

TAP TSI

Telematics Applications for Passenger Services
Technical Specifications for Interoperability



Project co-funded by the
European Commission

MONTHLY PROGRESS REPORT Reporting Month: March 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: 6 April 2012

Date of next revision: 24 April 2012 (meeting of the Steering Committee)

Revision date	Previous revision date	Summary of Changes	Changes marked
6 Apr 2012	4 Apr 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	6 Apr 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	6 Apr 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)	6 Apr 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

Phase One is quickly approaching its delivery deadline. As the Steering Committee provided important guidance in their meeting on 6 March, all Work Streams were able to focus their work in March on the expected deliverables. There was a very collaborative atmosphere within the Expert Groups; areas of dispute have been addressed in an open manner and mostly resolved. ERA has been deeply engaged in providing clarifications and reviewing the status of documents produced. The Project Team is confident it will submit quality deliverables on time.

Expert Group work in RU/ IM is largely finished following solid review in a plenary meeting mid-March. The Work Stream leadership team is now working on the finishing bits of their deliverables. Further progress has been made regarding the consistency of RU/ IM – Retail elements.

Work on retail specifications and Implementation Guides has progressed as planned, with intensified writing of the deliverables and compilation of change requests for the ERA CCM process.

Following tentative approval at the March Steering Committee, the Retail Architecture Work Stream has focused on further detailing Scenario 1 and its central elements. A Data Quality Management tool has been added to the integral components of the retail architecture so as to ensure future data quality. There have also been very constructive meetings with ERA on the economic evaluation of the TAP retail architecture.

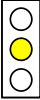

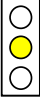
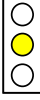
Following the structural changes made in February, the Full-Service Model Work Stream has gained momentum detailing requirements for end-to-end scenarios and identifying gaps. The organisational framework for FSM follow-up activities is under investigation; the Steering Committee will be asked for their views on 24 April.

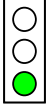
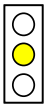
The Governance working paper has been further refined, taking SteCo and stakeholder comments into account. Work has also been done on specifying the governance tasks. A revised paper will be submitted for Steering Committee discussion on 24 April.



In the Masterplanning Work Stream, draft costs have been prepared for the project work needed for Phase Two Transition and Phase Two proper. A first draft of overall life cycle costs has been prepared, including estimates of the charges needed for stakeholders and third parties.

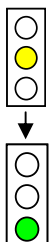
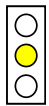
5 Follow-ups from Previous Reports

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

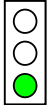
A) Issues	Status (as of 30 March 2012)	
Technical Documents: Restrictions and appropriateness of documents as-is, esp. of B.3 (exchange of data meant for international or foreign sales – special offers)		<ul style="list-style-type: none"> Change Requests, mainly on errors, will be delivered by Phase One Substantial improvements (alternatives to or replacement of the tariff Basic Parameters) relies on follow-up work to Phase One (organisational framework currently under investigation)
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"> Commission response pending
There is still no committed budget or staff for the Phase Two transition work		<ul style="list-style-type: none"> Team reiterates commitment to be available for Phase One communication activities and ERA Q&A between project delivery to mid-July
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		<ul style="list-style-type: none"> Consultation with stakeholders ongoing; funding request to UIC decision-making bodies work in progress
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		<ul style="list-style-type: none"> Regular meetings are being held between the masterplan task members for TAF and TAP to ensure the maximum coherence between the two projects TAP and TAF SteCo will be asked to agree on a joint governance proposal

<p>Precision for Fulfilment Implementation Guide needed: Difference between language requirements of COTIF/ CIV¹ and UIC 918-2 on the one hand and TDs B.6, 7 on the other creates a risk of misunderstandings between passengers and on-board staff</p>		<ul style="list-style-type: none"> In the TAP Implementation Guides for Direct and Indirect Fulfilment the necessity of printing the ticket type also in English or German or French (if these are not already the country's official languages) will be reintroduced
<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 Project Team suggested 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 ERA informed of their view that the IGs be annexed to the Regulation/ Technical Documents and thus legally binding ERA indicated they were going to ask DG MOVE for their view

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

<p>B) Risks</p>		<p>Status (as of 30 March 2012)</p>
<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
<p>Availability of Railteam documents for the FSM Work Stream is delayed; risk of limiting the benefit that can be taken from the re-use</p>		<ul style="list-style-type: none"> The Railteam Glossary has been made available to the Phase One work; additional Railteam work is being made available on an ongoing basis by experts involved in Phase One Full-fledged availability of Railteam documents is further complicated by the Railteam members' reluctance to make intellectual property available if this will be incorporated in legally binding TAP TSI documents such as Implementation Guides (<i>see IG issue above</i>)

¹ 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

Detailing both architecture scenarios in parallel puts the May delivery deadline at risk		<ul style="list-style-type: none"> • Scenario 1 has been agreed in principle by the SteCo on 6 March • Subsequent project work has focused on this
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6 Activities since Last Monthly Report

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

- Presentations to and meetings with various stakeholder groups²
- Follow-up on the March Steering Committee meeting; draft storyline for the upcoming Steering Committee meeting and final report
- Active involvement in the TAF Joint Sector Group meeting on 6 March and in related activities
- Preparation and facilitation of the Project Team meetings on 12 and 26 March
- Participation in various TAP Phase One Expert Group meetings
- Preparation of, participation in and follow-up activities to working sessions with ERA on
 - overall project status (19 March)
 - economic evaluation (9 and 27 March)
 - PRINCE2 project management documents (20 March)
- Maintenance of the project website and extranet.

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

1. RU/ IM

- Expert Group (EG) meetings took place on 12 - 15 March:
 - **EG 1 (Planning):** An additional meeting was scheduled to consolidate and discuss the draft business scenarios (solid input provided from all EG1 members). The input showed that besides the messages there is also a different understanding of the use of TrainID (referred to a later meeting). Further work on business scenarios and business rules, also taking into account some input from TAF WG5 members has been done. Work on the description of different business rules and scenarios (e.g. how to request a path for trains that join or split en route) showed that there is still significant room for interpretation of the use of the messages. This shows that the proper description in the Implementation Guide is relevant and helpful to ensure successful implementation. This is done in addition to the originally planned work of EG1 and continues to be undertaken by correspondence between the experts. However, all work will have to be incorporated into the overall Implementation Guide, so a deadline for all major input has been set, and met, end of March. Participants of both TAP EG1 and TAF WG5 communicated the need for future joint meetings. Therefore the proposal from the February

² E.g. TAP Common Support Group of the sector (meetings on 7 and 30 March), UIC Commercial Group (13 March), bilateral meetings with CIT, SBB, SNCB, Swiss Association of Public Transport Operators following invitation to discuss specific TAP TSI topics.

progress report - having amongst others a joint Planning Group under the aegis of both TAF and TAP SteCos - remains valid.

- Additional topics that could also be treated by such a work group include: handling of coach groups/ through coaches; link with commercial timetable data exchange; check if merging of Receipt Confirmation Message and Answer Not Possible Message is beneficial; maintenance of the planning specific code lists
- **EG Training session on Train ID³**: Thanks to the leader of TAF WG10 and another member of WG10, a whole day training session to better understand the Train ID took place. The session offered the possibility to understand general principles of the IDs and to challenge them vis-à-vis generic and specific passenger operators' requirements. Open points have been discovered that currently show similar shortcomings to today's train number. These should be treated in a follow-up work group on Train ID. This includes questions on the
 - use of identifiers for replacement trains⁴. Currently this can be treated using the Reference Train Number as in UIC 407; which also has been described by EG2 as a solution in the RU/ IM Implementation Guide⁵
 - identifiers for coach groups
 - messages to create and update links between identifiers; required by WG10, but not yet specified. However, this is well known by TAF TSI and it is understood that work is planned by TAF later this year. It is also understood that this work will be open to TAP TSI stakeholders.
- **EG Plenary**: The functional governance and the overall RU/ IM Implementation Guide were the main focus of a Plenary Meeting of all RU/ IM Expert Groups. The functional governance describing the maintenance of specifications and code lists was agreed. Suggestions on existing groups (where appropriate) for the maintenance of codes in the short term, i.e. before the final governance is set up, was established, with the requirement of this code maintenance being available to all concerned TAP stakeholders. These are, however, suggestions only and would have to be confirmed by the respective groups.

The overall governance was also explained and the need for a joint TAF and TAP governance was expressed (this was followed up in the TAP Phase One team). Questions on the role of the TAF Common Components Group (CCG) have been raised. The current understanding sees the CCG as a potential service provider to the TAP governance entity regarding the reference database, and as a potential service provider to interested RUs, IMs and SMs regarding the CCG Common Interface.

The TAP RU/ IM glossary was also discussed based on the glossary of the TAP legal text. Misunderstandings (such as the explanation of "timetables" only referring to commercial services) and additions were identified and will

³ Note that usually all identifiers resulting from the WG10 are subsumed under the term "TrainID", i.e. that besides Train ID also Path ID, Path Request ID, Case Reference IDs etc have been discussed.

⁴ e.g. a train is cancelled on a part of a journey, but replaced by another one. How to make the link between these two, as the customer still needs to identify his or hers originally planned train?

⁵ Currently this solution is recommended for a transitional period and where the Reference Train Number is already in use according to UIC 407. However, the solution to use the Reference Train Number could be perpetual in case the issue cannot be solved by Train ID work groups.

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- need to be treated. This might result in the request for correction to the TAP glossary and is currently aligned with the Phase One Retail Work Streams.
- **EG 2 and 3 (Train Running and IT)** had no further scheduled meetings and were wrapping up their activities in March.
 - Members of all EGs have reminded of their questions on how to proceed with the collaborative Expert Group work after Phase One. The Steering Committee is asked to provide clarity on this topic (*see also chapter 12 of the February progress report*).
 - Intensive liaison with the TAF TSI community continued: TAF Chairs have been in EG 1, Train ID and EG Plenary meetings and continued to provide input. Further, input from TAF WG5 members has been received, resulting in explanation in the IG. It is supported that post-Phase 1, common work groups would improve the speed and intensity of communication between both TAF and TAP.
 - Work on the message schema is finished, in close alignment with the TAF 5.1.9 version of the TAF Deployment Team.
 - Following the work on the message catalogue the first (TAP) Change Requests have been drafted. They will formally be annexed to the Phase One final report and submitted to the TAP CCM as soon as possible.
 - It is understood that the Retail Work Streams will use the CRD⁶ as the reference for all station location and will link these to application specific data elsewhere. Thus, there is currently no need to change the CRD. The options to merge application specific data might be re-assessed after Phase One.

2. Retail system specifications

- On 1 March the fourth round of Expert Group meetings was concluded with a meeting on Timetables/ Schedules
- All groups met then for their fifth and in principle final round of working sessions from 20 to 23 March. This round was dedicated to work on the various EG-specific Phase One deliverables (Implementation Guides) and to a theme of common interest, the locations database (*see also statements in the RU/ IM report section above*)
- Following joint meetings of retail and RU/ IM experts, a hypothesis had been developed on how to use the Common Reference Database, which is under development on behalf of the TAF Common Components Group (CCG), and whether this may be able to accommodate the needs of the passenger retail business by using a subsidiary locations concept. The discussions with the experts in the fifth round of meetings showed that the retail needs are too specific to be possibly treated as “fictitious locations”. It was therefore decided that the locations for the passenger retail sector will have to be managed in a proper database structure. Three possibilities have been indicated, and the choice between them will ultimately be made by the future TAP governance body as this also implies commercial negotiations which are out of scope of Phase One. As stated above, the passengers database will use the same station codes as the CRD.
- As concerns the main results of each Expert Group meeting:
 - The Timetables and Tariff groups, which both have similar TAP obligations to fulfil, defined:

⁶ Central Repository Domain – common location database

- the modalities for the RUs to make available on a server the sets of files constituting the requested deliveries
- the naming and versioning of those files
- a large part of the quality tests that will have to be performed on the corresponding file sets by the Data Quality Management Tool to be procured by the TAP governance body.
- The Reservation group
 - refined the analysis of the roles of the different actors (attributor, distributor, issuer, retailer etc.)
 - designed a couple of graphical schemes useful to understand the commercial and technical relationship between the participants in the reservation process
 - completed the Implementation Guide with detailed examples clarifying the very technical use of the B.5 messages (bitmap defining the content of the messages)
- The Fulfilment group designed a workflow showing how the process of generating a home-printed ticket links with the sales phases
- On the basis of discussions during the meetings and of subsequent mail exchanges, on 31 March a new draft version of all Implementation Guides has been produced and distributed to the experts and ERA for review:
 - Timetable V. 4.0, 6th draft
 - Tariffs/ Fares V. 3.1, 6th draft
 - Reservation V. 3.1, 7th draft
 - Direct Fulfilment V. 3.0, 4th draft
 - Indirect Fulfilment V. 3.1, 6th draft
- A dedicated meeting was held on 6 March on Indirect Fulfilment with the UIC expert author of the leaflet from which ERA Technical Document B.7 was derived; main outcome was a refined Implementation Guide on Indirect Fulfilment, reflected in the above-mentioned sixth draft version
- ERA kindly took active part in most of the Expert Group meetings, 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 and CIT 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

- On 6 March the SteCo validated in principle the architects' recommendation in favour of Scenario 1, but asked to keep in mind a roadmap towards a future online fares exchange solution
- In the Architecture Expert Group meeting on 8 March the SteCo decision was explained. All architects finally supported to move on with further detailing Scenario 1 and to work on the first draft "Cahier des Charges" that was proposed as input to the meeting. The nature, scope and level of detail of the document were debated. Important contributions were made and further enhanced post-meeting. Some attendees volunteered specifically add more details on each of the three central components: registry common reference data, data quality

management tool. The importance of a data quality management tool to ensure the TAP retail architecture will provide quality data consistent was stressed.

- On 9 March, a meeting with ERA on the **retail architecture economic evaluation** took place. The following was agreed⁷:
 - Architecture Group agreed that “Scenario 1”, approved as the TAP TSI retail architecture scenario by the Steering Committee, is a foundation, i.e. the basis of an interoperable architecture for evolution of interoperable applications
 - It establishes a basis for smaller RUs (that do not participate in the work groups) too, by letting them choose applications and tools to use in complying with the legal requirement to “make their data available”
 - Scenario 2 is therefore not per se a mutually exclusive alternative to Scenario 1. In particular “central data base” can be a participant in the interoperable architecture providing certain services
 - Evolution to Scenario 2 could be driven by market forces: In fact, multiple market offerings from “central data base” providers could be envisaged, and convergence on a single one can be a natural outcome of market pressures, instead of being mandated by the regulation
 - For this reason it was decided that Scenario 2 should not be any more in the scope of the economic evaluation, due to the fact that it can evolve from Scenario 1 driven by forces in the railway market. In addition Scenario 2 cannot be used as a reference scenario for Scenario 1 because Scenario 2 offers more outputs (i.e. more than what is required by the Regulation) than Scenario 1
 - The cost assessment will therefore focus on Scenario 1. This is a change in methodology compared to what was agreed in the first ERA-TAP Phase One Project Team meeting on economic evaluation.
 - In addition, the Phase One Project Team is asked to provide a benefit assessment demonstrating that there are benefits gained in the framework of realization of Scenario 1. ERA recommended using case studies. It is not important to know the exact benefits but at least orders of magnitude
 - It was not recommended to ignore the benefits assessment completely and only to provide the message that Scenario 1 is implemented in order to follow a law
 - The Phase One Project Team will develop a methodology for the benefit assessment for next ERA-TAP Phase Project Team meeting on economic evaluation meeting in April
 - The detailed structure of the cost assessment table was highly appreciated by ERA. ERA asked to add information in the table, how the cost figures were derived (e.g. based on x number of RUs, ...)
 - The cost assessment should focus on central components and the impact on the producers but not necessarily for the users. The reason is that their (the future users) cost impact depends on their business needs as well.
- Following the architecture meeting on 8 March a great contribution to the “Cahier des Charges” document helped to clarify the major aspects of the central components
- The architecture meeting on 27 March then focused on reviewing and further enhancing the document. Chapters, wordings, functional and non-functional

⁷ Source: ERA minutes of the meeting

requirements for the common components were reviewed by all architects with a very constructive participation. Further tasks were assigned so as to have a substantially advanced Version 2 for the upcoming architecture meeting on 11 April. In addition

- the future TAP TSI governance was explained to architects and discussion took place with regards to the Data Quality Management tool as to whether it should be a mandatory tool to be used or not. TAP TSI governance will have to decide in due course
- the outcome of recent Retail Experts Group meetings was presented: subjects such as versioning and partial/ complete delivery were at the heart of discussions
- A further process-check meeting with ERA on economic evaluation was held on 27 March, too.

4. Full-Service Model (FSM)

▪ **Developing the FSM:**

The four sub-groups each representing one of the major phases of the FSM have made significant progress during the month in finalising the identification of the requirements and elaborating them according to a common process. All sub-groups have reported that their progress is accelerating and all have indicated that they will complete these activities by or before the end of April.

• **Gap analysis and Prioritisation**

The requirements identified are being compared with the scope of the Regulation and, where there is a gap, this is being identified and prioritised.

• **Glossary**

Some temporary issues were identified regarding aligning the terminology to be used and it was agreed that an extension to the Glossary in the Regulation would be compiled that would be used for the additional aspects addressed by the FSM. The Railteam glossary and the JRO⁸ glossary were circulated and it was agreed that these would be used as the primary source of terminology where required.

• **Beyond May**

Discussions were initiated regarding the ongoing progress of the FSM beyond May. Several FSM Expert Group members expressed concerns regarding the future mandate of the FSM. This is to be further discussed.

5. Governance

- The proposals for governance were discussed at the 6 March SteCo.
- Discussions have been held with the TAF TSI governance task leader to try to find a proposal for governance that meets the needs and interests of both TAP and TAF. The TAP proposals are in principle suitable for TAF as well, but the status and interests of the CCG have to be resolved before a solution can be found. In the meanwhile, TAP has taken the position that a single pan-Telematics entity is best, with two Supervisory Boards (RU/ IM and Retail), and with a series of

⁸ Joint Rail Operators (a joint initiative of Amtrak, FS, SNCF and Via Rail Canada)

Service Management Groups, some specific to RU/ IM and some to Retail, plus some common to both

- The service requirements for the Retail governance services have been drafted and reviewed as agreed at the SteCo
- Further discussions (and consequential text changes) have been held with passenger RUs about the governance proposals with the result that they now seem to have general support. A further such discussion with the Ticket Vendors is scheduled for 4 April
- Positive discussions have started with potential governance service providers such as the UIC.

6. Masterplan

- Draft costs have been prepared for the project work needed for Phase Two Transition and Phase Two proper
- A first draft of overall life cycle costs has been prepared, including estimates of the charges needed for stakeholders and third parties.

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 March:

1. RU/ IM

- Work on Implementation Guide for EG2/ WG2, 3 (incorporated in overall RU/IM Implementation Guide)
- Work on functional governance, data quality and general parts (incorporated in overall implementation guide)
- Work on TAP RU/ IM message schema.

2. Retail system specifications

- Further draft versions of the Implementation Guides for Timetables, Tariffs, Reservation, Direct and Indirect Fulfilment
- Analysis of the locations database needs for the retail sector, and agreement on a way forward
- Definition of rules on how to make available timetables and tariff data (naming, versioning, etc.).

3. Retail system architecture

- Second draft of the economic evaluation on retail architecture Scenario 1
- First draft Cahier des Charges for the retail central elements.

4. Full-Service Model

- Continued analysis and elaboration of the FSM requirements

- Ongoing attendance at other Work Stream meetings and identification of gaps with proposed FSM
- Secured access to and circulation of the Railteam glossary.

5. Governance

- Draft Governance services and tasks.

6. Masterplan

- First drafts of Phase Two costs and Life Cycle Costs.

8 Issues and Risks Occurred, Proposed Mitigation

The following tables summarise new major issues and risks that occurred in March. These should be addressed in the Steering Committee meeting on 24 April 2012 unless resolved prior to the meeting.

A) Issues	Proposed Mitigation
In comments on the Tariff IGs, ERA requested "Please insert a separate chapter for rules of calculation of IRT fares with examples"	<ul style="list-style-type: none"> • The request cannot be fulfilled as the calculation of IRTs is performed by the RUs according to proprietary and very confidential algorithms
In comments on the Timetables and Tariff IGs, ERA requested "(...) also state that tariff data must be matched against timetable data (and same statement in Timetable IG vis-à-vis tariff data)"	<ul style="list-style-type: none"> • To the Project Team's understanding, this matching is not in scope of TAP TSI

B) Risks	Proposed Mitigation
Risk of losing momentum and expertise after Phase One due to uncertainty of how RU/ IM activities will continue	<ul style="list-style-type: none"> • TAP and TAF SteCos are asked to support or reject the concept of joint TAF and TAP groups (see February progress report) • TAP and TAF SteCo are asked to support an transitional organisation (see February progress report for a recommendation) • Funding options for such activities are currently assessed by the rail sector
Unclear mandate and organisational framework for continuing the work on the Full-Service Model beyond the end of Phase One	<ul style="list-style-type: none"> • To be discussed during coming month

9 Work Planned in Upcoming Reporting Month

Overall project management & stakeholder engagement

- Finalise Project Team input to the Steering Committee meeting on 24 April; prepare and facilitate Project Team meeting on 16 and 17 April
- Refine structure of final report and deliverables; fine-tune timeline until submission deadline; in-depth review of working papers and draft deliverables
- Teleconference with ERA on 10 April on project status, and meeting with ERA on 13 April regarding economic evaluation
- Fine-tuned forecast of mid-May budget situation
- Liaise with stakeholder organisations and TAP TSI related initiatives⁹
- Send TAP Phase One article(s) to specialised media and plan Member States seminars

1. RU/ IM

- The work on the overall Implementation Guide (IG) will continue with incorporation of the section relevant for EG1. The overall IG is expected to be finalised end of April after SteCo input
- Work on all relevant annexes and the (current status of) code lists
- The drafting of Change Requests will continue following the results of above work
- Drafting of input to the final report will start.

2. Retail system specifications

- Special meeting of Work Stream Leader with the author of the UIC leaflet from which B.3 was derived; the goal is to define the corresponding section of the Tariffs IG (3 April)
- Special meeting of Retail Work Stream Leaders with the experts managing the UIC Passport tool, where quality checks are performed on B.1 and B.2 files delivered by the RUs (5 April)
- Special meeting of the Schedules, Tariffs and retail Architecture Expert Groups to agree on last details of quality checks and the use of registry (12 April)
- Production of final drafts of all Implementation Guides, integrating ERA's feedback, and validation by the experts.

3. Retail system architecture

- Ninth Architecture Expert Group meeting on 11 April to further detail the central elements of the Retail Architecture
- Fourth meeting with ERA on architecture economic evaluation
- Tenth Architecture Expert Group meeting on 19 and 20 April to produce the final version of the Cahier des Charges and an Implementation Guide for the FTP server.

4. Full-Service Model

- Ongoing review of the other Work Stream findings
- Elaboration of the requirements of the FSM using four subgroups

⁹ E.g. TAF Joint Sector Group meetings on 13 and 26 April, UIC Commercial & Distribution Forum (25 April), TAP Common Support Group of the sector (27 April), others to be confirmed

- Continue identification of and prioritisation of gaps between other Work Stream findings and FSM
- Continue process for developing a proposal for addressing the gaps.
- Develop and outline a specifications development plan
- Discussion regarding continuation of activities beyond the end of Phase One.

5. Governance

- A final draft of the Governance section of the final report will be prepared early April for review and consideration at the 24 April SteCo
- Further contacts will be made with the TAF TSI Governance lead contact to seek a common view on the governance for RU/ IM services
- This largely completes the Governance Work Stream tasks.

6. Masterplan

- The draft of life cycle costs will be refined in the light of the detailed cost estimates for the regulatory operational computer services and the costs of procuring them
- A final draft masterplan will be prepared including the Project Team estimate of RU implementation plans
- A risk assessment will be drafted, establishing what
 - the risks to the draft masterplan are
 - are the necessary mitigations to ensure the plan is achieved
- A first draft of the revised implementation and change management text will be prepared for the republished Chapter 7 of the Regulation.

10 Activities to be Completed in Upcoming Reporting Month

Overall project management & stakeholder engagement

- None planned

1. RU/ IM

- Finish input into overall Implementation Guide on all sections, especially incorporating results of EG 1
- Finalisation of Annexes, Glossary, RU/ IM Change Requests and input into Final Report.

2. Retail system specifications

- Production of final draft of all Implementation Guides and validation by the experts
- Finalisation of Appendices, Glossary, Quality Checks, Change Requests and input into Final Report.

3. Retail system architecture

- Final version of the technical specifications deliverable (Cahier des Charges, Implementation Guide for FTP server)
- Finalisation of retail architecture economic evaluation.

4. Full-Service Model

- Elaboration and prioritisation of the FSM requirements.

5. Governance

- Final draft of the Governance section of the Final Report.

6. Masterplan

- Final draft of life cycle costs
- Final draft masterplan including the project team estimate of RU implementation plans
- Masterplan risk assessment
- Revised implementation and change management text for the republished Chapter 7 of the Regulation.

11 Budget Status

Budget spent and committed has been matched against the project time elapsed and against the status of deliverables. The budget is very likely to be all used up by the end of Phase One (13 May 2012); the Project Team is confident it will submit quality deliverables on time. The UIC has therefore chosen not to ask the Commission for an extension of the grant period beyond that date.

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 24 April:

- Decision on issues raised in the March progress report
- RU/ IM Work Stream: Presentation of project output (IG, TAF/ TAP gaps, change requests, suggested TAF/ TAP follow-up activities)
- Retail Architecture Work Stream:
 - Description of Scenario 1 central elements (incl. Quality Management Tool)
 - Outline of future enhancement steps
- Retail Specifications Work Stream:
 - Presentation of Implementation Guides (key elements, scope, level of detail)
 - Overview of Change Requests
- Full-Service Model Work Stream:
 - Overview of requirements and identified gaps
 - Organisational framework for follow-up activities
- Governance Work Stream:
 - Closure of open issues in last working paper
 - Service descriptions
- Masterplanning Work Stream:
 - Economic evaluation (retail architecture costs & benefits, governance costs)
 - Key elements of new Chapter 7
 - Indicative timescales for central elements and RU implementation
- Organisational framework for Phase Two transition activities
- Suggested communication activities about Phase One deliverables