

TERMS OF REFERENCE

SFERA USER GROUP

Purpose of the SFERA User Group

The SFERA User Group is composed of companies using SFERA, developing and/or using C-DAS or ATO solutions based on the application of SFERA in practice as described in the *IRS-90940:2020,Ed1: Digitalisation, Data, Emerging Innovations - Exchange of data - Data exchange with Driver Advisory Systems (DAS) following the SFERA protocol*.

The SFERA User Group Members are UIC Member companies i.e. Railway Undertakings (RU), Infrastructure Managers (IM) etc. and third parties (companies which are not UIC members) acting as stakeholders in the business described hereabove, including the Railway Industry.

The SFERA User Group acts as a mirror group with the aim of:

- lowering the threshold of using/facilitating the use of SFERA by exchange of experiences and helping each other in the application of SFERA,
- initiating requests for changes in the IRS 90940 towards the SFERA Maintenance Group based on their experiences in implementations, their production possibilities.

Scope of the SFERA User Group

Since the goal of the User Group is to facilitate the use of SFERA, it is expected that members of the User Group are content experts.

Based on the application of SFERA in practice as described in the *IRS 90940: Digitalisation, Data, Emerging Innovations - Exchange of data - Data exchange with Driver Advisory Systems (DAS) following the SFERA protocol*, the User Group can draft change requests and submit them to the Maintenance Group. The procedure to update SFERA is described in chapter 7 of IRS 90940.

Maintenance Group:

Consists of UIC members.

- The Maintenance Group updates the SFERA protocol.
- UIC opt-in Project.
- Meets twice a year.
- Participants must be UIC members.
- Decides on change requests.
- Leads the User Group.



User Group:

Consists of companies that develop or use SFERA.

- The User Group is a platform for everybody that works with SFERA (Railways, Infrastructure Managers, Industry etc.).
- Organized by UIC and the Maintenance Group.
- Meet a maximum of four times a year
- Members discuss experiences with SFERA and help each other.
- Can draft change requests and submit them to the maintenance group.



The User Group shall act as a neutral expert group, staying away from any initiative of acquiring business and/or pushing for issues to the interest of the Railway Industry, vendors or any other specific stakeholder.

Organisation of the SFERA User Group

The User Group is organised by the UIC and the SFERA Maintenance Group. It will be led by a Chairperson who will chair the User Group's meetings.

The Maintenance Group supports the User Group by providing a Chairperson and facilitating secretary support (invitations, agenda, minutes).

The User Group meets up to four times a year, based on relevant requests, questions or difficulties or implementation successes that User Group members can share.

Meeting topics can be addressed to the UIC, please contact sfera@uic.org.

Participation to SFERA User Group: admission, resignation, withdrawal

In order to request participation to the SFERA User Group, an e-mail must be sent to sfera@uic.org specifying:

- Name of the organisation requesting to participate to the User Group,
- First names, names, positions and e-mail addresses of the people who would participate to the User Group,
- Company name, company type and the specific interest of the organisation in SFERA (e.g. as a DAS manufacturer, RU implementing DAS, etc.).

The SFERA Maintenance Group shall accept or refuse participants' applications; for efficiency reasons, it reserves the right to limit participation to the User Group.

Participation to the User Group may cease in one of the following conditions:

1. Upon initiative of the concerned company, by serving written notice to sfera@uic.org one (1) month before ceasing its participation. This initiative shall correspond to:
 - a. the resignation of the company,
 - b. the resignation, retirement or change of position of the person being a company representative,
 - c. personal reasons of the person representing a company.
2. Upon initiative of the UIC, by serving written notice to the concerned company and/or person one (1) month before considering its participation has ended. This initiative shall be expressed in one of the following cases:
 - a. If the participating person/company does not respect confidentiality rules, as stated in the UIC Statutes, Internal Regulations [available on UIC's website](#) and the guidelines below, applicable to the information exchanged within the SFERA User Group;
 - i. General duty of confidentiality:
Participants are obliged to respect the confidentiality of information communicated to them as part of their work within the organisation. This obligation of confidentiality can be waived only by means of a reasoned decision taken by UIC's decision-making bodies.
Participants must also uphold a duty to maintain discretion.



- ii. Information subject to rules of confidentiality:
 - Any information provided by a Member or partner in its relations with UIC may be deemed confidential and must be treated as such.
 - Any information may be deemed confidential by UIC's governing bodies.
- b. If the participating person/company does not respect UIC intellectual property rights related to the content and form of the concerned IRSs and/or any other UIC deliverable;
- c. If the participating person/company does not respect the [UIC Statutes, Internal Regulations](#) and the guidelines for shared good practices within the association (as listed above).

Costs, communication, GDPR and any other business

Costs incurred by the activities of the SFERA User Group shall be covered by the project costs, as included in the project budget. These costs represent expenses incurred with organising digital and physical meetings (excluding travel expenses and accommodations that shall be charged to the participating company). UIC shall provide facilities for organising web-meetings.

All external communication shall remain with UIC; participant persons and companies shall communicate on their activity as participants to the User Group only within a specific framework previously validated with UIC.

Participating persons and/or companies commit to agree and respect the UIC policy of conformity with the General Data Protection Regulation (GDPR). They allow UIC to request, use, store and share their personal data for the aim and use of the SFERA User Group. This personal data is, as listed above, first names, last names, positions, company name and e-mail addresses and any other information that is useful for the purpose of the User Group's activity.

These Terms of Reference were validated by the SFERA Working Group and UIC. They shall be modified and/or dismissed under the same conditions.