
Economic Commission for Europe

Inland Transport Committee

Working Party on the Transport of Dangerous Goods

Joint Meeting of the RID Committee of Experts and the Working Party on the Transport of Dangerous Goods

Bern, 12-16 March 2018

Item 7 of the provisional agenda

Accidents and risk management

1 March 2018

2nd Phase activities of the TDG Roadmap and Invitation for the nomination of EUDG members

Transmitted by the European Union Agency for Railways (ERA)

General information

As reported in the minutes of the Joint Meeting autumn session 2017, ERA was asked to provide information on activities planned for the second phase of the TDG Roadmap.

This paper aims at informing Joint Meeting delegates on the activities initiated in 2018, including the setting of the Expert Users and Development Group (EUDG) which will be involved in the continuous improvement of the Inland TDG Risk Management framework (RMF).

Publication of the Inland TDG Risk Management framework

A series of review meetings and a last call for comments until 2 March 2018 was organised by ERA in order to finalise the Inland TDG Risk Management framework.

On the basis of the comments received ERA will now complete and officially publish the Inland TDG Risk Management framework in the coming months.

For the publication of the framework guides ERA will use the following instruments:

- Electronic publication on ERA Extranet / Inland TDG RMF public area (with registration of users),
- A website for Inland TDG Risk Management (developed in 2018).

The Joint Meeting will continue being informed on the progress of these actions at its next session.

Risk Management Framework activities

In parallel with the publication of the 1st edition of the risk management framework guides, the process of continuous improvement described in the Framework guide will start.

The continuous improvement process is based on 1) the continued ERA coordination and 2) the setting of the Expert Users and Development Group.

The following categories of activities will be initiated by the EUDG and ERA:

1. Dissemination of information on the Inland TDG RMF,
2. Development of examples and implementation of the RMF on real cases,
3. Publication of reference and training material (including simple use cases),
4. Monitoring and analysis of user feedback on the implementation of the RMF,
5. Practical support to the users of the Inland-TDG website,
6. Specification of web applications that will assist users implementing the RMF,
7. Identification of future development needs of the framework,
8. Preparation of future versions of the framework.

In 2018, priority will be given to activities 1, 2, 3, 4 and 6.

Draft terms of reference of the EUDG, based on the previous successful organisation of the 1st phase, are reported as appendix 1 of the present document. These draft terms of reference should be discussed and, if possible, adopted at the first EUDG meeting.

Invitation for the nomination of EUDG members

As anticipated, the experts who have participated in the development of the first version of the framework are kindly invited to continue their participation in the new EUDG organisation.

In addition, it is also an opportunity for new experts to take part in the first implementation phase of the framework and to contribute to further improvements.

The following set of competences and knowledge areas are important for the good achievement of the foreseen activities:

- Occurrence reporting and transport statistics,
- Risk estimation models, including physical and physiological models,
- Decision-making processes, including risk acceptance criteria,
- ITC developments.

Interested delegates are kindly invited to nominate their experts in sending **before 6 April 2018** to TDG@era.europa.eu one duly filled-in nomination form per nominated expert (please see appendix 2).

Planned meetings in 2018

EUDG:	17-19 April 2018	(ERA, Valenciennes)
	10-12 July 2018	(Ministry of Transport, Luxembourg)
	27-29 November 2018	(Ministry of Transport, Madrid)
Workshops:	26-28 June 2018	(ERA, Valenciennes)
	23-25 October 2018	(ERA, Valenciennes)



**Risk management framework
for
Inland transport of dangerous goods**

**Expert Users and Development Group
Provisional Terms of Reference**

Appendix I

Table of Content

1. DEFINITIONS AND ABBREVIATIONS	3
2. SCOPE OF THIS DOCUMENT	3
3. FORESEEN ACTIVITIES OF THE EUDG	3
4. SETUP OF EUDG	5
4.1. Role of ERA.....	6
4.2. Role of appointing entity	6
4.3. Role of the EUDG members during the setup phase	7
5. EUDG MEMBERS' ACTIVITIES	8
5.1. Organisation of EUDG meetings.....	8
5.1.1. Role of ERA.....	9
5.1.2. Role of the hosting member	10
5.1.3. Role of the members of the EUDG.....	10
5.2. RMF users contributions.....	11
6. POTENTIAL CONSTRAINTS RELEVANT FOR EUDG ACTIVITIES .	11

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Appendix I

1. Definitions and abbreviations

EUDG:

Expert Users and Development Group, as described in the Section 6 of Inland TDG Risk Management Framework

Inland TDG RMF (also referred to as **RMF** hereinafter)

Inland transport of Dangerous goods Risk Management Framework, consisting of Framework guide, the guide for risk estimation, the guide for decision making and the framework glossary

ToRs:

Terms of Reference

2. Scope of this document

This document defines the terms governing:

- the foreseen activities of the EUDG
- the setup of the EUDG
- actions related to the meetings of EUDG
- management of contributions of EUDG members and public users of the RMF

and the roles of :

- the European Union Agency for Railways
- the Appointing entity of EUDG members
- the EUDG members

3. Foreseen activities of the EUDG

The table below contains a list of activities that are relevant for EUDG¹ members.

¹ To read the complete detailed list of all planned activities, refer to table 1 in Section 6.3 of the Inland TDG RMF - Framework guide available on ERA's TDG extranet

Appendix I

For actions where the Agency has responsibility these relevant activities have been integrated in ERA Single Programming Document.

The following categories of activities will be initiated by the EUDG and ERA:

1. Dissemination of information on the Inland TDG RMF
2. Development of examples and implementation of the RMF on real cases
3. Publication of reference and training material (including simple use cases)
4. Monitoring and analysis of user feedback on the implementation of the RMF
5. Practical support to the users of the Inland-TDG website
6. Specification of web applications that will assist users implementing the RMF
7. Identification of future development needs of the framework
8. Preparation of future versions of the framework

Activity Category	Tasks	Who
Coordination	Hosting EUDG meetings	Interested members of EUDG with ERA coordination
Category 1 activities	Preparing information for the Joint Meeting for the potential revision of provisions relating to the collection of TDG occurrences	ERA + EUDG
	Disseminating the risk management framework	ERA + interested members of EUDG
Category 2 activities	Developing use case examples	Any interested user of the framework
	Reviewing and formatting of examples as public material	ERA + interested members of EUDG
Category 4 activities	Regularly analysing user feedback	ERA + EUDG
Category 5 activities	Developing relevant reference values for the parameters of the harmonised risk estimation	Any interested user of the framework

Appendix I

Activity Category	Tasks	Who
	model, with consideration of national or regional settings	
	Continuing the development of pre-calculated tables for DG reference scenarios, as reference material for users	Any interested user of the framework
	Maintaining support to users with simple tools. Priority given to developing (missing) harmonised templates to support the use of the guides, in response to the needs reported by users of the framework	Any interested user of the framework
	Reviewing and formatting inputs from public users to use as public reference material	ERA + interested members of EUDG
Category 6 activities	Initiating the specification of a public risk estimation engine	ERA + interested members of EUDG
Category 7 activities	Identifying the development needs of the framework	ERA + EUDG

4. Setup of EUDG

The setup of EUDG is described in Section 6 of Inland TDG RMF framework guide, which contains the foreseen objectives and activities of the group.

Appendix I

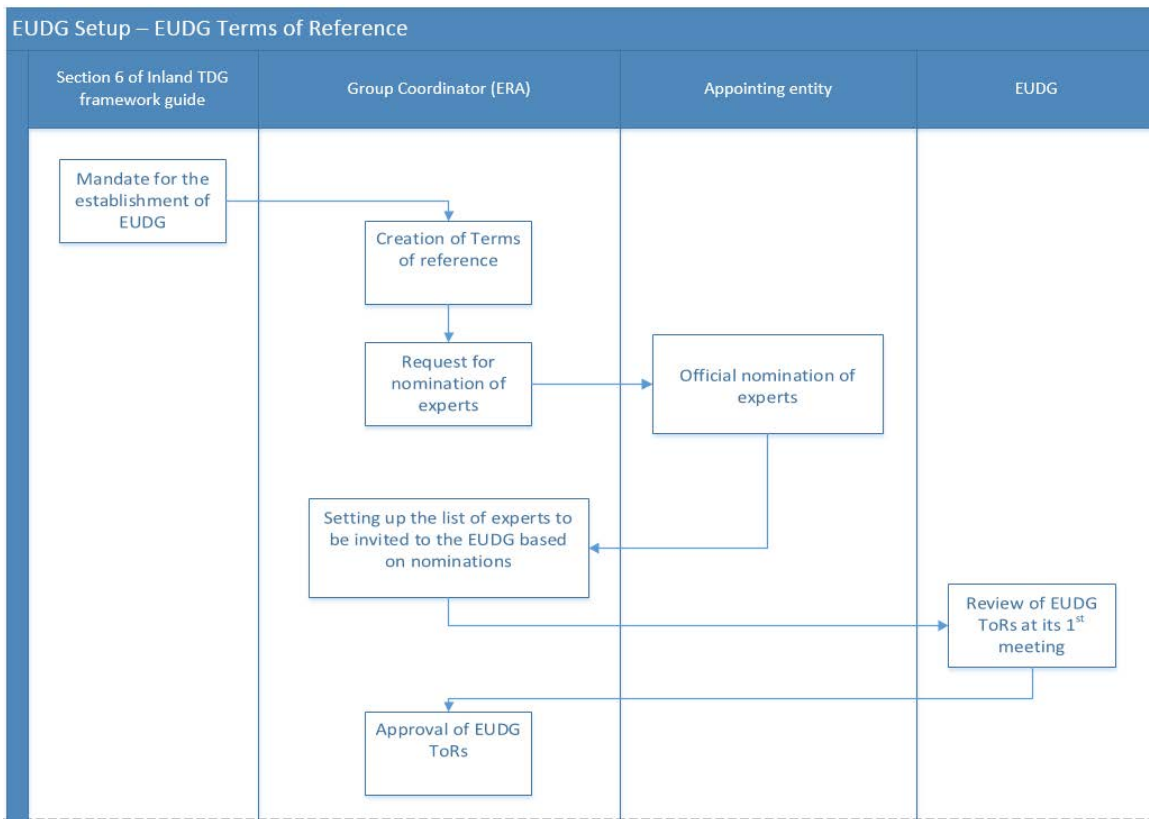


Figure 1: Flowchart of the EUDG setup

4.1. Role of ERA

For the setup of EUDG, ERA will deliver the following:

- The provisional terms of reference to be discussed at the 1st meeting of the EUDG
- An official request for nomination of experts. The request is going to be communicated among others to the UNECE Joint Meeting and to the participants of the informal working groups which have contributed to the development of the first version of the Inland TDG RMF
- The list of experts to be invited to the EUDG based on the nominations sent by the appointing entities
- The final approval of the Terms of Reference of EUDG after the review made by EUDG members

4.2. Role of appointing entity

For the setup of EUDG, the appointing entity will have to nominate the experts in due time at the latest by 6 April 2018.

With regards to the foreseen activities, the following set of competences and knowledge areas are deemed important for the members of the EUDG:

- Occurrence reporting and transport statistics

Appendix I

- Risk estimation models, including physical and physiological models
- Decision-making processes, including risk acceptance criteria
- ITC developments

The experts must be preferably fluent in English and must indicate one or more of their area(s) of expertise.

An appointing entity may nominate several experts in order to cover the required expertise.

4.3. Role of the EUDG members during the setup phase

The EUDG members are expected to review these provisional ToRs for the 1st meeting of the EUDG which is planned to take place on 17-19 April 2018.

The 1st meeting participants may propose amendments to the terms of reference proposed by ERA with a view to facilitate the organisation and the functioning of the meetings.

Taking into account the results of the meeting, and the legal provisions applicable to ERA, the terms of reference will be finalised and made available to EUDG members.

Appendix I

5. EUDG members' activities

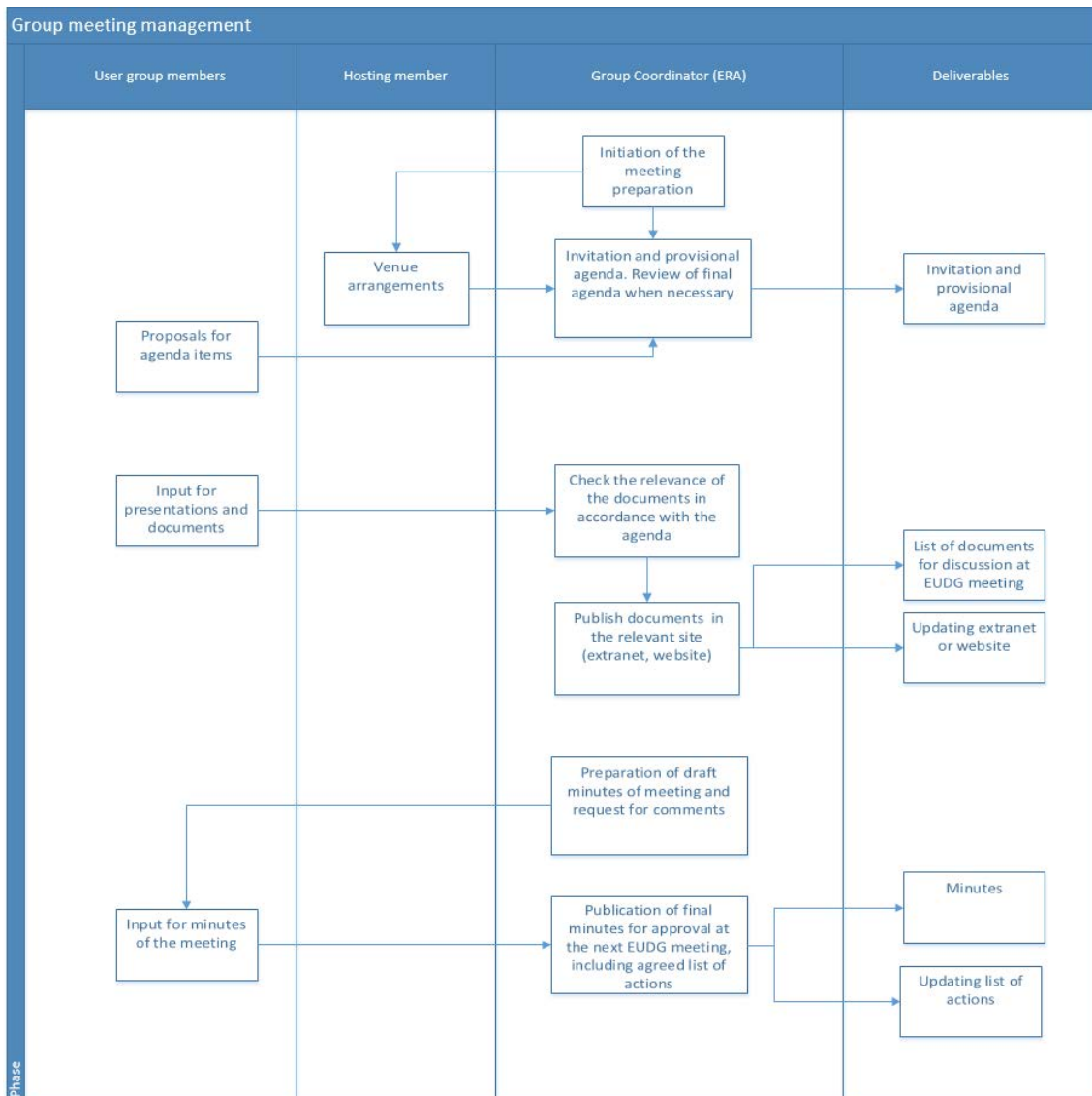


Figure 2: Flowchart of main EUDG activities

5.1. Organisation of EUDG meetings

Participation in the EUDG meetings is voluntary. ERA will not reimburse or cover the travel and subsistence expenses of the appointed experts for their participation in the meetings of the EUDG.

Members of the EUDG must confirm their participation to the meeting not later than 2 weeks before the EUDG meeting via e-mail at TDG@era.europa.eu.

All members of the EUDG are expected to have access to the TDG extranet workspace of ERA, where ERA publishes all relevant contributions, as well as invitations and agendas of the meetings. Invitations will be published at least one month before the meeting with a provisional agenda.

The agenda is adopted at the beginning of the meeting.

Appendix I

The working language of the EUDG is English.

Meeting locations will be decided by the hosting members. When hosted by ERA, the meetings of the EUDG will take place in Valenciennes or Lille.

Because of the nature of the EUDG tasks, when necessary, the participants may be divided in working subgroups depending on the competences required and on the agenda items. The sub-groups will be established according to the needs and the required competence for the decided actions.

The attendance to EUDG must be limited to a manageable number of participants, set to maximum 45 participants in total for plenary EUDG meetings and to 15 participants for sub-groups. Agendas will be arranged by ERA and the hosting member, taking into account the practical arrangements of the hosting member (number/size of available meeting rooms).

In any case the number of sub-group meetings running in parallel will be limited to a maximum of 3.

ERA will convene the meetings and collect the registration of the participants. In case of need, ERA may have to select the composition of the meeting participants, on the basis of the following criteria:

- Submission of written contributions
- Balanced representation of transport modes
- Balanced type of organisations and contributions
- The number of meetings already attended by a given participant/organisation

The Chair of the meetings is responsible for ensuring that the meeting follows the agreed agenda, and to form conclusions to be considered by the plenary EUDG meetings and propose follow-up actions, reporting also diverging views when required.

ERA will chair the EUDG plenary meetings and the hosting member will co-chair the meeting.

EUDG members will be invited to propose chairs for the sub-groups and ERA will co-chair the sub-groups.

5.1.1. Role of ERA

Within the EUDG, ERA is acting as a facilitator for the work of EUDG, contributes to the correct implementation of EU legislation applicable to railways and supports the development of the Single European Railway Area, in coordination with DG MOVE.

In relation to the venue arrangements, invitation and agenda,

ERA is in charge of:

- Liaising with the hosting member to arrange the venue of the meeting
- Initiating the meeting and preparing the provisional agenda
- Collecting the proposals for agenda items sent by EUDG members
- Preparing the invitation and the final agenda
- Registering the participants

Appendix I

In relation to the inputs of EUDG members (presentations and documents),

ERA is in charge of:

- Gathering the contributions
- Making the relevant contributions available to the TDG extranet members (presentations, documents)
- When necessary, updating the TDG Extranet and the Inland TDG website

ERA will make available the contributions on TDG extranet within 2 working days following the reception of the contribution.

Concerning the relevance of contributions, ERA reserves the right to make comments or to request amendments to the content or the size of contributions in accordance with the agenda, the objective of the meeting and the general objectives of the RMF.

In relation to the minutes and the list of actions,

ERA will be in charge of:

- Recording and drafting the minutes of each meeting
- Requesting to the EUDG members who took part in the meeting to comment on the draft minutes
- Publishing the final minutes for approval at the coming EUDG meeting
- Publishing the agreed list of actions

5.1.2. Role of the hosting member

Members of the EUDG may volunteer to offer venues for the EUDG meetings.

When the meeting is hosted by another member than ERA, ERA will liaise with the hosting member to prepare the invitation and the agenda.

The hosting member will arrange the practical organization of the meeting.

5.1.3. Role of the members of the EUDG

In relation to the agenda,

EUDG members are in charge of:

- Proposing agenda items for the next EUDG meetings

During the phase of consultation on the agenda item proposals, the members of the EUDG may suggest agenda items and modifications to the agenda proposed by ERA.

In relation to the inputs (presentations and documents),

EUDG members are in charge of:

Appendix I

- Sending to ERA relevant, new or agreed, contributions,

Members of the EUDG are expected to contribute with any material useful for the achievement of the meeting objectives.

As practical arrangement, contributors shall submit (by email to TDG@era.europa.eu) to ERA their contributions not later than 2 weeks before EUDG meetings.

In relation to the minutes and the list of actions,

EUDG members are in charge of:

- Commenting and/or requesting amendments in the provisional minutes of the EUDG meetings within 2 weeks after the publication of the proposed draft minutes.

5.2. RMF users contributions

Any user of the RMF may contribute to the tasks of the EUDG even if he/she does not have the possibility to be EUDG member or to attend the meeting in person.

Interested organizations or persons wishing to contribute to the work of EUDG may do so by sending their contributions (by email to TDG@era.europa.eu) to ERA.

Then ERA will inform EUDG members of the received contributions and will invite EUDG members to define follow-up actions, when relevant.

The proposing user will receive a feedback information concerning the position of the EUDG on his/her contribution.

6. Potential constraints relevant for EUDG activities

The following list of constraint have been identified:

- Limited resources of the members of EUDG and/or ERA to implement foreseen activities
- Non availability of the Inland TDG RMF website or TDG Extranet
- Lack of contributions by the members of the EUDG
- Logistical constraints, for example limited availability of hosting locations or meeting rooms etc.
- Overlapping events/activities for examples, limited availability of possible meeting dates, other events taking place at the same time which restrict or hinder the availability of Agency staff or experts
- Unforeseen circumstances limiting the presence of all attendees required (public transport strikes or cancellations due to unforeseen events)

Appendix II

Inland TDG Risk Management framework ---- Expert Users and Development Group (EUDG)

Nomination of Experts

Nomination of experts¹ shall be sent to TDG@era.europa.eu before 6 April 2018

Title	
First Name	
Family Name	
Contact e-mail	
Function	
Represented organization	
Represented Country / Region	

Please indicate applicable fields of competence of the nominated expert:

- Occurrence reporting and transport statistics
- Risk estimation models, including physical and physiological models
- Decision-making processes, including risk acceptance criteria
- ITC developments

¹ The European Railway Agency is committed to your privacy and is going to process your data legitimately and only for the purpose of the organization of the workshop in line with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the "protection of individuals with regard to the processing of personal data by the Union institutions". For more information, please visit ERA's website on data protection here: <http://www.era.europa.eu/Pages/Privacy-statement---Meetings-organised-by-the-Agency.aspx>