

## **Vehicle/Track Technical Advisory Group**

### **Remit**

Issue (01) 01 July 2011

#### **1 Introduction**

- 1.1 This document defines the working arrangements for the Vehicle/Track (V/T) Technical Advisory Group (TAG).

#### **2 Purpose of V/T TAG**

- 2.1 V/T TAG is a sub group to the Vehicle / Track System Interface Committee (V/T SIC). Its purpose is to conduct “independent” review of and give advice on matters of a technical nature relating to the vehicle / track interface (and particularly the wheel / rail interface, but not adhesion issues which are addressed by the complementary Adhesion Research Group).

#### **3 Work plan**

- 3.1 The group will perform the following functions at every meeting.
- Agree/review agendas, minutes and actions
  - Consider and discuss:
    - Matters referred by V/T SIC
    - Matters raised by the V/T SIC Permanent Project Group (PPG)
    - Matters arising from PPG work or reports
    - Research projects in the vehicle track interaction domain
    - Issues raised by members of V/T TAG itself
  - Provide advice and guidance on those items as appropriate
  - Agree recommendations to be made to V/T SIC

#### **4 Conditions under which the sub group will cease activity**

- 4.1 The subgroup will cease activity:
- If requested by the V/T SIC
  - When the group members deem that there are insufficient interface issues falling within its scope

#### **5 Membership of Sub Group**

- 5.1 V/T TAG membership will comprise technical experts from across the industry, drawn from but not limited to
- ATOC / TOCs
  - Network Rail
  - Suppliers
  - Rolling Stock Operating Companies
  - Infrastructure Contractors

- Academia
- RSSB
- DfT
- ORR

Members shall provide their input free of charge.

## **6 Disclosure of Interests**

- 6.1 The group will ensure the policy relating to disclosure of interests, as set out in SIC Protocol Issue 4, section 6.4 is conformed to and confirms that this policy applies to the sub group.

## **7 Specialist Skills and Knowledge**

- 7.1 In carrying out its work V/T TAG will have the following skills and knowledge:

- Network operation, maintenance and renewal
- Rolling stock operation and maintenance
- Rolling stock design and manufacture
- Pure and applied research

## **8 Delegation of Authority**

### **8.1 Decision Making**

The group will make decisions based on mutual agreement between members. Where external resources are required, the sub-group will seek approval as appropriate. For example funding applications will be sourced through the V/T SIC and will be based on a positive business case.

### **8.2 Reporting / Recommendations**

The sub-group will report to the V/T SIC as and when required.

## **9 Funding and Budget Management**

- 9.1 V/T TAG will not have a budget and will conduct no work; it is purely an expert group working to advise V/T SIC.

## **10 Process to elect and appoint new members / chairpersons**

- 10.1 Membership of V/T TAG will be by invitation of V/T SIC, and selection will be based on expertise and reputation.

- 10.2 V/T TAG will be chaired by a V/T SIC Committee Member, determined by V/T SIC .

## **11 Organisation / Operation of Meetings**

- 11.1 The secretary is responsible for the production of the minutes. These are distributed and approved by the group. The chairman sets the agenda.

- 11.2 Meetings shall occur every six weeks unless there is no business to discuss.

## **12 Meeting Quorum**

12.1 As an advisory group, V/T TAG does not have a quorum requirement. Decisions are based on consensus, with regard to the expertise relevant to the matter at hand. If members do not consider appropriate expertise is present then conclusion will be deferred until the next meeting.

## **13 Administration**

### **13.1 Reporting Structure**

V/T TAG is established by V/T SIC, to which it responds and reports.

### **13.2 Minutes**

Minutes will be produced within two weeks of the meeting and distributed by Email.

### **13.3 Meeting Documentation**

Papers will be issued with the Agenda at least one week before the meeting.

### **13.4 Remit Review**

The group will review the remit as and when required and propose it for adoption by the V/T SIC.