



# **BRAVE**

**BRidging gaps for the adoption of Automated VEHicles**

**No 723021**

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## **D7.4 Detailed terms of reference for Mirror Groups**

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*Abstract*

To gain acceptance and promote the launch of automated vehicles, the opinions, needs, expectations and concerns from both citizens and stakeholders have to be considered. These insights will lay the foundation for the integration of innovative Advanced Driving Assistance Systems and Human Machine Interface concepts. These new concepts will be validated back against the (baseline) requirements using an agile, iterative and incremental user-centric methodology. Throughout the project, the BRAVE consortium will establish a two ways communication with key stakeholders (public and private), with the creation of a Mirror Group, the advisory board of the project. This document details the terms of reference of the Mirror Group, including specific aspects related to activities, organisation and membership.

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## Executive summary

BRAVE's approach assumes that the launch of automated vehicles on public roads will only be successful if a user centric approach is used where the technical aspects go hand in hand in compliance with societal values, user acceptance, behavioural intentions, road, safety, social, economic, legal and ethical considerations. This approach must be understood as a multidisciplinary task, including engineering and technology, but also social sciences. Following the exploratory work of focus groups and expert interviews a cross-cultural population survey of the general public in the countries of the BRAVE-participants will explore societal values, user acceptance, behavioural intentions, road safety, social, economic, legal and ethical considerations regarding the implementation of automated vehicles. These insights will lay the foundation for the integration of innovative Advanced Driving Assistance Systems and Human Machine Interface concepts. These new concepts will be validated back against the baseline requirements using an agile, iterative and incremental user-centric methodology.

Moreover, throughout the project, the BRAVE consortium will establish a two ways communication with key stakeholders (public and private), with the creation of a Mirror Group, the advisory board of the project. The group is designated to ensure that the project's delivered results will reach their expected impacts. Mirror Group members will learn from the project's findings and contribute to the project orientations by providing their feedback. They will also be representatives of the project whilst attending national events (conferences, round tables, workshops) to raise awareness about the project objectives, results and ensure sound uptake of the main deliverables.

There will be 6 meetings of the Mirror Group on a regular basis from month 6 (November 2017) to month 36 (May 2020), including 3 main meetings of the mirror group with physical attendance, at alternate locations in Europe. The recommendations of the Mirror Group will be formalized in reports. MOV'EO will be responsible of this task, reviewed by the project coordinator (TREELOGIC).

Participating in this Mirror Group is proposed on a voluntary basis, and the level of involvement will be adapted to members' availability. However, members involved in the group agrees on actively participating in the activities or try to provide a proxy if they cannot attend a meeting or event. Expenses induced by the activities of the Mirror Group are handled by the BRAVE project. It includes travel, accommodation and food expenses. However, the participation to the Mirror Group activities is unpaid.

Members Mirror Group are expected to act in the best interests of the BRAVE project. Members are required to declare any conflict of interest, and to notify the Mirror Group Chair should any changes in their circumstances give rise to a potential conflict of interest.

## Document Information

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<b>Abstract (for dissemination)</b>	To gain acceptance and promote the launch of automated vehicles, the opinions, needs, expectations and concerns from both citizens and stakeholders have to be considered. These insights will lay the foundation for the integration of innovative Advanced Driving Assistance Systems and Human Machine Interface concepts. These new concepts will be validated back against the (baseline) requirements using an agile, iterative and incremental user-centric methodology. Throughout the project, the BRAVE consortium will establish a two ways communication with key stakeholders (public and private), with the creation of a Mirror Group, the advisory board of the project. This document details the terms of reference of the Mirror Group, including specific aspects related to activities, organisation and membership.
<b>Keywords</b>	Mirror Group, terms of reference

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# 1 Introduction

BRAVE's approach assumes that the launch of automated vehicles on public roads will only be successful if a user centric approach is used where the technical aspects go hand in hand in compliance with societal values, user acceptance, behavioural intentions, road, safety, social, economic, legal and ethical considerations. This approach must be understood as a multidisciplinary task, including engineering and technology, but also social sciences. Following the exploratory work of focus groups and expert interviews, a cross-cultural population survey of the general public in the countries of the BRAVE-participants will explore societal values, user acceptance, behavioural intentions, road safety, social, economic, legal and ethical considerations regarding the implementation of automated vehicles.

These insights will lay the foundation for the integration of innovative Advanced Driving Assistance Systems and Human Machine Interface concepts. These new concepts will be validated back against the (baseline) requirements using an agile, iterative and incremental user-centric methodology evolving through 3 stages.

Moreover, throughout the project, the BRAVE consortium will establish a two ways communication with key stakeholders (public and private), with the creation of a Mirror Group, the advisory board of the project. The group is designated to ensure that the project's delivered results will reach their expected impacts. Mirror Group members will learn from the project's findings and contribute to the project orientations by providing their feedback. They will also be representatives of the project whilst attending national events (conferences, round tables, workshops) to raise awareness about the project objectives, results and ensure sound uptake of the main deliverables.

## 2 Role and functions of the BRAVE Mirror Group

The creation of a Mirror Group is designated to ensure that the project's delivered results will reach their expected impacts. A major orientation decided by the BRAVE partnership is to open the dialogue with stakeholders beyond the project. The Mirror Group members would thus learn from the findings and get a chance to actively contribute to the project orientations by providing their feedbacks.

Secondly, national conferences will be organized in each partner region to communicate to local counterparts and neighbours. The Mirror Group members will be the representatives of the project. Several European workshops will also be organised with Mirror Group members and industrial actors, who would learn about present and future sustainable schemes.

Finally, detailed plans for exploiting the results will be defined, in order to ensure sound uptake of the main deliverables.

Those actions will widely promote the project, disseminate its results, facilitate a continuous dialogue with stakeholders, and prepare the actual exploitation of the results after the project's end. It will be formed by Large companies, Original Equipment Manufacturer (OEM), insurance companies, international academics identified as experts and end-users, coordinator of other Automated Road Transport (ART) projects, vulnerable road users' representatives, etc.

The modus operandi of the Group will be based on continuous information exchange (facilitated by a dedicated mailing list), case-by-case solicitations and calls for feedback, invitation to Mirror Group meetings at key project milestones. The recommendations of the Mirror Group will be formalized in reports. MOV'EO will be responsible of this task, reviewed by the project coordinator (TREELOGIC).

There will be 6 meetings of the Mirror Group on a regular basis from month 6 (November 2017) to month 36 (May 2020), including 3 main meetings of the Mirror Group with physical attendance, at alternate locations in Europe.

### Group members responsibilities

By giving her/his approval on joining the Mirror Group, each member agrees on:

- Attending meetings as required (2 per year) and actively participating in the group's work. A group member may be excused when he or she cannot attend a meeting. However, the member agrees on doing her/his best to designate a proxy;
- Having a genuine interest in the initiatives and the outcomes being pursued in the program
- Being an advocate for the program's outcomes;
- Being committed to, and actively involved in, pursuing the program's outcomes (participating to events, round tables and workshops, on a voluntary basis;
- Having her/his personal experience benefit the group.

### 3 Meetings organisation

The Mirror Group will be chaired by MOV'EO. Meetings will be organised by MOV'EO with the support of BRAVE project coordinator, namely TREELOGIC. The project coordinator is designated as advisor of the Mirror Group.

All agenda items will be forwarded to the group Chair ten working days prior to the next scheduled meeting. The agenda, with attached meeting papers, will be distributed at least five working days prior to the next scheduled meeting.

The minutes of each Mirror Group meeting will be prepared by MOV'EO. Full copies of the minutes, including attachments, will be provided to Mirror Group members no later than ten working days following each meeting. By agreement of the group, out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions will be recorded in the minutes of the next scheduled meeting.

The BRAVE Mirror Group will meet once every 6 months. Physical attendance to some of the events will be expected (at M12, M24 and M36) but online attendance will also be possible. The Mirror Group Chair will ensure that technical tools are available for online attendance to the meeting. Moreover, the Mirror Group Chair will ensure that meeting dates are set and communicated at least one month prior each Mirror Group assembly.

Members of the Mirror Group will have the possibility to nominate a proxy to attend a meeting if a member is unable to attend. The Chair will be informed of the substitution at least five working days prior to the scheduled nominated meeting. The nominated proxy will provide relevant comments/feedback about the attended meeting to the Mirror Group member they are representing.

A quorum will be half the regular membership plus one.

## **4 General information**

### **4.1 Travel costs**

Expenses induced by the activities of the Mirror Group are handled by the BRAVE project. It includes travel, accommodation and food expenses. The BRAVE project coordinator will provide the necessary funds to this purpose, as stated in the projected budget.

However, the participation to the Mirror Group activities is unpaid. Manpower is not borne by the project for Mirror Group members.

Therefore, flight tickets, hotel bills and food expenses will be managed and paid directly by TREELOGIC. Mirror Group members will not assume expenses on their own and will not have the possibility to ask for reimbursement of any kind.

Depending on available budget resources, the project coordinator reserves the right to organize online attendance only for some of the meetings.

### **4.2 Review**

The effectiveness and membership of the BRAVE Mirror Group will not be reviewed during the project. If a member of the Mirror Group resigns, the BRAVE consortium will propose a new member, possibly from the same organisation or a similar one.

### **4.3 Conflicts of interest**

Members Mirror Group are expected to act in the best interests of the BRAVE project. Members are required to declare any conflict of interest, and to notify the Mirror Group Chair should any changes in their circumstances give rise to a potential conflict of interest. In the event that a conflict of interest arises, the Mirror Group Chair (MOV'EO), after consultation with the project coordinator (TREELOGIC), will determine the appropriate course of action.

### **4.4 Access to project results and confidentiality**

A dedicated mailing list has been set up to exchange documents with the Mirror Group. Each member of the group will be able to communicate with other group members using this list.

Members of the Mirror Group are privy to materials in the course of their work that may be confidential in nature or not for wider distribution. This confidentiality is required to be maintained and failure to do so can result in removal as a member. Mirror Group papers and discussions are deemed to be confidential, unless otherwise stated.

### **4.5 Amendment, Modification or Variation**

These Terms of Reference may be amended, varied or modified in writing after consultation and agreement by Mirror Group members, project coordinator and project officer.

## 5 Membership

The BRAVE Mirror Group shall be comprised of a minimum of 15 members. See the list below (Table 1)

**Table 1 BRAVE Mirror Group members**

<b>Surname</b>	<b>Name</b>	<b>Position</b>	<b>Organization</b>
<b>Moreno García Cano</b>	<b>Jaime</b>	<b>Mobility Management Subdirector</b>	<b>Spanish National Traffic Authority, Traffic General Directorate (DGT)</b>
<b>Monclús</b>	<b>Jesús</b>	<b>Prevention &amp; Road Safety Director</b>	<b>MAPFRE Foundation, MAPFRE Insurance</b>
<b>Féron</b>	<b>Stéphane</b>	<b>HMI Technology and Architecture Expert</b>	<b>PSA Group</b>
<b>Paz de la Fuente</b>	<b>Oscar</b>	<b>Head of AXA Open Assurance</b>	<b>AXA Insurance</b>
<b>Guillaume</b>	<b>Anne</b>	<b>LAB Director (Laboratory of Accidentology and Biomechanics)</b>	<b>GIE PSA Groupe-Renault</b>
<b>Zarghampour</b>	<b>Hamid</b>	<b>Chief Strategist Connected and Automated Transports</b>	<b>Swedish Transport Administration</b>
<b>Nordén</b>	<b>Marie</b>	<b>Secretary General</b>	<b>The National Society for Road Safety</b>
<b>Mohoric</b>	<b>Tanja</b>	<b>Managing director</b>	<b>Automotive Cluster of Slovenia</b>
<b>Mladenic</b>	<b>Dunja</b>	<b>Head of Artificial Intelligence Lab</b>	<b>Institut Jozef Stefan</b>
<b>Gelau</b>	<b>Christhard</b>	<b>DG24 "Intelligent transport systems and automated driving"</b>	<b>German Ministry of Transport and Digital Infrastructure</b>
<b>Gavilán Velasco</b>	<b>Miguel</b>	<b>Engineering department Manager</b>	<b>TTSistemas</b>
<b>Cacheiro Diéguez</b>	<b>Emilio</b>	<b>Technical and Operations Director</b>	<b>TTSistemas Mexico</b>
<b>Urruticoechea</b>	<b>Eduardo</b>	<b>SW Engineering &amp; Innovation Director</b>	<b>IDNEO</b>
<b>Seoane</b>	<b>David</b>	<b>Consultant and project manager at Impact Connected-Car</b>	<b>Fundingbox</b>
<b>Schieben</b>	<b>Anna</b>	<b>Team leader Human-Machine Integration</b>	<b>Deutsches Zentrum für Luft- und Raumfahrt e.V. (DLR) - German Aerospace Center</b>
<b>Tango</b>	<b>Fabio</b>	<b>Senior Researcher (AI application in Autonomous Driving)</b>	<b>Centro Ricerche Fiat S.C.p.A. (CRF)</b>
<b>Milanes</b>	<b>Vincente</b>	<b>Autonomous Driving Research Engineer</b>	<b>Renault S.A.</b>
<b>Curio</b>	<b>Cristobal</b>	<b>Professor for Cognitive Systems</b>	<b>Reutlingen University</b>

Other members may be included in the group as required when relevant.

## Conclusion

This deliverable showcases the functioning rules of the Mirror Group, its expected activities and impacts. Throughout the project, the BRAVE consortium will establish a two ways communication with key stakeholders (public and private), with the creation of a Mirror Group, the advisory board of the project. The group is designated to ensure that the project's delivered results will reach their expected impacts. Mirror

Participating in this Mirror Group is proposed on a voluntary basis, and the level of involvement will be adapted to members' availability. Group members will learn from the project's findings and contribute to the project orientations by providing their feedback. They will also be representatives of the project by attending national events (conferences, round tables, workshops) to raise awareness about the project objectives, results and ensure sound uptake of the main deliverables.

This document has been circulated to BRAVE partners and Mirror Group members before its submission to the European Commission.

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