

Making the railway system
work better for society.

Fourth Railway Package Readiness Assurance Terms of Reference – update- n°2

Project details

<i>Project name</i>	Fourth Railway Package (4RP) Readiness Assurance
<i>Project code</i>	ERA-PRG-005 – Terms of Reference Readiness Assurance
<i>Activity Based Item</i>	05.10 Strategy and business planning
<i>Sponsor</i>	Management Board
<i>Project manager</i>	0,1 FTE from the Agency's staff
<i>Project support</i>	The project support is ensured by the Agency.

Key Principles

<i>Background</i>	NL proposal during the Executive Board of the 8 June 2017 and at the Management Board of the 27 June 2017 to establish a Readiness Assurance activity (called in the initial proposal “readiness test”)
<i>Purpose</i>	<p>The original description at the initiation of the tasks for the 4RP Steering Group was as follows:</p> <p><i>In the governance of its 4RP programme, the Agency has put in place different initiatives of governance in order to secure its readiness to deliver its new tasks from the 16 June 2019.</i></p> <p><i>One of these initiatives was the establishment of a 4RP Steering Group which main tasks were :</i></p> <ul style="list-style-type: none"> • <i>Secure the Agency 4RP program and its execution.</i> • <i>Guarantee a high level commitment from the various key players for the program, its execution and its outcomes.</i> <p><i>The 4RP is not only impacting the Agency, all actors involved in the issues of SSC and VA (ERA, NSAs, applicants and conformity bodies) need to prepare themselves for their new/amended tasks. It is therefore necessary that all these concerned actors are taking in due time the necessary measures to be ready by the 16 June 2019.</i></p>

	<p><i>The purpose of the readiness assurance is to establish a third party assessment on the preparedness of the organisations impacted by the 4RP and, when necessary, to make recommendations in order to achieve satisfactory level of readiness.</i></p> <p><i>It is proposed to extend the scope of the 4RP Steering Group established by the Agency to cover this third party assessment and to give the role of sponsor to the Agency Management Board.</i></p> <p>Extension of the work of the 4RP Steering Group: The 4RP Steering Group started to check the readiness of ERA for 4RP, but it has evolved into a fruitful discussion forum for the readiness of all involved parties (ERA, Member States, NSAs and sector). The work of the 4RP Steering Group is now considered by its members as being very helpful for all parties. The 4RP Steering Group provides an exchange platform to raise concerns regarding the implementation of the 4RP, to identify and discuss challenges especially related to the cooperation between all actors involved, which are represented in the Group, being the Agency, the NSA's, the railway sector and the Ministries.</p> <p>Within the scope of the 4th RP Steering Group, concrete problems linked to the daily work of the application of the 4RP are shared in a in a very open manner, solutions are developed on the basis of different experiences and best practices (including the experience from EASA). Concrete actions are followed up from one meeting to another in order to ensure efficient implementation and reporting to the ERA Management Board. This brings a clear added value by this group. .</p> <p>The original intention was to keep the group in place until end 2020. Based on the above argumentation, all Steering Group members support the idea to continue the work of the 4RP Steering Group at least until the end of 2021.</p> <p>Therefore, the mandate of the 4RP Steering Group has been extended until the end of 2021.</p>
<p><i>Underpinning assumptions</i></p>	<p>Full openness and transparency of the assessed organisations and from all participants to this Steering Group.</p> <p>The organisations concerned by the readiness assurance keep the full responsibility to identify and put in place the measures ensuring their readiness by the 16 June 2019 and the ongoing implementation of the necessary measures for a successful working under regime of the 4th RP.</p> <p>The organisations to which recommendations of the Steering Group, are addressed have the full responsibility to identify and to put in place the adequate measures.</p> <p>Opinions and positions taken during the Steering Group meetings by its members are not binding for the final opinions or positions of their organisations. The Steering group informs the Management Board of these recommendations in due time.</p> <p>The Steering Group should not be an additional forum to re-discuss specific concerns that an organisation which is represented in the Steering Group has.</p>
<p><i>Scope</i></p>	<p><u>In scope</u> All projects managed by the Agency, the NSAs and the organisations impacted by the 4RP (potential applicants for VA and SSC and conformity bodies).</p>

	<p>The projects to be assessed by the 4RP Steering Group are identified in function of the risk for SSC or VA to not be delivered in due time. The methodology for assessing these projects and to elaborate the recommendations are established by the 4RP Steering Group.</p> <p>To prevent parallel discussions in other fora such as the Management- or Executive Boards, the RISC, the NSA network, NRB meetings and the different ERA working parties, items on the agenda should not promote discussions about aspects that are already addressed in other fora, and be aligned primarily to peer review and exchange of best practice. The topics discussed will mainly, but not exclusively relate to :</p> <ul style="list-style-type: none"> • VA, SSC and ERTMS trackside approval process and opportunities for applying best practices; • The general aspects of monitoring methods applied by ERA; • Exchange on the work done on the reduction and harmonisation of national rules;; • The design and scheduling of training, in particular as concerns implementation of 4RP processes,; • Relations between and acting of the main 4RP actors, ERA, NSAs, NoBo’s, DeBo’s, AsBos, applicants and other relevant stakeholders under the new framework of 4RP, and proposing topics to the networks created to assist cooperation; • Issues linked to the functioning of the One-Stop-Shop and general issues in respect of fees and charges and charging methods; • The use and exchange of expert resources between ERA and NSAs. <p>Identification of problems and giving recommendations for problem solving shall be reported to the ERA Management Board at a regular basis, and/or directly proposed for discussion in other fora.</p> <p><u>Out of scope (but relevant for the context)</u> The EC programme and activities for its legal acts, the Management Boards’ implementing decisions and the transposition by MS.</p>
<i>Deliverables</i>	<p>Advice and recommendations keeping in mind the objectives of simplicity, cost-effectiveness and efficiency. Minutes of meeting with agreed action plans.</p>
<i>Interfaces with other projects</i>	<p>Interfaces exist with several other fora such as the MB, EB, NRB, RISC, and NSA Network.</p>
<i>Internal Decision Making</i>	<p>The methodology established by the 4RP Steering Group, the selected projects and the advice and recommendations from the 4RP Steering Group for these projects will need to be regularly presented to the Agency Management Board for opinion. The 4RP Steering Group will take its positions by consensus.</p> <p>The actions resulting from such advice and recommendations will be defined by the concerned organisation(s) under their full responsibility. Feedback from these actions will be provided to the 4RP Steering Group. The Steering Group will report to the Management Board.</p>

<i>External Decision Making</i>	<p>To ensure efficiency, the typical number of members of the 4RP Steering Group is up to 12.</p> <p>This Steering Group is composed by representatives of the Agency Management Board, by members of the top level management of some NSA, by representatives of the sector, by representatives of the EC, by one representative of another EU Agency having similar tasks than SSC and VA, and by the management team of the Agency. The Chair of the Agency Management Board is the chair of the Steering Group. Individual participants can propose and sponsor specific Agenda points.</p>
---------------------------------	---

Other Information

<i>Start date</i>	On-going
<i>Milestones and end date</i>	31 December 2021
<i>Estimated timescale</i>	In principle, and according to the needs identified by the members: 4 meetings in 2021.
<i>Internal resources</i>	Total of 10% of the FTE time of ERA staff.
<i>External resources needed</i>	<p>Budget – 4RP TF budget line 3040.</p> <ul style="list-style-type: none"> – No reimbursement of travel expenses for the members of the Steering Group – Agency to provide the secretary for the Steering Group.
<i>Workgroups</i>	None at this stage.
<i>Additional information</i>	-