

Making the railway system
work better for society.

Working Arrangements

For the Group of Analysts as established by the CSM ASLP

	<i>Prepared by</i>	<i>Addressed to the WP by</i>	<i>Endorsed by</i>
<i>Name</i>	Rudolph SPANHOFF / Andreas SCHIRMER on behalf of sub-group “WA”	Rudolph SPANHOFF / Andreas SCHIRMER on behalf of sub-group “WA”	Emmanuel RUFFIN on behalf of CSM ASLP Working Party
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<i>Signature</i>			

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1. Acronyms

CSM ASLP	Common Safety Methods for assessing the safety level and the safety performance of railway operators at national and Union level
ERA	European Union Agency for Railways ('the Agency')
GoA	Group of Analysts
JNS	Joint Network Secretariat
TF	Task Force
WP	Working Party

2. Legal basis

The Safety Directive (EU) 2016/798 defines the responsibilities of the different actors for ensuring the safety of the EU railway system and defines the need to elaborate and defines the methods for assessing the safety level and the safety performance of railway operators at national and Union level (CSM ASLP).

The Agency Regulation (EU) 2016/796¹ defines the conditions to be respected for the creation of work groups in its Article 5.

The Commission Regulation (EU) xxxx/xxx requires the establishment of a Group of Analysts (GoA) and stipulates in Article 6 (1) the setting of its working arrangements.

3. General

3.1. Objectives

In general the Group of Analysts (GoA) shall facilitate collective learning²: and thereby contribute to the systemic and efficient development of the Union railway system³, by :

- *Analyzing data and information available in the ISS, incl. trends and statistical inferences as well as on specific safety occurrences aiming at providing of information to the Union railway stakeholders concerning informal guidance or alerts as necessary,*
- *Analyzing safety issues to identify improvement needs, opportunities and constrains.*

¹ Reference of Agency regulation

² Source: Full Impact Assessment accompanying the draft CSM ASLP recommendation.

³ As cited in the recital (14) of the CSM ASLP: "Collective learning would be strengthened through the establishment of a group of analysts gathering any relevant parties, devoted to the analysis of the shared data and information related to safety and which would have the overall objective of contributing to the systemic and efficient development of the Union railway system, taking into account technical and scientific progress."

Furthermore it is stipulated in the CSM ASLP⁴ that the GoA shall, upon request, create deliverables in the form of proposals to be addressed to the Agency aiming at improving and developing the safety of the Union rail system. As far as possible these proposals shall:

- be European-wide harmonised,
- use the most efficient approach
- take into account the need to ensure efficient interfaces with the other modes of transport and
- correspond to practicable solutions already developed by the GoA as reply to previous requests from stakeholders or authorities.

The nature, creation and handling of these activity requests and resulting proposals is further described in Chapter 4.

More specifically, the GoA shall

- take into account the activities of railway operators and all actors having a potential impact on the safe operation of the Union rail system
- make use of good practices/inventions/etc. from both other industries and railway systems outside the European Union
- strive to develop cost-effective solutions and to inform on the most relevant parameters affecting the cost-efficiency of the proposed solutions,
- make use of recognised methodologies for assessing costs/benefits in its activities and when needed request specialist expertise in this field.

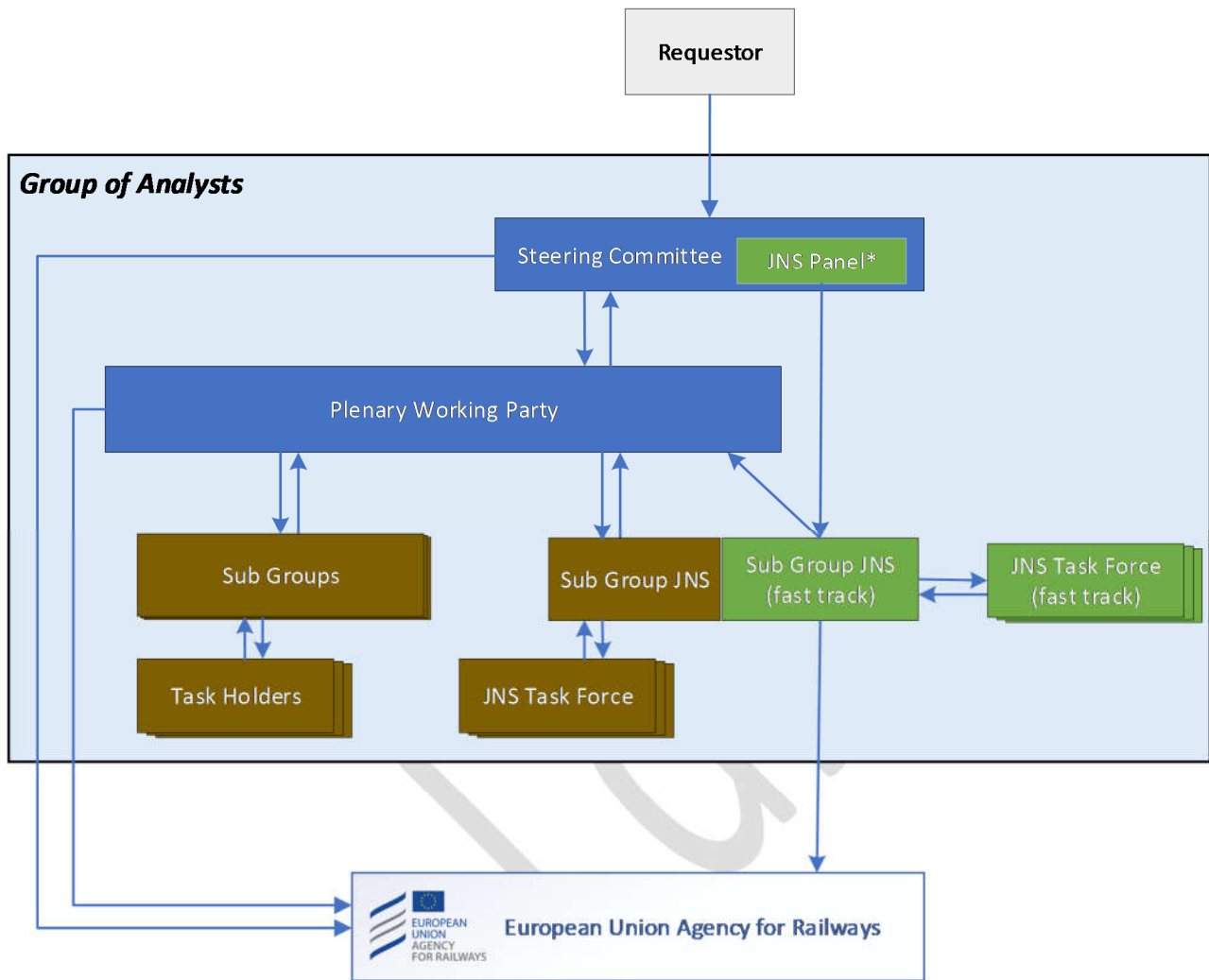
When considering proposals as answers to activity requests, the GoA shall take into account that problems as well as solutions are influenced by the foreseeable context of organisational, cultural and business conditions of operators and possibly other stakeholders. This implies that effectiveness and efficiency of improvement opportunities are constrained by these local conditions.

The methods used by the GoA should be consistent with the Better Regulation Guidelines, which includes amongst others a coherence analysis and an impact assessment. Therefore, each proposal of the GoA that would result into a Recommendation or Opinion of the Agency shall include an Impact Assessment, in line with the Agency Impact Assessment methodology, and in accordance with Article 8 of Regulation (EU) 2016/796. The basis for these Impact Assessments (e.g. hypothesis, methodology, structure) shall be communicated and used by the sub-groups, when needed, when striving to develop cost-effective solutions.

3.2. Structure and functioning

The Group of Analysts (GoA) is established as a ERA “working party”, in accordance with Article 5 “Creation and composition of the working parties and group” of the Agency Regulation (EU) 2016/796 and is structured as shown in Figure 1 below. All entities of the GoA shall be chaired by a representative of the Agency.

⁴ See Articles 6 and 9 of the CSM ASLP Regulation



*JNS in current form will function within GoA until future Analysis Function is defined (see CSM ASLP, Annex (2))

Figure 1: Structure of the Group of Analysts (GoA)

The different entities of the GoA and their roles are introduced in the text below.

- **Steering Committee:** The Steering Committee has a strategic orientation and ensures the development of a consistent workplan with the objective to improve railway safety in a cost-effective manner. The members are:
 - The chair of the Steering Committee;
 - The chair of the Plenary Working Party;
 - Maximum 7 members from the representative bodies that participate in the Plenary Working Party;
 - Maximum 7 members from the National Safety Authorities that participate in the Plenary Working Party.

The Steering Committee ensures the steering of the GoA activities. This includes:

- The acceptance/rejection of activity requests, including a justification;
- Prioritize the activities:
 - Accepted activity requests

- Possible areas for safety analyses;
- Safety improvement needs;
- Information Sharing System improvement needs;
- The activity planning and the preparation of the annual Work Plan;
- Evaluate progress made for planned activities;
- The reporting of the GoA activities through issuing the annual Activity Report.

The Steering Committee members shall strive for consensus and, if needed, the Steering Committee shall record diverging views per organization as listed in section 3.4 below.

If no consensus can be reached by the Plenary Working Party meeting concerning the solution proposals, the Steering Committee may decide to either terminate an activity (activity request put on hold without solution) or modify the original activity request (reformulated activity request) and inform the plenary Working Party, which shall then again assign it to the relevant sub-group(s).

The members of the current JNS Panel are included in the Steering Committee as members without increasing the above mentioned maximum numbers of members. The JNS Panel will exercise⁵ the function of Steering Committee for the fast track development of solutions to safety issues. For this activity the JNS Panel will provide the sub-group JNS with suggestions for the JNS Task Force experts.

The members of the Steering Committee shall be appointed for a period of three years. After this period of three years, the representative bodies / authorities shall re-evaluate their nominations.

- **Plenary Working Party:**

The plenary working party is composed of

- the chair of the Plenary Working Party;
- the chair of the Steering Committee;
- the chair of each sub-group mentioned below;
- representatives of the representative bodies;
- representatives of each NSA.

The Plenary Working Party is responsible for the coordination of sub-groups, review of reports and evaluation of solutions proposed by the sub-groups, endorsing (or rejecting) them as 'GoA proposals' in the meaning of the CSM ASLP regulation.

The Plenary Working Party shall

- Decide on the allocation of activities to the sub-groups and the coordination of technical matters, including transversal matters that affect more than one sub-group;
- Provide information on the progress of ongoing activities to the Steering Committee.
- Evaluate the solution proposals and decide on the appropriate follow-up and on the feedback to be provided to the Steering Committee.

⁵ Before the **Analysis Function** as required in the point 2 of the Annex to the CSM ASLP Regulation (harmonised risk classification and decision-making method) is developed, this task is carried out using the methods of the current Joint Network Secretariat (JNS)).

- Formulate the Group of Analysts proposals to be addressed to the Agency, in accordance with Article 6 and Article 9 of the CSM ASLP Regulation;

The Plenary Working Party members shall strive for consensus and, if needed, the Plenary Working Party shall record diverging views per organization as listed in section 3.4 below.

- **Sub-groups:** Sub-groups are technical groups focused on a particular planned activity, as formulated in an activity request.
Once tasked by the working party, the sub-groups organise their work in accordance with these working arrangements, and if necessary, complemented by a detailed, sub-group-specific description of the work to be made.

Sub-groups A, B, C and D consist of a Chair and members. The respective chair organizes the work and may nominate 'Task Holders' who are the responsible sub-group members for performing one designated task. These Task Holders can be supported by other members of the sub-group (or of other sub-groups after agreement by the Plenary working party).
The sub-group "JNS" consists of a Chair and the Chairs of the sub-groups A, B, C and D. The sub-group "JNS" creates temporary JNS task forces to develop solutions.

The sub-group members shall strive for consensus and, if needed, the sub group shall record diverging views per organization as listed in section 3.4 below.

The following sub-groups are constituted from the first date of implementation of the CSM ASLP, in order to cover adequately the Group of Analysts' activities:

- **Sub-group "A":** this sub-group is responsible for developing proposals that concern the methods for reporting of occurrences and occurrence scenarios including the taxonomies of event types and of risk control measures. This sub-group covers Appendices A and B, part B 2.2 " of Commission Regulation (EU) xxxx/xxx .
- **Sub-group "B":** this sub-group is responsible for developing proposals that concern the railway operators' self-estimation of safety performance.
This sub-group covers Appendix B (excluding section 2.2) of Commission Regulation (EU) xxxx/xxx.
- **Sub-group "C":** this sub-group is responsible for developing the methods for the assessment of safety levels and safety performance of railway operators and performing statistical safety analyses using the collected data to support GoA activities.
This sub-group covers Appendix C of Commission Regulation (EU) xxxx/xxx..
- **Sub-group "D":** this sub-group is responsible for developing proposals that concern the Information Sharing System (ISS). It includes its set of available functions, design (initial and future developments), operation and maintenance, as well as the establishment of assistance to ISS users.
This sub-group covers the potential CSM amendments relating to the ISS, including Appendix D of Commission Regulation (EU) xxxx/xxx.

- The **Sub-group “JNS”⁶**: is responsible for the creation, organization and chair of the different temporary JNS Task Forces which develop solutions to safety issues assigned by the JNS Panel or Plenary Working Party. Two types of safety issues are distinguished:
 - The fast track safety issues assigned by the JNS Panel to the sub-group “JNS” to start working on without delay with a fast track JNS Task Force.
 - The normal track safety issues prioritised by the Steering Committee that allow the same treatment by the Plenary Working Party as for the other prioritised activities.

The Agency, in consultation with the Steering Committee may decide to create additional sub-groups if the proposed scope is justified and resources are available and if the proposed activity scope cannot be already covered adequately by the existing sub-groups or other established groups of the Agency. The creation of a new sub-group will require an update of these Working Arrangements and adoption in accordance with the Agency Regulation. If adopted, the creation of additional sub-groups shall be mentioned in the Work Plan, together with the description of the group scope and objectives as well as an estimation of the corresponding workload.

The working regime of the groups (meeting preparation, roles of participants, documentation sharing, meeting frequency and length, minutes etc..) shall follow, as far as possible, common rules applicable in accordance with the Agency working parties and, in particular the use of Extranet and the organization of meetings. The JNS Task Forces temporarily established for the implementation of the fast track solution development may use adapted rules. Meetings can take place remotely or in the Agency’s premises in Valenciennes.

3.3. Role of the European Union Agency for Railways

As the Group of Analysts (GoA) is established as an ERA “working party”, the entire Article 5 “Creation and composition of the working parties and groups” of the Agency Regulation (EU) 2016/796 applies. This means in particular that all entities of the GoA shall be chaired by a representative of the Agency.

These chairs shall:

- *Select GoA members and deputies if any from the list of proposed qualified experts,*
- *Organize meetings (scheduling, planning, inviting, documenting),*
- *Assist the members of the GoA for the correct implementation of these working arrangements,*
- *Moderate the discussions (making sure all points of view are heard and considered, all the relevant facts are available to the entity’s members),*
- *Liaise with the involved stakeholders (fostering mutual understanding between decision makers and experts at different levels),*

⁶ Before the **Analysis Function** as required in the CSM ASLP (Annex section 2) is developed, these tasks are carried out with the analysis function currently used by the Joint Network Secretariat (JNS).

The Agency provides to the GoA members, their deputies, and observers access to all the necessary documents. This includes notably:

- *Minutes of the meetings,*
- *Reports,*
- *Position papers, comments, answers to comments.*

The Agency shall therefore store and archive the necessary documents on the Agency extranet and/or, where appropriate, in the activity request IT tool. In this IT tool the requests are stored and their processing is tracked.

The access to the Extranet workspaces and to the activity request IT tool for the different GoA members is shown in [Table 1](#).

... has access to ...	Extranet Steering Committee Workspace	Extranet Plenary Working Party workspace	Extranet sub-group Workspaces	Extranet Task Force Workspace	JNS	Activity Request IT tool
Permanent analyst	Yes	Yes	Yes	Only if member	TF	Yes
Temporary analyst	No	No	Only if sub-group member	Only if member	TF	No
Observer	Yes	Yes	Yes	Only if observer	TF	Yes

Table 1 Access to the different workspaces and the activity request IT tool

3.4. Representation

The Steering Committee and the sub-groups of the GoA shall be composed of analysts representing one of the following organizations:

- National Safety Authorities, Transport of Dangerous Goods Competent Authorities and National Investigating Bodies;
- Representative bodies as referred to in Article 38(4) of the Agency Regulation.

The organizations listed above shall send a list of proposed qualified experts for:

- Permanent analysts and their deputies, if any, for Steering Committee and/or sub-groups to the Working Party chair;
- For specific JNS Task Forces, temporary analysts and their deputies, if any, upon request to the chair of the sub-group "JNS".

The organizations shall update these lists whenever needed. Those changes are reflected by the Agency in the Extranet access rights.

Furthermore, the Agency may, if necessary, involve in the sub-groups and specific JNS Task Forces temporary analysts who have documented recognized knowledge in the field concerned and do not represent any of the organizations listed above⁷.

Furthermore, the European Commission may send observers to any meeting of the GoA entities.

3.5. Analysis function

The CSM ASLP has created a framework for collecting and processing safety relevant data.

The 'Information Sharing System' establishes an harmonized and continuous sharing of railway safety data and information.

In order to benefit from this continuous sharing of information, the GoA has the possibility to develop and then use different analyses functions which may indicate safety issues proactively.

In particular, the GoA shall define a harmonized risk classification and decision-making method (the analysis function mentioned in the Annex to the CSM ASLP) allowing it to:

- o Prioritise risk-based railway safety improvement needs
- o Maintain compatibility with event types and with the categories of events defined by this Regulation in a well-controlled manner;

Furthermore, any entity and any GoA member can, individually or within a GoA sub-group, develop further analysis function proposals to make pro-active use of the collected data.

These proposals may necessitate the development of analysis modules within or outside the 'Information Sharing System'.

The proposals for new analysis functions/modules are treated as planned activities of the GoA (see Chapter 4).

⁷ See Regulation (EU) 2016/796, Chapter 2, Article 5 "Creation and composition of the working parties and groups".

4. Activities

The main activities of the GoA are captured in the overall workflow below (figure 2).

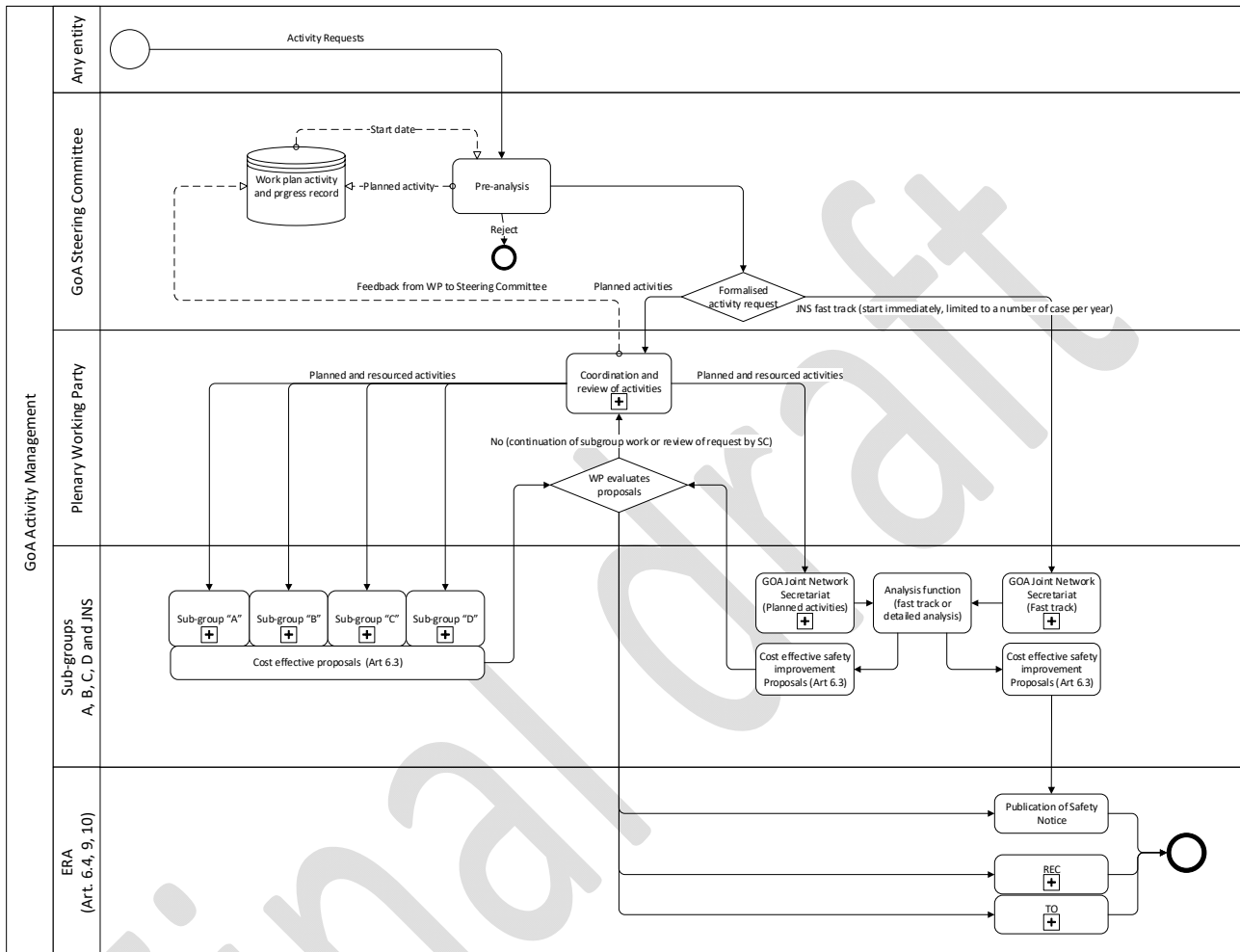


Figure 2: Workflow of Group of Analysts' activities.

Any GoA activity starts upon the submission of one of the following activity request types:

- A request to resolve an issue with the CSM ASLP Regulation text, or
- A request to develop a new data assessment module (improvement of the analysis function toolbox)⁸, or
- A request to carry out a statistical safety analysis using the data collected, or
- A request to improve the functioning of the Information Sharing System;

The above-mentioned request types shall be submitted using the template in Appendix I.

- or, A request to develop a safety issue solution⁹

Such a request shall be submitted using the template in Appendix IIa.

⁸ This toolbox is developed according to the needs and the possibilities offered by the available data and the ISS possibilities.

⁹ Including the currently known 'JNS Normal procedure'

The entire workflow of the activity requests is described in the following sections and supported by the activity request IT tool. The information and status of activity requests shall be continuously updated.

4.1. Submission

Any entity and any GoA member can submit an activity request using the activity request IT tool or by sending an email to csm-aslp@era.europa.eu, using the corresponding template completed in English (see Appendix I and Appendix IIa). These templates shall be publicly available on the Agency website.

⇒ *The Activity Request will have the status “Submitted”.*

4.2. Pre-analysis

The Steering Committee shall log the activity request in the activity request IT tool and perform the pre-analysis of the activity request. This pre-analysis consists of checking following criteria:

- a) *that the mandatory fields are duly filled;*
- b) *that the information provided in free text fields and attached documents, if any, is usable for further analysis;*
- c) *that the activity request is within the scope of Commission Regulation (EU) xxxx/xxx;*
- d) *that the cost benefit elements provided seem relevant and sufficient to engage in a solution development*

In case the activity requests is a safety issue solution request: the JNS Panel (instead of the Steering Committee) shall check criteria a), b) and c) and shall inform the Steering Committee about the outcome.

If any of the pre-analysis criteria has been negatively assessed, the Steering Committee or JNS Panel shall reject the activity request and inform the submitter of the reasons (it may include suggestions to review and re-submit the activity request).

⇒ *The Activity Request will have the status “Rejected”.*

The submitter may decide to improve and re-submit the activity request. The activity request will then again have the status “Submitted” and the pre-analysis shall be again performed.

If the pre-analysis criteria have been positively assessed, the Steering Committee or JNS Panel shall indicate the activity requests as “Pre-Analysis positive”

⇒ *The Activity Request will have the status “Pre-Analysis positive”.*

In case of safety issue solution requests for which the pre-analysis by the JNS Panel was positive: the JNS Panel shall check whether these requests meet the admissibility criteria (see template in Appendix IIb) to be considered as ‘fast track’. The Panel shall record the outcome in the template. For this decision, the JNS Panel shall take into account the current Work Plan of the sub-group “JNS”.

If the JNS Panel considers a request as ‘fast track’, then the JNS Panel shall:

- define a provisional end date and a first estimation of the workload;
- identify the necessary competences for a dedicated JNS Task Force, based on the suggested competencies in the safety issue solution request. The JNS Panel shall launch a call to the organizations as listed in section 3.4 for experts. The JNS Panel shall create a list of proposed qualified experts;
- assign the request to the sub-group “JNS” to start working on the request as soon as possible.

⇒ *The Activity Request will have the status “Fast track”*

In case the JNS Panel does not evaluate the request as ‘fast track’, it shall send it to the Steering Committee together with the the filled in template of Appendix IIb for further processing the safety solution request .

⇒ *The Activity Request will keep the status “Pre-Analysis positive”*

For all activity requests that have the status “Pre-Analysis positive”, the Steering Committee shall make a first assessment of the potential outcome based on the information provided. The Steering Committee shall decide on the need for further cost/benefit analyses and shall decide on the priority level for the activity request. The estimation of the priority shall be coordinated between the Chair of the Steering Committee and the Chair of the Plenary Working Party, with due consideration of the resource allocated to the CSM ASLP Agency program.

The Steering Committee shall register the activity request in the Work Plan to develop a solution proposal, with

- *a given priority;*
- *a start date;*
- *a date for the solution delivery.*

The estimation of the priority shall be coordinated between the Chair of the Steering Committee and the Chair of the Plenary Working Party, with due consideration of the resource allocated to the CSM ASLP Agency program

⇒ *The Activity Request will have the status “Prioritised”.*

The Plenary Working Party shall assign the prioritised activity requests to the relevant sub-group(s), and in case of a safety issue solution request that is not considered ‘fast track’, it shall identify the necessary competences for a dedicated JNS Task Force, based on the suggested competencies in the safety issue solution request.

⇒ *The Activity Request will have the status “Assigned”.*

The Plenary Working Party shall launch a call to the organizations as listed in section 3.4 for experts and it shall create a list of nominated proposed qualified experts.

4.3. Solution proposal development:

When the start date is reached, the relevant sub-groups shall start developing a solution proposal, respecting the deadline set by the Steering Committee.

For the activity requests assigned to the sub-group “JNS”, this sub-group shall create a JNS Task Force based on the list of proposed qualified experts.

⇒ *The Activity Request will have the status “On-going”*

When the sub-groups have finished the development of a solution proposal, the sub-group shall present the solution proposal to the Plenary Working Party including the relevant background information (see section 3.1). The solution proposals of the sub-groups are sent to the functional mailbox of the CSM ASLP csm-aslp@era.europa.eu indicating the sub-group(s) and the activity concerned.

⇒ *The Activity Request will have the status “Solution proposal”*

In case of safety issue solution requests that were considered “fast track”: the sub-group “JNS” shall select experts from the list of proposed qualified experts to create a dedicated JNS Task Force. The sub-group “JNS” shall organize a kick-off meeting to start the development of a solution.

In the kick-off meeting, the JNS Task Force studies the safety issue solution request and specifies the safety issue to be solved. The JNS Task Force will make a work plan that includes an update of the initial workload estimation and the timeframe. The Task Force shall inform the chairs of the Plenary working party and the JNS Panel of its work plan.

The Task Force develops a solution to solve the safety issue.

The solution proposal from the JNS Task Force puts the focus on advices for short term risk control measures;

The JNS Task Force will decide what part of the solution it will present to the Agency for publication as a Safety Notification. The sub-group “JNS” will send the proposal for a Safety Notification to the Agency and it will inform the Plenary Working Party of the outcome of its work.

The solution will be considered as the proposal from the GoA to the Agency. The Agency can publish this proposal on its website.

⇒ *The activity request has the status “GoA proposal (Art. 6.4, 9, 10) sent to the Agency”*

In the case the solution proposal contains a request to change the CSM ASLP, the JNS Task Force will submit a new activity request.

4.4. Solution proposal evaluation

The Plenary Working Party shall evaluate the solution proposal and shall subsequently

- **Endorse** a solution proposal. Information on the level of completion of the request may be provided.

⇒ *The Activity Request will have the status “Endorsed”*

- **Re-assign** a solution proposal if the Plenary Working Party does not agree with the solution proposed by the sub-group and if the Plenary Working Party wants one of the sub-groups to prepare a new proposal, clearly informing the sub-group of the reasons why the initial solution proposal was not endorsed

⇒ *The Activity Request will have the status “Re-Assigned”*

- **Reject** the solution proposal and close the Activity Request without a solution, clearly indicating the reasons for this decision. This decision will be communicated to the submitter.

⇒ *The Activity Request will have the status “Closed without solution”*

In case of safety issue solution requests that were considered “fast track” this section 4.4 does not apply .

4.5. Continuation of endorsed solution proposals

The Plenary Working Party shall address the endorsed solution proposals to the Agency as GoA proposals.

⇒ *The Activity Request will have the status “GoA proposal (Art. 6.4, 9, 10) sent to the Agency”*

The Agency may continue with the proposals using the appropriate procedures for developing Opinions or Recommendations, including the Impact Assessments, as well as for publication of information on its website.

The Plenary Working Party may bundle the endorsed solution proposals from several activity requests in a single GoA proposal.

5. Competencies

5.1. General competencies

The competencies below are required from all the members of the GoA:

- I. Ability to fluently express and understand exchanges in English;
- II. Attitude to cooperate and to taking into consideration other positions;
- III. Good understanding of the European legal framework regarding safety management including interfaces with interoperability in the railway sector.

5.2. Sub-group members' competencies

The clauses below describe the competences required from members of the different sub-groups, as described in section 3.4.

5.2.1. Competencies sub-group "A":

- I. Broad knowledge of railway operations from the point of view of an Infrastructure Manager or a Railway Undertaking (good understanding of the interactions between the railway subsystems);
- II. Experience with documenting occurrence scenarios in a structured way so that they can be used for collective learning purposes (=the profile of an accident investigator), including influence of Human and Organizational Factors, as well as safety culture;
- III. Experience with conducting safety risk assessments or documenting/analyzing risk scenarios to support the decision-making process (=the profile of a risk analyst/risk manager), including documenting/analyzing aspects related to Human and Organizational Factors, as well as safety culture;

Note: Members need only to possess at least one of the three competencies. The sub-group as a whole needs to cover all;

5.2.2. Competencies sub-group "B":

- I. Broad knowledge of railway operations from the point of view of an Infrastructure Manager or a Railway Undertaking (good understanding of the interactions between the railway subsystems);
- II. Experience with developing and/or managing (incl. assessing or supervising) of SMS;
- III. Good knowledge of risk management and especially:
 - Planning of risk control measures;
 - Setting up and operating of risk control measures;
 - Monitoring of risk control measures;
 - Reviewing and adjusting of risk control measures.including integrating Human and Organizational Factors, as well as safety culture aspects;

Note: Members need only to possess at least one of the three competencies. The sub-group as a whole needs to cover all;

5.2.3. Competencies sub-group “C”

- I. Experience with performing statistical inferences, both for quantitative and qualitative data;
- II. Knowledge of railway accident reporting practices and/or safety performance and safety level assessments (maturity models), including relevant taxonomies;
- III. Experience with communicating statistical results to a broader audience, including through visualizations;
- IV. Experience with codifying statistical methods in (legal) texts.

Note: Members need only to possess at least one of the four competencies. The sub-group as a whole needs to cover all;

5.2.4. Competencies sub-group “D”

- I. Ability to develop well-structured business analysis;
- II. Knowledge of IT systems, cloud-based platform, web applications;
- III. Experience in assistance to users of IT services and platforms;
- IV. Ability to communicate on IT technologies with non-IT specialists;
- V. Basic knowledge in railway safety, risk profiling and statistical analyses.

Note: Members need only to possess at least one of the five competencies. The sub-group as a whole needs to cover all;

5.2.5. Competencies sub-group “JNS” and JNS Task Forces

The members of the different JNS Task Forces need to possess the dedicated and specialized technical knowledge as identified by the JNS Panel or Steering Committee, depending on the subject of each safety issue.

The Chair of the sub-group “JNS” needs to possess excellent communication, moderation and diplomacy skills and have profound technical knowledge of the European railway system.

Appendix I: Request template (for all requests except for safety issue solution requests)¹⁰

- a) **Headline:** which gives a textual unequivocal identification and indicates the general topic of the request, not exceeding a few words,
- b) **Submitter Information:**
 - a. **Recognised Organisation,**
 - b. **Submitter Reference Number:** free text field to allow each organisation to track the request for their own internal follow up,
 - c. **Endorsed by:** name(s) of the other recognised organisation(s) which also support(s) the request,
 - d. **Context information:** where relevant, to the request,
- c) **Problem/need description:** which gives a detailed overview about the problem/need. The reason for the request shall be clearly indicated and the description should preferably not exceed one page. In any case, any mixing of the problem with the solution description must be avoided,
- d) **Consequences of the addressed problem .**
- e) **Application scope:** describes where the boundaries of where the problem occurs
- f) **Supporting documents for problem/need description:** lists all files which are attached to the request , in relation with the request problem/need,
- g) **Solution proposal by submitter:** which indicates the solution preferred by the submitter, if any
- h) **Supporting documents for solution proposal:** lists all files which are attached to the request , in relation with the proposed request solution,
- i) **Preliminary assessment of the benefits:** which provides, in case of an enhancement, as a first step a qualitative indication of the benefits resulting from the proposed solutions,
- j) **Supporting documents for preliminary assessment of the benefits:** lists all files which are attached to the request , in relation with the preliminary assessment of the benefits,
- k) **Contact person Name and Email address:** of the expert representing the mentioned organisation, who will be the contact person in case of further needed exchange between originator and the Steering Committee,
For requests to amend the CSM ASLP additional to items a) .. k):
- l) **Type (Error or Enhancement):** does the request relate to a correction of the CSM ASLP text or to the need for functional improvement or coverage of new topics,
- m) **Impacted Appendix(ices) and or Annex(es):** which lists the Appendixes or Annexes are concerned by the activity request,
- n) **Change Request originating from a safety improvement proposal?** If the Change Request is identified during the development of a safety proposal.
For requests to develop data assessment module additional to items a) .. k):
- o) **Description of data assessment module requested;** description of the purpose of the data assessment module and the expected benefits obtained through the structural use of this module. Describe the required input data, expected processing of data and resulting output. Please provide an estimation of the required resources to develop the module.
For requests to perform a statistical safety analysis from the collected data, additional to items a) .. k):
- p) **Description of statistical safety analysis;** description of the question this analysis should answer. Please provide an estimation of the required resources to perform the statistical safety analysis.

¹⁰ Note: fields indicated in bold indicate mandatory information to be provided by the requestor.

Appendix IIa– safety issue solution request template

Safety issue solution request (“JNS”)	
0.	Proposed title:
1.	Requesting person: <ul style="list-style-type: none"> • <i>Name</i> • <i>Email address</i> • <i>Phone number</i>
2.	Requesting entity (if applicable): <ul style="list-style-type: none"> • <i>Name</i> • <i>Address</i>
3.	Describe the safety relevant event(s) triggering the introduction of the request including <ul style="list-style-type: none"> • <i>Date(s) and location(s),</i> • <i>Companies involved,</i> • <i>Other relevant conditions (i.e. meteorological conditions, ...)</i> • ... <p>This description shall be done using the rules for reporting occurrence scenarios, provided in Appendix A – Part B of the CSM ASLP Regulation (Commission Regulation xxx.xxx).</p> <p>If this description has already been introduced in the ISS, a reference to it can be made in point 5. below.</p> <p>Provide further information if considered relevant.</p>
4.	Describe the (preliminary) findings and the suspected or proven causes. <p>This description shall be done using the rules for reporting occurrence scenarios, provided in Appendix A – Part B of the CSM ASLP Regulation (Commission Regulation xxx.xxx).</p> <p>If this description has already been introduced in the ISS, a reference to it can be made in point 5. below.</p> <p>Provide further information if considered relevant.</p>
5.	Provide the “Occurrence ID” of the simple or detailed report
6.	Describe the current measures taken by the actors, respectively the National Safety Authorities, to control the risk. <p>This description shall be done using the Dataset for reporting of a ‘Risk Control Measure’ from Appendix B – Part B - §2.2 of the CSM ASLP regulation (Commission Regulation xxx.xxx).</p> <p>Describe how these measures have been communicated to other entities concerned.</p>

7.	Provide a (preliminary) risk analysis that includes an estimation of the safety risk(s) (severity (human, financial, ..) / frequency).	
8.	Explain to what extent the current measures taken (see point 6.) prevent or mitigate the identified safety risk(s) and to what extent they impact the interoperability and/or competitiveness of the railway system.	
9.	Describe the proposed urgency level of the request and provide a justification.	
10..	What are the expected outcomes of the JNS procedure? (example potential safety measures)	
11.	List the bodies / organisations that should be involved in the JNS Task Force with their experts together with the competences expected.	
12.	Supporting documents, if any	

Appendix IIb– safety issue solution request acceptance criteria

JNS Panel decision on the acceptance of a safety issue solution request (“JNS”)		
1.	Reference of the safety issue solution request	
2.	A favourable answer to all the following questions is required to accept a safety issue solution request	
Q1	Does the request concern an issue that impacts the Union rail system as defined in the Interoperability Directive (Directive (EU) 2016/797, article 2 (1)) ⇒ <i>See questions 3, 4, 5 and 6</i>	
Q2	Are the current measures taken by the actors (in accordance with the Railway Safety Directive) and monitored by the National Safety Authorities harming the interoperability and/or competitiveness of the railway system? ⇒ <i>See questions 6 and 7</i>	
Q3	Is there a credible potential to improve safety related to the risk identified? Is sufficient information available to allow a JNS task force to develop a solution proposal for the safety issue solution request? ⇒ <i>See all questions</i>	
3.	Panel decision on the acceptance of the fast track procedure on the safety issue solution request (indicate yes or no and reasons for advice) ⇒ <i>See questions 8 and 9</i> (if not Fast Track, requests is further processed by the Steering Committee. In case of Fast Track, the JNS Panel completes items 4, 5 and 6)	
4.	List the bodies / organizations that should participate in the JNS Task Force and the competencies required. ⇒ <i>See question 10</i>	
5.	Key issues to be considered by the JNS Task Force	
6.	Provisionary end date and a first estimation of the workload	