




ERJU SYSTEM PILLAR

Glossary Usage Guidelines



Glossary Usage Guidelines

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Abstract	These guidelines are intended for a Glossary users to lookup/using/creating SP glossary entries
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Comments	<p>#1 Approval comment by Jorge Block on 2025-09-24 12:01 In the upcoming contract year, the objective should be to ensure that all definitions are managed exclusively through a single instance. This will require cleaning up any other existing definitions. I still consider it problematic that so many uncontrolled definitions exist.</p> <p>#2 Approved with reservations by EDDOUS Sayfeddine (SNCF RESEAU / Directions Techniques Réseau / DGII DTR GE SF Solutions) on 2025-09-26 15:15 The Glossary workitems workflow and definition process should be refined and aligned with the existing Review and Approval processes in the next contract.</p>
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1 Preamble

1.1 Purpose

The purpose of this document is to provide general considerations about an efficient and consistent usage of Polarion Work Item of type Definition to build a System-Pillar-wide Glossary. [SPPR-11735]

1.2 Intended audience

These guidelines are intended for Glossary users:  SPPR-5234 - Document author and  SPPR-5407 - Document Reader [SPPR-11737]

1.3 Document context

These guidelines applies to all System Pillar domains. [SPPR-11736]

1.4 Glossary



1.4.1 Terms and definitions

Term	Status	Definition
SPLI-151 - Polarion Work Item of Type Definition	Done / To be decided	Polarion Work Item of Type Definition Referenced by: SPPR-6459

1.4.2 Abbreviations

Acronym (abbreviation)	Full text (title)
PWITD	Polarion Work Item of Type Definition
SP	System Pillar


2 Guidelines


These guidelines are intended for a Glossary users  SPPR-5234 - Document author and  SPPR-5407 - Document Reader as defined in *SPPROCESS/10 SEMP V 01_01/Concept Paper - Glossary and Terminology : 722287* . [SPPR-6609]


Definition is the Work Item type to be used to add glossary entries within Polarion (PWITD). [SPPR-6459]

Before adding a new Definition Work Item within a Polarion document, a check amongst existing Glossary entries MUST be carried on. [SPPR-6460]

A new Definition WI SHOULD be created ONLY IF the search for already existing glossary entries failed. This rule also applies when you need to add an acronym/abbreviation association for a definition that already exists in the SP Glossary: in such cases, a new PWITD must NOT be created. Existing definition should be modified adding the abbreviation. [SPPR-6461]

Section  SPPR-6391 - Searching the Glossary provides details about how to efficiently look for existing glossary entries. [SPPR-6462]

Section  SPPR-6456 - Creating new Glossary entries provides details about how to create new entries, including rules to be followed to fill in the Definition Work Item fields to ensure consistency with the rest of the Glossary. [SPPR-6463]

Section  SPPR-6535 - Change of Reference: replacing historical (pre-existing) PWITD with a reference Glossary PWITD provides details about how to replace wrong definitions with correct ones [SPPR-6537]

2.1 Definition Work Items as Glossary entries in SP Polarion

This section provides general considerations about an efficient and consistent usage of Polarion Work Item of type Definition to build a System-Pillar-wide Glossary.

3 - Usage profiles provides guidelines for four different usage profiles:

- Searching the Glossary
- Creating new entries in the Glossary
- Reporting errors / corrections of the Glossary
- Using Glossary entries in System Pillar deliverables

4 - Interim migration process provides guidelines to reflect in current deliverables the guidelines set forth in 2 - Guidelines . The purpose of 3 - Usage profiles is essentially to assist System Pillar contributors in the migration to a consistent System Pillar Glossary.

5 - Common pitfalls identifies common pitfalls encountered in usage of Polarion Work Item of type Definition and provides examples on how to concretely address those pitfalls. [SPPR-7010]

3 Usage profiles

3.1 Searching the Glossary

Glossary entries are Polarion work item of type *Definition* and may be searched using usual Polarion search facilities.

To be able to search through the entire Glossary as available on Polarion, it is recommended to head to the following URL:

[https://polarion.rail-research.europa.eu/polarion/#/workitems?](https://polarion.rail-research.europa.eu/polarion/#/workitems?query=type%3Adefinition%20AND%20NOT%20status%3Adeleted%20AND%20NOT%20project.id%3ASandSP%20AND%20HAS_VALUE%3Atitle)

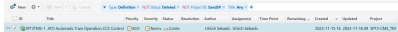
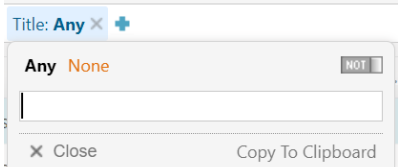
[query=type%3Adefinition%20AND%20NOT%20status%3Adeleted%20AND%20NOT%20project.id%3ASandSP%20AND%20HAS_VALUE%3Atitle](https://polarion.rail-research.europa.eu/polarion/#/workitems?query=type%3Adefinition%20AND%20NOT%20status%3Adeleted%20AND%20NOT%20project.id%3ASandSP%20AND%20HAS_VALUE%3Atitle)
From there, multiple search approach can be undertaken depending on what is being looked for.

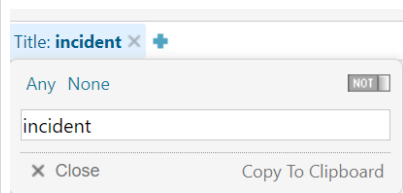
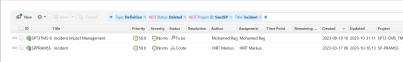
[SPPR-6995]

3.1.1 Searching for a specific term

In case the user wants to search for the definition of a specific term within the Glossary or if the user wants to check whether a specific term is in the Glossary, the most efficient manner is to click on the *Title* filter and input the term. Usual Polarion wildcards apply such as the use of a * character.

Example: searching for the term *incident*:

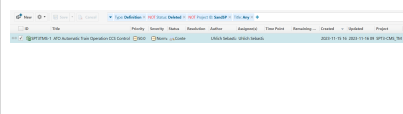
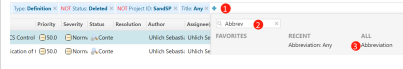
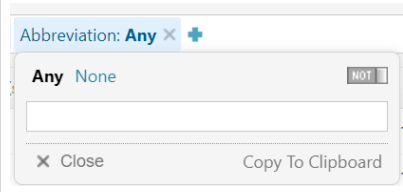
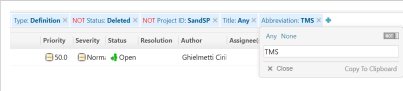

Step	Description	Screenshot (Click to preview if too small)
1	Go to the recommended search home page /workitems? query=type%3Adefinition%20AND%20NOT%20status%3Adeleted%20AND%20NOT%20project.id%3ASandSP%20AND%20HAS_VALUE%3Atitle	
2	Select <i>Title</i> to only search within defined terms	

Step	Description	Screenshot (Click to preview if too small)
3	Input the term being searched	
4	Consult the search results	

[SPPR-6992]

3.1.2 Searching for an acronym

In case the user wants to search for the term or concept associated to an acronym or if the user wants to check whether an acronym is already present in the Glossary, the most efficient manner is to add a filter for *Abbreviation* and input the acronym. Usual Polarion wildcards apply such as the use of a * character. Example: searching for the acronym *TMS*:

Step	Description	Screenshot (Click to preview if too small)
1	Go to the recommended search home page /workitems? query=type%3Adefinition%20AND%20NOT%20status%3Adeleted%20AND%20NOT%20project.id%3ASandSP%20AND%20HAS_VALUE%3Atitle	
2	Add the <i>Abbreviation</i> filter	
3	Select <i>Abbreviation</i> to only search for a specific acronym	
4	Input the term being searched	
5	Consult the search results	

[SPPR-6994]

3.1.3 Free-text search

In case the use wants to search the Glossary in a less specific manner than the previous sections, starting from the recommended search home page, one can simply type next to the filters and the *Definitions* that contain the term (regardless where) will be returned. Example: searching for *critical*

New

Save

Cancel

Type: **Definition** × NOT Status: **Deleted** × NOT Project ID: **SandSP** × Title: **Any** × **critical**

<input type="checkbox"/> ID	Title	Priority	Severity	Status	Resolution	Author	Assignee(s)	Time Point	Remaining ...	Created	Updated	Project
<input type="checkbox"/> SPPR-6299	Safety Invariant	50.0	Norm	In Pro		LAUTERBERG \ LE MAGUET Pi				2023-10-05 11	2023-11-15 10	SP-Engineering
<input type="checkbox"/> SPPR-6099	ARCADIA context	50.0	Norm	Open		Dennis Kunz				2023-08-18 15	2023-10-01 14	SP-Engineering
<input type="checkbox"/> SPPRAMSS	failure	50.0	Norm	Conte		Bois Julien (I-N)	Bois Julien (I-N)			2023-08-10 11	2023-10-16 13	SP-PRAMSS

[SPPR-6993]

3.2 Creating new Glossary entries

Glossaries entries may cover different use cases:

- definitions per se, i.e. associate the description of a *concept* to a *term*
- acronym or abbreviation definitions, i.e. associate a *shortened form* to an *expanded / canonical form*

The same *Polarion Work Item type* is used for both cases as a **pure acronym/abbreviation definition** (PWITD[Title=<term>,Abbreviation=<abbreviation or acronym>, Description=<**term**>]) can later evolve into a full definition (PWITD[Title=<term>,Abbreviation=<abbreviation or acronym>, Description=<**definition**>]) without loosing consistency in the usage of fields.

[SPPR-6996]

Creation of new System Pillar Glossary entries SHALL always be preceded by a check within the existing entries. [SPPR-6997]

3.2.1 General guidelines to create a new Glossary entry

The table below lists the PWITD fields that should be provided when creating a new PWITD. At least Title and Description must be provided.

Polarion Field Name	Field Description	Example
Title	the <i>label</i> that designates the <i>concept</i> being defined	<i>Overhead contact line</i>
Abbreviation	a semi-column (";") separated list of abbreviations associated to the <i>concept</i>	<i>OCL</i>
Description	the definition of the <i>concept</i>	<i>Contact line placed above (or beside) the upper limit of the vehicle gauge and supplying vehicles with electric energy through roof-mounted current collection equipment</i>
Source Reference	the textual description of the <i>source glossary</i> which defines the term	<i>TSI ENE (v141118)</i>
Source URL	the URL at which the <i>source glossary</i> can be obtained / consulted	https://www.era.europa.eu/domains/technical-specifications-interoperability/energy-tsi_en
Hyperlink with Polarion role conceptIRI	the IRI associated to the <i>concept</i> (if available) Set Polarion role type to ConceptIRI	https://glossaries.ontorail.org/LEX_TSI-ENE/lex_tsi-ene-141118/#OVERHEAD--CONTACT--LINE_lexConcept

[SPPR-7008]

3.2.2 General guidelines to create a new acronym / abbreviation entry

If the intent is to create a new Polarion Definition to capture a term / acronym or a term / abbreviation that would not already exist as a Polarion Definition, it is recommended to create it as follows; It remains recommended to provide a definition for the term.

Polarion Field Name	Field Description	Example
Title	the <i>label</i> that designates the <i>concept</i> being defined	<i>Europe's Rail Joint Undertaking</i>
Abbreviation	a semi-column (";") separated list of abbreviations associated to the <i>concept</i>	<i>ERJU</i>
Description	the definition of the <i>concept</i>	<i>Europe's Rail Joint Undertaking</i>
Source Reference	the textual description of the <i>source glossary</i> which defines the term	(optional if not relevant)
Source URL	the URL at which the <i>source glossary</i> can be obtained / consulted	(optional if not relevant)
Hyperlink with Polarion role conceptIRI	the IRI associated to the <i>concept</i> (if available) Set Polarion role type to ConceptIRI	(optional if not relevant)

PWITD are not created in only one specific project. Any PWITD in SP can be a glossary entry as soon as it is marked as done and it is compliant with guidelines. [SPPR-7009]


3.2.3 Glossary Entries (PWITD) workflow status and review process

Each PWITD follows a structured workflow to ensure consistency, traceability, and quality across the project documentation.

The typical status assigned to a PWITD is as follows:

- Open/In Progress: The PWITD is initially created and contains a preliminary definition.
- Content to be approved: the PWITD is under approval phase. This phase should ensure, among the others that the PWITD is conformant with this guidelines
- Done: The PWITD can be considered as part of the SP glossary

To ensure glossary consistency and usability, the following process is defined for managing PWITD items:

- Creation: Any SP team member can propose a new glossary entry by creating a PWITD item in Open status. PWITD have not to be created in only one specific project.
- Review/Approval: the usual process, as defined in  Configuration Management Plan - Annex C Document Management Plan, Review and Approval Process should be followed. For PWITD, the conformance with these guidelines is a prerequisite for approval
- Maintenance: Periodic reviews should be conducted to identify obsolete or redundant entries.

[SPPR-11800]

3.3 Reporting possible errors in Glossary entries

Entries in the Glossary may have different sources:

- *reference glossaries*
- *System-Pillar-specific glossary entries*
- [future] *Innovation-Pillar-specific entries*

Depending on the source, different error reporting methods can be used / are available. [SPPR-7006]


3.3.1 Reporting possible errors in reference glossaries

In the case of a Glossary entry coming from a *reference glossary*, unless the error has to do with correction of typos or other corrections of an editorial nature that got introduced in the Glossary as part of the terminology extraction process, the intrinsic nature of a *reference glossary* is that the error correction shall be undertaken with the owner / maintainer of the *reference glossary*. Depending on the owner / maintainer, the following may apply (list non-exhaustive, provided for information only):

- TSIs: the CCM process is probably the right approach
- Standards (ISO, CEN/CENELEC, IEC, ETSI): the Standards Organizations have usually an organization-specific process to be followed
- Others: unless already identified above, the best approach is probably to ask the owner / maintainer of the *reference glossary*.

[SPPR-7007]

3.3.2 Reporting possible errors in System-Pillar-specific glossaries

[Future] see Task  SPPR-11798 - Reporting possible errors in System-Pillar-specific glossary entries and Innovation-Pillars glossary entries

NOTE: The status of the PWITD probably comes into consideration (Approved or not) and probably whether it is *formally* part of the System Pillar Glossary or whether it is approved solely at Domain level. [SPPR-7015]

3.3.3 Reporting possible errors in Innovation-Pillar-specific glossaries

[Future] To be agreed with the respective Innovation Pillar project taking into consideration that if an adaption is decided by the System Pillar, the correction in the Innovation Pillar glossary is necessary, [SPPR-7018]

3.4 Using Glossary entries in System Pillar deliverables


Using Glossary entries in System Pillar deliverables can fulfill different use cases

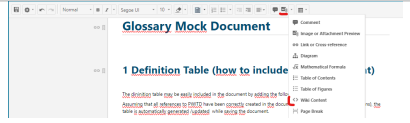
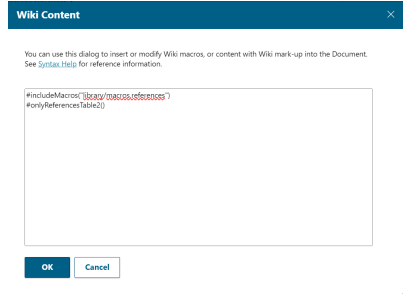
- creation of a table / list of definitions to prevent ambiguity of terminology in a System Pillar deliverable
- creation of a table / list of acronyms / abbreviations to facilitate readability and conciseness of a System Pillar deliverable
- general linking between the text of a System Pillar deliverable and specific PWITDs
- (list potentially non-exhaustive to be expanded over time...)

[SPPR-7004]

3.4.1 General guidelines to establish a list of Glossary definitions in a System Pillar deliverable

Follow the steps below in order to create a table of definitions.

Step	Description	Screenshot (Click to preview if too small)
PREREQUISITE	all PWITD which the document refers to are linked to the document as described in  SPPR-6377 - General guidelines to link Glossary definitions in a System Pillar deliverable .	
1		

Step	Description	Screenshot (Click to preview if too small)
	insert a wiki content in the document where you want to create the table	
3	Edit (" Modify ") the wiki content adding the following text: #includeMacros("library/macros.references") #onlyReferencesTable2() and click OK	
4	Save the document: the macro will look for all PWITD linked to document work items with the correct relation and will update the table accordingly	

[SPPR-7016]

3.4.2 General guidelines to establish a list of Glossary acronyms / abbreviations definitions in a System Pillar deliverable

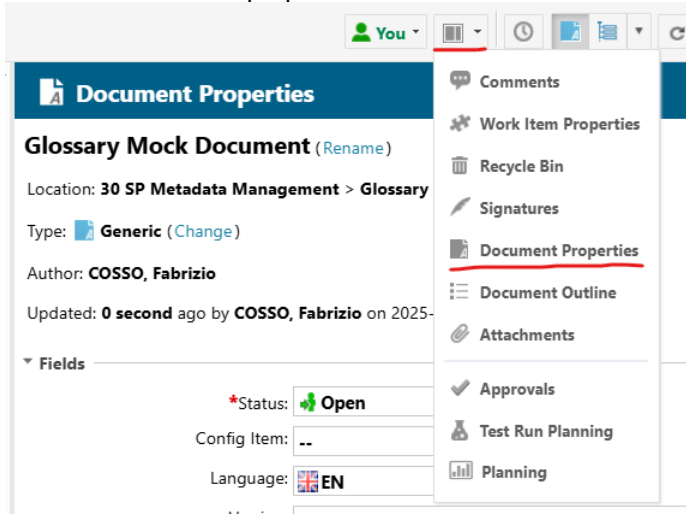
It is possible to generate an acronym table similar to the one shown in the figure below.

Acronym (abbreviation)	Full text (title)
MB	Moving Block
DR-V	Digital Register - Vehicle
OPE	Operational TSI
TSR	TEMPORARY SPEED RESTRICTION

[SPPR-11294]

To achieve this result the following steps must be followed: [SPPR-11295]

Go to the document properties:



[SPPR-11297]

Ensure that the document is of **Generic** type

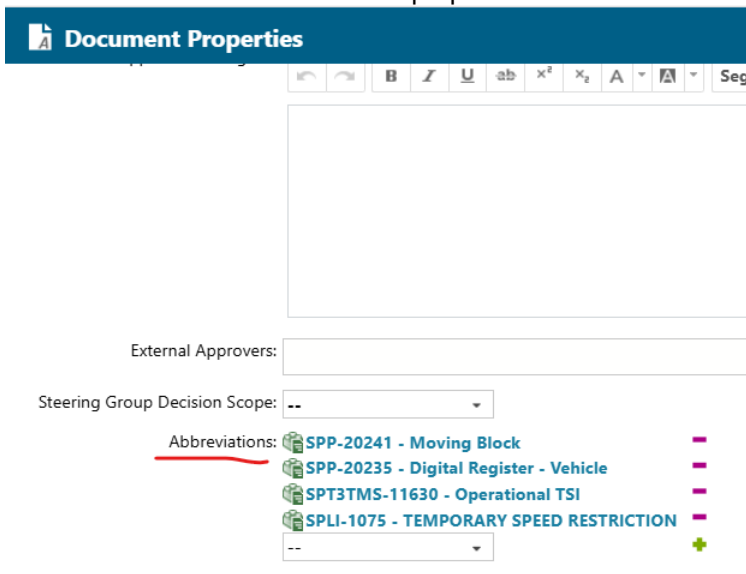
Glossary Mock Document (Rename)

Location: 30 SP Metadata Management > Glossary Mock Document

Type: **Generic** (Change)

[SPPR-11296]

Add abbreviation to the document properties:



[SPPR-11298]

In the desired section of the document, insert the macro (wiki content) responsible for generating the acronym table. This macro will automatically parse the abbreviation list and format it into a readable table. The macro is the following one:

```
#includeMacros("library/macros.documentAcronyms")
#acronymsRender()
```

Wiki Content ✕

You can use this dialog to insert or modify Wiki macros, or content with Wiki mark-up into the Document.
See [Syntax Help](#) for reference information.

```
#includeMacros("library/macros.documentAcronyms")
#acronymsRender()
```

OK

Cancel

[SPPR-11299]

NOTE: it is recommended to use acronyms and abbreviations as sparingly as possible as it can increase cognitive load on the reader who is not directly familiar with domain-specific acronyms and abbreviations.


[SPPR-7005]


3.4.3 General guidelines to link Glossary definitions in a System Pillar deliverable

This section describes how to reference a Polarion Glossary Work Item within SP in a document.

[SPPR-7020]

A "Refers to" link SHALL be used to associate a work item in a Polarion document referencing the glossary entry to the Polarion work item of type Definition which is part of the System Pillar Glossary. In this example the link to the switch Definition is made through the usage of a "refers to" link.

 **Work Item Properties** ⚙️ ✕

 **SPPR-6551** - This is a text using a definition of switch

Fields

*Severity:

Normal

*Status:


Open

Space / Document:


Links

Edit Links

has parent

 SPPR-6559 - chapter 1

refers to

 SPPR-5602 - Switch

[SPPR-6532]

The usage described above enables the application of inline Macros within the polarion document that could automatically create glossary lists, definitions list, etc. These macros will look for all "refers to" links within the document and will include them in tables with the desired format. [SPPR-6534]

4 Interim migration process

The purpose of this section is:

- to accompany the efforts of harmonization of the System Pillar Glossary entries (the entries created before application of the guidelines set forth in [2 - Guidelines](#))
- to identify possible approaches to modify existing System Pillar deliverables to make optimal use of the System Pillar Glossary

It is anticipated the interim migration process will need to address at least the following actions.

Action	Description
Change of reference	Existing Definitions created in Polarion before bulk import of the reference glossaries and reflecting a term defined in the reference glossaries SHALL now use the Definition from the reference glossary (TSI, EU Directives, ...).
Completion	Definitions SHALL fill as far as possible all the relevant fields as identified in section 3.2.1 - General guidelines to create a new Glossary entry for terminology definitions (and section 3.2.2 - General guidelines to create a new acronym / abbreviation entry for acronyms definition if this is a pure acronym definition).
Refactoring	Definitions where the respective fields of the Polarion Work Item of type Definition have been inconsistently filled (i.e. "what goes where") SHALL be refactored in order to be consistent with the other Definitions and be transparently usable in deliverables (for purposes such as table of definitions, table of acronyms, ...).
De-duplication	Some terms have been defined multiple times as they have been created independently in respective Domains. Unless adequately justified, efforts shall be made to converge to a single Definition that would be used by several Domains.

The interim migration process in certain cases can be supported with tooling and/or assistance from the EET team (for example for refactoring in certain cases). In other cases, Domain contributors will have to undertake some direct actions to either modify Definitions by themselves or modifying their deliverables (for example when it comes to creating table of definitions in a consistent manner).

Note: the means to handle synonyms and to what extent to allow it for formal Definitions needs to be further investigated.

The following sub-sections cover some of the concrete actions that may need to be undertaken.

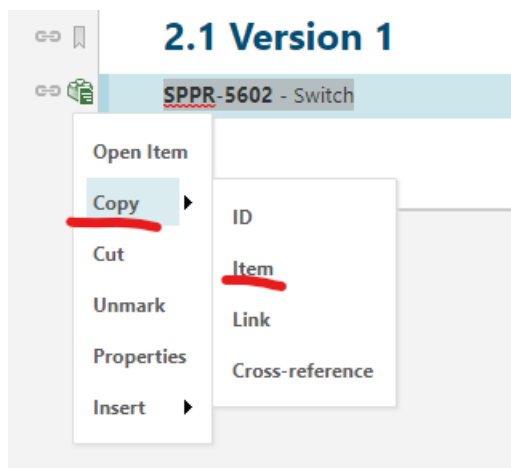
[SPPR-7019]

4.1 Change of Reference: replacing historical (pre-existing) PWITD with a reference Glossary PWITD

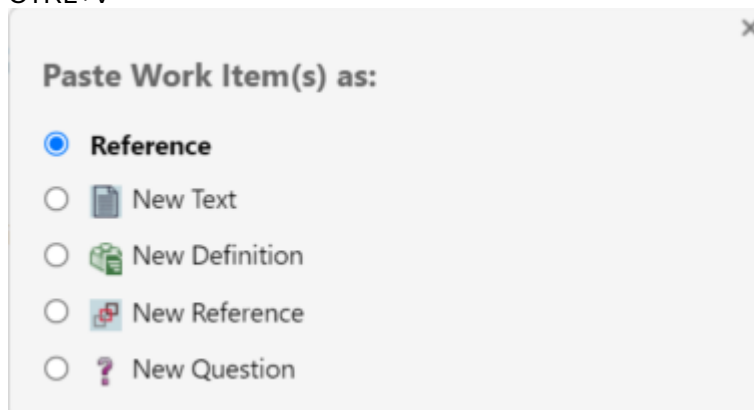
Use case: a PWITD created in a Domain and reflecting a term defined in the reference glossaries is **inserted inside a deliverable as a reference (i.e. with dotted lines)**. Such an entry shall be replaced by the corresponding PWITD entry of the reference glossary. [SPPR-7022]

Replacing historical (pre-existing) PWITD with a reference Glossary PWITD

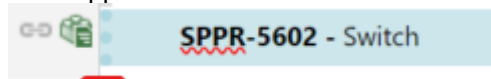
1. Locate the Polarion WI of type Definition to be replaced within its parent document.
2. Put the desired PWITD that will replace the existing PWITD in the parent document next to the existing PWITD.



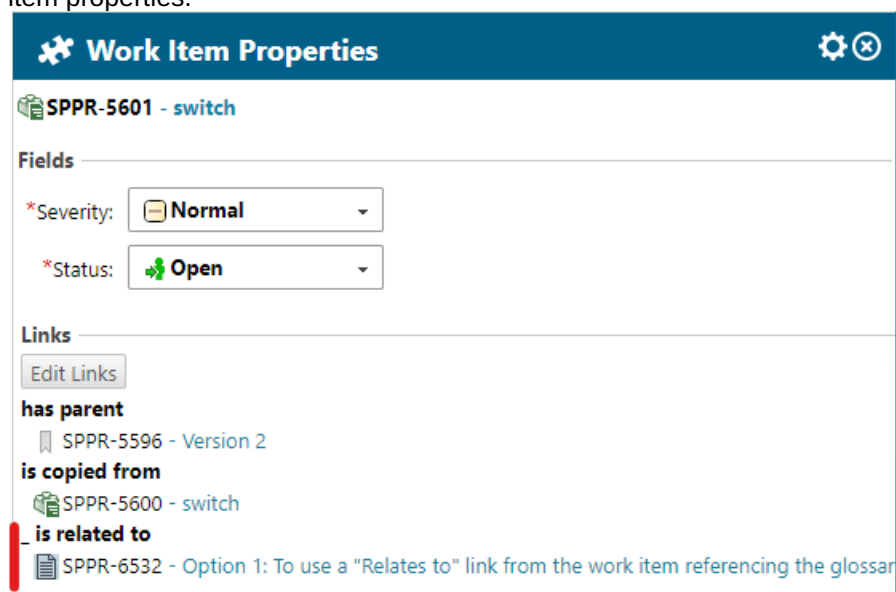
e.g.
CTRL+V



it will appear in the document with dotted line because it is a referenced work item



3. Check for all existing links to the existing PWITD: they should be easily identified through the work item properties.



4. Manually replace links with the links to the desired PWITD.
5. Remove from the document the existing PWITD that was to be replaced.

[SPPR-6536]

4.2 Change of Reference: changing a reference to PWITD already using the "relates to" pattern

Use case: a deliverable is already using the guideline identified in section 3.4.3 - General guidelines to link Glossary definitions in a System Pillar deliverable to point to a PWITD. The PWITD referred to is present in the reference glossaries so the deliverable shall be updated to now refer to the PWITD from the reference glossary. [SPPR-7021]

In this scenario, the process to be followed is:

1. Identify the Work Items in the Document referring to the PWITD-to-be-replaced
2. Access for those WIs the "Work Item Properties" panel
3. Click on "Edit Links"
4. Remove the PWITD-to-be-replaced
5. Add the desired PWITD
6. Save the document

[SPPR-7024]

5 Common pitfalls

This section lists some common errors that should be avoided when creating new Definition work items to be used as glossary entries. [SPPR-7023]

The WI title MUST NOT include the acronym [SPPR-6539]

The WI title MUST NOT include the full description [SPPR-6541]

The WI title should only include the long form of the concept that the definition refers to

A Definition WI Title should refer to only one concept: it should not include a list of acronym, a list of definitions, a table of elements [SPPR-6540]

The Definitions below represent some examples of usage of the PWITDs that should be avoided to maintain a cohesive System Pillar Glossary. [SPPR-7017]

5.1 pitfall 1: the acronym / abbreviation is compounded in the "Title"

Polarion Field Name	Existing entry	Recommended content	Comment / Issue
Title	FFFIS - FORM FIT FUNCTIONAL INTERFACE SPECIFICATION	Form Fit Functional Interface Specification	the <i>acronym / abbreviation</i> is compounded in the "Title" field with the <i>term</i> which is not consistent with <i>canonical</i> entries
Abbreviation	<empty>	FFFIS	a list of acronym / definitions cannot be automatically constructed if left empty
Description	<definition mentioning the source>	<definition>	it is requested for consistency to use the relevant <i>source fields</i> instead of putting it in the description
Source Reference	<empty>	the textual description of the <i>source glossary</i> which defines the term	using the <i>Source reference</i> field will help with System Pillar reference management. Also an indication of

Polarion Field Name	Existing entry	Recommended content	Comment / Issue
			version of the source is highly recommended.
Source URL	<empty>	<i>the URL at which the source glossary can be obtained / consulted</i>	this would enrich the Glossary and would overall facilitate consulting sources
conceptIRI	<empty>	<empty if not available>	


[SPPR-7012]

5.2 pitfall 2: examples should not be in the deliverable repository

Polarion Field Name	Existing entry	Recommended content	Comment / Issue
Title	I AM ONLY AN EXAMPLE	delete the entry or move it to the sandbox <if it were a <i>real Definition</i> , "As far as reasonably practicable" would be in the <i>Title</i> >	it is requested to use <i>Definition</i> work items solely for production content and use the sandbox for examples
Abbreviation	<empty>	AFARP	if it were a <i>real Definition</i> , the <i>Abbreviation</i> field SHALL be used so that a list of acronym / definitions can be automatically constructed from PWITDs
Description	AFARP - As far as reasonably practicable. Denote that an action shall be done until the cost to do so does not justify the benefit of doing it.	Denote that an action shall be done until the cost to do so does not justify the benefit of doing it.	The term "As far as reasonably practicable" and the abbreviation "AFARP" do not need to be reproduced in the Description field.
Source Reference	<empty>	?!?	In this case of "usual" acronyms, there might not be a source but we could put the originating Domain for consistency?
Source URL	<empty>	<empty>	If it were a <i>real Definition</i> , this can probably stay empty
conceptIRI	<empty>	<empty if not available>	

[SPPR-7011]

5.3 pitfall 3: tables with multiple definitions as description

Polarion Field Name	Existing entry	Comment / Issue																																				
Title	Term Status Description Operating state draft The operating state describes the...																																					
Abbreviation	<empty>																																					
Description	<div>  Description <table border="1"> <thead> <tr> <th>Term</th><th>Status</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Operating state</td><td>draft</td><td>The operating state describes the current state of production: <ul style="list-style-type: none"> • how trains move • where trains are • which route is set in control system • status of assets This information is based on inputs from control systems. </td></tr> <tr> <td>Capacity</td><td>draft</td><td>The total overall capability of the infrastructure that can be utilised by traffic or by maintenance. Capacity may apply to specific geographic sectors like stations or lines. Capacity usage must be requested, which results in capacity demand.</td></tr> <tr> <td>Capacity Restriction</td><td>draft</td><td>Capacity restriction is a temporary full or partial unavailability of network infrastructure due to construction works, maintenance, inspection works or due to environmental influences and disruptions.</td></tr> <tr> <td>Capacity Planning</td><td>draft</td><td>Capacity Planning is an instrument to determining the total theoretically available capacity supply (max. number of journeys per direction) and compare it to demand. Capacity can be requested from long term to short term (ad hoc slot ordering). Capacity planning supports the planning along all-time horizons (strategic to short term).</td></tr> <tr> <td>Capacity Plan</td><td>draft</td><td>The capacity plan comprises any planned capacity usage (traffic and construction works) at any point in time during the planning period. The aim is a consistent and conflict free capacity plan.</td></tr> <tr> <td>Capacity Production</td><td>draft</td><td>Capacity production is the implementation of the operational plan. Capacity production begins when the train starts its scheduled mission and ends with when it ends.</td></tr> <tr> <td>Conflict</td><td>draft</td><td>A conflict is any difference between the operational plan and the forecast, regardless of any actual need for intervention to resolve it.</td></tr> <tr> <td>Dispatching</td><td>draft</td><td>Dispatching is the sum of actions intended to make modifications the operational plan.</td></tr> <tr> <td>Deviation</td><td>draft</td><td>A deviation is any difference between the operational plan and the actual state of traffic, unlike a conflict, deviations may only be mitigated but not solved.</td></tr> <tr> <td>Decision</td><td>draft</td><td>A decision is a single action intended to make a modification the operational plan.</td></tr> <tr> <td>Forecast</td><td>draft</td><td>The forecast displays the future state of traffic, it based on the current operational state. The forecast projects the current operational plan into the future. A forecast for each train run under</td></tr> </tbody> </table> </div>	Term	Status	Description	Operating state	draft	The operating state describes the current state of production: <ul style="list-style-type: none"> • how trains move • where trains are • which route is set in control system • status of assets This information is based on inputs from control systems.	Capacity	draft	The total overall capability of the infrastructure that can be utilised by traffic or by maintenance. Capacity may apply to specific geographic sectors like stations or lines. Capacity usage must be requested, which results in capacity demand.	Capacity Restriction	draft	Capacity restriction is a temporary full or partial unavailability of network infrastructure due to construction works, maintenance, inspection works or due to environmental influences and disruptions.	Capacity Planning	draft	Capacity Planning is an instrument to determining the total theoretically available capacity supply (max. number of journeys per direction) and compare it to demand. Capacity can be requested from long term to short term (ad hoc slot ordering). Capacity planning supports the planning along all-time horizons (strategic to short term).	Capacity Plan	draft	The capacity plan comprises any planned capacity usage (traffic and construction works) at any point in time during the planning period. The aim is a consistent and conflict free capacity plan.	Capacity Production	draft	Capacity production is the implementation of the operational plan. Capacity production begins when the train starts its scheduled mission and ends with when it ends.	Conflict	draft	A conflict is any difference between the operational plan and the forecast, regardless of any actual need for intervention to resolve it.	Dispatching	draft	Dispatching is the sum of actions intended to make modifications the operational plan.	Deviation	draft	A deviation is any difference between the operational plan and the actual state of traffic, unlike a conflict, deviations may only be mitigated but not solved.	Decision	draft	A decision is a single action intended to make a modification the operational plan.	Forecast	draft	The forecast displays the future state of traffic, it based on the current operational state. The forecast projects the current operational plan into the future. A forecast for each train run under	The definition WI compounds an entire table of term / acronyms in the description: t shall be broken down in individual definitions
Term	Status	Description																																				
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Source Reference	<empty>																																					
Source URL	<empty>																																					
conceptIRI	<empty>																																					

[SPPR-7014]

A definition should be created for each table row (unless they don't already exists in the glossary):

Polarion Field Name	Existing entry (partial)	Recommended content						
Title	Term Status Description Operating state draft The operating state describes the...	Operating state						
Abbreviation		<empty if not available>						
Description	<div> <table border="1"> <thead> <tr> <th>Term</th><th>Status</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Operating state</td><td>draft</td><td>The operating state describes the current state of production: <ul style="list-style-type: none"> • how trains move • where trains are • which route is set in control system • status of assets This information is based on inputs from control systems. </td></tr> </tbody> </table> </div>	Term	Status	Description	Operating state	draft	The operating state describes the current state of production: <ul style="list-style-type: none"> • how trains move • where trains are • which route is set in control system • status of assets This information is based on inputs from control systems.	<p>The operating state describes the current state of production:</p> <ul style="list-style-type: none"> • how trains move • where trains are • which route is set in control system • status of assets <p>This information is based on inputs from control systems.</p>
Term	Status	Description						
Operating state	draft	The operating state describes the current state of production: <ul style="list-style-type: none"> • how trains move • where trains are • which route is set in control system • status of assets This information is based on inputs from control systems.						

Polarion Field Name	Existing entry (partial)	Recommended content
Source Reference		the textual description of the <i>source glossary</i> which defines the term if available
Source URL		the URL at which the source glossary can be obtained / consulted
conceptIRI		<empty if not available>


[SPPR-7013]

Polarion Field Name	Existing entry (partial)	Recommended content			
Title	Term Status Description Operating state draft The operating state describes the...	Capacity			
Abbreviation		<empty if not available>			
Description	<table border="1"> <tr> <td>Capacity</td><td>draft</td><td>The total overall capability of the infrastructure that can be utilised by traffic or by maintenance. Capacity may apply to specific geographic sectors like stations or lines. Capacity usage must be requested, which results in capacity demand.</td></tr> </table>	Capacity	draft	The total overall capability of the infrastructure that can be utilised by traffic or by maintenance. Capacity may apply to specific geographic sectors like stations or lines. Capacity usage must be requested, which results in capacity demand.	The total overall capability of the infrastructure that can be utilised by traffic or by maintenance. Capacity may apply to specific geographic sectors like stations or lines. Capacity usage must be requested, which results in capacity demand.
Capacity	draft	The total overall capability of the infrastructure that can be utilised by traffic or by maintenance. Capacity may apply to specific geographic sectors like stations or lines. Capacity usage must be requested, which results in capacity demand.			
Source Reference		the textual description of the <i>source glossary</i> which defines the term if available			
Source URL		the URL at which the source glossary can be obtained / consulted			
conceptIRI		<empty if not available>			

[SPPR-7026]

5.4 pitfall 4: acronym table as definition description

Polarion Field Name	Existing entry	Comment / Issue
Title	AB CI CMS DCM ECMT GUI ETA PCS RIM RIS ROC TAF/TAP TSI TCR TMS Allocation Body C...	
Abbreviation		
Description		The definition WI compounds an entire table of term / acronyms in the description:

Polarion Field Name	Existing entry	Comment / Issue
	<div>  Description </div> <div> AB Allocation Body CI Common Interface CMS Capacity Management System DCM Digital Capacity Management ECMT European Capacity Management Tool GUI Graphical User Interface ETA Estimated Time of Arrival PCS Path Coordination System RIM Railway Infrastructure Manager RIS Railway Infrastructure System ROC Railway Operating Company TAF/TAP TSI Technical Specification for Interoperability TCR Temporary Capacity Restriction TMS Traffic Management System </div>	It shall be broken down in individual definitions
Source Reference		
Source URL		
conceptURI	<empty>	

[SPPR-7025]

A definition should be created for each table row (unless they don't already exists in the glossary):

Polarion Field Name	Existing entry (partial)	Recommended content
Title	AB CI CMS DCM ECMT GUI ETA PCS RIM RIS ROC TAF/TAP TSI TCR TMS Allocation Body C...	Allocation Body
Abbreviation		AB
Description	AB Allocation Body	Allocation Body
Source Reference		the textual description of the <i>source glossary</i> which defines the term if available
Source URL		the URL at which the source glossary can be obtained / consulted
conceptURI		<empty if not available>

Polarion Field Name	Existing entry (partial)	Recommended content
Title	AB CI CMS DCM ECMT GUI ETA PCS RIM RIS ROC TAF/TAP TSI TCR TMS Allocation Body C...	Common Interface
Abbreviation		CI
Description	CI Common Interface	Common Interface
Source Reference		the textual description of the <i>source glossary</i> which defines the term if available
Source URL		

Polarion Field Name	Existing entry (partial)	Recommended content
		the URL at which the source glossary can be obtained / consulted
conceptIRI		<empty if not available>

and so on. [SPPR-7028]

5.5 pitfall 5: abbreviation as title

Polarion Field Name	Existing entry	Recommended content	Comment / Issue
Title	SSI	Standard Security Interface	The Title is the acronym and the description is the full form. The full form shall be the title,
Abbreviation	<empty>	SSI	the acronym shall be in Abbreviation
Description	Standard Security Interface	Standard Security Interface	In case a more detailed description is not available put the full form here.
Source Reference	<empty>	<empty if not available>	the textual description of the <i>source glossary</i> which defines the term if available
Source URL	<empty>	<empty if not available>	the URL at which the source glossary can be obtained / consulted
conceptIRI	<empty>	<empty if not available>	

[SPPR-7027]

5.6 pitfall 6: local definitions should not be a PWITD

The Polarion Work Item Type Definition must be used **only** for definitions intended to be re-used also outside of the document, becoming part of the Glossary. [SPPR-11399]

For local term definitions (i.e. terms that will be used only within the document and not elsewhere) use the Text . [SPPR-11403]

5.7 pitfall 7: personal observation of the author should not be part of the PWITD description

Polarion Field Name	Existing entry	Comment / Issue
Title	CVR (TRD Display)	
Abbreviation	<empty>	
Description	The display associated to this system is called TRD (Train Radio Display) in UIC-612. The ergonomics of this system is also defined in UIC-612-4. The TRD is located on the left side of the cab according to UIC-612-0, EN 16186-2 (chapter 7.21). The SIL is SIL0 (Basic Integrity). Information is presented	It appears to provide context but does not appear to define CVR (Cabin Voice Radio) but rather some form of

Polarion Field Name	Existing entry	Comment / Issue
	on demand when triggered by the driver or when external actors (passenger, traffic agent, etc.) call the driver. Current communication between CVR and TRD is supplier-specific? To facilitate the deployment of the MDS solution, a migration to a generic communication used also by other systems should be considered.	<p>relation between CVR and TRD.</p> <p>Is the proposed content really a PWITD or shall it rather be a text fragment?</p> <p>A glossary is supposed to associate a term with a definition for it; if done “properly”, the term can be reused elsewhere and its associated definition is available without duplication.</p> <p>The proposed PWITD is unclear as to what it aims to define and to a large extent does neither explicit what a TRD is neither a CVR.</p>
Source Reference	<empty>	
Source URL	<empty>	
conceptIRI	<empty>	

[SPPR-11400]

Resolution: Define the PWITD followed with a note using Text work item fragment. Example:

Title	Train Radio Display
Description	A cab-mounted screen specified in UIC 612-4 presenting CVR call status, contact lists, and connectivity indicators, serving as the driver's voice-communication interface.
Abbreviation	TRD
Source Reference	UIC 612-4

[SPPR-11402]