

TAP TSI

Telematics Applications for Passenger Services
Technical Specifications for Interoperability



Project co-funded by the
European Commission

MONTHLY PROGRESS REPORT Reporting Month: April 2012

Project: TAP Phase One

Release: 1 – To TAP Steering Committee

Date: 7 May 2012

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Owner: TAP Phase One Project Team

Client: TAP Steering Committee

Document Ref: 20120507 TAP Phase One_Report Apr 2012_final

Version No: Final (v1.0)

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: 7 May 2012

Date of next revision: 15 May 2012 (meeting of the Steering Committee)

Revision date	Previous revision date	Summary of Changes	Changes marked
7 May 2012	4 May 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	7 May 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	7 May 2012	Final (v1.0)
Project Team; UIC and Ticket Vendor project coordinators	All members of the Project Team Klaus Kreher (Ticket Vendors)	7 May 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

This constitutes the last monthly progress report before submission of the final Phase One project deliverables to the Commission and ERA by 13 May.


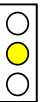
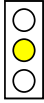
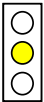
Work in April focused on producing the final draft deliverables, building upon the Work Stream contents and draft deliverables described in the previous reports and Steering Committee meetings. The Project Team is confident the project will be delivered on time.

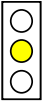
Main remaining issue is the organisational framework for Phase Two transition and for follow-up activities to the RU/ IM and Full-Service Model Work Streams. The Steering Committee is asked for advice in the upcoming meeting on 15 May.



5 Follow-ups from Previous Reports

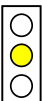
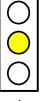
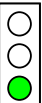
Status update on issues and risks highlighted in previous progress reports:

A) Issues	Status (as of 30 April 2012)
<p>ERA comments on Tariff & Timetable Implementation Guides:</p> <ul style="list-style-type: none"> • "Please insert a separate chapter for rules of calculation of IRT fares with examples" • "(...) also state that tariff data must be matched against timetable data" 	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> </div> <ul style="list-style-type: none"> • Resolved following Project Team discussions with ERA </div>

<p>(and same statement in Timetable IG vis-à-vis tariff data)”</p>		
<p>Technical Documents: Restrictions and appropriateness of documents as-is, esp. of B.3 (exchange of data meant for international or foreign sales – special offers)</p>		<ul style="list-style-type: none"> • Change Requests, mainly on errors, will be delivered by Phase One • Substantial improvements (alternatives to or replacement of the tariff Basic Parameters) relies on follow-up work to Phase One <ul style="list-style-type: none"> ○ UIC members have committed funding for joint project, inviting Ticket Vendors to participate ○ Full-Service Model Work Stream members indicated commitment to continue activities beyond Phase One
<p>Interpretation of BP 4.2.2 (exchange of tariff data): All RUs shall make available – unconditionally – all their tariffs to all other RUs?</p>		<ul style="list-style-type: none"> • Commission response pending
<p>There is still no committed budget or staff for the Phase Two transition work</p>		<ul style="list-style-type: none"> • UIC Commercial & Distribution Forum has committed funds for Phase Two transition activities between autumn 2012 and end-2013
<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>		<ul style="list-style-type: none"> • Consultation with other stakeholders ongoing • Project Team assumes the Steering Committee will continue providing guidance during Phase Two transition; otherwise risk of losing expertise and resources and lack of structured way forward may put sector commitment at risk
<p>Unclear mandate and organisational framework for continuing the work on the Full-Service Model beyond May</p>		<ul style="list-style-type: none"> • Experts from both RUs and Ticket Vendors have indicated they are happy to stay on to work on Full-Service Model activities on a voluntary basis • Nonetheless, this remains a concern and will need to be addressed in the immediate post Phase One period
<p>Despite close collaboration between the TAP and TAF projects, it may not be possible for sound reasons to fully match the governance proposals for the two projects</p>		<ul style="list-style-type: none"> • TAP Project Team has submitted a governance proposal which will be discussed with the TAF Joint Sector Group end of June • For the time being, there is no joint approach to TAF and TAP governance

<p>Legal status of the Implementation Guides (IGs) and management of future changes/ relationship with CCM process</p>		<ul style="list-style-type: none"> • The Steering Committee on 23 April requested that ERA and the PM prepare the discussion for the next SteCo meeting (15 May) • ERA and the PM agreed to prepare on 7 May
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Note:  →  symbolises “was yellow in previous reporting period, is now green”.

<p>B) Risks</p>		<p>Status (as of 30 April 2012)</p>
<p>Continuation of RU/ IM activities: Risk of missing/ unclear mandate after Phase One, losing resources and expertise due to uncertainty.</p> <p>Ambiguous Phase One follow-up can result in uncoordinated work putting the efficient implementation of both TAF and TAP at risk</p>		<ul style="list-style-type: none"> • TAP and TAF SteCos are asked to advise on the concept of joint TAF and TAP groups (see February progress report and Annex to Project Team presentation for 23 April SteCo) • TAP and TAF SteCo are asked to support a transitional organisation (see February progress report and April SteCo presentations for a recommendation) • Funding options for such activities are currently assessed by the rail sector
<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 in February are yielding benefits • Despite the magnitude of subjects covered in the Work Stream, the output to be expected mid-May looks promising • There will be a plan for continuation of the FSM EG team to develop specifications

6 Activities since Last Monthly Report

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

- Review of final drafts of Phase One deliverables, resolution of remaining issues
- Presentations to and meetings with stakeholder groups¹
- Follow-up on the April Steering Committee meeting
- Active involvement in the TAF Joint Sector Group meeting on 23 April and in related activities
- Preparation and facilitation of the Project Team meeting on 16/ 17 April
- Participation in various TAP Phase One Expert Group meetings

¹ UITP EuroTeam (24 April), UIC Commercial & Distribution Forum (25 April), TAP Common Support Group of the sector (27 April)

- Preparation of, participation in and follow-up activities to the jour fixe meeting with ERA on 10 April and a meeting with ERA on 13 April regarding economic evaluation
- Maintenance of the project website and extranet.

Within the Work Streams, the following key activities have been carried out:

1. RU/ IM

- April work was focused on finalising the deliverables:
 - The overall RU/IM Implementation Guide has been completed, including remarks from various stakeholders. Remaining work is required on wording, language issues etc. This will be done in the first week of May
 - All annexes of the RU/IM work stream have been created with main work being done for Short Term Path Request messages and operational process graphs. These follow the content of experts' discussions. The two annexes are new and will be finalized in May. The remaining annexes are done apart from the description of the bulk upload to the CRD, which will have to be done by interested parties
 - The Change Requests (CRs) have been drafted, some of which have already been entered into the ERA CCM tool. The remaining CRs (as well as those already entered) will be handed over as part of the final project deliverables
 - Further input to the "TAP Implementation Guides Overview", the directory of all TAP Implementation Guides, was drafted.
- Intensive stakeholder communications and alignment activities took place, notably
 - Meeting with ERA to discuss and agree on the detailed content of the RU/ IM Implementation Guide
 - Presentation of the deliverables in the TAF IM Cluster, TAF Joint Sector Group, TAP Common Support Group of the sector
 - The suggested way forward as described in the last two monthly reports was supported in these meetings. Support by the TAP and TAF Steering Committees is still pending.

2. Retail system specifications

- The drafting of the retail Implementation Guides continued with consultation work done by a number of restricted meetings and by exchange of mails. In particular the Work Stream Leader had:
 - A meeting on 3 April with the author of the UIC leaflet from which B.3 was derived; main result was the definition of the corresponding section of the Tariffs IG
 - A meeting on 5 April, together with the Architecture Work Stream Leader, with the experts managing the UIC Passport tool, where quality checks are performed on B.1 and B.2 files delivered by the RUs
 - A meeting on 12 April, together with the Architecture Work Stream Leader, with part of the Schedules, Tariffs and retail Architecture Experts, to agree on last details of quality checks and the use of the registry
- On the basis of discussions during the meetings and of subsequent mail exchanges, repeated new draft versions of most Implementation Guides have been produced and distributed to the experts and ERA for pre-final review:
 - Timetable V. 4.1 7th draft and 5.0 8th draft

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- Tariffs/ Fares V. 4.0 7th draft, 4.1 8th draft and 5.0 9th draft
 - Reservation V. 4.0 7th draft and 4.1 9th draft
 - Direct Fulfilment V. 3.1 5th draft and 4.0 6th draft
 - The core IT specifications having been defined in the Expert Group meetings of previous months, the latest versions concentrated on topics like quality checks within a Basic Parameter (BP) and between BPs, implementation examples, organisational steps for new stakeholders, completion of glossaries
 - At the same time, all errors and unclear statements that had been identified in the TAP Technical Documents during the IG drafting have been extracted from the IGs and collected in a summary of Change Requests to be submitted to ERA CCM process
 - ERA kindly continued to provide clarifications about ambiguous statements in the Regulation and Technical Documents and provided remarks on the draft Implementation Guides, helping ensure quality output will be delivered at the end of Phase One
 - Liaison with UIC continued with the goal of clarifying inclusion of abstracts from existing proprietary documents related to the ERA Technical Documents into the Phase One deliverables.

3. Retail system architecture

- During this last month before delivery Architects were invited to three Expert Group meetings to complete the **TAP TSI Retail Architecture Description** document (formerly called “Cahier des Charges”)
- The meeting on 11 April focused on the structure of the document, the main chapters and several overview descriptions of the architecture solution. At this meeting it was stated that the Data Quality Management (DQM) tool will be optionally used to help data Producers (RUs) check the quality of their Resources (Timetables, Tariffs/ Fares) before making them available on an FTP server. Consumers, too, will be able to use this DQM tool to check quality of Resources they have obtained, knowing that if Consumers change the initial resources the errors resulting from the DQM cannot be considered as the fault of the Producer. It was also reminded that commercial subjects should not be discussed in this technical architecture Work Stream and it was highlighted that data logical business rules between timetables from different RUs cannot be checked by the DQM tool. The architecture solution is considered to fully answer the requirements of the TAP TSI Basic Parameters and allows market driven initiatives to fulfil the additional business needs of different actors involved in TAP TSI
- The meetings on 19 and 20 April resulted in solid document contents with an exhaustive description of the retail architecture. Further work early May is needed for contents consistency matters and final editing
- On 13 April a meeting with ERA on the **retail architecture economic evaluation** took place. The following was agreed²:
 - The Common components are needed for all actors of TAP TSI and costs are based on the 3 components: Registry, Data Quality Management and Retail Reference Data management tools
 - Regarding the FTP servers where Producers (RUs) make available their Resources it was agreed to show the costs by grouping RUs into:
 - existing RUs offering both NRTs and IRTs and using UIC leaflets,

² Source: ERA minutes of the meeting

- existing RUs offering only NRTs and using UIC leaflets,
 - new RUs that may use IRTs,
- and to highlight, among those costs, the real added costs due to TAP TSI implementation efforts
- the cost figures were completed with explanation on how they were derived (e.g. based on x number of RUs, ...)
 - In addition, a benefits assessment demonstrating that there are benefits gained in the framework of realisation of retail architecture scenario 1 was added to the economic evaluation work, taking into account Ticket Vendor input
 - It was also agreed that further work on benefits will have to be done in dedicated meetings soon after the project delivery on 13 May with all actors involved in TAP TSI - in order to make sure the RISC will support the solution and the associated costs.

4. Full-Service Model (FSM)

- **Developing the FSM:**

Work was completed on the development and elaboration of the FSM matrix. Work has commenced on the commitment of the highest priority requirements in the proposed Requirements Document.

- **Gap analysis and Prioritisation**

The requirements identified have been compared with the scope of the Regulation and, where there is a gap, this is being identified and the main priorities to be addressed by the producer RUs.

- **Beyond May**

Discussions continued regarding the ongoing progress of the FSM beyond May. Several FSM Expert Group members expressed their willingness to continue to participate and commitments were requested. Concerns remain about the engagement process and operating mandate going forward.

5. Governance

- Further discussions have been held with the TAF TSI governance task leader to review the governance proposal in the TAP project and check that it meets the needs and interests of both TAP and TAF
- The governance proposal has been submitted to the 23 April Steering Committee for review
- The governance proposal has been discussed at the Common Support Group of the sector on 27 April.

6. Masterplan

- The masterplan report structure has been submitted to the 23 April Steering Committee for review
- The life cycle costs have been revised and extended to include RU/ IM costs, including estimates of the charges needed for stakeholders and third parties
- The masterplan report structure has been further refined.

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 April:

1. RU/ IM

- Work on the Joint TAF/ TAP Implementation Guide and Annexes (apart from proof reading and annex on STPR message examples and operational processes)
- Work on all Change Requests for TAP Technical Documents B.8, B.9 and B.30.

2. Retail system specifications

- Further draft versions of the Implementation Guides for Timetables, Tariffs, Reservation, Direct Fulfilment
- Definition of quality checks within a BP and between BPs
- Definition of organisational steps for new stakeholders joining the TAP TSI "system"
- Summary of Change Requests to be submitted to the ERA CCM process.

3. Retail system architecture

- Final draft of the economic evaluation on retail architecture (costs)
- Final draft TAP TSI Retail Architecture Description for the central retail architecture elements.

4. Full-Service Model

- Completed analysis and elaboration of the FSM matrix
- Ongoing attendance at other Work Stream meetings and identification of gaps with proposed FSM.

5. Governance

- An updated version of the governance proposal has been prepared.

6. Masterplan

- The masterplan report structure has been prepared.

8 Issues and Risks Occurred, Proposed Mitigation

The following tables summarise new major issues and risks that occurred in April. These should be addressed in the Steering Committee meeting on 15 May 2012 unless resolved prior to the meeting.

A) Issues	Proposed Mitigation
The stakeholder seminars on Member	<ul style="list-style-type: none"> • Approx 15 seminars had been

<p>States (MS) level that had been envisaged for June/ July are unlikely to take place due to missing points of contact and organisational and funding support</p>	<p>proposed by the Project Team at the outset of the project, subject to MS support and funding</p> <ul style="list-style-type: none"> • It is suggested to offer seminars in autumn 2012 once the ERA recommendation on the acceptance of the Phase One deliverables is known and the new project phase is operational • In order to communicate about the Phase One deliverables, the Project Team has already committed to various communication activities (presentations to associations, at conferences etc.) in June/ July 2012 and beyond • The masterplanning kick-off scheduled for 25 Sep 2012 will also offer a good opportunity to communicate widely and to establish contacts for further activities
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B) Risks	Proposed Mitigation
<p>Unclear transitional and final governance may not allow individual stakeholders to create a solid implementation plan, as RUs, IMs, TVs etc cannot be sure whether everything needed for implementation is at hand.</p>	<ul style="list-style-type: none"> • TAP and TAF SteCos are asked to decide on transitional governance and in-principle perpetual governance well in advance of any request for individual stakeholders' implementation plans.

9 Work Planned before the Final Delivery

Overall project management & stakeholder engagement

- Final review of project deliverables and resolution of remaining issues to ensure timely delivery by 13 May
- Align glossaries of different Work Streams and create Change Request regarding the Glossary of 454/2011
- Compile Project Team input to the Steering Committee meeting on 15 May
- Prepare, facilitate and follow up on Project Team meeting on 3 and 4 May
- Prepare and follow up on jour fixe with ERA on 7 May
- Liaise with stakeholder organisations and TAP TSI related initiatives³
- Launch Phase One delivery communication activities

1. RU/ IM

- Finalise Implementation Guide (proofreading, final checks with ERA)

³ OSJD meeting on Telematics on 22 May, UIC NRT meeting on 24 May, Public Transport Authorities Conference on 25 May (tbc)

- Finalise the remaining annexes
- Finalise Change Requests

2. Retail system specifications

- Finalise Implementation Guides (proofreading, final checks with experts and ERA)
- Finalise Change Requests
- Create input for final project delivery.

3. Retail system architecture

- Finalisation of the TAP TSI Retail Architecture Description
- Finalisation of the Economic Evaluation (costs)
- Ensure consistency of all deliveries.

4. Full-Service Model

- Ongoing review of the other Work Stream findings
- Incorporation of the requirements of the FSM matrix into the Requirements Document
- Continue identification of and prioritisation of gaps between other Work Stream findings and FSM
- Develop and outline a specifications development plan
- Discussion regarding continuation of activities beyond the end of Phase One.

5. Governance

- A team meeting on 3 and 4 May will take place to review the final version of the governance proposal
- The final version of the governance proposal will be produced for the project delivery.

6. Masterplan

- A team meeting on 3 and 4 May will take place to review the final version of the masterplan report.
- The final version of the masterplan report will be produced for the project delivery.

10 Activities to be Completed in Upcoming Reporting Month

Overall project management & stakeholder engagement

- Timely submission of all Phase One deliverables
- UIC to coordinate all timesheets, expense statements etc. to close the Phase One project financials.

1. RU/ IM

- Completion of all deliveries

2. Retail system specifications

- Completion of all deliveries

3. Retail system architecture

- Completion of all deliveries

4. Full-Service Model

- Elaboration and prioritisation of the FSM requirements and presentation in the Requirements Document deliverable that will remain work in progress and subject to ongoing work post Phase One.

5. Governance

- Release version of the governance proposal in the project delivery.

6. Masterplan

- Release version of the masterplan report in the project delivery.
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11 Budget Status

The budget status has been updated. The budget will be all used up by the end of Phase One. Some team members will not entirely have used their individual budget whereas others will have incurred a slight overrun. It is understood that based on the terms of the grant agreement between DG MOVE and the UIC reallocating budget between team members is not permitted.

12 Suggested Agenda Items for next Steering Committee Meeting

The Project Manager suggests the following items for the agenda of the final Steering Committee meeting on 15 May:

- Explanation of Phase One deliverables
- Legal status of Phase One deliverables, esp. Implementation Guides (results of ERA/ PM discussion)
- Organisational framework for activities beyond Phase One timelines
 - RU/ IM
 - Retail (notably in FSM)
- Communication about Phase One deliverables