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**ECORails –
Energy efficiency and environmental criteria in the awarding of regional rail transport vehicles and services**

ECORails

Deliverable 18: Concept for User Platform and Campus ECORails

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CB 4	KCW GmbH	KCW	DE
CB 5	Berlin University of Technology	TUB	DE
CB 6	Trafikstyrelsen	TSY	DK
CB 7	Transportforskningsgruppen I Borlänge AB	TFK	SE
CB 8	Province administration of Brescia	PoB	IT
CB 9	Università Commerciale "L. Bocconi"	CBO	IT
CB 10	Università di Roma "La Sapienza"	ULS	IT
CB 11	Integral Consulting RD	IRD	RO
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Content

1. Introduction: The relevance of User Platform and Campus ECORails for the project	5
2. User Platform	6
2.1 Target group (level 1, level 2).....	6
2.2 Time frame, coordination with other tasks, share of work.....	6
2.3 Objectives and draft agenda for the 1 st meeting.....	8
2.4 Acquisition of participants; confirmed and other members	9
2.5 Changes of concept and timetable.....	11
2.6 Option of Institutionalisation	11
3. Training / Campus ECORails	12
3.1 Objective of organising Campus ECORails	12
3.2 Elements of Campus ECORails.....	12
3.2.1 Lectures	12
3.2.2 Bibliotheca	13
3.2.3 Newsletters	13
3.3 Role of partners	
3.4 Specifications for website Campus ECORails	14
4. Conclusion and Outlook	16

1. Introduction: The relevance of User Platform and Campus ECORailS for the project

The main output of ECORailS will be the guidelines for Passenger Transport Administrations (PTA's) with which these authorities will be able to include energy efficient and environmental related criteria in the awarding of regional passenger rail services. It is not only a methodological challenge to elaborate such guidelines but it is also not easy to achieve widespread acceptance by the PTA's. Therefore a dialogue process is needed with the aim (1) to get a feedback from the PTA's as main target group of the project for the concept and for intermediate results before finalising the guidelines, (2) to get more detailed information about the needs, requirements and expectations of the PTA's which may be different according to their specific technological, geographical, political, legal and economical situations, and (3) to enable the PTA's to apply the guidelines in an efficient way within their scope of activities.

Additionally, the train operating companies (TOC's) are involved in the process of awarding and their role have to be respected and dealt with. The inclusion of energy efficiency and environmental criteria will not to a minor extend be based on information regarding technologies and operational measures provided by the rail supply industry. Consequently these groups of stakeholders (TOC's and rail supply industry) shall be included in the dialogue process.

Both instruments, the User Platform and Campus ECORailS, are intended to be the two platforms for the dialogue process between project partners and other important stakeholders. The User Platform will be a group of stakeholders who meet in international workshops during the project while Campus ECORailS will be based on internet and training sessions.

2. User Platform

The ECORailS User Platform (UP) is a key element of the discussion and elaboration process of ECORailS as described in chapter 4.1 of Annex 1 – Description of Work (page 13 – 14). It will be organised in two levels.

The User Platform will not act as a self-dependent organisation but will come together in four (1st level) and two (2nd level) workshops in Berlin. The members of the User Platform will be the first addressees when expert speakers from outside the consortium are required. The dates of the UP workshops have to be coordinated with certain steps of the elaboration of the guidelines.

2.1 Target group (level 1, level 2)

The first level shall comprise administrations (PTA's) or organisations of PTA's which shall discuss the draft and final results of the project, propose amendments to the guidelines and the testing and working process of EcoRailS. Furthermore, in discussions *not open to other stakeholders except for project partners*, potential conflicts with TOC's, the rail supply industry and other stakeholders shall be identified in the User Platform. PTA's which are partner of the project will be included. 10 administrations/organisations from at least 5 different countries shall regularly participate in the User Platform while additional participants may be also invited.

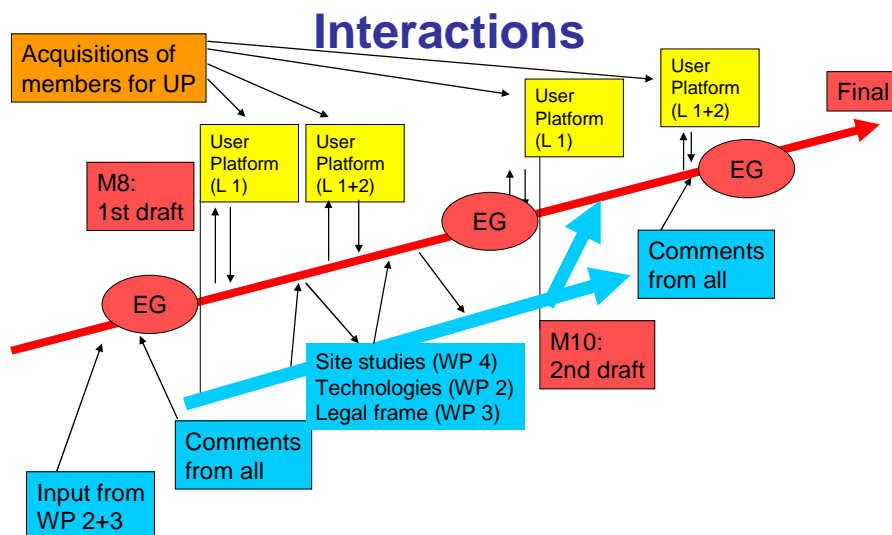
Level 2 should consist of level 1 participants and additionally ten more members from at least five different countries. The majority of the additional members should be train operating companies (TOC's) while their international associations and the rail supply industry should also be included. TOC's engaged in the regions where the tests of WP 4 shall take place should be invited. The discussion process should be open for more participants.

The participating organisations shall be requested to send persons who have special knowledge in the field of commissioning passenger rail transport and/or energy efficiency.

Existing networks like the foreseen User Platform do not exist yet. UITP is a comprehensive organisation with an environmental working group but not specialised on ecological criteria in the commissioning process of regional rail transport services. Therefore UITP welcomes the ECORailS project and will participate in the User Platform. UIC has an "Environmental Platform" which does very good work but does in general not include small and private railways. User Platform level 2 is *the* instrument to bring these different stakeholders together. Meetings of level 2 will be combined with meetings of level 1 on the same or following day at the same place.

2.2 Time frame, coordination with other tasks, share of work

The contributions of the users are important for the good quality of the project main results. Therefore the UP meetings shall take place in certain phases of the elaboration process. The last meeting shall be several month before the end of the project so that the contributions can still be used for the finalisation of the ECORailS guidelines. An outline of this process is shown in the figure below.



The first meeting (M 5 – Sept. 2009) will be of level 1 and integrated in the elaboration of the first draft for the guidelines (Deliverables 6, 9 and 19). For further details please see below (section 2.3).

The second meeting of level 1 (combined with first meeting of level 2) is supposed to take place in M 9 (Jan. 2010). There the first draft of the guidelines will be presented and discussed. Furthermore, the approach of the site studies will be presented and the comments and ideas of the users (stakeholders) will be discussed and collected in order to respect these comments in the site studies, the evaluation of technologies and legal framework and the elaboration of the 2nd draft of the guidelines.

The third meeting of level 1 will take place around M 15 - M 17 (July-Sept. 2010) and mainly be dedicated for the discussion of intermediate results of the site studies.

The fourth meeting of level 1 (combined with second meeting of level 2) will probably take place around M 19 - M 21 (Nov. 2009 – Jan. 2010). The results of the site studies and of the analysis of technology and legal situation will be presented and discussed in order to get comprehensive feedback from the users which can be considered for the finalisation of the guidelines.

The agenda of the UP meetings will be prepared and confirmed by WP 6 in close cooperation with the Editorial Group (EG). Depending on the further working process and schedule of the project also the Project Management Team (PMT) may be involved in the preparation of the UP meetings.

As far as reasonable the UP members will be integrated in the information flows of the project.

The role of the project partners:

- ApS: Coordinator and chairman of the User Platform; coordinates acquisition of participants
- TSB FAV: Coordination with other activities of the project; Participation in UP meetings
- TFK, IRD, ULS: Input to UP meetings (esp. contributions from WP 2, 3, 5)
- PoB: Input to UP meetings (esp. contributions from WP 4); Active role in discussions (PTA)
- SenStadt, TSY, CFR: Active role in discussions (PTA's, TOC)
- All partners: Support in terms of acquisition of participants, esp. from their respective countries

2.3 Objectives and draft agenda for the 1st meeting

There are four main objectives for this first meeting:

- Feedback from the PTA's for the main objectives and the general concept of the project; expression of the needs and commitments concerning energy efficiency in awarding procedures;
- Presentation of the results of the first interviews with PTA's (WP 2 and 3)
- PTA's shall express their expectations and requirements for energy efficient and environment-friendly awarding (short-term and medium-term perspective)
- Decision support by guidelines and Campus ECORailS: users' needs
- Presentation of the concept and the draft structure of the guidelines; identification of major issues for the following phases of elaboration and discussion.
- Presentation of the concept for Campus ECORailS, optionally short outlook on training sessions
- A clear commitment from the participating PTA's to contribute to our project and to be interested in the inclusion of energy efficiency criteria in their awarding procedures.

This first meeting shall be for level 1, i.e. exclusively for PTA's. During the elaboration of the proposal for ECORailS there was a clear feedback from the PTA's that at first they prefer a "closed shop"-discussion in order to clearly formulate their own needs and reservations about energy efficiency in awarding procedures.

It is scheduled to organise a two-days meeting in Berlin, starting on Thursday, 10th Sept. 2009, 14:00h, ending on Friday, 11th Sept., 15:00h.

The detailed agenda will be confirmed by the Editorial Group on its meeting in August 2009. Additionally to the topics which arise directly from the objectives cited above, it will be considered to present and to discuss the following topics in order to enhance knowledge and awareness about the relevance and the methodological obstacles of energy efficiency in rail transport and its monitoring:

- The relevance of energy efficiency in regional passenger rail transport
- Experiences, good examples and future outlook
- Presentation by one PTA which is partner of ECORailS (e.g. TSY or PoB): Why is energy efficiency a strategic issue for us? Why do we participate in this project?
- Technologies: How can rail transport be made more efficient in terms of energy consumption?
- Options of integrating ecological standards in awarding procedures
- Chances, risks and risk handling concerning ecological standard in awarding

It is essential that there will be sufficient time for discussion and feedback from the PTA's. When the detailed agenda will be elaborated it should be checked, whether there are topics or elements of presentation which may motivate or even provoke discussion between PTA's and project partners.

Most contributions shall be provided by project partners while some short presentations of good-practice examples could be done by other participants.

A diner reception on Thursday shall provide opportunities for informal communication.

2.4 Acquisition of participants; confirmed and other members

Level 1 of the User Platform should consist of 13 confirmed participants from at least 5 different countries. The first three confirmed UP members are the members of the ECORailS consortium which are PTA's:

- 1) Trafikstyrelsen (Denmark)
- 2) SenStadt (Germany)
- 3) Province of Brescia (Italy)

UP members no. 4 – 13 should be a good composition of European organisations (UITP), national organisations of PTA's, and further regional or national PTA's from both the political and the management level. It is intended to confirm the membership of at least one PTA or organisation of PTA's from each participating country but the platform will be open for members from other European countries. Travel expenses will be covered for one person from each of the confirmed members (no. 4 – 13).

It is planned to invite the following institutions with priority:

- 4) Union International des Transports Public (UITP), Brussels
- 5) Svenska Lokaltrafikföreningen (Association of Swedish PTAs)
- 6) Skånetrafiken (PTA in the south of Sweden)
- 7) Bundesarbeitsgemeinschaft SPNV (Association of German PTAs)
- 8) Federmobilità (Association of Italian PTAs)

- 9) Region of Timisoara (Romania)
- 10) At least one more PTA from Germany (with experience in the application of ecological criteria or special interest in energy efficiency)
- 11) Ministry for Transport, Hungary
- 12) One further PTA from Italy
- 13) At least one PTA from Poland (e.g. Dolnośląskie or Wielkopolska)

These priority participants shall be specified and contacted until end of July 2009 while the confirmation should be agreed upon before the 1st meeting of the UP (i.e. before 10th Sept. 2009)

If one or more of the PTA's named above deny to participate regularly in the User Platform, further PTA's from e.g. Sweden, Austria, France or Netherlands with special commitment to energy efficiency will be invited to fit in. The meetings of the User Platform will in any case be open to further PTA's or PTA organisations which are interested in the project, but with restrictions in terms of travel expenses being covered.

The infrastructure ministry of the German federal state of Brandenburg already expressed interest to watch the project activities and results, and will consider the possibility to take part in the User Platform meetings.

Level 2 of the User Platform shall consist of

- (1) all confirmed members of level 1
- (2) eight railway companies from at least five different countries (one of them being CFR Timisoara – regional section of the National Society of Railway Transport (as member of the ECORailS consortium)
- (3) International Railway Union (UIC) or Community of European Railways (CER) as representatives of railways (mainly national railways)
- (4) European Passenger Transport Organisation (EPTO), as representative for privately owned railways
- (5) representative of the rail supply industry, e.g. UNIFE.

Besides CFR it is intended to invite the passenger departments of the national railways from Sweden, Denmark, Germany and Italy. Additionally, private railways from the same countries comprising a mixture of small railways and the big concerns like Arriva or Veolia shall be invited as well. Travel expenses will be covered for 10 members (one person each) of level 2 which are not members neither of the consortium nor of level 1. Additional organisations will be invited to take part at their own expenses, although reimbursement of travel expenses might be offered if the budget allows.

These priority participants of level 2 shall be specified and contacted until end of Nov. 2009 while the confirmation should be agreed upon before the 1st meeting of the UP level 2 (i.e. before 3rd week of 2010).

ApS will coordinate the process of electing and inviting UP members with help of the partners of the consortium.

The actual membership of both levels may be changed according to the feedback from invited participants. As a rule, confirmed members of the User Platform should participate in all UP meetings during the project.

2.5 Changes of concept and timetable

The User Platform is a strategical instrument of the elaboration and dissemination process of ECORailS. Therefore substantial changes of the UP concept and the timetable of UP workshops should be decided by the Project Management Team. Minor changes will be decided by WP 6 manager after having discussed the issue with the coordinator and – if it seems reasonable – with other WP managers or the Editorial Group.

2.6 Option of Institutionalisation

The rationale for the institutionalisation could be that all stakeholders of the field of regional passenger rail transport could profit from a common platform for discussing environmental issues with special emphasize to energy efficiency. Thus forces could be bundled and the danger of insulated solutions could be minimised. While there are already environmental platforms or working groups of UIC, CER, and UNIFE, such a group does not yet exist on the side of PTA's. In a later stage of the project it should be thought of which is more important for the future: an international environmental platform for PTA's, a common platform of stakeholders in regional rail transport, or a combination of both.

A future institutionalisation should be thought of in the second half of the project. It could be organised by a sub-group of UITP and/or in cooperation of national pro-rail-alliances.

3. Training / Campus ECORailS

A vital part of the dissemination is a virtual platform, called “Campus ECORailS”. “Campus ECORailS” regularly provides user oriented newsletters, lectures and other inputs about the state of the art in the field and the results of the project as well as a bibliotheca of important information about the frames for energy efficient and ecological applications. Therewith it initiates a virtual discussion between different user groups about the subject. Based on the material which will be provided online, several lectures (training sessions) will be organised in the participating countries.

3.1 Objective of organising Campus ECORailS

There are three main purposes for including the “Campus ECORailS” in the project:

- (1) It is an additional channel for informing all relevant stakeholders about the project, its strategic objectives and its results.
- (2) We thus can provide additional background information which might not be included into the Guidelines but may be helpful for the understanding of the ways to apply environmental criteria in awarding procedures.
- (3) Awarding public service contracts for passenger transport cannot just be done. Experiences and training are helpful and the same is true for the application of environmental criteria. Especially the understanding and application of indicators like “kWh per seat km” etc. implies details which cannot only be dealt with by reading and theory.
- (4) Campus ECORailS shall be a discussion forum and may be a part of the institutionalisation and sustainability of using the ECORailS Guidelines.

The target group for the training elements of the “Campus” are all persons working in the management units of the PTA’s who have awarding procedures in the scope of their work as well as those persons (including consultants) working on the side of the TOC’s or rolling stock suppliers who will have to respond to the tenders and quote requests of the PTA’s.

Additionally, the background information and discussion forum shall be helpful also for the level of political decision making.

3.2 Elements of Campus ECORailS

The main elements will be training events (lectures), an electronical library (“bibliotheca”) and newsletters.

3.2.1 Lectures

The project will organise training events for administrations and addressees of the guidelines in form of seminars. The use of the guidelines via the tests will be presented, as well as the project activities and outcomes. It is foreseen to hold 5 such seminars with administrations from one or more countries, and associations of administrations respectively. The trainings will take about two days involving 10-15 trainees. The materials used are the guidelines itself (or drafts), advanced training concepts and basic project information. It is important that the actual needs and wishes of the stakeholders in the respective countries or regions are

considered, i.e. duration and location of the event, and flexible concept with regards to contents and structure. The main targets of the lectures are to convince the stakeholders (1) to apply environmental criteria in their awarding procedures, (2) to show how that can be done, (3) to contribute their experiences and to discuss their needs, and (4) to use the ECORailS Guidelines or their drafts for their actual work.

To provide all users with short and comprehensive information, the project partners will specify 4 main subjects (sub-divided into 3 modules per subject) which will constitute the basic knowledge to get an overview about the main problems, and the planned process and possibilities to solve them. The lecturers may be project partners, but also external scientists or practitioners if this seems to be helpful in terms of a specific issue.

The lectures will rely on the Guideline drafts or intermediate project results at the time when they are being conducted. The first training event is scheduled for one day in December 2009 in Italy, mainly with Italian stakeholders as target group.

These circa 5 lectures, elements of Campus ECORailS (WP 6), have to be distinguished from the two workshops which are part of WP 4 and have the main purpose to prepare and train for the pilot applications. The target groups of those two workshops are the partner PTA's involved in WP 4.

3.2.2 Bibliotheca

The ECORailS online library will provide (1) all official documents of the project, including deliverables, (2) minutes and presentations of public events, (3) background information and intermediate results, (4) links and documents of other projects which are relevant for ECORailS, the future application of the Guidelines or the knowledge about new technologies and potentials of the railways in terms of energy efficiency.

The materials should represent a collection of the output of the project in a user oriented and readable manner. The ECORailS partners will regularly deliver input of basic and background information as well as information which is asked for.

The main period for installing the bibliotheca will be 2010, in parallel to the site studies. The preliminary structure will be proposed in March 2010 and agreed upon on the consortium meeting in April 2010. The rationale for this schedule is (1) a lack of resources until the 2nd draft of the Guidelines (D 20) has been published and (2) that it will not be clear enough which background documents will be needed before D 20 has been finished and before the pilot applications have been designed in detail.

It is intended to open one or more discussion fora for the exchange of knowledge, experiences and comments concerning the application of environmental criteria in awarding procedures for rail passenger transport.

3.2.3 Newsletters

During the duration of ECORailS project 10 newsletters will be published to inform a broader public of users about the Project, the work process, local discussions and experiences and progress achieved within the WPs and the local test sites. The newsletter furthermore shall

encourage users to take an active part in implementation by presenting experiences of the tests and best practice.

The first newsletter is scheduled for January 2010, including a report about the User Platform meeting. The further issues will regularly report about the 2nd draft of the Guidelines, present the local sites and discuss special issues of the energy efficiency of the railways.

ApS will be responsible for the edition of the newsletters. The Editorial Group will discuss and agree upon the detailed concept and the content of the issues. The contributions will be written by the partners who have specific knowledge for the issue in question. Especially contributions about technologies, the legal situation and the local sites will be required from the respective partners. For certain issues external guest authors will be asked for contributions.

3.3 Role of partners

The project partners should give input for the bibliotheca and the newsletters and present the results of their work within the project in the training sessions. They will be able to use the upload function but should coordinate their contribution with ApS.

The partners of the local site studies will have a more important role in the “Campus ECORailS” as they are the local contact persons for the project. The local partners will play a major role when defining the respective training sessions according to the needs, the wishes and the specific legal, political, economical and technological situation of their country (or countries). It will also be the task of the local partners to acquire the participants and to care for the organisation (venue, catering accommodation etc.). The training sessions shall be prepared in close cooperation between ApS and the local partner(s) and may, at least in some cases, be conducted by the local partner(s) themselves.

Furthermore all partners should use their contacts, domestic and international, to encourage stakeholders to use the possibilities of the Campus ECORailS and give feedback to the project results.

3.4 Specifications for website Campus ECORailS

The design of the website should reflect that both internal and external visitors will use the Campus ECORailS. The Campus shall be integrated smoothly in the ECORailS project website. We need three levels of accessibility, (1) public, (2) restricted but open for project partners and registered external stakeholders, (3) only open for project partners.

Except for comments in discussion fora the posting of documents and comments will only be authorized for project partners. Furthermore, the following specifications should be applied:

- Registration is necessary (internal and external users)
- Posting only by authorized persons (out of consortium)
- Access for posting (backend)
- Access for user (frontend)
- Functions:

- Search function: Subject and keyword
- Documentation according to the subjects and modules by key words and authors
- Content of the bibliotheca allocated to lectures and newsletters
- Database of subscribers
- Possibility to post questions to the lecturer within an announced period

4. Conclusion and Outlook

The User Platform and the Campus ECORailS are major instruments of the project for getting feedback from the potential users of the project results, including internal and external stakeholders. Furthermore these two instruments are channels for additional knowledge transfer which cannot be included in the Guidelines which are intended to be a handbook with the most relevant information and advices. User Platform and Campus ECORailS will ease the institutionalisation of the use of the Guidelines and thus increase the sustainability of the project results.