

**1<sup>st</sup> MEETING OF THE  
USER REQUIREMENTS/IMPLEMENTATION AND DEPLOYMENT  
WORKING GROUP**

BRUSSELS, 15 April 2016  
10:00 – 13:30

**minutes**

<b>10:00 – 10:15</b>	<b>1. INTRODUCTION – ROUNDTABLE</b>
	<p>The meeting was chaired by Mr Keir Fitch, Interim Executive Director of the Shift2Rail Joint Undertaking (S2R JU), who welcomed the participants at the first meeting of the User Requirements/Implementation and Deployment Working Group (UR/ID WG) and highlighted the importance of the WG, in particular regarding the participation and close involvement of experts from all relevant stakeholders from the full rail value chain and from outside the traditional rail industry.</p> <p>The Chair outlined the main points of the agenda and presented some key points concerning the objectives, the governance structure and the activities of S2R (see presentation attached).</p> <p>The UR/ID WG members agreed on the draft agenda, as circulated prior to the meeting (attached). A list of participants is also attached.</p>
<b>10:15 – 11:00</b>	<b>ADOPTION OF RULES OF PROCEDURE (RoP) OF THE WORKING GROUP (WG)</b>
	<p>The S2R JU Programme Office presented the RoP, which were distributed to the members prior to the meeting and highlighted the main points concerning the objectives of the UR/ID WG and the practicalities in the way of work.</p> <p>During the discussion it was explained that the role of the UR/ID WG is to assist the JU in certain tasks and to provide expertise to in specific areas related to the needs of all relevant end users and to the operational reliability of the results of Shift2Rail. The participation of the members in the meetings of the UR/ID WG should be, each time, in accordance with the topics under discussion.</p> <p>Concerning the organisation and planning of the meetings it was explained that the provision of convening meetings at least once a year sets a minimum requirement and the UR/ID WG could meet more often, according to the needs. In the same spirit, the S2R JU will make every effort to plan the dates of the meetings well in advance and the provision of notifying the members 15 working days before the meeting should only be used in exceptional cases. Concerning the reimbursement of expenses for the participation in the meetings of the UR/ID WG, it was decided to</p>

	<p>include a provision according to which the Executive Director may define cases where the S2R JU shall bear the expenses incurred by participants invited to the UR/ID WG meetings, provided that such participants are not affiliated to any Member of the S2R JU.</p> <p>With these observations and changes the Rules of Procedure were adopted (attached).</p>
<b>11:00 – 11:30</b>	<b>INFORMATION ON THE CURRENT STATE OF PLAY OF THE S2R JU</b>
	<p>The S2R JU Programme Office presented the latest developments related to the S2R activities including a short summary of the applications to the first S2R calls for proposals and the next steps towards S2R JU autonomy foreseen in May 2016 (see presentation attached).</p> <p>Concerning the calls addressed to non-JU members (Open Calls) it was proposed by the participants that in the future these calls should be broader in subject and with a higher budget, in order to be more attractive. Moreover some information regarding the topics should be made available prior to the publication of the call. The S2R JU Programme Office took note of these comments in view of the next calls.</p>
<b>11:30-13:00</b>	<b>ROLE - METHOD OF WORK – EXPECTED DELIVERABLES - TIMETABLE</b>
	<p>As a concrete example concerning the work method, the S2R JU Programme Office presented the ongoing process for the revision of the Multi Annual Action Plan (MAAP). In this context a detailed questionnaire was presented to the members of the UR/ID WG, aiming to collect their input that will feed into the process.</p> <p>The individual questions of the questionnaire were discussed and certain clarifications were provided. The final version of the questionnaire is attached. The members of the UR/ID WG are invited to complete this questionnaire and return it to the S2R JU’s Programme Office by 17 June 2016.</p>
<b>13:00 – 13:15</b>	<b>ANY OTHER BUSINESS</b>
	<p>The next meeting will indicatively take place in autumn 2016, on a date that will be communicated by the JU Programme Office.</p>