PubTrans4All

Public Transportation - Accessibility for All

Deliverable 1.1

Project Management Plan & Schedule

(incl. project management strategies, risk management plan, dissemination plan and a detailed project schedule)

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Project Coordinator: RABCON – Rodlauer Accessibilty Business Consulting (RAB)
Responsible for the deliverable: RABCON
Responsible Editor: Reinhard Rodlauer (Project Coordinator)
Telefon: +43 664 84 91 400
Email: reinhard.rodlauer@rabcon.eu
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Table of Versions:

Version	Date	Authors	Description	Date of Approval
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0.2	Feb. 4th, 2010	RAB	Revised version after change requests by the project officer	

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1. Executive Summary

This “Project Management Plan” defines in accordance with the definitions and regulations in the Annex I and the Consortium Agreement of the project “Public Transportation – Accessibility for all” (Pubtrans4all) the implementation of the general working mechanisms of the project.

It was designed to guide the Pubtrans4all project participants through all aspects of the project’s management and coordination activities. It is to serve as a reference tool as it brings together all of the procedures and policies that have been agreed upon since the beginning of the project by the Project Coordinator, the dissemination work package participants and the Management Support Team.

The “Final Project Management Plan & Schedule” is intended as a reference material to the project participants. It will be updated regularly.

The purposes of this Project Management Plan are the following:

- define the procedures, standards, and strategies which will be used,
- ensure high standards of quality of the work produced within the project,
- show how the project will be carried out, measured, monitored, accounted for and safeguarded during and after development,
- define roles and responsibilities,
- clearly define the content, format, sign-off and review process, and responsibilities for each deliverable,
- prepare the Pubtrans4all consortium for managing actual and potential risks that may occur during the project lifetime
- describe the dissemination plan process and techniques, the dissemination plan approach and the media that will be used in the dissemination effort
- state all the participants of the project, procedures, rules and applicable methods.

2. Project summary

The Project “Public Transportation – Accessibility for all” (Pubtrans4all) will develop a prototype vehicle-based boarding assistance system that can be built into new rail vehicles or retrofitted into existing rail vehicles to improve accessibility for all passengers. Accessibility for rail vehicles is particularly problematic since rail vehicles have a long service life and so many currently inaccessible vehicles will remain in service well into the future. PubTrans4all will help make existing public transport systems more accessible, improving service for everyone.

The PubTrans4all project’s objective is to develop a standard boarding assistance system that can be used on many different types of rolling stock and infrastructures. The boarding assistance system will not simply be a device, but rather include contributing elements that make it possible to effectively use the device to access rail vehicles. A prototype will be developed by a multi-disciplinary consortium including users, public transport operators, academic researchers and manufacturers.

As part of the process of developing a prototype boarding assistance system, the project will survey state of the art accessibility devices and make recommendations for best practices in the use and operation of these existing devices. The project will include an extensive dissemination program designed to communicate study results widely, but also to help inform the general public and decision-makers about the importance and challenges in providing accessibility for all.

The PubTrans4all project will be completed by a well balanced and geographically diverse consortium. Especially beneficial is the participation of several Eastern European partners – since accessibility is not sufficiently recognized as a problem in many of these countries.

Accessibility for all is critical to creating an equitable, effective and efficient transport system. The project PubTrans4all will help build a fully accessible rail network.

3. Project Objectives

The PubTrans4all project has three main objectives:

1 Survey existing practices for the use of vehicle and platform based boarding assistance systems (BAS) and develop best practice recommendations for their design and use;

2 Develop a prototype for a standard BAS that can be retrofitted into all types of existing rail vehicles or installed on all types of platforms. Note that current research supports development of a standardized vehicle-based BAS, however the project will assess the potential for a platform-based BAS as well, and will develop a platform-based prototype if it is found that this would lead to an optimum solution. Note further that the proposal text below reflects a vehicle-based solution, if a platform-based solution is selected, the same general work plan would be followed, with some minor changes. These changes would be outlined in an amendment to this Description of Work.

3 Disseminate information about the project findings and recommendations widely.

Table 1 summarizes how success will be measured and verified:

Project Objective	Measures of Completion	Expected Completion
1 – Survey existing BAS practices and develop best practices	Submission of project deliverables D2.1 (BAS Evaluation Criteria), D2.2 (BAS Evaluation Matrix), and D3.1 (Recommendations for Improved BAS) to EC.	Month 16
2 – Develop prototype BAS and perform field test	Submission of deliverables D4.1 (Conceptual Design Recommendations), D4.2 (Prototype Design Report), D4.3 (Prototype Building and Installation Report), D4.4 (BAS Design and Evaluation Report) to EC.	Month 32
3 – Disseminate information about project findings and recommendations widely	Website on-line and usable.	Month 5
	Project newsletters (3) prepared and distributed (D5.1, D5.2, and D5.3).	Months: 5, 16, 34
	Submission of project deliverable D5.4 (Final Report) to EC	Month 39

Table 1: Project Objectives

4. Management structure and procedures

The Pubtrans4all management structure is centred on three core components: project coordinator, management support team, represented by the work package leaders, and the General Assembly.

A diagram of the management structure is presented below and described in more detail in the following paragraphs:

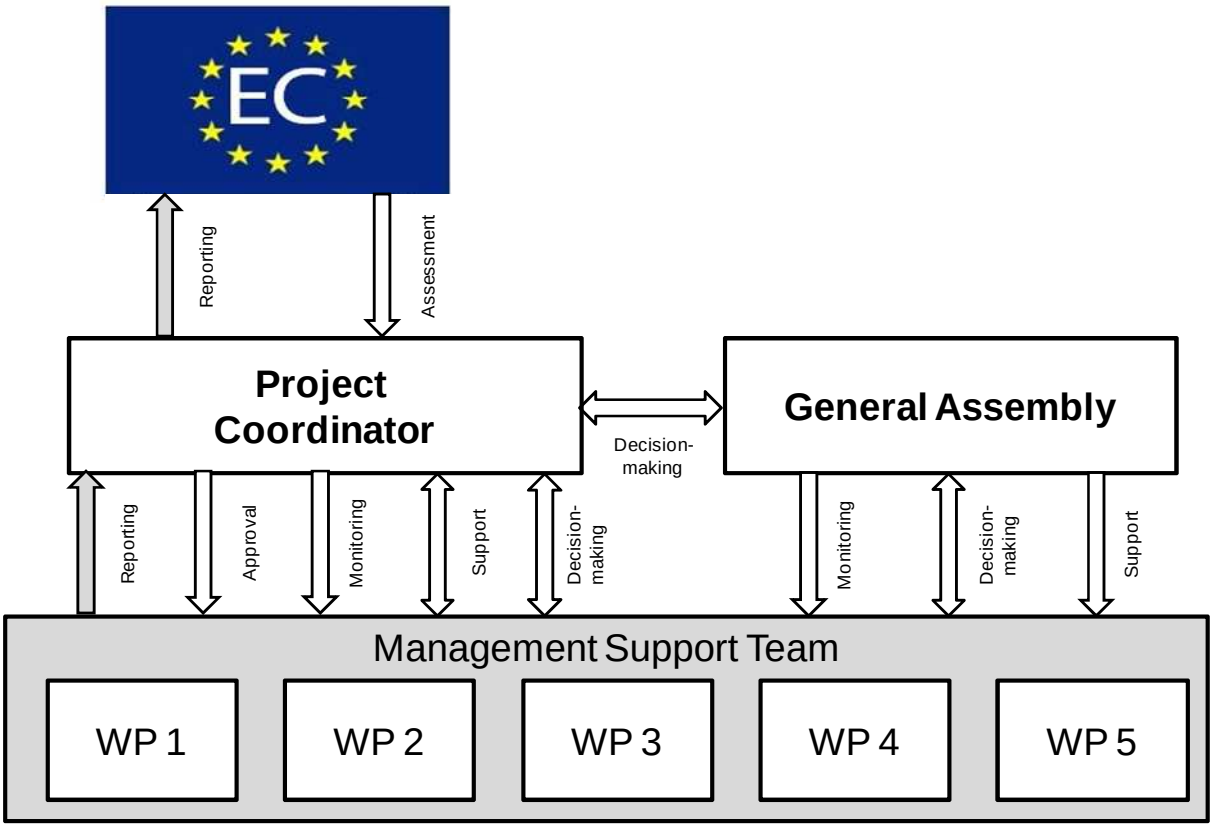

Figure 1: Management Structure

4.1. Project Roles

The three core components of the management structure of the Pubtrans4all project (Project coordinator, management support team, represented by the work package leaders, and the General Assembly) as well as the duties of the beneficiaries are described in this section:

Project Coordinator – The project coordinator (RABCON) is responsible for both the scientific and administrative project management. The team will utilize state of the art project management tools and techniques throughout the project. The project coordinator is responsible for all aspects of administrative management. Administrative management consists of addressing the day-to-day issues that arise in all projects. It is designed to help guarantee a smooth work flow within the project. Administrative management includes

project scheduling and coordination, communications (at all levels: EC, intra team, public), organizing and managing the project's central record keeping system (including technical findings and financial records), producing regular financial and progress reports, and closely monitoring project progress (for all partners).

Administrative and financial co-ordination is a basic need of all projects to ensure compliance with the Commission's rules (e.g. contractual and financial issues, deadlines) on one hand and to coordinate the work of the partners (e.g. contracts, cooperation and communications, document delivery) on the other hand. The main responsibilities for the project coordinator include:

- Serving as the intermediary between the consortium members and the Commission. In particular, the coordinator shall be responsible for transmitting all project documents and correspondence to the Commission;
- Informing the Commission of key project data such as events (e.g. actual project start date) and staffing (e.g. designated contacts for each principal contractor);
- Informing the Commission of any event liable to substantially affect the project.
- Submitting reports to the Commission including:
    - cost statements;
    - periodic, final and supplementary reports; and,
    - project deliverables
- Informing the Commission on the distribution of EC funds;
- Informing project partners of any event liable to substantially affect the project;
- Informing the Commission of any budget changes.

The Coordinator will work closely with the work package leaders to manage successful completion of all work packages.

Work Package Leaders (Management Support Team) – The five work package leaders form the "Management Support Team" which should support the project coordinator in all project management activities. They coordinate and supervise the tasks carried out under their work packages, interacting with other work packages as required.

They are responsible for the set of activities assigned to them in the work plan, and are in charge of the corresponding reports and deliverables. The WP leaders are expected to collaborate and exchange views with the other WPs for an improved co-ordination across the project activities. Work package leaders report to the Project Coordinator. The current work package leaders are named in the diagram of Appendix 2.

The main responsibilities for the work package leaders can be summarized as following:

- manage both the scientific and administrative aspects of the WP including preparing the risk management plan, monitoring the status of deliverables, milestones and financial reports
- responsible for informing the project coordinator immediately of any problems (the project coordinator and WPL will work together to address problems as quickly as possible)
- manage the team members completing the scientific work
- guide their team members in the data collection and analysis processes
- serve as the first level of work product review

- use standard project management techniques including regular progress reports, telephone and e-mail communications, and benchmarking to ensure development of high quality usable research results
- direct participation in the development and dissemination of the research results
- involved in all aspects of the research from initial data collection to analysis to writing the work products

General Assembly – The General Assembly is the decision-making body of the Consortium and consists of one representative of each Party. Each Member shall be deemed to be duly authorised to deliberate, negotiate and decide on all matters listed in Article 6.3.6 of the Consortium Agreement. Any Member should be present or represented at any meeting, may appoint a substitute or a proxy to attend and vote at any meeting and shall participate in a cooperative manner in the meetings.

The Coordinator chairs all meetings of the General Assembly, unless decided otherwise by the General Assembly. The Meetings of the General Assembly will be held at the official consortium meetings as stated in the Description of Work. The Parties agree to abide by all decisions of the General Assembly. Voting rules and quorum are stated in the Consortium Agreement.The General Assembly needs to agree on the Members of the Management Support Team, upon a proposal by the Coordinator.

The General Assembly is responsible for two types of essential decision-making:

- Decisions affecting consortium composition, resource allocation, implementation of the work plan, among other decisions having a direct legal or financial impact on consortium members;
- Decisions affecting the project strategy

The following decisions shall be taken by the General Assembly:

- Content, finances and intellectual property rights
- Proposals for changes to Annex I of the EC-GA to be agreed by the European Commission
- Changes to the Consortium Plan (including the Consortium Budget)
- Withdrawals from Attachment 1 of the Consortium Agreement (Background included)
- Additions to Attachment 2 of the Consortium Agreement (Background excluded)
- Additions to Attachment 4 of the Consortium Agreement (Listed Affiliated Entities)
- Additions to Attachment 6 of the Consortium Agreement (List of Third Parties)

Evolution of the Consortium:

- Entry of a new Party to the Consortium and approval of the settlement on the conditions of the accession of such a new Party
- Withdrawal of a Party from the Consortium and the approval of the settlement on the conditions of the withdrawal
- Declaration of a Party to be a Defaulting Party
- Remedies to be performed by a Defaulting Party

- Termination of a Defaulting Party's participation in the Consortium and measures relating thereto
- Proposal to the European Commission for a change of the Coordinator
- Proposal to the European Commission for suspension of all or part of the Project
- Proposal to the European Commission for termination of the Project and the Consortium Agreement

Beneficiaries – Beneficiaries shall fulfil the following obligations as a consortium:

- provide all detailed data requested by the Commission for the purposes of the proper administration of this project;
- carry out the project jointly and severally vis-à-vis the Community, taking all necessary and reasonable measures to ensure that the project is carried out in accordance with the terms and conditions of the grant agreement;
- make appropriate internal arrangements consistent with the provisions of the grant agreement to ensure the efficient implementation of the project ("consortium agreement");
- engage, whenever appropriate, with actors beyond the research community and with the public in order to foster dialogue and debate on the research agenda, on research results and on related scientific issues with policy makers and civil society;
- create synergies with education at all levels and conduct activities promoting the socioeconomic impact of the research;
- allow the Commission to take part in meetings concerning the project.

5. Project Structure & Plan

The PubTrans4all project consists of five work packages (WPs) that will be completed over 39 months. A diagram of the project structure is presented below:

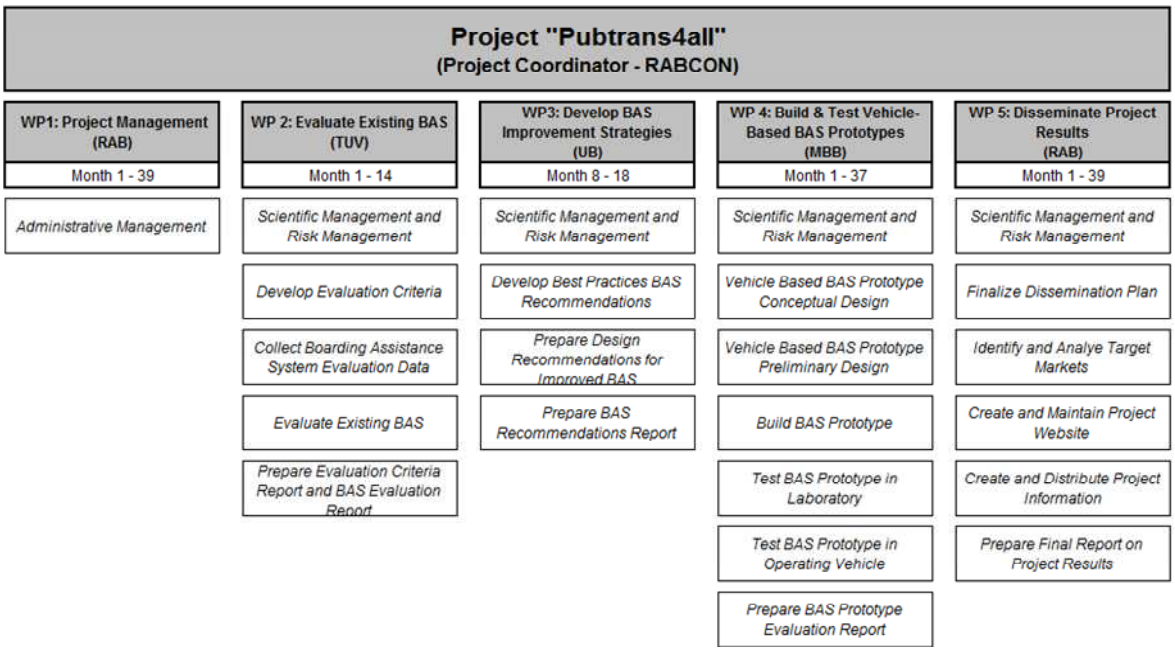

Figure 2: Project Structure

In the following paragraph a short description of all five work packages is presented. Each work package is described in more detail in Section “5.7. Work Package Description”.

WP 1: Project Management **–** This includes scientific management, administrative management and risk management.

WP 2: Boarding Assistance System Evaluation **–** WP 2 consists of completing research on the state-of-the-art in public transport boarding assistance systems (both platform-based and vehicle-based). As part of this WP the consortium will develop evaluation criteria and complete a matrix-based evaluation of existing BAS. Most of WP2 will be completed by the university research institutes.

WP 3: Boarding Assistance System Recommendations **–** WP3 consists of preparing recommendations for improving existing BAS and for developing new BAS. These recommendations will evolve directly from the evaluation completed in WP2.

WP 4: Vehicle-Based BAS Prototype Design and Testing **–** WP 4 consists of designing, building and testing a new vehicle-based BAS prototype. The prototype will be tested at one or more of the consortium’s public transport companies and evaluated using the criteria developed in WP2.

WP 5: Disseminate Project Results **–** In WP 5 project findings and recommendations will be presented in a variety of media including: newsletters, website, conference presentations, final report etc.). The final report will describe the project and recommendations.

5.1. Work Plan Structure

The PubTrans4all project's work plan is straightforward and simple: it combines an analysis of current research and operating practices (WP2) to develop recommendations for best practices and for development of a standardized system to provide accessibility to rail vehicles (WP3). Next, it uses these recommendations to develop a prototype standardized BAS and field tests this prototype on an operating rail transport system (WP4).

The three research and technological development (RTD) work packages (WP2, WP 3 and WP4) each focus on a single aspect of the project under the leadership of a work package leader. This structure ensures that each of the three elements are developed in a complete and timely manner. These elements will be coordinated through the participation of beneficiaries in all three WPs and by the project coordinator through regular project management meetings/teleconferences.

The work plan structure is simple:

- WP 2 produces the initial data;
- WP 3 uses this data to make recommendations for improving rail transport accessibility (Deliverable 3.1) and to assist in development of the BAS prototype; and,
- WP 4 uses these recommendations to help develop the BAS prototype.

The simplicity of this structure, where each WP builds on the efforts of the previous, will make project management easier (by providing clear responsibilities and assessment of progress) and thereby help reduce the risks involved in completing the project successfully. The small number of work package leaders combined with the project coordinator's strong experience will help ensure that the project is efficiently managed, develops high quality deliverables, and is successfully completed on schedule and within budget.

5.2. Timing of work packages and their components

Figure 3 presents a Gant chart illustrating an overview of the PubTrans4all process.

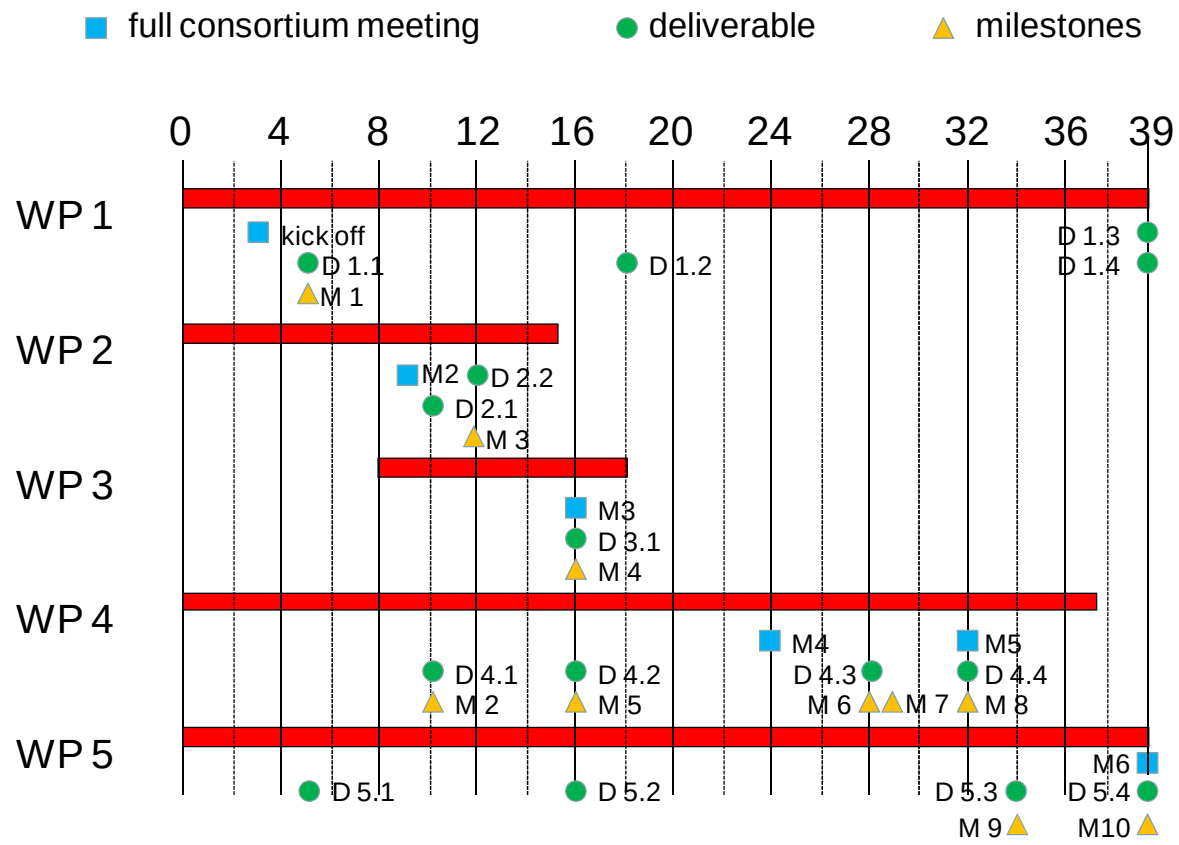

Figure 3: Gant Chart of PubTrans4all project.

5.3. Work package list /overview

Work Package		Activity Type	Lead Beneficiary		Person Months	Start Month	End Month
#	Title		#	Short Name			
1	Project Management	MGT	1	RAB	9	1	39
2	Evaluate Existing BAS	RTD	2	TUV	41,75	1	14
3	Develop BAS Improvement Strategies	RTD	3	UB	39,75	8	18
4	Produce and Test Vehicle-Based BAS Prototype	RTD	9	MBB	109,75	1	37
5	Disseminate Project Results	OTHER	1	RAB	26,75	1	39
				Total	227		

Table 2: Work package list

Key

- Work Package # = Work Package number: WP 1 – WP n.
- Activity Type:
  - **RTD** = Research and technological development;
  - **DEM** = Demonstration;
  - **MGT** = Management of the consortium;
  - **OTHER** = Other specific activities, if applicable in this call including any activities to prepare for the dissemination and/or exploitation of project results, and coordination activities, according to the description of the funding scheme given previously.
- Lead Participant # = Number of the participant leading the work in this work package.
- Person Months = The total number of person-months allocated to each work package.
- End Month is measured in months from the project start date (month 1).

5.4. Detailed Work Plan

In this section the detailed work plan for the project is illustrated. First an overview of the work plan on the level of the project tasks is shown. Furthermore a more detailed illustration of each work package is given separately on the level of subtasks. As it is in the nature of a project that changes happen, also the project plan will need to be adapted regularly.

5.4.1. Overview of the Work plan

Work packages / Tasks	WP No.	2009				2010												2011												2012											
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
Project Management	**1**																																							
Administrative Management	1.1																																							
Evaluate Existing BAS	**2**																																							
Scientific Management and Risk Management	2.0																																							
Develop Evaluation Criteria	2.1																																							
Collect Boarding Assistance System Evaluation Data	2.2																																							
Evaluate Existing Boarding Assistance Systems	2.3																																							
Prepare Evaluation Criteria Report and BAS Evaluation Report	2.4																																							
Develop BAS Improvement Strategies	**3**																																							
Scientific Management and Risk Management	3.0																																							
Develop Best Practices BAS Recommendations	3.1																																							
Prepare Design Recommendations for Improved BAS	3.2																																							
Prepare BAS Recommendations Report	3.3																																							
Build & Test Vehicle-Based BAS Prototypes	**4**																																							
Scientific Management and Risk Management	4.0																																							
Vehicle Based BAS Prototype Conceptual Design	4.1																																							
Vehicle Based BAS Prototype Preliminary Design	4.2																																							
Build BAS Prototype	4.3																																							
Test BAS Prototype in Laboratory	4.4																																							
Test BAS Prototype in Operating Vehicle	4.5																																							
Prepare BAS Prototype Evaluation Report	4.6																																							
Disseminate Project Results	**5**																																							
Scientific Management and Risk Management	5.0																																							
Finalize Dissemination Plan	5.1																																							
Identify and Analyse Target Markets	5.2																																							
Create and Maintain Project Website	5.3																																							
Create and Distribute Project Information	5.4																																							
Prepare Final Report on Project Results	5.5																																							

Figure 4: Overview of the Work Plan

5.4.2. Detailed Work Plan - Work Package 1

Work packages / Tasks	WP No.	2009				2010											2011												2012											
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
Project Management	**1**																																						
Administrative Management	1.1																																						
finalize project plan	1.1.1.																																						
finalize riskmanagement plan	1.1.2.																																						
create templates	1.1.3.																																						
develop project management strategies	1.1.4.																																						
develop & finalize riskmanagement strategy & plan	1.1.5.																																						
prepare kick-off-meeting	1.1.6.																																						
organizing and managing of the project's central record keeping system	1.1.7.																																						
project scheduling and coordination	1.1.8.																																						
communications (at all levels: EC, intra team, public)	1.1.9.																																						
collecting & compiling of regular financial and progress reports	1.1.10.																																						
monitoring compliance by the beneficiaries with their obligations	1.1.11.																																						
maintaining systematic administrative systems	1.1.12.																																						
manage all risk management activities	1.1.13.																																						
administer the Community financial contribution	1.1.14.																																						

Figure 5: Detailed Work Plan – Work Package 1

5.4.3. Detailed Work Plan - Work Package 2 (Tasks 2.0 - 2.1)

Work packages / Tasks	WP No.	2009				2010										2011												2012											
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
Evaluate Existing BAS	**2**																																					
Scientific Management and Risk Management	2.0																																					
Develop Evaluation Criteria	2.1																																					
draft criteria	2.1.1																																					
send draft criteria to full consortium	2.1.2																																					
general inputs to draft criteria from all partners	2.1.3																																					
prepare draft criteria catalogue for kick-off-meeting	2.1.4																																					
discussion of draft criteria at kick-off	2.1.5																																					
revised set of criteria (after kick-off-input)	2.1.6																																					
criteria: expert interviews/ email	2.1.7																																					
criteria: expert interviews/ personally	2.1.8																																					
criteria: literature research	2.1.9																																					
criteria: internet research	2.1.10																																					
criteria: interviews with associations	2.1.11																																					
criteria customer needs: passenger survey	2.1.12																																					
passenger survey: prepare draft questions	2.1.13																																					
passenger survey: discuss questions intern	2.1.14																																					
passenger survey: discuss questions at Meeting1	2.1.15																																					
passenger survey: prepare questionnaire	2.1.16																																					
passenger survey: questionnaire translation	2.1.17																																					
passenger survey: get permission for surveys	2.1.18																																					
passenger survey: get survey personnel	2.1.19																																					
passenger survey in operation	2.1.20																																					
enter information of survey	2.1.21																																					
interpretation of survey data	2.1.22																																					
prepare Del. 2.1 BAS Evaluation Criteria Report	2.1.23																																					

Figure 6: Detailed Work Plan – Work Package 2 (Tasks 2.0 - 2.1)

5.4.4. Detailed Work Plan - Work Package 2 (Tasks 2.2 - 2.4)

Work packages / Tasks	WP No.	2009				2010												2011												2012											
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
Evaluate Existing BAS	**2**																																							
Collect Boarding Assistance System Evaluation Data	2.2																																							
list of relevant countries and operators	2.2.1																																							
internet research for general information	2.2.2																																							
literature research for general information	2.2.3																																							
draft version of questionnaire for operators	2.2.4																																							
final version of questionnaires for operators	2.2.5																																							
excursion to operators: interview operators & operational staff	2.2.6																																							
excursion to operators: interview maintenance staff	2.2.7																																							
excursion to operators: interview customers & associations	2.2.8																																							
excursion to operators: exact documentation of system (photo etc.)	2.2.9																																							
excursion to operators: asking for suggestions for improving	2.2.10																																							
collecting information from UITP, UIC	2.2.11																																							
Evaluate Existing Boarding Assistance Systems	2.3																																							
draft evaluation	2.3.1																																							
send draft evaluation to full consortium	2.3.2																																							
inputs on evaluation by mail	2.3.3																																							
inputs on evaluation by phone	2.3.4																																							
finalising evaluation	2.3.5																																							
work shop/ conference	2.3.6																																							
conference: checking possibilities in Belgrade	2.3.7																																							
conference: rooms reservation	2.3.8																																							
conference: preparing draft program (topics)	2.3.9																																							
conference: list of experts	2.3.10																																							
conference: planning detailed programme	2.3.11																																							
conference: invitation of experts, speakers	2.3.12																																							
conference: invitation of associations	2.3.13																																							
conference: chairmen	2.3.14																																							
conference: prepare parallel work shops	2.3.15																																							
conference: prepare award of competition	2.3.16																																							
conference: dissemination of conference	2.3.17																																							
conference: folder, webpage	2.3.18																																							
Prepare BAS Evaluation Report	2.4																																							

Figure 7: Detailed Work Plan – Work Package 2 (Task 2.2 - 2.4)

5.4.5. Detailed Work Plan - Work Package 3

Work packages / Tasks	WP No.	2009				2010												2011												2012											
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	
Develop BAS Improvement Strategies	**3**																																								
Scientific Management and Risk Management	3.0																																								
Develop Best Practices BAS Recommendations	3.1																																								
analysis of existing operating practices	3.1.1																																								
draft recommendations	3.1.2																																								
send draft recommendations to full consortium	3.1.3																																								
input by all partners on draft recommendations	3.1.4																																								
discussion of recommendations at Meeting2	3.1.5																																								
discussion of recommendations in work shops	3.1.6																																								
revise drafts after meeting 2	3.1.7																																								
Prepare Design Recommendations for Improved BAS	3.2																																								
draft recommendations for performance	3.2.1																																								
draft recommendations for design	3.2.2																																								
send draft recommendations to full consortium	3.2.3																																								
draft reccomandations feasibility review of lift manufacturer	3.2.4																																								
draft reccomandations feasibility review of vehicle manufacturers	3.2.5																																								
inputs to recommendation of all partners	3.2.6																																								
discussion of recommendations at meeting 2	3.2.7																																								
revise drafts after meeting 2	3.2.8																																								
Prepare BAS Recommendations Report	3.3																																								
report preparation	3.3.1																																								
send final report version to full consortium	3.3.2																																								
discussion and approval of report at meeting 3	3.3.3																																								
upload BAS Recommendations Report on webpage	3.3.4																																								

Figure 8: Detailed Work Plan – Work Package 3

5.4.6. Detailed Work Plan - Work Package 4 (Tasks 4.0 – 4.2)

Work packages / Tasks	WP No.	2009				2010												2011												2012											
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
Build & Test Vehicle-Based BAS Prototypes	**4**																																							
Scientific Management and Risk Management	4.0																																							
Vehicle Based BAS Prototype Conceptual Design	4.1																																							
brainstorming within the consortium	4.1.1																																							
students competition	4.1.2																																							
best practice of existing systems	4.1.3																																							
found prototyp development group	4.1.4																																							
brainstorming: disc. kick-off meeting - must haves, nice to haves	4.1.5																																							
brainstorming: generall ideas by all partners	4.1.6																																							
brainstorming: ongoing discussion of ideas	4.1.7																																							
brainstorming: Meeting2 - discussion of all ideas	4.1.8																																							
brainstorming: Meeting2 - discussion of all ideas	4.1.9																																							
competition: looking for sponsoring	4.1.10																																							
competition: preparing all competition specifications	4.1.11																																							
competition: revise competition specifications	4.1.12																																							
competition: discuss specifications at kick-off	4.1.13																																							
competition: finalise cometition specifications	4.1.14																																							
competition: translate competition specifications	4.1.15																																							
competition: prepare webpage for competition	4.1.16																																							
competition: translate webpage for competition	4.1.17																																							
competition: list of Universities, schools etc.	4.1.18																																							
competition: nominate one contact person per country	4.1.19																																							
competition: deliver all information, start with competition	4.1.20																																							
competition: proposal upload on webpage	4.1.21																																							
competition: translation of basic information in proposals	4.1.22																																							
competition: draft evaluation of proposals	4.1.23																																							
competition: evaluation of proposals	4.1.24																																							
competition: prepare award	4.1.25																																							
competition: award	4.1.26																																							
report of conceptual designs	4.1.27																																							
Vehicle Based BAS Prototype Preliminary Design	4.2																																							
design development - summary of inputs out of 4.1	4.2.1																																							
conceptual design - discussing at Meeting2	4.2.2																																							
developement of multiple draft designs	4.2.3																																							
discussion of draft designs within the developement group	4.2.4																																							
report of draft design studies	4.2.5																																							
send draft design studies to full consortium	4.2.6																																							
discussion of all drafts at meeting3	4.2.7																																							
decision for one solution at meeting3	4.2.8																																							

Figure 9: Detailed Work Plan – Work Package 4 (Tasks 4.0 – 4.2)

5.4.7. Detailed Work Plan - Work Package 4 (Tasks 4.3 – 4.4)

Work packages / Tasks	WP No.	2009				2010												2011												2012										
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
Build & Test Vehicle-Based BAS Prototypes	**4**																																							
Build BAS Prototype	4.3																																							
exact design of one (modular) prototype including all details	4.3.1																																							
built prototype	4.3.2																																							
scientific control by Universities	4.3.3																																							
control by operators	4.3.4																																							
control by manufacturers	4.3.5																																							
test prototype components	4.3.6																																							
test whole prototype	4.3.7																																							
optimizing of several components	4.3.8																																							
delivery of the prototype to Bombardier	4.3.9																																							
Test BAS Prototype in Laboratory	4.4																																							
instalation of the prototype into the mock-up	4.4.1																																							
mock-up tests	4.4.2																																							
scientific control	4.4.3																																							
evaluation regarding to criteria from WP2	4.4.4																																							
control by operators	4.4.5																																							
control by manufacturers	4.4.6																																							
general structure design studies on several vehicles	4.4.7																																							
selection of the test vehicle	4.4.8																																							
specific structural design studies on test vehicle	4.4.9																																							
delivery of the prototype back to MBB (in case of troubles)	4.4.10																																							
revise of the prototype	4.4.11																																							
new tests on the mock-up	4.4.12																																							
Meeting4 in Berlin - evaluation by the full consortium	4.4.13																																							

Figure 10: Detailed Work Plan – Work Package 4 (Tasks 4.3 – 4.4)

5.4.8. Detailed Work Plan - Work Package 4 (Tasks 4.5 – 4.6)

Work packages / Tasks	WP No.	2009				2010												2011												2012											
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
Build & Test Vehicle-Based BAS Prototypes	**4**																																							
Test BAS Prototype in Operating Vehicle	4.5																																							
delivery of the prototype to BDZ	4.5.1																																							
instructions for implementation	4.5.2																																							
instructions for operation	4.5.3																																							
install the prototype into the test vehicle	4.5.4																																							
organize testing personnel	4.5.5																																							
tests in BDZ workshops	4.5.6																																							
send back for revise to MBB (in case of troubles)	4.5.7																																							
new tests in workshops	4.5.8																																							
tests on NRIC - network	4.5.9																																							
scientific control	4.5.10																																							
evaluation regarding to criteria from WP2	4.5.11																																							
documentation of the system in operation	4.5.12																																							
evaluation of the system - Meeting5	4.5.13																																							
evaluation: interviews with operators	4.5.14																																							
evaluation: interviews with customers	4.5.15																																							
collect suggestions for improvements	4.5.16																																							
tests in SI, HU, AT, CH on the way to Innotrans?	4.5.17																																							
Prepare BAS Prototype Evaluation Report	4.6																																							
evaluation regarding to the evaluation criteria	4.6.1																																							
evaluation of subjective impressions of users	4.6.2																																							
evaluation of subjective impressions of operators	4.6.3																																							
evaluation of subjective impressions of maintenance staff	4.6.4																																							
evaluation of subjective impressions of manufacturer	4.6.5																																							
recommendations for improvements	4.6.6																																							
photo and video documentation	4.6.7																																							
full description of the BAS	4.6.8																																							
draft report	4.6.9																																							
send to full consortium	4.6.10																																							
input of the full consortium	4.6.11																																							
discussion in meeting5	4.6.12																																							
finalising of the report	4.6.13																																							

Figure 11: Detailed Work Plan – Work Package 4 (Tasks 4.5 – 4.6)

5.4.9. Detailed Work Plan - Work Package 5

Work packages / Tasks	WP No.	2009				2010												2011												2012											
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
Disseminate Project Results	**5**																																							
Scientific Management and Risk Management	5.0																																							
Finalize Dissemination Plan	5.1																																							
draft version of dissamination plan	5.1.1																																							
send draft to full consortium	5.1.2																																							
input by all partners	5.1.3																																							
delegate responsibiliities of dissemination	5.1.4																																							
Identify and Analyse Target Markets	5.2																																							
who should be provided with information	5.2.1																																							
which information is relevant for which market	5.2.2																																							
Create and Maintain Project Website	5.3																																							
webpage in German and English	5.3.1																																							
main inputs in different languages	5.3.2																																							
internal area for templates etc.	5.3.3																																							
Create and Distribute Project Information	5.4																																							
Prepare Final Report on Project Results	5.5																																							

Figure 12: Detailed Work Plan – Work Package 5

5.5. List of Deliverables

Deliverables to be submitted for review to the EC		WP no.	Lead Beneficiary	Estimated Indicative Person Months	Nature	Dissemination Level	Delivery Date
No.	**Deliverable Name**						
1.1	Final Project Management Plan & Schedule	1	RAB	2	R	PU	5
1.2	Periodic Management Report 1	1	RAB	2	R	PU	18
1.3	Periodic Management Report 2	1	RAB	2	R	PU	39
1.4	Final Management Report	1	RAB	2	R	PU	39
2.1	Boarding Assistance System Evaluation Criteria Report	2	TUV	21	R	PU	10
2.2	Existing Boarding Assistance System Evaluation Matrix Report	2	TUV	18	R	PU	12
3.1	Recommendations for Improving Boarding Assistance Systems	3	UB	36	R	PU	16
4.1	Vehicle-Based Boarding Assistance System Conceptual Design Recommendations	4	MBB	16	R	PU	10
4.2	Prototype BAS Detailed Design Report	4	MBB	20	R	PU	16
4.3	Prototype BAS Development Report	4	MBB	29	R	PU	28
4.4	Vehicle-Based Boarding Assistance System Prototype Design and Evaluation	4	TUV	40	R	PU	32
5.1	Newsletter 1: Project Goals & Schedule	5	RAB	2	R	PU	5
5.2	Newsletter 2: Boarding Assistance Device Evaluation & Recommendations	5	RAB	9	R	PU	16
5.3	Newsletter 3: Project Results Summary	5	RAB	10	R	PU	34
5.4	Final Report on Project Results	5	TUV	2	R	PU	39

Table 3: List of Deliverables

Key

- Nature = Please indicate the nature of the deliverable using one of the following codes:
  R = Report, **P** = Prototype, **D** = Demonstrator, **O** = Other
- Dissemination Level = Please indicate the dissemination level using one of the following codes:
  PU = Public

PP = Restricted to other programme participants (including the Commission Services).

RE = Restricted to a group specified by the consortium (including the Commission Services).

CO = Confidential, only for members of the consortium (including the Commission Services).

- Delivery date is measured in months from the project start date (month 1).

5.6. List of milestones and planning of reviews

5.6.1. List and Schedule of Milestones

Milestone		WPs Involved	Lead Beneficiary	Expected Date (month)	Means of Verification
#	Name				
1	Finalize Work Plan and Schedule	1	RAB	5	D 1.1 approved by team and released to public.
2	Complete BAS Conceptual Design Recommendations	4	MBB	10	D 4.1 approved by team and released to the public.
3	Complete Boarding Assistance System (BAS) Evaluation	2	TUV	12	D 2.2 approved by team and released to the public.
4	Complete BAS Recommendations	3	UB	16	D 3.1 approved by team and released to the public.
5	Start Building BAS Prototype	4	MBB	16	Team agreement on prototype to be developed. D 4.2 approved and released.
6	BAS Prototype Complete	4	MBB	28	Prototype delivered for installation in vehicle. D 4.3 approved and released.
7	BAS Prototype Field Test Start	4	MBB	29	Prototype delivered to operating company for field testing.
8	BAS Prototype Field Test End	4	MBB	32	Completion of field evaluation, data supplied to team for analysis and evaluation.
9	Draft Final Report on Project Results	5	RAB	34	Draft final report submitted to EC for review.
10	Final Report on Project Results	5	RAB	39	Final report released to the public.

Table 4: List of Milestones

Key

- Expected date measured in months from the project start date (month 1).
- Means of Verification: Shows how it will be confirmed that the milestone has been attained.

5.6.2. Tentative Schedule of Reviews

Review Number	Tentative Timing (month)	Planned Venue of Review	Comments
1	18	Brussels	Mid-term project review meeting.
2	39	Vienna	Final project review meeting.

Table 5: Tentative Schedule of Reviews

5.7. Work package descriptions

5.7.1. Work Package 1: Project Management

Work Package Number	**1**		
Start Date or Starting Event	Project Start (Month 1)		
Work Package Title	**Project Management**		
Activity Type	MGT		
Participant Number	**1**	**2**	
Participant Short Name	**RAB**	**TUV**	
Person-months per Participant	8	1	

Objectives

Provide strategic and daily management to obtain the highest quality results possible within the project deadline and budget.

Provide the EC with information to gauge project progress and quality on a regular basis.

Respond to questions and comments on the project professionally and in a timely fashion.

Description of Work and role of participants:

RABCON, the project coordinator, is the work package leader and is assisted by TUV. The project management team also includes the work package leaders (WPLs) who have been appointed to manage scientific efforts, administration and risks for their particular WP.

RABCON and its team utilize state of the art project management tools and techniques throughout the study. Communications will play a key role in successful project completion and therefore the project management team will meet frequently (in both virtual meetings and physical meetings) to review project progress and quickly address any scientific or administrative problems. These meetings will be supplemented by regular communications via telephone and e-mail.

The main task of this Work Package is Administrative Management which is outlined below:

Task 1.1 – Administrative Management

Project management consists of addressing the day-to-day issues that arise in all projects. It is designed to help guarantee a smooth work flow within the project. It includes project scheduling and coordination, communications (at all levels: EC, intra team, public), organizing and managing the project's central record keeping system (including technical findings and financial records), compiling regular financial and progress reports, and monitoring compliance by the beneficiaries with their obligations under the grant agreement.

The key elements in this effort include handling the project correspondence and the day-to-day requests from partners and external bodies, as well as maintaining systematic administrative systems for collecting inputs to the required EC documents. The consortium will use its experience from previous projects to develop these systems and use them to successfully complete the project.

At the present time six full consortium meetings are planned. Three of the meetings are planned in Eastern Europe and three are planned in Western Europe.

The full consortium meetings are:

- ***Project Kick-Off Meeting*** – Month 3 – Project administration, initial evaluation and brainstorming;
- ***Existing BAS Evaluation Meeting*** – Month 9 – Expert Workshop to provide input on evaluation criteria, project objectives and ideas for BAS prototype device; Draft results of WP 2 (D 2.1), Prototype BAS Conceptual Design Report (D 4.1);
- ***BAS Recommendations Meeting*** – Month 16 – Draft results of WP 3 (D 3.1), Prototype BAS Preliminary Design Report (D 4.2);
- ***BAS Deployment and Testing*** – Month 24 – Deployment of prototype BAS and start of testing;
- ***BAS Evaluation*** – Month 32 – Review of BAS evaluation (D 4.4) and draft project final report (D 5.4);
- ***Project Final Report*** – Month 35 – Review comments and approve final report.

The preparation, execution and post-processing of these meetings are part of the present task.

The project management group and participants in the different WPs will have additional meetings as part of their work packages.

Deliverables

D 1.1 – Project Management Plan and Schedule (document in hand) - Month 5 – This describes the final plan for successfully completion of the study. It describes the project's management strategies, risk management plan, dissemination plan and a detailed project schedule.

D 1.2 – Periodic Management Report 1 – Month 18 – This presents the project status and administrative information for use in evaluating the project.

D 1.3 – Periodic Management Report 2 – Month 39 – This presents the project status and administrative information for use in evaluating the project.

D 1.4 – Final Management Report – Month 39 – This presents the project status and administrative information for use in evaluating the project. It combines information from Periodic Management Reports 1 and 2.

5.7.2. Work Package 2: Evaluate Existing Boarding Assistance Systems

Work Package Number	**2**						
Start Date or Starting Event	Project Start (Month 1)						
Work Package Title	**Evaluate Existing Boarding Assistance Systems**						
Activity Type	RTD						
Participant Number	**1**	**2**	**3**	**4**	**5**	**6**	**7**
Participant Short Name	**RAB**	**TUV**	**UB**	**OBB**	**VBK**	**SBB**	**NRIC**
Person-months per Participant	4.5	12.25	6	1	2	1	5
Person-months Task 2.0	2.5	1.25	0	0	0	0	0
Person-months Task 2.1	0,5	4	1	0,5	1	0,5	1
Person-months Task 2.2	1	2,5	1,5	0	0,5	0	1,5
Person-months Task 2.3	0,5	2	2	0,5	0,5	0,5	1,5
Person-months Task 2.4	0	2,5	1,5	0	0	0	1
Participant Number	**8**	**9**	**10**	**11**	**12**	**13**	
Participant Short Name	**MÁV**	**MBB**	**BT**	**SAGÖ**	**SZ**	**BDZ**	
Person-months per Participant	1,5	2	1	3	1,5	1	
Person-months Task 2.0	0	0	0	0	0	0	
Person-months Task 2.1	0,5	1	0,5	1	0,5	0,5	
Person-months Task 2.2	0,5	0,5	0	1	0,5	0	
Person-months Task 2.3	0,5	0,5	0,5	1	0,5	0,5	
Person-months Task 2.4	0	0	0	0	0,	0	

Objectives

Develop criteria for evaluating public transport boarding assistance systems from the perspective of usability, efficiency, effectiveness and other criteria;

Complete an evaluation of existing boarding assistance systems.

Description of Work and role of participants:

The evaluation of existing BAS is divided into five tasks:

- Scientific Management and Risk Management
- Develop BAS evaluation criteria;
- Collect BAS evaluation data;
- Evaluate existing BAS; and

- Prepare evaluation report D2.1.

Dr. Bernhard Rüger, from the Vienna University of Technology, is the work package leader for WP2. As WPL, he will manage the scientific and administrative progress on all tasks.

Task 2.0 – Scientific Management and Risk Management

See the separate task description in the chapters “Scientific Management” and “Risk Management”.

Task 2.1 – Develop Evaluation Criteria

The first step in the evaluation process is developing the evaluation criteria. The PubTrans4all project will use an iterative process to develop the criteria. In the first step, TUV and UB staff will develop a draft set of evaluation criteria. This draft set of criteria will be sent to all consortium partners for input and comments.

The consortium partners will meet to discuss the draft evaluation criteria during the project’s first four months (Consortium Meeting 1: Project Kick Off). While the meeting would focus on the draft evaluation criteria, it would also serve as a kick-off for the project and therefore would include discussions of project management as well as detailed planning for the entire project.

Once comments on the draft criteria have been incorporated into the document, a revised set of criteria will be sent out for approval or final comments from the consortium members. The wide variety of consortium partners will help ensure that the criteria are broad-based and practical. As part of this task a survey of customer needs will be performed by students.

Task 2.2 – Collect Boarding Assistance System Evaluation Data

Task 2.2 consists of collecting the data needed to evaluate the different boarding assistance systems that are currently in use. This task will be completed by staff from the Vienna University of Technology and University of Belgrade working closely with operating company partners.

The data collection would be carried out in detailed site visits to operators. The university staff will collect a significant amount of data from each site visit including video film of the BAS in operation, detailed analysis data (for the evaluation criteria), discussions with operations and maintenance staff from the operating companies, and other information.

When possible this task will include interviewing users of the boarding assistance systems. These interviews will ask about BAS performance (e.g. ease of use) and also about suggestions for improvements. The consortium will also collect data from formal user surveys completed by transport operating companies and trade associations (e.g. data from UITP).

Task 2.3 – Evaluate Existing Boarding Assistance Systems

Task 2.3 consists of using the evaluation criteria to evaluate the different existing boarding assistance systems. Similar to Task 2.1, in this task staff from the Vienna University of Technology and University of Belgrade will prepare a draft evaluation report and submit it to the consortium partners for review and comment. Consortium members will be asked to provide comments in writing or in detailed telephone conversations.

Task 2.4 – Prepare Evaluation Criteria Report and BAS Evaluation Report

This task consists of preparing project Deliverable 2.1 (Boarding Assistance System Evaluation Criteria Report) and Deliverable 2.2 (Existing Boarding Assistance System Evaluation Report). Both reports will be prepared by TUV and UB staff. The consortium will discuss the reports at a full consortium meeting held in WP3.

Deliverables (brief description and month of delivery)

D 2.1 – Boarding Assistance System Evaluation Criteria Report – Month 10 – The BAS Evaluation Criteria Report will present the criteria used in this study to evaluate the boarding assistance systems. The report will include sections documenting the process used to select the criteria, the weighting process and a full description of each criterion.

D 2.2 – Existing Boarding Assistance System Evaluation Report – Month 12 – The Existing BAS Evaluation Matrix Report will present an evaluation of the existing boarding assistance systems analyzed in the study. It will include a complete description of the various systems and the evaluation completed based on the project evaluation criteria.

5.7.3. Work Package 3: Develop BAS Improvement Strategies

Work Package Number	**3**						
Start Date or Starting Event	Project Start (Month 1)						
Work Package Title	**Develop Boarding Assistance System Improvement Strategies**						
Activity Type	RTD						
Participant Number	**1**	**2**	**3**	**4**	**5**	**6**	**7**
Participant Short Name	**RAB**	**TUV**	**UB**	**OBB**	**VBK**	**SBB**	**NRIC**
Person-months per Participant	4.5	7.25	8	1	2	1	5
Person-months Task 3.0	2.5	1.25	0	0	0	0	0
Person-months Task 3.1	1	2	2	0,5	1	0,5	2
Person-months Task 3.2	1	2	3	0,5	1	0,5	2
Person-months Task 3.3	0	2	3	0	0	0	1
Participant Number	**8**	**9**	**10**	**11**	**12**	**13**	
Participant Short Name	**MÁV**	**MBB**	**BT**	**SAGÖ**	**SZ**	**BDZ**	
Person-months per Participant	1,5	2	2	3	1,5	1	
Person-months Task 3.0	0	0	0	0	0	0	
Person-months Task 3.1	0,5	1	1	1	0,5	0,5	
Person-months Task 3.2	1	1	1	1,5	1	0,5	
Person-months Task 3.3	0	0	0	0,5	0	0	

Objectives

Develop recommendations for improving rail vehicle accessibility using existing vehicle-based and platform-based boarding assistance systems;

Develop design recommendations for building a prototype universal vehicle-based boarding assistance system;

Description of Work and role of participants:

The process of developing recommendations for improving rail vehicle accessibility will be completed in four tasks:

- Scientific Management and Risk Management;
- Develop best practice BAS recommendations;
- Develop design recommendations for new BAS; and
- Prepare recommendations report D3.1.

Dr Goran Simić from the University of Belgrade's Faculty of Mechanical Engineering is the work package leader for WP3 and manages the scientific and administrative progress.

Task 3.0 – Scientific Management and Risk Management

See the separate task description in the chapters "Scientific Management" and "Risk Management".

Task 3.1 – Develop Best Practices BAS Recommendations

The best practice recommendations will provide ideas for improving access to rail vehicles using existing boarding assistance systems. The recommendations will be based on the evaluation of existing BAS completed in WP 2.

The first step in the process of developing best practice recommendations will be for the TUV and UB staff to prepare draft recommendations. Next, these draft recommendations would be sent to all the consortium partners for input and comments, they would be discussed in detail at the second full consortium meeting to be held at about month 10 (Consortium Meeting 2: Evaluation and Recommendations).

Following the consortium meeting, the TUV and UB staff would revise the draft recommendations and send them to the full consortium for final approval.

Task 3.2 – Prepare Design Recommendations for Improved BAS

Task 3.2 consists of preparing design recommendations for building the prototype vehicle-based boarding assistance system to be developed as part of WP 4. These recommendations include both performance-based criteria and specific design ideas. They will not specify exact designs, but will focus on describing how the systems should operate and identifying aspects of existing BAS that work well and that do not work well.

The TUV and UB will work closely with MBB, Bombardier and Siemens in developing a set of draft recommendations for the improved BAS. These draft recommendations would be discussed in a brainstorming session held with the full consortium at consortium meeting 2 (about month 10). Results of this brainstorming session will feed directly into WP 4.

Task 3.3 – Prepare Boarding Assistance Systems Recommendations Report

Task 3.3 consists of preparing project Deliverable 3.1 (Boarding Assistance System Recommendations Report). The main emphasis of the report will be on recommendations for improving the use of existing boarding assistance systems since this knowledge can be directly used by rail transport operators to improve accessibility to their systems immediately. A draft report will be written by the TUV and UB staff based on results of the consortium review and meeting. The draft report will be sent to the full consortium for review before being finalized. The report will be discussed at full consortium meeting 3 (about month 16).

In addition to the actual written report, the consortium will disseminate the boarding assistance system recommendations over various other media including the project newsletter, the website, articles for the popular press, technical journal articles and presentations at conferences. The best practices recommendations will be a key product of the study and therefore the consortium will place a strong effort on disseminating the results.

Deliverables (brief description and month of delivery)

D 3.1 – Recommendations for Improving Boarding Assistance Systems – Month 16 – This report will present recommendations for improving the boarding assistance systems that were evaluated in WP 2. These recommendations will form a set of "best practices" for the

application and use of existing boarding assistance systems. The report will also identify the features that should be part of an optimized boarding assistance system.

5.7.4. Work Package 4: Develop and Test Vehicle-Based BAS Prototype

Work Package Number	**4**						
Start Date or Starting Event	Project Start (Month 1)						
Work Package Title	**Develop and Test Vehicle-Based Boarding Assistance System Prototype**						
Activity Type	RTD						
Participant Number	**1**	**2**	**3**	**4**	**5**	**6**	**7**
Participant Short Name	**RAB**	**TUV**	**UB**	**OBB**	**VBK**	**SBB**	**NRIC**
Person-months per Participant	6.5	6.25	4	1.5	8	1.5	10
Person-months Task 4.0	2.5	1.25	0	0	0	0	0
Person-months Task 4.1	1,5	3	1,5	0,5	1	0,5	2
Person-months Task 4.2	1,5	1	1,5	1	2	1	3
Person-months Task 4.3	0	0	0	0	0	0	0
Person-months Task 4.4	0	0	0	0	2	0	0
Person-months Task 4.5	0,5	0,5	0,5	0	3	0	3
Person-months Task 4.6	0,5	0,5	0,5	0	0	0	2
Participant Number	**8**	**9**	**10**	**11**	**12**	**13**	
Participant Short Name	**MÁV**	**MBB**	**BT**	**SAGÖ**	**SZ**	**BDZ**	
Person-months per Participant	2	40	10	10	2	8	
Person-months Task 4.0	0	0	0	0	0	0	0
Person-months Task 4.1	0,5	3	2	2	0,5	0	
Person-months Task 4.2	1	10	3,5	4	1	1	
Person-months Task 4.3	0	20	0	0	0	0	
Person-months Task 4.4	0	2	3	2	0	2	
Person-months Task 4.5	0,5	2	1	1	0,5	5	
Person-months Task 4.6	0	3	0,5	1	0	0	

Objectives

Design and build a new universal vehicle-based boarding assistance system prototype;

Test the new vehicle-based BAS prototype on an operating rail system.

Description of Work and role of participants:

The process of designing, building and testing a new prototype vehicle-based boarding assistance system will be completed in seven tasks:

- Scientific Management and Risk Management
- Conceptual design of vehicle-based BAS;
- Preliminary design of vehicle-based BAS;
- Build prototype vehicle-based BAS;
- Install prototype vehicle-based BAS on mock-up and test vehicle;
- Deploy and test new vehicle-based BAS on operating rail system; and
- Prepare evaluation report D 4.4.

Dennis Behnken, from MBB Palfinger GmbH, is the work package leader for WP4 and manages scientific and administrative aspects of all tasks.

As part of the WP, we will create a prototype development group to work closely together in the prototype development process. The group will be led by MBB and include the project coordinator (RABCON), the academic team (TUV and UB), the vehicle manufacturers (Bombardier and Siemens), and the transport operating companies where the prototype will be tested.

Task 4.0 – Scientific Management and Risk Management

See the separate task description in the chapters “Scientific Management” and “Risk Management”.

Task 4.1 – Vehicle Based BAS Prototype Conceptual Design

Task 4.1 consists of developing a conceptual design for the prototype vehicle-based boarding assistance system. This task will begin in study month 2, directly following the project kick-off meeting. This task will be led by MBB Palfinger GmbH.

Task 4.1 will start with a brainstorming process that analyzes the ‘must haves’ from the ‘nice to haves’. This will be done by the entire prototype development group. This brainstorming will be done in a series of meetings and circulation of ideas via internet during the first nine months of the project. The brainstorming results will be described in a brief report (Project Deliverable 4.1: BAS Conceptual Design Recommendations) that will be presented at the second full consortium meeting (about month 10) for input and discussion by the entire consortium.

In addition to this brainstorming process, the project will organize a student competition in the partners’ countries to develop as many creative ideas as possible.

Task 4.2 – Vehicle Based BAS Prototype Preliminary Design

Task 4.2 consists of developing a more detailed design for the prototype boarding assistance system. This process will be based on the brainstorming (Task 4.1), input from the full consortium (Consortium Meeting 2) and recommendations for a new vehicle-based boarding assistance system developed in WP3. The task will be led by MBB.

As part of this process MBB will develop several draft designs that include all the ‘must haves’ and as many of the ‘nice to haves’ as possible. The prototype development group will meet to several times to discuss the draft designs and select one to be manufactured for testing. The prototype preliminary design will be described in a brief report (Project

Deliverable 4.2: Prototype BAS Preliminary Design) which will be presented at the third full consortium meeting (about month 16) for input and discussion by the entire consortium.

Task 4.3 – Build BAS Prototype

Task 4.3 consists of building and factory testing the vehicle-based boarding assistance system. This task will be led and completed by MBB.

The prototype BAS will be built following the standard manufacturing techniques used by MBB. This includes strict quality control and product testing in the factory to ensure that the device meets all necessary safety and operations criteria. Once the prototype has been built, it will be delivered to Bombardier for installation on the mock-up rail vehicle.

Task 4.4 – Test BAS Prototype in Laboratory

Task 4.4 consists of testing the BAS prototype in a laboratory environment. This task will be led by the rail vehicle manufacturer Bombardier with close cooperation from MBB and Siemens.

The BAS prototype will be installed and tested using the full-size mock-up railcar used in the EUPAX project. This laboratory testing is important because the testing facility enables the prototype to be tested on a variety of different platform heights/types.

Once the BAS has been tested on the mock-up, Bombardier, MBB and Siemens will work closely with the rail operators BDZ and VBK to investigate the feasibility of installing the BAS prototype within an actual operating rail vehicle. This investigation will consider factors such as the rail vehicle's structural design and the specific design of the prototype boarding assistance system. The investigation will determine how the prototype could be integrated into a rail vehicle and the feasibility of doing so as part of the project.

The process of building and laboratory testing the BAS prototype will be described in a brief report (Project Deliverable 4.3: Prototype BAS Development Report).

Task 4.5 – Test BAS Prototype in Operating Vehicle

Task 4.5 consists of testing the boarding assistance system on an operating rail system and evaluating how it performs in real operations. The rail transport operating company where the device is tested (BDZ) will be the leader of this task since they are responsible for providing passenger service and guaranteeing passenger safety. Naturally, they will work closely with MBB, Bombardier and Siemens in this task. The consortium's academic members will assist in the prototype evaluation.

The BAS prototype will be delivered to the BDZ where staff from MBB, Bombardier and Siemens will instruct the operating company staff on proper procedures and operations. The BAS prototype will be installed on a BDZ vehicle for testing. The BDZ will then test the BAS in their workshops using their own safety and operations criteria. The involvement of transport operating company staff from the beginning of the project will facilitate this process. Once the operating company is satisfied that the prototype is safe and effective, it will be deployed in regular service.

Deployment of the prototype BAS is a key milestone in the project and therefore the fourth full consortium meeting will be held at the same time (about project month 24). In addition to assisting with the evaluation process and seeing the prototype in operation, the consortium members will finalize deliverables and confirm steps necessary to complete the project.

When the BAS is first deployed into service, it will be observed by the design development group to identify problems and issues that need to be improved. If the prototype operates generally well, it will be left in service, if it needs to be improved it will be removed from service and the manufacturer will make necessary adjustments before returning the device into service.

The project goal is to develop a BAS that can be used by both standard railways and trams. If it is possible to develop a prototype for both types of systems, the prototype will also be tested at the VBK on one of their trams. The process would be essentially the same as outlined above for the standard railway evaluation.

Once the BAS has been operating for a reasonable amount of time, the TUV and UB staff will make a detailed evaluation of the BAS using the evaluation criteria developed in WP 2. In addition to measuring specific performance related criteria (e.g. time it takes to use the device, etc.) the team will conduct detailed interviews with staff from the operating transport companies at all levels (i.e. including actual maintenance staff and operators). They will also interview device users to determine how easy the lift is to use and to obtain additional suggestions for improvements.

In addition to the evaluation made by the TUV and UB staff, the manufacturers and transport operating company will prepare evaluations of the BAS. These will provide an evaluation from their particular perspectives. All the evaluations will be combined in the WP report.

Task 4.6 – Prepare Boarding Assistance Systems Prototype Evaluation Report

This task consists of preparing project Deliverable 4.4 (Boarding Assistance System Prototype Evaluation Report). This report will present a full evaluation of the boarding assistance system prototype. The report will describe how the BAS worked in terms of the evaluation criteria, subjective impressions (e.g. from users), information from the manufacturers and operators, as well as recommendations for potential improvements. A draft report will be written by the TUV and UB staff, it will be sent to the full consortium for review at full consortium meeting 5 (BAS Evaluation, about month 32).

An important benefit of including the consortium's academic members in the design development group is that it gives these staff a much better understanding of the practical constraints involved in developing a commercial boarding assistance system product. This understanding will be disseminated by describing the design development process in the evaluation report (D4.4).

Deliverables (brief description and month of delivery)

D 4.1 – Vehicle-Based BAS Conceptual Design Recommendations – Month 10 – This is a short report documenting results of the prototype development group's brainstorming process. It is designed to provide information to the full consortium that will enable them to provide input for the BAS preliminary design.

D 4.2 – Vehicle-Based BAS Preliminary Design Recommendations – Month 16 – This is a short report documenting results of the preliminary design process completed by the prototype development group. It is designed to provide information to the full consortium that will enable them to provide input into the BAS construction process.

D 4.3 – Vehicle-Based BAS Construction and Installation Report – Month 28 – This is a short report that describes the process of building the prototype BAS and installing it on the vehicle. It is designed to provide a status report on the process for review by the full consortium.

D 4.4 – Vehicle-Based Boarding Assistance System Prototype Design and Evaluation – Month 32 – This report will describe the development and evaluation of the vehicle-based boarding assistance system prototype created as part of the project. It will include sections on the selecting the features to be included in the system (e.g. why certain features were

included and why others were not), the process used to design and build the prototype, the deployment planning and preparation, results of the testing program, and recommendations for further improvements and refinements to the prototype design.

5.7.5. Work Package 5: Disseminate Project Results

Work Package Number	**5**							
Start Date or Starting Event	Project Start (Month 1)							
Work Package Title	**Disseminate Project Results**							
Activity Type	Other (Dissemination)							
Participant Number	**1**	**2**	**3**	**5**	**7**	**9**	**10**	**11**
Participant Short Name	**RAB**	**TUV**	**UB**	**VBK**	**NRIC**	**MBB**	**BT**	**SAGÖ**
Person-months per Participant	6.5	5.25	3	2	3	2	2	2
Person-months Task 5.0	2.5	1.25	0	0	0	0	0	0
Person-months Task 5.1	0,5	0,5	0	0	0	0	0	0
Person-months Task 5.2	0,5	0,5	0,25	0	0,5	0	0	0
Person-months Task 5.3	1	0,5	0,25	0	0,5	0	0	0
Person-months Task 5.4	1,5	1,5	1,5	1,5	1,5	1,5	1,5	1,5
Person-months Task 5.5	0,5	1	1	0,5	0,5	0,5	0,5	0,5
Participant Number	**13**							
Participant Short Name	**BDZ**							
Person-months per Participant	1							
Person-months Task 5.0	0							
Person-months Task 5.1	0							
Person-months Task 5.2	0							
Person-months Task 5.3	0							
Person-months Task 5.4	1							
Person-months Task 5.5	0							

Objectives

Disseminate the project's scientific results and recommendations as widely as possible.

Raise awareness of the importance of public transport accessibility at the local, national and international levels.

Provide information that enables key actors to implement project recommendations.

Description of Work and role of participants:

The dissemination process consists of the following six tasks:

- Scientific Management and Risk Management
- Finalize dissemination plan;
- Identify and analyze target audiences;
- Create and maintain project website;
- Create and distribute dissemination media; and
- Prepare final report (D5.1).

Given the importance of dissemination, this work package will be led directly by the project coordinator RABCON. His role will be to manage the tasks using staff from the consortium partners and outside consultants for specialized activities (e.g. website development, newsletter design). Ms. Marinova-Popova from the Bulgarian National Railway Infrastructure Company (NRIC) will coordinate development of dissemination materials in several different languages including Eastern European languages.

Dissemination will take place throughout the project. One responsibility for each WPL will be to actively consider dissemination throughout their work. Furthermore, dissemination will be discussed at all WPL meetings and communications. WPLs will be expected to write technical articles and make presentations on their WPs throughout the project.

Task 5.0 – Scientific Management and Risk Management

See the separate task description in the chapters “Scientific Management” and “Risk Management”.

Task 5.1 – Finalize Dissemination Plan

Task 5.1 consists of finalizing the project’s dissemination plan. This consists mostly of making calendar-oriented changes depending on the project’s actual start date (e.g. if the project starts in October, then we can plan the first newsletter for December).

An important part of this task is delegating specific responsibilities to specific consortium team members (e.g. team member A will produce a technical journal article for the March edition of a particular journal). The finalized dissemination plan can be found in the chapter “Dissemination Plan”.

Task 5.2 – Identify and Analyze Target Markets

Task 5.2 consists of identifying target dissemination markets, analyzing the information needs for each market, and identifying the best methods for communicating with these audiences. In broad terms the dissemination effort will target the following three groups:

- Technical information targeted to people working directly on improving rail vehicle accessibility (e.g. rail vehicle designers, transport operating companies, accessibility planners);
- Technical information targeted to a ‘specialist’ audience (e.g. non-technician members of disabled person groups who never-the-less have a good understanding of rail vehicle accessibility issues); and,

- General information targeted to everyone (designed to highlight the need for accessibility and good solutions for achieving accessibility).

In addition to developing this theoretical approach towards developing dissemination, the consortium members have started to develop a database of organizations and contacts that will form the basis for the dissemination effort. The initial contact database will be included in the finalized dissemination plan (this database will increase as the project continues).

The contact database will link specific dissemination methods/media with each contact. The dissemination plan will include the following types of media:

- Internet (e.g. website);
- Scientific publications and conference presentations;
- Rail industry expositions;
- General circulation media (e.g. newspapers, television interviews);
- Project newsletter (printed and electronic); and,
- Video media (DVDs, videos).

The media used to reach specific groups is also included in the final dissemination plan.

Task 5.3 – Create and Maintain Project Website

This task consists of designing, creating, implementing and maintaining the PubTrans4all project website. The website will be created using the barrier free accessibility standard WAI-AAA. The website will include a public section that presents general information about the project, the project's public reports and publications for downloading, links and contact information. The website will also include a password protected area for use by consortium members to post draft work products and project administration forms etc. The website will be created in the project's first four months and be operational by the end of the fourth month at the latest.

Task 5.4 – Create and Distribute Project Information

This task consists of creating the project dissemination materials. It includes three main parts: (1) corporate design – development of standard templates/information; (2) preparation of actual dissemination materials (all types); and, (3) quality control – technical editing and proofreading.

The first part, project corporate design consists of developing standard templates and information to create a uniform format for project publications and media. These media include newsletters, press releases and other publications. It includes developing a project logo and standard graphics for use in all types of media (e.g. videos). It also includes preparing standard text that can be used to describe the project and objectives for various audiences. This text will be used on the website and will facilitate development of publications by WPLs who will not need to re-write general information for every publication.

The second part, actually preparing the dissemination materials consists of the actual development of materials for dissemination. The final dissemination plan will describe this effort in detail, but it will include at a minimum: 3 project newsletters (project deliverables D5.1, D5.2, and D5.3), press releases, several technical journal articles (at least one per WP), presentations at conferences, and publications targeted to general audiences (e.g. newspaper articles).

The third part of this task, quality control, consists of reviewing deliverables and dissemination materials produced by consortium members to ensure that they meet the highest possible editorial standards. Our objective is to produce reports that are understandable and usable by their target audiences. We believe that this will significantly

increase the project's benefits. The project's dissemination WPL will coordinate this task closely with other WPLs to ensure that this step does not delay any work products.

Task 5.5 – Prepare Final Report on Project Results

This task consists of preparing the project's final report on project results (D5.4). The draft final report will be prepared by the TUV and UB staff members based on the project's intermediate deliverables (the deliverables will be included as annexes). The draft final report for review by the consortium will be produced in approximately month 32. Consortium members will provide comments on the report and then Dr Rüger and Dipl. Ing. Tuna from the TUV will work to produce a draft final report for the EC. This draft final report will be provided to the EC in month 34 of the project and revised following receipt of EC comments.

Deliverables (brief description and month of delivery)

D 5.1 – Newsletter 1: Project Goals & Schedule – Month 5

D 5.2 – Newsletter 2: Boarding Assistance System Evaluation & Recommendations – Month 16

D 5.3 – Newsletter 3: Project Results Summary – Month 34

The three project newsletters will describe the project to the public as well as professional audiences. They will describe the project goals, the current project status and the latest project results. They will be designed to encourage readers to provide feedback and comments to the project team via the internet site and through written comments. They will be produced in both an electronic and printed format.

D 5.4 – Final Report on Project Results – Month 39

The final report will summarize the results of all project work packages and make detailed recommendations for improving the effectiveness and efficiency of rail transport boarding assistance systems. Deliverables 2.1, 2.2, 3.1, and 4.4 will be included as annexes to provide more details on particular aspects of the project.

5.8. Efforts for the full duration of the project

5.8.1. Summary of staff effort by work package

Participant Number and Short Name		Project Management	Evaluate Existing BAS	Develop BAS Improvement Strategies	Build & Test Vehicle-Based BAS Prototypes	Disseminate Project Results	
		WP 1	WP 2	WP 3	WP 4	WP 5	Total
1	RAB	**8**	4.5	4.5	6.5	**6.5**	30
2	TUV	1	**12.25**	7.25	6.25	5.25	32
3	UB	0	6	**8**	4	3	21
4	ÖBB	0	1	1	1.5	0	3.5
5	VBK	0	2	2	8	2	14
6	SBB	0	1	1	1.5	0	3.5
7	NRIC	0	5	5	10	3	23
8	MÁV	0	1.5	1.5	2	0	5
9	MBB	0	2	2	**40**	2	46
10	BT	0	1	2	10	2	15
11	SAGÖ	0	3	3	10	2	18
12	SZ	0	1.5	1.5	2	0	5
13	BDZ	0	1	1	8	1	11
Total		**9**	**41.75**	**39.75**	**109.75**	**26.75**	**227**

Table 6: Summary of staff effort by work package

5.8.2. Summary of staff effort by activity type

Activity Type	RAB	TUV	UB	ÖBB	VBK	SBB	NRIC	MÁV	MBB	BT	SAGÖ	SZ	BDZ	Total
RTD / Innovation Activity														
2 - Evaluate Existing BAS	4.5	12.25	6	1	2	1	5	1,5	2	1	3	1,5	1	41.75
3 - Develop BAS Improvement Schemes	4.5	7.25	8	1	2	1	5	1,5	2	2	3	1,5	1	39.75
4 - Build & Test BAS Prototype	6.5	6.25	4	1.5	8	1.5	10	2	40	10	10	2	8	109.75
Total 'Research' + 'Demonstration'	15.5	25.75	18	3.5	12	3.5	20	5	44	13	16	5	10	191.25
	--	--	--	--	--	--	--	--	--	--	--	--	-	-
Project Management														
1 - Project Management	8	1	--	--	--	--	--	--	--	--	--	--	-	9
Total 'Project Management'	8	1	--	--	--	--	--	--	--	--	--	--	-	9
Other Activities														
5 - Dissemination	6.5	5.25	3	0	2	0	3	0	2	2	2	0	1	26.75
Total 'Other'	6.5	5.25	3	0	2	0	3	0	2	2	2	0	1	26.75
Grand Total	**30**	**32**	**21**	**3.5**	**14**	**3.5**	**23**	**5**	**46**	**15**	**18**	**5**	**11**	**227**

Table 7: Summary of staff effort by activity type

6. Project Meetings

Meetings are an important but scarce forum of discussion and decision making in the context of the Pubtrans4all project. In the following section the different types of meetings will be described:

Project Kick-Off Meeting – The project will start with a kick-off meeting in the end of month three. The purpose of the kick-off meeting is to bring all the project partners up to speed with scientific and technical developments, the proposed project schedule and budget, as well as the project administrative procedures.

Project Management Meetings – Project management meetings will be held each month to discuss the project's scientific progress, risk management and administrative issues. Most of these meetings will take place via teleconferencing to reduce travel expenses; face-to-face meetings will generally take place during the main project meetings or on demand. These meetings will be led by the project coordinator who will prepare an agenda and minutes to document meeting decisions and discussions. These minutes will be sent together with the regular progress reports to the EC's project officer and discussed with him/her on a regular basis.

Full Consortium Meetings – The PubTrans4all project plans to hold six full consortium meetings – one of them is the project kick-off meeting. The main purpose of these meetings is to develop scientific information (e.g. brainstorming prototype BAS conceptual designs or commenting on project deliverables) but these meetings will also provide an occasion to review management and administrative needs and to discuss diverse issues related to the project. These meetings will be led by the project coordinator who will prepare an agenda and minutes to document meeting decisions and discussions. These minutes will be sent to the EC's project officer and discussed with him/her on a regular basis.

European Commission Review Meetings – Two external review meetings (Month 18 and 39) are planned. These are evaluation meetings in which external reviewers try to assess the progress of the project. The review meetings are then key milestones and should be conveniently prepared. All rules and practices presented before for consortium meetings must also be applied to review meeting. Additionally, due to their importance, review meetings should be collaboratively prepared in advance.

Action items (ToDos) that are identified during one of the meetings or in the day-to-day business of the project will be summarized in a so called "Action Item List". These items are different from the ones identified in the project plan. Action items are typically short duration tasks that should be performed in a short timeframe. The goal of the action items list is to allow management to track short duration actions. A deadline and a leader should be identified for each action.

7. Project Communication

Transparent and continuous communication will ensure that partners are kept fully informed about all developments during the project. Day-to-day communication as well as the distribution of intermediate results will be done mainly by e-mail and file sharing via the PubTrans4all project's internet website. The website will have a special password protected section for consortium communications.

Project Coordination News – In order to keep the project partners up to date with the latest project developments, findings and deadlines, the project coordinator will prepare a group e-mail approximately every two months. This e-mail will be short and contain links with more information. It is intended for use by project team members. The objective is to improve the coordination between project partners.

Project Close Down – The project close down process consists of all the steps needed to end the project once its goals have been accomplished. These include archiving the necessary information and reports, completing the final project financial audit and other activities. It will be completed at the end of the project.

7.1. Documentation and Communication Standards

In order to ensure the exchange of documents and other media without problems, and to facilitate cooperative preparation of such documents, it is important for all project participants to use the same document formats. For some document types it is also important to imply some basic rules on which options or modes to use or to avoid.

Text Documents - All text documents shall use the Microsoft Word 2003 format. In general all documents edited by several persons should activate the change control for marking up modifications (high-lighting modified or new text segments). Editors should also make sure to reveal their identity for such changes. Changes can only be accepted or rejected by the person responsible for the delivery of the document. Final text documents and especially all documents submitted to third parties (including the Commission) should be converted to PDF. All documents have to be sent to the coordinator also in editable format before submission to commission.

Presentations - All presentations (slide shows) should use the Microsoft PowerPoint 2003 format. Slide shows provided to third parties (including the Commission) should be converted to PDF. If animation is important for the understanding of the presentation, the animated slides must be replaced with several slides as needed for showing the animation.

Tables - All tables and calculations should use the Microsoft Excel 2003 format.

Images - In general all images should either use the JPEG or the PNG format. In case layered images are required for further processing, the Adobe Photoshop format should be used.

Videos - In order to minimize the size and to optimize the quality of project related videos, recent video codec (e.g. DivX) should be used. When a video is provided internally, the type

and version of the required codec should be stated. When delivering a video to a third party (including the Commission) the appropriate codec should be provided along with the video.

7.1.1. File Naming Conventions

All documents generated within Pubtrans4all – which in their final form must be sent to the European Commission – must be named and numbered according to the instructions given below.

The filename is composed by the project name (PUBTRANS4ALL) followed by the deliverable number (DX.Y.Z.), the deliverable name (XXX), the Date of last edit (YYYYMMDD) and the version number (vXX)

PUBTRANS4ALL_DX.Y_XXX_YYYYMMDD_vXX

Example: PUBTRANS4ALL_D1.1_Final Project Management Plan_20100111_v01

The example shows the Project name (PUBTRANS4ALL), the deliverable number (D1.1), the deliverable name (Final Project Management Plan), the Date of last edit is the January 11th 2010 (20100111) and it is the 1st Version (v01).

8. Project Reporting & Controlling

8.1. External Reporting Requirements

According to the Guidance Notes on Project Reporting the external reporting requirements are the guidance note to help the coordinator and the consortium to prepare the periodic and final reports requested in Article II.4 of the Grant Agreement. They are a contractual obligation. Above from the information in this document and the information in the Guidance Notes, the Coordinator will inform the consortium in time about the steps that need to be taken for the completion of the reports as well as the deliverables.

The Commission evaluates the reports and deliverables in accordance with Article II.5 of the Grant Agreement. It may be assisted in this task by independent experts through technical project reviews (Article II.23 of the Grant Agreement). Payments will be made after the Commission's approval of reports and/or deliverables.

The Project Coordinator must submit to the EC during the course of the project the deliverables identified in Annex I, the periodic report and the final report:

8.1.1. Deliverables

The Project Coordinator must submit to the EC during the course of the project the **deliverables** identified in Annex I of the Grant Agreement, according to the timetable specified in the Deliverables list (Section 5.5 List of Deliverables).

8.1.2. Periodic Report

The Project Coordinator must submit to the EC during the course of the project a **periodic report** within 60 days of the end of each reporting period (including the last reporting period).

The reporting periods are defined in Article 4 of the Grant Agreement and are shown in the table below. Two periodic reports will be produced during the course of the Pubtrans4all project.

The reporting periods of the Pubtrans4all Project are as follows:

Pubtrans4all reporting periods according to the Grant Agreement (233701)		
Periods	**P1**	**P2**
Month	1 – 18	19 – 39
Dates	Sept 1, 2009 – Feb 28, 2011	March 1, 2011 – Nov 30, 2012

Table 8: Reporting periods

The periodic report comprises:

a) An **overview, including a publishable summary of the progress of work** towards the objectives of the project, including achievements and attainment of any milestones and deliverables identified in Annex I. This report should include the differences between work expected to be carried out in accordance with Annex I and that actually carried out,

b) An **explanation of the use of the resources**, and

c) A **Financial Statement** (Form C – Annex VI of the Grant Agreement) from each beneficiary and each third party, if applicable, together with a summary financial report consolidating the claimed Community contribution of all the beneficiaries (and third parties) in an aggregate form, based on the information provided in Form C by each beneficiary.

Work Package Leaders

For the completion of the periodic report each Work Package Leader will be required to:

- Summarize the progress towards objectives and details for each task
- Highlight clearly significant results
- Explain the reasons for deviations from Annex I and their impact on other tasks as well as on available resources and planning (if applicable)
- Explain the reasons for failing to achieve critical objectives and/or not being on schedule
- and explain the impact on other tasks as well as on available resources and planning
- Provide a statement on the use of resources, in particular highlighting and explaining deviations between actual and planned person-months per work package and per beneficiary in Annex I
- Propose corrective actions (if applicable)

Beneficiaries

Each partner is required to provide the following documents at the periodic as well as the final report:

Explanation of the use of the resources - Each partner will be required to provide a thorough "Explanation of the use of the resources", including an explanation of personnel costs, subcontracting and any major costs incurred by the partner, such as the purchase of important equipment, travel costs, large consumable items, etc., linking them to work packages.

The table below shows an example of an "Explanation of the use of the resources":

TABLE 3.1 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 1 FOR THE PERIOD			
Work Package	Item description	Amount	Explanations
Ex: 2,5, 8, 11, 17	Personnel costs	*235000 €**	*Salaries of 2 postdoctoral students and one lab technician for 18 months each**
5	Subcontracting	*11000 €**	*Maintenance of the web site and printing of brochure**
8, 17	Major cost item 'X'	*75000 €**	*NMR spectrometer**
11	Major cost item 'Y'	*27000€**	*Expensive chemicals xyz for experiment abc**
	Remaining direct costs	*15000€**	
	TOTAL DIRECT COSTS[10]	*363000€**	

Table 9: Example of an "Explanation of the use of the resources"

Financial Statements - Each project partners will also have to provide Financial Statements (Form C). The Form C's need to be edited and submitted via the web based tool "FORCE" (Form C-Editor) which is explained in the Section 8.1.7.1 FORCE.

Certificate on the Financial Statement - No partner is required to produce a "Certificate on the Financial Statement" for either reporting period.

8.1.3. Final Report

The Project Coordinator must submit to the EC at the end of the project a final report, within 60 days after the end of the project.

This final report shall comprise:

a) A final publishable summary report covering results, conclusions and socio-economic impact of the project.

b) A report covering the wider societal implications of the project, in the form of a questionnaire, including gender equality actions, ethical issues, efforts to involve other actors and to spread awareness, as well as the plan for the use and dissemination of foreground.

8.1.4. After the final payment

The Project Coordinator must submit to the EC after the final payment a report on the distribution of the Community financial contribution between beneficiaries (see Article II.4.3 of the Grant Agreement). This report must be submitted 30 days after receipt of the final payment (not required for intermediate payments).

8.1.5. During and after the project

During and after the project, the coordinator shall provide references and an abstract of all scientific publications relating to foreground at the latest two months following publication (see Article II.30. of the Grant Agreement). As part of the final project report, the coordinator will be required to submit a full list of publications relating to foreground of the project

All publications shall include the following statement to indicate that said foreground was generated with the assistance of financial support from the Community:

The research leading to these results has received funding from the European Community's Seventh Framework Programme (FP7/2007-2013) under grant agreement n° 233701 (see Article II.30. of the Grant Agreement).

8.1.6. Format of the reports and transmission modalities

The consortium shall transmit the reports and other deliverables through the coordinator to the Commission by electronic means (Article II.4.5 of the Grant Agreement).

In addition, Form C must be signed by the authorised person(s) within the beneficiary's organisation and the certificates on the financial statements and on the methodology must be signed by an authorised person of the auditing entity, and the originals shall be sent to the Commission.

Each periodic report shall be in the form of **ONE** single report in electronic format, preferably in PDF format and include, where applicable, a copy (properly scanned) of the signed pages, the originals being sent in parallel by post. The signed pages concerned are the Forms C, the self declaration of the coordinator and the audit certificates or certificates on the methodology.

The reports submitted to the Commission, in particular their publishable parts, shall be of a suitable quality to enable direct publication without any additional editing. By submitting the publishable reports to the Commission, you are also certifying that they include no confidential material (Article II.4.7).

8.1.7. Financial Reporting Procedures

As already mentioned after every reporting period all partners will have to send a financial report (Form C) to the Project Coordinator, who will submit the consortium report to the EC within 60 days after the end of each period.

The Summary Financial Report sent by the Project Coordinator will consist of the following parts:

- Explanation of use of resources
- Financial statements
- Financial summary report
- Form C signed by authorised persons from each beneficiary

The deadlines for the project partners for sending the Form C to the Project Coordinator are as follows:

Pubtrans4all partners' dead-lines towards the Project Coordinator regarding Financial Report – Form C		
Periods	**P1**	**P2**
Deadlines	March 31, 2011	Dec 31, 2012

Table 10: Deadlines for project partners for sending Form C

The Form C's have to be sent, duly signed by authorised persons from each beneficiary, to the following address:

RABCON
Reinhard Rodlauer
Hertha-Firnberg-Straße 16/66
A-1100 Wien
Austria

After having received the signed Form C's, the Project Coordinator will submit the Summary Financial Report to the EC within 60 days of the end of each period.

The deadlines are therefore as follows:

Pubtrans4all Project Coordinator's dead-lines towards the EC regarding Summary Financial Reports		
Periods	**P1**	**P2**
Deadlines	April 30, 2011	Jan 31, 2013

Table 11: Deadlines for project coordinator for submitting Form C to EC

When preparing the Form C, each partner should perform this task in accordance with the Pubtrans4all Grant Agreement No. 233701 including all Annexes, the Guide for Financial Issues relating to FP7 Indirect Actions, and according to the laws of the EC in force at the time of reporting and the laws of the home country of the beneficiary.

8.1.7.1. FORCE (FORM C – Editor)

Access via ECAS
ECAS stands for the European Commission's Authentication Service. It provides single sign-on across a large number of Commission information systems: you will need to use only one username and password to access different IT systems and once you have authenticated yourself to ECAS, you do not have to re-enter your credentials (username and password) within the same browser session. Protected information systems request ECAS to supply the

current user's identity - if it has already authenticated you, it does not ask you to do so again (provided that you have not disabled the use of cookies in your browser).

- Both coordinator and beneficiaries have access
  - Beneficiary has only access to his own Form C
  - Coordinator has access to all Forms C
  - Access rights for the coordinator continue to be attributed by the Commission
  - Access rights for the beneficiaries delegated to the coordinator
- Automatic calculation of the indirect costs in the Form C in case a flat rate is used as ICM

Login/password ECAS in order to have access to FORCE

- Beneficiaries who already have access to PDM/URF via ECAS can, if applicable, use the same login/password in order to obtain access to FORCE
- If you do not have yet a login/password to access FORCE ask a new one via ECAS (the Coordinator will inform each partner in time about the registration)

8.2. Internal Reporting Requirements

This section describes the process about how the development of deliverables and reports is managed and controlled and how reviews on deliverables and reports shall be performed.

8.2.1. Deliverables & Reports

The Project Coordinator must submit to the EC during the course of the project the deliverables identified in Annex I of the Grant Agreement, according to the timetable specified in the Deliverables list (see Section 5.5 List of Deliverables), the periodic report within 60 days of the end of the reporting period 1 (Month 18) as well as the final report within 60 days after the end of the project.

8.2.1.1. Deliverable & Report Plan

For an overview about how the deliverables will be developed a **"Deliverable Plan"** has to be submitted to the project coordinator at least 4 months before delivery date mentioned in Annex I. A template for the "Deliverable Plan" will be provided by the Coordinator.

The "Deliverable Plan" has to contain a detailed work plan for developing the deliverable:

Tasks and activities, responsible editor, contributing authors and team members, detailed schedule, coarse document structure and content (first level headings of table of contents), preliminary abstract.

For the periodic as well as the final report a **"Report Plan"** will be developed by the Project Coordinator.

8.2.1.2. Working Procedures for Deliverables

In order to ensure that all **deliverables** are delivered on time and in the desired quality, the following working procedures will be enforced by the Project Coordinator:

1. For any given deliverable the Project Coordinator communicates a reminder to the relevant Work Package Leaders two months before the actual deadline.
2. For any given deliverable, a draft must be ready 4 weeks before the actual deadline and should be sent to the coordinator as well as all other partners
3. The coordinator and the other partners have one week time for returning the document to the editor
4. For any given deliverable, there will be an internal deadline 1 week before the actual deadline to send the final version of the deliverable back to the Project Coordinator
5. The Project Coordinator is responsible for sending the actual deliverable on time to the European Commission

8.2.1.3. Working Procedures for Reports

In order to ensure that the two **reports** (periodic and final) are delivered on time and in the desired quality, the following working procedures will be enforced by the Project Coordinator:

1. For the two reports the Project Coordinator communicates the needed requirements to all partners on time
2. The Project Coordinator is responsible for sending the reports to the European Commission on time

8.2.2. Internal Progress Reports

Internal progress reports are prepared by the Work Package Leaders with the template available by collecting information from individual project participants. The integration of the contributions will be performed by the Project Coordinator.

The Progress Report is produced as follows all two months (since the Kick-Off-Meeting in December 2009):

- At the end of the internal reporting period (all two months) all Work Package Leaders send their work package specific progress reports to the Project Coordinator
- The Project Coordinator sends the consolidated progress report to the rest of the partners for review

- The partners have one week time to send requests for clarifications on the progress report to the Work Package Leaders or the Project Coordinator
- The Project Coordinator submits the final version of the progress report to the EC and stores it on the project platform

Action Item List - Furthermore the Work Package Leaders should try to keep the action item list updated.

8.3. Templates

As already mentioned templates for all Pubtrans4all reports (periodic report, final report) and deliverables are available. It is mandatory to use the templates for all deliverables and reports produced.

9. Scientific Management

Scientific management is part of each Work Package (WP); rather than repeating the description in each WP, it is presented in this section.

Scientific management consists of ensuring that the project achieves the highest possible scientific and technical quality results. This requires a combination of management skills with a comprehensive knowledge of the specific technical subject (accessibility to urban rail vehicles).The scientific management and administrative management will share many of the same project management techniques (e.g. communications).

The PubTrans4all project will use two specific approaches for ensuring that the project's scientific results are of the highest quality. These consist of appointing work package leaders who are experts in their particular work package subject matter and using a scientific review committee to review all scientific results. Both are described below.

Work Package Leaders – One person from the consortium has been designated work package leader (WPL) for each of the five work packages. The WPL will manage both the scientific and administrative aspects of the work package.

From a scientific standpoint the WPLs will directly manage the team members completing the scientific work. The WPLs are experts in their areas of responsibility and are familiar with both state-of-the-art and existing problems. They will guide their team members in the data collection and analysis processes and will also serve as the first level of work product review. The WPLs will use standard project management techniques including regular progress reports, telephone and e-mail communications, and benchmarking to ensure development of high quality usable research results.

The most important technique used by WPLs to guarantee high quality scientific results will be their direct participation in the development of the research results. The WPLs will be involved in all aspects of the research from initial data collection to analysis to writing the work products. This personal involvement of technical experts will be fundamental to the project success.

Scientific Review Committee – The project results and deliverables will be reviewed by the scientific review committee. This committee is led by the project coordinator and is composed by the contact persons of all other partners who are mostly accessibility experts. The scientific review committee will review results with the following questions in mind:

- Are the results valid?
- Is the analysis complete (i.e. did it include all situations)?
- Did the analysis fully consider practical issues (i.e. not simply 'laboratory' research)?
- Is the report understandable and useful for practitioners?

The committee will provide comments and recommendations on all work products. These comments and recommendations would be used to revise the reports. The committee will also assist in the work packages by providing guidance and ideas.

The scientific review committee will play two very important roles: first, it will help ensure that different WPs are well-coordinated and consistent; and, second, the committee's practical experience in the field of accessibility will help the project develop practical

recommendations for improving accessibility and for developing the prototype boarding assistance systems.

10. Risk Management and Contingency Plan (Risk Management Strategy)

Risk management is a project management tool to assess and mitigate events that might adversely impact the project, in order to increase the likelihood of success. This section presents the process for implementing proactive risk management.

Risk management deploys methods for identifying, analysing, prioritising, and tracking risk drivers. The goal of the Risk Management activity is to prepare the Pubtrans4all consortium for managing actual and potential risks that may occur during the project lifetime.

10.1. Definitions

The following definitions are important for the understanding of the risk management and contingency plan:

Risk
Risk is a measure of the inability to achieve overall project objectives within defined cost, schedule, and technical (performance and quality) constraints and has two components:

- Probability of failing to achieve a particular outcome
- Consequences of failing to achieve that outcome

For processes, risk is a measure of the difference between actual performance of a process and the known best practice for performing that process.

Risk Event
Risk events are those events that, if they go wrong, could result in problems in the development of the expected research results, production and assessment of the prototypes, and dissemination of the results. Risk events should be defined to a level such that the risk and causes are understandable and can be accurately assessed in terms of likelihood/probability and consequence to establish the level of risk.

Consequence / Impact
A Scope Risk is the risk associated with the evolution of the research results and the prototype development affecting the level of performance necessary to meet the requirements of the [DoW].

A Cost Risk is associated with the ability of the project to achieve its cost objectives as determined in the [DoW].

- Risk that the cost estimates and objectives are not accurate and reasonable
- Project execution will not meet the cost objectives as a result of a failure to mitigate scope or quality risks

Time Risks are those associated with the adequacy of the time estimated and allocated for the development, production, and fielding of the system. Two risk areas bearing on schedule risk are

- Schedule estimates and objectives are not realistic and reasonable

- Program execution will fall short of the schedule objectives as a result of failure to mitigate technical risks

A Quality Risk is the risk that the project delivers poor quality findings.

Risk Probability
This is the value that is given to a risk event (or the overall project) based on the analysis of the likelihood/probability and consequences of the event. Risk ratings of Low, Moderate, or High shall be assigned based on the following criteria:

Low Risk: Has little or no potential for increase in cost, disruption of schedule, or degradation of performance. Actions within the scope of the planned project and normal management attention should result in controlling acceptable risk.
Moderate Risk: May cause some increase in cost, disruption of schedule, or degradation of performance and/or quality. Special action and management attention may be required to control acceptable risk.
High Risk: Likely to cause significant increase in cost, disruption of schedule, or degradation of performance and/or quality. Significant additional action and high priority management attention will be required to control acceptable risk. This type of risk may be subject to a report to the Commission.

10.2. Risk Management and Responsibilities

Risk management consists of three main tasks: identifying potential risks, assessing the likelihood and seriousness of risks, and developing strategies to manage and mitigate risks (Contingency Plan). Risk management is a key part of all complex projects and must be included in all phases of the project.

The Pubtrans4all Project Coordinator (RABCON) is the overall Risk Manager and responsible for tracking efforts to reduce high risk, combine risk briefings, reports, and documents as delivered by the WP leaders and required for project reviews by the Commission. The coordinator has to develop an initial risk management strategy that describes how the project's risk management plan will be used, as well as providing a spreadsheet-based template for identifying risks, assessing them, and developing mitigation strategies.

The project risk management strategy has to be used by each Work Package-Leader to develop a specific risk management plan for the WPs they are managing. These WP-specific risk management plans has been rolled-up into a single risk management plan for the whole project.

The project risk management plan will be reviewed regularly by WP leaders and the project coordinator. The plans will be reviewed and discussed during monthly project management teleconferences and project management meetings. During this review each risk will be considered to see how it has changed since the last meeting, to monitor the status of risk mitigation measures, and to determine if any actions need to be taken to further reduce the risk. Finally, new risks will be identified, assessed and strategies for mitigating them will be developed.

10.3. Risk Management Process

The overall risk management process consists of risk identification, risk assessment, risk handling and risk monitoring. Each of the risk management functions are discussed in the following paragraphs, along with specific procedures for executing them.

10.3.1. Risk Identification

Risk identification is the first step in the risk management process. The basic process involves searching through the entire project plan to determine those critical events that would prevent the project from achieving its objectives.
Risks will be identified by all individuals in the project, particularly by the Work Package Leaders.

The basic procedure of identifying risks consists of the following steps:

1. Understand the requirements and the overall project quality and performance goals. Examine the operational (functional and environmental) conditions under which the values must be achieved by referring or relating to the [DoW].
2. Identify the processes and activities (tasks) that are needed to produce the results.
3. Evaluate each activity/task against sources/areas of risk.

10.3.2. Risk Assessment

Once risks have been identified, they must then be assessed as to their potential severity of loss and to the probability of occurrence. Risk assessment is an iterative process. Each risk assessment is a combination of risks identified/analysed in the previous phase and the identification/analysis of risks on current milestones according to the [DoW].

10.3.3. Risk Handling

After the project's risks have been identified and assessed, the approach to handle each significant risk must be developed.

There are essentially three techniques or options for handling risks:

- Avoidance (application of tasks in order to avoid the risk event)
- Control (watch the environmental conditions for influences to an already assessed risk)
- Transfer (application of tasks to set a risk to a lower level)

Results of the evaluation process and how to handle shall include:

- What must be done?
- Level of effort required and estimated costs

- Proposed schedule showing the proposed start date
- Time phasing of significant risk reduction activities, including completion date
- Their relationship to significant Project activities/milestones
- The person responsible for implementing and tracking risk handling measurements (usually the responsible work package leader)

10.3.4. Risk Monitoring

Risk monitoring systematically tracks and evaluates the performance of risk-handling actions. It is part of the Project Coordinators and the Work Package Leaders' function and responsibility and will not become a separate discipline. Essentially, it compares predicted results of planned actions with the results actually achieved to determine the status and the need for any change in risk-handling actions.

10.4. Overview Risk Management and Contingency Plan

The project's relatively straightforward and simple work plan structure is an important factor in reducing the project risks, especially in the area of project management. However, there are several significant risks faced by the project. The main project risks are likely to be delays in completing specific tasks and cost overruns. Therefore these topics will be closely monitored by the project coordinator.

The risk management plan will provide an early warning system for identifying delays and overruns, as well as describing strategies for getting tasks back on track. This section summarizes those risks and outlines contingency plans for addressing them.

The Risk Management and Contingency Plans are presented in this section separated by Work Package.

10.4.1. Risk Management and Contingency Plan for Work Package 1:

Risk-No.	WP-No.	Type of Risk	Risk Description	Impact	Probability	Measures (Contingency Plan)
1	1	Risk of insufficient quality	Project delivers poor quality findings.	Quality	Low	The project will have a strict quality management system to ensure that all findings and deliverables are of the highest quality. The quality management system consists of reviews by the project's scientific review committee (accessibility experts), work package leaders, project coordinator and outside experts (at public meetings and as part of the dissemination process). If any project deliverable or intermediate work product fails to meet the highest possible quality standard it will be returned to the responsible party for revision. Importantly, the project partners will not operate alone, if a product is sent back for revision, the work package leaders, coordinator and experts will provide detailed comments and discuss the quality problems with the authors, and they will work with the authors to improve the product.
2	1	Risk of delays	Project deliverables or reports can not be submitted in time; the date of the end of the project can not be kept.	Time	Low	The project will use a comprehensive set of project management techniques to help minimize the risk of delays. In the case of delays, at the first indication of a delay, the work package leader and project coordinator will discuss the delay and develop a strategy for addressing the delay. The main strategies used to address delay include devoting extra resources to the task, starting other tasks in parallel with the delayed task, and developing plans for reducing time needed to complete follow-on tasks. In some cases these strategies would involve revising the project's internal schedule, but would not increase the overall schedule. Finally, it should be noted that the consortium's transparent and comprehensive communications process will help identify and address any possible delays quickly.
3	1	Risk of cost overruns	Project costs will be higher than planned.	Costs	Low	In the case of cost overruns, the consortium will not ask the EC for additional funding although it may ask for permission to adjust some aspects of the project deliverables (e.g. produce fewer printed copies of a report). The consortium partners recognize that unforeseen risks may require that they contribute additional resources (e.g. staff time) to successfully complete the project and have agreed in principle to providing these resources if necessary. In summary, the consortium has agreed to complete the agreed scope of work within the budget.
4	1	Personnel leaving risk	Key personnel become unavailable to complete the project.	Scope, Quality, Time, Costs	Low	If this were to occur, the work package leaders and project coordinator would find a replacement and ask for concurrence from the EC. A key strength of the project is that each of the consortium partners has several staff members who could successfully complete the tasks assigned, in other words there are good reserve players for each of the major tasks.
5	1	Risk of breach by a party of its obligations or responsibilities	The amount or quality of work provided by a partner does not comply with the expectations or obligations.	Scope, Quality, Time, Costs	Low	Basically the terms of the GA as well as the Consortium Agreement will be applied in this case. But first the partner will be informed by the coordinator about the problem and its impact on the overall project and required to improve his performance. If the partners fails to respond positively, measures will be taken by the consortium on the initiative of he coordinator. In the worst case the partner can be removed from the project.

Table 12: Risk Management & Contingency Plan for WP1

10.4.2. Risk Management and Contingency Plan for Work Package 2:

Risk-No.	WP-No.	Type of Risk	Risk Description	Impact	Probability	Measures (Contingency Plan)
6	2	Risk of collecting not enough basic data	Not enough information is available (internet, literature). To view response on questionnaires	Scope, Quality	Low	As many data as possible will be collected. At least the information of all project partner countries must be provided by the partners. For getting minimum required information the consortium was choosen to have enough partners from Eastern and Western European countries. So a minimum standard of information can be guaranteed. Additionally the good international network of all partners to several other operators will be used.
7	2	Risc of collecting poor quality data	Operators and assotiations don't give enough detailed information	Scope, Quality	Low	Like in risk 6 as many data as possible, at least from the consortium parter countries will be collected. The good international contacts of the partners let expect enough deep information.
8	2	Risc of delay	Data collection and several surveyes (passenger, online etc.) need too long time	Time	Low	If the data collection appears to need to long a special ranking of the most important data required for the following tasks will be followed. Especially all information that is urgent regarding to the developement will have first priority.

Table 13: Risk Management & Contingency Plan for WP2

10.4.3. Risk Management and Contingency Plan for Work Package 3:

Risk-No.	WP-No.	Type of Risk	Risk Description	Impact	Probability	Measures (Contingency Plan)
9	3	Low improvement level of BAS best practices recommendations	The project team doesn't recognize enough improvement elements from existing BAS practices	Quality	Low	This risk can originate from high percentage of similar existing BAS practices, from insufficient data collected in WP2, from potentially poor quality criteria for BAS evaluation developed in WP2, or from insufficient creativeness of team members. In this case additional effort will be made to review alternative solutions from other traffic sectors (buses, plains, vans…) to gather more useful information that possible could be transferred to rail sector. UB as the WP3 leader has significant collaboration in WP2 too, and TU as WP2 leader is high involved in WP3. This collaborative link allows early recognition of the problem and on-time corrective action. Discussion of the best practices draft recommendations in work shops at the conference organized besides second consortium meeting, should ensure broad number of different views and opinions, and help to minimize this risk.
10	3	Creative risk of BAS design recommendations	The BAS design recommendations are not enough innovative	Quality	Moderate	Lack of quality, innovative and usable ideas can affect the project results, and cause problems in realization of prototype development in WP4. To minimize this risk, the project team is composed of participants from different countries, from two universities, BAS producer, rail vehicle producers, several railway operators, urban rail operator, rail infrastructure and the coordinator with broad transport accessibility consulting experience. As all participants can be objectively influenced by existing practices and existing technical solutions, competition of students and young people, that will be organized in WP2, shall provide an alternative and fresh view on the BAS ideas. This shall ensure at least a minimum of BAS improvement design recommendations. Draft recommendations will be discussed in a brainstorming session held with the full consortium at consortium meeting 2. Specific techniques for developing creative ideas (e.g. such as those developed by Edward de Bono) will be used in meetings to help ensure that a wide variety of ideas are considered.
11	3	Risk of delays	The BAS design recommendations are not prepared in time to support WP4	Time, costs	Low	There are two main reasons to possible delays in creating BAS design recommendations: delay of WP2 existing BAS evaluation, and delays caused by additional time needed to create innovative and usable ideas for improvements of BAS design. In the first case the earliest possible warning should be possible. This will be ensured by strong cooperation and information exchange between WP2 and WP3 leaders during work on their WP's, as well as with coordinator. For the beginning of the WP3 work will be used the partial results from WP2 as early as possible. In the second case, additional efforts to create new ideas shall go in close cooperation with MBB. The earliest possible share of partial results should allow MBB to parallel work on new BAS prototype development. Necessary corrective actions will be undertaken as the complete results will be at disposal.

Table 14: Risk Management & Contingency Plan for WP3

10.4.4. Risk Management and Contingency Plan for Work Package 4:

Risk-No.	WP-No.	Type of Risk	Risk Description	Impact	Probability	Measures (Contingency Plan)
12	4	Risk of insufficient quality	Engineering & Manufacturing delivers poor quality prototype	Quality	Low	The development and production of the prototype will be done according to the quality standards that MBB Palfinger applies for all their projects in the railway industry and that are required by the two manufacturing partners. The development project will have various milestones (reviews) where the quality of the design will be checked by mainly all projects partners. If there a new technological features (control and safety devices) where MBB Palfinger has less experience the know-how of outside experts (special departments of the industrial partners, know-how of component suppliers and specialised universities) will be used.
13	4	Risk of delays	Prototype can not be submitted in time; the date of the end of the project can not be kept.	Time	Moderate	The development project will use a comprehensive set of project management techniques to help minimize the risk of delays. In the case of delays, at the first indication of a delay, the work package leader and project coordinator will discuss the delay and develop a strategy for addressing the delay. The main strategies used to address delay include devoting extra resources to the task, starting other tasks in parallel with the delayed task, and developing plans for reducing time needed to complete follow-on tasks. In some cases these strategies would involve revising the project's internal schedule, but would not increase the overall schedule.
14	4	Risk of cost overruns	Prototype costs will be higher than planned.	Costs	Low	Risk minimized by continuous cost monitoring. Internal MBB setup has been established involving an assigned member of accounts (Controlling). The consortium partners recognize that unforeseen risks may require that they contribute additional resources (e.g. staff time) to successfully complete the project and have agreed in principle to providing these resources if necessary. In summary, the consortium has agreed to complete the agreed scope of work within the budget.
15	4	Risk of personnel changes	Key personnel become unavailable	Quality, Time	Low	Risk is minimized by a wide base of staff working in this project. Additionally engineering resources have been allocated and back up personnel has already been defined.

Table 15: Risk Management & Contingency Plan for WP4

10.4.5. Risk Management and Contingency Plan for Work Package 5:

Risk-No.	WP-No.	Type of Risk	Risk Description	Impact	Probability	Measures (Contingency Plan)
16	5	Administrative Risks	Risk of delays and costoverruns.	Time, Cost	Low	As already mentioned above the project will use a comprehensive set of project management techniques to help minimize the risk of delays. In the case of costoverruns the consortium will not ask the EC for additional funding.
17	5	Risk of insufficient deliverable quality	Project delivers poor quality findings.	Quality	Low	Dissemination is a crucial part of the project and therefore the project coordinator will lead this WP. He will ensure that dissemination is of the highest possible quality and that the schedule is maintained. Furthermore the project will have, as already mentioned above, a strict quality management system to ensure that all findings and deliverables are of the highest quality.
18	5	Risk of insufficient extent of dissemination	The risk associated with the extent of dissemination is simply that project information does not reach the intended target audience.	Scope, Quality	Low	First, the project will utilize a wide variety of communications channels including the internet, technical publications, public events, conferences, newspaper articles and videos. The project partners have much experience disseminating technical research results. Using many different media will help the project reach the largest possible target audience. Second, the project will use a proactive approach to develop a database of contacts and will communicate with this audience regularly via e-mail. The database will begin being developed immediately through the collection of information from consortium partners. (All communications will include the possibility of removal from the mailing list database.) Interested people will be able to sign-up on the database via the project internet site and other media (e.g. newsletters and information sheets). Third, the consortium itself is made-up of experts with a wide network of contacts. These contacts will form the initial target audience. Finally, the consortium will make a distinct effort to make its publications and multi-media interesting since boring deliverables won't be read and discussed. The consortium believes that the idea of actually developing a prototype that can be seen working (live and e.g. on YouTube) make the project more interesting than a simple report.

Table 16: Risk Management & Contingency Plan for WP5

11. Dissemination

There are two reasons why dissemination is a fundamental part of the PubTrans4all project:

- The need for technical recommendations and information on improvements to existing boarding assistance systems by rail transport companies; and
- The need for raising awareness among the general public about the benefits to all society of improving access for all to rail vehicles.

The first reason is straightforward, the second deserves further explanation.

Raising awareness is critical because a fundamental problem preventing the development and implementation of accessibility improvements is that most people do not understand the importance of providing accessibility for all. The only way to solve this problem is to provide better information. This means using traditional sources as well as non-traditional ideas. The project's dissemination plan is designed to provide information that meets both needs.

This section describes the dissemination plan for the project. The following three sub-sections describe the dissemination plan process and techniques, the dissemination plan approach and the media that will be used in the dissemination effort.

11.1. Dissemination Plan Overview

The first step in developing a dissemination plan is to identify the target audience or audiences. Next we identify the specific information needs of these audiences. Finally, we develop specific information in various media targeted to these needs and audiences.

In addition to this targeting and dissemination information development process, there are several common elements used for administering the dissemination program. These include developing a project database, developing standard dissemination formats and logos, developing an editing and approval process, and preparing the project website (which serves as a key dissemination element).

11.2. Identifying Target Audiences and Their Information Needs

Everyone has different needs for information. This is because they all will use the information differently. Therefore, we must understand who our audience is and how they will use the information so that we can efficiently address stakeholder information needs.

The PubTrans4all project will target the following three main audiences:

- Technical information targeted to people working directly on improving rail vehicle accessibility (e.g. rail vehicle designers, transport operating companies, accessibility planners);
- Technical information targeted to a 'specialist' audience (e.g. non-technician members of disabled person groups who never-the-less have a good understanding of rail vehicle accessibility issues); and,

- General information targeted to everyone (designed to highlight the need for accessibility and good solutions for achieving accessibility).

It is important to emphasize that the target audience distinction is being made simply for the sake of clarity, it is not in any way intended to suggest that all information would not be used by everyone. In fact, we fully expect that the technical staff would use the general information to help increase support for implementing the recommended technical improvements.

In the PubTrans4all project, the technical recommendations and information will be targeted to people working directly on improving accessibility to rail vehicles. This information will be presented in several formats especially designed to both publicize the project results within this audience and to provide the detailed information these people need to implement study results. The media will include the project reports (and working papers) as well as technical articles and presentations at professional conferences.

The more general information will be designed to provide an introduction to the problem of accessibility to rail vehicles and recommendations for improving access based on the project results. It is important to emphasize that the "general public" target group for this information actually consists of a wide variety of different sub-groups including citizens, public, decision-makers, media representatives, key stakeholders, teachers and elected/government officials. The general information dissemination plan must provide information understandable and accessible to all these groups.

The following section outlines the administrative techniques that will be used throughout the dissemination process and is followed by a list of the dissemination media planned for the PubTrans4all project.

11.3. Dissemination Program Common Elements

The PubTrans4all project includes the following common elements for dissemination that will be used throughout the project:

11.3.1. Project Website

An important part of the dissemination process is the project website that provides up-to-date information on the project activities and results.

The Pubtrans4all web site has a dual function. It is to serve as the primary means of *project dissemination and outreach*, as well as being the *project's collaborative tool*. The web site is comprised of a public space and a private area that appears only when a registered user is logged in.

The website address is www.rabcon.eu/pubtrans4all and includes the following information:

- General project information;
- Project partner area (password-protected section of the website for use by project partners to post draft documents and transfer information).

The website and internet documents are consistent with requirements of WAI-AAA (Internet Standard for Barrier-free web pages) including provision of audio files. The most popular levels of the website will be prepared in several languages.

The web site will be developed and hosted by RABCON. Project partners that want to put any content, news or press releases on the website should send the documents to the project coordinator who will put it on the website. All documents provided at the public web site must use the agreed Corporate Identity of the project.

Each project partner is allowed to develop an individual web page about the project on her/his web site. These web pages should always provide a link to the Pubtrans4all web site.

Web sites that inform about Pubtrans4all should also include a section stating the following: Pubtrans4all is co-funded by the European Commission as part of the 7th Research Framework Programme.

11.3.2. Project Contact Database

An important part of the dissemination plan is the development and maintenance of a project database. The consortium has already started gathering names and organizations for the database. It will be maintained and updated throughout the project.

The database will be used to inform people about the project and to ask for project input. The initial set of names will be collected by consortium team members. Additional names will come from people registered on the internet site and who contact us about the project. The database will not be available to the public and will be used solely for this project.

An important use of the database will be to link specific dissemination methods/media with each contact. This information will then be used to mail appropriate information to each contact.

11.3.3. Project Corporate Design

Project corporate design consists of standard templates and information for the PubTrans4all project. This information can be used to create a uniform format for all project media including newsletters, press releases, other printed publications, videos and the website. It includes a project logo and standard graphics for use in all types of media. It also includes standard text that can be used to describe the project and objectives for various audiences. This text will be used on the website and will make it easier to prepare publications since the writers will not need to re-write the general information for every publication.

11.3.4. Project Dissemination Quality Control

Quality control is a critical element in dissemination process. If good information is presented poorly it will not be used. Therefore, the PubTrans4all project will insist that all project deliverables be written or produced with the highest possible quality. This will be done by

using the corporate design (see above) and reviewing all public documents/media by technical experts. Our objective is to produce reports that are understandable and usable by their target audiences. We believe that this will significantly increase the project's benefits.

11.4. Dissemination Plan Media

The PubTrans4all project will use a wide variety of traditional and new media to disseminate project results and to encourage comments and ideas from a wide variety of stakeholders.

The following media will be targeted as part of the dissemination effort:

Internet – The internet is a key dissemination resource. The project website is described above, but consortium members will also seek to disseminate information about the PubTrans4all project on other websites including adding links to their homepages, providing information to search engines, and adding technical information to appropriate sites, etc.

General Circulation Media – The PubTrans4all project will develop a series of press releases and articles for general circulation media such as newspapers and magazines. These articles will be focused on the importance of accessibility for all users and how the PubTrans4all project is helping improve accessibility. The articles will highlight the support of the EC research funds.

Disabled Person Media – An important audience will be disabled persons. Therefore the project will prepare and submit information (e.g. articles, videos, etc.) for these media. RABCON has developed an extensive database of these media (often these are from disabled person organizations or support groups) that it can use to identify these publications.

Project Newsletter – The project newsletter will describe current project activities and results. The newsletter will be published on the internet and sent to persons on our mailing list (via e-mail or regular mail). We plan to publish at least the following three newsletters:

- Newsletter 1: Project Goals & Schedule;
- Newsletter 2: Boarding Assistance Device Evaluation & Recommendations; and,
- Newsletter 3: Project Results Summary.

The newsletters will be designed to encourage readers to provide feedback and comments to the project team.

Video Media – An important part of the project will be preparing video films that describe various parts of the project. The films will be developed using digital media that enable them to be uploaded to the project website. The project team will also consider uploading the films to popular website such as YouTube to increase dissemination of project results. A list of specific videos will be included in the final dissemination plan, but a good candidate video would show the importance of accessibility systems for all types of users, videos could also be produced that show the best practices for use of existing boarding assistance systems.

Scientific Publications and Conferences – One of the key methods of disseminating project results and information will be preparation of technical papers and making presentations at technical conferences.

At a minimum the project team will develop two technical papers (that would be adjusted to meet the specific interests of particular journals and conferences). The first paper would summarize the evaluation of boarding assistance systems and recommendations for improving these systems (i.e. results of WPs 2 and 3). The second paper would summarize

the project's final report including the evaluation of project prototype boarding assistance systems. Both papers should be very topical for several different scientific and professional journals.

Where possible (i.e. exhibitions such as Innotrans) the team will seek space to exhibit the prototype boarding assistance device.

Final Report on Project Results and Technical Reports – The most important element of the technical information dissemination process will be preparation of the project's final report (and associated working papers). This report will be used by rail transport company staff to implement ideas for improving rail vehicle accessibility systems and by researchers to further develop ideas for advancing accessibility state-of-the-art.

The final report on project results will integrate project results into a coherent set of recommendations for improving access to public transport rail vehicles.

The final report's Executive Summary will be designed as a stand-alone document with illustrations and tables that help communicate the project results to a wide audience. The Executive Summary document will be printed for distribution to all project stakeholders and those requesting printed documentation. A more limited number of complete final reports will be printed. The entire final report and all working papers will be made available on the internet.

11.5. Detailed Dissemination Plan

In this section the detailed dissemination plan is presented. It is separated by the different types of used media (Newsletter, Internet, General Circulation Media, Disabled Person Media, Scientific Publications and Professional Conferences / Exhibitions). The dissemination plan shows the name of the media, the description of the media, the type of information, the target audience, the issue date, the lead beneficiary and the language of the dissemination. These lists contain the actual status and will be further developed in the run of the project.

11.5.1. Dissemination Plan: Newsletter

No.	Name of the media	Description of the media	Type of Information (e.g. printed report, information on the internet, technical paper, presentation,…)	Target audience	Date	Lead Beneficiary	Language
1	Newsletter 1: Project Goals & Schedule	The three project newsletters will describe the project to the public as well as professional audiences. They will describe the project goals, the current project status and the latest project results. They will be designed to encourage readers to provide feedback and comments to the project team via the internet site and through written comments.	The newsletter will be published on the internet and sent to persons on our mailing list (via e-mail or regular mail).	General public, rail vehicle designers, transport operating companies, accessibility planners	January 2010	RAB, NRIC	English, Italian, Bulgarian
2	Newsletter 2: Boarding Assistance System Evaluation & Recommendations			General public, rail vehicle designers, transport operating companies, accessibility planners	December 2010	RAB, NRIC	English, Italian, Bulgarian
3	Newsletter 3: Project Results Summary			rail vehicle designers, transport operating companies, accessibility planners	June 2012	RAB, NRIC	English, Italian, Bulgarian
4	Final Report on Project Results and Technical Reports	The most important element of the technical information dissemination process will be the preparation of the project's final report (and associated working papers). The final report will integrate project results into a coherent set of recommendations for	A limited number of complete final reports will be printed. The entire final report and all working papers will be made available on the internet.	General Public, rail vehicle designers, transport operating companies, accessibility planners	November 2012	RAB, NRIC	English, Italian, Bulgarian
5	Final Report's Executive Summary	The final report's Executive Summary will be designed as a stand-alone document with illustrations and tables that help communicate the project results to a wide audience.	The Executive Summary document will be printed for distribution to all project stakeholders and those requesting printed documentation.	General Public, rail vehicle designers, transport operating companies, accessibility planners	November 2012	RAB, NRIC	English, Italian, Bulgarian
6	Newsletter PIN (PALFINGER International Newsletter)	Newsletter of the PALFINGER AG	Online newsletter	Employees of Palfinger Group	2010	MBB	English/ German

Table 17: Dissemination Plan: Newsletter

11.5.2. Dissemination Plan: Internet

No.	Name of the media	Description of the media	Type of Information (e.g. printed report, information on the internet, technical paper, presentation,…)	Target audience	Date	Lead Beneficiary	Language
7	Project Website	An important part of the dissemination process will be creation of a website that provides up-to-date information on the project activities and results. It will include the following: • General project information (including calendar, and contact information); • Documents for downloading (all public deliverables, newsletters, etc.); • Information for providing comments and ideas (e.g. e-mail form); • Project partner area (password-protected section of the website for use by project partners to post draft documents and transfer information).	General and specific project Information on the internet	General public, team members	December 2009	RAB	English / German
8	Website of the "Association of students with disabilities"	Association of Students with Disabilities (ADS) is a non-government, non-partisan, non-profit organization addressing improvement of the position of young people and students with disability and their inclusion in society.	A short information about PubTrans4all project and its goals will be uploaded on site, along with information about International students competition "Accessible entrance for railway vehicles" and link to project website.	Students from disability community	December 2009/ January 2010	UB	Serbian
9	www.vewip.at	web data base for all kinds of documents regarding to traffic	database for all documents	all searching for traffic scientific documents	day-to-day	TUV	DE/EN
10	newsletters	newsletters via University, Operators, Associations				(TUV)	all
11	www.rail-infra.bg					NRIC	English, Italian, Bulgarian
12	www.rail-news.info					NRIC	English,Italian, Bulgarian
13	Company website MBB Palfinger	Website of MBB Palfinger with information about the company, products, news, contacts	Short report about the project with a link to the project website	General public, Customers	Spring 2010	MBB	English/ German

Table 18: Dissemination Plan: Internet

11.5.3. Dissemination Plan: General Circulation & Disabled Person Media

No.	Name of the media	Description of the media	Type of Information (e.g. printed report, information on the internet, technical paper, presentation,…)	Target audience	Date	Lead Beneficiary	Language
14	Pruga	Informative publication of Serbian Railways	Informative paper on Project development	Personnel of the Serbian Railways	February 2011	UB	Serbian
15	Pruga	Informative publication of Serbian Railways	Informative paper on Project development	Personnel of the Serbian Railways	September-October 2012	UB	Serbian
16	Several news media	Daily news pappers and TV stations in Serbia	Press release information concerning Conference along with Second Consortium meeting in Belgrade	General Public	June 2010	UB	Serbian
17	"Pari" Journal					NRIC	Bulgarian
18	"Standard" Journal					NRIC	Bulgarian
19	"Zdrave" Journal					NRIC	Bulgarian
20	"Korazh" Journal					NRIC	Bulgarian
21	Mitgliederzeitung KOBV	The KOBV (Kriegsopfer- und Behindertenverband) is Austrias biggest union for disabled people and releases several times a year their member journal	General information about the project	disabled people	2010	RAB	German

Table 19: Dissemination Plan: General Circulation & Disabled Person Media

11.5.4. Dissemination Plan: Scientific Publications – Part 1

No.	Name of the media	Description of the media	Type of Information (e.g. printed report, information on the internet, technical paper, presentation,…)	Target audience	Date	Lead Beneficiary	Language
22	International Railway Review	Technical journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners	day-to-day	TUV	EN
23	FME Transactions (published by Faculty of Mechanical Engineering Belgrade)	Technical journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners	day-to-day	TUV	EN
24	Zeleznice (technical journal of Serbian Railways)	Technical journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners	day-to-day	TUV	EN
25	Der Nahverkehr	Technical journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners	day-to-day	TUV	DE
26	ETR (Eisenbahn Technische Rundschau)	Technical journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners	day-to-day	TUV	DE
27	Railway Interiors Journal	Technical journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners	day-to-day	TUV	EN
28	Mobility	Technical journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners	day-to-day	TUV	EN
29	Road and Rail Technology	Technical journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners	day-to-day	TUV	EN/CHN
30	Eurorail Magazine	Technical journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners	day-to-day	TUV	EN
31	FME Transactions	Technical journal published by Faculty of Mechanical Engineering Belgrade	technical paper	Technical and research community	December 2011	UB	English
32	Tehnika	Technical journal of the Union of engineers and technicians of Serbia	technical paper	Technical community	December 2010	UB	Serbian
33	Le Rail	Technical journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners	day-to-day	TUV	(prooposal submission in EN) FR
34	Verkehrsjournal	traffic economic journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners	day-to-day	TUV	DE

Table 20: Dissemination Plan: Scientific Publications – Part 1

11.5.5. Dissemination Plan: Scientific Publications – Part 2

No.	Name of the media	Description of the media	Type of Information (e.g. printed report, information on the internet, technical paper, presentation,...)	Target audience	Date	Lead Beneficiary	Language
35	ÖIAZ	Technical journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners	day-to-day	TUV	DE
36	ÖVZ	traffic economic journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners	day-to-day	TUV	DE
37	International Railway Review	Technical journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners		NRIC	English
38	European Railway Review	Technical journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners		NRIC	English
39	Бюлетень ОСЖД - OSJD Organization for Cooperation between railways	Newsletter	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners		NRIC	Russian, English
40	CER Newsletter	Newsletter	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners		NRIC	Italian, English
41	Bulgarian Red Cross Newsletter	Newsletter	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners		NRIC	Bulgarian, Italian, English
42	"Railwayman" Journal	Technical journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners		NRIC	Bulgarian, English
43	"Bulgarian Transport Journal"	Technical journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners		NRIC	Bulgarian, English
44	"Railway Transport" Magazine	Technical magazine	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners		NRIC	Bulgarian, English
45	"Third Age" Journal		preparation of scientific papers	General public, elderly people, accessibility planners		NRIC	Bulgarian, English
46	Railway Gazette	Technical journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners		MBB	

Table 21: Dissemination Plan: Scientific Publications – Part 2

11.5.6. Dissemination Plan: Scientific Publications – Part 3

No.	Name of the media	Description of the media	Type of Information (e.g. printed report, information on the internet, technical paper, presentation,...)	Target audience	Date	Lead Beneficiary	Language
47	stadtverkehr	Technical journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners		MBB	
48	Internationales Verkehrswesen	Technical journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners		MBB	
49	TransUrban	Technical journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners		MBB	
50	COACH AND BUS WEEK	Technical journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners		MBB	
51	eurotransport	Technical journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners		MBB	
52	Bus&Bahn	Technical journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners		MBB	
53	european railway review	Technical journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners		MBB	
54	Regionalverkehr	Technical journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners		MBB	
55	Nahverkehrspraxis	Technical journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners		MBB	
56	Privatbahn	Technical journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners		MBB	
57	Railvolution	Technical journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners		MBB	
58	Nova Proga (journal of Slovenian Railways)	Technical journal	preparation of technical papers	General public, rail vehicle designers, transport operating companies, accessibility planners		SZ	

Table 22: Dissemination Plan: Scientific Publications – Part 3

11.5.7. Dissemination Plan: Professional Conferences / Exhibitions – Part 1

No.	Name of the media	Description of the media	Type of Information (e.g. printed report, information on the internet, technical paper, presentation,...)	Target audience	Date	Lead Beneficiary	Language
59	US Transport Research Board Annual Meeting	Professional conference	The project team will submit abstracts for making presentations or delivering papers. Where possible the team will seek space to exhibit the prototype boarding assistance device.	General public, rail vehicle designers, transport operating companies, accessibility planners			EN
60	Transport Logistic (Munich)	Professional exhibition	The project team will submit abstracts for making presentations or delivering papers. Where possible the team will seek space to exhibit the prototype boarding assistance device.	General public, rail vehicle designers, transport operating companies, accessibility planners			DE/EN
61	Innotrans (Berlin)	Professional exhibition	Exhibition of Test Vehicle	General public, rail vehicle designers, transport operating companies, accessibility planners	September 2012		DE/EN
62	Railway Interiors Expo (Hong-Kong)	Professional exhibition + conference	The project team will submit abstracts for making presentations or delivering papers.	General public, rail vehicle designers, transport operating companies, accessibility planners	November 2010	TUV	EN
63	Railway Interiors Expo (Köln)	Professional exhibition + conference	The project team will submit abstracts for making presentations or delivering papers.	General public, rail vehicle designers, transport operating companies, accessibility planners	November 2011	TUV	EN
64	Railway Interiors Expo (Köln)	Professional exhibition + conference	Exhibition of Prototype + paper	General public, rail vehicle designers, transport operating companies, accessibility planners	November 2012		EN
65	UIC technical conferences	Professional conference	The project team will submit abstracts for making presentations or delivering papers.	General public, rail vehicle designers, transport operating companies, accessibility planners			EN
66	UITP conferences	Professional conference	The project team will submit abstracts for making presentations or delivering papers.	General public, rail vehicle designers, transport operating companies, accessibility planners			EN
67	IPTS - Inteligent Public Transport Systems	Professional conference	The project team will submit abstracts for making presentations or delivering papers.	General public, rail vehicle designers, transport operating companies, accessibility planners			EN
68	UIC highspeed conference	Professional conference	The project team will submit abstracts for making presentations or delivering papers.	General public, rail vehicle designers, transport operating companies, accessibility planners	??		EN

Table 23: Dissemination Plan: Professional Conferences / Exhibitions – Part 1

11.5.8. Dissemination Plan: Professional Conferences / Exhibitions – Part 2

No.	Name of the media	Description of the media	Type of Information (e.g. printed report, information on the internet, technical paper, presentation,…)	Target audience	Date	Lead Beneficiary	Language
69	18th International Symposium EURO – Zel 2010 (Zilina)	Professional conference	The project team will submit abstracts for making presentations or delivering papers.	General public, rail vehicle designers, transport operating companies, accessibility planners	Mai 2010/11/12	TUV	EN
70	ZelKon (Nis)	Professional conference	The project team will submit abstracts for making presentations or delivering papers.	General public, rail vehicle designers, transport operating companies, accessibility planners	Oct. 2010/12	TUV/UB	EN/SRB
71	Passenger Terminal Expo	Professional exhibition + conference	The project team will submit abstracts for making presentations or delivering papers.	General public, rail vehicle designers, transport operating companies, accessibility planners	March 2011	TUV	
72	Verkehrswissenschaftliche Tage (Dresden)	Professional conference	The project team will submit abstracts for making presentations or delivering papers.	General public, rail vehicle designers, transport operating companies, accessibility planners	Oct 2010		DE
73	Schienenfahrzeugtagung (Graz)	Professional conference	The project team will submit abstracts for making presentations or delivering papers.	General public, rail vehicle designers, transport operating companies, accessibility planners	Oct 2011		DE
74	World congress on Railway research	Professional conference	The project team will submit abstracts for making presentations or delivering papers.	General public, rail vehicle designers, transport operating companies, accessibility planners	??		EN
75	ŽELKON-RAILCON	Professional conference	Presentation of the technical paper	Rail vehicle designers, transport operating companies	October 2010	UB	Serbian
76	RNE technical conferences	Professional conference	The project team will submit abstracts for making presentations or delivering papers. Where possible the team will seek space to exhibit the prototype boarding assistance device.	General public, rail vehicle designers, transport operating companies, accessibility planners		NRIC	English
77	CER technical conferences	Professional conference	The project team will submit abstracts for making presentations or delivering papers. Where possible the team will seek space to exhibit the prototype boarding assistance device.	General public, rail vehicle designers, transport operating companies, accessibility planners		NRIC	English

Table 24: Dissemination Plan: Professional Conferences / Exhibitions – Part 2

11.6. Publication Policy

According to the Consortium Agreement (Art. 8.3) dissemination activities including but not restricted to publications and presentations shall be governed by the procedure of Article II.30.3 of the EC-GA subject to the following provisions.

Prior notice of any planned publication shall be made 45 days before the publication. Any objection to the planned publication shall be made in accordance with the GA in writing to the Coordinator and to any Party concerned within 30 days after receipt of the notice. If no objection is made within the time limit stated above, the publication is permitted.

An objection is justified if

(a) the objecting Party's legitimate academic or commercial interests are compromised by the publication; or

(b) the protection of the objecting Party's Foreground or Background is adversely affected.

The objection has to include a precise request for necessary modifications. If an objection has been raised the involved Parties shall discuss how to overcome the justified grounds for the objection on a timely basis (for example by amendment to the planned publication and/or by protecting information before publication) and the objecting Party shall not unreasonably continue the opposition if appropriate actions are performed following the discussion.

For the avoidance of doubt, a Party shall not publish Foreground or Background of another Party, even if such Foreground or Background is amalgamated with the Party's Foreground, without the other Party's prior written approval.

The Parties undertake to cooperate to allow the timely submission, examination, publication and defence of any dissertation or thesis for a degree which includes their Foreground or Background. However, confidentiality and publication clauses have to be respected.

Nothing in this Consortium Agreement shall be construed as conferring rights to use in advertising, publicity or otherwise the name of the Parties or any of their logos or trademarks without their prior written approval.

A few guiding principles should be respected in publications of the Pubtrans4all project:

Disclaimer
The EU cannot be held responsible under any circumstances for the contents of communication items prepared by project partners. All items must therefore include the following disclaimer in their publications:

"This publication has been produced with the assistance of the European Union. The contents of this publication are the sole responsibility of <name of the author/beneficiary/implementing partner/Pubtrans4all project participants> and can in no way be taken to reflect the views of the European Union."

Recognition
Communication items must include recognition of financing by the European Union. Thus, all items must include a statement such as the following in a highly visible area (e.g., press release, cover page, top or bottom of a poster):

"The research leading to these results has received funding from the European Community's Seventh Framework Programme (FP7/2007-2013) under grant agreement n°233701."

Logos
Communication items must also include the EU-flag, the 7th Framework Logo as well as the Pubtrans4all logo:

EU flag: http://europa.eu/abc/symbols/emblem/graphics2_en.htm

7th FP: http://ec.europa.eu/research/fp7/index_en.cfm?pg=logos

Pubtrans4all logo: A standard set of Pubtrans4all logos are available for download on the project website.

11.7. Events Participation

Anyone participating in an event to communicate information concerning Pubtrans4all, either directly or indirectly, should inform the Project Coordinator before the event of the following:

- Planned and actual dates of the event
- Name of the event
- Type of audience (Research, Higher Education, Industry, General Public, Policymakers, etc.)
- Countries addressed
- Partner responsible/involved
- Title of presentation/paper (if applicable)

12. Intellectual Property Rights

The PubTrans4all project will develop two main products: a best practices guide to improving access to rail transport vehicles and a prototype rail vehicle boarding assistance device. The best practices guide will be total a public document and therefore intellectual property rights is not a concern (the document will be disseminated as widely as possible and the consortium will encourage others to quote from it and use it). On the other hand, the prototype BAS will be a specific design and this design will have intellectual property rights.

The consortium plans to follow a standard approach to intellectual property rights for the boarding assistance system prototype, namely,

- Each consortium partner will have exclusive rights to any specific element of the device which is developed exclusively by that partner;
- All consortium partners participating in the design of the prototype boarding assistance device will jointly share intellectual property rights for the device itself.

Further regulations about the Intellectual Property Rights can be found in the Consortium Agreement as well as the “Official Guide to Intellectual Property Rights Issues” from the EC.

Annex 1: List of contact persons

Company	Contact Person	Telephone	Email
RABCON (RAB)	Reinhard Rodlauer	+43 664 84 91 400	reinhard.rodlauer@rabcon.eu
Vienna University of Technology, Institute for Railway Engineering (TUV)	Dr. Bernhard Rüger	+43 1 58801 23212	bernhard.rueger@tuwien.ac.at
University of Belgrade, Faculty of Mechanical Engineering (UB)	Dr. Goran Simic	+381 11 3370351	gsimic@beotel.net
Austrian Federal Railways (ÖBB)	Christian Schwarzl	+43 1 93000 34232	christian.schwarzl@pv.oebb.at
Verkehrsbetriebe Karsruhe GmbH (VBK)	Thorsten Erlenkötter	+49 7216107 5508	thorsten.erlenkoetter@vbk.karlsruhe.de
Swiss Federal Railways (SBB)	Werner Jordan	+41 51 225 70 12	werner.jordan@sbb.ch
Bulgarian National Railway Infrastructure Company (NRIC)	Giulietta Marinova-Popova	+ 359 2 932 60 31	julietaart@abv.bg
MÁV-START Zrt - Hungarian State Railways Company (MAV)	Dr. Ferenc Gitta	+36 1 511 32 93	gitta.ferenc@mav-start.hu
MBB PALFINGER GmbH (MBB)	Dennis Behnken	+49 4221 853 260	D.Behnken@mbbpalfinger.com
Bombardier Transportation (BT)	Heiko Hartung	+49 3302 89-2667	heiko.hartung@de.transport.bombardier.com
Siemens Aktiengesellschaft Österreich (SAGÖ)	Helmut Franz Wieder	+43 51707 41673	helmut-franz.wieder@siemens.com
Slovenian Railways (SZ)	Danilo Hrastnik	+386 2 29 22 326	danilo.hrastnik@slo-zeleznice.si
BDZ Passenger Traffic EOOD (BDZ)	Nikolay Angelov	359 2 932 44 21	nikiangelov1966@abv.bg

Table 25: List of contact persons

Annex 2: List of work package leaders

WP No.	WP-Leader	Contact Person	Telephone	Email
1	RABCON	Reinhard Rodlauer	+43 664 84 91 400	reinhard.rodlauer@rabcon.eu
2	Vienna University of Technology, Institute for Railway Engineering	Dr. Bernhard Rüger	+43 1 58801 23212	bernhard.rueger@tuwien.ac.at
3	University of Belgrade, Faculty of Mechanical Engineering	Dr. Goran Simic	+381 11 3370351	gsimic@beotel.net
4	MBB PALFINGER GmbH	Dennis Behnken	+49 4221 853 260	D.Behnken@mbbpalfinger.com
5	RABCON	Reinhard Rodlauer	+43 664 84 91 400	reinhard.rodlauer@rabcon.eu

Table 26: List of work package leaders