



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR MOBILITY AND TRANSPORT

Directorate B - European mobility network
B.2 - Single European rail area

TAP TSI

Telematics Applications for Passenger Services
Technical Specifications for Interoperability

TAP SC4	Version 03
SR	origin EN
24.01.12	status A

TAP Phase one –Final minutes of the fourth meeting of the STEERING COMMITTEE 22/11/11

1. Welcome

2. Agenda

Request to add the planning of future meetings
Adopted.

3. Minutes of SteCo 3 meeting adopted.

4. Intermediate report:

(a) Endorsement of the detailed table of contents, suggested level of detail and main content

Goal of the intermediate report:

- Provide the SteCo with a solid overview
 - where the project stands
 - where it is heading
- Focus shall be on contents
- Allow the SteCo to re-calibrate focus and priorities, if deemed necessary
- Following SteCo review, provide the Project Team with a stable framework for the remainder of the project
- Offer an opportunity to communicate more widely about Phase One

Table of content proposed by the Project Manager:

Management summary

1. Project background: Purpose, objectives, scope, roles, milestones
2. Summary of obligations: BPs1 and Chapter 7
3. RU/IM:
 - a) State-of-play summary
 - Results of legacy survey
 - Findings from project work
 - b) Issues & opportunities

- c) Alignment with TAF TSI
 - d) Initial recommendations
 - e) Next steps
- 4. Retail:
 - a), b), d): *see RU/IM + impact on PRM*
 - c) Architecture scenarios (per cluster)
 - d) Quality management considerations
 - e) Next steps
- 5. Full-Service Model (FSM):
 - a) Findings from Ticket Vendor survey and project work
 - b) Indicative scenarios for a FSM
 - c) Next steps
- 6. Governance
 - a) TAP TSI governance requirements:
 - Team understanding
 - b) Summary of findings from expert interviews
 - c) Proposal(s) for gov. responsibilities
 - d) Options for governance organisation
 - Regulatory functions
 - Relationship with non-reg. functions
 - Entity
 - Open issues
 - e) Next steps
- 7. Master planning
 - a) Key principles
 - b) High-level timeline overview
 - c) Alignment with TAF
 - d) Outline of a business case
 - e) Next steps
- 8. Stakeholder engagement activities undertaken and planned
Annex: Legacy questionnaires, ERA mind maps, list of experts involved,

In the table of content, The SteCo agrees that the following items should be added:

- Executive summary: should include key issues
- reservation of prm assistance
- governance: different options, including central versus decentral
- Consideration for funding

Regarding the level of details of the interim report, the content of the documents presented at today's meeting should be in annex; the body should contain the conclusions.

The intermediate report should be sent to the steco members directly on 8 December 2011.

(b) publication/consultation

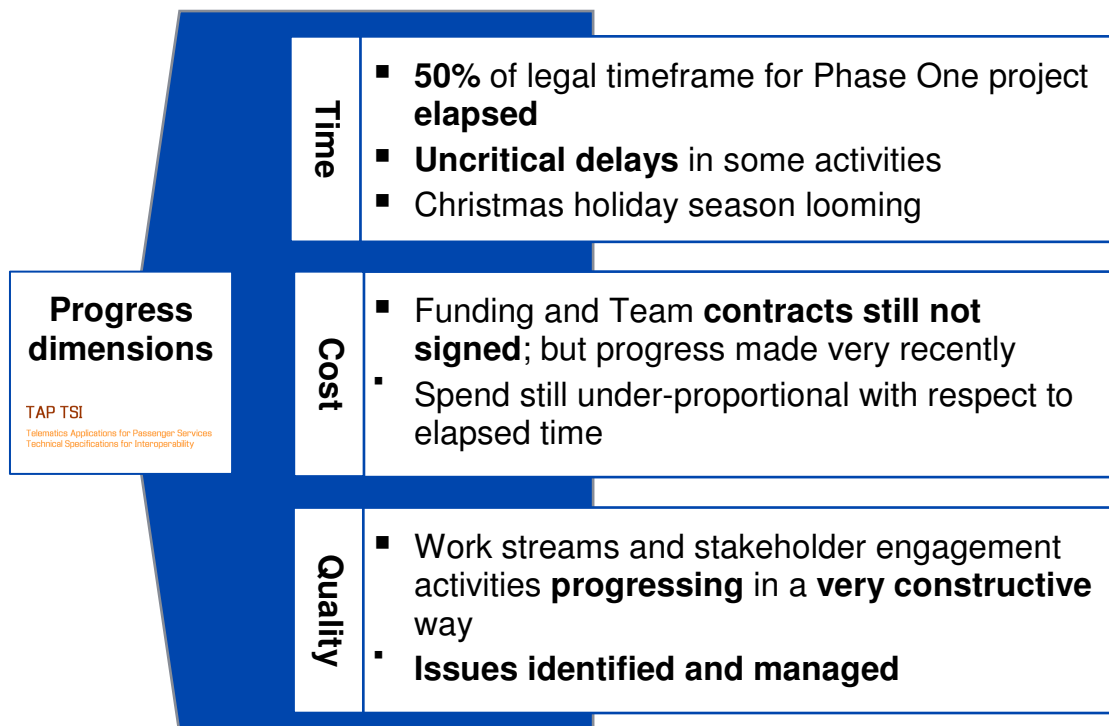
The SteCo agrees with the project team suggestions:

- The report is the result of work¹ that involved many stakeholders
- Participation was/ is open to all sector representative bodies and ticket vendors; all had been invited to contribute resources and input in writing
- The (draft) legacy surveys have already been circulated to members of the Expert Groups and respondents (RU/IM) for review
- In order to respect project time and budget constraints, additional input from outside parties² should be kept to a minimum
- The SteCo members are the official addressees of the report; the SteCo represents a large membership
- SteCo members are invited to ask their constituencies for comments; these could be summarised for the January SteCo meeting
- The report should also be published on the project website, without specific invitation for comments
- The Project Team plans to launch a press release and articles in specialised media following the submission of the report

Conclusion: The intermediary report will be sent to steco members with an accompanying explanation on expectations and will be published at the same time on the web site.

Action: Comments from members by next meeting

5. Decisions on issues raised in the Progress Report



Guidance is asked on some items addressed in the October report:

a) *Governance and master planning*

Steering Committee is asked for guidance on some items addressed in the October report: Governance and master planning

<p>Risk mentioned in October report</p>	<p>Proposals from Governance Work Stream and their budget implications will need to be agreed by rail sector and TV associations prior to Phase One completion</p>	<p>• SteCo members are asked to add this agenda item to their organisations' meetings in Q1 2012</p> <p>• One-on-one meetings of Project Team members with steering-level representatives initiated, but wider buy-in critical for success</p>
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<p>Requires understanding of the (first draft) master plan (see also morning session)</p>	
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<p>Question to SteCo: Are the links between events described in the draft master plan accepted?</p>
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Issues identified:

- Separate central versus individual
- Funding issue + organisational decision
- Dependence between actions
- Size of Central services to be know
- Liability issue
- sustainability
- tendering process – competition what is in the central bits, compared to my own?

The Commission services do not share the proposed views on the dependencies. They agree that there is a need of connections but is not able to take an informed decision.

The ETTSA representative states that we need:

- Part 1:
- Arrangement for settlement reference databases
 - + governance rules+funding

- Part 2:
- Arrangements for e-ticketing (open point)
 - Rules for access to fares data and to timetable data
 - +transactability
 - + standards management

He states that the focus of the work on governance should be: How will that work? We need a global view on mandatory and voluntary items.

Other members of the steering committee expressed reservations about this approach. The Steco members are reminded that the: current TAP TSI is related to international and foreign sales for fare data exchange (and related to all for timetable exchange, including domestic), and the full service model is the future.

Conclusion: more information needed

The governance should be flexible and scalable for the future.

The economic evaluation with ERA is starting in 10 days but there are unknowns. We need first the architecture.

Phase one will describe standard transactability, settlement and database

b) *Technical documents*

Issue: Expert discussions have identified documents that are not sufficient to satisfy the best fare requirement of PRR 1371/2007 because RU ticketing has evolved, it is no longer sufficient to exchange fare in a static way.

2 options proposed:

Option A: Despite new requirements work, keep B.1, B.2 and B.3 as-is and spend implementation preparation effort as initially earmarked

Option B: In light of new requirements work, prepare for B.1 – 3 substitution and allocate Phase One resources accordingly

Conclusion: Steco Agrees in principle with option B if it fits with the TAP change management process but the Project Manager should come back with the full overview (more detailed impact assessment in term resource, time, sequence, ccm and update ERA) for a formal decision.

6. ERA Monitoring Report

ERA thanks the PM to invite ERA as observer to various Phase One WG meetings where there were interesting discussions.

ERA underlines that compared to 3rd steering committee meeting there is nothing new to be reported. Project PRINCE2 documents are not yet available to ERA even though it was agreed on 17.10.2011 (TAP Phase One PM – ERA meeting) that PM will deliver them. These documents are needed so that ERA can make an objective assessment and acceptance of the deliverables since no quality criteria and acceptance criteria are specified so far. On 05.12.2011 there will be the next TAP Phase One PM – ERA meeting where it will be elaborated how above PRINCE2 documents will be produced.

ERA has furthermore informed the attendees that the national inquiry on the RfS for Ticket on departure was not successful in the first run (July 2011). For this reason CEN has asked a second inquiry in Nov 2011 which will be hopefully successful. This RfS has to close as EN norm the open points from TAP chapter 4.2.11.4.

7. TAP change control management:

(a) update from ERA

ERA underlines that compared to 3rd steering committee meeting there is nothing new to be reported from TAP CCM WP and Board. The approved baseline 1.1.1 have passed right now the internal consultation within ERA (until last week). Consequently the official ERA recommendation will be sent to EC within the coming days. This baseline should be presented normally in the March 2012 RISC meeting.

ERA informed furthermore that the TAF CCM WP will have its kick-off meeting on 09 Dec 2011. The idea is to align the TAF CCM WP meetings to the TAP CCM WP ones where in the first part of the meetings only purely TAP CRs will be discussed, then the second part will deal with common TAP/TAF CRs and the third part will be dedicated to purely TAF CRs.

Moreover, ERA plans to start in the beginning of 2012 a call for experts for the TAF CCM board. This board will start after the first couple of TAF CCM WP meetings, ideally in the summer 2012. The idea is to have a joint TAP/TAF CCM board.

8. Next meetings

10 January, 10:00-15:00

6 March, 9:00-12:00, CER premises

24 April

9. A.O.B

Progress report of November and December combined to be sent in January

10. Closing