

DATEX II

Rules of Procedure of the DATEX II organisation
including
rules for Change control and release management

January 2017

Copyright © 2017

DATEX II RoP v 2.0
Document Control

Document Content

The DATEX II Steering Group is responsible for the content of this document.

Change record of this document

Version	Date	Summary of change
1.0	October 2010	First Release
1.1	March 2011	Revision following comments by Jonas Jaderberg
1.2	March 2011	Modification of Annex A. (added Rules for extension of DATEX II) Version sent to DATEX II SG en WG8 of CEN/TC278 for endorsement
1.3	March 2011	Endorsed version
2.0	January 2017	Draft to include the change to DATEX II as part of CEDR Addition of organisational Rules as DATEX II as autonomous organisational entity

Content

This document consists of 32 pages.

Location of this document

This document will be located at:
www.datex2.eu

Approval for issue

Version 2.0 approved by:

DATEX II Steering Group d.d. xx-yy-2017

Contents

Contents	3
1. Introduction.....	4
2. DATEX II and its Bodies	6
2.1. <i>Relation to EU funded Actions.....</i>	<i>7</i>
2.2. <i>DATEX II Steering Group (SG).....</i>	<i>8</i>
2.3. <i>DATEX II Technical Management Group (TMG)</i>	<i>10</i>
2.4. <i>CEN TC278 Working Group 8.....</i>	<i>12</i>
2.5. <i>ISO TC204 Working Group 9</i>	<i>13</i>
2.6. <i>European ITS platform</i>	<i>13</i>
3. DATEX II Configuration Items, Release Schedules and Other Managed Items.....	14
3.1. <i>Structure</i>	<i>14</i>
3.2. <i>Configuration Items.....</i>	<i>14</i>
3.3. <i>Release Schedule.....</i>	<i>15</i>
3.4. <i>Other Managed Items.....</i>	<i>15</i>
3.5. <i>Rules and Constraints.....</i>	<i>15</i>
4. DATEX II Change Management Procedure	16
4.1. <i>Step 1 – User Initiation.....</i>	<i>16</i>
4.2. <i>Step 2 – Classification of Feature Request or Bug Reports.....</i>	<i>16</i>
4.3. <i>Step 3 – Logging of the Feature Request/Bug Report and solution progress</i>	<i>17</i>
4.4. <i>Step 4 – Response to User</i>	<i>17</i>
4.5. <i>Step 5 – Seek the Solution.....</i>	<i>17</i>
4.6. <i>Step 6 – Inform the SG (and if appropriate WG8).....</i>	<i>18</i>
4.7. <i>Step 7 – Solution Decision</i>	<i>18</i>
4.8. <i>Step 8 – Revising Configuration Items</i>	<i>19</i>
4.9. <i>Step 9 – Dissemination</i>	<i>19</i>
5. Decision making	21
5.1. <i>Decision Making - General.....</i>	<i>21</i>
5.2. <i>Forms of Change</i>	<i>21</i>
5.3. <i>Decision Making – DATEX II Configuration Items.....</i>	<i>21</i>
Annex A – Configuration Item List.....	25
Annex B – Release Schedule	28
Annex C - List of Other Managed Items.....	29
Annex D – Rules and Constraints.....	30

1. Introduction

The DATEX II organisation governs and maintains the DATEX II standards, the accompanying documentation and provides user support to the user community.

DATEX II is a standardised e-language for traffic and travel data exchange between traffic control centres, traffic information centres and service providers. The European Commission describes the DATEX II standard as preferred in several Delegated Regulations supporting the ITS Directive and ITS Action Plan.

The aim is to improve the interoperability between traffic centres (national, international, urban, public and private) across Europe while reducing the costs and providing extra business opportunities for service providers and ITS industries. The DATEX II modelling of its parameters also enhances the ITS systems as such, not only the exchange of data between them. I.e. the same definition of parameters is used in centres all over Europe. This enables and improves the European wide harmonisation and coordination of ITS measures and ITS developments. Standardisation of the data model for both the data exchange and the parameters within ITS systems enables many more ITS industries to enter this market and thus create a level playing field. It also gives this industry a competitive advantage to companies from outside Europe.

The DATEX II organisation is hosted by CEDR. CEDR is the platform of the European National Road Administrations. In their aim to develop a sustainable ITS infrastructure, supporting their responsibilities as road operator, providing DATEX II a home was a natural step.

The DATEX II organisation is open to all stakeholders in the ITS industry. Depending on the level of active contribution each organisation can find a natural status in the DATEX II organisation.

Chapter 2 of these Rules and Procedures identifies the organisational entities (Bodies) of DATEX II and their tasks and responsibilities.

DATEX II consists of a set of documentation, data models, exchange specifications and supporting tools. These are collectively referred to as DATEX II Configuration Items.

Some Configuration Items are formally recognised as Standards products within the Standardisation processes of CEN (or CEN and ISO jointly), the European Standardization Organisation, and therefore their content is subject to the CEN/CENELEC Directives relating to how these Products shall be created and maintained. These are referred to as CEN Configuration Items or abbreviated to CEN CI.

All other Configuration Items conceptually are DATEX II products, and are referred to as DATEX II Configuration Items or abbreviated to DX2 CI.

Chapter 3 of these Rules of Procedure define the *Rules for version control and release management of DATEX II* artefacts which are not directly subject to the rules

of Standardisation by CEN (DATEX II Configuration Items) and how the Rules of Procedure relate to the CEN/CENELEC procedures for any relevant CEN product (CEN Configuration Item). In this chapter the DATEX II Configuration Items and other managed items are defined.

Chapter 4 describes the Change Management Process.

Chapter 5 describes the decision-making processes.

2. DATEX II and its Bodies

The DATEX II organisation is open to all stakeholders in the traffic and travel domain that want to participate in the development, maintenance and user support of DATEX II.

The organisation is built up with three primary types of bodies involved in the management of DATEX II. Each body has a different role to perform as described hereunder.

Two external organisations that have major influence on the management of DATEX II publications and with whom these Rules of Procedure have been aligned.

- CEN/TC278 and its Working Group 8
- European ITS Platform

The DATEX II organisation is structured in three layers and an advisory board:

1. The Steering Group, led by an SG Chair and an SG Deputy

The SG has the final responsibility for all decisions in the organisation. All active partners in the DATEX II organisation are member of the SG, as well as the TMG chair. The SG Chair and SG Deputy deal with the day-to-day strategical and tactical activities and represent the project in external contacts. They also represent the project in the contacts with the Commission.

The SG is advised by the TMG on technical matters. All deliverables and other formal documents need approval of the SG.

The SG is advised by the Stakeholder Advisory Board on strategical and tactical developments of the DATEX II organisation and standard in relation to its adjoining domain standards and users. The SG shall facilitate the **Stakeholder Advisory Board** (StAB). Stakeholders are actively invited to participate in the DATEX II Stakeholder Advisory Board by the SG.

2. The Technical Management Group, led by a TMG Chair and a TMG Deputy.

The TMG consists of technical experts that deal with the day-to-day management and development of the DATEX II standards, documentation and support. Members of the TMG are at least the Activity Leaders. The TMG is open to others to participate in the (mainly technical) meetings. TMG Chair and TMG Deputy deal with the day-to-day activities and represent the project on technical matters. The TMG reports to the SG. The TMG coordinates the cooperation of the Activities (where needed) and monitors technical progress and the quality of the deliverables.

3. The Activity teams, led by Activity Leaders.

Members of these teams are the experts from the different DATEX II partners and other organisations that actively participate in the Activities. The Activity Leaders are responsible for the work and the deliverables in their Activity; for the technical reporting to the TMG and for the coordination with other Activities (where needed) in the TMG or directly with the other Activities. For each desired output a milestone or deliverable is defined, which is assigned to tasks.

4. Stakeholder Advisory Board (StAB)

Stakeholders are defined as: any public or private organisation with a stake in the DATEX maintenance and developments, independent of the level of active contribution to DATEX II.

The Stakeholder Advisory Board advises the DATEX II organisation on strategical and tactical developments of the DATEX II organisation and standards in relation to its (potential) users and adjoining domain standards.

Members of the StAB are decision makers, or senior experts, responsible for ITS information management and its technical realisation, in which ITS standards are of relevance.

Objective of the StAB: Remain connected to advices and requirements from and the new developments in the outside world. The StAB is a platform to share knowledge and receive feedback on new developments and dovetail on relevant issues or new developments.

Responsibilities:

StAB and its members have limited tasks:

- Provide clear points of contacts for DATEX to the DATEX II organisation.
- Maintain a mailing list (minimal 2 times a year a newsletter).
- Respond (voluntarily) to requests and surveys of DATEX II
- Provide (asked for or not) advices to the DATEX II organisation, both on strategic, organisational and technical level.

Foreseen is one StAB meeting per year, where StAB members can meet and discuss and where DATEX II can explain its progress in the last year and its plans for the next year.

The StAB shall be facilitated by the SG. Stakeholders are actively invited to participate in the DATEX II Stakeholder advisory board by the SG.

2.1. Relation to EU funded Actions

In case the European Commission funds activities on DATEX II, the DATEX II partners participating in a proposal to receive funding from such a grant, shall sign a Cooperation Agreement, settling all requirements put on the beneficiaries of such a grant in order to achieve the goals of the related funding. This cooperation agreement shall respect and re-use the DATEX II organisational structures as described in these Rules of Procedure.

These Rules of Procedure do not address decision making in relation to the decisions in the consortia that sign a Grant Agreement with the European Commission. Notwithstanding this, the partners in such a grant will recognise the standing processes and procedures to achieve the global aims of DATEX II.

2.2. DATEX II Steering Group (SG)

The DATEX II SG is the decision-making body of the DATEX II organisation. It does not intervene with the decision-making process of CEN.

SG takes final decisions; they can override decisions taken by the Technical Management Group (TMG) and give feedback for reconsideration.

2.2.1. SG responsibilities

The final work plan for the SG and TMG, all deliverables and the budget division, based on the budget indications from the TMG need approval from the SG. The SG has to take the strategic decisions for the TMG work, on new developments and organisational structure. The SG works on strategic work items like stakeholder management, the DATEX II user forum and an organisational road map.

2.2.1.1. SG support:

The Central Coordination Team (CCT) supports the SG chair. The Central Coordination Team is constituted out of SG Chair, SG Deputy; preferably 2 SG members and Grant Coordinator(s) if any (if this is not the same organisation as the Chair).

The CCT will provide support on the following (sub)tasks:

- Preparation and processing of meetings and decisions
- Development of the tactical and strategic vision of DATEX II
- Liaison with and outreach to new and existing members and stakeholders
- Contact stakeholder advisory board
- Projectmanagement
 - Monitoring
 - Budget
- Communication strategy
- Formal contact point to EC

2.2.2. SG Membership

2.2.2.1. SG Voting members

All organisations that commit and spend a reasonable amount of resources (independent of the funding source of these resources) to the active development, maintenance and user support of DATEX II have the right to vote in the DATEX II Steering group. It is up to the SG to determine the minimum amount of resources required to become a voting member. This is independent from the way these resources are funded.

Resources available can be co-funded by European Commission support. In case of EU co-funding, the organisations participating in an active way in such funded programs have a vote in the SG as managed by this RoP.

The Chairman of the SG holds a register of the Voting members of DATEX II. This register is published on the DATEX II website

2.2.2.2. *SG Observers*

SG observers are organisations that want to follow closely the active contributors to DATEX II, but are not actively contributing.

2.2.3. **SG roles**

2.2.3.1. *Chairperson of the SG*

The voting members of the SG choose a chairperson, following the rules as laid down in chapter 5 of these Rules of Procedure.

The SG Chairperson deals with the management of day-to-day activities and represents the project in external contacts. He also represents the DATEX II organisation in the contacts with the European Commission, an important stakeholder in DATEX II. (For efficiency purposes, the SG Chair coincides with the Coordinator of the major EU funding program 2016-2020).

2.2.3.2. *Deputy Chairperson of the SG*

The voting members of the SG choose a deputy chairperson following the rules as laid down in chapter 5 of these Rules of Procedure.

The deputy chairperson supports the Chairperson of the SG in his activities and acts as Chairperson in case the Chairperson cannot act as such for a longer period of time. The deputy acts as Chair of meetings if requested by the Chair, or in situations where the functioning of the Chairperson himself is on the agenda.

2.2.3.3. *Chairperson of the TMG*

The voting members of the SG choose a Chairperson and a deputy Chairperson of the TMG following the rules as laid down in chapter 5 of these Rules of Procedure.

2.2.4. **SG decision-making**

Decisions of the SG are taken following the rules in this paragraph.

- 1) Decisions of the SG are taken by reaching consensus on issues. If this is not possible a voting shall take place. Voting is done to reach decisions on issues raised to the SG.
- 2) Each Voting Member shall have one vote, provided no Member State shall have more than one vote.
 - a) If Voting Members of a participating Member State cannot reach a position of unanimity, an Abstained vote shall be registered.
- 3) An absent Voting Member can make its position made known to the SG before the voting takes place. The position must be stated in writing to the SG chairperson. The SG chairperson has to take care that this position is represented in the voting.

- 4) An absent Voting Member can commission another Member to vote. The commissioning must be stated in writing to the SG chairperson before the voting takes place.
- 5) The vote of an absent Voting Member who did not make his position known on a topic, is considered to be absent.
- 6) Absent votes shall have no influence on the outcome of voting on a topic.
- 7) Voting sessions can be done two ways:
 - a) during SG meetings
 - b) via e-mail on the SG mail reflector
- 8) Proposals should be formulated in a way that the voting options are:
 - i) In favour,
 - ii) Reject,
 - iii) Abstain.
- 9) Decision making in the SG is based on simple majority, unless clauses in these Rules of Procedure, stipulate otherwise. A simple majority means that more than half of those voting in favour or reject are in favor of the proposal.
- 10) To achieve quorum for a valid SG decision with a simple majority, at least 50% of the Member States that are entitled to vote in SG decision making, must have expressed an affirmed position (i.e. in favour, reject or abstain).
- 11) SG decisions concerning the opting in and opting out of Voting Members are taken by qualified majority in favor. A qualified majority is defined as at least $\frac{3}{4}$ of the Member States that are entitled to vote in SG decision making, must have expressed an affirmed position (i.e. in favour, reject or abstain).
- 12) To achieve quorum for a valid decision on the opting in of new Voting Members, at least $\frac{2}{3}$ of the Voting Members that are entitled to vote must have expressed an affirmed position (i.e. in favour or reject).
- 13) If a voting is undecided, a new round of voting is started. If this second voting is undecided as well, the vote of the Chairperson is decisive.

All members of the DATEX II organisation shall agree with the outcome of the voting process and continue to fulfill their obligations under the agreed workplan.

2.3. DATEX II Technical Management Group (TMG)

The TMG consists of technical experts that deal with the day-to-day management and development of the DATEX II specifications, which includes user support and user feedback via the DATEX II website, as well as all technical work required in preparation of the DATEX II standardisation. TMG therefore works in close cooperation with CEN/TC278 WG8 and all other standardisation groups that might in the future become important for DATEX II. Especially ISO/TC204 WG9 is of relevance, although the formal relation is managed by CEN TC278/WG8.

2.3.1. TMG Membership and rights

The SG determines about the status of an organisation within the TMG. An organisation can either be:

- TMG Active Contributor
- TMG Observer

All TMG Active Contributors have a seat and a vote in the TMG. This vote is independent of the funding of the resources to contribute actively.

When specific topics are funded by EU Commission grants, arrangements stemming from the related Grant Agreement will be respected by the TMG.

In specific situations, organisations that have a formal relation to a specific topic only could be restricted to have voting rights on these topics, by SG decision.

2.3.1.1. TMG Active Contributors

All organisations that commit and spend a reasonable amount of resources (independent of the funding source of these resources) to the active development, maintenance and user support of DATEX II can participate in the TMG as an Active Contributor.

The Chairman of the TMG holds a register of the Voting members of the TMG of DATEX II. This list is published on the DATEX II Website

2.3.1.2. TMG Observers

TMG observers are organisations that want to follow closely the active contributors to DATEX II, but are not actively contributing.

2.3.2. TMG organisation

The TMG is at least populated by its Chairperson and Deputy Chairperson and the Leaders of the Activities.

Chairperson and Deputy Chairperson are installed by the SG

2.3.3. TMG roles

2.3.3.1. Chairperson of the TMG

The voting members of the SG choose a chairperson of the TMG.

The TMG Chair deals with the management of operational day-to-day activities and represents the project in external contacts.

2.3.3.2. Deputy Chairperson of the TMG

The voting members of the SG choose a deputy chairperson.

The deputy chairperson supports the Chairperson of the TMG in his activities and acts as Chairperson in case the Chairperson cannot act as such for a longer period of time or in case the TMG Chair asks him to.

2.3.3.3. Chief Technology Officer of DATEX II

The Chair and Deputy Chair can appoint a CTO, who is delegated responsible for the content decision making of the DATEX II technical parts in relation to the agreed work plan. This role is by preference combined with the deputy chairperson role

2.3.4. **TMG Objectives:**

- To support DATEX II partners in technical improvement and adaptation of DATEX II.
- To support the implementing user community of DATEX II with the appropriate support in terms of documentation, advice and help.
- To facilitate the liaison with stakeholders on the development of DATEX II.

2.3.5. **TMG Decision making**

The TMG strives to consensus building, taking into account the interests of all DATEX II partners. Further details of the arrangements of the decision-making process are managed by Chapter 5 of these DATEX II Rules of Procedure.

2.3.6. **Responsibilities:**

The TMG is responsible for:

- coordination of results of activity items and division of work to achieve the agreed milestones and deliverables from the annual work plan
- the annual work plan proposal to the SG containing
 - per activity the milestones, deliverables and tasks to achieve for the next year
 - the resource allocation per partner to activities under supervision of TMG,
- at least 3 times per year monitor the progress on the approved work plan and report to SG
- the approval of deliverables from Activities
- Decision making on the technical content of the DATEX II configuration items.
- to forward to the SG: any proposals / decision requests / issues that need the support of SG decisions. SG approval is at least requested in relation to inclusion of new topics and major modifications of the work plan during the year and re-allocation of resources.

2.4. **CEN TC278 Working Group 8**

CEN – the European Standardization Organisation – is the leading standards development organisation in Europe (see www.cen.eu). **CEN Technical Committee 278** (CEN/TC278, see www.itsstandards.eu) addresses *Intelligent Transport Systems (ITS)*, and is responsible for the standardisation of the DATEX II data model. CEN/TC278, through National Standards Bodies' consultation and balloting, adopts new DATEX II standards or modifies existing standards. The actions of CEN, its Technical Committees and any of its Working Groups are controlled by CEN/CENELEC Directives.

The work of CEN/TC278 is supported by its **Working Group 8** (WG8) which consists of experts representing National Standards Bodies. WG8 manages the process of preparation of documentation for standardisation including drafting, comment resolution and recommendations for action and adoption by CEN/TC278. The scope of coverage of WG8 is currently aligned with that of DATEX II, where the DATEX II organisation manages the content of the standards, based on own input and CEN WG8 input, and WG8 manages the administrative part of the standardisation. All this in close cooperation.

2.5. ISO TC204 Working Group 9

ISO – the international Standardization Organisation – is the leading standards development organisation in the world (see www.iso.org). ISO **Technical Committee 204** (ISO/TC204) addresses *Intelligent Transport Systems (ITS)*, and is responsible for the standardisation of DATEX II Exchange.

WG 9 is working on the standardisation of traffic management (traffic information and control, etc.). Specifically, it is working on the systematisation of information and standardisation of communication systems between traffic management centres, between centres and roadside modules, and between roadside modules, to enable efficient data exchange and to provide information to outside organization.

CEN/TC278 WG8 manages the link with ISO TC204 WG9, where standardisation of the exchange of information between Traffic Centres is located. DATEX II Exchange specifications are managed via this link.

The DATEX II organisation manages the content of the standards, based on own input and CEN WG8 (including ISO TC 204 WG9) input, and WG8 manages the administrative part of the standardisation. All this in close cooperation.

2.6. European ITS platform

A strong liaison is required between international corridor projects and other stakeholder projects and the DATEX II organization, with a clear division of roles and responsibilities. One of the most important stakeholder organisations in this perspective is the European ITS Platform.

The objective of the DATEX II organisation is to ensure proper evolution of the DATEX II set of standards and specifications. DATEX II has established processes to use user requirements to serve as input for new developments. To ensure co-operation and dialogue between DATEX II and the European ITS Platform (EU-EIP) and to support the consensus building, EU-EIP and DATEX II signed a joint Memorandum of Understanding underlining the relevance of the cooperation.

3. DATEX II Configuration Items, Release Schedules and Other Managed Items

3.1. Structure

As mentioned in the introduction, DATEX II is built up of building blocks that are called Configuration Items. Certain elements of Configuration Items are directly related to other Configuration Items. Some Configuration Items form the Parts of the CEN DATEX II Standard (EN16157 and any subsequent standards), and the joint CEN/ISO DATEX II Exchange Standard (CEN/ISO TS19468 and any subsequent standards).

Changes to a Configuration Item may directly impact other Configuration Items. For example, changes to an DATEX II Configuration Item may impact a CEN Configuration Item as the DATEX II CI is directly abstracted to form content of the CEN CI.

Each Configuration Item has an Editor in Charge associated with it:

For all DATEX II Configuration Items the Editor in Charge maintains the master copy of the Configuration Item in a managed repository accessible to the DATEX II Technical Management Group and releases new and updated versions of the specific Configuration Item.

For all CEN Configuration Items the Project Editor shall maintain a source copy of the Configuration Item in a managed CEN CI repository, that has its own access regime, although the master copy is retained by CEN. CEN releases and publishes the formal versions of the CEN Configuration Items.

Future CEN or CEN/ISO standardisation Work Items may result in new Parts to the CEN or ISO Standard or a new Standard evolving. Each CEN Standard (or each Part of a multi-Part CEN Standard) is a CEN Configuration Item. Each CEN/ISO Standard (or each relevant Part of a multi-Part CEN/ISO Standard) is a CEN/ISO Configuration Item

3.2. Configuration Items

The DATEX II Configuration Items are defined in the Configuration Items List. The version available at the time of writing of this document is given in Annex A, and is version 2017-1. To enable the Configuration Item List to be updated without the requirement to re-release this document the latest version of the Configuration Item List will be provided on the DATEX II website (www.datex2.eu).

The version number of the Configuration Items List shall be incrementally increased upon each released version.

3.3. Release Schedule

The release schedule for revisions to Configuration Items will be part of a managed programme. The proposed release schedule for DATEX II Configuration Items is given in Annex B, and is version 1. To enable the release schedule to be updated without the requirement to re-release this document the latest version of the release schedule will be provided on the DATEX II website (www.datex2.eu).

The version number of the Release Schedule shall be incrementally increased upon each released version.

3.4. Other Managed Items

In addition to Configuration Items these Rules of Procedure shall be employed to manage other items. These other items are given in the List of Other Managed Items provided in Annex C, and is version 1. To enable the list of other managed items to be updated without the requirement to re-release this document the latest version of the List of Other Managed Items will be provided on the DATEX II website (www.datex2.eu).

The version number of the List of Other Managed Items shall be incrementally increased upon each released version.

3.5. Rules and Constraints

Rules and constraints have been developed to support a practical configuration management process that is adaptable to change, supports the rapid correct of critical errors, supports backwards compatibility and provides stability. The list of rules and constraints to be employed are given in Annex D, and is version 1. To enable the list of rules and constraints without the requirement to re-release this document the latest version of the list of rules and constraints will be provided on the DATEX II website (www.datex2.eu).

The version number of the List of Rules and Constraints shall be incrementally increased upon each released version.

4. DATEX II Change Management Procedure

This section provides a step by step description of the Change Management Procedure for the configuration items in DATEX II.

The steps of the Change Management Procedure are described as follows:

- Step 1 – User Initiation;
- Step 2 – Classification of Request for Change/Problem Identification by Activity 8;
- Step 3 – Logging of the Requested Change/Identified Problem;
- Step 4 – Response to requester;
- Step 5 – Seek the Solution;
- Step 6 – Inform the SG (and if appropriate WG8);
- Step 7 – Solution Decision;
- Step 8 – Revision of Configuration Items;
- Step 9 – Dissemination.

4.1. Step 1 – User Initiation

Users wishing to:

- request changes to Configuration Items or propose new features [*Feature Request*], or
- report an identifiable error [*Bug Report*]

should report through one of the following channels:

- By completing the reporting form given in the Issue tracker on the DATEX II web site (see www.datex2.eu).
- Via direct communication with the TMG.
- By reporting a problem or submitting a change proposal to members of the SG. In this case, the SG has a responsibility to ensure that the TMG is notified of the requested change and/or problem identified as soon as possible.
- Via any other channel, so long as the TMG is informed of the details of the requested change and/or problem identified. Note: this channel includes requests/comments originating from the standardisation community, which can be raised via CEN/TC278, WG8, or through the National Standardisation Bodies.

4.2. Step 2 – Classification of Feature Request or Bug Reports

The TMG shall classify the level of severity and urgency of the Feature Request/Bug Report. Four possible classifications exist. The classification determines the procedures to be followed.

Class A - Critical

Class A indicates that a Bug Report has identified an issue of a severe nature, likely to result in immediate, fatal errors in the exchange of information using DATEX II.

A solution must be sought immediately and the solution published to the DATEX II community as soon as possible.

Class B - Normal

Class B indicates that a Bug Report has identified an issue of a serious nature, likely to cause significant problems for implementers. However, this issue is not considered to be a fatal issue in the exchange of information using DATEX II.

A solution should be sought as soon as possible. However, a release of the solution may, at the discretion of the SG (and if appropriate WG8), be withheld until the next version release of related Configuration Items.

Class C - Minor

Class C indicates that the Bug Report has identified an issue of a minor nature. However, this issue is not considered to be either critical or serious to the use of DATEX II.

A solution should be sought as soon as possible. However, a release of the solution shall be withheld until the next version release of related Configuration Items.

Class D – Feature Request

Class D indicates that a Feature Request has been made.

4.3. Step 3 – Logging of the Feature Request/Bug Report and solution progress

The TMG shall use an issue tracking system, accessible via the DATEX II website.

All submitted Feature Request/Bug Reports shall be logged, with an assigned unique reference number.

This issue tracking system supports provision of information to all stakeholders on the status of request handling and progress through the Change Management Process.

4.4. Step 4 – Response to User

As soon as possible following receipt of a Feature Request/Bug Report the TMG shall respond to the requester (via the DATEX II website's issue tracking facility).

The text of the response shall contain at least:

A reference field containing the unique reference number, as per Step 3, that shall be used on all correspondence concerning this issue, and indication of the class allocated during Step 2.

Information on next steps to be followed in the Change Management Process.

4.5. Step 5 – Seek the Solution

The TMG (and if appropriate WG8) shall examine the issue raised and seek a suitable solution. Various possibilities exist ranging from a recommendation that the

issue need not be addressed through to a fundamental revisiting of sections of DATEX II which could impact multiple Configuration Items.

The outcome of this examination shall be a description of any changes required in sufficient detail to be fully discussed by the TMG (and if appropriate WG8).

The TMG may put a request to the SG for additional resources, apart from the allocated budgets, in order to reach a solution to the raised issue.

Notes – The TMG is responsible for carrying out the process as described in these Rules of Procedure (RoP) concerning 'Change control and Release Management'.

TMG will review all proposals for changes and amendments and all extensions that are uploaded on the DATEX II website regarding completeness, compatibility with the current DATEX II Configuration Items or other proposed extensions (where applicable) and the impact on existing implementations.

Note: There may also be demand by stakeholders to upload extensions that are not intended to be requests for latter inclusion in DATEX II Configuration Items.

This review results in a Review Report, including an expert advice to the SG whether the new topic could be added to DATEX II and whether this change request should be handled as a Major Change or not. This Review Report is available 3 months after reception of the final proposal.

4.6. Step 6 – Inform the SG (and if appropriate WG8)

The TMG shall inform the SG (and if appropriate WG8) of issues raised and foreseen actions/solutions/decisions. The process of informing the SG (and if appropriate WG8) may adapt to the severity of the issue raised.

In case of:

- Class A issues (Critical), the SG (and if appropriate WG8) will be informed as soon as practically possible, in order for an agreed solution to be reached expeditiously.
- Class B, C and D issues, the SG (and if appropriate WG8) should be informed on a periodic basis (such as at appropriate meetings or when needed via e-mail).

4.7. Step 7 – Solution Decision

The SG (and if appropriate WG8) shall review the decisions and/or requests for resources of the TMG. The primary decision making body on issues is the TMG, if the required budgets are available. In case no budget is available or major impact is foreseen, approval from SG shall be asked. All this taking into account that he proposed changes to the extent that each Body has the ability to decide upon specific DATEX II Configuration Items – see Section 6 for further details.

If the proposed solution is not acceptable, the TMG shall return to Step 5 of this process (and make suitable amendments to the log in Step 3) – if the SG (and if appropriate WG8) decides that action is required.

Move forward to step 8 once a proposed solution is accepted (if appropriate also by WG8) to the extent that each Body has the ability to decide upon specific DATEX II Configuration Items. *Note: changes to adopted CEN Configuration Items are formally decided by CEN/TC278 WG8 and might require filing a CEN work item proposal.*

4.8. Step 8 – Revising Configuration Items

With agreement from Step 7, the TMG (and if appropriate WG8) will undertake modifications to the Configuration Items. Depending on the severity of the issues raised modifications will be:

- Class A (Critical) – Entered into an erratum and a revised version of the Configuration Items or work around documentation – for immediate release on the DATEX II website.
- Class B (Normal), C (Minor) and D (Feature Request) – Entered into a revised version of the Configuration Items in the managed DATEX II repository ready to be included in the next release.

In case of required modification of CEN Configuration Items, the TMG shall transmit the necessary elements in order to initiate the modification process in the relevant standardisation bodies.

In case of new CEN Configuration Items, CEN/TC278 WG8 will prepare a new CEN work item proposal for development of a new Standard or new Part to an existing Standard. WG8 shall notify the TMG, to inform and involve SG/TMG members in the process who are not in WG8.

A proposal for a work item (either at CEN or joint CEN/ISO) requires the active support of at least 5 CEN Member National Standardisation Bodies and, is preferably supported by SG and being taken on board in the TMG work programme. Where there is sufficient support within CEN, the WI will start according to CEN and/or ISO time frames. Where there is not sufficient support within CEN or ISO, the WI will not start.

Alignment and coordination of work between WG8 and SG/TMG will be needed when both groups support the work.

In the case that SG/TMG does not support the work, WG8 members should have secured their own resources to complete the task.

Note: A WI will result in a CEN or ISO draft: Technical Report (TR), Technical Specification (TS) or full European Standard (EN). This draft will be subject to CEN or ISO procedures following their respective Directives. SG/TMG members are not involved in this process but they can express their comments through their National Standardisation Bodies as input to formal enquiries/reviews of the draft(s).

4.9. Step 9 – Dissemination

Dissemination of the proposed changes will be undertaken by the TMG. This will either be:

- Class A (Critical) – as an immediate urgent warning to all known stakeholders via the website and mail reflectors and subscribers to relevant newsletters and issue tracking systems. Where possible, users will be contacted by the TMG, informed of the issue identified and the common solution to be adopted.
- Class B, C and D – during the normal course of the release of a revised version of the Configuration Items. In this case, notice of proposed changes or new features of the new release of the Configuration Items could be made available through the website.

Where agreed modifications will be proposed to CEN Configuration Items, decisions on the dissemination of information about the proposed changes will be made, in cooperation with the standardisation bodies.

5. Decision making

5.1. Decision Making - General

1. The decisive body on maintenance of:
 - DATEX II Configuration Items is the Steering Group of DATEX II (SG) in relation to inclusion and exclusion of new topics and new Configuration items and the available resources. The TMG is responsible for decisions on the technical content of the Configuration Items, as long as these fit within the available resources and active annual work plan.
 - CEN Configuration Items is the CEN with delegated responsibility to CEN/TC278. CEN/TC278 is advised by its Working Group 8 (WG8).
 - For CEN/ISO Configuration items it is either ISO/TC209 or CEN/TC278, driven by the standing arrangements between ISO and CEN.
2. Where changes to an DATEX II CEN or CEN/ISO Configuration Item will result in the need for change within these Configuration Items respectively, the TMG and WG8 must reach agreement on any changes that are proposed to be implemented.

5.2. Forms of Change

5.2.1. Major Changes

Major Changes include:

- Type 1 – Changes to DX2 CI2 or DX2 CI5 that do not create change in CEN Configuration Items, which cause a break of backward compatibility. Note - bug fixes are no reason to release a Major change.
- Type 2 – Inclusion of new (types of) information packages in DX2 CI2 that do not create change in CEN Configuration Items.
- Type 3 – Changes to the CEN Configuration Items and Configuration Items DX2 CI1, DX2 CI 2 and DX2 CI5, which cause a break of backward compatibility.

Note – any form of change to CEN Configuration Items is considered to be a Major Change.

5.2.2. Minor Changes

All other forms of change shall be considered to be Minor Changes.

5.3. Decision Making – DATEX II Configuration Items

1. Decisions of the SG and TMG are taken by reaching consensus on issues. If this is not possible a voting shall take place. Voting is done to reach decisions on issues raised to the SG.

2. Each participating Member State shall have one vote on each voting topic. Where a participating Member State has more than one representative present, only one vote shall be cast.
 - a. If representatives of a participating Member State cannot reach a position of unanimity, an Abstained vote shall be registered.
3. An absent participating Member State can make its position made known to the Chairperson responsible for the voting, before the voting takes place. The position must be stated in writing to the Chairman. The Chairperson has to take care that this position is represented in the voting.
4. The vote of absent Member States who did not make their position known to the responsible Chairperson on a topic, is considered to be abstained.
5. Voting sessions can be done two ways:
 - a. during body meetings
 - b. via e-mail
6. Proposals should be formulated in a way that the voting options are:
 - In favour,
 - Reject,
 - Abstain.
7. Different forms of decision will require different levels of support in the DATEX II organisation. The majorities mentioned below are based on votes expressed.
8. Abstained votes shall be ignored and do not influence the outcome of a vote.
9. At least 50% of the available votes should be either In Favour or Reject to achieve quorum for a valid DATEX II decision (i.e. a majority of participating Member States must have expressed an affirmed position).
10. If a voting is undecided, a new round of voting is started. If this second voting is undecided as well, the proposal is rejected.

Major changes (with no impact on CEN Configuration Items):

When Major Changes (Type 1 and 2) are proposed (DATEX II Configuration Items with no impact on CEN Configuration Items), the SG is the decisive body.

1. The SG will decide on these major changes within two months after the Review Report of the TMG is finalised.
2. The required majority in the SG for inclusion of Major Changes (DATEX II Configuration Items with no impact on CEN Configuration Items) is 75%.
3. When the required majority for the change is met, the TMG will include the accepted changes into the DATEX II release management process in line with the release roadmap that is decided upon by the SG.

4. When a major change affects backward compatibility with previous versions of DATEX II, the TMG will inform on this in the release notes accompanying the new version.
5. A major change can also contain end of life decisions for certain parts of DATEX II. With decisions on this type of change, the deprecation period will be included in the release schedule determined upon by the SG.

Major changes (with impact on CEN Configuration Items)

When Major Changes are proposed that have impact on CEN Configuration Items, the following processes shall be followed.

The result of an SG decision (see below) forms the basis of a recommendation to CEN/TC278 Working Group 8.

If both SG and WG8 agree with the recommendation that some form or change, addition or deletion is preferred consideration needs to be given on the process and timing implications for any change across all affected Configurations Items. For CEN CI which has reached a stable in standardisation, consideration shall be given by WG8 for the requirement to promote new versions or revisions or amendments or corrigenda of the standard as provided for under the CEN/CENELEC Directives.

Acceptance of a recommendation by either SG or WG8 requires acceptance by the other party to be promoted. Due to the consensus-led processes of CEN it cannot be assumed that a jointly accepted recommendation will be accepted by the wider CEN community.

A major change that affects the contents of the current CEN Standard (a CEN Configuration Item) will be prepared by TMG with notification of WG8. This is:

- to inform and involve WG8 members in the process who are not in SG/TMG
- to align the proposal in early stage with CEN requirements.

Such a major change can originate from TMG, WG8 or TC278 as result of a formal enquiry/review of the DATEX II Standards. It shall be noted that CEN decisions could be opposite to the DATEX II organisations position. All have a joint responsibility to come to a common position.

SG voting on a Major Change affecting CEN Configuration Items:

- After a *positive* SG vote, the proposal will be taken up by WG8 and be led through CEN procedures. The outcome of CEN votes indicate different actions:
 - After a *positive* CEN vote the change will be incorporated in the CEN Configuration Items (both the DATEX Configuration Item and the CEN product) according to its release planning.
 - After a *negative* CEN vote, all related information/comments will be fed back to SG/TMG for further analysis and consensus.
- After a *negative* SG vote, the proposal will not be forwarded to WG8. Instead, SG/TMG will seek further consensus on the proposal.

Note - Due to the nature and rules of consensus-led standards development undertaken in CEN, comments, requests for enhancements, concerns etc may be presented to CEN via any of the CEN Member National Standardisation Bodies or through liaisons. Where these items relate to DATEX II and would in the opinion of CEN/TC278 be worthy of further consideration these shall be transmitted to the SG of DATEX II and shall be subject to joint consideration by SG and the Working Group 8 of CEN/TC278.

Minor changes (with no impact on CEN Configuration Items)

When Minor Changes are proposed (DATEX II Configuration Items with no impact on CEN Configuration Items), the TMG is the decisive body.

1. All decisions on Minor Changes (DATEX II Configuration Items with no impact on CEN Configuration Items) are made by simple majority.
2. The TMG decides on changes within three months after the Review Report of the TMG is finalised.
3. The TMG informs the DATEX II user community via the DATEX II website at least twice a year on the decisions it has taken.

Annex A – Configuration Item List

This Configuration Item List is version 2.

Note: To enable this Configuration Item List to be updated without the requirement to re-release this Rules of Procedure document the latest version of the Configuration Item List will be provided on the DATEX II website (www.datex2.eu).

The DATEX II Configuration Items comprise:

1. Methodology DATEX II Content Model (**DX2 CI1**)

Relationship to CEN Standard: Part 1 of the CEN Standard (Context and framework) is derived from this document (CEN CI1)

2. Platform Independent Data Model (PIM) (**DX2 CI2**)

(often referred to as DATEXII Data model)

Relationship to CEN standard:

- *The Situation package with the SituationPublication* forms the basis of Part 3 of the CEN Standard (**CEN CI3**)
- *LocationReferencing* package with *LocationReference* and *PredefinedLocationsPublication* form the basis of Part 2 of the CEN Standard (**CEN CI2**)
- *Common* package contains all Classes, DataTypes and Enumerations that are used in more than 1 part of the CEN Standard. It forms the basis of Part 7 of the CEN Standard (**CEN CI7**)
- *RoadTrafficData* with the *MeasuredDataPublication*, the *MeasurementSiteTablePublication* and the *ElaboratedDataPublication* form the basis of Part 4 of the CEN Standard (**CEN CI4**)
- The *VMS* package, with the *VmsPublication* and the *VmsTablePublication* form the basis of Part 5 of the CEN standard (**CEN CI5**)
- The *Parking* package, with the *ParkingStatusPublication*, the *ParkingVehiclesPublication* and the *ParkingTablePublication* form the basis of Part 6 of the CEN standard (**CEN CI6**)

3. Methodology DATEX II Exchange (**ISO CI3**)

4. Exchange Platform Platform Independent Models (PIMs) (**ISO CI4**)

- The DATEX II Exchange PIM for information delivery (**ISO CI4a**)
- The DATEX II Exchange PIM for simple information delivery (**ISO CI4b**)
- *The DATEX II Exchange PIM for Collaborative ITS Services – CIS* (**ISO CI4c**)

5. Exchange Platform Platform Specific Models (PSMs) (**ISO CI5**)

- The Full Pub Sub (**ISO CI5a**)
- Simple information delivery (**ISO CI5b**)
- Simple pull (**ISO CI5c**)
- Simple push (**ISO CI5d**)
- CIS support

6. Tool to generate schemas (incl. sources) (**DX2 CI3**)

Relationship to CEN standard: none

7. XML Schema (**DX2 CI5**)

Relationship to CEN standard: parts of the overall schema are normative annexes in the CEN documents. With version 3 the overall XML schema will not be published

anymore. Prepackaged schema sets per CEN part are managed as configuration items.

- Prepackaged schema set for Location Publication (**DX CI3a**)
- Prepackaged schema set for Situation Publication (**DX CI3b**)
- Prepackaged schema set for Measured Data Publication (**DX CI3c**)
- Prepackaged schema set for VMS Publication (**DX CI3d**)
- Prepackaged schema set for Parking Publication (**DX CI3e**)
 - o Prepackaged schema set for Truck Parking Publication (**DX CI3f**)

8. DATEX II extension guidelines (**DX2 CI6**)

Relationship to CEN standard: none

9. DATEX II profiles (**DX2 CI7**)

- a. DATEX II profiling guidelines (**DX2 CI7a**)
- b. DATEX II user guidelines for the use of recommended profiles in relation to the EU delegated acts on ITS. (**DX2 CI7b**)
- c. Recommended profiles for EU Delegated Act C 886 (SRTI) (**DX2 CI7c**)
- d. Recommended profiles for EU Delegated Act B 962 (RTTI) (**DX2 CI7d**)
- e. Recommended profiles for EU Delegated Act E (truck parking) (**DX2 CI7e**)
- f. Recommended profiles for EU Delegated Act A(Multimodal) (**DX2 CI7f**)

10. Documentation on DATEX II standard (**DX2 CI8**)

In addition, DATEX II comprises a supporting documentation set (with no relationship to CEN standards), which also are DATEX II Configuration Items. This DATEX II documentation comprises guidelines and supporting documentation. The guidelines and supporting documentation are:

Guidelines

- User guide (**DX2 CI8a**)
- Software developers guide (**DX2 CI8b**)
- Schema generation tool guide (**DX2 CI8c**)

Supporting documentation

- Data definitions (data dictionary) (**DX2 CI8d**)
- Release notes (**DX2 CI8e**).
- Profiles (DX2 CI8f)
 - o National profiles
 - o Dedicated purpose profiles
- Example messages (**DX2 CI8g**)

11. Rules of Procedure for change control and release management of DATEX II (**DX2 CI9**)

This document itself.

Annex B – Release Schedule

This Release Schedule is version 1.

To enable the release schedule to be updated without the requirement to re-release this Rules of Procedure document the latest version of the release schedule will be provided on the DATEX 2 website (www.datex2.eu).

Indicative Release schedule

- Major releases every 3 to 5 years, aiming at CEN standardisation
- Minor releases every year
- Subversions – 2 per year (bug fixing only)

Note 1: It is recognised that new parts of the CEN standard may lead to a major release. This kind of releases may occur more frequently than every 3 to 5 years as stated above. However, existing functions will not be modified, unless explicitly mentioned.

Annex C - List of Other Managed Items

This is the List of Other Managed Items is version 1.

To enable the list of other managed items to be updated without the requirement to re-release this document the latest version of the list of other managed items will be provided on the DATEX 2 website (www.datex2.eu).

The following items will be managed under these Rules of Procedure:

“Data repository” containing

- Extensions
- Bug reports
- Feature requests

Annex D – Rules and Constraints

The list of rules and constraints is version 2.

To enable the list of rules and constraints to be updated without the requirement to re-release this Rules of Procedure document the latest version of the list of rules and constraints will be provided on the DATEX 2 website (www.datex2.eu).

The following rules and constraints exist:

DATEX II parts and the DATEX II PIM

New Feature Requests

New topics can only be included into DATEX II when certain requirements have been met.

New Feature Requests must:

- Be submitted in writing, and
- Be one of the following:
 - Be a fully worked out proposal in terms of an extension on the data model that fulfils all of the new topic requirements,
 - Be a completely described exchange PSM for a new platform, or
 - Be a request to DATEX II TMG to work out certain aspects of data exchange. This kind of request can only be done by international stakeholder communities in the ITS domain such as EU-EIP and C-Roads. Preferably such work is supported by an MoU providing the responsibilities of the partners involved.

Except where otherwise limited New Feature Requests can be received from:

- Individual stakeholders,
- Representatives of Member States and European Projects, or
- Any source via a National Standardisation Body

For New Feature Requests the TMG will respond to the initiator of the request within 3 months after the application is received with details of whether the proposed change will be accepted or not and details of its implementation in DATEX II Configuration Items. TMG and SG Chair will always align the response considering strategical-, tactical- and resource policies.

If there is more than one request for inclusion of a new topic from different stakeholders, the TMG will manage the harmonisation of the details of the different requests so that it results in one proposed harmonised DATEX II update.

The DATEX II TMG will support this procedure by providing information on the available extensions, facilitating discussions on line on the extensions. TMG and SG will communicate via the DATEX II website and e-mail with their stakeholders on progress.

If the TMG recognises valuable extensions, or a request has been received, TMG activity 8 will elaborate the request further. If the request needs additional work this will be assigned to an Activity by the TMG of DATEX II. Such allocation can only be done based on an SG decision allowing to spend resources on this.

Definition of backward compatibility requirements

Backward compatibility means that data sets based on former versions of DATEX II may still be processed by systems based on newer versions of DATEX II.

Major versions shall have a consistent value for the *modelBaseVersion* tagged value. A separate tagged value *version* shall contain the full version number comprising the major version + '.' + minor version, e.g. "3.0". Changes to the version attribute will not impact the XML schema structure, whereas changes to *modelBaseVersion* will. Since it is only the major version that determines the schema namespace, all rules dealing with this version are changed to refer to the major version number only.

Minor version updates between major revisions of Configuration Items shall be restricted to:

- Modifying documentation.
- Modifying definitions (this may change XML annotations, but the reference is defined as the XML schema without annotations).
- Extension package(s) with the EU approved status that cover Level B and C extensions being submitted for future integration in the standard and approved by DX2 TMG/SG and WG8 as future work items

Requirements concerning Data Modelling Methodology and Data model

Changes and modifications should at least comply with the following requirements:

- The Platform Independent Model and methodology:
 - o Fully backwards compatible with content of CEN Configuration Items OR a fully described conversion mechanism, (if it changes existing structures (mandatory))
- For Location referencing methods that are used within the data model:
 - o Fully backward compatible with content of CEN Configuration Items OR a fully described conversion method;
 - o When location referencing methods are developed, which are not in the framework of other technology standardisation processes, a proposal for standardisation has to be part of the request;
 - o Full description of required changes to the information coding and/or other topics in the CEN Configuration Items.

Requirements concerning Data PSM

- Compliant to supported platforms for encoding in the DATEX II Configuration Items;
- When applicable (to be decided by TMG and if appropriate WG8) conversion mechanisms to current Technical topics;
- Full description of required changes to the other topics in the DATEX II Configuration Items.

New PSMs could impose further restrictions on the PIM modelling methodology. Any such restrictions would have to be fully explained and justified.