



INTERNATIONAL UNION
OF RAILWAYS

GUIDELINES TO BE ADDED TO PROJECT SHEET

UIC PMT

To be considered in Project Sheet

Existing items

1. Budget should be detailed with funding schemes
2. 1 year-phase planning
3. Deliverables
4. Work and calendar should be detailed

To be added or mentioned in existing chapters

1. Validation process
2. Invoicing
3. Conditions of hold or stop in case of failure(budget, work, ...)

PROJECT DESCRIPTION

- **PROJECT TITLE**
- Acronym
- Is this an EU funded project?
- Forum / Platform (to be defined by APRA PMT)
- Date of approval by the Working Body/ PMT
- Date of approval by the RA / GA
- Region
- **PROJECT MANAGEMENT Email address**
- Project Director Vincent VU vu@uic.org
- Project Manager/Leader to be nominated by CEO of APRA Member
- Member companies participating ***(to be filled-in after the Members confirmation)***

PROJECT DESCRIPTION

1. Why do we need this project and what are its benefits / added value?

- to analyse the topic and current status
- to present key parameters to be developed
- to justify the advantages
- to identify the link for regional interoperability and cooperation
- to list deliverables

PROJECT DESCRIPTION

2. What needs to be done and what are the risks if the project is not done?

- The list of actions is to be for 1 year
- Evaluation of current application in APRA region .
- Definition of actions required to fulfill the project
- Definition of risks
- Final document: recommendations , guidelines, study, requirements, IRS

PROJECT DESCRIPTION

3. How will the project be executed?

To provide Project implementation plan:

1. Development working program .
2. Establishment of questionnaires and circulation to APRA members
3. Collecting, processing and analysing survey results
4. Definition of key technical parameters/service needs/ requirements
6. Development of final product
7. Intermediate report . Presentation of the results at the APRA meeting.
8. Producing and publishing the final document.

PROJECT DESCRIPTION

4. Is data already available upon which to base this proposal?

To present all sources which could be used for this proposal

5. What are the planned stages?

Table is to be filled in accordance with item 3

Name of deliverable Estimated date of delivery Type of deliverable

6. How will the Intellectual Property Rights be managed? (To be defined by participants –refer IR 3 point 5.c)

To choose:

A. Free for all , B. Participants only , C. Other method

PROJECT DESCRIPTION

7. Added value indicators

- No Redundancy – no one else doing it . ***Is there any other similar initiative on this topic?***
- ***Legal requirements (related to a TSI or is for system developments). Is there any TSI impacted by your project proposal? Is this proposal related to any upcoming legal requirement for the sector?***

Why TSI only?

- Financial benefit or more cost effective for UIC to perform. ***Please explain the economic added value of your proposition; if financial figures available, please provide them here.***

PROJECT DESCRIPTION

7. To add to item 7

Innovation vs novelty.

Originality . To check if such things as originality, usefulness, promising application of the results in future projects are presented

Creativity . To check if the results are both novel (i.e., original, unexpected) and appropriate (i.e., useful, adaptive concerning task constraints)

Social and environmental impact

Positive or negative. To ensure that project leader consider the environmental impacts when deciding whether or not to proceed with a project

Market needs

Competitive advantage (main competitors)

Need for new industry standard

Potential customer

Regional interoperability

PROJECT DESCRIPTION

8. Timescale

Total duration should not exceed 12 months

9. Budget

TOTAL Costs of the project should not exceed 50Keuro for studies, 30Keuro for seminars

Budget should be detailed with funding schemes

10. Project Team – nothing to add

Quality of UIC APRA PS

Compliance with Project Sheet

Completed

Innovation VS novelty

Yes

Market needs

No

Social and environmental impacts

Yes