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4th Railway Package Readiness Assurance Terms of Reference

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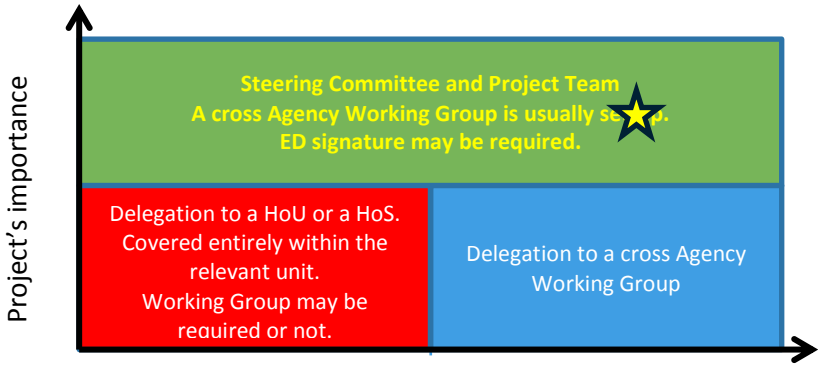
4th Railway Package Readiness Assurance Terms of Reference (ToRs)

Project details

<i>Project name</i>	4RWP Readiness Assurance
<i>Project code</i>	ERA-PRG-005 – ToR Readiness Assurance
<i>Activity Based Item</i>	05.10 Strategy and business planning
<i>Sponsor</i>	Management Board
<i>Project manager</i>	1 FTE from the Agency's staff
<i>Project support</i>	The project support is ensured by the Agency.

Key Principles

<i>Background</i>	NL proposal during the Executive Board of the 8 th of June and at the Management Board of the 27 th of June to establish a Readiness Assurance activity (called in the initial proposal "readiness test")
<i>Purpose</i>	<p>In the governance of its 4RWP programme, the Agency has put in place different initiatives of governance in order to secure its readiness to deliver its new tasks from the 16th of June 2019.</p> <p>One of these initiatives was the establishment of a 4RWP steering group which main tasks were :</p> <ul style="list-style-type: none"> • Secure the Agency 4RWP program and its execution. • Guarantee a high level commitment from the various key players for the program, its execution and its outcomes. <p>The 4RWP is not only impacting the Agency, all actors involved in the issues of SSC and VA (ERA, NSAs, applicants and conformity bodies) need to prepare themselves for their new/amended tasks. It is therefore necessary that all these concerned actors are taking in due time the necessary measures to be ready by the 16th of June 2019.</p> <p>The purpose of the readiness assurance is to establish a third party assessment on the preparedness of the organisations impacted by the 4RWP and, when necessary, to make recommendations in order to achieve satisfactory level of readiness.</p> <p>It is proposed to extend the scope of the 4RWP steering group established by the Agency to cover this third party assessment and to give the role of sponsor to the Agency Management Board.</p>

<p><i>Underpinning assumptions</i></p>	<p>Full openness and transparency of the assessed organisations and from all participants to this steering group</p> <p>The organisations concerned by the readiness assurance keep the full responsibility to identify and put in place the measures ensuring their readiness by the 16th of June 2019.</p> <p>The organisations to which recommendations of the steering group are addressed have the full responsibility to identify and to put in place the adequate measures.</p> <p>Opinions and positions taken during the steering group meetings by its members are not binding for the final opinions or positions of their organisations</p> <p>The steering group should not be an additional forum to rediscuss specific concerns that an organisation which is represented in the steering group has.</p>
<p><i>Scope</i></p>	<p><u>In scope</u></p> <p>All projects managed by the Agency, the NSAs and the organisations impacted by the 4RWP (potential applicants for VA and SSC and conformity bodies).</p> <p>The projects to be assessed by the 4RWP steering group are identified in function of the risk for SSC or VA to not be delivered in due time. The methodology for assessing these projects and to elaborate the recommendations are established by the 4RWP steering group.</p> <p><u>Out of scope (but relevant for the context)</u></p> <p>The EC programme and activities for its legal acts, the Management Boards' implementing decisions and the transposition by MS.</p>
<p><i>Deliverables</i></p>	<p>Advises and recommendations keeping in mind the objectives of simplicity, cost-effectiveness and efficiency.</p> <p>Minutes of meeting with agreed action plans</p>
<p><i>Interfaces with other projects</i></p>	<p>None</p>
<p><i>Internal Decision Making</i></p>	<p>The methodology established by the 4RWP steering group, the selected projects and the advice and recommendations from the 4RWP steering group for these projects will need to be regularly presented to the Agency Management Board for opinion. The 4RWP steering group will take its decisions by consensus.</p> <p>The actions resulting from such advice and recommendations will be defined by the concerned organisations under their full responsibility. Feedback from these actions will be provided to the 4RWP steering group. The steering group will report to the Management Board.</p>
<p><i>Decision matrix</i></p>	 <p>The diagram is a 2x2 matrix with 'Project's importance' on the vertical axis. The top row (high importance) is a green box containing 'Steering Committee and Project Team', 'A cross Agency Working Group is usually set up.', and 'ED signature may be required.' with a yellow star icon. The bottom row (low importance) is split into two boxes: a red box on the left for 'Delegation to a HoU or a HoS. Covered entirely within the relevant unit. Working Group may be required or not.' and a blue box on the right for 'Delegation to a cross Agency Working Group'.</p>

<i>External Decision Making</i>	<p>To ensure efficiency, the number of members of the 4RWP steering group is up to 12.</p> <p>This steering group is composed by representatives of the Agency Management Board, by members of the top level management of some NSA, by representatives of the sector, by representatives of the EC, by one representative of another EU Agency having similar tasks than SSC and VA, and by the management team of the Agency. The Chair of of the Agency Management Board is the chair of the steering group.</p>
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Other Information

<i>Start date</i>	As soon as the initiative to launch the readiness assurance is taken by the Agency Management Board.
<i>Milestones and end date</i>	June 2019.
<i>Estimated timescale</i>	4 meetings per year
<i>Internal resources</i>	When establishing its methodology, the 4RWP steering group will determine whether a budget is needed to perform its tasks and submit this request to the Management Board for approval.
<i>External resources needed</i>	<p>Budget – 4RWP TF budget line 3040.</p> <ul style="list-style-type: none"> – No reimbursement of travel expenses for the members of the steering group – Agency to provide the secretary for the steering group.
<i>Workgroups</i>	None at this stage.
<i>Additional information</i>	-