

DECISION OF THE SYSTEM PILLAR STEERING GROUP

adopting the Rules of the Procedure of the System Pillar Steering Group of the Europe's Rail Joint Undertaking

N° 1/2022

THE SYSTEM PILLAR STEERING GROUP OF THE EUROPE'S RAIL JOINT UNDERTAKING,

Having regard to Council Regulation (EU) No 2021/2085 of 19 November 2021¹ establishing the Joint Undertakings under Horizon Europe (hereinafter “Single Basic Act”), and in particular Article 96 of the Single Basic Act,

HAS ADOPTED THESE RULES OF PROCEDURE:

Article 1 ***Scope***

1. These rules of procedure shall regulate the working methods and procedures of the System Pillar Steering Group (hereinafter “SP-STG”) and shall apply to the extent that provisions regulating specific processes are not already set out in the Single Basic Act. These rules of procedure cannot deviate from and must be interpreted in accordance with the provisions set out in the Single Basic Act.
2. The System Pillar steering group shall be responsible for providing advice to the Executive Director and Governing Board on any of the following:
 - (a) the approach to operational harmonisation and the development of system architecture, including on the relevant part of the Master Plan;
 - (b) delivering on the specific objective set out in Article 85(2), point (c) of the Single Basic Act;
 - (c) carrying out the task set out in Article 86(5), point (a) of the Single Basic Act;
 - (d) the detailed annual implementation plan for the System Pillar in line with the work programmes adopted by the Governing Board in accordance with Article 94, point (b);
 - (e) monitoring the progress of the System Pillar.

¹ Council Regulation (EU) 2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe and repealing Regulations (EC) No 219/2007, (EU) No 557/2014, (EU) No 558/2014, (EU) No 559/2014, (EU) No 560/2014, (EU) No 561/2014 and (EU) No 642/2014 (OJ L 427 of 30/11/2021, p. 17–119).

Article 2

Members

1. In accordance with Article 96 of the Single Basic Act, the SP-STG of the Europe's Rail Joint Undertaking shall be composed of representatives of the Commission, representatives of the rail and mobility sector and of relevant organisations, the Executive Director of the Europe's Rail Joint Undertaking, the chairperson of the states' representatives group and representatives of the European Union Agency for Railways and of the ERRAC.
2. The Commission shall take the final decision on the composition of the Group.
3. The Members of the SP-STG are set out in Annex A, which can be updated.
4. The Members shall nominate a principal representative and up to two alternates.
5. The names and functions or posts of the representatives and their appointed alternates shall be published on the Europe's Rail JU website.
6. The Members shall notify appointments, substitutions or removals of representatives and their respective alternates to the Europe's Rail JU in writing. The notice shall indicate the date on which the appointment, substitution or removal takes effect. In case of absence of such information in the notice, the effective date shall be within a month from the date on which the notice is received by the Europe's Rail JU.

Article 3

Chairperson

1. In accordance with Article 96 of the Single Basic Act, the Governing Board shall be chaired by the Commission on behalf of the Union.

Article 4

Observers

1. The Commission, at its own initiative or on the basis of a request from the SP-STG members, may invite, on a case-by-case or permanent basis, other persons to attend its meetings as Observers.
2. Observers shall have no role in the formal decision making of the SP-STG.
3. The Commission shall take the final decision on the permanent Observers.
4. The Observers of the SP-STG are set out in Annex B, which can be updated.

Article 5

Convening of meetings

1. The SP-STG of the Europe's Rail Joint Undertaking shall hold its ordinary meetings at least twice a year.
2. The Chairperson shall convene the meetings of the SP-STG with the support of the Executive Director by sending a written notice (by means of a letter or e-mail), accompanied by the provisional agenda and the relevant documents for decision-making, to each member not later than ten working days prior to each meeting. Any other relevant material for the meeting shall be sent five working days before the meeting.
3. In the case of urgency, some documents may be forwarded to the SP-STG Members and the relevant observers at a shorter notice.
4. Physical meetings shall usually take place at the seat of the Europe's Rail JU.
5. The SP-STG meetings may take place by audio conference, video conference or other remote means of communication. Any meeting held in this manner shall have its minutes taken in accordance with the ordinary procedure.

Article 6

Attendance

1. The Members shall attend all meetings of the SP-STG. Members shall make their best efforts to ensure adequate level of representation and continuity at the meetings.
2. If a Member is not able to attend in person a meeting, he or she may either participate by means of audio or video conference

Article 7

Agenda

1. The provisional agenda shall be drawn up by the Chairperson assisted by the Executive Director and sent to the SP-STG Members and observers in accordance with Article 5 and this Article 6. The agenda shall be drawn up taking into consideration the role and tasks to be performed by the SP-STG as set out in Article 1.
2. The provisional agenda shall contain the following items:
 - (a) adoption of the agenda;
 - (b) adoption or approval of the minutes of the preceding meeting (including meeting held by audio conference, video conference or any other means of communication) provided that the minutes have not been approved or adopted by written procedure;
 - (c) items for decision of the SP-STG;
 - (d) items for opinion of the SP-STG;

- (e) items for information and discussion;
 - (f) any other business.
- 3. The Members may request specific questions to be included on the provisional agenda no later than five working days before the date of the meeting.
- 4. The agenda shall be adopted at the beginning of each meeting.
- 5. With the agreement of the SP-STG, urgent questions may be added to the agenda at any time prior to the end of the meeting and items on the agenda may be deleted or carried over to a subsequent meeting.

Article 8

Decision making

1. The recommendations of the System Pillar steering group shall be adopted by consensus.
2. Where no consensus is reached, the Executive Director of the Europe's Rail Joint Undertaking shall prepare a report for the Governing Board, in consultation with the European Union Agency for Railways and the Commission, outlining the key common points and diverging views. In this case, the states' representatives group shall also prepare an opinion for the Governing Board.

Article 9

Transparency

1. The SP-STG minutes of the meetings, decisions, opinions, recommendations and proposals shall be published on the joint undertaking's web site.

Article 10

Confidentiality and conflict of interest

1. The Members, Observers, and any other participants at meetings of the SP-STG are required to refrain from divulging information given in the context of its activities unless it has been confirmed that the information has been made public.
2. All SP-STG Members and Observers shall be bound by the rules on conflict of interest adopted by the Governing Board with Decision GB 02/2021 to give effect to Article 42 of the Single Basic Act.

Article 11

Amendment of the Rules of Procedure

1. A Member may propose to amend these Rules of Procedure.

2. The Rules of Procedure shall be amended following approval by decision of the SP-STG.
3. Amendments to these Rules of Procedure shall enter into force the day of their adoption by the SP-STG.

Article 12

General provisions

These Rules of Procedure and its amendments shall be published on the Europe's Rail Joint Undertaking website.

Article 13

Entry into force

These Rules of Procedure shall enter into force on the day of their adoption by the System Pillar Steering Group.

Done at Brussels, [].

For the [],



Annex A and Annex B updated in December 2024 following Commission Decision (2024) 8368

Annex A Members

Commission - DG MOVE (Chair) and DG RTD
EU-Rail
Chairperson of the States Representatives Group
ERA
ERRAC
AERRL
AllRail
CER
EIM
NB-Rail
Unife
UITP
UIP

Annex B Observers

Cenelec
EUG
ETSI
UIC
Unisig
Unitel
ERTMS coordinator
EPF
EUSPA
ETF
RNE

The members of the System Pillar Core Group are entitled to attend the SP-STG as observers.