



EUROPEAN RAILWAY AGENCY			
Joint Network Secretariat Normal Procedure			
Document ID: ERA/GUI/04-2014/SAF			
Document type:	Process Document, Procedure, Guide	Classification:	Extranet
Origin:	ERA	Activity Based Item:	Agency Management

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Date	05/11/2014		10 /11/2014
Signature			

Document history		
Version	Date	Comments
1	21/11/2012	Agreed by JNS members
2	30/10/2013	
3	31/01/2014	Comments from E. Ruffin and O. Piron
4	01/04/2014	For sharing with JNS
5	08/08/2014	Comments from networks and JNS panel members
6	30/09/2014	Adopted by JNS Panel Members

PROCESS OWNER	Head of Safety Unit
PURPOSE	Describe the process to be followed by the JNS Core Panel members and the Agency to progress issues not requiring a quick response.
SCOPE	This document applies wherever a quick resaction is not required. The scope criteria are set out in the related JNS Overarching Rules Document.

PROCESS CUSTOMERS	The Networks (NSA and NRB Network)
OTHER PROCESS STAKEHOLDERS	Organisations represented on the Networks. Working Groups and Task Forces (including Agency staff) required to contribute to the work or take into account the outputs.
PROCESS INPUT	Notification of Issues (within scope) raised by members of the Networks
PROCESS OUTPUT	Non-binding resolution of the issues, which may include recommendations for further work or recommendations for mandates for legislation (new or amended).
PROCESS CONSTRAINTS	Open and effective communication between the JNS Panel and the Networks and vice versa. Contributions from Network members, either issues and evidence or research or analysis. Lack of Agency resource to manage work or progress issues within Working Parties or Task Forces.
LEGAL BASIS	The Joint Network Secretariat will be established in application of Articles 6(2), 30.2 (b) and (d) of the Agency Regulation.

GENERAL PROCESS RISK – see risks identified in JNS Overarching Rules Document

PERFORMANCE INDICATORS	<ol style="list-style-type: none"> 1. Number of issues received per year 2. Number of issues accepted / rejected 3. Number of issues progressed according to proposed procedure 4. Time taken to close out issues
RELATED (SUB)PROCESSES	<p>Process for Joint Network Secretariat Overarching Rules</p> <p>Process for Joint Network Secretariat Urgent Procedure</p> <p>Process for organising meetings</p> <p>Process for initiating Working Groups or Task Forces</p>
RELATED DOCUMENTS	<p>Joint Network Secretariat Overarching Rules</p> <p>Joint Network Secretariat Urgent Procedure</p>
ENABLERS	Functional mailbox JNS@era.europa.eu

I. DEFINITIONS AND ABBREVIATIONS –(see Joint Network Secretariat Overarching Rules)

II. HOW TO IDENTIFY ISSUES

Generally issues within the agreed scope should be at least substantially , in order to be taken under Joint Network Secretariat Normal or Urgent Procedure.

The Panel of the Joint Network Secretariat is not a decision-making body. It will therefore not be empowered to:

- have any substantive discussions concerning the regulatory framework,
- interfere with legal acts of the European Railway Agency,
- make any decisions concerning action to resolve issues,
- interfere with, delay or influence the investigation process of NIBs,
- adopt legally enforceable measures, or
- issues concerning an incident or dispute relevant or specific to only,
 - two parties or one associated set of circumstances or facts,
 - one country¹ or actors active in only one country,
 - the consequences, rather than causes or associated risks of the issue.

The proposer of an issue should attempt to identify the root cause or relevant systemic issue.

Where the Core Panel members decide that an issue is not suitable for the JNS Normal and Urgent Procedure all Proposers will receive a response, which may be guidance or advice to progress the issue elsewhere.

Issues which the Core Panel members consider have been previously dealt with either by the Agency or the JNS should not be raised again at the JNS, unless there is new evidence or information to consider.

III. HOW TO NOTIFY ISSUES

The Group of Representative Bodies will be available to members of the sector organizations, to offer support and coordination before notifying issues.

Notification will be,

- by email to the dedicated email address JNS@era.europa.eu,
- using the prepared [template](#).

Within 2 working days of receipt, the Secretary will upload the issue onto the extranet.

¹ “Country” covers the countries that are members to the Agency administrative board and Switzerland when there is an EU-Switzerland Agreement on the field on Railway Safety and Interoperability that will make the participation of Switzerland in the Agency work possible.

IV. HOW THE JNS WILL PROGRESS ISSUES

Within seven working days after the issue has been received by JNS Core Panel members, will take an initial decision by email;

- to accept the issue using the normal procedure,
- to progress the issue as proposed without discussion,
- to progress the issue as urgent using the JNS Urgent Procedure,
- to decide on a Work Plan,
 - by email exchange within the following 2 weeks, or
 - at the next JNS Core Panel meeting.

The Secretary will be responsible for

- communicating the initial decision to the Proposer, and
- publishing the initial decision on the extranet.

Before the deadline for agreeing a Work Plan for the issue, Core Panel members of the JNS will consult their own plenary members or organization in order to;

- receive guidance on the Work Plan,
- prepare members of Working Groups in advance of the work,
- request information, evidence or data to support the work of the Working Groups.

Deputy Members will be copied into all emails.

Deadlines can be varied by agreement, but the Secretary will not wait for responses after agreed deadlines have expired.

Work Plans will be based on [the template](#) and contain:

- the proposed Agency Working Groups, Agency staff and other experts that should be involved in responding to the notified issue,
- the proposed deadline for responding to the JNS,
- a proposed lead responsible Project Officer for the work, and
- any other relevant factors that, in the view of JNS Core Panel members, should be considered as part of the response to the notified issue.

The Secretary will be responsible for communicating the Work Plan to the lead responsible Project Officer and publishing it on the Agency extranet.

V. HOW AGENCY PROJECT OFFICERS WILL PROGRESS ISSUES

The lead responsible Project Officer will;

- communicate the Work Plan to other relevant Agency staff and experts,
- respond promptly to the JNS to:
 - accept or amend the proposals contained in the Work Plan,
 - provide a detailed time plan for the work,
 - provide any other constraints or limitations on the scope of the work and response.

Agency Project Officers will be responsible for coordinating a response to the notified issue. Project Officers will ensure that relevant Working Groups are involved wherever possible. In accordance with section IX of the Joint Network Secretariat Overarching Rules document,

“The Agency’s role in the work of Joint Network Secretariat Urgent Procedure Task Forces dealing with JNS notified issues will be limited to explaining and clarifying the European regulatory framework and its application. The Agency will not be empowered to give formal or informal opinions based on specific facts or the roles and responsibilities of specific actors.”

The response to the notified issue should include details of:

- all those who have been involved in the work, and
- any dissenting or minority views.

Any information, evidence or data requested by the Core Panel members will be provided to the relevant Project Officers.

If further information or clarifications are required, the lead responsible Project Officer will act as the main point of contact for the Proposer and the Secretary of the JNS.

VI. HOW TO INVOLVE AND REPORT TO NETWORKS

Subject to the obligations for Core Panel members to consult the Networks. JNS Core Panel members are mandated by the members of the Networks to take initial decisions and to decide on Work Plans.

The Secretary will maintain and update the dedicated page of the Agency’s extranet with all decisions taken.

Core Panel members will be responsible for reporting decisions to plenary groups. They will be supported by the Secretary.

The Agency will be responsible for reporting to RISC. The Secretary will prepare a presentation which will be circulated to members for comments.

VII. HOW TO CLOSE OUT ISSUES

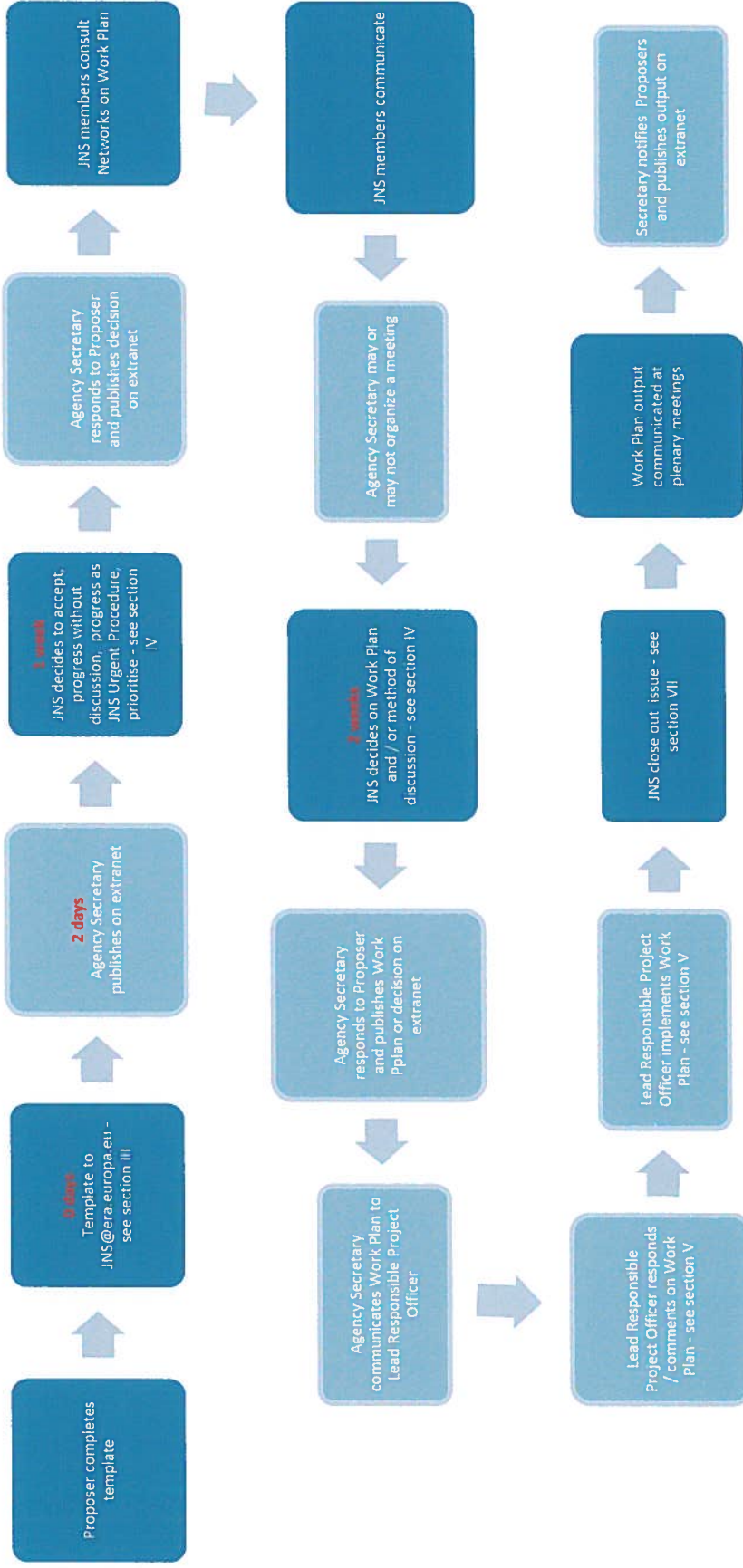
After the Core Panel receives a response from the lead responsible Project Officer, the Core Panel will decide whether;

- further work is required, including a review of the work by Agency management,
- the response to the notified issue adequately covers the questions asked,
- the advice and contributions of the Working Groups involved in the work has been properly reflected in the conclusions.

Core Panel members are responsible for communicating responses to:

- the Networks and
- the Proposer.

VIII. FLOW CHART



IX. TEMPLATES / FORMS (TO BE INCLUDED, IF REQUIRED)

- JNS Normal Procedure template notification of issues
- JNS template Work Plan