



*European Rail Research Advisory Council*

**ERRAC**

**EUROPEAN RAIL RESEARCH ADVISORY COUNCIL**

**TERMS OF REFERENCE**

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## **1. FORWARD**

ERRAC, the European Rail Research Advisory Council, as a European Technological Platform, is a joint initiative by all stakeholders from the European rail sector, and generally all parties concerned by rail transport.

ERRAC brings together manufacturers, railway operators, infrastructure managers, research establishments and academia and users groups in a joint commitment to enhance competitiveness through mobilising research and innovation effort by defining and implementing a strategic rail research agenda for Europe.

## **2. MISSION**

The mission of ERRAC is to bring together manufacturers, railway infrastructure managers, operators, research providers and users in a joint commitment:

- To promote the development of sustainable transport solutions for the growing demand for transport in an enlarged European Union
- To build consensus and improve synergy between EU, national and private rail research, to serve society's needs better, to lead the way to sustainable transport (as highlighted by the Gothenburg Summit and the White Paper on Transport Policy)
- To develop and establish a common strategy which will influence all European stakeholders in the planning of research, including national and EU programmes.
- To support the implementation of the strategy through communication with the relevant political bodies, fostering joint research initiatives and common projects amongst stakeholders.
- To strengthen the competitive leadership of the European rail industry. This will optimize the rail research potential within the Union, materializing the concept of a "European Research Area" in this sector.
- To exercise independence and transparency by developing a common approach independent of the viewpoints and interests of specific groups.
- To engage in qualitative and quantitative impact assessment, ensuring regular feedback to enable a permanent improvement on the progress towards the ERRAC vision.

## **3. THE STRUCTURE OF ERRAC**

ERRAC consists of a Plenary Assembly, the highest decision-making body of ERRAC endorsing the general policy of ERRAC according to its aims and mission. Its tasks are assigned and/or transferred to another organ by these Terms of Reference. The Support Group is the executive body responsible for the administration and management of the ERRAC activities, which in turn is supported by the ERRAC



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representatives of permanent and limit-duration working groups. An ERRAC Chairperson and Vice chairpersons are appointed by the Steering Committee and ratified by the Plenary.

### **3. 1. The Plenary**

The Plenary is made up of all the ERRAC members and Observers.

It is the responsibility of the plenary members to contribute for the accomplishment of the ERRAC Mission.

ERRAC members have voting rights. Observers have no voting rights.

The Plenary will

- Endorse the general policy of ERRAC according to its aims and Mission.
  - Consider major challenges for the European Railway sector
  - Define and endorse the Vision for the European Railway Sector
  - Endorse the Strategic Rail Research Agenda and any timely amendments and related documents
  - Review action plans and roadmaps for research
  - Propose RTD activities in EU and European Members States
  - Evaluate the progress made by the ERRAC Technological Platform
  - Disseminate reports and plans of activities
  - Ratify the election of the Chairperson and the Vice-Chairpersons
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- The decisions taken by the Plenary should tentatively be reached on the basis of consensus. Otherwise all decisions require a simple majority.
  - The Plenary meets regularly once a year or otherwise as required by the Chairperson
  - The Plenary shall be chaired by ERRAC Chairperson
  - The Chairperson is responsible for calling convening and changing the plenary meeting.

### **3. 2. The Members**

- ERRAC is composed of around 50 members drawn from relevant European railway sectors, including, but not exclusively, those listed hereunder
  - Member States
  - Manufacturing Industry
  - Operators
  - Infrastructure Managers
  - Academia and Research Establishments
  - Environmental and Urban Planning Agencies
  - Transport users groups (freight, rail safety & passengers)
- Members of ERRAC will be authoritative individuals with decision-making capability in the sector that are able to contribute with significant advice and to influence the stakeholders in planning research programs.
- Members will be appointed for a 3-year term and may be reappointed. Members will serve in a personal capacity; the appointment of substitutes is not envisaged.
- The Railway sectors propose members as their representatives.



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- Each Member State may nominate a member.
- The Chairperson and Vice-Chairpersons will review and ratify the proposals for members to ensure a balanced composition of the Plenary with regard to expertise, affiliation and geographical distribution
- The functions exercised within ERRAC by the members will not be subject to remuneration.

### **3. 3. The Observers**

- Observer positions will be granted to one representative of the following organizations:
  - The railway organizations and associations CER, EFRTC, EIM, EURNEX, UIC, UIP, UITP and UNIFE, referred herein as ERRAC Associations.
  - To enhance strategic cooperation between transport modes, an Observer from the ERTRAC European Technology Platform is appointed.
  - Other observers from other ETPs and other relevant organizations can be nominated.
- Nominations are proposed for approval to the ERRAC Support Group by the Chairperson, in agreement with the Vice-Chairpersons
- These observers can attend ERRAC meetings. They can intervene during ERRAC plenary meetings on request of the Chair.
- European Commission will hold an observer position with a recognized role as facilitator.

### **3. 4. The Support Group**

- The Support Group has the responsibility for development, maintenance and dissemination of the ERRAC Strategic Agenda and its roadmaps taking into account the deliverables from ERRAC Working Groups.
- The Support Group will
  - Manage and carry out the strategic operation of ERRAC
  - Propose the ERRAC work program to be submitted to the Plenary and is responsible for its execution.
  - Contribute for the overall Strategy for European Rail Research
  - Implement the strategies by establishing different Working Groups and promoting its activities
  - Carry out recruitment for different Working Groups to ensure a wider participation of the Rail Research and Technical Community
  - Monitor progress and harmonize the Working Groups tasks and deliverables
  - Supervise and evaluate research results and their operational deployment (transfer to SMEs, Educational issues, standardization)
  - Liaise with National and European Funding and policy making Bodies (industry, government, public, etc) and other relevant bodies and agencies (ERA, JPCR, etc)
  - Promote networking activities with industry, other ETPs, National Railway TPs, Members States and other Associations.
  - Promote the necessary dissemination and communication activities
- The Support Group oversees the creation, composition and operation of the ERRAC Working Groups for the effective and participative working of ERRAC.



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- The Support Group supervises the activities of the Secretariat and the production of ERRAC documents (resolutions, decisions, communications, reports, dissemination material)
  - The Support Group is composed of around 15 members drawn from relevant railway sectors and ERRAC Associations, including, but not exclusively, those listed hereunder:
    - ERRAC Associations
    - Manufacturing Industry
    - Operators
    - Infrastructure Managers
    - Academia and Research Establishments
    - Transport users groups (freight, rail safety & passengers)
  - European Commission will hold an observer position in the Steering Committee
  - The Chairperson and Vice-Chairpersons will review and ratify the proposals for members to ensure a balanced composition of the Support Group with regard to expertise, affiliation and geographical distribution.
- The decisions should tentatively be reached on the basis of consensus. Otherwise all decisions require a simple majority.
- The Support Group meets regularly as required by the Chairperson
- One of the Vice-Chairpersons will chair the Support Group.

### **3. 5. The Chairmanship**

- The ERRAC Associations nominate candidates for the Chairperson and the two Vice-Chairpersons.
- The Steering Committee proposes the Chairperson and the Vice-Chairpersons to be ratified by the Plenary.
- An appropriate balance must be ensured between manufacturing industry, academia, railway undertakings and infrastructure managers.
- The Chairperson, with a representative and supervising role, held by a high-level person from the ERRAC industrial community will be prepared to interact at senior level with other industry and research players, and high level representatives from the European and National Public Authorities.
- The Chairperson will
  - Represent ERRAC
  - Promote its activities towards third parties.
  - Preside over the Plenary meetings;
- The Chairmanship will serve for a 3-year period and may be re-appointed.
- The next mandate of the ERRAC Chairmanship will start in 2012.
- The Vice-Chairpersons shall take over the tasks and responsibilities as well as the authority of the Chairperson in case of the Chairperson's unavailability.



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### **3. 6. *The Working Groups***

The Support Group may decide to set up temporary or permanent Working Groups with focused activities open to all members of ERRAC, with the specific goal to accomplish its mission, namely towards the development and updating the Strategic Rail Research Agenda or other work items.

### **3. 7. *The Secretariat***

The Secretariat provides the working infrastructure for the ERRAC. This will include managing the communications, document support, meeting support, handling publications and representing ERRAC when appropriate. The activities of the Secretariat are supported by the ERRAC Associations.