



DECISION

N° 01/2025

Adopting the Rules of Procedure of the Deployment Group of Europe's Rail Joint Undertaking

THE DEPLOYMENT GROUP OF EUROPE'S RAIL JOINT UNDERTAKING,

Having regard to the Council Regulation (EU) 2021/2085 of 19 November 2021¹ establishing the Joint Undertakings under Horizon Europe ("Single Basic Act" or "SBA") and, in particular:

- Article 22(1), stating that the Joint Undertakings may establish a stakeholder's group in accordance with the relevant provisions in Part Two and subject to this Article,
- Article 91(1)(e), naming the Deployment Group as one of the Europe's Rail Joint Undertaking bodies,
- Article 97, establishing the role and composition of the Europe's Rail Deployment Group,

Having regard to the Decision N° 11/2023 of the Europe's Rail Governing Board approving the selection process and specific criteria for establishment of the Deployment Group of the Europe's Rail Joint Undertaking²,

Having regard to the European Commission endorsement of the proposed list of members of the Europe's Rail Deployment Group on 29 November 2024³ and its publication on Europe's Rail website⁴,

In its meeting of 13 February 2025 has adopted the following decision:

¹ [Council Regulation \(EU\) 2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe \[OJ EU of 31.11.2021, L427/17-119\]](#)

² https://rail-research.europa.eu/wp-content/uploads/2023/12/GB-Decision-11_2023_Deployment-Group.pdf

³ [C\(2024\) 8368 final](#)

⁴ <https://rail-research.europa.eu/participants-deployment-group/>

Article 1

The Rules of Procedure of the Deployment Group of the Europe's Rail Joint Undertaking annexed to this decision are hereby adopted.

Article 2

This decision shall enter into force on the day of its adoption.

Done in Brussels, 13 February 2025

The Europe's Rail Deployment Group Chairperson

Annex I: Europe's Rail Deployment Group's Rules of Procedure

ANNEX I

RULES OF PROCEDURE OF THE DEPLOYMENT GROUP OF THE EUROPE'S RAIL JOINT UNDERTAKING (EU-RAIL)

Article 1

Structure of the Deployment Group

1. The EU-Rail Deployment Group shall mainly consist of a High-Level Core Group (hereinafter also DpG) selected according to the established process in the Governing Board decision N°11/2023, reflecting a balanced representation in terms of geographical distribution, gender, sector, and stakeholder's expertise. The High-Level Core Group shall be enlarged with relevant stakeholders expressing interest in joining the Group and fulfilling the selection criteria.
2. Upon recommendation of the High-Level Core Group, the Executive Director of EU-Rail shall propose to the Governing Board the process for setting up dedicated groups to assist on an ad-hoc basis the High-Level Core Group on specific topics requiring additional expertise. The proposal shall include at least the selection criteria, scope of the work and tasks thereof.

Article 2

Membership

1. The members of the DpG have been appointed by the European Commission, according to the procedure set out in Annex I of the EU-Rail Governing Board decision N°11/2023. The same selection process shall also apply when enlarging the DpG with candidates expressing interest in joining, after it has been set up. The new expressions of interest to become members of the DpG, if any, will be assessed by EU-Rail twice a year.
2. The list of members and their respective positions shall be published on the EU-Rail website.
3. Members shall participate in the DpG in their individual capacity. They shall submit for discussion the questions put forward and provide advice in the relevant fields of expertise to the best of their ability and in the best interest of the EU-Rail Joint Undertaking. They shall act independently of any external pressure or influence.

Members who would decide to leave the DpG, shall notify their decision to the Chairperson in writing, with copy to the Executive Director of EU-Rail. The notice shall indicate the date on which this decision takes effect, which should be with a minimum of two weeks after its communication to the Chairperson. The Chairperson shall notify such decision to the rest of the DpG members as soon as possible, in writing.

Article 3

Chairperson and co-Chairperson

1. The DpG shall elect a Chairperson from among its members at the beginning of its mandate and will be co-chaired by EU-Rail and the European Commission. The Chairperson shall be appointed for a maximum of three (3) years.
2. In case where the Chairperson is unable to fulfil his/her functions, one of the two co-Chairpersons shall act in the Chairperson's stead.
3. Any member of the DpG may nominate himself or herself or any other member, at any moment, for election as Chairperson. Election shall take place by two thirds vote of the members present.

Article 4

Attendance at meetings

1. The DpG members should, unless duly justified, attend all meetings of the DpG.
2. In addition, the DpG meetings shall be attended by:
 - A limited number of the Commission staff and of EU-Rail's programme office ensuring the secretariat of the DpG, as observers.
 - The European Railway Agency (ERA), as observer.
3. The DpG Chairperson or co-Chairpersons may also invite a limited number of external observers. These invitations shall be limited to duly justified cases, for instance if the presence of the above-mentioned participants is relevant to a specific item on the agenda.
4. The observers shall have no voting rights.
5. The participants to the DpG meetings shall bear all travel and subsistence expenses incurred in connection with them.

Article 5

Convening of meetings

1. The DpG shall hold its ordinary meetings at least three times a year.
2. The DpG meetings may be convened by the Executive Director, by sending a written notice (by means of a letter or e-mail) to the members no later than twenty calendar days before each meeting. This notification shall be accompanied by the provisional agenda.

3. Extraordinary meetings may be convened by the Executive Director, upon the Chairperson's own initiative or at least one third of the DpG members, after informing the co-Chairperson, according to the procedure stated above although at a shorter notice.
4. The DpG meetings will be held in a hybrid mode unless physical presence is required. In the latter case, meeting will take place physically in Brussels at the seat of EU-Rail.

Article 6

Agenda

1. The agenda shall be adopted by the members at the beginning of each meeting.
2. Subject to the agreement of the Chairperson and the two Co-Chairpersons, urgent questions may be added to the agenda at any time during the meeting. However, decisions on items that were not included in the provisional agenda circulated to the DpG members shall not be taken during the meeting but subject to a written procedure, unless otherwise decided at the meeting in duly justified cases. Items on the agenda may be deleted or carried over to a subsequent meeting where necessary.

Article 7

Consultation of the DpG

1. According to Article 97(3) of the Single Basic Act, the EU-Rail DpG shall provide recommendations on issues related to the deployment of innovative rail solutions upon request of the Governing Board. The Deployment Group may also issue recommendations on its own initiative.
2. In line with Article 22(6) of the Single Basic Act, the Executive Director may also advise the Governing Board to consult the stakeholders' groups on specific questions. The results of these consultations shall be submitted by means of a report to the Governing Board and to the States' Representatives Group and be made publicly available on the EU-Rail's website.

Article 8

Quorum

A quorum is required to enable a decision to be adopted by the DpG. A quorum is reached if at least the 50% of the total number of members are present at a given meeting.

Article 9

Voting

1. The DpG members shall do their best to reach decisions by consensus. Failing consensus, the DpG shall adopt its decision, recommendations and reports by a (two-third majority of the members present and voting). If, for whatever reason, a consensus cannot be found, individual members may request to have divergent views recorded.
2. Each member shall have one vote. The votes shall be cast by show of hands unless a secret ballot is requested by at least one third of voting members present. A secret ballot shall be used for removing a Chairperson or a Vice-Chair from office.
3. Each decision, recommendation or report adopted by the DpG as well as the record of votes, where applicable, shall be recorded in the minutes. Upon request by a DpG member, a statement of his or her views may be entered in the minutes together with the final decision, recommendation or report adopted.

Article 10

Written procedure

1. As an alternative to the procedure in Article 9, the DpG may adopt its decisions, recommendations and reports on specific issues by means of a written procedure. The Executive Director of EU-Rail, following consultation with the Chairperson, shall send the proposal to all the members, identifying a deadline for replies, which shall not be less than ten calendar days. In duly justified cases of urgency, a shorter deadline of not less than five calendar days may be set. The tacit agreement principle is applied if no reply is received in writing within the deadline set. The proposal shall be considered adopted if it receives the agreement (explicit or tacit) of at least two thirds majority of the DpG members.
2. A proposal for a recommendation/report to be taken by written procedure shall not be subject to amendments; it shall be approved or rejected in its entirety. If a proposal is rejected, it may be included in the agenda of the next DpG meeting at the request of at least one third of the members.
3. The result of the written procedure shall be notified to the members by the Executive Director of EU-Rail within ten calendar days after the deadline for replies to the procedure has elapsed.
4. If at least one-third of the members ask for the issue to be examined at a meeting of the DpG, the written procedure shall be suspended, and the question shall be added to the agenda of the next meeting.

Article 11

Minutes

1. Draft minutes of the meetings, including an attendance list, shall be drawn up by a secretariat placed under the responsibility of the EU-Rail Executive Director. These shall be sent to the Chairperson for

review and approval not later than fifteen calendar days after the meeting. Once approved by the Chairperson, the Executive Director shall send the minutes to the members by not later than thirty calendar days after the meeting.

2. The members shall send their written comments to the Chairperson and to the secretariat not later than ten calendar days after receipt of the draft minutes. The tacit agreement principle is implied if no reply is received in writing within this period.
3. The Program Office of EU-Rail shall support the Chairperson to consolidate the minutes. Formal approval of the minutes shall take place at the following meeting.
4. The minutes of the meeting shall be published on the EU-Rail website.

Article 12

Confidentiality and Conflict of Interest

1. Without prejudice to Article 33 of the Single Basic Act, members are required to refrain from divulging information acquired through their participation in the work of the DpG. Any such information should not be disseminated, unless expressly authorised by the Executive Director and/or the Chairperson or unless unequivocally known to be in the public domain.
2. Members and any other participant to the meetings of the DpG shall sign confidentiality agreements and declaration confirming the absence of conflict of interest prior to their first attendance to the meetings.
3. Declarations of confidentiality and conflict of interest signed by the members and any other participant to the meetings of the DpG shall be based on the templates annexed to these Rules of Procedure.
4. All members shall be bound by the rules on conflict of interest adopted by the Governing Board to give effect to Article 42(2) of the Single Basic Act.
5. Any member acting in breach of any of the relevant rules on confidentiality and/or conflict of interest shall, due to such misconduct, be considered as no longer being in a position to maintain the status of member of the DpG.
6. During a meeting any attendee whose participation in the work of the DpG leads or may lead to a conflict of interest with regard to a particular agenda item shall without delay inform the Chairperson who shall without delay and before any discussion is initiated decide on any specific measure in this respect in consultation with the Executive Director of EU-Rail.
7. Upon proposal by the Chairperson, the DpG may decide to examine such an agenda item without the presence of the concerned attendee.

Article 13

Transparency

1. The DpG's work shall be subject to the provisions of Article 34 of the Single Basic Act and measures taken for its implementation.
2. The final decision, recommendations and reports adopted during the meetings, together with the minutes, shall be published on the website of EU-Rail.
3. The Rules of Procedure and any amendment thereto shall be published on the website of EU-Rail.

Article 14

Secretariat and administrative support

1. The EU-Rail Programme Office or an external Programme Office shall provide the secretariat and the appropriate administrative support to enable the DpG to carry out its work. It shall assist the DpG in its operation through drafting and circulating agendas, meeting summaries and related documents. Where appropriate and requested, the secretariat may collect and/or circulate information of potential interest to the DpG, in time for the next meeting.
2. All correspondence with the DpG shall be addressed to the seat of EU-Rail.

Article 15

Amendment and application of these Rules of Procedure

1. At the request of the Chairperson or the Executive Director of EU-Rail, the DpG may amend these Rules of Procedure following approval by decision of the members.
2. Amendments to the Rules of Procedure shall be approved by at least two thirds majority of all members and shall enter into force on the day of their adoption by the DpG.
3. Any provision in these Rules of Procedure that contradicts or conflicts with the provisions of the Single Basic Act shall be without effect.

Article 16

Entry into force

These Rules of Procedure shall come into force on the day of their adoption by the DpG.

Annexes:

Annex 1 – Annual Declaration of interests for members of EU-Rail Deployment Group – after appointment.

Annex 2 – Declaration of confidentiality and of conflict of interest for members of EU-Rail Deployment Group – before each meeting.

Annex 1 – Annual Declaration of interests for members of EU-Rail Deployment Group – after appointment.

ANNUAL DECLARATION OF INTERESTS

Surname:

First name:

Professional address:

Phone:

E-mail:

Position:

Chairperson or Deputy Chairperson of the Deployment Group

Member of the Deployment Group

Other (please specify)

Do hereby declare on my honor that, to the best of my knowledge, the only direct or indirect interests I have in the sectors in which the Joint Undertaking is active, [are][is] those listed below:

1. Past activities:

[Posts held over the last 7 years in foundations or similar bodies, educational institutions, companies or other organisations (the nature of the post and the name of those bodies should also be indicated); other membership/affiliation or professional activities held over the last 3 years including services, liberal professions, consulting activities, and relevant public statements.]

2. Current activities:

[Posts held in foundations or similar bodies, educational institutions, companies or other organisations (the nature of the post and the name of those bodies should also be indicated); other membership/affiliation or professional activities, including services, liberal professions, consulting activities, and relevant public statements.]

3. Current Financial Interests:

[Any direct financial interests, (managerial stakes in companies, including ownerships of patents or any other relevant intellectual property rights), or assets (shares and/or securities held in companies) or grants or other funding which might create a conflict of interests in the performance of their duties, with an indication of their number and value, as well as the name of the company/provider of the grant/funding.]

[No Interest Declared] / [Interest...]

4. Any other relevant interests

[No Interest Declared] / [Interest...]

5. Family Member Interest

[Spouse's/partner's/dependent family members' current activity and financial interests that might entail a risk of conflict of interest.]

[No Interest Declared] / [Interest...]

I confirm the information declared on this form is accurate to the best of my knowledge and I consent to my information being stored electronically by EU-Rail.

Done at [place], [date]

Name and Signature

Annex 2 – Declaration of confidentiality and of conflict of interest for members of the EU-Rail Deployment Group – before each meeting.

DECLARATION OF CONFIDENTIALITY AND CONFLICT OF INTEREST

Surname:

First name:

Professional address:

Phone:

E-mail:

Position:

Chairperson or Deputy Chairperson of the Deployment Group

Member of the Deployment Group

Other (please specify)

I hereby undertake to act in the performance of my duties in the general interest of EU-Rail.

At each meeting of the Deployment Group I shall declare any interest which might be considered to influence or bias my judgment and therefore be prejudicial to the way an item on the agenda is handled.

I undertake to ensure the confidentiality of sensitive information whose disclosure could damage the interests or the reputation of EU-Rail, the Members of EU-Rail or of the participants in the activities of EU-Rail.

I shall not disclose sensitive information learnt during the activities of EU-Rail even after my duties have ended.

Done at [place], [date]

Name and Signature