



*PROTECTRAIL (242270) - The Railway-Industry Partnership
for Integrated Security of Rail Transport*

PROJECT MANAGEMENT

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AGENDA

1. Project data and status
2. Management structure: some reminders from the GA and the CA
3. Quality assurance:
 1. few rules for e-mails and documents
 2. reporting
4. The deliverables up to M6: timing and reviewers assignment
5. The UIC extranet



PROJECT DATA

- **Starting date**
 - **1 September 2010**
- **Reporting periods**
 - **P1: 1 September 2010 - 31 August 2011**
 - **P2: 1 September 2011 - 31 August 2012**
 - **P3: 1 September 2012 - 31 March 2014**
- **Total costs**
 - **€ 21.775.289.80**
- **Total funding**
 - **€ 13.115.064,00**
- **Pre-financing**
 - **€ 6.994.700,80**
 - **of which € 655.753,20 are transferred to the Guarantee Fund**

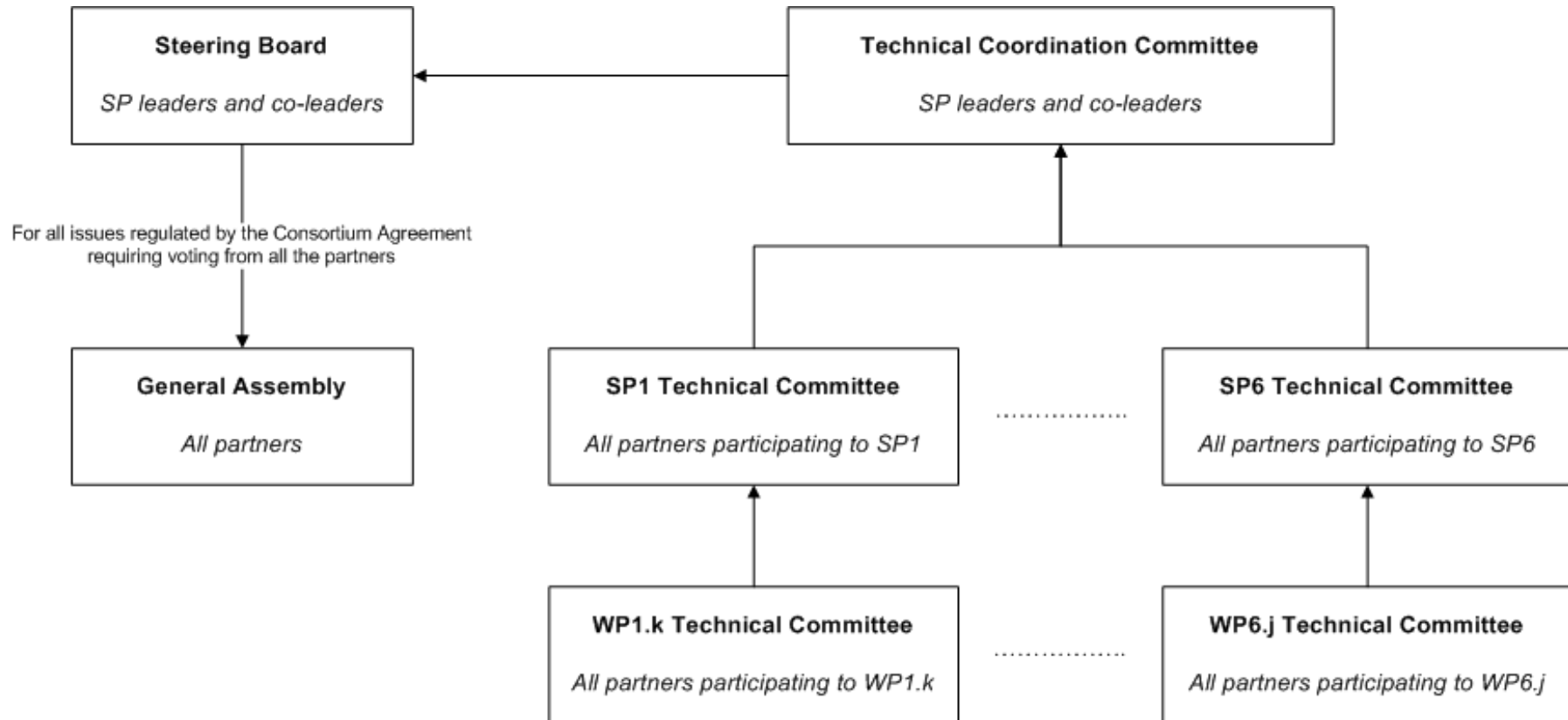


PROJECT STATUS

- **Grant Agreement**
 - signed by ASTS on 3.8.2010
 - countersigned by EC on 13.8.2010
- **Consortium Agreement**
 - Signed and distributed to all partners by DHL
- **Form A**
 - 27 out of 28 have been signed by the corresponding partner and countersigned by ASTS
 - we will soon (as soon as we receive the bank account information) pay them the pre-financing (pro-quota)
 - missing partners (they will not be paid until we receive the signed Form A)
 - **RCA**



THE MANAGEMENT STRUCTURE (FROM THE CA)





ETHICAL BOARD

- **The Ethical Board, will monitor any potential ethical issue of the project and it will be composed by:**
 - **one senior representative from each SP Leader and/or Co-Leader organisation (see Table 2)**
 - **one representative of the FUNDP partner**
 - **one Independent Expert on personal data/privacy issues selected during the first 3 months of the project.**
- **The Ethical Board will involve members of EU bodies**
- **Annual Ethical Report**



LEADERS AND CO-LEADERS

Sub-Project	Leader Number	Leader Short Name	Co-Leader Number	Co-Leader Short Name
SP0 Project Management	1	ASTS	17	DAPP
SP1 Dissemination and Exploitation	4	UIC	10	UNIFE
SP2 Functional and Technical Railway Security Specification	1	ASTS	8	T3S
SP3 Integration at Sub-Mission Level (physical & operational assets)	7	ALS	2	TNO
SP4 Integration at Sub-Mission Level (transported assets)	8	T3S	3	ED
SP5 Global Integration	6	BT	5	SSI
SP6 Future Design for Security	2	TNO	9	SARAD



TROUBLESHOOTING

- **Regarding technical issues, the general principle shall be that they are to initially resolved by the leader of the level where they arise:**
 - **by the Tasks Leader, if it is a matter of activities within the same tasks;**
 - **by the Work Package Leader, if the conflict raised within two or more tasks in the same WP;**
 - **by the Sub Project Technical Committee, if the conflict is a matter between two or more WPs in the same SP;**
 - **by the Technical Coordination Committee, if it is a matter between Sub-Projects.**



FREQUENCY OF MEETINGS

	Frequency
General Assembly	When called by the Steering Board and in any case at M1 (today), M12, M24 and M42 (i.e. at each review)
Steering Board	Every 3 months
Technical Coordination Committee	Same as the Steering Board
Sub Project Technical Committee	Whenever needed
WP Technical Committee	Whenever needed



MEETINGS PREPARATION AND ORGANISATION

	Ordinary meeting	Extraordinary meeting	Agenda	Adding agenda items
General Assembly	45 calendar days	30 calendar days	21 calendar days	14 calendar days
Steering Board	45 calendar days	15 calendar days	15 calendar days	10 calendar days
Technical Coordination Committee	15 calendar days	7 calendar days	7 calendar days	2 calendar days
Sub Project Technical Committee	7 calendar days	7 calendar days	7 calendar days	2 calendar days
WP Technical Committee	7 calendar days	7 calendar days	7 calendar days	2 calendar days



QUALITY ASSURANCE

- **Deliverable reviewing process:**
 1. **Each SP leader manages the editing process but ...**
 2. **Final draft ready for review**

EU deadline - 3 weeks
 3. **Final version ready for submission to EC**

EU deadline



REVIEWERS

- Deliverables are reviewed by
 - 2 different reviewers
 - plus FUNDP for the ethical content
- Reviewers are:
 - EITHER
 - senior staff from partners organisations that have not contributed to the specific deliverable
 - OR
 - external persons who agreed to review



FILE NAMING

- A fixed format for file naming:
PRAIL_<YYYYMMDD>_<SWW>_<partner>_<title>_R<nn>
- where
 - <YYYYMMDD> is the date of the last revision of the document
 - <SWW> represents the SP and the WP to which it refers to
 - <partner> is the partner short name
 - <title> is the document title (summarised ...)
 - R<nn> is the revision number (00, 01, 02,)
- Please **STRICTLY** follow the above rule



E-MAIL POLICY

- Each message subject shall start with

PRAIL_<SWW>

where

- **<SWW>** represents the SP and the WP to which it refers to
- Please use meaningful subjects!
- If not followed there is an high risk that your email is not handled properly



DELIVERABLES

- **Delivery date**
 - the last day of the month indicated in the Annex I (DoW)
- **or**
 - 30 days after the last day of the month indicated in the Annex I (DoW)?
- **EC REA should clarify**



DUE DELIVERABLES UNTIL M6

Deliverable	Due date	Resp. partner	Reviewer 1	Reviewer 2
D02.1 Quality Control Manual	M2	ASTS	-	-
D13.4 Workshop and Conferences Organisation (v.1)	M3	UIC	-	-
D14.2 PROTECTRAIL Public Website	M4	UIC	-	-
D21.1 Stakeholders Requirements for Railway Security (v.1)	M4	DUCTIS	TCDD	TNO
D22.1 Regional Disparities in Railway Security Sector (v. 1)	M4	UIC	UNIFE	ESL
D23.1 Prioritised Stakeholders Requirements for Railway Security (v.1)	M4	PKPPLK	MORPHO	SNCF



DUE DELIVERABLES UNTIL M6 (CONT.)

Deliverable	Due date	Resp. partner	Reviewer 1	Reviewer 2
D01.1 Summary report no. 1 of Teleconference with a PO (REA)	M6	ASTS	-	-
D11.1 Railway Security Actors Handbook	M6	UIC	-	-
D23.4 Terrorist preparation and attack scenarios for each specific sub-mission (v.1)	M6	PKPPLK	UIC	SSI
D24.1 Security Functional Specification (v.1)	M6	ASTS	PKPPLK	ED
D26.2 Privacy and Ethics Recommendations (v.1)	M6	FUNDP	KU	BT



DUE DELIVERABLES UNTIL M6 (CONT.)

- **There are some timing problems since ...**
 - **D21.1 Stakeholders Requirements for Railway Security (v.1)**
 - **D23.1 Prioritised Stakeholders Requirements for Railway Security (v. 1)**
- **... are both due at M4**
- **DUCTIS and PKPPLK should synchronise themselves to be able to deliver on time**
 - **a point in the agenda for SP2 kick-off**



KICK-OFF FOR SP3, SP4 AND SP5

- It is planned to anticipate the start of the work on SP3, SP4 and SP5
 - most likely in coincidence with the next Steering Board meeting
 - M5 instead of M9 for SP3 and SP4
 - M5 instead of M7 for SP5
 - in order to define
 - a common approach to design, develop and integrate
 - common tools (e.g. for requirements, data modelling, etc.)



REPORTING

- **From SP leaders**
 - **monthly technical report on the SP**
 - objectives of the period
 - results achieved
 - problems
 - identified risks and mitigation actions
 - **basis for the discussion at the Steering Board Meeting**
- **Towards EC**
 - **except the reports due at the end of each period, currently progress reporting is based on:**
 - 6-monthly phone conference
 - minutes of the phone conference (deliverable)



NEXT MEETING

- **Steering Board**
 - quarterly meetings
- **SB2**
 - date
 - 1-3 February 2011
 - venue: UIC Paris
 - it will also host the SP3, SP4 and SP5 kick-off
- **SB3**
 - date
 - 12-14 April 2011
 - venue: UIC Paris (to be confirmed)



THE UIC EXTRANET

- The floor to Marie-Helene Bonneau to briefly explain the UIC Extranet

<https://www.uic-online.com>

uic
Extra-Net

Virtual Community & Knowledge Management System
for the International Railway Cooperation

Username:

Password:

Register  **Forgot Pass**  **Login** 

