



# Group of Representative Bodies (GRB)

## Terms of Reference

Version 6

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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

Version 6 – amended to clarify membership arrangements and to include ALLRAIL – September 2019

## 1. PURPOSE AND GENERAL FRAMEWORK

The Group of Representative Bodies (GRB) is a grouping of railway associations in Europe with the role of supporting the railway sector's input to the European Union Agency for Railways (ERA) work programme and its activities regarding the safety and interoperability of the railway system.

Furthermore, it plays a role in supporting the activities associated with research, innovation and standardisation and therefore has links with European standardisation and research bodies (e.g. CEN/CENELEC/ETSI, ERRAC and Shift2Rail).

GRB is formed from the associations that are named as "Representative Bodies" as referred to in Article 38(4) of Regulation (EU) 2016/796 as listed in Annex 1 of the GRB ToR.

GRB can include the input of other entities considered as GRB partners as listed in Annex 2 of the GRB ToR.

The GRB structure has two levels:

- ✓ **GRB Plenary** – its principle role is to bring together the strategies of the various members and produce a vision of the future European railway (from a business perspective) so as to exchange on information relating to railway safety and interoperability, promote good practices and dissemination of relevant knowledge, to influence the ERA work programme, the drafting of railway sector standardisation (e.g. EN) and railway research and innovation priorities. It develops the agenda for issues that need to be discussed with the ERA at meetings of the Network of Representative Bodies (NRB) and for the Joint Network Secretariat (JNS).

It is comprised of the principle players from the respective members of the associations as well as key personnel of each association (members and partners).

Guest speakers (e.g. EC, ERA, Shift2Rail) might be invited at GRB Plenary for specific topics if needed.

- ✓ **GRB Core group** (GRB CG) - comprised of the principle personnel from all of the railway associations (members and partners), it has the key role of preparing and following up actions from the GRB plenary meetings, developing issues for discussion with the ERA at the NRB and JNS, liaising on an informal basis with the ERA or EC teams (Projects Officers, etc.) and preparing the GRB input to European Standardisation Organisations.

## 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 railway sector standardisation (EN or international)
- ➔ Provide support to the development and promotion of common sector activities, guidelines or technical documents in advance of possible future regulations or 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

### ⊗ **European Commission**

- ➔ Address cross functional or system interface issues deriving from the work of the Agency

### ⊗ **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 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 work to support and engage with the activities of the Sector Forum Rail (SFR) and the Rail Standardisation Coordination Platform for Europe (RASCOP).

- ⊗ **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 Research & Innovation 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 Research & Innovation activities that involve 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 partner.

#### **Chairperson and Secretary:**

- **GRB Plenary** - members will appoint a chairperson and a secretary on a formal basis for mandate of 2 years, whereby the Chairperson and Secretary cannot be from the same organisation.
- **GRB Core Group** - will appoint a secretary for the GRB Core Group on a formal basis for a mandate of 2 years. The GRB Core shall be chaired by the secretary of the GRB Plenary. The chairperson and secretary of the GRB Core Group shall not come from the same organisation.
- The mandates for the chairperson and secretary for the GRB Plenary and GRB Core shall begin directly following the GRB Plenary session in which they were appointed.
- The chairperson and secretary for the GRB Plenary and GRB Core are nominated on behalf of their respective organisations.

## **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 EC, 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 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 at least 3 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 SFR(JPC-R) and ERRAC, develops a range of issues for discussion with the ERA and liaises on an informal basis with the ERA and European Commission

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

## **5. COMMUNICATION**

The GRB secretary and the Core Group secretary will 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 enable a more efficient and senior cross-sector view to be formulated on the issue in question.

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## Annexes Annex 1 - List of GRB Members

ALLRAIL	Alliance of Rail New Entrants
CER	Community of European Railway and Infrastructure Companies
EIM	European Rail Infrastructure Managers
EPTTOLA	European Passenger Train and Traction Operating Lessors' Association
ERFA	European Rail Freight Association
FEDECRAIL	European Federation of Museum & Tourist Railways
NB-Rail	NB-Rail Association
UIP	International Union of Wagon Keepers
UIRR	International Union of Road-Rail Combined Transport Companies
UITP	International Association of Public Transport
UNIFE	Association of the European Rail Supply Industry

## Annex 2 - List of GRB Partners

UIC	International Union of Railways
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## Annex 3 - GRB in the ERA, R&I and Standardisation landscape (simplified)

