



Group of Representative Bodies (GRB)

Terms of Reference

Version 5

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About this document

This document sets out the basic framework and tasks of the Group of Representative Bodies (GRB).

Amendments Record

Version 1 – approval of first version following the change of name from TMP to GRB – March 2010

Version 2 – amended to include EPTTOLA as members of GRB – April 2010

Version 3 – amended to include the link between GRB and the Joint Network Secretariat

Version 4 – amended to include the inclusion of UIRR and FEDECRAIL as members of GRB – March 2015

Version 5 – amended to clarify membership arrangements, include reference to innovation and remedy some typographical errors – November 2015

1. PURPOSE AND GENERAL FRAMEWORK

The Group of Representative Bodies (GRB) is a grouping of railway associations in Europe with the role of supporting, in a transverse way, the rail sector's input to the European Railway Agency (ERA) work programme and its effect on safety and interoperability.

Furthermore it plays a role in developing the activities associated with research, innovation and standardisation and therefore has links with European standardisation and research bodies and processes.

GRB is formed from the associations that are named as "Representative Bodies", comprising the companies making up the railway operating community and the supply and manufacturing industry. Together these companies are responsible for the design, construction, operation and maintenance of the railway system.

GRB can include the input of other associations. This includes the UIC as a Member as it is able to bring technical value to the development of TSIs as well to the EU rail standardisation and research programmes. It also includes NB-Rail as an Observer in their capacity as a service provider to the rail sector for vehicle authorisation.

The GRB structure has two levels:

- ✓ **GRB Plenary**– its principle role is to bring together the strategies of the various associations and produce a vision of the future European railway (from a business perspective) so as to influence the ERA work programme, the drafting of ENs, rail sector standardisation and research and innovation priorities. It develops the agenda for issues that need to be discussed with the ERA at meetings of the NRB (Network of Representative Bodies and for the JNS (Joint Network Secretariat).

It is comprised of the principle players from the respective members of the associations as well as key HQ personnel of each association.

- ✓ **GRB Core group (GRB CG)** - comprised of the Brussels-based personnel from all of the member associations, it has the key role of preparing and following up actions from the GRB plenary meetings, developing issues for discussion with the ERA at NRB and JNS, liaising on an informal basis with the ERA teams (Projects Officers, etc.), preparing the GRB input to CEN_CENELEC.

Annex 1 shows this structure in pictorial format along with the principal interfaces to and from GRB.

2. GRB SCOPE

The following common core subject areas relative to the interoperability and safety directives and relevant legislation of the European railway system form the main focus of GRB's work:

⊗ **Cross Sector Coordination**

- ➡ Bring together the strategies of the various associations and produce a vision of the future European railway (from a business perspective) to influence the ERA work programme and the drafting of rail sector standardisation (EN or international)
- ➡ Provide support to the development and promotion of common sector standards (TecRecs) in advance of possible future ENs or international standards
- ➡ Establish an action plan to enable its members to focus and co-ordinate their efforts to find and propose solutions to the above strategies

⊗ **ERA**

GRB will work to support and engage with the ERA's activities and will prepare regular dialogue with the ERA through a coordinated approach to the Network of Representative Bodies that was established by the ERA in 2009 and the Joint network Secretariat that was set up involving the ERA, the NSA Network and GRB in 2012.

In particular, GRB will:

- ➡ Provide a strategic influence on the ERA annual and the multi-annual work programme
- ➡ Address those cross functional or system interface issues raised by the ERA Mirror/Support Groups of the associations
- ➡ Identify areas and issues in the development of regulatory documents that are problematic such as:
 - where a proposal by the ERA does not meet the sector's expectations
 - open points in TSIs and safety recommendations
 - unclear technical strategy
- ➡ Identify and maintain a list of key issues that should be resolved to enable focus and prioritisation in respect to the interface it has with the ERA

⊗ **Standardisation**

GRB will support and influence the CEN_CENELEC and ETSI with the development of ENs or international standards so that they meet the needs of the railway stakeholders, in line with the legislative process, by:

- ➡ Seeking to align the work of GRB with that of the JPC-R
- ➡ Identifying issues in EN drafting such as:

- Areas needing alignment in the development of TSIs and other regulatory documents,
- The need for R & I projects to identify solutions,
- Recommendations for transformation of common sector standards (e.g. UNIFE/ UIC TecRecs) into ENs

➡ Identifying and maintaining a list of key issues that will enable GRB to focus and prioritise the links with the JPCR and with the TecRec process

⊗ **Research and Innovation**

The cross functional nature of GRB makes it very suitable for identification of needed research. Although on some occasions research may be subject to EU financing, this should not prevent the sector from proceeding, especially in issues where solutions to open points or issues regarding the economic development of the interoperable rail network etc may be the result.

GRB will identify obstacles in ERA and standardisation works that require research. GRB will analyse whether sector internal R&I projects are appropriate and take respective action or whether EU funding shall be requested. In the latter case GRB will forward a joint proposal to ERRAC

It is to be noted that ERRAC is in charge of coordination for R&I activity that involves activities proposed or launched by the EC.

⊗ **ERTMS**

GRB will consider issues involving the CCS TSI and interfaces, but do not deal with change control management of ERTMS.

3. GOVERNANCE AND STATUS

Membership:

At the GRB Plenary session the GRB members have to unanimously approve the membership of any new member or observer.

Chairperson and Secretary:

- **GRB Plenary** - members will appoint a chairperson and secretary on a formal basis (2 year rotation), whereby the Chairperson and Secretary cannot be from the same organisation.
- **GRB Core Group** - will appoint a chairperson and secretary on a formal basis. The rotation shall be for a duration of two years. The chairperson and secretary shall not come from the same organisation.

Decision making:

GRB provides a forum in which a range of ideas can be promulgated and common positions developed that will help the decision-making process and support a cross-sector view in respect to the interface with the ERA and other European bodies.

This will lead to GRB proposing and supporting the development of joint positions across the sector based on affordable good practice.

GRB is the formal link with the NRB and with the JNS and so it is that the GRB Plenary session may take jointly agreed decisions on behalf of the members of the associations, even though such decisions are not binding.

4. METHOD OF WORK AND MEETINGS

GRB will establish a business-focused action plan that will be based on the ERA work programme.

This action plan will enable GRB members to focus and co-ordinate their efforts on the core issues and propose solutions to those issues from a coordinated perspective. The GRB Core Group is responsible for developing this action plan.

GRB will strive in all aspects of its work and in order to maximise resources and efficiency, to keep the work organised as effectively as possible thus avoiding overlap and conflicting work.

Ensuring this level of efficiency and keeping the number of working groups and committees to a minimum means that very strong coordination is required when dealing with the work not only of the ERA but also EU-funded research and innovation and the standardisation bodies.

These will be specific tasks for the Core Group.

Meeting frequency:

- **GRB Plenary** - meetings of GRB will be held as the need arises and usually 4 times a year. In addition to the issues highlighted in clause 2 to these Terms of Reference, GRB will be responsible for developing the agenda for issues that need to be discussed with the ERA at meetings of the NRB and also meetings of the JNS.

One meeting per year will be devoted to reviewing the effectiveness of GRB so as to ensure that its purpose and processes, as set out in these Terms of Reference, are meeting the needs of the member organisations and the rail sector at large.

- **Core group** - meetings of the Core Group will be held on a more frequent basis as it is this group that prepares meetings of GRB, develops the key points for the agenda of NRB and JNS, reviews and where necessary influences the agenda of JPC-R and ERRAC, develops a range of issues for discussion with the ERA, liaises on an informal basis with the ERA and works closely with the Coordination Technical Group (CTG) of CER, EIM and UIC.

A forward plan of dates for the ensuing 12 month period will be developed so as to ensure maximum participation by member organisations.

5. COMMUNICATION

The GRB secretary and the Core Group secretary will, in conjunction with the CTG, ensure that the papers, minutes and agenda etc are made available to all the member associations so that they can be circulated to members of their ERA working party representatives and support/mirror group members.

This will ensure that the sector representatives participating in the ERA working parties are aware of the output from GRB meetings. They are encouraged to communicate amongst themselves on a regular basis.

The support/mirror groups will be strongly encouraged to put forward questions and concerns arising in their groups to GRB. This will be through CTG for CER and EIM, otherwise directly to GRB. This will enable a more efficient and senior cross-sector view to be formulated on the issue in question.

Annex 1

This diagram shows the relationships that are described in these Terms of Reference.

Please note that whilst this diagram shows a reference to the ERA Mirror/Support groups, this is purely illustrative and is not related to the regular arrangements for these groups, their interface with the ERA Working Party meetings nor the decision-making process.

