

X2Rail-1
www.projects.shift2rail.org/X2RAIL-1

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Invitation Letter: X2Rail-1 Advisory Group

Dear Sir or Madam,

This is to invite you to participate in the X2Rail-1 Advisory Group.

Inside the X2Rail-1 project, we would like to set up an Advisory Group, so to get feedback on our ideas and investigations and, at the same time, widespread our achievements. In the following a description of the concept and the mutual benefit of the advisory group and the X2Rail-1 project can be found.

In case of you being interested in participating in the work of the advisory group, please don't hesitate to get in contact with us. We are looking forward to working together with you.

Thank you very much in advance and we'll keep you informed about the next steps.

Best regards

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1 X2Rail-1 ADVISORY GROUP

This invitation describes the concept and the mutual benefit of the advisory group and the X2Rail-1 project.

1.1 Concept

The X2Rail-1 advisory board is providing a source of expertise to the project members, being consulted on technical and organisational issues which come up within a dedicated work package (WP) or the project as a whole. The advisory group will be set up and managed to ensure that the work and results of the project can be disseminated directly to key target groups and feedback can be obtained immediately.

More specifically, we asked the advisory board members to

- Inform the members of the project about new and emerging issues which might impact the project work;
- Provide advice and consultation on provided documents;
- Provide a wide range of perspectives and facilitate stakeholder engagement across the railway and transportation sector;
- Assist the project members to influence external stakeholders (inside and outside of profession) on concrete and emerging railway developments;
- Offer their perspectives to dissemination activities;
- Facilitate the building of broad disciplinary and multidisciplinary expertise, and partnerships among specialists and generalists;
- Communicate the work of the X2Rail-1 project to internal and external stakeholders.

We want to involve such key stakeholders, and considering their feedback in order to increase the acceptance of the results by the railway sector. This makes it necessary, that members of the advisory board have

- A high level of involvement in institutional roles and professional organisations;
- A high professional and academic standing and reputation;
- A broad knowledge and expertise in railway and transportation.

Together, the terms of reference will be produced to establish composition, working methods and frequency of meetings. Opportunities for synergies with corresponding groups within the Shift2Rail initiative will also be taken advantage of as well as the usage of established advisory groups in the future X2Rail projects.

1.2 Terms of reference, working process and expected benefits

Being part of the advisory group means to participate directly in the project and supporting the work. Beside the chance of getting early information about preliminary results, stage of work and planned activities, the advisory group members can help to verify statements and raise the acceptance of results.

Members are welcome to raise questions and objections since the project will get better by these additional input and comments. It will help to maximize the usability and acceptance of project results.

The technical WPs inside X2Rail-1 are linked to each other and mutually depend on achievements from the other WPs to achieve best results for the signalling and traffic management system. Therefore we plan to have two types of integrating the advisory group into the project:

- For the system related information which deal with topics across all technical and organizational WPs we will provide the advisory group with an overview about the project and all WPs as a whole. This process will be started with the mid-term booklet.
- Specific technical topics, questions and issues for single WPs will be dealt with directly inside the WPs. Advisory group members are invited to participate directly with the work package to make the exchange as efficient as possible.

1.3 Planned effort

Members of the advisory group are free to decide about their participation and efforts. A general prediction about the efforts is therefore is hard to be made.

The number of physical meetings and workshops for the cross-project information are planned to be maximum two meetings per year. The main way of information and data exchange is done preferably virtually by exchange of documents.

For topics related to specific technical WPs a contribution can be done in various ways e.g. direct participation in conference calls or meetings, involvement in the writing and reviewing process, joining test runs or other activities. The time and efforts depend very much on the particular situation and progress in the WPs and are very hard to predict.