A GUIDE TO
STANDARDISATION

EDITION 1 - 2019

How IRSs are developed and where they fit in the world of standardisation
A Guide to Standardisation
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Legal deposit: June 2019

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The UIC plays an important role in the standardisation of the design, construction, operation and maintenance of the services that the railways provide.

This has been an ongoing task ever since the first UIC Leaflet was published in 1928. Many railway systems around the world have been constructed and are still operated today using these voluntary, but essential, standards produced by the UIC.

In 2015, the UIC membership, meeting in General Assembly agreed that the UIC fulfils the criteria necessary for the organisation to be considered as an SSO (Standards Setting Organisation) for the railway sector. This was an important step taken by the UIC membership as it clearly set out the intentions of the railway operating community.

In order to keep pace with the march of innovation and development, the UIC is constantly seeking to improve the standardisation processes and to ensure that the products we publish are fit for the generation they serve. Today UIC solutions are both referenced in legislation (more than 1000 references in the EU TSI) and in the various technical specifications of our members.

This was very evident by the creation of the Standardisation Unit (SU) in 2018.

This SU started an ambitious programme to ensure that all the current Leaflets undergo a thorough review with the aim of migrating them to a product better-suited to the 21st century railway – these are known as International Railway Solution (IRS).

This guideline document, approved at the General Assembly in December 2018, replaces the previous version that was published in 2015.

It sets out the new and improved processes for the preparation and publication of the IRSs and how the 5-year review cycle works.

The Standardisation Unit is at the very heart of this process and is the constant point of reference for assuring the effectiveness of the process and the validity of these guidelines.

Whether you are a member of the UIC HQ team, an employee of a UIC member company or a representative of a company that uses the UIC products, you are asked to ensure that you follow the requirements set out in this document. It is designed to be an iterative document, so please advise us of any errors or inconsistencies in the process to standardisation@uic.org.

A yearly edition is foreseen to improve information and processes, if relevant.

Thank you for being a part of this railway standardisation mission. Together we will ensure the development of an efficient and attractive set of railway products and services.

Jean-Pierre Loubinoux
Director General, UIC
January 2019

1. An SSO is any organisation whose primary activities are developing, coordinating, promulgating, revising, amending, reissuing, interpreting, or otherwise elaborating professional technical system standards that are intended to address the needs of a constituent body of users.

Most standards are voluntary in the sense that they are offered for adoption by people or a sector without being mandated in law. Some standards become mandatory when they are adopted by regulators as legal requirements in particular domains or by users for application within their corporate structure.
The general benefits of standardisation are well known. Business-led standards provide a real potential for cost reductions, an increase in competition and greater opportunity for system effectiveness and efficiency.

For the shared network, where various operators use the same infrastructure, standards are in addition a key prerequisite for safe and reliable operation. Furthermore, standards can incentivise the design of components - improving maintenance logistics, enabling scale-effects and so on.

Since rail is first and foremost a system, any part of it must be developed with due consideration given to the safety and cost impact on other parts of the system of the topic to be standardised. It is this simple system purview that will ensure that the integrity of the system is considered.

International standards, in other words the rules of the economic game, are a key element in company competitiveness.

Well prepared standards enable the conditioning of markets and establishing governance modes to outpace competition. The standard, no matter how technical it is, is the bearer of commercial strategies.

Over the past ten years, there has been a real conceptual evolution in standardisation.

Standardisation must be increasingly considered as a core element in developing the business model of the railways of tomorrow. The IRSs that are produced by the UIC must play a key role in this evolution and make a strong contribution to economic development, the innovation of mobility as a service and in building common rules for the good of the interoperable, efficient and attractive railways of tomorrow.

This guide has been written for you by the Standardisation team in order to set out the roles and responsibilities of the various internal and external stakeholders, the processes for producing IRS, the transverse and harmonised organisation within the UIC as well as your role as an expert, a Single Point Of Contact (SPOC) and/or a manager.

This guide has been kept as user-friendly as possible. We have used charts and diagrams wherever possible in order to make it easily understood. Its contents may not answer all your questions. However, the Standardisation team is always available to respond to your questions, suggestions for improvement and to provide personalised training if needed.

Simon Fletcher
Chief Standardisation Officer, Coordinator Europe
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INTRODUCTION
As a specialist in your field, you have been mandated as an “expert” or as a SPoC to participate in the writing of IRSs or in the migration of leaflets into IRSs in collaboration with experts from other companies and countries. You will have to understand the role of each major stakeholder.

Your participation is a golden opportunity to enrich yourself through contact with a global network of professionals and to be recognised by your peers.

We remind you that the application of standards is a voluntary action.

You will play a crucial part in defending and taking care of the interests of the railway operating community.

This document sets out to present:

- The standardisation bodies
- The process for requesting a new IRS
- The process for making an IRS
- The process for migrating a leaflet into an IRS
- The process for reviewing an IRS
- The process for withdrawing / archiving leaflets and IRSs
- The standardisation system
- The relations with the standardisation platform
- The relations with your programme coordinator
- The role of the expert

The term “expert” is used in this guide to refer to anyone who participates at whatever level in the work of Forums, Platforms and other working groups such as SETs.
STANDARDISATION: WHAT IS IT?
“Standardisation” covers different types of documents:
In an economic world where a growing number of stakeholders take part in more and more complex processes, more rules and standards are needed. New approach, soft law, etc. are all manifestations of a trend where Nation States and the European Union increasingly delegate the development of rules and control of their implementation to the stakeholders themselves.

The standards:
The single English term “standard” is formally defined by standardisation bodies as a “document, established by consensus and approved by a recognised body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context”.

In certain languages the term “standard” covers different facets and can designate the voluntary public documents drafted by stakeholders within a standardisation organisation, respecting specific business needs and particular writing and governance rules.

IRSs, UIC leaflets, the TecRecs (technical document drafted jointly by UIC and UNIFE), the Eurospecs (a consortium comprised of DB, SNCF, ATOC, SBB, OBB, DSB and NS defining common specifications for rolling stock) are part of the general meaning of standards, as voluntary professional good practices.

Regarding railways, many voluntary standards, including leaflets and IRSs, are quoted in the European TSI:s: henceforth, their application becomes legally binding or strongly recommended.

A number of standards are produced under a mandate of the European Commission, they are named harmonised standards and carry a presumption of conformity to the corresponding essential requirements.

International Railway Solutions (IRS):
“International Railway Solutions (IRS) are a structured framework of standardised documents prepared and published by the UIC for use within the railway sector. They blend together a range of voluntary solutions to support the design, construction, operation and maintenance of the railway system and the services that the sector provides.”

There are different IRS categories: technical requirements, technical specifications, technical reports, state of the art, user guidelines, etc.
3. Standardisation bodies which are UIC partners
3.1. **EUROPEAN COMMUNITY BODIES CEN / CENELEC / ETSI**

**CEN**

**DEFINITION:** The European Committee for Standardization (CEN) is an officially recognized European Standardization Organizations under Regulation 1025/2012 on European Standardisation.

**ROLE:** To improve the safety, quality and reliability of the products and services through a reinforcement of the Single Market as well as the economic growth by supporting innovation.

**MISSION:** To guarantee the development and the publication of European standards answering the European economic expectations.

**MEMBERS:** CEN membership is composed of National Standardization Bodies and National Committees from 34 countries, whose national networks involves more than 100 000 technical experts from industry, business & commercial federations (including SMEs), research, consumer organizations, environmental groups and other societal stakeholders.

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**DEFINITION:** The UIC is a recognised partner by CEN. The railway sector is particularly involved in CEN-TC256 “Railway applications”.

https://www.cen.eu

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**CENELEC**

**DEFINITION:** The European Committee for Electrotechnical Standardization (CENELEC) is an officially recognized European Standardization Organizations under Regulation 1025/2012 on European Standardisation.

**ROLE:** To support harmonisation of electrotechnical standards under the European legislative system.

**MISSION:** CENELEC develops European Standards (ENs) and other technical deliverables through a transparent and consensus-driven process to meet the needs of European stakeholders, such as industry and service providers, including SMEs, public authorities and regulators, academia, research centres and societal stakeholders' organizations.

**MEMBERS:** CENELEC membership is composed of National Standardization Bodies and National Committees from 34 countries, whose national networks involves more than 100 000 technical experts from industry, business & commercial federations (including SMEs), research, consumer organizations, environmental groups and other societal stakeholders.

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**DEFINITION:** The UIC is a recognised partner of CENELEC. The railway sector is particularly involved in CENELEC-TC9X “Electrical and electronic applications for railways”.

https://www.cenelec.eu
The European Telecommunications Standards Institute (ETSI)

**DEFINITION:** The European Telecommunications Standards Institute (ETSI) is the European standardisation body for telecommunications.

**ROLE:** To represent standardisation for the information and communication technologies (ICT).

**MISSION:** To produce telecommunications standards. ETSI is also tasked with the conversion into European standards of the specifications made by the DVB (Digital Video Broadcasting) group on digital television. ETSI also cooperates with its American and Asian equivalents on all topics connected to 3rd generation mobile telephony within the framework of a partnership project called 3GPP.

**MEMBERS:** ETSI is comprised of 766 members from 62 countries. ETSI provides the update of technical standards and other deliverables requested by its members. Specialist Task Forces (STF) can be set up: these are groups with a limited number of experts tasked to deal with urgent matters necessitating a strong commitment. The railway sector is monitoring particularly the GSM-R and ERTMS specifications, handled in collaboration with the UIC.

The UIC is connected to ETSI for the development of GSMR. https://www.etsi.org

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**Table “Examples of other technical committees (TC) that can impact the railways”**

<table>
<thead>
<tr>
<th>BODY</th>
<th>REFERENCE</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEN</td>
<td>TC 293</td>
<td>Wheelchairs</td>
</tr>
<tr>
<td>CEN</td>
<td>TC 278</td>
<td>Intelligent transport Systems (ITS)</td>
</tr>
<tr>
<td>CEN-CENELEC-ETSI</td>
<td>Sector Forum</td>
<td>Smart and Sustainable Cities and Communities</td>
</tr>
<tr>
<td>CEN-CENELEC-ETSI</td>
<td>Coordination Group</td>
<td>Smart energy grids</td>
</tr>
<tr>
<td>CEN</td>
<td>TC 250</td>
<td>Eurocodes</td>
</tr>
<tr>
<td>CEN</td>
<td>TC 396</td>
<td>Earthworks</td>
</tr>
<tr>
<td>CEN</td>
<td>TC 121</td>
<td>Welding and allied processes</td>
</tr>
</tbody>
</table>

The Joint Programming Committee – Railways (JPC-R) enables the transversal coordination and programming of European railways standardisation (see SFR 4.2).
3.2. INTERNATIONAL BODIES ISO - IEC - ITU

The International Standardization Organization (ISO)

**DEFINITION:** ISO is the International Standardization Organization created in 1947 as the main producer of international voluntary standards applied worldwide; some 20,000 standards have been produced since its foundation. ISO is an independent NGO gathering the national standardisation bodies from around 160 countries. The ISO standards are based on a worldwide expertise.

**ROLE:** To guarantee an official status to the standards within the framework of a validation process and to produce new standards.

**MEMBERS:** The national standardisation bodies are ISO members.

**MISSION:** To gather and coordinate the network of national standardisation bodies from 160 countries, according to the principle of one member per country. Its Central Secretariat is located in Geneva, Switzerland.

The UIC signed a MoU with ISO in December 2016. The railway sector is particularly involved in TC269. ISO collaborates with the IEC and the ITU.

https://www.iso.org/fr/home.html

The International Electrotechnical Commission (IEC)

**DEFINITION:** Created in 1906, the International Electrotechnical Commission develops and publishes standards for the electronic and technological sectors.

**ROLE:** IEC provides companies, manufacturers and public governances with a platform where to meet and discuss the international development of standards.

**MEMBERS:** 150 technical committees are identified. The international standards are devised on a consensual basis. Each country has a single vote.

**MISSION:** IEC guarantees the preparation and publication of international standards in the fields of electrotechnology.

A partnership agreement was signed between IEC and the UIC in 2014. The railway sector is particularly involved in TC9.

https://www.iec.ch
The International Telecommunications Union (ITU)

**DEFINITION:** ITU is the United Nations specialized Agency for Information and Communication technologies (ICT). ITU allocates radio frequencies and satellite orbits worldwide, develops technical standards that ensure the harmonious interconnection of networks and technologies and strives to improve access to ICTs for Poorly served communities.

**ROLE:** ITU allocates radio frequencies and satellite orbits worldwide, develops technical standards that ensure the harmonious interconnection of networks and technologies and strives to improve access to ICTs for Poorly served communities.

**MISSION:** ITU is at the very heart of the ICT sector: it facilitates the conclusion of agreements on technologies and services and assigns global resources such as radio frequencies and satellite orbital positions to create a system Global communications continuum, robust, reliable and constantly evolving.

**MEMBERS:** ITU is an organization founded on public-private partnerships since its inception. It now has 193 member countries and close to 800 private sector entities and sector-member academic institutions.

https://www.itu.int/fr/Pages/default.aspx

### 3.3. SUMMARY DIAGRAM OF THE STANDARDISATION BODIES:

![Diagram of Standardisation Bodies]

**Sector SSO**

INTERNATIONAL UNION OF RAILWAYS
3.4. **COOPERATION WITH OSJD**

The cooperation between UIC and OSJD relies upon a consistent set of documents, namely the Memorandum of Cooperation between OSJD and UIC for 2016-2020 signed in February 2016 and the Term of reference of the OSJD/UIC Joint Working Group of the interested railway companies on the conversion of OSJD/UIC leaflets into drafts of the International Railway Solutions of voluntary accession within railway transport area.

UIC-OSJD Addendum on IRS to be developed jointly has been signed on 16 May 2018.

THE UIC IS AN SSO...
4.1. **STANDARDS SETTING ORGANISATION:**

An SSO or Standards Setting Organisation is one whose primary activities are developing, coordinating, promulgating, revising, amending, reissuing, interpreting, or otherwise producing technical standards that are intended to address the needs of a constituent body of users.

This has of course been the role of the UIC ever since the first UIC leaflet was published in 1928.

Many railway systems around the world have been constructed and are still operated today using the standards that have been produced and will continue to be produced by the UIC.
RAil Standardisation COordination Platform for Europe (RaSCoP)

RaSCoP is a joint coordination and advisory group established by the European Commission to coordinate the activities related to the development of European standards and other related technical documents in the railway sector, taking into account international developments.

Its first aim is to contribute to streamlining the European standardisation landscape, with the objective that “the right documents are developed, in the right place, by the right actors”, taking into account the European legal framework, the needs of the various stakeholders and the future developments of the railway system.

A secondary objective is to feed the reflection among the stakeholders in the railway field on the relation between European and International standards and to foster the promotion of European Standards and TSIs outside of the EU.

The plenary membership of RaSCoP is composed of the:

- European Commission (EC);
- European Union Agency for Railways (the Agency);
- European Committee for Standardisation (CEN);
- European Committee for Electrotechnical Standardisation (CENELEC);
- European Telecommunications Standards Institute (ETSI);
- Community of European Railways and Infrastructures Companies (CER);
- European Infrastructure Managers (EIM);
- European Passengers Train and Traction Operating Lessors’ Association (EPTTOLA);
- European Rail Freight Association (ERFA);
- Sector Forum Rail (SFR, also known as JPCR);
- Shift2Rail Joint Undertaking (S2R);
- International Union of Railways (UIC);
- International Union of Private Wagons (UIP);
- International Association of Public Transport (UITP);
- International Union of Combined Road-Rail Transport Companies (UIRR);
- Union of the European Railway Industries (UNIFE).
RaSCoP may also invite ad hoc attendees when addressing specific issues and establish a second level in the form of sub-groups to undertake more detailed and specific technical analyses. However, this should be limited to exceptional cases, complementing and not replacing the work of the member organisations.

**SFR – Sector Forum Railways (Former JPC-R [Joint Programming Committee – Railways])**

The mission of this forum is to coordinate, plan, promote and facilitate the production and use of European standards for the benefit of the European sector.

SFR must also ensure that there is no duplication of work and institute a good consistency between the laws and standards.

SFR is comprised of the manufacturer representatives, the business organisations of the railways (UIC, UNIFE, UITP, EIM, CER...), the presidents of the railway technical committees (TC 256/CLC TC 9X) or project managers and representatives from CEN_CENELEC and ETSI.
WHAT ARE OUR STANDARDISATION PROCESSES?
5.1. GENERAL PRINCIPLES

- At the General Assembly in July 2018, it was agreed that no new Leaflets will be produced. All new topics will be developed as an IRS and there will be a systematic migration of the residual leaflets to IRSs.

- However, until 2022, some Leaflets can – for specific and justified reasons, agreed with the Standardisation Unit – be updated (revised edition).

- The Forums and Platforms are responsible for the technical content of the IRSs. The Standardisation Unit, working with ETF as part of the team, is responsible for the processes, the programming and the coordination of the production of all IRSs.

- For a smooth and transparent standardisation process, the programme coordinator of the Standardisation Unit must systematically be:
  - informed of any evolution connected to the production of IRSs,
  - invited to the Forum / Platform plenary meetings,
  - kept in the loop of all SPOCs communications related to standardisation.

5.1.1. Finance issues

The production of IRSs comes at a cost, covered as detailed below:

- When a new IRS is proposed as the result of a project, it is the budget of that project that will need to cover the entire production cost. Therefore, a specific budget line must be foreseen during the preparation of said project.

- When the technical results of a project result in the update of existing leaflets, it is the budget of that project that will need to cover the entire production cost of the replacement IRS. Therefore, a specific budget line must be foreseen during the preparation of said project.

- When a leaflet is being migrated into an IRS as part of the general migration strategy, the cost of their migration may be split between the budget of the owning forum or platform for the technical writing part, consultation and translations and the Standardisation unit budget for the formatting and publication.

5.1.2. Numbering & traceability

- The numbering of the IRSs is the responsibility of ETF. When an IRS results from the migration of a leaflet, its reference number consists of the reference number of the original leaflet, to which a prefix is added.
5.1.3. Language

- In principle, IRS must be produced in English. Upon request from the working group drafting it, the potential translation in the other two UIC working languages will be done after approval of the English version.

- If the writing language is not English, then the translation into English is mandatory before launching the consultation process.

- Leaflets being migrated into IRSs will also be produced in English only, except in case of a specific request from the working group. The potential translation in the other official languages of the UIC will be done after approval of the English version.

Creating a “Concepts, terms and definitions” section: Each IRS contains an introductory section aimed at explaining word usage.

The objective is to ensure mutual understanding between writers and readers. A further objective is to harmonise language use within the railway industry.

This section contains a glossary, i.e. a list of concepts illustrated by terms and definitions.

Concepts are ideas; they are abstract and may correspond to certain objects. Terms are specialised words used to describe concepts and objects.

A definition is a basic presentation of a concept’s essential characteristics.

Definitions may be supplemented by technical notes and images.

UIC’s terminologist works alongside experts until the glossary is finalised.

The working group selects, names and defines key concepts.

A lead expert is designated from within the group.

Collaboration at the beginning of the IRS drafting/updating process:

UIC’s terminologist presents the challenges and methodologies involved to the group. He subsequently supports the lead expert to produce high-quality terms and definitions. The experts may also suggest translations in their respective languages.

During the language quality review process (translation and terminology) UIC’s terminologist ensures the linguistic quality of this section.

More detailed terminology guidelines are provided as an appendix to the IRS style manual. The lead expert communicates with the terminologist via a tracking document (TermDoc).

5.1.4. Keeping assets up-to-date

- In order to keep assets up-to-date, the technical validity of all documents must be assessed at least every 5 years.

- In line with the Quality Management System (QMS), stakeholders will be invited to assess the technical conformity of each Leaflet / IRS and to consider their rationale. Based on the results of this evaluation exercise, the leaflet / IRS will be:
  + Withdrawn and archived (the technical content is no longer valid);
  + Revised and updated (the technical content is still valid but needs to be updated);
  + Kept as is (the technical content is up-to-date).
  + Transition phase (if impacted by regulatory or standardisation document in a current development or revision).
At the time of preparing this version this guidance, the current situation is slightly complex because the systematic review has not always been carried out. A decision to proceed in 3 phases has been taken, so that, as of January 2019, the systematic review cycle can start.

The existing documents were therefore split into two categories:
+ Documents published before 2000 (except for the ones referenced in the TSIs, the RDD and the ENs which will be mandatorily integrated in the migration and/or revision process);
+ Documents published between 2001 and 2014.

5.1.5. Archiving issues

ETF keeps a copy of all editions of all UIC Leaflets (archives are available upon request).

When an IRS, being migrated from a Leaflet, is published, the last edition of the original leaflet is archived and remains available for consultation upon justified request.
What are our standardisation processes?

5.2. GENERAL PROCESS

5.2.1. Foreword

The following flowcharts describe the processes of issuing / updating / canceling the IRSs, and the related activities, as well as the staff in charge of them (WG, Forum, SPOC, SU...).

In order to guarantee the governance of the whole process, and meet the expected targets (quality, timelines, costs...), the entire process is monitored by each of the UIC actors involved (WG, Forum, SPOC, SU...), in order to promptly identify any critical issue, formulate the appropriate corrective actions -and the staff in charge of them- and monitor that they are overcome, to minimize the impact on the quality and timing of the final product.

The monitoring process starts when the drafting / updating / revision of an IRS is started, and ends with the publication of the IRS.

All the actors involved in the different processes (WG, FORUM, SPOC, SU...) carry out a quarterly monitoring of the activities of the IRSs for which they are responsible.

At the end of each quarter, each actor sends an update of the Work Programme and comments to the higher level in the organization (WG → FORUM → SPOC → SU).

SPOCs and the SU cooperate with the UIC actors who are charged to put in place the corrective actions and help to overcome the critical issues. Appropriate UIC internal tools can trace delays, reasons, responsible for corrective actions and relevant planning.
5.2. GENERAL PROCESS

- **WG**: Request the creation of an IRS and drafts it
- **Forum/Platform**: Approval of project, consultation and validation of publication of the IRS
- **S.U.**: Monitors the complete process
- **SPOC**: Technical coordination, validation & publication of the IRS
- **L&T/Term.**: Linguistic & Terminology check & Translation
- **ETF**: Publication

See 5.3
See 5.5
See point 5
See 5.4 & 5.5
See 5.4, 5.5 & 5.6
See 5.7

WG = UIC Working Group
S.U. = UIC Standardisation Unit in charge of coordinating the standardisation
SPOC = Single Point of Contact dedicated persons inside UIC platforms and forums in charge of the technical coordination of the IRSs
L&T = Technical & Language UIC subsidiary in charge of the translations and linguistic check
Term. = Terminology in charge of checking the adequacy and harmonisation of the terms and definitions used in IRSs
ETF = Railway Technical Publications UIC subsidiary in charge of the publication of all UIC documents
5.3. **PROCESS FOR REQUESTING THE CREATION OF A NEW IRS OR THE MIGRATION OF A LEAFLET INTO AN IRS**

The Member of the WG must send a request, in the form of a dedicated formular (see Annex I) (title, precise description of the scope, objectives, schedule, added value, expert profiles needed...)

During a plenary meeting the IRS formular and budget are approved. 3 members involved is a minimum.

The request needs to be linked to a project and if necessary attributed to a WG.

Depending on the case, an expert may be called upon.

ETF guarantees consistency between the UIC Code and the reference numbers given to the IRS.

See “Drafting the IRS” (5.4)
5.4. GENERAL PROCESS FOR DRAFTING AN IRS

5.4. DRAFTING AN IRS

WG
- IRS

TERM.
- Terminology assistance & advices

S.U.
- Adds the IRS to the work programme

ETF
- Assigns the definitive reference number of the IRS

SPOC
- Approval process

Drafting of the IRS by the working group. The IRS is written firstly in English except if the working group requests another language. The writing must conform to the M1 editor’s guide.

If needed the Terminologist assists the WG and experts in drafting the “terms and definitions”

Guarantees the quality and checks the schedule for each step of the process

In accordance with th UIC Code

See 5.5
What are our standardisation processes?

5.5. APPROVAL PROCESS OF AN IRS

The final project has to be validated by all the experts in the Working Group.

The final project is transmitted to L&T (copy to S.U.) for a quality check of the language used.

Checks that the text of the IRS conforms to the application domain & to the generic structure.

The approval consultation is launched with a duration of 1 month amongst the sector experts (if it exists) and at the same time amongst the Forums/Platforms concerned to check for any possible interaction.

The modification proposals of the WG are studied in the CRM.

See “Publication process” (5.7)

If the final project is rejected on the basis of technical comments, these must then be sent to the WG. The WG has 3 weeks to decide on the comments to be implemented or not (each decision has to be supported) and to write the modified project accordingly. A Comment Resolution Meeting (CRM) will be held if technical comments are received. The CRM gives the opportunity to the stakeholders experts responsible for the technical comments to explain their technical positions and their consequences. The modified project is sent back to the Sector (if it exists) and to the Forums/platforms concerned for approval.
5.6. **PROCESS FOR UPDATING AND SYSTEMATIC REVIEW OF LEAFLETS AND IRSs**

5.6.1. The list of UIC Leaflets published before 2000 has been integrated into a questionnaire sent to the members. Replies from the members will be forwarded to the responsible WGs to technically validate the members’ propositions. The final decisions will be formally recorded in the minutes of the meeting at Forum/Platform level.

### 5.6.1. PROCESS FOR UPDATING AND SYSTEMATIC REVIEW OF UIC LEAFLETS PUBLISHED UP TO AND INCLUDING 31.12.2000

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>S.U. &amp; ETF</td>
<td>A list of Leaflets published up to 31.12.2000 is drawn up &amp; forwarded to Members</td>
</tr>
<tr>
<td>UIC Members</td>
<td>Proposal</td>
</tr>
<tr>
<td>S.U.</td>
<td>Coordination &amp; transmission</td>
</tr>
<tr>
<td>SPOC</td>
<td>Transmission to the WG concerned</td>
</tr>
<tr>
<td>WG</td>
<td>Technical validation of Members’ proposals</td>
</tr>
<tr>
<td>Forum/Platform</td>
<td>Submission to Forum/Platform for approval of the draft</td>
</tr>
<tr>
<td></td>
<td>Text agreed?</td>
</tr>
<tr>
<td></td>
<td>Comments are forwarded to the WG</td>
</tr>
<tr>
<td></td>
<td>Updates the work programme</td>
</tr>
<tr>
<td></td>
<td>Initiates the publication process</td>
</tr>
<tr>
<td></td>
<td>List of UIC Leaflets published up to 31.12.2000 (included) to be sent to all UIC Members</td>
</tr>
<tr>
<td></td>
<td>For each UIC Leaflet Members indicate if they deem it necessary to be kept as is, updated (migrated to an IRS) or withdrawn</td>
</tr>
<tr>
<td></td>
<td>Coordination of all answers received and transmission to the SPOCs responsible for each Leaflet</td>
</tr>
<tr>
<td></td>
<td>The SPOCs sort the list of Leaflets by responsible WG and forward it for review</td>
</tr>
<tr>
<td></td>
<td>Verification of the use and validity of the technical data – Updating if migration into IRS – See “Drafting process” (5.4)</td>
</tr>
<tr>
<td></td>
<td>See “Approval process” (5.5)</td>
</tr>
<tr>
<td></td>
<td>The work programme is updated in conformity with the decision of the Forum</td>
</tr>
<tr>
<td></td>
<td>Initiates the publication process. See “Publication process” (5.7)</td>
</tr>
</tbody>
</table>
What are our standardisation processes?

5.6.2. The list of UIC Leaflets published between 1st January 2001 and 31st December 2014 will be forwarded to the SPOCs for review within the responsible WGs. They will draft proposals for the future of these documents. The decisions will be formally recorded in the minutes of the meeting at Forum/Platform level.


- **S.U. & ETF**
  - List of UIC Leaflets to be reviewed drawn up

- **SPOC**
  - List forwarded to the concerned WG

- **WG**
  - Technical review of the Leaflets
  - Submission to Forum/Platform for approval of the draft

- **Forum/Platform**
  - Text agreed?
    - YES
      - Updates the work programme
    - NO
      - The comments are forwarded to the WG

- **S.U.**
  - Initiates the publication process

- **SPOC**
  - Initiates the publication process

A list of UIC Leaflets published between 1.1.2001 and 31.12.2012 is drawn up

The SPOCs sort the list of Leaflets by responsible WG and forward it for review

Verification of the use and validity of the technical data – Redaction if migration into IRS – See “Drafting process” (5.4)

See “Approval process” (5.5) – Will be recorded in the minutes of the meeting

The work programme is updated in conformity with the decision of the Forum

Initiates the publication process – See “Publication process” (5.7)
5.6.3. The list of UIC Leaflets and IRS published since 2015 = Systematic review as described below:

The Standardisation Unit establishes with ETF the inventory of the assets published since 1st January 2015 and forwards it to the SPOCs for review within the responsible WGs. They will draft proposals for the future of these documents. The decisions will then be formally recorded in the minutes of the meeting at Forum/Platform level.

### 5.6.3. PROCESS FOR 5-YEARLY REVIEW OF UIC LEAFLETS AND IRS PUBLISHED AS FROM 1.1.2015

1. **S.U. & ETF**
   - List of UIC Leaflets to be reviewed drawn up
   - A list of UIC Leaflets published between 1.1.2015 is drawn up with the help of ETF

2. **SPOC**
   - List forwarded to the concerned WG
   - The SPOCs sort the list of Leaflets by responsible WG and forward it for review

3. **WG**
   - Technical review of the Leaflets
   - Verification of the use and validity of the technical data – Updating as required if migration into IRS – See “Drafting process” (5.4)
   - See “Approval process” (5.5)

4. **Forum/Platform**
   - Submission to Forum/Platform for approval of the draft
   - Text agreed?
     - NO
     - YES
     - The comments are forwarded to the WG
     - The work programme is updated in conformity with the decision of the Forum
     - Initiates the publication process – See “Publication process” (5.7)

5. **S.U.**
   - Updates the work programme

6. **SPOC**
   - Initiates the publication process
What are our standardisation processes?

5.7. THE PROCESS FOR PUBLISHING A NEW IRS

5.7. IRS PUBLICATION PROCESS

S.U.
- Validation of the overall quality of the IRS

SPOC
- Validation of the technical quality of the IRS
- Writes the Summary
- Will this IRS be published in 3 languages?

L&T
- Translation

ETF
- Layout with FrameMaker
- Publishes the IRS in the online shop and records it on the catalogue

The SPOC checks that all necessary elements are available (cf. M1)

The SPOC is responsible for writing the Summary which will be published on ETF’s online shop and will allow the customers to identify the scope of the IRS

Should the IRS be published in the 3 UIC languages (English, French, German) then translation into the 2 other languages

ETF works on the layout and checks the document before sending it to the SPOC for “passed for press” (approx. 8 weeks depending on the workload and the size of the IRS)

The SPOC makes sure the document delivered by ETF conforms to the approved project and delivers “passed for press”

The publication of IRSs will be advertised through a “publication list”. ETF’s Newsletter will be sent to Members/customers at these dates to inform them of the latest publications.
5.8. THE PROCESS FOR WITHDRAWING/ARCHIVING LEAFLETS AND IRSs

Some leaflets may be obsolete and/or no longer serve a purpose.

When a WG or a member recommends, with justification, the withdrawing of a leaflet or an IRS, the concerned SPOC informs the Standardisation unit. The Standardisation unit launches a 6-week consultation to the members of concerned forums and platforms as well as to potential external partners via the ETF newsletter.

5.8. PROCESS FOR WITHDRAWING/ARCHIVING UIC LEAFLETS AND IRSs

- **Detection**: Detection of the possible obsolescence of a UIC Leaflet/an IRS
  - The Leaflet/IRS is analysed by the members of the appropriate working group, if necessary with other working groups could be concerned, to check all possible interactions
  - The appropriate working group draws up a recommendation (revision, leaving as is, withdrawal)
  - This recommendation is then sent to UIC Members for consultation. They have 6 weeks to react.
  - This information is also sent to partners/external clients for consultation through the ETF Newsletter. They also have 6 weeks to react.
  - If the recommendation is accepted, then it comes into effect. In case of withdrawal, the concerned forums and platforms have to take a formal decision which is then recorded in the minutes of the meeting.
  - If the recommendation is not accepted then the WG is informed and will have to follow up (revision or status quo).
  - Publishes a withdrawal notice in the online catalogue and the Newsletter
What are our standardisation processes?

TO NOTE:

- A leaflet / IRS may sometimes be obsolete and/or replaced by an EN. However, it is very important to evaluate the interest of migrating it into an IRS for the needs of the Regions outside Europe before withdrawing it.

- A leaflet that is referenced in the RDD must remain accessible. A communication action to the Member States using it as reference must be undertaken.

- A leaflet which is referenced in a commercial contract of a UIC member must remain accessible.
## 5.9. SUMMARY OF RESPONSIBILITIES

<table>
<thead>
<tr>
<th>L&amp;T + Term.</th>
<th>S.U. + Programme Coordinator</th>
<th>ETF</th>
<th>SPOC (Single Point of Contact)</th>
<th>SP (Standardisation Platform)</th>
<th>WG</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emerging need identified</strong></td>
<td>Feed requests for new projects back to Forums and Platforms</td>
<td>Feed information back to the standardisation unit</td>
<td>Express a deficiency, a revision with description of the scope</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Identification of a need, new topic / revision of a standard</strong></td>
<td>Monitor the process</td>
<td>• Consultation within his/her perimeter • Response to the S.U.</td>
<td>Provide their expertise on the topic to the SPOC</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Programming</strong></td>
<td>Monitor the process</td>
<td>Assign a number</td>
<td>Inform the SU about new topics</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Call for experts</strong></td>
<td>Monitor the process</td>
<td>• Consultation within his/her perimeter • Mandate the experts</td>
<td>• Confirm start of mandate • Plan availability</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Launching of the Working Group (WG) work</strong></td>
<td>Monitor the process</td>
<td>Make sure the experts have all documents needed</td>
<td>Make sure they receive all official documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Language &amp; Terminology quality check</strong></td>
<td>Language &amp; Terminology quality check</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Consultation</strong></td>
<td>Monitor the process</td>
<td>Launch Consultations to experts</td>
<td>Give an opinion</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CRM</strong></td>
<td>Schedule a date</td>
<td></td>
<td>Participate</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Vote in Forums/Platforms</strong></td>
<td>Monitor the process</td>
<td>Send Consultation</td>
<td>Give an opinion</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Publication</strong></td>
<td>General quality check Formatting</td>
<td>Provide summary and pass for press</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Translation</strong></td>
<td>Translate in other languages</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Withdrawal</strong></td>
<td>Check that document is not mentioned in RDD</td>
<td></td>
<td>Recommendation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ROLE OF THE STANDARDISATION UNIT
The Standardisation unit is a transverse ‘one-stop shop’ within the HQ function of the UIC. Its principle role is to coordinate the migration programme of leaflets into IRS, the review and republication of the UIC’s assets, support the implementation of the innovation deliverables through facilitation of new IRS and act as the central point of liaison with external bodies.

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centralises and coordinates the production of IRS and leaflets within the UIC</td>
<td>Supervises quality and acceleration of the full production process</td>
</tr>
<tr>
<td>Supervises quality and acceleration of the full production process</td>
<td>Supports close liaison with ETF</td>
</tr>
<tr>
<td>Guarantor of the UIC standardisation work programme</td>
<td>Coordinates the creation and revision of IRS</td>
</tr>
<tr>
<td>Coordinates the creation and revision of IRS</td>
<td>Coordinates the update (migrated into IRS) and withdrawal of leaflets</td>
</tr>
<tr>
<td>Coordinates the process flow and monitors deadline compliance</td>
<td>Makes sure that the UIC is represented fairly within the wider standardisation system</td>
</tr>
<tr>
<td>Makes sure that the UIC is represented fairly within the wider standardisation system</td>
<td>Proposes new topics for IRS with the help of the WGs</td>
</tr>
<tr>
<td>Proposes new topics for IRS with the help of the WGs</td>
<td>Sees to cost rationalisation and compliance with the budget assigned by the members and assigned to the S.U.</td>
</tr>
<tr>
<td>Sees to cost rationalisation and compliance with the budget assigned by the members and assigned to the S.U.</td>
<td>Makes sure that the standardisation processes are respected in the UIC</td>
</tr>
<tr>
<td>Makes sure that the standardisation processes are respected in the UIC</td>
<td>Coordinates the production process (quality, timelines, costs...)</td>
</tr>
<tr>
<td>Coordinates the production process (quality, timelines, costs...)</td>
<td>Carries out business intelligence and raises awareness within the WGs through the SPoCs</td>
</tr>
<tr>
<td>Carries out business intelligence and raises awareness within the WGs through the SPoCs</td>
<td>Ensures consistency between standards work, TSI and documents developed within the UIC</td>
</tr>
<tr>
<td>Ensures consistency between standards work, TSI and documents developed within the UIC</td>
<td>Disseminates any information relating to new topics – internal and external communication</td>
</tr>
<tr>
<td>Disseminates any information relating to new topics – internal and external communication</td>
<td>Draws up the UIC position to the standardisation bodies by building consensus with interested parties and guaranteeing the respect of deadlines</td>
</tr>
<tr>
<td>Draws up the UIC position to the standardisation bodies by building consensus with interested parties and guaranteeing the respect of deadlines</td>
<td></td>
</tr>
</tbody>
</table>
ROLE OF THE SPOC (SINGLE POINT OF CONTACT)
A SPoC is mandated and appointed by his/her director or team leader to coordinate standardisation activities relating to his/her area of responsibility.

- Is the single favoured contact for the Programme Coordinator
- Defines priorities and standardisation works for his/her Forum/Platform
- Supervises quality and acceleration of the full production process
- Supports the steering of the standardisation programme of work for his/her perimeter
- Systematically takes part in the “Standardisation Management Group” (SMG) gathering all SPoCs
- Participates in the bi-annual meetings of the Standardisation Platform (depending on the agenda items)
- Collects & disseminates information related to standardisation in his/her Forum/Platform to the standardisation unit and the standardisation platform (creation of new IRS, revision of leaflets, etc…)
- Improves visibility and supports the detailed monitoring of the standardisation programme of work for the concerned internal departments (Passengers, Freight, Rail System, Finance…)
- Raises awareness on and rallies the specialists of his/her sector to projects of other Forums/Platforms where there is an interface
- Consolidates the possible positions of his/her Forum/Platform to consultations and votes on IRS projects of other Forums/Platforms where there is an interface
- Feeds back any useful information to the standardisation unit regarding strategy and standardisation process during platform meetings
- Identifies and showcases the skills and domains of expertise of his/her sector
- Leads and/or is the technical secretary of specific working groups, if need be
ROLE OF THE EXPERT
The expert is mandated by his/her company.

- You are recognised as an **expert in the topic** for which you have been mandated
- You have a solid knowledge of the **strategic and business issues of this topic**
- You contribute to the **development of IRS projects**
- You are the **channel to report feedback of operational experience in your company**
- You actively contribute to the work of the group(s) drafting the IRS
- You make sure that the **technical level of the IRS projects is consistent with the concerned sector and that they comply with business requirements and safety and security constraints**
- You will **respect and protect the intellectual property rights of the UIC**
- If you change position or job, please do not forget to **inform the UIC**
ROLE OF THE PROGRAMME COORDINATOR (PC)
The PC is a member of the Standardisation Unit. They deal with a subdivision of the technical topics:

1. Infrastructure, engineering (signalling, rolling stock), energy supply, communications, operations
2. Freight and passenger
3. Safety, security, environment, legal, finance, procurement…

- Favoured and unique contact of the SPoC(s) of his perimeter
- Analysis and definition of the standardisation working programme
- Execution and direction of a “prospective” programme for his/her perimeter listing all future deliverables of all projects launched within the UIC (scope + type of expected deliverables, etc.)
- Implementation of the systematic review of leaflets/IRS in his/her perimeter (5-year cycle: identification of leaflets to be revised, updated, frozen, archived or withdrawn) in accordance with the Quality Management System approach
- Making sure that the leaflets/IRS undergoing revision are consistent with all existing documents on the same topics, both internal (leaflets/IRS) and external (ENs, TSIs, ERA documents)
- Contribution to the European research projects for the elements touching the Programme Coordinator’s perimeter
- Methodological support, guarantor of the processes
- Attending to interactions and systemic aspects
- Feeding the IRS/Leaflets database
ROLE OF THE STANDARDISATION PLATFORM
The Standardisation Platform was created in December 2012 by the UIC General Assembly.

- Works closely with all UIC Forums and Platforms in respect of:
- Validates all tasks pertaining to the development of new and updated IRSs, the migration strategy of residual leaflets to IRSs
- Acts to increase the value and user-friendliness of IRSs and the residual leaflets
- Guides and stimulates the use of IRS into the development of sector wide standards EN, ISO, IEC
- Guides the input from members into to EN, ISO and IEC development process.
- Promotes the use of IRS by members, keep an overview on/ monitoring the use of IRS by members and non members.
- Stimulates the development of new IRS by members;
- Bundles the users specifications into standards,
- Uses some geographical focus were needed (Application Part IRSs)
- Collects, bundles and inform the members about developments in the standardization and regulation landscape. - define detailed railway strategies that implement the guidelines set by the GA;
- Proposes and coordinates a technical, business focused standardisation activities programme to be developed by the various Forums and Platforms.
- Defines detailed railway standardisation strategies that implement the guidelines set by the General Assembly
- Undertakes any appropriate action to increase the value of UIC leaflets, IRS and common standards.
- Fulfils the agreements signed with other standardisation bodies and organisations
ANNEXES
# A. ACRONYMS USED

<table>
<thead>
<tr>
<th>Acronym</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>IEC</td>
<td>International Electrotechnical Commission</td>
</tr>
<tr>
<td>CEN</td>
<td>European Committee for Standardisation</td>
</tr>
<tr>
<td>CENELEC</td>
<td>European Committee for Electrotechnical Standardisation</td>
</tr>
<tr>
<td>PC</td>
<td>Programme Coordinator</td>
</tr>
<tr>
<td>CRM</td>
<td>Comment Resolution Meeting</td>
</tr>
<tr>
<td>ETF</td>
<td>“Railway Technical Publication” subsidiary of UIC</td>
</tr>
<tr>
<td>ETSI</td>
<td>European Telecommunications Standards Institute</td>
</tr>
<tr>
<td>Eurospects</td>
<td>European railway undertakings common specifications</td>
</tr>
<tr>
<td>ISO</td>
<td>International Standardization Organization</td>
</tr>
<tr>
<td>IRS</td>
<td>International Railway Solution</td>
</tr>
<tr>
<td>QMS</td>
<td>Quality Management System</td>
</tr>
<tr>
<td>L&amp;T</td>
<td>“Technical Language Services” subsidiary of UIC</td>
</tr>
<tr>
<td>RaSCoP</td>
<td>Rail Standardisation Coordination Platform for Europe</td>
</tr>
<tr>
<td>SFR/JPCR</td>
<td>Sector Forum Rail (Joint Programming Committee for Rail)</td>
</tr>
<tr>
<td>SP</td>
<td>Standardisation Platform</td>
</tr>
<tr>
<td>SPoC</td>
<td>Single Point of Contact</td>
</tr>
<tr>
<td>TC</td>
<td>Technical Committee</td>
</tr>
<tr>
<td>TecRec</td>
<td>Technical Recommendation</td>
</tr>
<tr>
<td>Term.</td>
<td>UIC Terminologist</td>
</tr>
<tr>
<td>TS</td>
<td>Technical Specification</td>
</tr>
<tr>
<td>TSI</td>
<td>Technical Specification of Interoperability</td>
</tr>
<tr>
<td>SU</td>
<td>Standardisation Unit</td>
</tr>
<tr>
<td>UNIFE</td>
<td>Association of the European Rail Industry</td>
</tr>
<tr>
<td>WG</td>
<td>Working Group</td>
</tr>
</tbody>
</table>
B. EXAMPLE OF LEAFLET/IRS WITHDRAWING/ARCHIVING REQUEST

Dear Members of the xxx Sector and xxx Forum,

WG XXX requires the withdrawal of XXX “TITLE”, managed by XX, edition XXX 20XX.

ARGUMENTATION.

You are kindly requested to assess if your company could accept this withdrawal.

Without any reaction and comments from your side before XX/XX/XXXX, the withdrawal of XXXX will be considered approved. The document will be archived and will remain available for consultation.

Please note that only comments made using the attached UIC Table of comments will be accepted.

Best regards,

C. EXAMPLE OF TABLE OF COMMENTS

UIC Document reference number:
Version:
Date of distribution of the Document:
Deadline for the submission of comments:
Date of submission:
UIC Member:

<table>
<thead>
<tr>
<th>Line ID number</th>
<th>Clause/Subclause</th>
<th>Paragraph/ Figure/Table</th>
<th>Type of comment</th>
<th>Comments</th>
<th>Proposed change</th>
<th>Author</th>
<th>Date</th>
<th>Decision (including justification)</th>
</tr>
</thead>
</table>
D. EXAMPLE OF CALL FOR EXPERTS

Dear colleagues,

The XXX leaflets “TITLE”, are widely used by many sector stakeholders; however they need to be updated, revised and transposed into IRS, in order to keep them consistent with the overall documentation relative to XXX.

To facilitate this, we are putting together an expert group and we would like to invite you to nominate competent experts.

This group will share expertise at international level, handle revision and updating of the XXX leaflets and finally steer the transposition into an IRS.

Please, send your nominations to XXX (XXX@uic.org), copy XXX (xxx@xxx), by the XX/XX/20XX.

We are delighted to invite the nominated experts for the first meeting which will be held on …/…/…… in the UIC-headquarters in Paris, from …… to ……

This day we’ll have the opportunity to get to know each other, to identify the objectives of this group, to define the process of work and focus on the further steps.

We look forward to receiving your nominations

Best regards,

E. EXAMPLE OF CONSULTATION

Dear Members of the XXX Forum,

Please find here attached IRS XXX for approval.

The IRS “TITLE” was drafted by XXX Sector of the XXX Forum/WG XXX.

This IRS was endorsed by the relevant WG (XXX) on XX/XX/20XX.

You are kindly requested to approve this IRS or send your comments to the Senior Advisor in charge, XXX (XXX@uic.org), copy XXX (xxx@xxx), by the XX/XX/20XX. Without any comment from your side the IRS will be considered approved.

Please note that only comments made by using the Attached Table will be considered.

Best regards,
F. EXAMPLE OF SYSTEMATIC REVIEW TABLE

SYSTEMATIC REVIEW QUESTIONNAIRE

UIC Document reference number: SU/001/2018/01
Version: 1
Date of submission: **XX/XX/XXXX**

**Company name:**
Reviewed by:

<table>
<thead>
<tr>
<th>IRS/leaflet Number</th>
<th>Title</th>
<th>Date of Edition</th>
<th>Is IRS/leaflet being used? (Y/N)</th>
<th>According to your company, is it fit for purpose? (OK) Need to be revised? (R) Should it be Withdrawn? (W)</th>
<th>If an update/revision/withdrawal is proposed, why? Which clause/paragraph(s) are concerned? Please provide your proposed revised text</th>
<th>If an update or revision is proposed, are you prepared to join the review group? (Y/N) If yes, who?</th>
<th>Use this column for other comment you wish to make</th>
<th>UIC WG Proposal</th>
<th>CRM Resolution</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

G. EXAMPLE OF EXECUTIVE SUMMARY

This IRS sets out technical requirements and conditions for loading (via vertical transhipment) and conveying semi-trailers on fixed-recess carrier wagons with compatibility code P or N in accordance with IRS 50596-6.

IRS 50596-6 sets out the coding system for:
- Intermodal Loading Units,
- wagons and
- lines.
H. EXAMPLE OF IRS SHEET (CREATION PROPOSAL)

IRS SHEET 2019_PREPARATORY DOCUMENT TEMPLATE

Please fill in all the fields with the most accurate and reliable information.

Date: Reference: ____________________

<table>
<thead>
<tr>
<th>IRS TITLE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Acronym</td>
<td></td>
</tr>
<tr>
<td>Forum / Platform</td>
<td></td>
</tr>
<tr>
<td>Date of approval by the</td>
<td></td>
</tr>
<tr>
<td>Working Body</td>
<td></td>
</tr>
<tr>
<td>Date of approval by the</td>
<td></td>
</tr>
<tr>
<td>Forum/platform</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IRS MANAGEMENT</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td></td>
</tr>
<tr>
<td>SPOC</td>
<td></td>
</tr>
<tr>
<td>Standardisation Coordinator</td>
<td></td>
</tr>
<tr>
<td>Member companies</td>
<td></td>
</tr>
<tr>
<td>participating (to be</td>
<td></td>
</tr>
<tr>
<td>filled-in after the</td>
<td></td>
</tr>
<tr>
<td>Members confirmation)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IRS DESCRIPTION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Why do we need this IRS?</td>
<td></td>
</tr>
<tr>
<td>Brief analysis of the</td>
<td></td>
</tr>
<tr>
<td>current situation / Sector</td>
<td></td>
</tr>
<tr>
<td>strategy &amp; existing</td>
<td></td>
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<tr>
<td>opportunities, including</td>
<td></td>
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<tr>
<td>links with any other</td>
<td></td>
</tr>
<tr>
<td>similar initiative(s)</td>
<td></td>
</tr>
<tr>
<td>Please clearly list and</td>
<td></td>
</tr>
<tr>
<td>briefly explain the risk(s)</td>
<td></td>
</tr>
<tr>
<td>if the IRS is not done</td>
<td></td>
</tr>
</tbody>
</table>

| 2. Which data is already   |                        |
| available to base the     |                        |
| development of the IRS?    |                        |
| Mention document titles    |                        |
| and/or websites.           |                        |
3. **How will the Intellectual Property Rights be managed?** *(To be defined by participants – refer IR 3 point 5.c)*

<table>
<thead>
<tr>
<th>A. Free for all</th>
<th>B. Participants only</th>
<th>C. Other</th>
</tr>
</thead>
</table>

4. **Added value indicators**

<table>
<thead>
<tr>
<th>No Redundancy – no one else doing it</th>
<th>Which are similar standards on this topic?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal requirements (TSI or national law)</td>
<td>Could any legal requirements be impacted by this future IRS?</td>
</tr>
<tr>
<td>Financial benefit or more cost effective for he ROC to perform</td>
<td>Explain the economic added value please provide any available figures.</td>
</tr>
</tbody>
</table>

5. **Timescale**

<table>
<thead>
<tr>
<th>Start date</th>
<th>End date</th>
<th>Total duration (in months)</th>
</tr>
</thead>
</table>

6. **Financial needs:**

   (translation, tests, publication, etc.)

7. **Experts profile:**
### 8. IRS Team (Working Group)

<table>
<thead>
<tr>
<th>Person</th>
<th>Company</th>
<th>Role or skills</th>
<th>Estimated Man/Month (MM) by Technical Expert</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEADER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TECHNICAL SECRETARY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXPERT</td>
<td></td>
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</tr>
<tr>
<td>EXPERT</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Is there a need to collaborate with organizations which are not members of UIC?**