

# JSG Pilot Programme Governance Document

Pilot Programme  
*TrainID*





# Table of Contents

<b>1. General Statement</b> .....	<b>4</b>
<b>2. Scope Statement</b> .....	<b>6</b>
<b>3. Defining the Governance</b> .....	<b>7</b>
3.1. Organisational structure .....	7
3.2. Steering Group (SteGr) .....	9
3.3. Programme Manager (PgM) .....	9
3.4. Programme Management Office (PMO).....	10
3.5. Test Conditions .....	10
3.6. Impact Assessment .....	11
3.7. Financial and Funding Consulting .....	11
3.8. Coordinator for IM's .....	11
3.9. Coordinator for freight RU's .....	11
3.10. Coordinator for passenger RU's.....	12
3.11. Companies Project Structure.....	13
3.12. Companies Project Sponsor .....	13
3.13. Company Project Manager.....	13
3.14. Proposal of a Project Structure.....	14
<b>4. Programme internal information exchange</b> .....	<b>15</b>
<b>5. External stakeholder reporting</b> .....	<b>16</b>
<b>6. Programme Planning</b> .....	<b>17</b>
<b>7. Budget planning</b> .....	<b>17</b>
<b>8. Risk analysis</b> .....	<b>18</b>
<b>9. Approval and publication</b> .....	<b>18</b>

## 1. General Statement

TAF and TAP TSIs contain in the area of RU/IM Telematics functions for planning and operation of trains. In order to structure and organise processes the concept of new identifiers (TrainID) has been created. Among the TSI functions, especially the function of Short Term Path Request (STPR) and the concept of identifiers are complicated to be implemented.

The Common TAF and TAP TSI master plans contain target implementation dates for STPR Operations and New Identifiers (TrainID). Individual master plans of companies are not yet harmonised for STPR and TrainID.

The JSG Pilot Programme shall serve for

- lowering the risk of the implementation failure of master plan functions, mainly STPR and TrainID
- facilitating the implementation process sharing questions and solutions/ recommendations between the companies
- testing interoperability with the framework of TAF/TAP TSI for STPR, TrainID and operation
- testing the identification of the TAF/TAP TSI objects such as train, path and path request within the framework
- better harmonisation between stakeholders
- case study for the implementation of master plan functions

The JSG Pilot Programme governance shall guarantee a high degree of freedom in project organisation to the participating companies. It shall ensure a neutral project structure and shall enable individual financial facilities.

It's the idea to have an overall programme managing a certain number of projects.

The JSG Pilot Programme governance does not define a Project structure for the testing companies. This document therefore only specifies core functions for the Project structure. This statement enables, that all testing companies can arrange the test execution by themselves.

The JSG Pilot Programme governance shall ensure a neutral project structure where all involved entities are represented equally. Important decisions and the selection of relevant Programme positions shall be made by consensus. The JSG Pilot Programme Steering Group shall ensure different interests.

The JSG Pilot Programme governance shall enable individual financial facilities as no general funding coordination is provided by the Programme. Every Project participant can generate individual financial facilities. The JSG Pilot Programme may address information about funding possibilities between the partners.

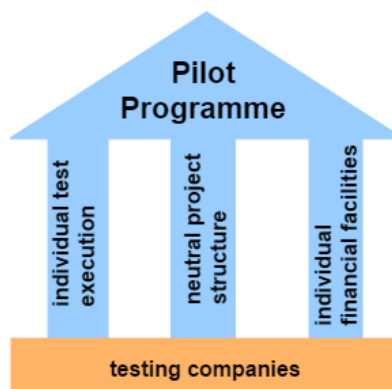


Diagram 1: Project – testing companies/umbrella project – JSG Pilot Programme

## 2. Scope Statement

Scope of the JSG Pilot Programme is to

- implement the information flow cycle from train and path planning (STPR) to train running and operation with the framework of TAF/TAP TSI
- show that the identification of the trains and paths (TrainID, PathID, etc.) works properly in the whole cycle from planning to operation within the framework of TAF/TAP TSI
- execute predefined test cases as a proof of concept

If the JSG Pilot Programme implicates a need of an adaptation of the TAF/TAP TSI regulation, the Change request shall be reported to JSG for further action.

Out of the scope are

- national rules of path allocation
- national capacity planning
- complex national or company specific cases
- implementation of any function indicated in the master plan
- funding request and/or coordination for participating RUs and IMs

### **3. Defining the Governance**

#### **3.1. Organisational structure**

This Governance Structure shall allow coordinating the execution of the JSG Pilot Programme. It is structured in JSG Pilot Programme and a certain number of Projects. Entities of the JSG Pilot Programme are:

- JSG Pilot Programme Steering Group, hereafter referred to as Steering Group
- JSG Pilot Programme Manager, hereafter referred to as Programme Manager
- JSG Pilot Programme Coordinators for IMs and RUs
- JSG Pilot Programme Group Test Conditions, hereafter referred to as Test Conditions
- JSG Pilot Programme Group Impact Assessment, hereafter referred to as Impact Assessment
- JSG Pilot Programme Group Financial and Funding Consulting, hereafter referred to as Financial and Funding Consulting

Programme Sponsor is the JSG. Progress of the JSG Pilot Programme will regularly be reported to the JSG in order to inform all sector associations directly.

Project entities are managed by the testing companies.

In order to coordinate the exchange between all testing companies and the Programme entities, a Project Exchange Meeting shall be held regularly as described in this document.

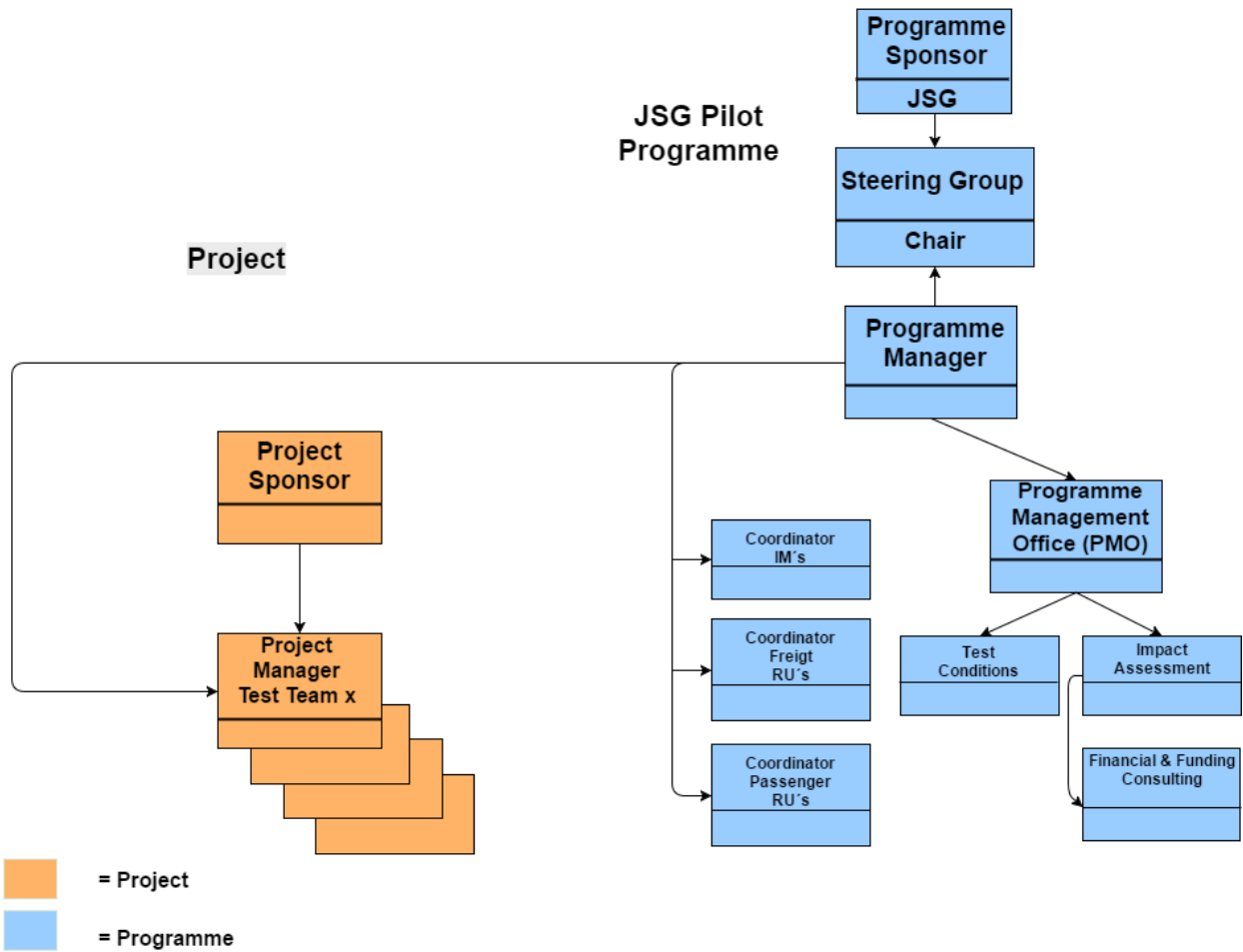


Diagram 2: JSG Pilot Programme and companies projects



### 3.2. Steering Group (SteGr)

The roles and responsibilities of the JSG Pilot Programme Steering Group, hereafter SteGr, namely are:

- the SteGr is the decision body for the JSG Pilot Programme. Decisions must be respected by all Project entities.
- the SteGr decides about changes of project structure as proposed by the Programme Manager.
- the SteGr shall follow the whole Programme.
- the SteGr shall ensure project execution in time and quality.
- the SteGr shall appoint the chairs of the programme groups Test Conditions, Impact Assessment and Financial and Funding Consulting.
- the SteGr chair and the PM report to JSG
- the SteGr chair reports to the TAF/TAP SteCo.

The SteGr is managed by its chairman and is composed of:

- the Chairman and ViceChairman of JSG;
- Pilot Programme Manager;
- the RUs and IM Coordinators;
- the companies Project Sponsors;

The SteGr chair shall be appointed by the Joint Sector Group (JSG).

Decisions of SteGr shall be taken by consensus. Escalation level is the JSG.

The meeting calendar is coordinated with the responsibilities of the pilot programme.

### 3.3. Programme Manager (PgM)

The JSG pilot Programme manager, hereafter Programme Manager, roles and responsibilities namely:

- the PM is the general contact point for companies Project Managers.
- leads the Programme Exchange Meeting.
- drafts the programme report for the SteGr. The programme report shall be written regularly.
- presents Programme reports and project execution at SteGr.
- executes Programme Meetings with JSG Pilot Programme Groups.
- is responsible for Programme controlling and reporting.
- develops the project structure further if necessary.
- shall follow the development of potential related international projects and shall identify consequences.

The PgM shall be appointed by the Joint Sector Group (JSG).

### **3.4. Programme Management Office (PMO)**

The PMO shall assist the Programme Manager in fulfilling his overall responsibilities, which are namely:

- creation, update and execution of communication plan
- communication to project stakeholders (stakeholder analysis and management)
- draft programme reports
- update of programme plans
- consistency check of overall programme planning and project plan fitting
- update programme governance
- risk analysis

The PMO will comprise:

- Programme Manager
- Chairs of Programme Groups Test Conditions, Impact Assessment and Financial and Funding Consulting
- identified experts of SMO / JSG

Chair of the PMO is the Programme Manager.

### **3.5. Test Conditions**

The group sets the preconditions for IT-systems Project test groups.

The group shall deal with issues on test conditions and support the Path Coordination System (PCS) and the Train Information System (TIS) of RNE, where necessary, in order to exchange test case experiences between project stakeholders and test partners.

The group is a general contact point for Project test managers.

The chairman of the group is a participant of the Programme exchange meeting.

Decisions of the Programme Group shall be taken by consensus.

The chairman is appointed by the Steering Group on recommendation of the Programme Manager. The chairman reports to the PgM.

The Test Conditions Pilot Programme Group is managed by its chairman and is composed of:

- chairman
- TEG leaders
- identified experts of the TEGs

### **3.6. Impact Assessment**

The Group Impact Assessment is responsible for:

- identify Impact Assessment.
- identify consequences for CCM, Implementation master plan and test cases.
- report impacts to Programme manager for general Project report.
- identify influences on TAF/TAP implementation.

The chairman of the group is participant of the Programme exchange meeting.

Decisions of the Group Impact Assessment shall be taken by consensus.

The chairman is appointed by the Steering Group on recommendation of the Programme Manager. The chairman reports to the PgM.

The Impact Assessment Pilot Programme Group is managed by its chairman and is composed of:

- chairmen
- identified experts of the Telematic Cluster

### **3.7. Financial and Funding Consulting**

Additional stream dealing with financial issues:

- organisational: financing the activities of Programme Management
- technical: usage of common tools such as Common Interface
- information exchange about funding possibilities (e.g. INEA)

The chairman reports to the PgM.

### **3.8. Coordinator for IM's**

The IM Coordinator is a contact point for companies Project Managers and involved Infrastructure Managers.

In order to assure harmonisation between the testing partners, the IM Coordinator shall organise coordination meetings in agreement with the PgM.

The IM Coordinator shall represent IM's needs and requirements in the SteGr.

The IM Coordinator is appointed by the Steering Group on recommendation of the Telematic Cluster.

### **3.9. Coordinator for freight RU's**

The freight-RU Coordinator is a contact point for companies Project Managers and involved freight Railway Undertakings.

In order to assure harmonisation between the testing partners, the freight-RU Coordinator shall organise coordination meetings in agreement with the PgM.

The freight-RU Coordinator shall represent freight-RU's needs and requirements in the SteGr.

The freight-RU Coordinator is appointed by the Steering Group on recommendation by the Telematic Cluster.

### **3.10. Coordinator for passenger RU´s**

The passenger-RU Coordinator is a contact point for companies Project Managers and involved passenger Railway Undertakings.

In order to assure harmonisation between the testing partners, the passenger-RU Coordinator shall organise coordination meetings in agreement with the PgM.

The passenger-RU Coordinator shall represent passenger-RU´s needs and requirements in the SteGr.

The passenger-RU Coordinator is appointed by the Steering Group on recommendation of the Telematic Cluster.

### **3.11. Companies Project Structure**

Projects are groups of testing companies which have a common interest in testing a specific number of test cases together.

The test cases can be chosen by the testing companies.

The structure of Projects can be defined individually for each Project, only the Project Sponsor and the Project Manager are relevant for JSG Pilot Programme entities.

### **3.12. Companies Project Sponsor**

One representative of a participating company is elected as Project Sponsor, representing the interests of the Project. Every company has a Project Sponsor, who is the representative of the Project in his company.

The Project Sponsor

- is member of the Steering Group (SteGr).
- shall supervise the Project execution.

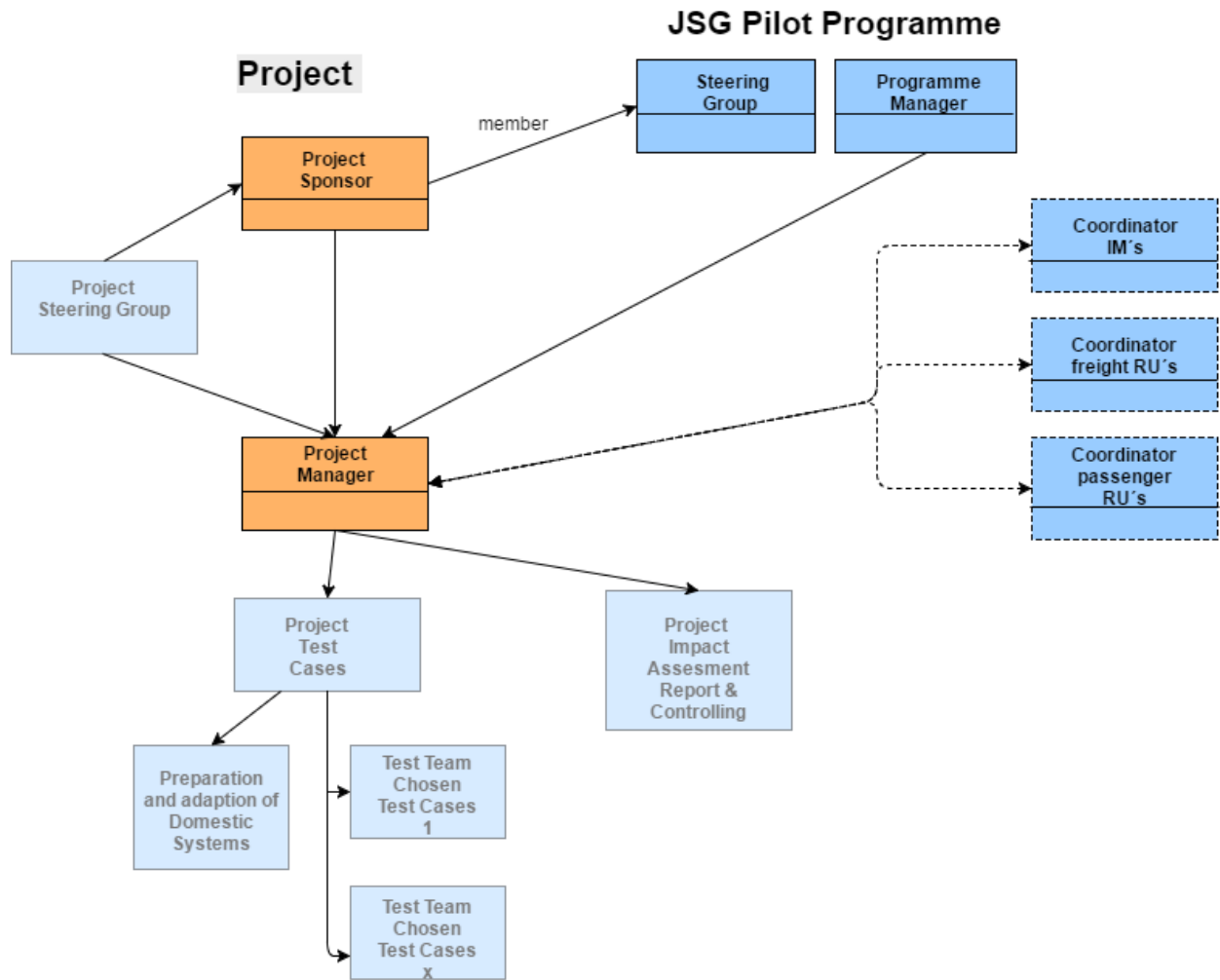
### **3.13. Company Project Manager**

The Project Manager shall be appointed by the involved companies of the Project. There shall only be one Project Manager representing the project in the JSG Pilot Programme.

The Project Manager

- reports to the Programme Manager.
- runs the Project.
- is responsible for an exchange of relevant issues with the RU/IM-coordinators.

### 3.14. Proposal of a Project Structure



- = to be defined individually from each subproject
- = Programme
- = Project

## 4. Programme internal information exchange

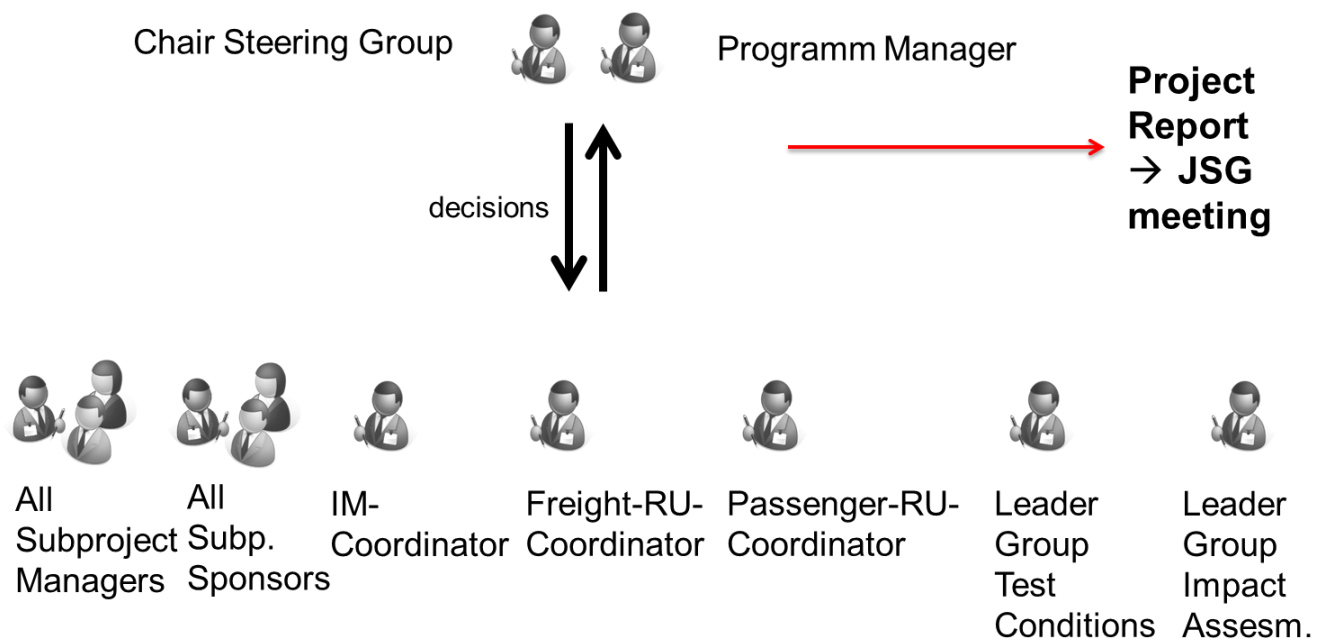
In order to exchange the experiences of the different Programme and Project groups, a Programme exchange meeting shall be organised regularly.

The meeting team should be composed of at least:

- Programme manager
- Steering Group chair
- IM-Coordinator
- RU-Coordinators
- Leader Test Conditions
- Leader Impact Assessment
- Project Sponsors
- Project Managers

Representatives of the Project Groups shall join the meeting if necessary.

Regularly Programme Exchange Meeting:



## 5. External stakeholder reporting

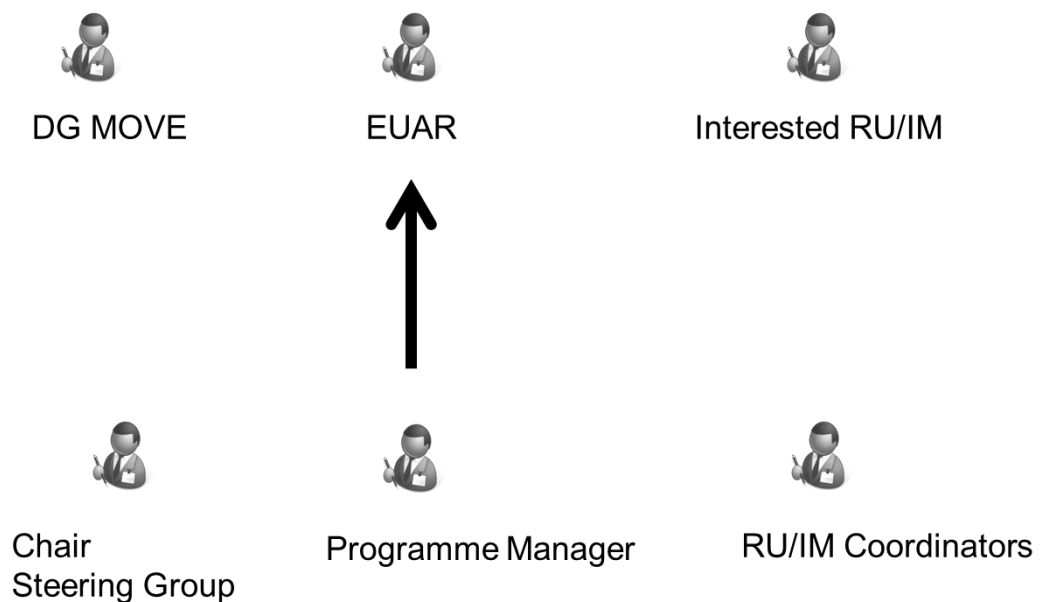
In order to inform external stakeholders about the project execution, such as the EUAR, DG MOVE and further IMs or RUs not represented by the JSG, a JSG Pilot Programme Sounding Board shall be organised.

The task is to coordinate and report to interested parties.

Participants shall be

- representatives of DG MOVE
- representatives of EUAR
- representatives of interested RU/IM
- Programme Manager
- Steering Group chair
- IM / RU Coordinators

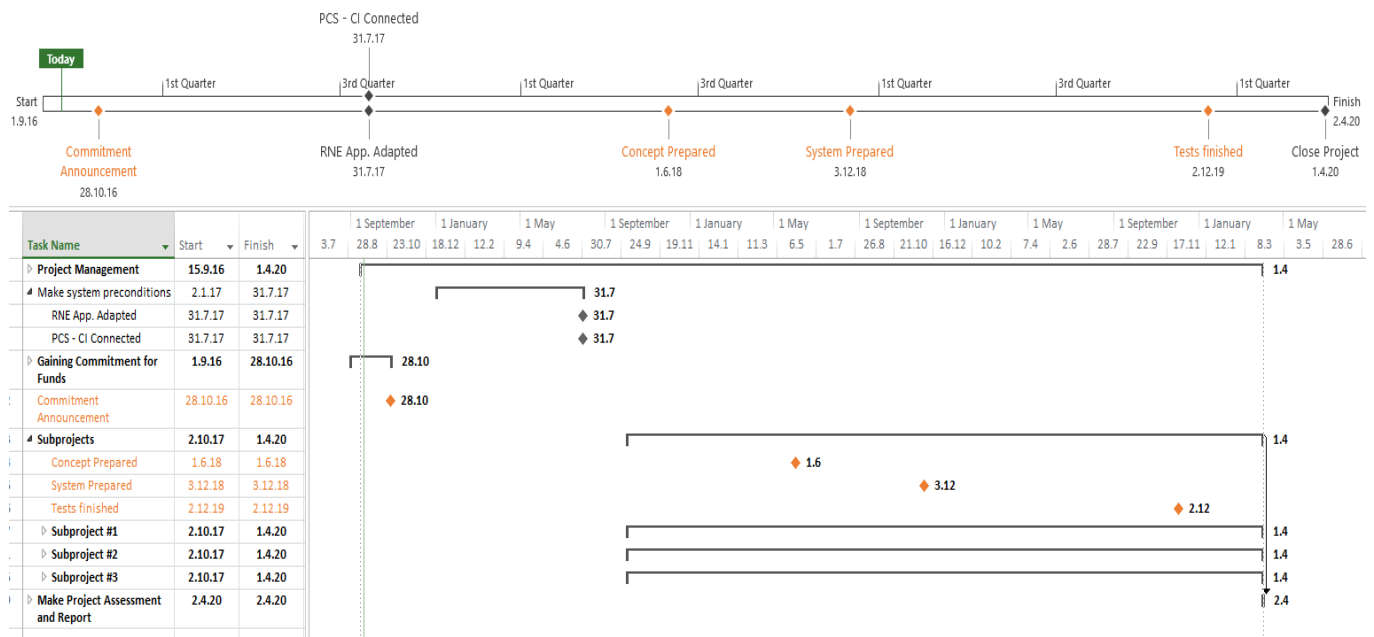
JSG Pilot Programme Sounding Board:





## 6. Programme Planning

The Programme is limited from 19.04.2017 until 01.04.2020.



Programme Gantt chart

The stakeholders and test partners should add their project activities in a common tool precise time line and milestone commitment. The project activities, time lines and milestones must fit to the overall programme planning.

## 7. Budget planning

The budget planning for the overall Programme will be handled by the Financial and Funding Consulting stream.

The budget planning for the projects is the responsibility of the participating companies. When committing to the project, its budgeting must be ensured.

RNE is responsible for the budget planning related to PCS, TIS and Common Components.

## 8. Risk analysis

Risk	Description	Impact	Counter-measure
System	System not ready for test	Major	Reschedule the Programme
Staff/Budget	Lack of resources	Major	Reschedule the Programme until resources available
Partner	No test partner available	Major	RNE systems can simulate the partner
Total Test Failure	The tests made by the participating company failed	Major	Project-owner: Re-analyze the functions given in masterplan, revise actions planned for further system adaptation

This is the initial risk table. The continuous update of programme and project risks is up to the PMO.

## 9. Approval and publication

This “Telematics Governance and Framework” document was approved at the JSG meeting on 19.04.2017. Documents referred to in it and the governance document itself are publically available at the JSG website <http://taf-jsg.info/>.

## Annex 1

**Membership of the governance structure (as at 19/04/2017)****Pilot Programme Steering Group (SteGr)**

<i>Entity</i>	<i>Status</i>	<i>Name</i>
JSG	Chair	Jan-Christian Arms
PMO	Programme Manager	Seid Maglajlić

**Pilot Programme Management Office (PMO)**

<i>Entity</i>	<i>Status</i>	<i>Name</i>
PMO	Chair (Programme Manager)	Seid Maglajlić

**Pilot Programme Test Conditions Group**

<i>Entity</i>	<i>Status</i>	<i>Name</i>
	Chair	

**Pilot Programme Impact Assessment Group**

<i>Entity</i>	<i>Status</i>	<i>Name</i>
	Chair	

**Pilot Programme Financial and Funding Consulting Group**

<i>Entity</i>	<i>Status</i>	<i>Name</i>
	Chair	

**Coordinator IM**

<i>Entity</i>	<i>Status</i>	<i>Name</i>
	Coordinator	

**Coordinator Freight-RU**

<i>Entity</i>	<i>Status</i>	<i>Name</i>
	Coordinator	

**Coordinator Passenger-RU**

<i>Entity</i>	<i>Status</i>	<i>Name</i>
	Coordinator	

**Projects**

<i>Nr</i>	<i>Participants</i>	<i>Status</i>	<i>Name</i>
1		Project Sponsor	
		Project Manager	
2			
3			

**Programme Exchange Meeting**

<i>Entity</i>	<i>Status</i>	<i>Name</i>
	Chair SteGr	
	Programme Manager	

**JSG Pilot Programme Sounding Board**

<i>Entity</i>	<i>Status</i>	<i>Name</i>
	Chair SteGr	
	Programme Manager	

## Annex 2

**List of abbreviations**

CCM	Change Control Management
CI	Common Interface
CR	Change Request
DG MOVE	Directorate General for Mobility and Transport
EUAR	European Union Agency for Railway
IM	Infrastructure Manager
INEA	Innovation and Networks Executive Agency
JSG	RU/IM Telematics Joint Sector Group
PCS	Path Coordination System
RNE	RailNetEurope
RU	Railway Undertaking
SMO	Sector Management Office
STPR	Short Term Path Request
TAF	Telematics Applications for Freight subsystem of the rail system in the European Union
TAP	Telematics Applications for Passenger services of the trans-European rail system
TEG	Telematic Expert Group
TIS	Train Information System
TSI	Technical Specification for Interoperability