

TAP TSI

Telematics Applications for Passenger Services
Technical Specifications for Interoperability



Project co-funded by the
European Commission

MONTHLY PROGRESS REPORT Reporting Month: February 2012

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1 Monthly Progress History

1.1 Document Location

This document will be uploaded to the Steering Committee folder of the project extranet (members' area) and to the TAP TSI project communication website.

1.2 Revision History

Date of this revision: 2 March 2012

Date of next revision: 6 March 2012 (meeting of the Steering Committee)

Revision date	Previous revision date	Summary of Changes	Changes marked
2 Mar 2012	1 Mar 2012	Contents enhancements and wording modifications by Project Team	None

1.3 Approvals

This document requires the following approvals.

Name/ Entity	Title/ Remark	Approval	Date of Issue	Version
Project Team	Project Manager, Work Stream Leaders, Project Assistant	done	2 Mar 2012	Final (v1.0)

1.4 Distribution

This document is distributed to:

Name/ Entity	Title/ Remark	Date of Issue	Version
TAP Steering Committee	All members	2 Mar 2012	Final (v1.0)
Project Team; UIC and Ticket Vendor project coordinators	All members of the Project Team Michael Stevns (UIC) Klaus Kreher (Ticket Vendors)	2 Mar 2012	Final (v1.0)
Organisations represented in TAP SteCo	Circulation by Steering Committee members	Tbd	Final (v1.0)

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Progress Report

3 Purpose

The purpose of this document is to report, on a monthly basis, the status and progress of the Phase One project to the Steering Committee (SteCo) and interested stakeholders.

The following reporting goals have been approved by the SteCo in the kick-off meeting with the Project Team on 8 July 2011:

- Ensure all SteCo members and stakeholders are kept up to date with progress at regular, short intervals
- Allow the Project Manager to raise issues in-between SteCo meetings and to make better use of SteCo members' time constraints
- Highlight where SteCo action is required and help focus upcoming SteCo meetings
- Explain in more detail the project achievements and next steps.

4 Management Summary

The Phase One project is now entering into its decisive stage. Especially in the areas of retail architecture and governance it is crucial to focus the remainder of the project on adding detail and clarifications to the Project Team proposals that were already outlined in the Intermediate Report and that have since substantially progressed.

Progress has been made in liaising with Public Transport Authorities and in keeping TAP TSI on the agenda of a wide range of stakeholders.

In the RU/ IM Work Stream several TAP/ TAF alignment meetings have taken place in February, addressing coherence issues between the two projects. The RU/ IM Implementation Guide, one of the key project deliverables, is well advanced and widely reviewed by passenger RU and TAF experts. As regards joint RU/ IM – Retail elements progress towards consistency has been made in the second joint meeting, with some areas identified as deserving more work.

Work on the retail specifications and Implementation Guides has continued as planned, with some remaining issues of understanding and interpretation being clarified. Work in March will focus on substantially enhancing the documents.

The two retail architecture scenarios under investigation have been further detailed and challenged by railway and Ticket Vendor architecture experts. Scenario 1 – a File Transfer Protocol-based solution with central reference data and a central registry - is recommended as the TAP TSI retail architecture solution to put in place. This solution allows that TAP TSI obligations are met in a cost-effective way, leaving ample room for enhancement and innovation as retailing of international rail journeys develops.


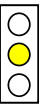
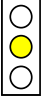
The Full-Service Model Work Stream progressed well with the definition of customer, Ticket Vendor and RU requirements and the identification of gaps. The organisational set-up of this Stream has been modified in order to accommodate the wide range of topics covered.




The Governance working paper has been substantially enhanced, reflecting feedback provided at the last Steering Committee meeting and in meetings with stakeholder groups.



The Project Team has started planning for Phase Two transition. To ensure stakeholders are well informed about the project deliverables, the team commits to undertaking communication activities between mid-May and the beginning of the summer break, despite budget limitations. The Team also commits to be available in case ERA needs clarifications during their writing of a recommendation on the deliverables. Concrete work for RU/ IM follow-up activities has been identified (see overview in the back-up). Follow-up activities in other streams are under investigation.


5 Follow-ups from Previous Reports

Status update on issues and risks highlighted in the previous progress reports:

A) Issues	Status (as of 29 February 2012)	
Insufficient involvement of the stakeholders outlined in §7.2.2.1 5. of the Regulation		<ul style="list-style-type: none"> Reinforced efforts by Commission, Project Team and representative bodies are starting to yield benefits
Technical Documents: Restrictions and appropriateness of documents as-is, esp. of B.3 (exchange of data meant for international or foreign sales – special offers)		<ul style="list-style-type: none"> In-depth follow-up discussion with ERA on 24 February Some degree of convergence of views and way forward Risk that the fare tables prescribed by the Technical Documents limit the railways' business freedom and the creation of further innovative value fares persists <i>See also agenda item 5 of the 6th Steering Committee on 6 March</i>
Interpretation of BP 4.2.2 (exchange of tariff data): All RUs shall make available – unconditionally – all their tariffs to all other RUs?		<ul style="list-style-type: none"> CER has laid out the concerns in writing to the Commission Internal Commission consultation ongoing <i>See also agenda item 9 of the 6th Steering Committee on 6 March</i>

<p>There is no committed budget or staff for the Phase Two transition work</p>		<ul style="list-style-type: none"> • Team commitment to be available for Phase One communication activities and ERA Q&A between project delivery to mid-July • Consultation with stakeholders ongoing • <i>See also agenda item 13 of the 6th Steering Committee on 6 March</i>
<p>The budget for governance and common services starting in 2013 will need to be agreed in principle by the sector rep. bodies prior to completion of Phase One</p>		
<p>RU/ IM Expert Group discovered that a functional receipt confirmation (receipt from legacy system) has not been developed. This will have to be developed from scratch and may lead to delay. Message was not foreseen to be a deliverable of TAF WG 5¹ which has now been realised by TAP.</p>		<ul style="list-style-type: none"> • The message has been developed with the TAP EG 1, TAF WG5 and RU/IM Work Stream leader and has been discussed in EG
<p>Doubts have been raised on the TAP obligations of the “entities” defined in B.2</p>		<ul style="list-style-type: none"> • Clarification provided by ERA
<p>Doubts have been raised during on the TAP obligations for the annual timetable publication, and for the inclusion in the timetable of data concerning PRM</p>		

Note:  →  symbolises “was yellow in previous reporting period, is now green”.

B) Risks		Status (as of 29 February 2012)
<p>The scope and scale of the FSM may exceed the capability of the FSM team resources to complete in Phase One</p>		<ul style="list-style-type: none"> • Structural changes (constitution of additional sub-group) to the FSM Work Stream have been made to increase effectiveness • Establishment of common understanding of FSM concepts and definition/ prioritisation of post-Phase Two activities well underway • <i>See also agenda item 13 of the 6th Steering Committee on 6 March</i>

¹ The assumption by TAF WG5 was that this message is already described with the technical receipt confirmation in use between two CIs.

6 Activities since Last Monthly Report

The following **overall project management and stakeholder engagement** activities have been carried out in February apart from the day-to-day project management tasks:

- Presentations to various stakeholder groups and liaison with TAP-related initiatives²
- Project Manager actively involved in the TAF Joint Sector Group; preparation together with the TAP RU/IM team; joint view with TAF on TAF/ TAP consistency issues established, notably in the area of
 - Technical Documents, including codes and the underlying CCM procedure
 - Use of common elements, including reference data and in particular (functions of) the Common Interface
 - Business process for both RUs and IMs, to be address in Implementation Guides
- Follow-up on the Steering Committee meeting 10 January; preparation of the 5 March settlement workshop and 6 March Steering Committee meeting
- Bi-weekly Project Team meetings, additional teleconferences as appropriate
- Maintenance of project website and extranet contents.

Within the Work Streams, the following key activities have been executed:

1. RU/ IM

- Seventh series of Expert Group (EG) meetings took place on 7 - 9 February 2012:
 - **EG 1 (Planning)** works on business scenarios and business rules. Work on messages finished with the creation of the missing receipt confirmation³ for a path request. The results went into the TAF/ TAP alignment meetings. Assuming that no difference with TAF is found the discussion on all short term path request messages has now been concluded. Main focus of the work is on description of different business rules (how to use specific elements in the messages) and scenarios (e.g. how to request a path for trains that join or split on route) to facilitate interoperable implementation. The discussion on business scenarios shows both the understanding of several valid possibilities to use the messages but also the development/ understanding of invalid possibilities. As a result, business rules and business scenarios need to be worked on. This is done in addition to the originally planned work of EG1 and is continued in correspondence, as no further meetings were planned. The work will be incorporated into the overall implementation guide ones a stable base is established.
 - **EG 2 (Train Running)** on time. All TAP EG 2-related xsd-messages have been discussed and put into the TAF/ TAP alignment. Focus of the work is on the implementation guides with most chapters being drafted and entered into

² E.g. ERTICO-ITS regarding data exchange between rail and road, German Passenger Rail Authorities, Railteam

³ This receipt confirmation is not a technical message between two Common Interfaces but a business message between the legacy systems. It can be compared to an acknowledgement; confirming that the IM has received a path request.

- the overall implementation guide. With review of the overall implementation guide in March the originally planned work of EG 2 is achieved.
- **EG 3 (IT)** is on time. The input to the Implementation Guide on the general architecture and data quality has been discussed and enhanced. The content of the reference file description has also been transferred and updated into the overall implementation guide. With review of the overall implementation guide in March the originally planned work of EG 3 is achieved.
 - Members of the EGs have raised the question on how to proceed with common expert group work after Phase One. See also chapter 12: Agenda Items for SteCo.
 - Intensive liaison with the TAF TSI community continued: TAF Chairs have been in EG 1 and 3 meetings and the TAP/ TAF Alignment meetings have taken place:
 - **EG1:** Message of WG 5 and EG 1 have been aligned, with most enhancements being common for TAF and TAP. The messages can commonly be used with some TAF specific elements being optional for TAP and vice versa. Some purely TAP elements will be added via TAP CCM following Phase One delivery. WG5 leader, EG1 leader, TAF deployment manager, TAF deployment team member and the TAP RU/ IM work stream leader participated in these meetings. The implementation guide is likely to be one harmonised guideline as well. However, further work on this is still in progress (see above).
 - **EG2:** Messages of WG 2, 3 and EG 2 have been aligned, with most enhancements being common for TAF and TAP. The messages can commonly be used with some TAF specific elements being optional for TAP and vice versa. The new messages in TAP⁴ have been aligned in order to make maximum use of existing elements from the joint catalogue. The remaining new elements and the messages will go through the TAP CCM following Phase One delivery. WG2 leader, EG2 leader, TAF deployment manager, TAF deployment team member and the TAP RU/ IM work stream leader participated in these meetings. The work on aligning the implementation guides has started and is in good progress, especially keeping in mind that no implementation guide was available from WG3. Differences between TAF and TAP are highlighted in the document.
 - **EG3:** Content of WG1 and EG3 is aligned and has been incorporated into the overall implementation guide. Open points are on the governance (including functional governance) of the reference databases. Some of these will be discussed in joint RU/ IM – Retail meetings, others will need discussion with the governance Work Stream and TAF. TAF WG1 leader, EG 3 leader and the TAP RU/ IM Work Stream leader participated in these meetings.

The major work on the alignment of the joint message schema and joint Implementation Guides is now done. Further clarification work and feedback from the experts is planned for March, with most aligned changes going through the TAF CCM before the end of TAP Phase One. Adaptations done on the messages during the alignment dates have not changed the functionalities of these messages. However, the adapted messages will be made available for review by the experts.

⁴ i.e. Change of Track and Train Journey Modified

- Feedback from the Retail Work Streams on joint elements between TAP RU/ IM and Retail Work has been discussed in the second joint RU/ IM-Retail meeting on 23 February. Retail Work Streams will check the need for technical changes. Open functional governance questions on the creation of primary codes for non-IMs have been discussed and agreed. Input on functional governance rules for the creation of subsidiary codes for retail actors will be developed by Retail in March.
- Potential post-Phase One activities in RU/ IM have been collected (see back-up)

2. Retail system specifications

- Meetings of Tariffs and Schedules experts on 1 and 2 February; focus was on examining the first drafts of the respective Implementation Guides
- A certain number of general principles were agreed by all groups, such as:
 - The Implementation Guides (IGs) will not repeat what is already clearly described in the TAP or in its TDs, but will only describe the “delta”
 - The IGs will not indicate any existing commercial solution as mandatory in order to apply the TAP, but will describe for information purposes what is currently done
 - A glossary will be added to each IG
- As concerns the main results of each Expert Group:
 - The Timetables group recommends that
 - each RU will make available its timetables to other RUs and third parties under defined and non discriminatory rules, which can include a payment and conditions on the use of the data;
 - the principle of the Information Provider should not excuse any RU from making available the data of its own trains;
 - the obligation to keep available the previous annual timetable for 12 months after its expiration includes the previous timetable as initially published plus all changes happened during its validity
 - The Tariffs group:
 - noted that the age limit to apply the “Child” tariff varies from RU to RU, and cannot be standardised being a commercial choice, therefore those limits will have to be stored in a common location
 - asked ERA to clarify the notion of “entities” and their obligations in respect of TAP
 - noted that the list of entities contained in the ERA code lists directory is largely obsolete and incomplete
 - The Reservation group:
 - performed a comparative analysis on how the process is managed in rail and air worlds
 - clarified the roles of the different actors (attributor, distributor, issuer, retailer, etc)
 - identified a list of unclear or wrong statements in TD B.5, to be corrected in the IG
 - The Fulfilment group:
 - discussed how to approach the problem of the reference to CIT documents contained in TD B.6
 - examined in detail the 3 different methods for selling tickets for home printing, described in TD B.7

- On the basis of feedback received a second draft of five functional IGs (Timetable, Tariffs/ Fares, Reservation, Direct Fulfilment and Indirect Fulfilment) has been produced and discussed in a set of meetings held from 27 February to 1 March
- Similar work for the IG on PRM assistance booking is ongoing in a smaller group
- A similar dedicated meeting was held on 14 February with the key NRT fares expert to write the corresponding detailed section of the Tariffs IG
- A meeting was held on 23 February on Retail – RU/ IM harmonisation with experts from TAP retail, TAP RU/ IM and TAF TSI
- ERA kindly sent on 13 February its answers to questions that had been raised in precedent meetings about unclear statements in the TAP itself or its Technical Documents; this provided the clarification needed to move on efficiently
- Contacts continued with UIC and CIT to verify the possibility of including in the IGs abstracts from existing proprietary documents related to the ERA Technical Documents.

3. Retail system architecture

- The architecture economic evaluation exercise started on 1 February. Step 1 was to describe the two scenarios according the structures and tables needed by ERA for the recommendation on the Phase One deliverables
- The first scenario is based on a simple and cost-effective solution allowing all RUs to fully comply with the regulation without further more obligations outside what is purely needed. It allows as well users of data to exercise fully their rights by accessing data in a distributed way. This distributed solution allows the market to decide the appropriate tools to be used. Players in the Timetables data and Tariffs/ Fares data can have a chance to get additional added value to their existing business. This also allows new players to come with innovative solutions or existing players to increase their potential
- The second scenario is based on a more ambitious architecture going further than what the Regulation requires, allowing users to get data from a unique place for Timetables and another unique place for Tariffs/ Fares. Furthermore, it allows ETTSA members, for instance, to get data the way they are used to in the airline sector. To reach this goal, RUs will have to deliver timetable data into a unique place (tool to be selected through a tender process); dto. for Tariffs/ Fares data. Optionally, ETTSA members would like availability of fares to be pushed from the RUs to their system to allow them answering to their clients' requests instantly, but this would require substantial stakeholders' effort
- On 21 February, in the sixth architecture meeting it was demonstrated how Timetables are currently managed between UIC members, and how Print@home is working according to the UIC 918.3 leaflet (which is at the origin of B.7)
- Architecture experts participated in the Retail - RU/ IM alignment on 23 February and contributed to the identification of how common reference data between TAP and TAF should be managed. Users of TAP (RUs, Ticket Vendors, Public Authorities) will have access to these reference data through the future TAP Governance and the solution should be as flexible as possible. The requirements from TAP regarding TAF Common Reference Data still needs to be further detailed
- Preparation of the architecture presentation for the Steering Committee 6 March
- Preparation of the settlement workshop (overview RU settlement today) 5 March.

4. Full-Service Model

- **Developing the Full-Service Model:**

Further progress with definition of the Full Service Model was made in the month in both a workshop with in full Expert Group meeting when further refinements were agreed to the common process and separately in the 3 subgroups.

During the workshop it was identified that the pre-cursors and enablers that will be necessary for a successful operation of a future FSM would need to be started immediately if this was to be elaborated in time. It was therefore decided to form a fourth subgroup to deal with these elements with a leader and 4 members contributing:

Sub Group 4: Prerequisites not involving customer; Settlement methodology; Back Office support; Supplier sales reporting.

In particular a substantial amount of effort has been put in by the EG members along with members of other Work Streams to produce a paper and presentation on the need for Settlement to be addressed as part of the FSM Work Stream. This will be presented to members of the SteCo in a special workshop on 5 March.

As previously reported, it is recognised that maximum use must be made of previous work undertaken by Railteam however there is now a problem with the terms of the sublicense that is required to be accepted by the WG experts before they can access the documents. The FSM Work Stream Leader and the TAP TSI Project Manager are liaising to find a solution to this. In the meantime, useful documents from other sources have been made available and maximum use will be made of these in the Work Stream.

- **Gap Analysis:** Members of the FSM EG continue to carry out an ongoing review of the other Work Stream findings to enable the gap analysis between these findings and the requirements of the FSM.

5. Governance

- Meetings have taken place with stakeholders and stakeholder groups to review the governance proposals
- These discussions have led to changes and the production of a revised draft for the 6 March Steering Committee
- Discussions have been held with stakeholder bodies to consider how to provide the regulatory services in a manner that meets the regulatory requirements but with the minimum cost. Some useful progress has been made on this topic and it will be presented at the 6 March Steering Committee.

6. Masterplan

- Limited work on the masterplan was undertaken in February other than in the context of the Governance Work Stream

Working documents, meeting agendas and minutes etc. are available on the members' area (extranet) of the project website.

7 Activities Completed in Reporting Period

The following Work Stream activities were completed in February:

1. RU/ IM

- Discussion and review of RU/ IM messages (XML Schema Definition)
- Discussion and alignment of these messages with TAF
- Work on Implementation Guide for EG3/ WG1 (incorporated in overall implementation guide).

2. Retail system specifications

- Second draft of timetable, tariffs, reservation, direct and indirect fulfilment IGs
- Detailed analysis of TD B.1 and its obligations
- Fourth series of meetings of the various Expert Groups.

3. Retail system architecture

- First draft of the economic evaluation of the two architecture scenarios.

4. Full-Service Model

- Created an additional (fourth) subgroup to assist in the development of the FSM
- Continued analysis and elaboration of the FSM requirements
- Ongoing attendance at other Work Stream meetings and identification of gaps with proposed FSM.

5. Governance

- Revised governance draft for 6 March Steering Committee meeting, including statement of governance principles and options.

6. Masterplan

- No further deliverables this month.

8 Issues and Risks Occurred, Proposed Mitigation

The following tables summarise new major issues and risks that occurred in February. These should be addressed in the Steering Committee meeting on 6 March 2012 unless resolved prior to the meeting.

A) Issues	Proposed Mitigation
Despite close collaboration between the TAP and TAF projects, it may not be possible for sound reasons to fully	<ul style="list-style-type: none"> • Regular meetings are being held between the masterplan task members for TAF and TAP to ensure the maximum

<p>match the governance proposals for the two projects</p>	<p>coherence between the two projects</p> <ul style="list-style-type: none"> TAF is asked to nominate a lead contact for further discussions with TAP in governance matters
<p>Precision for the Fulfilment Implementation Guide needed: Both COTIF/CIV⁵ and UIC leaflet 918-2 state that, to facilitate the onboard control of tickets, the indication of the type of ticket must be printed in the language of the country of issue plus, if different, in one of other “common” languages (DE, EN, FR, IT). TAP TDs B.6 and B.7 have left as only obligation the language of the country of issue, creating risks of misunderstandings between passengers and on-board staff.</p>	<ul style="list-style-type: none"> In the Implementation Guides for direct and indirect fulfilment the necessity of printing the ticket type also in English (if this is not already the country’s language) will be reintroduced
<p>Availability of Railteam documents for the FSM Work Stream is delayed due to unacceptability of the terms of the sub-licence to enable EG members to use them. Any extended delay would lead to risk of limiting the benefit that can be taken from the re-use.</p>	<ul style="list-style-type: none"> TAP TSI Project Manager and FSM Work Stream Lead are working on freeing up availability
<p>Legal status of the Implementation Guidelines and management of future changes/ relationship with CCM process</p>	<ul style="list-style-type: none"> The Project Team suggests the TAP governance organisation will be owner of the IGs and responsible for maintenance and further development as well as for ensuring consistency with the ERA Technical Documents

B) Risks	Proposed Mitigation
<p>Risk that detailing both architecture scenarios in parallel puts the May delivery deadline at risk</p>	<ul style="list-style-type: none"> On 6 March, the SteCo will be asked to select the scenario on which the project should move on in terms of further detailing, writing of specifications and economic evaluation <i>See also agenda item 13 of the 6th Steering Committee on 6 March</i>

⁵ COTIF (Convention relative aux transports internationaux ferroviaires) is an agreement on International rail transport rights signed by around 40 Governments, among which almost all EU members, plus the EU itself. CIV (Règles uniformes concernant le Contrat de transport international ferroviaire des voyageurs) is the detailed regulation applying COTIF to the passenger rail traffic

9 Work Planned in Upcoming Reporting Month

Overall project management & stakeholder engagement

- Prepare team input to the Steering Committee meeting on 6 March and to the settlement workshop on 5 March
- Structure the set of final report and deliverables; fine-tune timeline until submission deadline; in-depth review of working papers and draft deliverables
- Meeting with ERA on 19 and 20 March regarding PRINCE2 Project Management documentation
- Liaise with stakeholder organisations and TAP TSI related initiatives⁶
- Finalise financial reporting toolset
- Finalise article(s) on the project for publication in specialised media.

1. RU/ IM

- A training session on the TrainID is planned. In that meeting the discussion of the new TrID-Identifiers in passenger specific use cases is foreseen
- A plenary meeting with all TAP RU/ IM EGs is foreseen to discuss approaches on functional governance, the overall implementation guide and the way forward as well as any feedback on the aligned messages
- Work on the message schema shall be finished with the final review in March
- The work on the overall implementation guide will continue. It is expected that the common sections as well as the sections relevant for EG 2 and 3 shall be finished in March
- Major work needs to be done on the governance part; mainly on the functional governance
- The drafting of Change Requests will start following the results of above work.

2. Retail system specifications

- Fourth meeting of the Schedules Experts group (1 March)
- Fifth series of meetings of the Schedules, Tariffs, Reservation and Fulfilment Expert Groups (20 - 23 March)
- Meeting with key industry expert in the area indirect fulfilment (6 March)
- Production of third draft of the functional Implementation Guides and discussion with experts.

3. Retail system architecture

- Seventh expert group meeting on 8 March to further detail the selected scenario, based on Steering Committee choice and feedback
- Second meeting with ERA on architecture economic evaluation
- Eighth Expert Group meeting on 27 March focussing on writing the Phase One architecture deliverable (detailed IT specifications).

4. Full-Service Model

- Ongoing review of the other Work Stream findings
- Continue development and move to elaboration of the requirements of the FSM using subgroups
- Continue identification of gaps between other Work Stream findings and FSM

⁶ E.g. UIC Commercial Group, others to be confirmed

- Continue process for developing a proposal for addressing the gaps.

5. Governance

- Discussion of refined governance draft report with Steering Committee on 6 March
- Further discussion will take place with stakeholders and stakeholder groups
- Detailed governance service requirements will be drafted, from which life cycle costs will be derived
- Proposals will be developed for service provision including the use of current sector activities to minimise additional governance costs.

6. Masterplan

- Further research into funding requirements and opportunities for Phase Two transition
- Project Team estimates (high-level) of implementation dates for individual RUs and IMs
- The following next steps regarding economic evaluation/ impact assessment:
 - 9 March: Second economic evaluation meeting between the Project Team and ERA
 - 1 April: Deliver to ERA the aggregated cost impact for the two project scenarios covering retail architecture and governance aspects by; deliver a first draft impact assessment report
 - 24 April: Present the final impact assessment to the TAP SteCo.

10 Activities to be Completed in Upcoming Reporting Month

Overall project management & stakeholder engagement

- Structure of final report, detailed activity planning of remaining project time
- Fine-tuned forecast of mid-May budget situation

1. RU/ IM

- Finish creation of joint TAF/TAP messages in xsd following the review
- Finish input into overall implementation guide on sections relevant for EG 2 and EG 3
- Get final input from Retail into joint elements.

2. Retail system specifications

- Production of third draft of the functional Implementation Guides and review with experts.

3. Retail system architecture

- First draft of the technical specifications deliverable
- Architecture part of the economic evaluation.

4. Full-Service Model

- Secure access and licence to use the Railteam documents
- No other activities will be completed in March as all are currently ongoing.

5. Governance

- Final draft of governance report (prior to Final Report) including proposals for sector participation and life cycle costs.

6. Masterplan

- Updated outline masterplan including high-level team estimates of individual RU and IM implementation dates.
-

11 Budget Status

The first financial status (per 31 December 2011) has been established and shows budget spent and committed was within plan. Prognosis shows that the budget is likely to be all used by mid-May.

12 Suggested Agenda Items for next Steering Committee Meeting

The main issues and risks highlighted in this report had already been included in the agenda of the 6 March Steering Committee meeting. Items for the SteCo meeting on 24 April will be suggested in the March progress report, which is due on 6 April 2012.

BACK-UP:

RU/ IM Work Stream – Suggested⁷ post-Phase One activities:

The following activities after delivery of Phase One have been identified:

A) Work that is considered mandatory

- Availability for questions from ERA and DG Move on the deliverables
- Stakeholder communication on the results of Phase One and implementation planning
- Availability for questions from stakeholders on implementation planning (individually, or seminars)
- Assemble and harmonise TAP masterplans (on the assumption that harmonised TAF plans are available)
- Prepare procurement and start-up of (RU/ IM and reference parts of) TAP governance
- Follow-up on Change Request

For IT (EG 3)

- Verify the external specifications of the CCG CI8 (foreseen to be available in summer 2012)

B) Work that should be done following feedback on intermediate report and stakeholder requests

For Planning (EG 1)

- Check and enhance messages (and validate processes) for annual planning based on existing STPR9 messages (e.g. bunch of path requests, requests for regular interval timetabled trains etc).
- Check changes in roles/processes if One Stop Shop (OSS) is involved. Are processes valid for OSS?
- Develop (or review the need for) the process trigger foreseen but not developed by TAF
- Code list maintenance

Above topics would be relevant for TAF as well.

For Train Run (EG 2)

- Create a wagon order message (“passenger train composition”¹⁰) for real time customer information, placement of PRM coach, etc. This is different to the TAF train composition (process and message). It is not required by TAP TSI but requested by stakeholders. Some stakeholders currently start the development of such messages and a harmonised approach is considered to be easier now as

⁷ By RU/ IM Work Stream Leader

⁸ Common Interface of the Common Components Group

⁹ Short Term Path Request

¹⁰ This is a working title only

compared to a situation when (some of) the stakeholders have developed individual solutions.

- Code list maintenance.

C) Post Phase One structure (period until the TAP governance entity is established)

To cover the post Phase One work including above mentioned tasks, the following post-Phase One structure is suggested for review and approval by the Steering Committee:

- Keep the RU/ IM Work Stream in place with:
- Continue EG1 as a joint group with TAF experts, reporting to both TAP and TAF SteCos.
- Continue EG2 as TAP only (as “passenger train composition” is not affecting TAF) but consider merging TAF WG2 and WG3 experts into EG2 in the medium term; then reporting to both SteCos as well.
- Continue EG3 as a joint group with TAF experts, reporting to both TAP and TAF SteCos.

All EGs cover substantial expertise now from IMs and passenger RUs. The re-use of this expertise, enhanced by common work with TAF experts would fill the gap between Phase One and the establishment of the TAP governance. It could also be a suitable vehicle to have expertise at hand e.g. for further change requests and code list maintenance and to have effective working structures for a harmonization of TAP and TAF¹¹.

To coordinate the work and links between the RU/ IM EGs it is suggested to keep a project management in place, comparable to the set up of the Phase One Work Stream.

Members of the EGs need to do their planning for further participation as soon as possible and requested a feedback from the SteCo asap.

¹¹ The structure would not cover TAF RU/ IM functions but would have to allow the creation of „TAP only“ and “TAF only” RU/ IM content as well