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| TAP SC1 | Version 02 |
| SR | origin EN |
| 08.07.2011 | status A |

# TAP Phase one

## First meeting of the STEERING COMMITTEE

27 May 2011

### 1. Welcome

The Commission regulation (EU) no454/2011 on TAP TSI was adopted on 5 May 2011 and published on 12 May 2011. This was the first meeting of the steering committee for phase one, held in Commission premises.

The Commission co-chairperson recalled that the implementation of TAP TSI was very important for VP Kallas. This importance is confirmed in the transport white paper (http://ec.europa.eu/transport/strategies/2011_white_paper_en.htm ). He highlighted the fact that telematics applications were identified in 2001. 10 years after, work can start.

### 2. Introduction - Tour de table

The committee members introduced themselves.
Committee members represented CER, EIM, EPF, ERA, ETTSA, UITP, UNIFE. ECTAA attended also as observer.

### 3. Nomination of the co-chairperson

The rail sector representatives elected the sector co-chairperson: the CER representative Libor Lochman.

### 4. State of play

The Commission services recalled the tasks of "phase one" of the implementation:
Phase one has three objectives

- To define the data exchange system (hereinafter referred to as "the system") consisting of common components and of the interconnection of information and communication systems of stakeholders able to fulfil the requirements of this Regulation.
- To confirm such a system from the viewpoint of technical and economic feasibility.
- To draw up a roadmap of the activities deemed necessary in order to implement the system, including appropriate milestones for the monitoring of the progress of its implementation by the Commission, the European Railway Agency, the Member States and the stakeholders concerned.

Deliverables are:

- The detailed IT specifications shall describe the system and shall indicate in a clear and unambiguous manner how the system fulfils the requirements of the TAP TSI.

- The development of such specifications requires a systematic analysis of the relevant technical, operational, economic and institutional issues that underpin the process of implementing the TAP TSI.

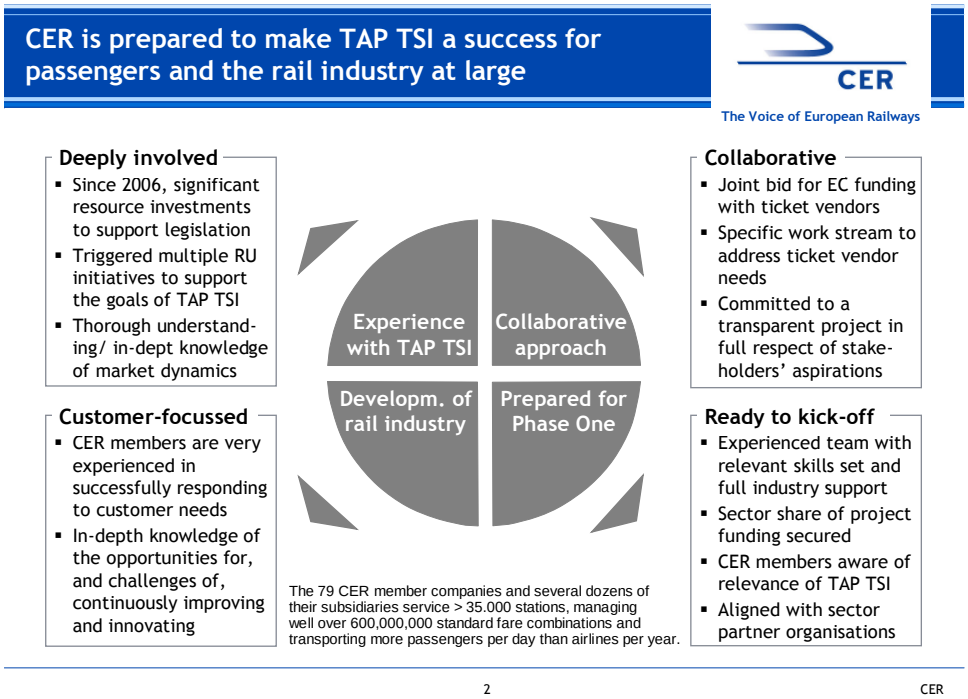
Deliverables

- Functional, technical and performance specifications, the associated data, the interface requirements, the security and the quality requirements.
- The outline of the global architecture of the system.
- Master plan
- governance

Milestones are:

- At the kick-off meeting with the project team (SC2)
  - a project description and
  - a project work programme including a timetable.
- At the kick-off meeting, the content and level of detail
  - of the intermediate report and
  - of the monthly progress report
- Kick-off+5 months,
  - intermediate report
- Kick-off+10 months
  - deliverables
- 2 months after
  - ERA recommendation on deliverables

CER presented in broad terms the project to be launched (CER being the leader of it).



## The joint sector/ ticket vendor bid to receive DG MOVE co-funding promises good value for money

CER
The Voice of European Railways

| Deliverables of TAP TSI Phase One (cf. joint sector/ ticket vendor bid for co-funding) |
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| 1) **Functional, technical & performance specifications**, associated data, interface requirements, security & quality requirements of the TAP TSI retail, information & operational obligations |
| 2) Outline of the **global architecture** of the system based on the analysis of the system configurations capable of integrating the legacy IT facilities |
| 3) Description of **governance** structure & obligations of the organisation that will have to oversee the build and run |
| 4) **Master plan** including activities, a migration plan with phases, a milestone plan and a risk assessment as well as an estimation of total lifecycle cost (LCC) |
| 5) **Full-service model requirements** |
| **Overall project & stakeholder mgmt.** to ensure quality project delivery on time and in budget |

Preparation of translating Regulation 454/2011 into an operational system

Planning for future enrichment/ update of the Regulation

- Joint sector/ third party ticket vendor Project Team and expert groups, amalgamating in-depth rail knowledge and outside-in expertise
- Regular mirror group interaction to ensure ongoing alignment
- Full support of CER and member companies top management
- 500 k€ of direct financial contribution plus significant contribution of RU experts free of charge



## 5. Common vision on the role/mission of the steering committee

The committee members shared their view on the mission of the steering committee.

CER:

## The Steering Committee has a crucial role to ensure Phase One success

CER
The Voice of European Railways

**Overall SteCo role**

- All members (associations, EC, Agency) promote and support the project
  - within their own organisations
  - externally
- Ensure expected and agreed results are delivered
- Approve interim and final deliverables
- Fully respect the scope & deliverables as per the Regulation – there will be no scope extension in Phase One

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| Project **formation** phase | • Align scope expectations and freeze TAP TSI text & Annexes for the duration of the project<br>• Confirm project scope, team, work plan<br>• Ensure acceptance of the project within representative organisations<br>• Help make resources & funds available |
| Project **execution** phase | • Monitor progress, re-calibrate if necessary<br>• Resolve conflicts brought to the SteCo's attention by the Project Manager<br>• Approve Project Team recommendations, or suggest alternatives<br>• Ensure project results are endorsed by the SteCo members' organisations |
| **Post-project** phase | • Promote project results within member organisations & towards wider community<br>• Assume accountability for project results once approved |

UITP:

## TAP TSI
## Getting the balance right

- UITP supports all initiatives that
  - bring benefits desired by customers and
  - will encourage more people to use public transport
  - support the development of the European Rail Markets

TAP TSI has the potential to do this!

27 May 2011

UITP shared their concerns on unintended consequences of detailed specifications for TAP TSI.

## TAP TSI
## Getting the balance right

- Potential areas for concern regarding suburban and regional transport
  - Mandatory application of TAP TSI for suburban and regional systems running on TEN networks is inappropriate
    - (e.g. functional differences between urban of the system requirements, integration with other modes)
  - Domains in TAP TSI
    - Must be customer-focused: Tickets, customer information
    - Exchange of data between infrastructure and vehicle is not relevant for the customer
  - Market barrier to entry for new railway undertaking (cost)

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It was agreed to that Commission would clarify at a next meeting the distinction between TAP/interop directive, and the passengers' rights regulation.

EPF:

## Role of the steering committee

- Monitor progress (with the progress reports)
- Monitor the results/deliverables (on the basis of ERA recommendations)

ETTSA:

The steering committee shall keep a broad view on the project and should not discuss too many details. It should ensure a mutual understanding.

EIM:
The steering committee should be a navigation and coordination tool.
It should pave the way for the future phases.
Experience of TAF should be taken into account.
It should ensure that we move toward something achievable.

Commission:
The mission of the steering committee shall be attached to its political context. TAP is one implementation of the strategy expressed in the transport white paper,

A mission statement document of 1-2 pages based on these ideas and on the white paper will be drafted.

The sector co-chair stated that we should not mix long-term (white paper) and short-term mission (phase one).

**6. Discussion on the rule of procedures of the steering committee**
The draft rules of procedures of the steering committee were discussed. The document will be updated and will be submitted for approval at next meeting.

**6bis. Observers**
ETTSA, supported by the Commission, proposed that ECTAA (present at the first meeting) is an observer. A justification was sent before the meeting.

CER, supported by UITP, proposed that UIC becomes an observer. They will submit a justification.
UITP proposed that EPTO becomes an observer. They will submit a justification.

The steering committee accepted the proposals.

**7. Next meeting**

Next meeting will be held on 8 July, 10:00-16:00.
It will be the kick-off meeting with the project team.

Following items will be included in the agenda:

- Draft rules of procedures
- Mission statement of the steering committee
- project description
- project work programme including a timetable
- content and level of detail of the intermediate report
- content and level of detail of the monthly progress report

**8. AOB**

EPF requested information on the possibilities to support their travel expenses. The Commission services explained that so far they had been unsuccessful, but would try to find a solution.

**Annex 1: Actions**

| **Action number** | **description** | **Actor** | **deadline** | **status** |
|---|---|---|---|---|
| 1 | Bilateral meeting between co-chairpersons to agree on<br>- organisational aspects<br>- agenda of SC2 | EC(co-chairperson)<br>CER (co-chairperson) | Before 23/06/12 | |
| 2 | Send invitation and agenda | EC (secretary) | 24/06/12 | |
| 3 | Send all the documents to the steering committee members<br>– updated draft rules of procedures<br>– draft mission statement<br>– project description<br>– project work programme | EC (secretary) | 01/07/12 | |

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| | including a timetable<br>– content and level of detail of the intermediate report<br>– content and level of detail of the monthly progress report<br>– others if any | | | |
| 4 | clarification of the distinction between TAP/interop directive, and the passengers' rights regulation. | EC | at a next meeting | |
| 5 | Send to the co-chairpersons<br>– project description<br>– project work programme including a timetable<br>– content and level of detail of the intermediate report<br>– content and level of detail of the monthly progress report | Project team Manager | 23/06/12 | |
| 6 | Justification of UIC & EPTO as observers + CV of representatives | CER, UITP | Before 23/06/12 | |
| 7 | Nomination of alternates | all | Before 23/06/12 | |

**Annex 2: attendees**

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| CER (co-chair) | Libor Lochman |

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| EC (co-chair) | Patrizio Grillo |
| EC (secretary) | Isabelle Vandoorne |
| ECTAA (observor) | Robert Edward Parkinson |
| EIM | Michael Purcell |
| EPF | Rian ven der Borgt |
| ERA | Mickael Varga |
| ETTSA | Hans Egon Jorgensen |
| UITP | Sarah Kendall |
| UNIFE | ~~Eric Fontanel~~ replaced today by Andreas Von Wullerstorff |

**Annex 3: calendar**

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| TAP SC 1 | 27 May 11 |
| TAP SC2 – kick-off meeting with the project director | 8 July 11 |
| TAP SC3 – follow-up | |
| TAP SC 4 – interim deliverables | Before 8 December 11 |
| TAP SC 5 – follow-up | |
| TAP SC 6 – final deliverables | Before 13 May 12 |