle to assess the performance of all NSAs. In addition, the annual report on the implementation of this project has been presented to RISC.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Conduct and report to RISC on NSA cross-audits (3 ongoing from 2013, 5 to start in 2014 -	Agency Regulation Art. 6, Directive 2004/49/EC Art. 17	According to audit programme	-	Yes 6 started in 2014, 3 which

number of reporting will  
depend on RISC)

started in 2013  
finished in  
2014

### 5.3 Monitoring of Member States authorities granting vehicle authorisations (case studies)

As there are different perceptions of progress on vehicle authorisation and cross-acceptance by NSAs and applicants, a consensus has been achieved in the vehicle authorisation Task Force's action plan and the increasing amount of common understanding guidance and application guides.

The Agency participated in case studies on vehicle and subsystem authorisation, collecting and analysing progress and problems, making comparisons with the defined (master) process and the rules published for the authorisation of vehicles, document sources of problems and look for solutions especially those which require a European answer.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Participation in case studies on vehicle and subsystem authorisation	Agency Regulation Art. 6, Directive 2004/49/EC Art. 17	Ongoing	-	Yes
2	Report on activity and indication of lessons learnt on granting vehicle authorisations	Agency Regulation Art. 6, Directive 2004/49/EC Art. 17	December 2014	-	Partially Individual reports but not a consolidated report – instead an ongoing issues list will be developed and maintained

### 5.4 Biennial "Railway report": interoperability part

In order to monitor the level of achievement of the objectives of the Interoperability Directive to provide an objective analysis of developments in this area, the Agency bi-annually delivers a report on progress with railway interoperability in the European Union. The report identifies the problems with implementation of the railway legislation; summarises the legal and institutional framework established to enhance technical and operational compatibility between rail networks and provides indicators to evaluate progress in railway interoperability.

During 2014, the Agency has been updating the 2013 report and has been collecting the data in preparation of the 2015 report.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Limited update of 2013 report as contribution to the general the Agency report delivered	Agency Regulation Art. 14	End 2014	-	Partially For practical and communication reasons, it was decided to keep SAF and IOP reports separated for the time being. A common Agency report could be issued from 2016 onwards.

## 5.5 Evaluation of railway projects and of requests for TSI derogations

At the request of the Commission, the Agency analysed projects in course of execution or requests for derogations issued by Member states, and in particular, checked if these were in line with the interoperability principles and the TSIs. At the request of the Commission, the Agency evaluated any requests for derogations from the provisions of the TSIs, submitted by the Member State and provided an Opinion or an Advice to the European Commission.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Opinion sent to the Commission on the evaluation of railway projects and requests for TSI derogations	Agency Regulation Art. 15	on request	-	Yes

## 5.6 Notified Bodies – Monitoring notifications and efficiency

In order to ensure a certain level of harmonisation of certificates issues by the Notified Bodies, the Agency has been monitoring, at the request of the European Commission, the notification of the Notified Bodies, checking in particular if they meet the criteria referred to in Annex VIII of the IOD and the quality of their verifications.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Monitoring quality of work of Notified Bodies, issuing the opinion to the Commission	Agency Regulation Art. 13	on request	-	Yes

## Activity 6. Facilitating the improved performance of the framework for vehicle authorisation

To improve the performance framework it is necessary to ensure that all the actors are aware of and understand the framework (Training and Dissemination). A particular emphasis has been put on supporting stakeholders in the implementation of the common authorization and certification processes, the TSIs and on the proper use of Registers. Then as a next step proposal for a one-stop-shop could be investigated and elaborated in preparation for the Fourth Railway Package. In parallel more work needs to be done to facilitate a common approach by the NSAs and Member States to the Management and the progressive elimination of National Technical Rules that remain pending the closure of Open points in TSIs and the removal of legacy systems. In this respect, the Agency may be asked by the European Commission to provide Technical Opinions and Advice. Finally, any proposals for improvements to the framework need to be developed.

### 6.1 Assistance advice and problem solving on authorisation process including training and dissemination

In order to ensure a consistent understanding and better application of the EU framework, the Agency has been providing a structured programme of training and dissemination of the EU framework for authorization.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Structured programme of training and dissemination for key stakeholders in the framework for vehicle authorisation	Agency Regulation Art. 6, Directive 2004/49/EC Art. 17	Ongoing	-	Partially Standard presentations elaborated and used (workshop package)

### 6.2 Facilitating simultaneous authorisations (One Stop Shop and preparation for 4th RP)

As envisaged in the report of the Task Force on vehicle authorization the Agency took part in real authorisation cases, facilitating the mutual recognition between Member States and developing best practice recommendations, procedures and templates for authorisations. This initiative formed an essential preparatory step to enable the Agency to define and elaborate the processes, practices and procedures necessary for it to migrate to its envisaged future role as an authority granting single authorisations valid in several Member States.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Agency facilitation of simultaneous authorisations (one-stop-shop) set and running	Vehicle Authorisation Task Force	4Q2014	-	Partially ERA supported MS to carry out

recommendation

parallel and simultaneous authorisations but without setting up a OSS

### 6.3 Development and evolution to a common approach to National Technical Rules

The Agency facilitated the updating and “cleaning up” of national rules to reflect the EU framework and TSI scope extension. TSI scope extension in itself should remove the need for the majority of national rules for new vehicle authorization. The Agency also provided a clarification which parameters were to be checked at additional authorisation (i.e. those relating to compatibility with the additional network). The Agency facilitated where possible the convergence to common rules for groups of Member States, as well as a common approach to national rules on difficult technical issues which contributed to TSI reviews and amendments, in particular the closure of difficult open points, and a common approach to the management of national rules among the Member States.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Participation in about 8 geographic groups of NSAs, 4-6 meetings per group in 2014	Directive 2008/57/EC Art. 27 Decision 2011/155/EU Art. 1	Ongoing	-	Yes
2	100% of known Relevant National Rules published	Directive 2008/57/EC Art. 27 Decision 2011/155/EU Art. 1	End 2014	21	Yes
3	Update of published information of rules applied for the authorisation of railway vehicles Update of classification of equivalence of rules applied by different NSAs	Directive 2008/57/EC Art. 27 Decision 2011/155/EU Art. 1	Ongoing	-	Yes Classifications of equivalences of rules have been published for BeNeFLuCHE and D-PL-CZ-AT-NL group

### 6.4 Proposals for improving the framework

In order to clarify and disseminate the common EU framework, the Agency made proposals for improvements taking account of experience from various sources (e.g. National Legal Frameworks for authorisation, case studies, Vehicle Authorisation Task Force etc.).

	<b>Outputs 2014</b>	<b>Legal Basis</b>	<b>Planned timing</b>	<b>KPI</b>	<b>Achieved</b>
1	Progress report on the European Commission vehicle authorisation Task Force Action. Suggestions for improvements to the framework.	Agency Regulation Art. 30, Directive 2008/57/EC Art. 30	Ongoing	-	N/A Actions continued but decision made not to produce another report

## 6.5 Technical opinions and advice

At the request of the European Commission, the Agency has been providing Opinions and Advice, covering a wide range of interoperability issues, to the European Commission in accordance with the processes and timescales set out in EU law.

	<b>Outputs 2014</b>	<b>Legal Basis</b>	<b>Planned timing</b>	<b>KPI</b>	<b>Achieved</b>
1	(Technical) Opinions and advice submitted in the context of the framework for vehicle authorisation	Agency Regulation Art. 2, 10	On EC request	-	Yes

## 6.6 Support to the implementation of TSIs

Having established the harmonised regulatory basis with the revised TSIs, the Agency has put the emphasis on helping the sector in the implementation of these regulations. This included dissemination seminars with the different actors, bilateral meetings, timely answer to queries, etc., resulting in an improved efficient implementation of the TSIs and speeding up the evolution towards a harmonised railway network.

	<b>Outputs 2014</b>	<b>Legal Basis</b>	<b>Planned timing</b>	<b>KPI</b>	<b>Achieved</b>
1	Guide on establishing technical compatibility with a route	Agency Regulation Art. 12	4Q2014	-	Yes
2	TSI Loc&Pas support to NSAs, Notified Bodies, representative bodies	Agency Regulation Art. 6 and 12	On demand	-	Yes
3	TSI WAG support to NSAs, Notified Bodies, representative bodies	Agency Regulation Art. 6 and 12	On demand	-	Yes
4	TSI NOI support to NSAs, Notified	Agency Regulation	On demand	-	yes



	Bodies, representative bodies	Art. 6 and 12					
5	TSI ENE support to NSAs, Notified Bodies, representative bodies	Agency Regulation Art. 6 and 12	On demand	-	Yes		
6	TSI INF support to NSAs, Notified Bodies, representative bodies	Agency Regulation Art. 6 and 12	On demand	-	Yes		
7	TSI SRT support to NSAs, Notified Bodies, representative bodies	Agency Regulation Art. 6 and 12	On demand	-	Yes		
8	TSI OPE support to NSAs, Notified Bodies, representative bodies	Agency Regulation Art. 6 and 12	On demand	-	Yes		
9	Revised and updated Application guide - incl. new TSIs	Agency Regulation Art. 12	End 2014	-	Yes		

## 6.7 Architecture and use of registers

The Agency clarifies the purpose of the various registers and the rules for data provision as unreliable quality could result in a poor implementation of the regulation. The Agency accomplished dissemination activities (seminars, bilateral meetings, etc.) to ensure that all actors were fully aware of their scope and duties. In addition, the work of the Working Party on rationalisation of vehicle related registers which was launched in 2013 continued its activities.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Interim report on rationalisation of vehicle related registers (NVR/ECVVR, ERATV, VKM, ECM), including CBA, allowing to decide the orientation for specifications amendments	Directive 2008/57/EC Art. 33, 34	October 2014 (In agreement with EC, the deadline has moved to the end of 2014)	22	Yes
2	Application guides for NVR/ECVVR, ERATV, VKM and ERADIS kept up to date (Task B1 of VA Task Force) When necessary workshops with registration entities of the Member States (tentatively one	Directive 2008/57/EC Art. 33, 34	Ongoing	-	Yes

workshop a year)

## Activity 7. Developing ERTMS (as System Authority)

The European Railway Traffic Management System (ERTMS) is an important industrial project for Europe and a major step for an interoperable railway system and the progressive establishment of an open market in the sector. The Agency fulfills the role of system authority for the ERTMS specifications. They are referenced in Annex A of the TSI on command control and signaling subsystems (CCS TSI). The operational rules specific for ETCS and GSM-R are defined in Appendix A of the TSI on operation and traffic management (OPE TSI). When requested by the European Commission, the Agency will provide its technical advice and opinions in the field of ERTMS. The Agency provides technical support to the ERTMS Coordinator in its work and initiatives.

### 7.1 Change Control Management for ETCS and GSM-R

As the system authority for ERTMS (ETCS and GSM-R), the Agency has been applying the change control management process to ensure that feedback and requests from the sector is being analysed with proper impact assessment for the maintenance of existing baselines and the development of future baselines in the fields of communication and train control. The work included the issue of guidelines for implementing ERTMS, improved test specifications, a definition of standard interfaces where appropriate, closing open points, a simplification of the specifications and improvements to their format (e.g. formal language). The Agency also has been integrating the result of work streams defined in the 2012 MoU, like the extensions on ATO (Automatic Train Operation), KMS (Key Management System), and carrier independence. The Agency also issued a new baseline, ensuring their backward compatibility.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Periodic reports on the status of the of Baseline 3 (ETCS) and baseline 0 (GSM-R) change control in the database	Agency Regulation Art. 21a	Monthly	-	Yes
2	Guideline for GSM-R	Agency Regulation Art. 21a	July 2014	-	N/A No guidelines required by the sector
3	Update/creation of documents for baseline 1 (GSM-R) for Annex A for 2015 Recommendation	Agency Regulation Art. 12 and 21a	according to Working Group calendar	-	Yes
4	Draft versions of documents for Annex A and intermediate results to prepare the 2015 Recommendations to the European Commission on modification of CCS TSI regarding ETCS update	Agency Regulation Art. 12 and 21a	according to Working Group calendar	-	Yes
5	Test specifications for ETCS	Agency Regulation	Ongoing,	for -	Partially

	Baseline 3	Art. 21a	second maintenance release			75% (test cases)
6	Follow up and if possible evaluation report on ATO, satellite navigation activities funded by EU programs. Coordination of the KMS specifications carried out by beneficiaries of TEN-T program	Agency Regulation Art 21a	according to planning	MoU	-	Partially Input from TEN-T funded projects delayed
7	Guidelines on interference management and co-existence GSM-R and public services	Agency Regulation Art 21a	End 2014		-	Partially 90% (ECC guidelines approved in Feb 2015)

## 7.2 Development of the requirement for the evolution of the railway communication system

The Agency has been taking the lead on the many initiatives aimed at defining the future of GSM-R, organising the discussion on the time plan for the adoption of new technologies while preserving the functional interoperability requirements, and generating a railway communication roadmap where the migration from GSM-R is correctly analysed. In addition, the Agency has been defining the basic model and guidelines of the future railway telecommunication system, and ensuring that railway-specific functions are correctly defined and realised at the application level. The Agency also took part and supported the coordination board set up by the European Commission on interferences, and took this into account for the evolution of the railway communication system.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Report from the study on the definition of the basic requirements for the new railway communication system - roadmap for the migration to the new railway communication system.	Agency Regulation Art 21a	1Q2014	23	Yes
2	Survey and definition of the high level requirements for the communication system; technology independence; long term migration to cope with GSM-R obsolescence	Agency Regulation Art 21a	Ongoing - activity continues in 2015 (enhanced operational requirement specification)	-	Yes

## Activity 8. Monitoring and Facilitating ERTMS implementation and performance

The harmonised specifications alone will not deliver the full set of benefits expected from ERTMS. It is necessary to ensure their coordinated applications and cost effective verification and authorisation. The Agency makes, at the request of the European Commission, appropriate proposals to foster interoperability of the corridors laid down in Decision 2009/561/EC ( ) and makes any appropriate recommendations which may provide support to the TEN-T Executive Agency regarding projects for which an application for Community financial aid has been submitted. When requested by the European Commission, the Agency provides its technical opinions on derogations and technical support to the ERTMS Coordinator in its work and initiatives.

### 8.1 Sharing best practices in implementations and promotion of engineering guidelines

The Agency continued, where appropriate, to produce harmonised guidelines (with the support of the sector and the involvement of the ERTMS MoU Steering Committee) The Agency played a central role in coordinating all the diverse initiatives aimed at the definition of the evolution of GSM-R, with a clear remit to make ETCS data transmission bearer-independent.

Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1 Release of ERTMS engineering guidelines, as defined in the 2012 MoU clause 54, in order to reduce differences of scenarios at national level. This activity is strongly dependent on actual input from the sector and on their support to apply the guidelines	Agency Regulation Art 21a	3Q2014	24	N/A No support from the sector, no concrete requests, no evidence of application of existing guidelines
2 Develop the terms of reference for the follow up work to make ETCS independent of the data carrier, based on the results of the WP 9 of the TEN 2011 MAP (ETCS over GPRS)	Agency Regulation Art 21a	3Q2014	-	Partially UNISIG and ERTMS Users Group have not delivered their part

### 8.2 Support to the evaluation of ERTMS projects in cooperation with the Commission and TEN-T EA

The Agency supported the European Commission in the follow up of the EU deployment plan for ERTMS and coordinating the installations along corridors, and activities contributing to the Steering Committee and Corridor Group set up by the European coordinator for ERTMS. In addition, the Agency disseminated the principles of the harmonised approach to all parties involved in the ERTMS deployment, in particular to IM, RU, manufacturers and laboratories, increased the monitoring of the deployment of ERTMS and verified

compliance with CCS TSI in TEN T and projects funded by EU programs. It also provided technical assistance, information, guidance and feedback to those actors to help ensure correct and full implementation of CCS TSI on such projects.

	<b>Outputs 2014</b>	<b>Legal Basis</b>	<b>Planned timing</b>	<b>KPI</b>	<b>Achieved</b>
1	Provide technical support to the ERTMS coordinator	Agency Regulation Art 21a	Ongoing	-	Yes
2	Attend and support with expertise the ERTMS MoU Steering Committee meetings; ad hoc participation to selected meetings of the Management Committees of ERTMS Corridors	Agency Regulation Art 21a	According to Steering Committee calendar, and on demand	-	Yes
3	Written feedback to TEN-T with regards to correct implementation of ERTMS. The actual number of projects will depend on the allocation of appropriate resources	Agency Regulation Art 21a	According to the detailed plan to be shared with TEN-T EA	25	Yes
4	Report to Commission on compliance of ERTMS projects	Agency Regulation Art 21a	Ongoing	-	N/A No request from the EC

### 8.3 Promotion and facilitation of testing and certification for ERTMS

The Agency regularly surveyed with the ad hoc group of Notified Bodies any difficulty or problematic situation which could arise in the process of certification and verification for ERTMS ICs and subsystems, with the aim to offer guidance and allow harmonised approaches. The Agency also addressed those issues with the NSAs in the ERTMS focus group, in order to identify at an early stage possible difficulties and thus allowing open discussion and resolution among NSAs. The findings and results of the activities have been reported in the documents concerned, and guidelines/checklists were elaborated where necessary.

	<b>Outputs 2014</b>	<b>Legal Basis</b>	<b>Planned Timing</b>	<b>KPI</b>	<b>Achieved</b>
1	Update of report to the European Commission on ERTMS verification and authorisation processes, recommendations to European Commission if needed	Agency Regulation Art 21a	End 2014	-	N/A No concrete new elements
2	Reports to the European Commission on network/vehicle	Agency Regulation Art 21a	Based availability of data by	-	Yes

incompatibility risk				stakeholders		
3	Chair the NBRail ERTMS ad hoc working group	Agency Art 21a	Regulation	according to Working Group calendar	-	Yes
4	Report and guidance for certification and placing into service of ERTMS equipment	Agency Art 21a	Regulation	End 2014 (based on availability of data)	-	N/A No concrete data
5	Support to DG MOVE, meetings with EA and national accreditation bodies; analysis and facilitation of the accreditation process of the ERTMS test labs	Agency Art 21a	Regulation	On demand	-	N/A No significant requests and actions
6	Provide training on ERTMS for authorities and railways	Agency Art 21a	Regulation	two events per year; organization of the ERTMS Conference in the second part of 2014	-	N/A No event in 2014 due to Agency conference

#### 8.4 Facilitation of improved operations with ERTMS

In order to have a harmonized operation, reduced costs and increased safety, the Agency harmonised the principles and rules for operation within the ETCS and GSM R systems together with the engineering rules. The Agency not only defined opportunities for cost-efficiency measures in the frame of standardised approaches to the training of the drivers for ERTMS, but also common principles applicable to operational rules used in the calculation of safety-related parameters for ERTMS, and adjusted the system based on operational feedback.

	Outputs 2014	Legal Basis		Planned timing	KPI	Achieved
1	Rules for calculating the ERTMS train data	Agency Art 21a	Regulation	work in progress - dependent on support from sector	-	N/A No concrete support for the workstream
2	Report on return of experience from railways operating ERTMS in commercial service	Agency Art 21a	Regulation	End 2014	-	Yes According to calendar
3	ERA database for operational feedback	Agency Art 12 and 21a	Regulation	End 2014	26	Yes

4	Harmonised operational rules for ERTMS	Agency Art 21a	Regulation	on time for second maintenance release in 2015	-	Yes
5	Maintained ETCS DMI specification	Agency Art 21a	Regulation	on time for second maintenance release in 2015	-	Yes
6	Support improved operation with ERTMS with the release and publication of guidelines	Agency Art 21a	Regulation	work in progress - dependent on support from sector	-	N/A No concrete support and interest from the sector



## Activity 9. Developing, Monitoring and Facilitating improved system access

Accessibility by all stakeholders of the system itself and of information related to its operation is an area where significant progress is expected, which will result in enhanced efficiency and image of the railway system as a whole. The creation of a harmonised protocol for exchanging information between railway actors is a pre-requisite to enable RUs to permanently locate freight trains and exchange documents related to the carried goods. It is also necessary to allow the issue by travel agents of seamless tickets covering several RUs in several countries. Furthermore, providing relevant information to RUs through the Register of Infrastructures (RINF) is an absolute necessity to enable them to fulfill their responsibilities in checking route compatibility. From another perspective, society is also strongly demanding an improved access of stations and trains for persons with reduced mobility (ranging from disabled or impaired people to prams and heavy luggage carriers). All improvements in this matter would benefit, not only to PRMs, but also to all passengers and even to the system itself by improving passenger flow and increase in global efficiency. This latter aspect is enhanced by the European Act implementing the Convention on the Rights of Persons with Disabilities of the United Nations (UNCRPD), which quotes the TSI PRM as a tool for its implementation.

### 9.1 Passenger Telematics applications system authority

The Agency facilitated the railway sector to finalise the specifications by introducing change control management (similar to the successful system for ERTMS, using the same tools), ensuring full compliance of technical developments with TSIs, preparing TSI updates whenever these prove to be absolutely necessary for a successful implementation. In addition, the Agency has been monitoring the actual deployment of the telematics TSIs and reporting on identified obstacles. The Agency also initiated the first wave of facilitation actions aiming at informing the impacted rail stakeholders (e.g. by running dissemination seminars).

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Final Technical Specification incorporated in the TSI TAP	Agency Regulation Art. 12, Directive 2008/57/EC Art. 6	End 2014	-	Partially Delay as some CEN deliverables to be incorporate into specifications were not satisfactory.
2	Consistency between the Agency TDs and UIC leaflets ensured according to the MoU signed in July 2013 between UIC and the Agency	Agency Regulation Art. 12, Commission Regulation (EU) 454/2011 Art. 3	Ongoing	-	Yes
3	TAP CCM yearly baseline delivered to the European Commission	Agency Regulation Art. 12, Commission	December 2014	27	Yes

		Regulation (EU) 454/2011 Art. 3				
4	Published reports on quality level of actors for TAP	Commission Regulation (EC) 1371/2007 Art. 28	End 2014	-	Yes	
5	Assess conformity of IT solutions implemented by the European Railway Sector to regulation 454/2011/EC	Agency Regulation Art. 12	On demand	-	Yes	
6	Report on implementation of TAP Phase 2; TAP Phase 3 - Master plan delivered; retail architecture implemented; RU/IM communication architecture implemented	Agency Regulation Art. 12, Commission Regulation (EU) 454/2011 Art. 3	End 2014	-	Yes	
7	Report on the implementation of conditions of carriages (PRM; bikes; car; luggage) submitted	Agency Regulation Art. 12	End 2014	-	Yes	
8	Support the European Commission in the TAP Steering Committee (Steco)	Agency Regulation Art. 12	Ongoing	-	Yes	
9	TAP implementation facilitated by geographical workshops	Agency Regulation Art. 12	Ongoing	-	Yes	
10	TAP location reference file updated and available on the Agency website	Agency Regulation Art. 12, Commission Regulation (EU) 454/2011 Art.3	Ongoing	-	yes	
11	Support to small RUs and ticket vendors to fulfil their obligations from regulation 454/2011/EC	Agency Regulation Art. 12	On demand	-	Yes	
12	Support provided to the European Commission on assessment of projects, tendering, etc. for TAP	Agency Regulation Art. 12	On demand	-	Yes	

## 9.2 Freight Telematics applications system authority

The Agency facilitated the railway sector to finalise the specifications by introducing change control management (similar to the successful system for ERTMS, using the same tools), ensuring full compliance of technical developments with TSIs, preparing TSI updates whenever these prove to be absolutely necessary for a successful implementation. In addition, the Agency has been monitoring the actual deployment of the telematics TSIs and reporting on identified obstacles. The Agency also initiated the first wave of facilitation actions aiming at informing the impacted rail stakeholders (e.g. by running dissemination seminars).

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	TSI TAF - closure of Open-Points acc. Masterplan 2012	Agency Regulation Art. 12, Directive 2008/57/EC Art. 6	4Q2014	28	Yes
2	Changes to the TSI TAF managed through the CCM	Agency Regulation Art. 12, Regulation (EU) 1305/2014 Art. 3	Ongoing	-	Yes
3	Assess conformity of IT solutions implemented by the European Railway Sector to Regulation 62/2006/EC	Agency Regulation Art. 12	On demand	-	Yes
4	TAF implementation monitored acc. Master plan 2012	Agency Regulation Art. 12, Regulation (EU) 1305/2014 Art. 5	Ongoing	-	Yes
5	Support the European Commission in the TAF Steering Committee (Steco)	Agency Regulation Art. 12	On demand	-	Yes
6	TAF implementation facilitated by geographical workshops	Agency Regulation Art. 12, Regulation (EU) 1305/2014 Art. 5	Ongoing	-	Yes
7	Availability of TAF location reference file on the Agency's website	Agency Regulation Art. 12, Regulation (EU) 1305/2014 Art. 3	Ongoing	-	Yes
8	Support small RUs and customers to fulfil their obligations from Regulation 62/2006/EC	Agency Regulation Art. 12	On demand	-	Yes

9	Support provided to the Agency Regulation On demand - Yes European Commission on Art. 12, Regulation assessment of projects, (EU) 1305/2014 tendering, etc. on TAF Art. 5
---	--

### 9.3 Developing specifications for improved physical system access

Upon approval of the revised PRM TSI, the Agency has updated the references to the standards for the built environment and for accessibility, in order to help applicants to apply the TSI for both new and existing subsystems.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Application guide of the revised PRM TSI available to the users	Agency Regulation Art. 12, Directive 2008/57/EC Art. 6	mid-2014	29	Yes

### 9.4 Development of Registers for improved system access

For consistency and interoperability, the information about existing infrastructure is being collected via the Register of Infrastructures (RINF) which stakeholders may consult in order to get the relevant information necessary for manufacturing railway equipment (first of all the vehicles), or planning future operations. During 2014, the Agency has been developing and adapting the RINF common users interface (RINF CUI) to facilitate the collection and the preparation of data at national level.

The Agency also chaired a Working Party for proposing a structure for the Inventory of Assets for access to stations and trains, to be set up following the adoption of the revised PRM TSI; the Agency has identified the form that such a tool for the centralization of accessibility information would take, and had clarified the exact information required from stakeholders; this is the subject of an intermediate report submitted to the Commission and Member States for decision on the development and implementation of the Inventory of Assets. .

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Coordination and monitoring the implementation of RINF by MS, reports to the EC. Management of the Network of national entities in charge of the RINF. Processes implementing RINF governance rules. Change control management set up. RINF application guide available	Directive 2008/57/EC Art. 35, Agency Regulation Art. 18, 19	Ongoing	30	Yes
2	Defined structure, detail level of	Agency Regulation	December 2014	-	Yes

information required, functional Art. 12  
specification for the availability to  
the public of the information on  
accessibility

## Activity 10. Operational activities across several strategic priorities

The European Railway Agency is committed to ensure that the overall legislative framework linked to its activities are working as intended and contributes to a more competitive railway sector in Europe. Therefore, the Agency has conducted ex-ante impact assessment of its own recommendations since it started operations. Building on these experiences, reflections and comprehensive consultation with stakeholders on the focus of economic evaluation for the future was undertaken in 2013. In particular, this process highlighted the need for the Agency's economic evaluation to take more of a bird's eye perspective along with more attention to ex-post assessments. On this basis the three core priorities for economic evaluation were identified as follows: (1) Comprehensive policy evaluation for each of the four operational activities; (2) Early assessment of all potential projects considered by the Agency; (3) coordination and involvement in impact assessments. These priorities will contribute to ensure that Agency work focus on projects adding value in order to improve the competitiveness of rail. In 2014 emphasis was accordingly given to detail out the high-level framework for economic evaluation activities such that it would be fully implemented during 2015.

### 10.1 Economic Evaluation - methodology and tools

Building on the agreed future orientation for economic evaluation in December 2013 significant work on setting out the main principles to be followed, key areas of work, deliverables and stakeholder consultations were undertaken in 2014. These elements were put forward in the Economic Evaluation Framework document for discussion and consultation with external stakeholders including the Economic Survey Group. In addition, work on defining the processes for the key economic evaluation priorities were taken forward within the context of the Agency's Quality Management System. Also, important activities involved further development of consistent system data management, assessment toolbox and prioritisation framework. These activities will be refined in 2015.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	New annex to the general methodology guidance (This document is now referred to as the Economic Evaluation Framework)	, Agency Regulation	March 2014	-	Partially A draft document was available in March, with an updated version in September

### 10.2 Economic Evaluation - early assessment (needs and outcomes)

As part of the new orientation of economic evaluation activities a process for early assessment for all potential new projects considered by the Agency was drafted. This also included specifying the template to be used building on the EC roadmap template (SMART regulation). Early assessment will determine whether the issues identified are likely to be influenced positively by Agency action and the risks if no Agency action is undertaken. As such the main question to answer from this Agency Economic Evaluation task is the

following: Is Agency action necessary and in line with the EU legislative framework? If the answer is yes then another question needs to be addressed: Is further ex-ante impact assessment work required in order to determine the content of the Agency action? The Early Assessment process provides the foundation for a prioritisation framework in order to select the projects with highest added value. The prioritisation framework will be further refined and tested during 2015.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Draft Agency framework for prioritisation	Agency Regulation	June 2014	-	Partially Process / template for early assessment defined providing the basis for a prioritisation framework
2	Prioritization of open points	Agency Regulation	According to TSI planning	-	N/A This task has been broadened to consider all new potential projects

### 10.3 Economic Evaluation - ex ante evaluations

In 2014, most impact assessments focused on the scope of the TSIs and the closure of open points which started simultaneously with the development of recommendations, and came to a simultaneous conclusion. Overall, extensive interaction with stakeholders supported the required information collection covering both quantitative data as well as case studies. As part of the new orientation for economic evaluation emphasis in 2014 was placed on introducing principles for prioritising the effort and detail in the impact assessments. In particular, a distinction between light and full impact assessments was adopted such that quantification of main impacts are reserved for those projects where significant impacts are expected or which are sensitive. For these projects full impact assessment will be performed along with early cooperation with the Commission services. Further formalization is foreseen for 2015.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Ex ante impact assessment of key recommendations of 2014 linked to the 4 Agency priority areas	Agency Regulation	According to recommendation planning	31	Yes

## 10.4 Economic Evaluation - ex post evaluations

The Agency performed during 2014 further ex post analyses in order to evaluate the outcome of its recommendations. It relied on internal resources, and also on the cooperation of stakeholders, NSAs and Member States as primary information sources. In particular, this concerned the certification of Entities in Charge of Maintenance (ECM) and the operational requirements of the railway communication system. Following from the new orientation of economic evaluation ex-post evaluations will in the future be an integral part of the key economic evaluation priority referred to as comprehensive policy evaluation. This will involve examination of each of the operational activity areas as a whole in order to identify experiences and challenges. This may in turn lead to ex-post evaluation regarding particular legislative measures. Work commenced in 2014 on the development of the approach for these comprehensive policy evaluations. In particular, consideration to possible outcome indicators (the so-called Railway Indicators) was put forward including extensive discussion with external stakeholders.

	Outputs 2014	Legal Basis	Timing	KPI	Achieved
1	Ex-post analysis of (1) certification of Entities in Charge of Maintenance (ECM) and (2) the operational requirements of the railway communication system'	Agency Regulation	June 2014 (railway communication system) December 2014 (ECM)	32	Yes

## 10.5 Stakeholder Management

In order to review the return on experience to identify the impact of Agency work on the sector, the Agency has been coordinating meetings with the Network of Representative Bodies (NRB) to inform them about Agency activities, to agree on sector contributions to the Agency's work, and to review 'hot' issues.

	Outputs 2014	Legal Basis	Planned Timing	KPI	Achieved
1	Coordination of the NRB Network, organisation of NRB Network plenary meetings, seminars and workshops on specific topics	Agency Regulation	Minimum of 3 NRB meetings per year. Other events and activities as required	-	Yes

## 10.6 Research & Studies Coordination

The Agency has a responsibility to review and, where necessary, update TSIs to take account of developments in technology or social requirements, standardisation work and acknowledged research work, and to support the investigation bodies in their activities by adapting their investigation methods to the development of technical and scientific progress.



The Agency disseminated the EU framework to those involved in research, determined the Agency's needs for research, and disseminated these needs to the providers of funds and advisory bodies. In addition, the Agency has been influencing research projects to ensure the outputs best meet the Agency's defined needs, and has been coordinating studies in order to ensure coherence in study definition, a clear strategic path for future Agency activities, and a better knowledge of study subcontractors. The Agency has also been assisting the EC in the development of the Shift<sup>2</sup>Rail initiative.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Coordination of the Agency's needs on research (and studies), reports and support to the European Commission services for research, co-ordination of Agency activities and relationship to research projects, institutes and organisations	Agency Regulation	the Agency research needs synchronized with ERRAC & DG RTD calendars	-	Yes incl assisting S <sup>2</sup> R in evaluation of Founding Members Technical Submissions
2	Regular updates and dissemination of Agency Research needs	Agency Regulation	Ongoing	-	Yes
3	Review of the Technical Annexes for Shift <sup>2</sup> Rail	Agency Regulation	1-2Q2014	-	Yes
4	Meetings with the European Commission and relevant research projects	Agency Regulation	According to research calendar. 3 meetings per year with DG RTD. Specific meetings on specific projects with relevant POs	-	Yes

## 10.7 International relations management

It is clear therefore that as the “de-facto” railway system specifier for Europe, the Agency, within the scope of its competences, has been a key role to play on the world stage and in sharing practices and specifications with other similar Agencies, help promote European interests outside Europe and facilitate the gradual convergence of railway specifications and market opening throughout the world.

The Agency has a policy on international relations. Under the auspices of established agreements and specific agreements and understandings developed with similar organisations outside Europe and according to the status and benefits to be gained from third country activities, the Agency staff has been attending meetings, workshops and seminars with third parties or supporting the European Commission at meetings.

Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1 Participation in out of Europe events involving the Agency scope of subject matter authorisation processes and technical rules according to Agency policy, agreements, MOUs or ad-hoc arrangements	Agency Regulation Art. 21b	On demand	-	Yes In addition to the MoU with FRA a MoU has been signed with ANTT (Brazil) Preparatory work for an MoU with the Gulf Cooperation Council
2 Represent EU railway interests at UNEC WP, following the developments and report to the European Commission and to experts in the Agency (besides relationship with OSJD and OTIF mentioned separately)	Agency Regulation Art. 21b	Meetings and exchange of information according to needs	-	Yes
3 Promote of the European Commission railway legislation in EU candidate countries or potential candidates, via IPA	Agency Regulation Art. 30	Ongoing	-	N/A IPA assistance not requested in 2014

## Activity 11. Corporate Services

The horizontal activities supporting the Executive Director and the Agency are strategy and business planning and reporting, the Integrated Management System (IMS), deployment of the communications strategy, and providing legal advice. In addition, this activity also covers areas such as human resources, procurement, finance, accounting, ICT, facilities and transversal tasks. In 2014, the support services continued to focus on the selection and engagement of new staff members (as a result of contracts terminating for numerous operational agents), the improvement of planning and execution of the budget and procurement procedures, the implementation of changes resulting from the entering into force of the new Staff Regulations and the optimization of the core IT functions and delivery of quality IT services by adopting technologies that will best support the Agency ICT strategy agreed in 2014.

### 11.1 Communication

The Communication Office has been providing the external and internal communication processes and working tools for the Agency's stakeholders and staff to ensure the required Agency's impact on the railway sector in line with its remit. In 2014, the first Agency conference has been organized on the occasion of its 10th anniversary. The Agency was also well represented at the Innотrans exhibition in Berlin. In addition, the Agency's Administrative Board adopted the key communication principles to be further developed into a communication strategy in the next year.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Updated communication plan and improved tools according to return of experience	Agency Regulation	March 2014	33	Yes
2	Regular update of the Agency Internet/Intranet/Extranet	Agency Regulation	Ongoing	-	Yes
3	Publication of the Annual Report and specific Agency reports, External Newsletters	Agency Regulation	1Q2014	-	Yes
4	Agency participation at conferences/exhibitions: 1 Innотrans, further not yet known	Agency Regulation	September 2014	-	Yes
5	Publication of internal Newsletters/ general internal Communication	Agency Regulation	Quarterly	-	Yes
6	Agency's templates and external presentations register updated	Agency Regulation	Ongoing	-	Yes
7	Replies to external information	Agency Regulation	15 days after	-	Yes

requests via website

reception of  
request

## 11.2 Legal affairs

The Legal Office and the Data Protection Officer, has been ensuring the compliance of the Agency's acts and actions with the applicable legal framework in order to avoid or minimise legal risks. In particular, the Legal Office provided legal opinions and legal advice to the Executive Director and to all units and sectors, upon request or on its own initiative, and intervened in case of claims and proceedings before courts and other public authorities. The Office also provided legal and administrative support (Secretariat) to the Administrative Board and its Subcommittee and ensured the timely organisation and coordination of the meetings of the Administrative Board.

The Data Protection Officer (DPO) safeguarded, in an independent manner, the proper application within the Agency of Regulation (EC) 45/2001 and assisted the Agency data controllers/Head of Units in ensuring compliance with personal data protection rules.

In 2014, the Agency was involved as defendant in two cases (F-95/13 and F-120/13) before the Civil Service Tribunal ("CST") related to appeals filed in 2013 by staff members. These two cases were closed by end of 2014. In case F-95/13, the CST dismissed the appeal of a former staff member against the Executive Director's decision not to renew her contract with the agency. The CST decided however that the agency should pay half of the legal costs incurred by the applicant. The case F-120/13 was removed from the Registry in December 2014, following an amicable settlement whereby the Agency pays the applicants a lump sum of one thousand euros each to cover part of their legal fees. A similar amicable settlement was reached in March 2014 with four other applicants. All applicants were offered a contract of indefinite duration with the Agency in accordance with the new policy on contracts of temporary agents at ERA.

	<b>Outputs 2014</b>	<b>Legal Basis</b>	<b>Planned timing</b>	<b>KPI</b>	<b>Achieved</b>
1	Legal advice, legal opinions	Agency Regulation	Ongoing	-	Yes
2	Legal and administrative support to the Administrative Board (including Budgetary Sub-Committee)	Agency Regulation	Ongoing	-	Yes
3	Administrative Board / Budgetary Sub-Committee meetings	Agency Regulation	3 to 4 times per year	-	Yes
4	Implementation of Regulation (EC) 45/2001 in order to ensure compliance with personal data rules	Agency Regulation	Ongoing	-	Partially Units not fully up-to-date with notifications to the DPO register

### 11.3 Human Resources

The selection and engagement procedures carried out in 2014 led to 96 % of the Establishment Plan being completed at the end of the year (compared with the number of posts available from 1 January 2015).

In addition, the full range of human resources management services such as establishment and follow-up of HR related individual rights and entitlements, learning and development (developing further the use of on-line registration), performance management, traineeship, data protection, administration, reporting, were provided in compliance with the legal framework. The new Staff Regulations came into force on 1 January 2014 bringing additional administrative activities, e.g. review of Implementing Rules, changes of individual entitlements, as well as communication to all the staff. Also in the course of 2014, a new Staff Engagement Survey has been prepared to be launched in 2015, and the action plan following the previous survey has been implemented with a number of actions for improving quality of work and performance of staff members.

Furthermore, initiatives such as prevention of harassment, induction of newcomers, information to leavers, contribution to Health and Safety, drafting of quality documents on HR processes have been continued.

	<b>Outputs 2014</b>	<b>Legal Basis</b>	<b>Planned timing</b>	<b>KPI</b>	<b>Achieved</b>
1	95 % of the establishment plan completed	Agency Regulation	4Q2014	34	Yes
2	Average length of a selection process: < 4 months	Agency Regulation	4Q2014	-	Yes
3	All administrative activities related to entitlement, onboarding, exit process, salaries, data protection, reporting, etc. carried out in a timely manner and in respect of the legal framework	Agency Regulation Staff Regulation	Ongoing	-	Yes
4	Minimum 8 days of training days per staff member (formal training and language courses)	Agency Regulation Staff Regulation	4Q2014	-	Yes
5	Annual staff survey carried out	Agency Regulation	4Q2014	-	Partially Survey prepared, to be launched at the beginning of 2015

## 11.4 Finance, accounting and procurement

In the area of finance, accounting and procurement all on-going tasks in relation to the preparation and execution of the budget (including financial initiation of commitments and payments), reporting on the budgetary execution, accounting and relations with the Court of Auditors, coordinating procurement planning and providing support in the preparation and implementation of procurement procedures have been carried out. The Agency continued to simplify its financial procedures in order to increase efficiency and extended the use of paperless processes.

Considering uncertainties with regard to the adoption date of the Fourth Railway Package, less progress was made in the area of exploring the possibilities of external financing and the related administrative processes. This shall be done at a later stage when the details are known and new tasks are defined.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Financial transactions and accounting services carried out in respect of the legal framework and within the set deadlines: 300 commitments, 2200 payment requests, 10 recovery orders	Agency Regulation	Ongoing	-	Yes (280 commitment, 2119 payment requests, 17 recovery order)
2	98 % of appropriations committed	Agency Regulation	December 2014	35	Partially (97,34 %)
3	90 % execution of payment vs. committed appropriations (average all types of appropriations)	Agency Regulation	December 2014	-	Partially (88,16 %: achieved vs target for Title I, not achieved vs targets for Titles II and III)
4	< 10 % carry-over of payment appropriations (total of credits)	Agency Regulation	December 2014	-	Partially (11,84 %: achieved vs target for Title I, not achieved vs targets for Titles II and III)

5	95% of invoices paid within legal deadline (30 days)	Agency Regulation	within the regulatory limits	36	Partially (92,66 %)
6	Asset management updates	Agency Regulation	December 2014	-	Yes
7	15-20 launched and completed procurement procedures	Agency Regulation	4Q2014	-	Yes
8	100% of procurement procedures launched and completed against plan	Agency Regulation	4Q2014	-	No (83 %: 1 launched but to be signed in 2015; 1 postponed to 2015)
9	Average length of procurement process for open procedures: 5 months	Agency Regulation	4Q2014	-	Yes
10	Reports on the budgetary execution	Agency Regulation	Monthly	-	Yes
11	N+1 year budget submitted and approved within the regulatory deadlines	Agency Regulation	4Q2014	-	Yes

### 11.5 Information Technology

As all activities carried out by the Agency require the use and the exploitation of ICT resources in line with the business strategy and priorities, the ICT service have been provided by in-house staff and contractors working on site or off site. In 2014, based on the business needs and operational demands, the Agency has been optimizing its core IT functions and has been delivering quality IT services, adopting those technologies that will support best the ICT strategy agreed in 2014. This involved using IT assets and information to generate the maximum value from available innovations, understanding the reality of the costs and the long-term consequences of investment decisions.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Around 1100 user support service requests received by Service Desk annually Around 900 software change requests provided	Agency Regulation	Continuous	-	Yes

annually

2	80 % of users satisfied with the quality of IT service delivery in “Very good” rate	Agency Regulation	Continuous	-	Yes
3	4 business impact analysis and continuity tests carried out	Agency Regulation	4Q2014	-	No Depending on the availability of the connection with the disaster recovery facilities;
4	100 % of exercises and tests that have achieved recovery objectives	Agency Regulation	4Q2014	-	No Tests have had to be postponed due to lack of connection with the disaster recovery facilities.
5	No security incidents causing financial loss, business disruption or public embarrassment	Agency Regulation	4Q2014	37	Yes
6	Documentation of procedures and definition of service levels monitored and corrective actions undertaken	Agency Regulation	Ongoing	-	Yes
7	20-25 IT projects managed, overall portfolio budget and time deviation below 20%	Agency Regulation	4Q2014	-	Yes

## 11.6 Facilities

As all activities carried out by the Agency require the use and the exploitation of adequate premises in line with the business strategy and priorities, the facilities management (FM) services have been provided by in-house staff and contractors working on site. Together with the HR and ICT teams, the FM team continued its efforts in further improving the health and safety conditions and the business continuity planning. In order



to reduce the environmental impact of the activities of the Agency, new initiatives of the European Eco-Management and Audit Scheme (EMAS) initiatives were implemented.

	<b>Outputs 2014</b>	<b>Legal Basis</b>	<b>Planned timing</b>	<b>KPI</b>	<b>Achieved</b>
1	Around 250 service requests fulfilled	Agency Regulation	Ongoing	-	Yes
2	80 % of users satisfied with the quality of FM services in “Very good” rate	Agency Regulation	4Q2014	-	Yes
3	3-4 initiatives undertaken to improve health & safety conditions	Agency Regulation	4Q2014	38	Yes
4	1-3 EMAS measures adopted	Agency Regulation	4Q2014	-	Yes

## Activity 12. Agency Management

The Agency continued, in 2014, its integrated 'One Agency' approach across its operational units. Since 2012, this approach has been reflected in the activity-based structure of the work programme, the guiding structure for planning, execution and communication of the Agency's work. This coherent base for all activities of the Agency serves for structuring operational matters as well as for a consistent management of all stakeholder interfaces. Furthermore, it is the indispensable basis for discussion with the stakeholders on the strategic priorities of the work programme and the related resource allocations. The implementation of the Agency quality programme reaches the phase of first implementation audits Transversal projects as the international relations management, the railway research coordination and the coordination of the EU Agencies (The latter project came to an end in 1Q2014) belong as well in this activity.

### 12.1 Strategy, business planning and reporting

The Agency's strategy and business planning has been ensuring, in close cooperation with the European Commission and other stakeholders, the strategic direction, the prioritisation and the integrated planning of the (multi-)annual work programme. The implementation of the annual work programme and its change management have been regularly monitored and adjusted where necessary. The final achievements of a business year are being laid down in the Annual Activity Report.

Following the adoption of a Single Programming Document by the Heads of European Agencies in 2014, the Agency has been preparing the development of its multi-annual and its annual work programme in line with the guidelines for the Single Programming Document.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Evaluation and prioritisation of the content of the (multi) annual work programme	Agency Regulation	with Draft WP and Ongoing	-	Yes
2	Annual Activity Report 2013	Agency Regulation	March 2014	39	Yes
3	Execution monitoring, corrective actions and change management for the WP	Agency Regulation	Ongoing	-	Yes
4	Draft and final annual and multi-annual work programme on integrated planning basis	Agency Regulation	Draft February 2014, Final version October 2014	40	Yes

### 12.2 Quality Management

The Agency has been further developing a process-oriented Implemented Management system (IMS) in order to create more value for stakeholders, increase transparency of decision making, facilitate the Agency management, and enhance accountability for use of resources. The Agency continued to implement the

quality roadmap, including the development and implementation of the remaining procedures and the continuous improvement of the system by auditing, monitoring and measuring the processes in place and their related outputs.

Following endorsement from the Administrative Board, the Agency has been preparing the road to ISO 9001 certification by the end of 2017.

	<b>Outputs 2014</b>	<b>Legal Basis</b>	<b>Planned timing</b>	<b>KPI</b>	<b>Achieved</b>
1	Development of Quality processes	Agency Regulation	According to the Quality Steering Group workplan	-	Yes
2	Implementation and training of the approved processes	Agency Regulation	3Q2014	41	Yes
3	Audit report, exceptions register	Agency Regulation	4Q2014	-	Yes
4	Internal training and seminars	Agency Regulation	Ongoing	-	Yes

### 12.3 Internal control and audit and risk management

The internal control, audit and risk management function has been providing assurance and support to the Executive Director as regards the effectiveness of key processes such as internal control, risk management and audit, with the ultimate objective of delivering value to stakeholders while complying with applicable regulatory framework. In particular in 2014, the Risk Register has been updated and published in the Work Programme 2015, and the Agency's anti-fraud strategy has been developed for implementation in 2015 and beyond. In addition, the internal control coordination contributed to providing assurance to the Executive Director as a key building block for his declaration of assurance contained in this Annual Activity Report.

	<b>Outputs 2014</b>	<b>Legal Basis</b>	<b>Planned timing</b>	<b>KPI</b>	<b>Achieved</b>
1	Ex post/Internal audit report	Agency Regulation	March - June 2014	-	Yes
2	Assessment report on Internal Control Standards	Agency Regulation	November 2014	-	Yes
3	Advice and support on design and maintenance of Agency processes: ad hoc advice	Agency Regulation	Ongoing	-	Yes
4	Advice and support on design and maintenance of Agency processes: output according to QSG plan	Agency Regulation	Ongoing	-	Yes
5	High level Risk Assessment workshop preparation and	Agency Regulation	June and November 2014	-	Yes

updating of risk register

6	Updating of Issue Tracking System (including design/maintenance and facilitation of "implementing action plan" at the Agency)	Agency Regulation	Ongoing	-	Yes
7	Validation of GRC data C. Art. 72,5 Report	Agency Regulation	Ongoing/4Q C. 3Q	-	Yes
8	Opinion on draft IAS reports (audit & risk assessment)	Agency Regulation	Depending on IAS audit schedule	-	Yes

## 12.4 Coordination of EU Agencies

The coordination of the regulatory EU Agencies Network, where issues related to the management of staff, budgetary and financial management matters and subjects of a more political nature are being discussed, rotates between EU Agencies for a period of one year at a time. ERA had the coordination role from 1 March 2013 to 28 February 2014. During the first two months of 2014, the Agency continued representing the EU Agencies Network vis-à-vis EU institutions. One meeting of the Heads of Agency Network and one meeting of the Heads of Administration Network were organised under the chairmanship of the Agency. In addition, the Agency prepared the hand-over report to the succeeding chair of the EU Agencies Network.

	Outputs 2014	Legal Basis	Planned timing	KPI	Achieved
1	Effective representation of the EU Agencies interests vis-à-vis EU institutions 1 meeting of the Heads of Administration and the Heads of Agency organised and carried out		1Q2014	-	Yes
2	Hand-over report to the succeeding chair of the EU Agencies Network		March 2014	-	Yes

## Part II - Management

Assurance is an objective examination of evidence to assess the effectiveness of risk management, control and governance processes. This examination is carried out by management, who monitors the functioning of the Internal Control Systems on a continuous basis, and by internal and external auditors. Its results are explicitly documented and reported to the Executive Director. The reports produced are:

- the financial management reports on the implementation of the budget appropriations
- the reports of the ex-post control
- the observations and the recommendations reported by the Internal Audit Service (IAS)
- the observations and the recommendations reported by the European Court of Auditors (ECA)

This chapter reports the control results and other relevant elements that support the management's assurance on the achievement of the internal control objectives.

### 2.1 Administrative Board

#### 2.1.1 Administrative Board

The Administrative Board is the main governing body of the Agency. Its mission is to effectively ensure that the Agency accomplishes its functions and it is vested with the necessary powers for this, including establishing the work programme and budget. Consequently it plays a fundamental role in Agency structure for steering the work of the organisation as a whole.

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, the railway supply industry, worker unions, passengers and freight customers.

2014 was, until 22 July under the Chairmanship of Mr. Christopher Irwin, and as of 23 July under the Chairmanship of Mr. Mats Andersson. Mr. Hinne Groot has been Vice-Chairman.

In addition, the members who had completed a 10-year-term of office have been replaced by the Member States authorities and the Commission appointed the members representing the railway sector organisation.

This year also the Board continued to follow closely the evolution of the legislative proposal for the Fourth Railway Package, the Shift<sup>2</sup>Rail proposal and their impact to the Agency's work and organisation. The members of the Board continued to closely follow these proposals and they supported the Executive Director to implement them in the future. The Board is being informed regularly on the follow-up.

One of the most significant milestones of the year 2014 was the appointment of Mr. Josef Doppelbauer as the next Executive Director, for the period 1 January 2015 until 31 December 2019, after a successful formal selection procedure.

The agreement made in 2012 to have a communication and dissemination plan for the Agency was successfully implemented in 2014 with the validation of the key communication principles in November

2014. The Board emphasised the importance of having an integrated management quality plan and debated the possibility to have a conflict of interest policy for its members.

Also in 2014, during the consultation process for the preparation of the Work Programme 2014, a workshop was organised in June 2014 for the Board members and all the sector representatives who contributed to the on-going constructive exchange and wider engagement of the stakeholders concerned.

In addition, the Work Programme 2015 structure was improved with streamlining activities, tasks, projects as well as the Key Performance Indicators (KPIs). Furthermore, the Board validated for the first time the analysis and assessment report on the Annual Report for the year 2013.

Finally, the Board adopted at the end of the year by written procedure the new Agency Financial Regulation which is in line with the Framework Financial Regulation applicable to the EU bodies.

## 2.1.2 Summary of decisions of the Administrative Board

### *31st meeting - 19 March 2014*

#### THE AGENCY ADMINISTRATIVE BOARD:

- Adopted the statement of estimates 2015
- Revised the Multi-annual Staff Policy Plan 2014-2016
- Adopted the Implementing Rules to the Agency Financial Regulation
- Amended the budget 2014
- Decided to adopt the Annual Activity Report 2013 by written procedure
- Decided to give its opinion on the Multi-annual Staff policy plan 2015 -2017 by written procedure
- Appointed as reporting officer for the Executive Director's 2014 appraisal exercise, Mr. Olivier Onidi, member of the AB representing the European Commission
- Agreed to hold its next meetings on 26 June 2014 in Valenciennes and 30 September 2014 in Lille.

### *32nd meeting - 26 June 2014*

#### THE AGENCY ADMINISTRATIVE BOARD:

- Adopted the minutes of the 31th meeting held on 19 March 2014
- Elected a new Chair, Mr. Mats Andersson, representative of Sweden
- Appointed a new Chair of the Sub-Committee, Mr. Robin Groth, representative of United Kingdom
- Gave an opinion on the Annual accounts 2013
- Adopted an amendment to its Rules of procedure
- Agreed the AAR 2013 assessment
- Agreed to the temporary arrangement of sharing the Agency Accountant's services with ESMA

### *33rd meeting - 30 September 2014*

#### THE AGENCY ADMINISTRATIVE BOARD:

- Appointed Mr. Josef Doppelbauer Executive Director of the European Railway Agency for 5 years, from 01.01.2015-31.12.2019.

THE AGENCY ADMINISTRATIVE BOARD:

- Adopted the minutes of the 33rd meeting held on 30 September 2014
- Appointed several Sub-Committee members
- Adopted the Agency Work Programme 2015
- Adopted the Agency budget and establishment plan 2015
- Amended the Administrative Board Rules of Procedure
- Adopted a Corrigendum of the Rules of Implementation of the Agency Financial Regulation
- Agreed that the CVs of the Board members and alternates are published on the Agency website
- Agreed to adopt a Conflict of Interest policy and to publish declaration of interests in March 2015 and inform the European Parliament about this agreement
- Agreed to adopt an Anti-Fraud Strategy in March 2015
- Endorsed the Agency Key Communication Principles
- Appointed reporting officers for the appraisal exercise of the Executive Director for the next five years
- Appointed the Administrative Board Chair countersigning officer of the Agency Accountant for the appraisal exercise
- Agreed to the extension of the temporary arrangement of sharing the Agency Accountant's services with ESMA

In addition, the Administrative Board adopted by written procedure:

- A decision setting up Staff Committee
- The Annual Activity Report 2013
- A decision on working time for the Agency staff
- The Multi-Annual Staff Policy Plan 2015-2017

### 2.1.3 Sub-Committee

The Sub-Committee on financial, budgetary and staff-related issues was created in 2009 in order to provide advice on these matters prior to Administrative Board decisions. In 2014 the Sub-Committee met five times: its meetings usually take place before those of the Administrative Board. The Sub-Committee reports regularly to the Board.

Following the proposals of the position paper of the Administrative Board agreed on 26 June 2012, the advisory role of the Sub-Committee was enlarged. This year the Sub-Committee's tasks included, in addition to the regular financial and staff issues, consultation and opinions on the work programme and planning, annual reporting, communication and dissemination plan and preparation of the transition towards the Fourth Railway Package and Shift<sup>2</sup>Rail.

The Sub-Committee contributed substantially to the proper preparation of the meetings of the Board and advised it in relation to the decisions to be taken by the Board.

It continued to follow up closely the situation of staff turn-over and the constraints related to the limited contract duration of staff recruited from railway sector professionals. The Sub-Committee discussed in detail the Executive Director's decisions on the new staff contract approach which guarantees business continuity.

In addition, it supervised the efforts of the management to deal with the budgetary issues and especially to improve the budget implementation by respecting the principle of annuality, to increase the level of payments appropriations and to follow up of the Internal Audit Service recommendations and the Court of Auditor's observations.

In addition, it follows closely key performance indicators which have been included in the Work Programme 2014, activity-based budgeting, and impact assessment of the activities and tasks of the Agency as well as the integrated management systems and quality plan.

The Sub-Committee is composed of the Chairperson of the Board, the Deputy- Chairperson, two representatives of the Commission and four other members of the Board including one representative of the stakeholders. The Board appointed the members of the Sub-Committee and its chairperson. The Board appointed also alternates of the members of the Sub-Committee and a deputy chairperson. The Commission representatives in the Administrative Board proposed two members representing the Commission in the Sub-Committee and their two alternates.

## 2.2 Major Events

2014 was a year of change for the Agency. Not only was there a change in political power with the new Transport Commissioner Bulc, the hierarchy in its parent DG, the Directorate-General Transport and Mobility, also altered, and the Agency's Executive Director embarked on the last year of his 10-year-mandate.

The implementation of the revised contract policy late 2013 enabled the Agency a higher degree of flexibility in terms of contract duration and renewal for its operational staff, and ensured its business continuity, which was much welcomed in 2014.

The Agency organised its first Agency Conference in May and celebrated its 10<sup>th</sup> anniversary in June, occasions for all actors in the railway sector and in the European and national institutions to meet, and an opportunity for the Agency to enhance its stakeholder relationships. The evaluation following the Agency Conference taught us that 90% of the participants marked the Conference as positive, and 77% stated they had a better understanding and were better informed on railway activities than before.

The Agency adapted its organizational chart in order to be more effective and in line with the Commission guidelines : (1) integration of the Economic Evaluation Unit into the newly created Corporate, Management and Evaluation Unit, and (2) re-organisation of the Safety Unit to better reflect its core activities.

Lastly, the Agency's Administrative Board initiated with the European Commission the selection procedure for an Executive Director. The Board announced the appointment of Mr Doppelbauer on 30 September. Mr Doppelbauer would take up office on 1 January 2015.

## 2.3 Budgetary and financial management

### 2.3.1 Revenue

The total revenue received from the Commission and external entities was EUR 25 715 600. On top of this the Agency received EUR 50 174 of other revenue, representing mainly the accounting services invoiced to the European Securities and Markets Agency (ESMA) under the Service Level Agreement signed between the Agency and ESMA.

### 2.3.2 Expenditure

In 2014, the Agency committed 97.34 % of the available appropriations (see Annex II – Table 2.1).

EUR 0.68 million out of the total planned subsidy of EUR 25.7 million was not used. This amount comes from the fact that the Agency experienced some delays in recruiting staff.

As regards the payments, the Agency used 85.82 % of the total appropriations 2014 (see Annex II – Table 2.1). Compared to the appropriations committed in 2014 (column (2)), the payment rate is 88.17 %. The 11.52 % that are carried over to 2015 (see Annex II – Table 2.4) mainly concern operational expenditure (Title 3). In addition, 96.87 % of the appropriations carried over from 2013 (C8 credits – see Annex II – Table 2.2) have been executed.



### 2.3.3 Financial KPIs

Commitments using the appropriations for 2014 budget year (C1 Commitments): the minimum level of commitments set by the European Commission in its yearly budget circular is 95 % of the total appropriations. For Title 1, the rate is 96.62%; for Title 2 is 96.83 % and for Title 3 is 99.63 % (see Annex II – Table 2.1). With an average of 97.34%, the C1 Commitments target per title has been achieved.

Payments using the appropriations for 2014 budget year (C1 Payments): in line with the recommendation of the Court of Auditors, the minimum level of payment the Agency wants to reach is 90% for Title 1, 80% for Title 2 and 70 % for Title 3 compared to the total appropriations.

For Title 1, the rate is 95.85%; for Title 2 is 75.47 % and for Title 3 is 62.07 % (see Annex II – Table 2.1). Despite an average of 85.82 % of payments, the targets for Title 2 and 3 were not achieved.

Payments using the appropriations for 2013 budget year carried-over to 2014 (C8 payments) : the minimum level of payments set by the European Commission in its yearly budget circular is 95 % of the total appropriations carried over. The global payment rate is 96.87% (see Annex II – Table 2.3).

### 2.3.4 Budget transfers

During the budget year 2014, 29 credit operations have been initiated. These credit operations were validated by the Executive Director within each Title and in compliance with Article 27.1.(b) of the ERA Financial Regulation (appropriations transferred from one chapter to another and from one article to another). Therefore, the total appropriations per Title at the end of the year were equal to the voted budget.

## 2.4 Human resources management

### 2.4.1 Major HR events

#### *Resources*

As of 31 December 2014, the Agency employed 151 permanent staff (temporary agents (TA), contract agents (CA) and seconded national experts (SNE)); 8 offer letters were sent to candidates to take up duty early 2015. A breakdown of resources per activity is provided in Annex V.

#### *Re-organisation*

The Executive Director re-organised parts of the organisation on two occasions in order to be more effective and in line with the Commission guidelines:

- Decision of the Executive Director of the European Railway Agency On integrating the Economic Evaluation Unit into the Executive Director's Office and modifying the Agency's organisation chart (ERA-ED-DEC-823-2014);
- Decision of the Executive Director of the European Railway Agency on the reorganisation of the safety unit and modification of the Agency's organisation chart (ERA-ED-DEC-882-2014);

#### *New Staff Regulations/Internal policies/Decisions*

On the first of January 2014 the revised Staff Regulations of Officials and the Conditions of Employment of Other Servants (CEOS) of the European Union entered into force and brought quite a few changes. Two of them to be mentioned are firstly the change of all TA (except the Executive Director) becoming 2(f), hereby aligning the status of these agents with the status of officials at the Commission allowing, among others, an inter-agency mobility between TA 2(f) which should enhance the career perspectives and personal/professional development. Pending the adoption of the new implementing provisions on TA 2(f),

the Agency established an ad-interim decision on internal mobility in order to promote career development within the Agency and to guarantee a transparent and consistent process. The second important change concerns the new procedure for adopting Implementing Rules.

As for the promotion of a better harmonization of work/life balance, the Agency has adopted 2 decisions, one on core time and the other one on the teleworking pilot project.

#### 2.4.2. Results of the 2014 job screening exercise

Article 29(3) of the Agency Financial Regulation sets out the obligation for the Agency to carry out an annual benchmarking exercise, and more specifically a job screening focusing on the efficiency of internal resources. In December 2014, the Agency conducted its first job screening exercise.

The purpose of the job screening is:

- To identify any scope for reducing staffing levels in administrative support and coordination functions; and
- To facilitate the reallocation of resources from overhead to operational frontline activities

All jobs inside the Agency received one screening value:

- “Operational” – serving frontline activities and directly implementing the mandate of the Agency
- “Administrative support and coordination” – ensure support to the operational functions, such as HR, IT, Facilities
- “Neutral” - same as above in the areas of Finance and Control

The first conclusions are that nearly 68% of the Agency’s jobs are operational, nearly 21% are in the area of administrative support and coordination and about 12% are neutral. As it is the first time ERA (and the other EU Agencies) has carried out the exercise, there are not many conclusions to be drawn from the result in 2014. However, it establishes a baseline for the Agency to measure against in future years. As of yet, the results from other agencies are not known. When the exercise is more mature the methodology will be further revised and developed by the European Commission and the Agencies in order to comprise the full benchmarking exercise tailored to the Agencies’ specificities.

The detailed results of the exercise are presented in Annex IV.

## 2.5 Assessment by management

### *Implementation of the budget*

The 2014 budget was subject to close and regular monitoring to ensure optimal and sound management of the Agency’s financial resources.

The level of commitment execution reached nearly 98 %, i.e. the same the level as in 2013.

As regards the payment appropriations, the Agency used 88 % of the committed appropriations. The indicative ceilings used by the Court of Auditors to assess the budget execution at the level of the carry-overs are 10 % for Title 1, 20 % for Title 2 and 30 % for Title 3.

The targets for Title 2 and 3 were not reached because of a number of events particular to 2014:

- Title 2: the renewal of the laptop fleet, for a total cost of EUR 200 000, was signed in November 2014 with a forecasted delivery, invoicing and payment in December 2014. Following an amendment of the framework contract by DG DIGIT, the ordered model had to be modified which

delayed the delivery date to January 2015. If this payment had been carried out as foreseen (i.e. in December 2014), the carry-over would have reached 17.40 % instead of 24.53 %;

- Title 3:
  - several TSIs were only adopted towards the end of the year and the translation of the related user guides could have only be launched after their adoption; the corresponding invoice to be received from the Translation Centre in 2015 amounts nearly to EUR 300 000;
  - an important call for tender for the IT services provision suffered from important delays; in order to ensure business continuity, the Agency was obliged to extend its current IT service contract until June 2015 with the consequence that almost EUR 200 000 had to be carried-over to cover the expenses of a new contract in 2015;
  - the purchase of the “versioning tool” software (allowing collaborative review and co-authoring of documents) was planned for delivery and payment in December 2014; however, the contractor was unable to deliver the software within the deadline and therefore above EUR 110 000 were carried-over to 2015.

Accordingly, if additional payments of the total of EUR 610 000 were made in 2014, the carry-over would have reached 28.68 % instead of 37.93 %.

As regards Article 77 of the ERA Financial Regulation, the Agency has validated 92,66% of the invoices within the time limit. The target of reaching 95% was not reached due to a cash issue: the prior notice for the first instalment of the year of the subsidy to ERA was sent on 16<sup>th</sup> January 2014 but the cash was actually only received on 6<sup>th</sup> March 2014. The level of cash between the 5<sup>th</sup> February and 6<sup>th</sup> March was less than 50 000 €. During that period of time, 48 invoices out of 201 were put on hold and afterwards paid with a payment delay between 30 and 50 days.

#### *Legality and regularity*

Depending on the risk level of the transaction, the Agency has two workflows: one complete workflow model for high-risk transactions and one light workflow model for low-risk transactions (amount < EUR 1 000). These differentiated workflows apply only to payments. An ex-ante financial verification is processed for high-risk transactions while in the simplified, low-risk workflow, the financial verifying agent has been removed and an ex-post control for this particular expenditure is carried out.

Accordingly, in 2014 ex-post controls continued to be carried out using the same methodology as in the past: sampling, detailed findings and reports with recommendations. The results of the controls were positive and no issue about legality or regularity of the transactions was reported.

A simplified Annual Activity Report has been signed by all Delegated Authorising Officers who have to formally endorse the responsibility of the financial transactions validated in the course of 2014 and to declare any conflict and/or fraud of which they might be aware. The simplified AAR is integrated in the AAR of the Executive Director. In addition to that, the Court of Auditors who yearly checks the legality and regularity of transactions has so far not found any transactions not respecting these principles.

#### *Validation of the accounting system*

No significant changes to the existing accounting system were notified in the course of 2014. Accordingly, no validation of the local systems was required.

However, the Agency has introduced in 2014 a pilot phase for a paperless workflow for payments. If the pilot phase is positive and the new workflow implemented, the Accounting officer will have to validate the new local system.



### *Procurement procedures*

All procurement procedures foreseen in the Work Programme 2014 were launched and finalized.

Due to the inaccurate definition of the financial criteria, one important call for tender (External IT services) launched in 2013 has been cancelled in 2014. A new call has been prepared in 2014 and will be launched beginning of 2015. One other call for tenders has been launched in 2014 (Building maintenance) but will be signed in 2015 while another call (Office furniture) has been postponed in 2015. Apart from the cancelled call, all open procedures were finalised within 5 months.

### *Registration of exceptions*

In accordance with Internal Control Standard 8, each deviation from an established process or procedure is documented, justified and approved at the appropriate management level. They are then registered in the Non-conformity Register. In line with Agency procedures, corrective and/or preventive actions are established when repetitive exceptions events or a critical hazard to any process performance arise. Actions are recorded and reviewed in order to identify trends.

20 exceptions were registered during the period of reference. The financial impact on the Agency budget was very low. None of the exceptions was considered to have a negative impact on giving reasonable assurance.

Nevertheless, the following relevant issues were identified:

1. Budget management - legal commitments not covered by budgetary commitments, ex-post commitments;
2. Procurement management - agency procurement rules not followed (i.e. signature workflow), a posteriori increase of the maximum ceiling of a procurement contract, a posteriori decision on the use of a procedure for awarding contracts;
3. Mission rules- mission orders not signed before staff departure on missions, mission costs statement not submitted within the legal deadlines, the analysis of the exceptions revealed that there is a need for increasing awareness on preventing and managing non-conformities. As a result, in 2015 the guide will be amended and the changes will be communicated to all staff in order to clarify the different types of non-conformities, including actual examples (training will also be considered).

### *Fraud prevention and detection*

In 2014, the Agency has conducted a detailed and documented fraud risk assessment on its main activities:

- Procurement/finance;
- Missions;
- Human resources;
- Information and technology;
- Operational activities (including Administrative Board matters).

The fraud risk assessment confirmed that, after taking into account the existing controls, none of the individual fraud risks were considered to be critical to the level of endangering the achievement of the Agency's objectives. It nevertheless resulted in prioritizing the fraud risks and the risk responses in the Agency's Anti-fraud Strategy. The Agency Anti-fraud strategy was submitted to the Administrative Board in November. It is expected to be approved by the latest in March 2015.

Furthermore, the Agency has developed an Administrative Board Conflict of Interest policy. The policy was submitted to the Administrative Board in November. It is expected to be approved in the course of 2015.

Indicator	Result 2014	Result 2013	Variance analysis/comments
Cases referred to OLAF	0	0	N/A

Detailed information on the budget implementation can be found in Annex II.

## 2.6 Budget implementation tasks entrusted to other services and entities

This item is not applicable to the Agency as there are no crossed sub-delegations.

## 2.7 Assessment of audit results during the reporting year and follow up of audit recommendations

The following paragraphs will present the activity carried out by the bodies providing internal and external auditing services to the Agency. This activity is considered essential for the Executive Director in order to build his declaration of assurance.

### 2.7.1 Internal Audit Service (IAS)

The Annual Activity Report of the Agency focuses only on critical and very important recommendations because they mitigate risks that could significantly affect the Agency processes if not adequately addressed.

#### *Results from IAS audits during the reporting year*

During the period of reference, no critical recommendations were addressed to the Agency.

One very important recommendation on the functional independence of the Accounting Officer in the Agency was issued. The recommendation was closed in December when the reporting lines of the Accounting Officer were clarified, i.e. the Chair of the Administrative Board became the Countersigning Officer for the Accounting Officer's evaluation.

#### *Follow-up of audit recommendations from previous years*

In April 2014, the auditors issued the final Follow-up Report on Audits of Human Resources Management, Expert Management in Interoperability and Annual Activity Report and Building Block of Assurance in the European Railway Agency. The follow-up assessed that the two recommendations on (a) ensuring compliance with staff appraisal rules and (b) monitoring of budget execution for working parties meetings, were adequately implemented.

Four recommendations on reinforcement of the recruitment procedure, on improving the documentation of the Annual Activity Report, on developing the information sustaining the Declaration of Assurance of the Executive Director and on completion of the procedure for issuing recommendation were overdue. The latter was downgraded to the status of 'important'. All four recommendations are being addressed by the Agency. They are expected to be completed early 2015.

### 2.7.2 European Court of Auditors (ECA)

In its report on the annual accounts of the Agency for the financial year 2013, the European Court of Auditors expressed the following opinion:

#### *Opinion on the reliability of the accounts*

In the Court's opinion, the Agency's annual accounts present fairly, in all material respects, its financial position at 31 December 2013 and the results of its operations and its cash flows for the year then ended, in accordance with the provisions of its Financial Regulation and the accounting rules adopted by the Commission's accounting officer.

#### *Opinion on the legality and the regularity of the transactions underlying the accounts*

In the Court's opinion, the transactions underlying the annual accounts of the Agency for the financial year ended 31 December 2013 are legal and regular in all material respects.

The Court of Auditors pointed out that the accuracy and documentation of information used in the Agency's procurement procedures could be improved. In addition, the Court noted that the Agency, in agreement with its Administrative Board and the European Commission, adopted a new decision according to which temporary employees can be granted indefinite contracts. Lastly, the Court mentioned that the Agency is lacking a seat agreement with the host Member State.

The above comments do not call the Court's opinions into question.

### 2.7.3 Internal Audit Capabilities

Following an in-depth cost/benefit analysis, the Agency's management decided in 2012 not to have an Internal Audit Capability but to rely on the IAS for this activity. It was also decided to set up an internal control coordinator function aiming at better supporting the Executive Director in implementing risk management and in assessing the Internal Control System, including evaluating the Internal Control Standards, its effective integration into the quality management system and the support in implementing the internal quality management audit. For this aim, the function of the internal control coordinator (ICC) has replaced the one of internal auditor (IA) at the Agency. A selection procedure for the recruitment of an ICC had been launched and concluded in 2013. The newly recruited ICC started in March 2014.

## 2.8 Follow up of observations from the Discharge Authority

In April 2014 the discharge authority granted discharge to the Agency's Executive Director for the implementation of the 2012 budget.

The discharge authority commended the Agency for its good budget and financial management (in terms of commitments, payments, carry-overs and transfers), noted that the Court of Auditors made no comments on the procurement and recruitment procedures.

In its resolution, the discharge authority has made several observations for which a follow-up has been ensured by the Agency:

- Publication of CVs and declarations of interest of the members of the ERA Administrative Board (AB) and revision of the Agency's policy on prevention and management of conflicts of interests: in November 2014 the Agency AB agreed that the CVs of the Board members and alternates would be published on the Agency's website. The AB also agreed to adopt the revised Conflict of Interest policy in the course of 2015 and to publish declarations of interests after the adoption of the policy. The European Parliament shall be then accordingly informed about this agreement;

- Compliance with the Internal Control Standard regarding business continuity: on 3 October 2014 the Agency adopted the Business Continuity Plan that will be implemented at the Agency in 2015. As of February 2014 the Disaster Recovery site is available. However, it was not possible to test it due to issues on the quality of the connection between Valenciennes and Kayl. Following the change of the contractor, it is estimated that the connection should be made available in April 2015.
- Follow-up of IAS recommendations: see section 2.7.1
- Communication of the Agency's results and impact of its work on European citizens in an accessible way: the Agency is already communicating very intensively on the results of its work and the impact on European Citizens and on the railway business sector (to which the Agency's work is mainly aiming at). This is done on a European level by various participations and presentations in EU institution's events, via self-organised European conferences and representation in important European railway exhibitions and fairs. On a (multi)national level, the Agency is running several work streams of workshops, presentations and similar events in EU Member States (also as combined MS events) on their different activities (30-40 events alone in 2014). The website is one of the Agency's main communication channels and reflects the above subjects. Furthermore, an electronic newsletter addressed to more than 4,500 individual stakeholders has been set up in 2013 and is issued approximately about once a month. A rollover of the website (including a version optimised for mobile phones) had been prepared in 2014 and is foreseen to be implemented in 2015.



## Part III – Assessment of the effectiveness of the Internal Control Systems

The Agency's Administrative Board has adopted a set of Internal Control Standards, based on international good practice, and aimed to ensure the achievement of its activities and projects. Compliance with these standards is a compulsory requirement, also in light of the Agency's financial management.

The Agency has put in place the organisational structure and the Internal Control Systems suited to the achievement of the activities, projects and control objectives, in accordance with the standards and having due regard to the risks associated with the environment in which it operates.

### 3.1 Risk Management

#### *Risk assessment*

In line with Internal Control Standard 6, the Agency conducted the yearly risk assessment exercise. In order to single out the most significant risks, the exercise focused on risks of strategic and high level nature. The exercise took into account the implementation of the action plans related to the risks already identified in the Work Programme 2014. The results were published in the Work Programme 2015. The implementation of the action plans and the risks themselves will be monitored throughout the year 2015 and reviewed at meetings of the Agency Management Team.

The management also gave consideration to the risk of fraud when carrying out the risk assessment. The assessment concluded that the residual risks are not significant and thus it is not necessary to report them in the AAR. However, the fraud risk assessment led to the design of the Anti-fraud Strategy submitted for approval to the Administrative Board in November.

The Agency continued to monitor the effectiveness of the action plans designed to mitigate the risks identified in the Work Programme 2014. The monitoring concluded that the mitigating measures were effective and that the risks are no longer considered significant to be reported in the AAR. The outcome of the monitoring served as a basis for conducting the 2014 risk assessment exercise. The management will continue to monitor internally these risks to ensure that action plans remain effective.

#### *Data protection*

The Agency continued in 2014 with the implementation of the actions necessary to attain the set targets for reaching personal data protection compliance. A number of actors, mainly the Data Protection Officer (DPO), the Data Controllers and the Data Protection Coordinators were actively involved and contributed to the progress made towards data protection compliance, as well as to fully meet the objectives set by the European Data Protection Supervisor in 2011 in terms of processing notified, training and privacy by design. The aim for the Agency is to become compliant on data protection rules by ensuring that the personal data of the Agency staff as well as those third parties managed by the Agency are lawfully, adequately, proportionately and properly processed in line with Regulation (EC) 45/2001.

Additional information on data protection can be found in Annex VII.

### 3.2 Compliance with Internal Control Standards

In 2014 the Agency continued to implement the internal controls standards with which it did not comply as mentioned in the Annual Activity Report 2013:

Internal control Standard	Reasons for prioritising	Action plan	Status
ICS 3 - Staff recruitment, mobility and turnover	Job description not aligned with the real tasks	Enhance effective control over management of Job Descriptions by developing a related procedure within the Integrated Management System	A draft procedure for developing a job description has been established and will be adopted in 2015.  Following the adoption of the procedure, the process of aligning job descriptions with real tasks will start.
ICS 4 Staff Performance management and Development	Alignment of staff individual objectives with the Agency objectives stemming from the Work Programme	Set-up a link between 2015 individual objectives and projects stemming from the Work Programme	Partially implemented. The individual objectives of staff members must be directly linked to a work programme activity (CDR report).  A work instruction on objective setting will be developed in the course of 2015
ICS 5 - Objectives and performance indicators	Ineffective reporting structures for regularly monitoring the Key performing indicators	Periodic monitoring of Key performance indicators of the Annual Work Programme by the Agency management	Implemented
ICS 7 Operational structure	Enhance the management of the Delegations and ABAC access rights	A procedure with rules, roles and responsibilities will be developed and implemented.	Implemented
	Ensure the annual update of sensitive functions	Conduct the annual exercise for updating the Sensitive functions	Implemented
ICS 8 Process and Procedures	Ensure adequate documenting of Agency main processes and procedures in line with	Design and implement the ERA management system internal	Different processes and procedures have been adopted according to the

	ISO standards	documents	Agency road map. Action is ongoing until 2017
ICS 10 Business continuity	Business Continuity Plan not in place	Develop a Business Continuity Plan (BCP), a Disaster Recover and Incident management procedures	BCP has been adopted.  The remaining documents will be approved in 2015.
ICS 11 Document management	Agency's Document management was not in place	Ensure full implementation of the document management system in the Agency	New set of ERA templates and management of them via SharePoint have been set up;  A register tool for Agency main documents have been put in place.  Work will continue in 2015.
ICS 12 Information and communication	Agency's External Communication Strategy was not in place	Development of a formal Communication policy and practices	A Communication Plan has been approved.  The strategy will be adopted in 2015

In line with Internal Control Standard 15, the management assessed the adequacy of the design and effectiveness of the implementation of the Agency's Internal Control Standards (ICS) as part of the Agency management system review.

In 2014, the methodology used for assessing the effectiveness the Internal Control System took into account:

- the progress with implementing the actions necessary to reach the requirements of the Internal Control Standards assessed in 2013;
- the opinion of the Quality Coordinators (responsible for implementing the quality management system in every unit) and of key staff members responsible for the different Internal Control Standards;
- a desk review of the implementation of ECA/IAS audit recommendations, the Agency's procedures, management reports, risk register, Nonconformity register;
- the biannual Quality management follow-up review.

The assessment pointed out some areas where improvements can be made regarding as well compliance and effectiveness. All identified areas for improvement/actions are already addressed or will be addressed under the Integrated Management System of the Agency. In 2015, based on the evaluation of the effectiveness of the controls put in place by the Agency, the Executive Director decided to prioritize three Internal Control Standards requiring particular attention:

- ICS 4 Staff performance Management & Development: prioritised to favour the development of a competence management system to enable a more sustainable

competence environment. In parallel, the Agency will deploy efforts to ensure that effectiveness of trainings is regularly monitored and mandatory trainings necessary to meet Agency objectives are followed.

- ICS 5 Objective and Performance Indicators: prioritised to focus on further improving the prioritisation of Agency's activities, establishing road maps for ongoing and future projects and setting up critical milestones.
- ICS 11 Document management: prioritised to ensure full implementation of the document management system in the Agency, in particular the development of a registration and filling system for all documents received or formally drawn by the Agency (both internal, between units and external, outside the Agency). Appropriate procedures and tools (i.e. IT) should be developed. Awareness raising and training should be provided.

Actions plans to ensure adequate implementation of the prioritised ICS will be developed and monitored throughout 2015. The Agency will report on the state of play of the actions in the next AAR.

Please find below a summary table on 2014 ICS assessment:

Ref. ICS	Full Compliance	Partial Compliance	Actions planned for 2014 for achieving full compliance with the prioritised standards
ICS 1 Mission			
ICS 2 Ethics & Values			Develop guidelines/enhance awareness on ethics/conflict of interest, implementation of anti-fraud measures.
ICS 3 Staff recruitment mobility, turn over			Revise recruitment procedure and enhance monitoring; Keep up to date staff job descriptions
ICS 4 Staff performance, management & development			Development of a competence management system and ensure training effectiveness
ICS 5 Objectives and performance indicators			
ICS 6 Risk management process			
ICS 7 Operational structure			
ICS 8 Process and procedures			Integrate ISO and ICS standards in the Agency Integrated management System Continue development of processes and procedures in line with the Integrated management system of the Agency
ICS 9 Management supervision			Improving prioritisation of Agency's activities
ICS 10 Business continuity			Approve Disaster Recover and the Incident management procedures
ICS 11 Document management			Continue the development and implementation of a document management system
ICS 12 Information and communication			Develop the external communication strategy

ICS 13 Accounting and financial reporting			
ICS 14 Evaluation of activities			
ICS 15 Assessment of Internal Control System			
ICS 16 Internal audit/quality capability			

In the light of the results of the assessment of the compliance and effectiveness of the internal control against the Internal Control Standards we can consider that the Agency's control system as a whole works as intended and adequately mitigates the main risks to the achievement of the Agency's objectives.

It should be noticed that the Agency is also seeking to implement ISO 9001. Thus, the Agency management system is designed to comply with both ISO 9001 and ICS requirements and referred to as an Integrated Management System (IMS). Thus, the next assessment will cover both ISO and ISC requirement fully merged in the IMS.

## Part IV – Management assurance

This section reviews the assessment of the elements reported in Parts 2 and 3 and draw conclusions supporting of the declaration of assurance and namely, whether it should be qualified with reservations.

### 4.1 Review of the elements supporting assurance

The information reported in Parts II and III stems from the:

- assurance given by the Agency management,
- results of the Internal control self assesment,
- results of the Commission's services and Court of Auditors' audits and implementation of the measures to address weaknesses identified,
- reporting on exceptions and preventive/corrective actions implemented
- mitigated actions implemented following the annual risk assessment exercise.

The materiality criterion used for drawing a reservation is an assessment of whether more than 2% of the payments of the Activity-Based concerned is erroneous. Ex-post controls conducted for financial transactions assessed with low level of risks (i.e. payments for missions staff and experts attending working parties) detected an overall error rate lower than the control objective of 2%. The financial impact represents 0.84% of the Agency payments made in the first semester of 2014.

From the information available from ex-ante controls conducted in the area of financial transactions assessed with high level of risks (i.e. salaries and allowances), there were no significant issues that would need to be raised in this report. This approach results in an adequate coverage of the Agency budget and provides sufficient guarantees of the completeness and reliability of the information reported.

This approach provides sufficient guarantees as to the completeness and reliability of the information reported and results in a complete coverage of the budget delegated to the Executive Director of the Agency.

Concerning the overall state of the Internal Control System, management has reasonable assurance that, generally, the Agency has suitable controls in place that are working as intended, risks are being mitigated and/or monitored and improvements and reinforcements are being made. No systematic weakness came to the attention of management that would have an impact on the declaration of assurance; neither were elements identified that could seriously damage the reputation of the Agency.

In conclusion, management has reasonable assurance that, overall, suitable controls are in place and working as intended; risks are being appropriately monitored and mitigated; and necessary improvements and reinforcements are being implemented.

The agency has systematically examined the available control results and indicators as well as the observations and recommendations issued by internal auditors and the European Court of Auditors. These elements have been assessed to determine their impact on the management's assurance as regards the achievement of control objectives.

## 4.2 Reservations

On the basis of the information and the materiality criteria provided above, no reservation is needed.

*I, the undersigned, Executive Director of the European Railway Agency,*

*In my capacity as authorising officer,*

*Declare that the information contained in this report gives a true and fair view.*

*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 judgment and on the information at my disposal, such as the results of the self-assessment, ex-post controls, the work of the Internal Audit Service and the lessons learnt from the reports of the Court of Auditors for years prior to the year of this declaration.*

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

*Valenciennes, 24 March 2015*

*signed*

*Josef DOPPELBAUER*

# Annexes

## Annex I – Core business statistics (KPIs)

WP-Activity	WP-Project	KPI number	Output	Legal basis	Timing	Achieved	Justification
01. Developing a harmonised safety regulatory framework	01.01 Developing a harmonised approach to risk management	1	Delivery of milestones to realise the single safety certificate in the RISC Task Force programme plan	Directive 2004/49/EC Art. 10 and 6	Set out in programme plan	Yes	
	01.03 Developing overall principles for assessment and supervision	2	Revision of the current framework that supports assessment and supervision in accordance with the RISC Task Force on a single safety certificate programme	Directive 2004/49/EC Art. 6	Ongoing	Yes	
	01.04 Developing the ECM certification scheme	3	Report on early return of experience for the ECM certification scheme	Directive 2004/49/EC Art. 14a, Regulation 445/2011	End 2014	Partially	Report finalized including a proposal of mandate for extension of scope. Will be published and sent to COM in 2015.
	01.06 Defining methods for Common Safety Targets (CST)	4	Draft recommendation on the revision of the CSM on CSTs/NRVs assessment	Directive 2004/49/EC Art. 7, Commission Decision 2009/460/EC Art. 4	October 2014	Yes	
	01.07 Developing tools for enhanced monitoring of railway safety performance and of the safety regulatory framework	5	Report on Pilot of Regulatory Monitoring Matrix	Agency Regulation Art. 9	September 2014	Yes	
02. Monitoring the safety regulatory framework	02.01 Assist EC in evaluation of transposition of Safety and Train Driver's Directives	6	Evaluation of Rail Safety Directive transposition: follow up work, support the European Commission in EU-Pilots	Agency Regulation Art. 21b and 30	End 2014	Yes	
	02.02 Monitoring safety performance	7	Biannual report on Railway Safety in the EU	Agency Regulation	March 2014	Yes	
	02.03 Monitoring the safety regulatory framework	8	Conduct of cross-audits Poland, Sweden, Channel Tunnel, Romania, Austria, Norway, Denmark, Italy	Agency Regulation Art. 6, Directive 2004/49/EC Art. 17	According to audit programme	Yes	
	02.04 NIB assessment programme	9	Voluntary assessments conducted. Austria and Ireland (to be completed in 2014); Norway, Sweden and Czech Republic (started); Poland (follow-up).	Agency Regulation Art. 6, Directive 2004/49/EC Art. 21	According to audit programme	Yes	
	02.05 Assessing Common Safety Targets (CST)	10	Yearly assessment report to the European Commission/RISC on the achievements of CSTs/NRVs	Agency Regulation Art. 9	March 2014	Yes	
03. Facilitating the improvement of the safety regulatory framework	03.05 Promoting transparency and reduction of National Safety Rules	11	Check of NSR registration, evaluation of draft and adopted rules for the European Commission	Agency Regulation Art. 9a, 19, 21b, 30	Ongoing	Yes	
	03.06 Joint Network Secretariat and Quick Response Procedure	12	Implementation of a revised terms of reference including a review of membership, in order to incorporate the agreed procedures for responding to accidents and incidents	Agency Regulation 21b	June 2014	Partially	The ToR for JNS were modified. Not finally agreed with all parties in 2014
	03.09 Development and operation of ERADIS (ERA Database of Interoperability and Safety)	13	New ERADIS modules implemented	Commission Regulation (EU) 445/2011 Art. 10, Agency Regulation Art. 19	End 2014	Yes	
		14	100% ECM certificates, licenses, safety authorisations/certificates registered	Commission Regulation (EU) 445/2011 Art. 10, Agency Regulation Art. 19	End 2014	Yes	
	03.10 Development and operation of registers for SAF performance and accident data (ERAIL)	15	Accident investigation data registered	Directive 2004/49/EC Art. 24, Agency Regulation Art. 19	End 2014	Yes	
04. Developing a harmonised framework of technical specifications and their application for vehicle authorisation	04.01 Authorisation processes	16	Amended template flowchart to take account of DV29bis	Agency Regulation Art. 30, Directive 2008/57/EC Art. 30	September 2014	No	DV29bis published in Dec 2014
		17	Further clarification of authorisation process (DV29bis)	Agency Regulation Art. 30, Directive 2008/57/EC Art. 30	February 2014	Yes	
	04.04 Harmonised EU rules for railway operation	18	TSI OPE - Final draft submitted and updated until voted by RISC	Agency Regulation Art. 12, Directive 2008/57/EC Art. 6, 8	July 2014	Yes	
	04.06 Development of National rules and databases of National Rules	19	TSI conformity accepted in lieu of 75% of non-legacy rules	Directive 2008/57/EC Art. 27 Decision 2011/155/EU Art. 1	End 2014	Partially	Considered in classifications of equivalence of NTRs
	04.07 Development of registers used for authorisation	20	NVR & ECVVR registers being functional and accessible with updated information. Change control management set up	Directive 2008/57/EC Art. 33, Agency Regulation Art. 18, 19	Ongoing/September 2014	Partially	Also depending on contractor and MSs
06. Facilitating the improved performance of the framework for vehicle authorisation	06.03 Development and evolution to a common approach to National Technical Rules	21	100% of relevant national rules published	Directive 2008/57/EC Art. 27 Decision 2011/155/EU Art. 1	End 2014	Yes	
	06.07 Architecture and use of registers	22	Interim report on rationalisation of vehicle related registers (NVR/ECVVR, ERATV, VKM, ECM), including CBA, allowing to decide the orientation for specifications amendments	Directive 2008/57/EC Art. 33, 34	October 2014	Yes	
07. Developing ERTMS (as System Authority)	07.02 Development of the requirement for the evolution of the railway communication system	23	Report from the study on the definition of the basic requirements for the new railway communication system - roadmap for the migration to the new railway communication system.	Agency Regulation Art. 21a	1Q2014	Yes	
08. Monitoring and Facilitating ERTMS implementation and performance	08.01 Sharing best practices in implementations and promotion of engineering guidelines	24	Release of ERTMS engineering guidelines, as defined in the 2012 MoU clause 54, in order to reduce differences of scenarios at national level. This activity is strongly dependent on actual input from the sector and on their support to apply the guidelines	Agency Regulation Art. 21a	3Q2014	N/A	No concrete requests from the sector
	08.02 Support to the evaluation of ERTMS projects in cooperation with the Commission and TEN-T EA	25	Written feedback to TEN-T with regards to correct implementation of ERTMS. The actual number of projects will depend on the allocation of appropriate resources	Agency Regulation Art. 21a	According to the detailed plan to be shared with TEN-T EA	Yes	
	08.04 Facilitation of improved operations with ERTMS	26	ERA database for operational feedback	Agency Regulation Art. 21a	End 2014	Yes	
09. Developing, Monitoring and Facilitating improved system access	09.01 Passenger Telematics applications system authority	27	TAP CCM yearly baseline delivered to the European Commission	Agency Regulation Art. 12, Directive 2008/57/EC Art. 6, 8, Regulation 454/2011/EC Annex Art. 7.5	End 2014	Yes	
	09.02 Freight Telematics applications system authority	28	TSI TAF - closure of Open-Points acc. Masterplan 2012	Agency Regulation Art. 12, Directive 2008/57/EC Art. 6, 8	4Q2014	Yes	
	09.03 Developing specifications for improved physical system access	29	Application guide on the revised PRM TSI available to the users	Agency Regulation Art. 12, Directive 2008/57/EC Art. 6, 8	September 2014	Yes	
	09.04 Development of Registers for improved system access	30	Coordination and monitoring the implementation of RINF by MS, reports to the EC. Management of the Network of nat'l entities in charge of the RINF. Processes implementing RINF governance rules. Change control mgmt set up. RINF application guide available	Directive 2008/57/EC Art. 35, Agency Regulation Art. 18, 19	Ongoing	Yes	
10. Operational activities across several strategic priorities	10.03 Economic Evaluation - ex ante evaluations	31	Ex ante impact assessment of key recommendations of 2014 linked to the 4 Agency priority areas	Directive 2008/57/EC Art. 6, 8, 31, Agency Regulation Art. 6, 16b, 21a	according to recommendation planning	Yes	
	10.04 Economic Evaluation - ex post evaluations	32	Ex-post analysis of (1) certification of Entities in Charge of Maintenance (ECM) and (2) the operational requirements of the railway communication system	Directive 2008/57/EC Art. 6, 8, 31, Agency Regulation Art. 6, 16b, 21a	June (railway comms system) December 2014 (ECM)	Yes	
11. Corporate Services	11.01 Communication	33	Updated communication plan and improved tools according to return of experience	Agency Regulation	March 2014	Yes	
	11.03 Human Resources	34	95% of the establishment plan completed	Agency Regulation	4Q2014	Yes	
	11.04 Finance, accounting and procurement	35	98% of appropriations committed	Agency Regulation	End 2014	Partially	97,34%
		36	95% of invoices paid within legal deadline (30 days)	Agency Regulation	within the regulatory time limits	Partially	92,66%
	11.05 Information Technology	37	No security incidents causing financial loss, business disruption or public embarrassment	Agency Regulation	4Q2014	Yes	
	11.06 Facilities	38	3-4 initiatives undertaken to improve health & safety conditions	Agency Regulation	4Q2014	Yes	
12. Agency Management	12.01 Strategy, business planning and reporting	39	Annual Activity Report 2013	Agency Regulation	March 2014	Yes	
		40	Draft and final annual and multi-annual work programme on integrated planning basis	Agency Regulation	Draft February 2014, Final version October 2014	Yes	
	12.02 Quality Management	41	Implementation and training of the approved processes	Agency Regulation	3Q2014	Yes	



## Annex II – Statistics on financial management and annual accounts (provisional)

### 1. Financial statements

#### 1.1 Balance sheet (assets, liabilities)

	31/12/2014	31/12/2013
<b>A. NON CURRENT ASSETS</b>		
<b>Intangible assets</b>	<b>1 339 970,92</b>	<b>1 506 756,87</b>
<b>Property, plant and equipment</b>	<b>1 137 898,25</b>	<b>1 187 373,50</b>
Land and buildings	4 150,00	4 710,00
Plant and equipment	20 479,00	24 695,00
Computer hardware	829 265,00	965 685,00
Furniture and vehicles	118 583,00	130 201,00
Other fixtures and fittings	165 421,25	62 082,50
<b>Non-current receivables</b>	<b>31 898,00</b>	<b>3 371,30</b>
<b>TOTAL NON-CURRENT ASSETS</b>	<b>2 509 767,17</b>	<b>2 697 501,67</b>
<b>B. CURRENT ASSETS</b>		
<b>Exchange receivables and recoverables</b>	<b>96 230,81</b>	<b>299 536,50</b>
Current receivables	378,63	1 961,30
Sundry receivables	48 207,93	57 281,91
Current receivables with consolidated entities	0,00	110 172,68
Other receivables	0,00	17 005,91
Accrued income with consolidated entities	47 644,25	7 157,37
Deferred charges	0,00	105 957,33
<b>Non - exchange receivables and recoverables</b>	<b>456 679,59</b>	<b>562 579,15</b>
Current receivables Member States	371 742,35	562 579,15
Other receivables	84 937,24	0,00
<b>Cash and cash equivalents</b>	<b>3 376 793,63</b>	<b>2 438 071,75</b>
<b>TOTAL CURRENT ASSETS</b>	<b>3 929 704,03</b>	<b>3 300 187,40</b>
<b>TOTAL ASSETS</b>	<b>6 439 471,20</b>	<b>5 997 689,07</b>

	31/12/2014	31/12/2013
<b>A. NET ASSETS</b>	<b>4 025 889,05</b>	<b>3 481 690,04</b>
Accumulated surplus/deficit	3 481 690,04	2 824 870,51
Economic result of the year-profit+/loss-	544 199,01	656 819,53
<b>B. NON CURRENT LIABILITIES</b>	<b>0,00</b>	<b>0,00</b>
Pension and other employee benefits	0,00	0,00
Provisions for risks and liabilities	0,00	0,00
<b>TOTAL NON-CURRENT LIABILITIES (A+B)</b>	<b>4 025 889,05</b>	<b>3 481 690,04</b>
<b>C. CURRENT LIABILITIES</b>	<b>2 413 582,15</b>	<b>2 515 999,03</b>
Provisions for risks and liabilities	0,00	527 002,39
<b>Accounts payable</b>	<b>884 745,10</b>	<b>979 855,94</b>
Current payables	49 089,49	1 605,71
Sundry payables	6 736,92	3 790,28
Accounts payable with consolidated EC entities	828 918,69	974 459,95
.....Prefinancing received from consolidated EC entities	787 016,64	955 871,94
.....Other accounts payable against consolidated EC entities	41 902,05	18 588,01
<b>Accrued charges and deferred income</b>	<b>1 528 837,05</b>	<b>1 009 140,70</b>
Accrued charges	1 244 018,56	914 677,28
Deferred income	0,00	0,00
Other passive accruals & deferrals	0,00	0,00
Deferrals and accruals with consolidated EC entities	284 818,49	94 463,42
<b>TOTAL CURRENT LIABILITIES</b>	<b>2 413 582,15</b>	<b>2 515 999,03</b>
<b>TOTAL LIABILITIES</b>	<b>6 439 471,20</b>	<b>5 997 689,07</b>

## 1.2 Statement of financial performance

STATEMENT OF FINANCIAL PERFORMANCE	31/12/2014	31/12/2013
Subsidy received	24 928 583,36	24 912 065,85
<i>Title 1&amp;2</i>	19 770 600,00	18 490 000,00
<i>Title 3</i>	5 945 000,00	7 213 799,00
<i>Part of Phare Funds subsidy used in current year</i>	0,00	162 553,77
<i>To be reimbursed (Budget outturn)</i>	-787 016,64	-954 286,92
Revenue from adjustment/provisions	80 832,58	280 625,36
<b>NON-EXCHANGE REVENUES</b>	<b>25 009 415,94</b>	<b>25 192 691,21</b>
<i>Fixed Assets related income</i>	0,00	-108,40
<i>Exchange rate differences gains</i>	408,69	1 607,64
<i>Income from other exchange operations (3rd parties)</i>	90 937,24	40 415,20
<i>Income from consolidated EU entities</i>	92 329,53	7 157,37
<b>EXCHANGE REVENUES</b>	<b>183 675,46</b>	<b>49 071,81</b>
<b>TOTAL REVENUES</b>	<b>25 193 091,40</b>	<b>25 241 763,02</b>
Operational expenses	3 972 940,78	4 563 850,21
Staff and Pension costs	15 372 379,85	15 287 292,72
Finance costs	1 940,26	0,00
<i>Finance costs</i>	30,00	0,00
<i>Other financial expenses</i>	1 910,26	0,00
Other expenses	5 301 631,50	4 733 800,56
<i>Property, plant and equipment related expenses</i>	2 261 176,80	2 248 837,01
<i>Other Expenses</i>	3 039 280,26	2 635 065,71
<i>Adjustments / Provisions</i>	0,00	-152 289,82
<i>Exchange rate differences losses</i>	1 174,44	2 187,66
<b>TOTAL EXPENSES</b>	<b>24 648 892,39</b>	<b>24 584 943,49</b>
<b>SURPLUS (DEFICIT) FROM ORDINARY ACTIVITIES</b>	<b>544 199,01</b>	<b>656 819,53</b>
<b>ECONOMIC RESULT OF THE YEAR</b>	<b>544 199,01</b>	<b>656 819,53</b>

### 1.3 Statement of changes in net assets

Capital	Reserves		Accumulated Surplus / Deficit	Economic result of the year	Capital (total)
	Fair value reserve	Other reserves			
<b>Balance as of 31 December 2013</b>	<b>0,00</b>	<b>0,00</b>	<b>2 824 870,51</b>	<b>656 819,53</b>	<b>3 481 690,04</b>
Changes in accounting policies (1)	0,00	0,00	0,00	0,00	0,00
<b>Balance as of 1 January 2014 (if restated)</b>	<b>0,00</b>	<b>0,00</b>	<b>2 824 870,51</b>	<b>656 819,53</b>	<b>3 481 690,04</b>
Allocation of the Economic Result of Previous Year	0,00	0,00	656 819,53	-656 819,53	0,00
Economic result of the year	0,00	0,00	0,00	544 199,01	544 199,01
<b>Balance as of 31 December 2014</b>	<b>0,00</b>	<b>0,00</b>	<b>3 481 690,04</b>	<b>544 199,01</b>	<b>4 025 889,05</b>

### 1.4 Cash flow statement

<b>Cash Flows from ordinary activities</b>		
<b>Economic result of the year</b>	<b>544 199,01</b>	<b>656 819,53</b>
<b>Operating activities</b>		
Amortization (intangible fixed assets) +	454 591,73	440 877,34
Depreciation (tangible fixed assets) +	523 055,23	519 716,32
Increase/(decrease) in Provisions for risks and liabilities	-527 002,39	-74 266,39
Increase/(decrease) in Value reduction for doubtful debts	0,00	-233 122,40
(Increase)/decrease in Stock	0,00	0,00
(Increase)/decrease in Long term Pre-financing	0,00	0,00
(Increase)/decrease in Short term Pre-financing	0,00	0,00
(Increase)/decrease in Long term Receivables	-28 526,70	-3 371,30
(Increase)/decrease in Short term Receivables	203 305,69	-81 711,18
(Increase)/decrease in Receivables related to consolidated EC entities	105 899,56	-117 330,05
Increase/(decrease) in Other Long term liabilities	0,00	0,00
Increase/(decrease) in Accounts payable	570 126,77	-93 377,54
Increase/(decrease) in Liabilities related to consolidated EC entities	-145 541,26	-591 767,87
(Gains)/losses on sale of Property, plant and equipment	0,00	0,00
Extraordinary items	0,00	0,00
<b>Net cash Flow from operating activities</b>	<b>1 700 107,64</b>	<b>422 466,46</b>
<b>Cash Flows from investing activities</b>		
Purchase of tangible and intangible fixed assets (-)	-762 708,76	-1 198 839,60
Proceeds from tangible and intangible fixed assets (+)	1 323,00	288,40
<b>Net cash flow from investing activities</b>	<b>-761 385,76</b>	<b>-1 198 551,20</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>	<b>938 721,88</b>	<b>-776 084,74</b>
Cash and cash equivalents at the beginning of the period	2 438 071,75	3 214 156,49
Cash and cash equivalents at the end of the period	3 376 793,63	2 438 071,75

## 2. Implementation of the budget 2014

### 2.1 Budget implementation 2014

Fund Source : C1							
	Chapter	Final appropriations (1)	Committed (2)	% Committed =(2) / (1)	Balance not committed =(1) - (2)	Total Paid (3)	% Paid =(3)/(1)
11	Staff in active employment	16 250 600,00	15 735 109,08	96,83%	515 490,92	15 685 397,97	96,52%
13	Missions and travel	150 000,00	147 937,14	98,62%	2 062,86	147 592,75	98,40%
14	Socio-medical infrastructure	290 000,00	271 648,93	93,67%	18 351,07	193 022,17	66,56%
15	Staff exchange between the ERA and the public sector	275 000,00	238 508,19	86,73%	36 491,81	238 508,19	86,73%
17	Entertainment and representation exp.	5 000,00	3 350,00	67,00%	1 650,00	1 709,00	34,18%
	<b>Title I</b>	<b>16 970 600,00</b>	<b>16 396 553,34</b>	<b>96,62%</b>	<b>574 046,66</b>	<b>16 266 230,08</b>	<b>95,85%</b>
20	Investments in immovable property, rental of buildings and associated cost	1 182 933,51	1 175 565,92	99,38%	7 367,59	1 055 390,71	89,22%
21	Data processing	1 025 517,53	1 001 422,36	97,65%	24 095,17	606 192,12	59,11%
22	Movable property and associated costs	93 862,97	84 443,63	89,96%	9 419,34	75 544,16	80,48%
23	Current administrative expenditure	178 464,30	171 245,31	95,95%	7 218,99	158 872,20	89,02%
24	Post and telecommunications	139 858,97	139 103,02	99,46%	755,95	80 189,15	57,34%
25	Meetings and associated costs	179 362,72	139 547,71	77,80%	39 815,01	137 047,41	76,41%
	<b>Title II</b>	<b>2 800 000,00</b>	<b>2 711 327,95</b>	<b>96,83%</b>	<b>88 672,05</b>	<b>2 113 235,75</b>	<b>75,47%</b>
30	Operational Activities directly linked to the Reg. n°881/2004	3 135 975,00	3 126 468,24	99,70%	9 506,76	2 040 673,74	65,07%
31	Operational expenditures	2 809 025,00	2 796 604,38	99,56%	12 420,62	1 649 422,02	58,72%
	<b>Title III</b>	<b>5 945 000,00</b>	<b>5 923 072,62</b>	<b>99,63%</b>	<b>21 927,38</b>	<b>3 690 095,76</b>	<b>62,07%</b>
	<b>Total Budget</b>	<b>25 715 600,00</b>	<b>25 030 953,91</b>	<b>97,34%</b>	<b>684 646,09</b>	<b>22 069 561,59</b>	<b>85,82%</b>

## 2.2 Appropriations carried over 2013/2014

Fund Source : C8					
	Chapter	Amount carried over 2013/2014	Payments made	Balance not paid at the end of the year 2014	% of Balance
11	Staff in active employment	60 654,05	49 549,91	11 104,14	18,31%
13	Missions and travel	4 075,07	4 075,07	-	0,00%
14	Socio-medical infrastructure	64 426,24	52 239,97	12 186,27	18,92%
17	Entertainment and representation exp.	34,36	-	34,36	100,00%
	<b>Title I</b>	<b>129 189,72</b>	<b>105 864,95</b>	<b>23 324,77</b>	<b>18,05%</b>
20	Investments in immovable property, rental of buildings and associated cost	182 842,47	176 999,68	5 842,79	3,20%
21	Data processing	184 071,36	183 732,19	339,17	0,18%
22	Movable property and associated costs	33 560,73	31 797,05	1 763,68	5,26%
23	Current administrative expenditure	27 938,44	22 758,98	5 179,46	18,54%
24	Post and telecommunications	44 521,02	32 258,98	12 262,04	27,54%
25	Meetings and associated costs	44 716,90	42 430,12	2 286,78	5,11%
	<b>Title II</b>	<b>517 650,92</b>	<b>489 977,00</b>	<b>27 673,92</b>	<b>5,35%</b>
30	Operational Activities directly linked to the Regulation n°881/2004	740 075,43	732 134,65	7 940,78	1,07%
31	Operational expenditures	834 900,47	824 240,90	10 659,57	1,28%
	<b>Title III</b>	<b>1 574 975,90</b>	<b>1 556 375,55</b>	<b>18 600,35</b>	<b>1,18%</b>
	<b>Grandtotal</b>	<b>2 221 816,54</b>	<b>2 152 217,50</b>	<b>69 599,04</b>	<b>3,13%</b>

## 2.3 Use of appropriations 2014

Fund Source : C1						
	Chapter	Budget adopted	Transfers/+Amendments	Budget after transfers (1)	Committed (2)	% Committed = (2) / (1)
11	Staff in active employment	16 265 000,00	- 14 400,00	16 250 600,00	15 735 109,08	96,83%
13	Missions and travel	120 000,00	30 000,00	150 000,00	147 937,14	98,62%
14	Socio-medical infrastructure	285 000,00	5 000,00	290 000,00	271 648,93	93,67%
15	Staff exchange between the ERA and the public sector	275 000,00	-	275 000,00	238 508,19	86,73%
17	Entertainment and representation expenses	5 000,00	-	5 000,00	3 350,00	67,00%
	<b>Title I</b>	<b>16 950 000,00</b>	<b>20 600,00</b>	<b>16 970 600,00</b>	<b>16 396 553,34</b>	<b>96,62%</b>
20	Investments in immovable property, rental of buildings and associated cost	1 440 000,00	- 257 066,49	1 182 933,51	1 175 565,92	99,38%
21	Data processing	620 000,00	405 517,53	1 025 517,53	1 001 422,36	97,65%
22	Movable property and associated costs	220 000,00	- 126 137,03	93 862,97	84 443,63	89,96%
23	Current administrative expenditure	185 000,00	- 6 535,70	178 464,30	171 245,31	95,95%
24	Post and telecommunications	200 000,00	- 60 141,03	139 858,97	139 103,02	99,46%
25	Meetings and associated costs	135 000,00	44 362,72	179 362,72	139 547,71	77,80%
	<b>Title II</b>	<b>2 800 000,00</b>	<b>-</b>	<b>2 800 000,00</b>	<b>2 711 327,95</b>	<b>96,83%</b>
30	Operational Activities directly linked to the Regulation n°881/2004	3 125 000,00	10 975,00	3 135 975,00	3 126 468,24	99,70%
31	Operational expenditures	2 820 000,00	- 10 975,00	2 809 025,00	2 796 604,38	99,56%
	<b>Title III</b>	<b>5 945 000,00</b>	<b>-</b>	<b>5 945 000,00</b>	<b>5 923 072,62</b>	<b>99,63%</b>
	<b>Total Budget</b>	<b>25 695 000,00</b>	<b>20 600,00</b>	<b>25 715 600,00</b>	<b>25 030 953,91</b>	<b>97,34%</b>

## 2.4 Appropriations carried over 2014/2015

	Chapter	Amount carried over 2014/2015	% Amount carried over 2014/2015
11	Staff in active employment	49 711,11	0,31%
13	Missions and travel	344,39	0,23%
14	Socio-medical infrastructure	78 626,76	27,11%
15	Staff exchange between the ERA and the public sector	0,00	0,00%
17	Entertainment and representation exp.	1 641,00	32,82%
	<b>Title I</b>	<b>130 323,26</b>	<b>0,77%</b>
20	Investments in immovable property, rental of buildings and associated cost	120 175,21	10,16%
21	Data processing	395 230,24	38,54%
22	Movable property and associated costs	8 899,47	9,48%
23	Current administrative expenditure	12 373,11	6,93%
24	Post and telecommunications	58 913,87	42,12%
25	Meetings and associated costs	2 500,30	1,39%
	<b>Title II</b>	<b>598 092,20</b>	<b>21,36%</b>
30	Operational Activities directly linked to the Regulation n°881/2004	1 085 794,50	34,62%
31	Operational expenditures	1 147 182,36	40,84%
	<b>Title III</b>	<b>2 232 976,86</b>	<b>37,56%</b>
	<b>Total Budget</b>	<b>2 961 392,32</b>	<b>11,52%</b>



## 2.5 Budget outturn

	2014	2013
<b>Revenue</b>		
Commission subsidy DG TREN	25 715 600,00	25 703 799,00
Phare funds from Commission	0,00	150 000,00
Fee income	0,00	0,00
Other revenue	56 842,64	40 415,20
<b>Total revenue (a)</b>	<b>25 772 442,64</b>	<b>25 894 214,20</b>
<b>Expenditure</b>		
Personnel expenses – Budget Title I		
Payments	16 270 730,08	15 701 819,74
Automatic carry-overs	150 607,29	129 189,72
Administrative expenses – Budget Title II		
Payments	2 115 131,15	2 372 475,58
Automatic carry-overs	598 092,20	517 657,34
Operational expenses – Budget Title III		
Payments	3 690 095,76	4 768 219,22
Automatic carry-overs	2 235 998,21	1 574 975,90
<b>Total expenditure (b)</b>	<b>25 060 654,69</b>	<b>25 064 337,50</b>
<b>Outturn for the financial year (a-b)</b>	<b>711 787,95</b>	<b>829 876,70</b>
Cancellation of unused carry-overs	69 599,04	87 293,39
Adjustment for carry-over from the previous year of appropriations available at 31.12 arising from assigned revenue	6 395,40	37 696,85
Exchange differences for the year	-765,75	-580,02
Balance carried over from year N-1	954 286,92	1 434 346,40
Positive balance from year N-1 reimbursed in year N to the Commission	-954 286,92	-1 434 346,40
<b>Balance of the outturn account for the financial year</b>	<b>787 016,64</b>	<b>954 286,92</b>
Not included in the budget outturn:		
Interest received by 31/12/N on the Commission subsidy and to be reimbursed to the Commission	<b>0,00</b>	<b>14 803,01</b>

## 2.6 Economic outturn

	2014	2013
<b><i>Economic outturn for the year</i></b>	<b>544 199,01</b>	<b>656 819,53</b>
<b>Revenues</b>		
Entitlements established in current year but not yet collected	0,00	0,00
Entitlements established in previous years and cashed in the current year	7 157,37	0,00
Amount of unused pre-financing cashed in current year on balance sheet account	0,00	0,00
Pre-financing received in previous year and cleared in the year	111 793,43	0,00
Amount of pre-financing to be returned to the Commission	787 016,64	955 871,94
Recovery Orders issued in 2013 in class 7 and not yet cashed	-100 261,49	-7 157,37
<b>Expenditure</b>		
Accrued expenses (net changes)	507 150,89	-198 822,85
Asset acquisitions	-762 708,76	-1 205 388,76
New pre-financing paid in the year 2013 and remaining open as at 31.12.2013	0,00	-113 378,45
Depreciation of intangible and tangible assets	978 969,96	960 882,06
Provisions (net changes)	-527 002,39	-307 388,79
Payments made from carry-over of payment appropriations	2 145 828,52	2 311 449,04
Payment appropriations carried over to 2014	-2 984 697,70	-2 221 822,96
Cancellation of unused carried over payment appropriations from previous year	69 599,04	87 293,39
Adjustment for carry-over from the previous year of appropriations available at 31.12 arising from assigned revenue	6 395,40	37 696,85
Other	3 576,72	-1 766,71
<b><i>Economic outturn for the year</i></b>	<b>787 016,64</b>	<b>954 286,92</b>

## 2.7 Negotiated procedures

### Contracts ≤ EUR 15 000 Contracts ≥ EUR 60 000

- Count: 1
- Total Amount: 184 412,96€

\* (RAP): Rules of Application

Number	Contractor(s)	Type of Contract	Description	Amount (€)	Legal Base
	Name				
ERA.1947	Société d'économie mixte Valenciennes	Direct service contract	Parking cards at Phénix	22 666,66€	Article 137 RAP
ERA.2020	Lille Grand Palais	Direct service contract	Conference May 2014 – Rooms	30 730,91€	Article 137 RAP
ERA.2080	Lille Grand Palais	Direct service contract	Conference May 2014 - Catering	29 675,55€	Article 137 RAP
ERA 2014 02 DIR NP	FAIRNET GmbH	Direct Service Contract	ERA stand at Innotrans conference.	39 054,20€	Article 137 RAP
ERA.1930	CCI GRAND HAINAUT	Direct Service contract	Rental and charges Ateliers Numeriques	17 285,64€	Article 137 RAP
ERA 2014 03 DIR NP	AXA (Agence Bardzinski – Valenciennes)	FWC (4 years)	Insurance services	45 000 €	Article 137 RAP

## 2.8 Summary of procedures

(Excluding real estate contracts  
and contracts ≤ €15 000)

Type of contract	Count	Amount (€)
Supply	0	0
Services	6	
Works	0	0
<b>TOTAL</b>	<b>6</b>	<b>683 604,2€</b>

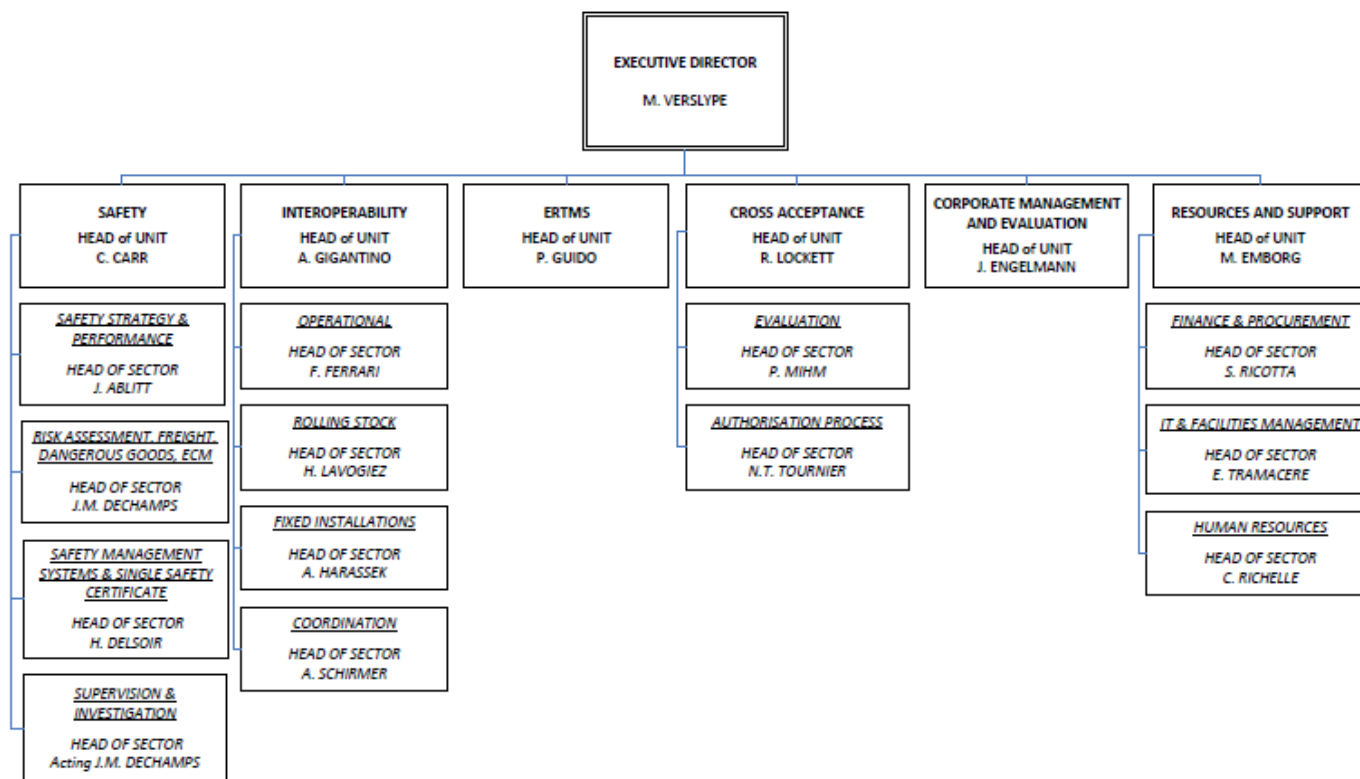
Procedures	Count	Amount (€)
Open	4	644 550€
Restricted	0	0
Negotiated	0	39 054,2€
Negotiated Competing	0	0
Other	0	0
<b>TOTAL</b>		<b>683 604,2€</b>

## 2.9 Real estate contracts

Number	Contractor(s)		Type of Contract	Description	Amount (€)	Legal Base
	Name	Address				
N/A	Communauté d'agglomération de Valenciennes Métropole Hôpital du Hainaut, 2 Place de l'Hôpital Général BP 60227 59305 Valenciennes Cedex FRANCE	Hôpital du Hainaut, 2 Place de l'Hôpital Général BP 60227 59305 Valenciennes Cedex FRANCE	Building contract	Lease contract of ERA's headquarters 120 rue Lefrancq 59300 Valenciennes FRANCE	420.698 €	IR – Art 126(h)

Number	Contractor(s)		Type of Contract	Description	Amount (€)	Legal Base
	Name	Address				
N/A	Chambre de Commerce et d'Industrie de région Nord de France	229 Bd de Leeds, CS 90028, 59031 Lille Cedex FRANCE	Building contract	Lease contract of ERA's meeting facilities 229, Bd de Leeds CS 90028, 59031 Lille Cedex FRANCE	106.133 €	IR – Art 126(h)

## Annex III – Organisational chart



ERA-Organisation Chart 31-12-2014

## Annex IV – Establishment plan and additional information on Human Resources management

### a. Establishment plan

Category and Grade	Establishment Plan in Budget 2014		Posts filled at 31/12/2014
	Officials	TA	TA
AD 16			
AD 15			
AD 14		1	1
AD 13			
AD 12			
AD 11		4	2
AD 10		11	10
AD 9		29	23
AD 8		21	22
AD 7		12	13
AD 6		24	25
AD 5			0
<b>Total AD</b>	0	102	96
AST 11			
AST 10			
AST 9		2	1
AST 8		3	2
AST 7		3	0
AST 6		2	5
AST 5		5	5
AST 4		7	6
AST 3		8	9
AST 2		8	10
AST 1		0	1
<b>Total AST</b>	0	38	39
<b>TOTAL</b>	0	140	135

b. Result of the first job screening exercise

Job Type (sub) category	Year N-1 (%)	Year N (%)
<b>Administrative support and coordination</b>		<b>20,72</b>
Administrative support		16,61
Coordination		4,11
<b>Operational</b>		<b>67,59</b>
Top level Operational Coordination		1,39
Programme Management & Implementation		51,27
Evaluation & impact assessment		7,41
General operational		7,52
<b>Neutral</b>		<b>11,69</b>
Finance/control		11,69
Linguistics		0,00



## Annex V – Human and financial resources per activity

The following table shows the planned resources and the adopted budget for the 2014 Work Programme:

Activity	Unit Staff	DIRECT COSTS				INDIRECT COSTS		SUBTOTAL	Distributed overhead	TOTAL
		CHAP 30			ART 311	Chapter 31 - ART 311	Titles 1 & 2			
	FTE planned	ACTIVITIES	STUDIES	TRANSLATIONS, INTERPRETATION						
Developing a harmonised safety regulatory framework	7,35	183 080,00	0,00	0,00			930 529	1 113 608,85	381 085,89	1 494 694,74
Monitoring the safety regulatory framework	12,39	120 060,00	230 000,00	0,00	200 000,00		1 568 606	2 118 665,77	642 401,93	2 761 067,70
Facilitating the improvement of the safety regulatory framework	16,08	257 805,00	140 000,00	250 000,00	80 000,00		2 035 769	2 763 574,23	833 722,60	3 597 296,83
Developing/promoting of a harmonised framework of technical specifications and their application	24,05	455 790,00	110 000,00	130 000,00	570 000,00		3 044 792	4 310 581,67	1 246 954,52	5 557 536,18
Monitoring the framework implementation and performance	6,18	48 200,00	0,00	10 000,00			781 771	839 970,83	320 164,00	1 160 134,83
Facilitating the improved performance of the framework	16,68	89 200,00	0,00	40 000,00			2 111 098	2 240 297,76	864 572,41	3 104 870,17
Developing ERTMS (as System Authority)	5,42	147 150,00	120 000,00	0,00			686 186	953 335,90	281 018,44	1 234 354,34
Monitoring and Facilitating ERTMS implementation and performance	6,64	155 250,00	200 000,00	0,00	100 000,00		840 008	1 295 258,01	344 014,27	1 639 272,28
Developing, Monitoring and Facilitating improved system access	8,65	314 090,00	0,00	0,00	180 000,00		1 095 112	1 589 202,18	448 488,84	2 037 691,02
Operational activities across several strategic priorities	9,55	98 875,00	0,00	20 000,00	1 285 000,00		1 209 054	2 612 929,49	495 152,42	3 108 081,90
Corporate Services	33,00	1 100,00	0,00	0,00	85 000,00	320 000,00	4 177 885	4 583 984,62	-4 583 984,62	0,00
Agency Management	10,03	4 400,00	0,00	0,00			1 269 191	1 273 590,71	-1 273 590,71	0,00
Grand Total	156,00	1 875 000	800 000	450 000	2 500 000	320 000	19 750 000	25 695 000,00	0,00	25 695 000,00

The following table shows the actual used resources in 2014:

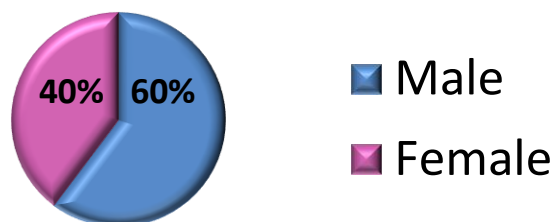
Activity	Unit Staff FTE	DIRECT COSTS				INDIRECT COSTS		SUBTOTAL	Distributed overhead	TOTAL
		CHAP 30			ART 311	Chapter 31 - ART 311	Titles 1 &2			
		ACTIVITIES	STUDIES	TRANSLATIONS, INTERPRETATION						
Developing a harmonised safety regulatory framework	6,35	142 837,85	0,00	64 460,40	55 599,60		803 490	<b>1 066 387,99</b>	389 311,28	<b>1 455 699,27</b>
Monitoring the safety regulatory framework	12,39	133 024,22	213 645,00	360 906,10			1 567 755	<b>2 275 330,10</b>	759 616,81	<b>3 034 946,91</b>
Facilitating the improvement of the safety regulatory framework	15,08	340 747,48	137 109,50	74 566,02	242 612,86		1 908 131	<b>2 703 166,78</b>	924 537,65	<b>3 627 704,43</b>
Developing/promoting of a harmonised framework of technical specifications and their application	23,05	175 343,88	64 975,00	302 351,75	267 179,71		2 916 606	<b>3 726 456,28</b>	1 413 169,28	<b>5 139 625,57</b>
Monitoring the framework implementation and performance	6,18	13 515,94	0,00	0,00			781 347	<b>794 862,65</b>	378 582,23	<b>1 173 444,88</b>
Facilitating the improved performance of the framework	16,68	84 527,18	0,00	0,00			2 110 585	<b>2 195 112,31</b>	1 022 631,83	<b>3 217 744,14</b>
Developing ERTMS (as System Authority)	5,42	206 211,31	115 150,00	0,00			685 814	<b>1 007 174,94</b>	332 294,04	<b>1 339 468,98</b>
Monitoring and Facilitating ERTMS implementation and performance	6,64	113 719,10	194 829,81	0,00	330 107,50		840 185	<b>1 478 841,38</b>	407 090,85	<b>1 885 932,22</b>
Developing, Monitoring and Facilitating improved system access	8,65	160 304,69	0,00	149 898,25	109 679,69		1 094 518	<b>1 514 400,70</b>	530 321,66	<b>2 044 722,36</b>
Operational activities across several strategic priorities	8,55	71 382,61	0,00	0,00	434 227,10		1 081 865	<b>1 587 474,39</b>	524 190,78	<b>2 111 665,16</b>
Corporate Services	32,00	5 158,40	0,00	0,00	1 007 081,10	350 117,36	4 049 084	<b>5 411 441,04</b>	-5 411 441,04	<b>0,00</b>
Agency Management	10,03	1 803,21	0,00	0,00			1 268 502	<b>1 270 305,36</b>	-1 270 305,36	<b>0,00</b>
Grand Total	151	<b>1 448 576</b>	<b>725 709</b>	<b>952 183</b>	<b>2 446 488</b>	<b>350 117</b>	<b>19 107 881</b>	<b>25 030 953,91</b>	<b>0,00</b>	<b>25 030 953,91</b>

The gap between the planned FTE number (156) and the staff employed at the end of 2014 (151) resulted from the open vacancies due to natural fluctuation and vacancies which could not be filled in 2014. At the end of 2014, 8 offers were sent to candidates to take up a post early 2015.

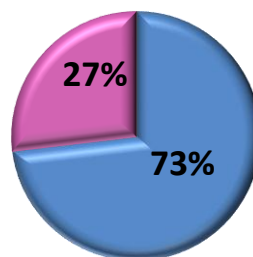
## Annex VI – Staff composition

### 1. Gender balance

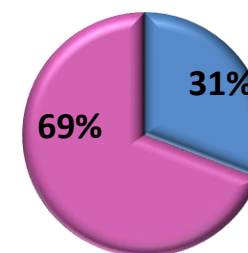
**Gender : All Staff**



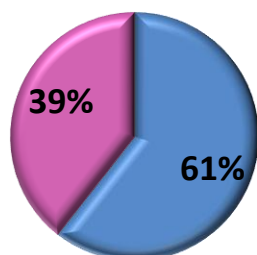
**Gender : AD**



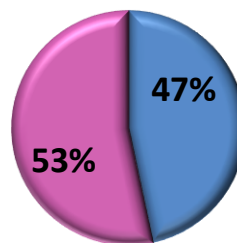
**Gender : AST**



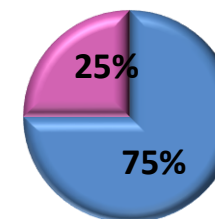
**Gender : TA**



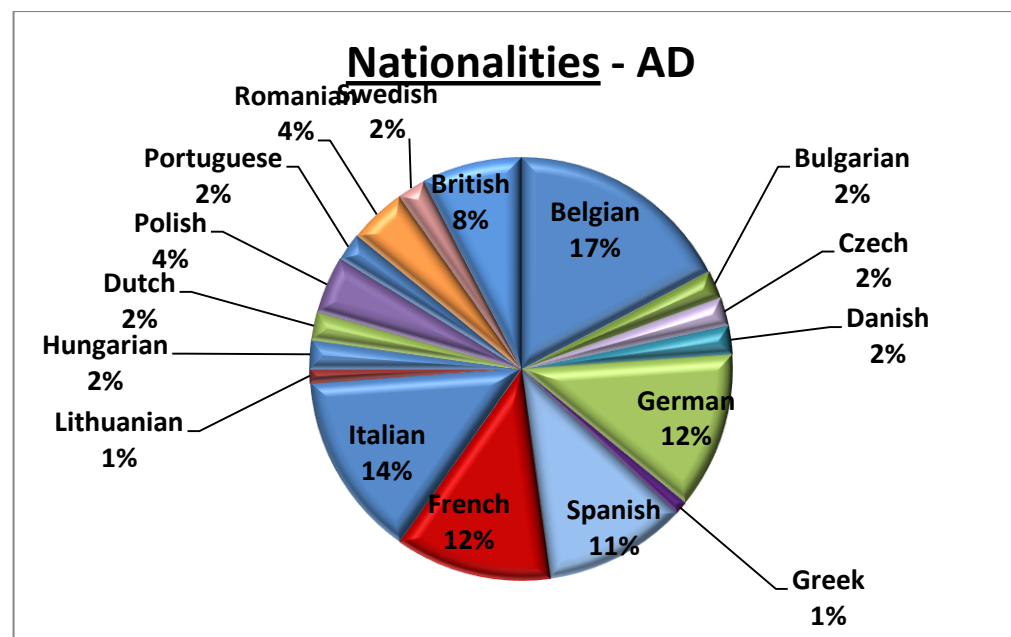
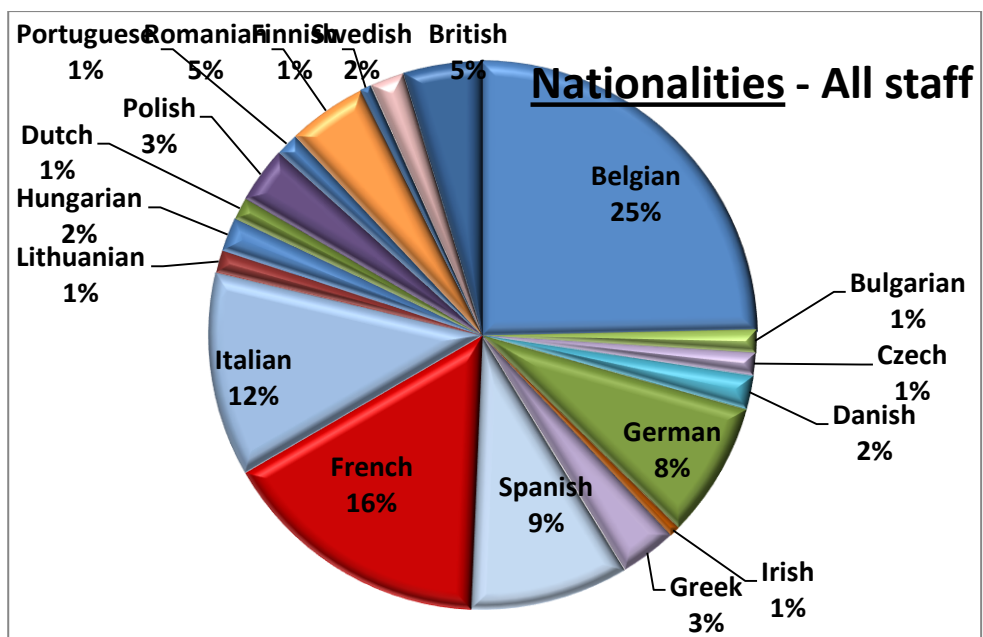
**Gender : CA**

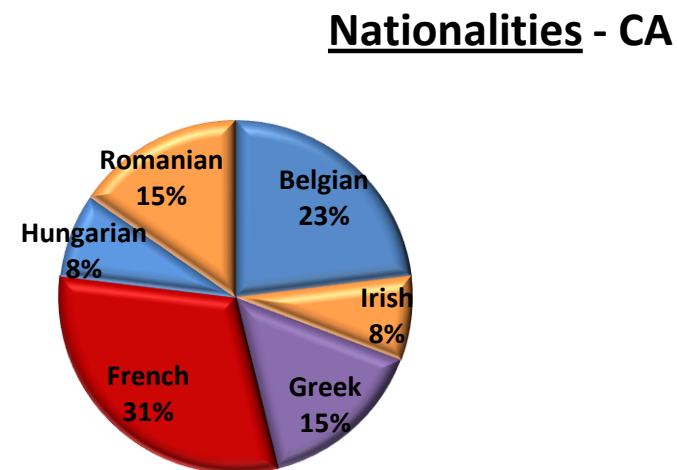
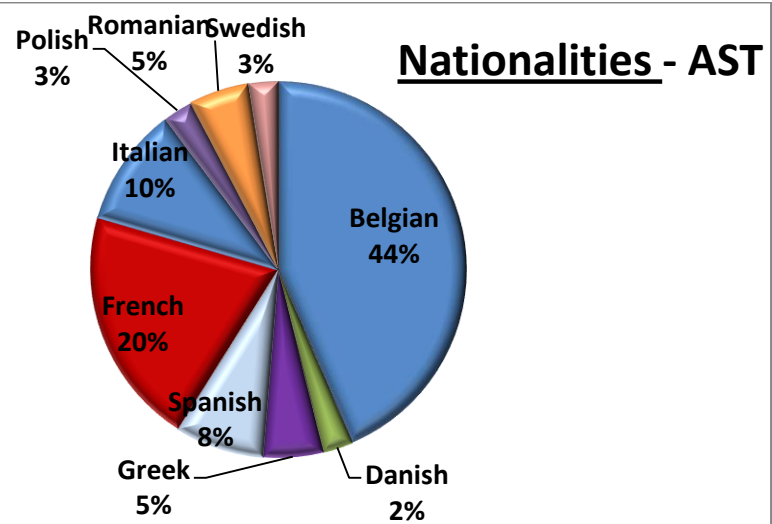


**Gender : SNE**

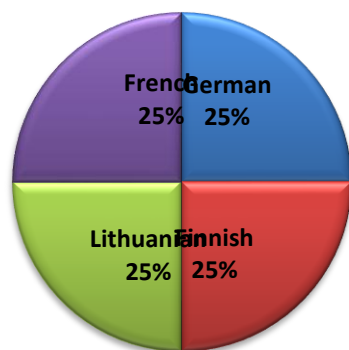


## 2. Geographical balance





### Nationalities - SNE



## Annex VII – Data protection

### *Context*

The Agency continued in 2014 the implementation of the actions identified necessary to attain the set targets for reaching personal data protection compliance.

A number of actors, mainly the Data Protection Officer (DPO), the Data Controllers and the Data Protection Coordinators were actively involved and contributed to progress made towards data protection compliance as well as to fully meet the objectives set by the European Data Protection Supervisor in 2011 mainly in terms of processing notified, training and privacy by design.

The aim for the Agency is to become compliant on data protection rules by ensuring that the personal data of the Agency staff as well as those third parties managed by the Agency are lawfully, adequately, proportionately and properly processed in line with Regulation (EC) 45/2001.

### *The Agency DPO Inventory*

The Agency kept on updating throughout the year the inventory which comprises a list of all the personal data processing operations of the organisation.

The Agency's inventory includes entries which correspond to the Agency processing operations identified until today. The inventory gives information about the name of the processing, whether the notification is prior-checkable or not, the name of the controller, risk level and status.

### *The Agency DPO Register*

All processing operations or sets of operations intended to serve a single purpose or several related purposes must be notified by the data controller to the DPO. The information provided includes the set of data specified in Article 25 of Regulation (EC) 45/2001.

The Register comprises 59 notifications of which 17 correspond to prior-check processing operations.

Similar to the inventory, the Agency's DPO Register is a data base which contains all notifications submitted to the DPO in line with the requirements set by Regulation (EC) 45/2001.

The Agency continued to notify the processing operations and at the same time verified that the information regarding processing in the HR field was kept updated in relation to ongoing changes in the processing procedures.

### *Privacy by design*

The Agency enhanced its efforts in considering early enough the data protection aspects in IT projects which cover all business operational and non-operational. Improvements were made to enhance developments of proprietary IT business systems by including privacy-related issues already at their inception phases. More particularly in the field of internal IT development (software solutions management developed in the Agency for administrative databases etc.), and in particular the Project Initiation Request Form two sections have been added on Security and Personal Data Protection while In the Supplementary Specifications document a chapter is now devoted to the Data Protection aspects.

### *Staff training and awareness raising*

The training on data protection was organised in the form of targeted modules for newcomers and for staff who are more involved in the implementation of Regulation 45/2001.

The dedicated web-site with full information on data protection on which all the available awareness material including training material are posted have been this year partially updated. The Data Protection Day has been celebrated at the Agency with a quiz and material on the latest developments, on the legal framework and definitions, and a section on the data protection at the Agency as well as general useful information and links. In addition, a Guide on Data Protection has been drafted and proposed for adoption as well as leaflet on personal data awareness.

### *Outputs*

The Agency has notified all identified prior-check notifications for which a procedure is in place as a basis.

4 Article 25 Regulation (EC) 45/2001 notifications were notified to the DPO register this year.

The Agency implemented in 2014 in full the last pending recommendation of the EDPS in terms of health data.

## Glossary

<b>AAR</b>	Annual Activity Report
<b>ABAC</b>	The web-based accounting system developed for the Directorate-General for the Budget
<b>ANTT</b>	Agência Nacional de Transportes Terrestres (Brazil)
<b>APS</b>	Authorisation for placing in service
<b>AWP</b>	Annual Work Programme
<b>CAF</b>	Common Assessment Framework
<b>CCS</b>	Control-Command and Signalling subsystem
<b>CIT</b>	International Rail Transport Committee
<b>COTIF</b>	Convention Relative aux Transports Internationaux Ferroviaires
<b>CR TSI</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>DMI</b>	Driver Machine Interface
<b>DNV</b>	Det Norske Veritas
<b>DREAM</b>	Database for Railway Economic Analysis Management
<b>EC</b>	European Commission
<b>ECM</b>	Entity in charge of maintenance
<b>ECVVR</b>	European Centralised Virtual Vehicle Register
<b>EMC</b>	Electromagnetic compatibility
<b>ENE</b>	Energy subsystem
<b>ERA</b>	European Railway Agency
<b>ERADIS</b>	ERA Database on Interoperability and Safety
<b>ERATV</b>	European Register of Authorised Types of Vehicles
<b>ERTMS</b>	European Rail Traffic Management System
<b>ESO</b>	European Standardisation Organisation
<b>ETCR</b>	European Training Centre for Railways
<b>ETCS</b>	European Train Control System
<b>EU</b>	European Union
<b>Eurostat</b>	The statistical office of the European Union
<b>FFG</b>	Freight Focus Group
<b>GSM-R</b>	Global System for Mobile Communications (Railway)
<b>HR</b>	Human Resources
<b>ICS</b>	Internal Control Standards
<b>IM</b>	Infrastructure manager
<b>INEA</b>	Innovation and Networks Executive Agency
<b>INF</b>	Infrastructure subsystem
<b>IOD</b>	Interoperability Directive
<b>IT</b>	Information Technology
<b>JPCR</b>	Joint Programming Committee Rail (for EN Standards)
<b>LOC</b>	Locomotives and traction units
<b>MoU</b>	Memorandum of understanding
<b>MS(s)</b>	Member State(s)
<b>NIB</b>	National Investigation Body
<b>NNTR</b>	Notified National Technical Rule
<b>NB(s)</b>	Notified Body(ies)
<b>NB(-)Rail</b>	Coordination group of Notified Bodies (Rail)
<b>NLF</b>	National legislative framework
<b>NoBo(s)</b>	Notified body(ies)
<b>NOI</b>	Noise (TSI)
<b>NRD</b>	National Reference Document
<b>NRV(s)</b>	National Reference Value(s)
<b>NSA(s)</b>	National Safety Authority(ies)
<b>NTR(s)</b>	National technical rule(s)
<b>NVR</b>	National Vehicle Register
<b>OPE</b>	Traffic operation and management subsystem
<b>OSJD</b>	Organisation for Cooperation of Railways
<b>OTIF</b>	Organisation for International Carriage by Rail
<b>PAS</b>	Passenger vehicles (carriages)
<b>PRM</b>	Persons with reduced mobility



<b>RAC</b>	Risk Acceptance Criteria
<b>RDD</b>	Reference Document Database
<b>RID</b>	Reglement concernant le transport internationale ferroviaire des marchandises dangereuses
<b>RISC</b>	Railway Interoperability and Safety Committee (formerly known as the 'Article 21' committee)
<b>RST</b>	Rolling stock subsystem
<b>RU</b>	Railway undertaking
<b>SMS</b>	Safety Management System
<b>SRS</b>	System Requirements Specification
<b>SRT</b>	Safety in railway tunnels
<b>TAF</b>	Telematics application for freight services
<b>Taiaex</b>	Technical Assistance and Information Exchange
<b>TAP</b>	Telematics application for passenger services
<b>TEN-T</b>	Trans-European Transport Network
<b>TSI</b>	Technical Specification for Interoperability
<b>UIC</b>	International Union of Railways
<b>UTP</b>	Uniform Technical Prescriptions
<b>VVR</b>	Virtual Vehicle Register
<b>WAG</b>	Freight wagons
<b>WG</b>	Working Group
<b>WP</b>	Working Party