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Annual Activity Plan and Budget for the years 2013 and 2014

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This is a public document.

Note on acronyms and references

For explanation of acronyms, see section 6. References to documents are indicated by a number between square brackets, and listed in section 7.1.

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1 Introduction

This document describes the Annual Activity Plan and the Budget of TN-ITS, covering the years 2013 and 2014. It is based on the following supporting documents:

1. *Transport Network ITS Spatial Data*, TN-ITS Fact Sheet, version of 16 May 2013 [1].
2. *Transport Network ITS Spatial Data (TN-ITS) - Policy Paper*, version of 16 May 2013 [2].
3. *Terms of Reference*, Transport Network ITS Spatial Data (TN-ITS) Deployment Platform, version of 16 May 2013, adopted at The inaugural TN-ITS General Assembly, held in Dublin on 5 June 2013 [3].
4. *Memorandum of Understanding for a common framework exchanging ITS spatial data between Public Authorities and third parties*, the TN-ITS MoU, version of 16 May 2013 [4].
5. *Deployment of ITS map data exchange between public authorities and third parties*, eMaPS project, deliverable D2.5 part 1, author M. Flament, paper on route to deployment, draft version 1.0. 22 November 2012, ERTICO, Brussels, Belgium. [5]
6. All past minutes of the TN-ITS constituency (iMobility Forum Digital Maps Working Group and the EU-funded eMaPS project).

Section 2 of this document provides a short introduction to TN-ITS.

This document may be subject to change, due to decisions of the TN-ITS Board. At all times the most recent version will be available from the TN-ITS web site.

2 Short introduction to TN-ITS

The Transport Network ITS Spatial Data Deployment Platform, or TN-ITS for short, is concerned with the exchange of ITS related spatial data (geographical data that are stored in a digital map database) between ITS data owners, i.e. public road authorities and other road operators (further together called "road authorities"), on one side, and road data users on the other side, including providers of ITS digital map databases. ITS applications for enhancing safety, efficiency and comfort of road transport require a highly up-to-date road network database. To keep their map databases up-to-date, map providers need to cooperate closely with road authorities. The basic thought is that road authorities make or decide on the changes to the road network, both layout and attributes, and that they are therefore the most efficient source for information on such changes. Once a road authority stores and maintains its road network data in a digital system, retrieval of any changes entered would be straightforward, and the map providers (and other road data users) could receive immediate updates. As the digital systems used on the side of road authorities will be diverse in nature (in terms of GIS and data model), a harmonised approach is needed. The mission of TN-ITS is to foster such approach by providing a standardised exchange infrastructure for road network spatial data, and by providing road authorities and road data users with a platform to join forces and exchange ideas on the topic of the exchange of ITS spatial data.

TN-ITS was founded on 5 June 2013 at its inaugural General Assembly. Current members include the road authorities of Norway, Sweden, Finland, Flanders, Ireland and the United Kingdom, and the map providers TomTom and HERE (former Nokia/NAVTEQ).

TN-ITS evolved from work carried out in the EU-funded project ROSATTE, which aimed at establishing an efficient and quality-ensured process for the intended data exchange, with a focus on changes in the concerned attributes rather than full data sets.

Most of the activities of TN-ITS will take place within its working groups. TN-ITS currently has five working groups. For details on the working groups, see section 4 of this document. Important topics at the onset of TN-ITS are location referencing (WG1) and standardisation (WG2). From the results of ROSATTE it became clear that current methods for map-based location referencing, which were mainly developed for traffic information, are sometimes insufficient for the intended data exchange, which requires high precision of location information. The ROSATTE specification [6] defines the intended data exchange framework. For alignment with the existing INSPIRE spatial data infrastructure and services for data publishing and data discovery, it will be embedded in INSPIRE as an extension for ITS spatial data of the theme Transport Networks (TN), while adding elements that are essential for ITS spatial data but not currently offered by INSPIRE, such as maintenance of the data, quality control and location referencing. In parallel, the ROSATTE specification will be developed into a CEN Technical Specification, inclusive the INSPIRE elements.

The mission TN-ITS directly contributes to the implementation of priority actions 1.2 and 1.3 of the ITS Action Plan. The work of TN-ITS is supported by DG MOVE of the European Commission.

3 Review of the TN-ITS Roadmap

Figure 1 shows the roadmap for the creation of the TN-ITS platform, and for establishing the operational working groups under TN-ITS. Although the figure was prepared at the end of the ROSATTE project, is still quite actual. The red line shows the current situation. Instead of the term "ROSATTE Platform" the new name "Transport Network ITS Spatial Data Deployment Platform" (or TN-ITS for short) should be read.

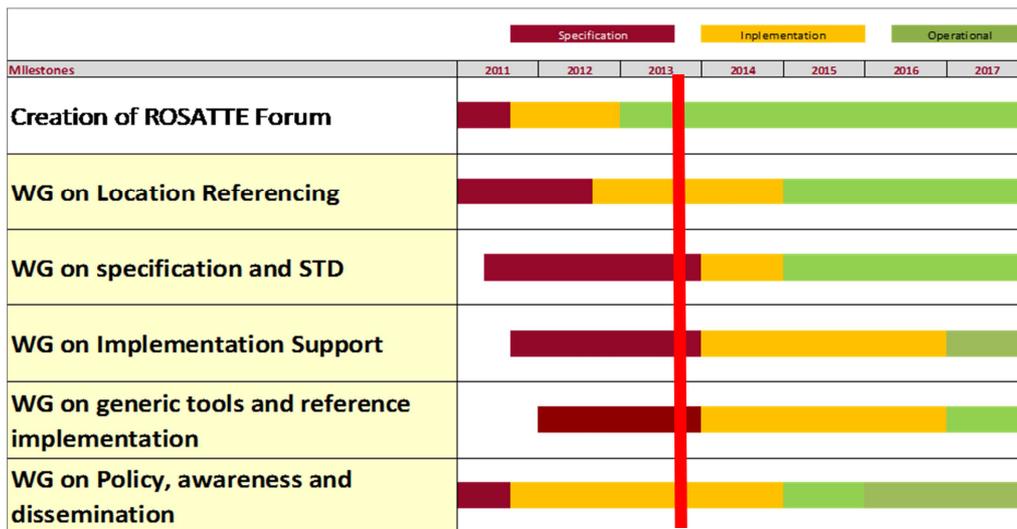


Figure 1 - Roadmap for the WG activities as identified in the ROSATTE project for the future deployment platform (now named "Transport Network ITS Spatial Data Deployment Platform" instead of "ROSATTE Forum"). Source: [5].

4 TN-ITS management

This section describes the operational objectives and the specific tasks for the management of TN-ITS.

4.1 Operational objectives

Overall objectives of Management:

- Manage the TN-ITS platform activities
- Maintain the momentum gained after the creation of TN-ITS platform
- Increase the number of participating member states, regions, and cities

4.2 Management Tasks

Management tasks are supported by the President and the Secretary, and are financed "in Euros" through the membership fees described in Section 6. The Management Group (for the day to day activities of TN-ITS) consists of the President, the Secretary, the Treasurer and the Working Group Leaders.

The following tasks are planned for the Management of the TN-ITS platform:

4.2.1 Membership

- Maintain an exhaustive contact list of full members, potential members and third parties
- Interact with current members and potential member states, regions, or cities
- Organise dedicated meetings with the potential members to identify their issues

4.2.2 Statutory meetings

- Organise the Annual General Assembly
- Organise the Board meetings
- Organise the Management Group meetings (weekly conference calls)
- Organise any other relevant meetings (e.g. with EC, standardisation bodies)

4.2.3 WG management - work status

- Facilitate the WGs with WG leaders
- Provide templates for (inter alia) WG minutes, status reports, annual reports
- Gather WG minutes and annual reports, make these available in a central repository
- Liaise between the WGs concerning relevant issues
- Consolidate the WG reports in the annual report before the GA

4.2.4 Implementation status

- Establish and promote guidelines for Member States (with WG3)
- Maintain an implementation status for each represented authority
- Produce an annual implementation status report for the GA

4.2.5 Promotion:

- Maintain the TN-ITS web site
- Organise TN-ITS promotion at targeted events
- Organise information sessions about TN-ITS
- Organise webinars on dedicated topics (like technical, best practices)
- Report to the Board and in the annual report

4.2.6 Liaison with Standardisation:

- Monitor relevant standardisation activities
- Liaise the WGs with standardisation activities
- Possibly attend relevant SDO meetings - e.g. ISO/TC 204/WG3 - if funding available
- Report to the Board and in the annual report

4.2.7 Liaison with INSPIRE and ITS directive:

- Liaise with INSPIRE
- Liaise with ITS Action Plan and ITS Directive activities
- Inform members of liaison activities
- Report to the Board and in the annual report

4.2.8 Other tasks:

- Provide technical and IT support for the web site, file sharing and conference calls
- Prepare document templates
- Establish platform quality guidelines (including, inter alia, recording of minutes, filing, archiving)

5 TN-ITS Working Groups

5.1 WG1 - Working Group on Location Referencing

5.1.1 Working Group Leader

TomTom

5.1.2 Mission statement

Working along the goal of benchmarking of current LR solutions and proposal for adapted improvement for ROSATTE specification, with operational link to TISA.

5.1.3 Work plan 2013

On the basis of the report "Georeferencing methods" of the study on location referencing carried out by Triona [7] and the report "Quality of Service" of the study on data quality aspects carried out by the University of Stuttgart [8] (both studies carried out under the eMaPS contract [9]), the WG should focus on the following tasks until the end of 2013:

- Establish the WG
- Review the ROSATTE specification with respect to the parts related to location referencing (Class Location Referencing)
- Provide formal inputs to WG2 with respect to location referencing method(s) to be accepted in TN-ITS
- Elaborate on possible solutions to achieve conversion between location references expressed with different methods
- Propose a first draft for Level of Service requirement for location referencing along the TN-ITS data chain
- Make a plan for 2014 and beyond with respect to the proposed work items and any other items that may come up

5.2 WG2 - Working Group on Specifications and Standardisation

5.2.1 Working Group Leader

NPRA (Norwegian Public Road Administration)

5.2.2 Mission statement

Working along the consolidation of specifications with other existing documents (e.g. Euro-RoadS, INSPIRE) and standardisation of the ROSATTE framework (interfaces, services, data exchange format). The WG is considered to coincide with the INSPIRE SDIC - "Transport Network ITS Spatial Data" and CEN/TC 278/WG 7 - "ITS Spatial Data". Links to ISO, CEN, ETSI and JRC to be established or maintained.

5.2.3 Work plan 2013

On the basis of the report "Investigation of the organizational and legal issues to align ROSATTE with the INSPIRE Directive" of the study on the technical and organisational alignment with INSPIRE, carried out by Rapp Trans NL [10], and the report "INSPIRE Alignment - A study on how to align ROSATTE with INSPIRE on a technical point of view" of the study on the technical alignment with INSPIRE, carried out by Triona [11] (both studies carried out under the eMaPS contract [9]), the WG should focus on the following tasks until the end of 2013:

- Establish the WG
- Act as the representative of the SDIC within the INSPIRE framework and maintain contacts with the INSPIRE community as relevant
- Review of the ROSATTE specification according to lessons learned from operational implementations done so far
- Use INSPIRE templates to convert the revised ROSATTE specification and propose it formally as the TN-ITS Extension of the INSPIRE TN specifications taking into account the INSPIRE Implementation Guidelines
- Follow the evolution of the PWI under ISO/TC 204/WG 3 and apply for eventual funding to contribute to the worldwide standardisation efforts
- Propose a work plan for 2014

5.3 WG3 - Working Group on Implementation Support

5.3.1 Working Group Leader

TRV (Swedish Transport Authority, TRA)

5.3.2 Mission statement

Working with the goal of providing guidelines, best practices, Q&A, support to new implementation of road data maintenance, TN-ITS framework, quality process available for TN-ITS suppliers/ certification.

5.3.3 Work plan 2013

The WG should focus on the following until the end of 2013:

- Establish the WG
- Review existing documentation from ROSATTE
- Identify best ways to offer support and facilitate implementation
- Propose a work plan for 2014

5.4 WG4 - Working Group on Generic Tools and Reference Implementation

5.4.1 Working Group Leader

vacant

5.4.2 Mission statement

Working with the goal of providing generic tools and reference implementation in order to provide generic parts of the implementation of a ROSATTE framework to TN-ITS members. Tools for Interoperability testing, quality control and location referencing conversion are targeted.

5.4.3 Work plan 2013

The WG should focus on the following until the end of 2013:

- Establish the WG
- Review existing documentation from ROSATTE and INSPIRE
- Identify requirements for tools and establish priority list for tools to be developed
- Propose a work plan for 2014 especially plan the development of tools

5.5 WG5 - Liaison Working Group on Policy, Awareness and Dissemination

5.5.1 Working Group Leader

vacant

5.5.2 Mission statement

Provide policy contributions along the current EU Directives: ITS, INSPIRE, PSI and conduct promotion and dissemination actions.

5.5.3 Work plan 2013

The WG should focus on the following until the end of 2013 :

- Establish the WG
- Identify target audience
- List key events at which TN-ITS needs to be present
- Contribute to a standard TN-ITS presentation and other relevant information material
- Contribute to the content of the TN-ITS web site
- Find a common message for selling internally and externally the TN-ITS membership
- Contribute to information material both in printed and digital format
- Give presentations at specific occasions
- Propose a work plan for 2014

6 Planning of resources

6.1 Indicative resources 2013

Table 1 provides an indicative overview the planned resources from 5 June 2013 to 31 December 2013.

function	expected days	source of resource	type of contribution
President	35	TN-ITS	in euros
Secretary	5	ERTICO	in euros
Treasurer	2	elected member	in kind
WG 1 Leader	15	elected member	in kind
WG 2 Leader	15	elected member	in kind
WG 3 Leader	5	elected member	in kind
WG 4 Leader	5	elected member	in kind
WG 5 Leader	10	elected member	in kind
Invited Board members	3	invited organisation	in kind

Table 1 - Indicative overview the planned resources for 2013 (from 1 July 2013).

6.2 Indicative resources 2014

Table 2 provides an indicative overview the planned resources from 1 January 2014 to 31 December 2014.

function	expected days	source of resource	type of contribution
President	70	TN-ITS	in euros
Secretary	10	ERTICO	in euros
Treasurer	3	elected member	in kind
WG 1 Leader	20	elected member	in kind
WG 2 Leader	20	elected member	in kind
WG 3 Leader	10	elected member	in kind
WG 4 Leader	10	elected member	in kind
WG 5 Leader	20	elected member	in kind
Invited Board members	6	invited organisation	in kind

Table 2 - Indicative overview the planned resources for 2014.

7 Budget 2013 and 2014

7.1 Principles for setting the 2013 and 2014 Membership Fee policy

The following principles have been agreed by the TN-ITS Board in order to set up the 2013 and 2014 membership fees:

- Entry fee remains null until further notice
- For 2013:
 - On a basis of 8 Active members
 - Membership fees for active and other members should be free including the support from ERTICO
 - ERTICO will partly or fully refund the active membership fee for ERTICO partners combined up to EUR 20,000 in total
 - NPRA will finance the platform with an extraordinary contribution up to EUR 20,000
 - Any unused budget will be transferred to the year 2014
- For 2014:
 - On the basis of 10 Active members
 - Membership fees for active members should not exceed EUR 4,000 including the support from ERTICO
 - ERTICO will partly or fully refund the active membership fee for ERTICO partners combined up to EUR 20,000 in total
 - NPRA will finance the platform with an extraordinary contribution up to EUR 16,000
 - Any unused budget will be transferred to the year 2015

7.2 Budget 2013 (from July to December 2013)

7.2.1 Membership fees for 2013

Table 3 lists the membership fees for 2013.

type of fee <i>(amounts are in EUR)</i>	ERTICO Partners	non-ERTICO partners
Active membership fee	zero	2,500
Advisor or Supporter membership fee	zero	zero

Table 3 - Membership fees for 2013.

7.2.2 Budgeted costs for 2013

Estimated workload	: 40 days (35 for the President, 5 for the Secretary)
Average cost	: 950 EUR/day (including overheads of 350 EUR/day)
Travel and meeting room costs	: EUR 2,000
Total budgeted costs 2013	: EUR 40,000 (including overheads, travel and meeting room costs)

7.2.3 Budgeted revenues for 2013

Table 4 lists the budgeted revenues for 2013. ERTICO contributes to the 2013 activities with a funding of EUR 20,000, to cover fee reduction for its partners. In addition, the NPRA contributes to the 2013 activities with an extraordinary funding of EUR 20,000.

source	membership fee (EUR)	current members	revenue (EUR)
Active members, EP	0	8	0
Active members, non-EP	2,500	0	0
Advisor/Supporter members, EP	0	0	0
Advisor/Supporter members, non-EP	0	0	0
ERTICO contribution to cover fee reduction for its partners	N/A	N/A	20,000
extraordinary NPRA contribution	N/A	N/A	20,000
total revenue			40,000

Table 4 - Budgeted revenues for 2013.

7.3 Budget 2014 (from January to December 2014)

7.3.1 Membership fees for 2014

Table 5 lists the membership fees for 2014.

type of fee <i>(amounts are in EUR)</i>	ERTICO Partners	non-ERTICO partners
Active membership fee	4,000	6,000
Advisor or Supporter membership fee	400	600

Table 5 - Membership fees for 2014.

For 2014 there is no entry fee to become a member. The Board may decide to introduce an entry fee (for Active membership) for 2015.

7.3.2 Budgeted costs for 2014

Estimated workload	: 80 days (70 for the President, 10 for the Secretary)
Average daily cost	: 950 EUR/day (including overheads of 350 EUR/day)
Travel, meeting room costs, and miscellaneous	: EUR 5,800
Total budgeted costs 2014	: EUR 81,800 (including overheads, travel and meeting room costs)

7.3.3 Budgeted revenues for 2014

Table 6 lists the budgeted revenues for 2014, based on the indicated targeted number of Active and Advisor/Supporter members. Also for 2014 ERTICO, contributes with a funding of EUR 20,000. This is meant to cover part of the Active membership fee for ERTICO Partners. Based on a targeted number of 10 Active members that are also ERTICO Partners, this results in a contribution of EUR 2,000 per ERTICO Partner, which implies that an ERTICO Partner pays a net Active membership fee of EUR 4,000 instead of the regular Active membership fee of EUR 6,000.

In addition, the NPRA contributes also to the 2014 activities, for this year with an extraordinary funding of EUR 16,000 (20,000 minus its net Active membership fee as ERTICO Partner of 4,000).

source	membership fee (EUR)	estimated members	revenue (EUR)
Active members, EP	4,000	10	40,000
Active members, non-EP	6,000	0	0
Advisor/Supporter members, EP	400	7	2,800
Advisor/Supporter members, non-EP	600	5	3,000
ERTICO contribution to cover fee reduction for its partners			20,000
extraordinary NPRA contribution	N/A	N/A	16,000
total revenue			81,800

Table 6 - Budgeted revenues for 2014. EP means ERTICO Partner.

8 Explanation of acronyms and other terms

CEN	<p>European Committee for Standardization</p> <p>CEN is a major provider of European Standards and technical specifications. It is the only recognized European organization according to Directive 98/34/EC for the planning, drafting and adoption of European Standards in all areas of economic activity with the exception of electro-technology (CENELEC) and telecommunication (ETSI). CEN operates in a decentralised way through its 33 members, the National Standards Bodies of the EU and EFTA countries. Source: CEN web site.</p>
CSA	Coordinating & Support Actions
DG	Directorate General
DG Connect	The DG for Communication Networks, Content and Technology of the EC
DG INFO	The DG Information Society & Media of the EC; as of 1 July 2012 renamed to DG Connect
DG MOVE	Directorate General for Mobility and Transport of the EC
DMWG	<p>Digital Maps Working Group of the iMobility Forum (iMF)</p> <p>There was already a DMWG under the predecessor of the iMF, the eSafety Forum, which was made dormant after it published its Final Report, including recommendations for further actions, in November 2005 [12]. The DMWG was revived September 2011, to prepare the creation of the ROSATTE Forum (now named TN-ITS) in close cooperation with the eMaPS Consortium [9], and made dormant again 23 May 2013, shortly before the founding of TN-ITS.</p>
eMaPS	<p>eSafety Digital Maps Public Private Partnership Support Action</p> <p>EU-funded project, CSA Support Action, Seventh Framework Programme, Category Cooperation, Theme 3 - ICT, Call FP7-ICT-2009-7. Its objective was to contribute "to the establishment of an independent implementation platform promoting and extending the scope of the validated ROSATTE framework as an enabler for the implementation of priority action 1.2 and 1.3 of the ITS directive." [9]</p>
EC	European Commission
EuroRoadS	<p>Name of EU-funded project</p> <p>Duration March 2004 to August 2006. Its main objective was "to build a platform for a European road data solution through a specification framework consisting of a road data structure, description of data content, data exchange mechanisms and interoperability specifications." Source: EuroGeographics web site.</p>
ETSI	<p>European Telecommunications Standards Institute</p> <p>ETSI produces globally-applicable standards for Information and Communications Technologies (ICT), including fixed, mobile, radio, converged, broadcast and internet technologies. Source: ETSI web site.</p>
EU	European Union
GA	General Assembly
GIS	Geographic Information Systems(s)
INSPIRE	<p>Infrastructure for Spatial Information in the European Community</p> <p>Directive 2007/2/EC of the European Parliament and of the Council of 14 March 2007 (the INSPIRE Directive), published 25 April 2007 and entered into force 15 May 2007, aims to establish an Infrastructure for Spatial Information in the European Community (INSPIRE), to support Community environmental policies, and policies or activities which may have an impact on the environment. INSPIRE is based on the infrastructures for spatial information established and operated by the 27 Member States of the European Union. The Directive addresses 34 spatial data themes needed for environmental applications, with key components specified through technical implementing rules.</p>

This makes INSPIRE a unique example of a legislative "regional" approach. Source: INSPIRE web site.

ISO	<p>International Organization for Standardization</p> <p>ISO is an independent, non-governmental organization made up of members from the national standards bodies of 164 countries. It has a Central Secretariat in Geneva, Switzerland, that coordinates the system. ISO develops International Standards. Since its foundation in 1947, it has published more than 19,500 International Standards covering almost all aspects of technology and business. Source: ISO web site.</p>
ICT	information and communication technology
IT	information technology
ITS	Intelligent Transport Systems
JRC	<p>Joint Research Centre</p> <p>As the European Commission's in-house science service, the Joint Research Centre's mission is to provide EU policies with independent, evidence-based scientific and technical support throughout the whole policy cycle. Working in close cooperation with policy Directorates-General, the JRC addresses key societal challenges while stimulating innovation through developing new methods, tools and standards, and sharing its know-how with the Member States, the scientific community and international partners. The JRC coordinates the INSPIRE Initiative. Source: JRC web site.</p>
NPRA	Norwegian Public Road Administration; in Norwegian: Statens vegvesen
PSI	<p>Public Sector Information; refers to the PSI Directive</p> <p>Directive 2003/98/EC of the European Parliament and of the Council of 17 November 2003 (also known as the PSI Directive), published and entered into force 31 December 2003 intends to foster the re-use of public sector information. The Directive provides a common legislative framework to a previously unregulated European market for government data (public sector information). It is built around two key pillars of the internal market: transparency and fair competition. The focus is on the economic aspects of re-use of information rather than on the access of citizens to information. The Directive encourages the Member States to make as much information available for re-use as possible. It addresses material held by public sector bodies in the Member States, at national, regional and local levels, such as ministries, state agencies, municipalities, as well as organisations funded for the most part by or under the control of public authorities (e.g. meteorological institutes). Source: PSI Directive web site.</p>
PWI	Preliminary Work Item
ROSATTE	<p>Road Safety Attributes Exchange Infrastructure in Europe</p> <p>EU-funded project, running January 2008 – June 2010, funded through DG INFSO, coordinated by ERTICO. The project aimed at establishing an efficient and quality-ensured supply chain for information on safety-related road attributes, from public authorities to commercial map providers and other road data users, with a focus on changes in the concerned attributes rather than full data sets. Source: ROSATTE page at the ERTICO web site.</p>
Q&A	Questions and Answers
SDO	Standards Developing Organization
STA	Swedish Transport Authority; in Swedish: Trafikverket (TRV)
SDIC	Spatial Data Interest Community (INSPIRE)
TC	Technical Committee (of standardisation organisation)
TISA	<p>Traveller Information Services Association</p> <p>On 11 November 2007, TISA took over and continued the activities of the TMC Forum, the TPEG Forum and the German Mobile Info project. TISA supports standards that provide elements or a framework for services and products covering traffic and travel information including roads,</p>

	public transport and related information needs such as points of interest, weather and environmental data. Source: TPEG web site; Wikipedia (for the date).
TN-ITS	Transport Network ITS Spatial Data Deployment Platform See section 2 of this document for a short introduction.
TRV	Trafikverket, Swedish Transport Administration (STA)
WG	Working Group

9 References

9.1 Document references

1. TN-ITS, "Transport Network ITS Spatial Data", TN-ITS Fact Sheet, version of 16 May 2013.
2. TN-ITS, "Transport Network ITS Spatial Data (TN-ITS) - Policy Paper", version of 16 May 2013.
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11. Wikström, L., Svensk, P., "INSPIRE Alignment - A study on how to align ROSATTE with INSPIRE on a technical point of view", 15 May 2013, prepared for the eMaPS consortium by Triona AB, Borlänge, Sweden.
12. eSafety Forum, Digital Maps Working Group, "Final Report - Recommendation", November 2005, Brussels.

9.2 Web site references

CEN	http://www.cen.eu
DG Connect	http://ec.europa.eu/dgs/connect/
DG MOVE	http://ec.europa.eu/transport
EuroRoadS	http://www.euroroads.org ; see also: http://www.eurogeographics.org/content/euroroads
INSPIRE	http://inspire.jrc.ec.europa.eu/
ISO	http://www.iso.org/iso/home.html

JRC <http://ec.europa.eu/dgs/jrc/>
NPRA <http://www.vegvesen.no/en/Home>
PSI Directive <http://ec.europa.eu/digital-agenda/en/legal-rules>
ROSATTE <http://www.ertico.com/rosatte>
TISA <http://www.tisa.org>
TRV <http://www.trafikverket.se/>