



## RFC 7 C-OSS OPERATIONAL RULES

### MODIFICATIONS AND UPDATINGS

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8	18/09/2014	Flex PaP products introduction, updating timetable process based on PCS developments, more detailed explanation of reserve capacity	VPE/C-OSS
9	10/08/2015	Updates for TT 2016 and 2017	VPE/C-OSS
10	04/01/2016	Fine tuning for TT 2016/2017	VPE/C-OSS

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## 1 Glossary/abbreviations

AB	<p>Allocation Body</p> <p>In this document, only the term Infrastructure Manager (IM) is applied. It refers to IMs and also – if applicable – to Allocation Bodies (ABs).</p>
Allocation	<p>Means the allocation of railway infrastructure capacity by an Infrastructure Manager or Allocation Body. When the Corridor OSS takes the allocation decision as specified in Art. 13(3) of 913/2010, the allocation itself is done by the Corridor OSS on behalf of the concerned IMs, which conclude individual national contracts for the use of infrastructure based on national network access conditions.</p>
Applicant/Applicants	<p>Definition in Directive 2012/34/EU: a railway undertaking or an international grouping of railway undertakings or other persons or legal entities, such as competent authorities under Regulation (EC) No 1370/2007 and shippers, freight forwarders and combined transport operators, with a public-service or commercial interest in procuring infrastructure capacity.</p>
Catalogue path (CP)	<p>Any kind of pre-constructed path if it is not a prearranged path on a Rail Freight Corridor according to Regulation 913/2010.</p>
CID	<p>Corridor Information Document</p>
Connecting point	<p>A point in the network where two or more Corridors share the same infrastructure and it is possible to shift the services applied for from one Corridor to the other.</p>
C-OSS	<p>A joint body designated or set up by the RFC organisations for Applicants to request and to receive answers, in a single place and in a single operation, regarding infrastructure capacity for freight trains crossing at least one border along the freight Corridor (EU Regulation No 913/2010, Art. 13). The Corridor One-Stop Shop.</p>

Dedicated capacity	Capacity which has to be foreseen by the Corridor Organisations to fulfil the requirements of Regulation 913/2010. It refers to pre-arranged paths and reserve capacity.
Feeder/outflow (F/O)	Any path/path section prior to reaching an operation point on RFC (feeder path) or any path/path section after leaving the RFC at an operation point (outflow path). The feeder and/or outflow path may also cross a border section which is not a part of a defined RFC.
Flexible approach	When an Applicant requests adjustments to a pre-arranged path, as e.g. different station for change of drivers or shunting, that is not indicated in the path publication. Also if the Applicant requests feeder and/or outflow paths connected to the pre-arranged path and/or a connecting path between different RFCs, these requests will be handled with a flexible approach. See also: Flex PaP
Flex PaP	A semi-finalised pre-arranged path with the following, most relevant characteristics: <ul style="list-style-type: none"> <li>• fixed border times</li> <li>• origin, destination and/or intermediate locations with and indication of standard travel time between locations which is guaranteed by the IM</li> <li>• indication of train parameters</li> </ul> With the exception of fixed times/locations/parameters Applicants have the freedom to adjust the path to their own requirements e.g. additional stops or adjustment of timetable within the pre-defined time frame.
Force majeure	An unforeseeable exterior factor, which could also infer urgent and safety critical work.
Handover point	Point where the responsibility changes from one IM/AB to another.
IM	Infrastructure Manager In this document, only the term Infrastructure Manager (IM) is applied. It refers to IMs and also – if applicable – to Allocation Bodies (ABs).
Interchange point	Location where the transfer of responsibility for the wagons, engine(s) and the load of a train goes from one RU to another RU. Regarding a train running, the train is taken over from one RU by the other RU, which owns the path for the next journey section.
MB	Management Board of the Corridor
Overlapping section	National infrastructure sections where two or more Corridors share the same infrastructure.
PCS	Path Coordination System, formerly known as Pathfinder, developed by Rail Net Europe (RNE). Basic working tool for the C-OSS.

Pre-arranged path (PaP)	<p>Also known as Conventional PaP. The original pre-constructed path on Rail Freight Corridors according to the Regulation 913/2010. A PaP may be offered either on a whole RFC or on sections of the RFC forming an international path request crossing one or more international borders.</p> <p>Difference between PaP and Flex PaP is that in PaPs times/locations/parameters are fixed and protected from any modifications after publication.</p>
Pre-constructed path product	<p>Any Kind of pre-constructed path, i.e. a path constructed in advance of any path request and offered by IMs; applicants can then select a product and submit a path request.</p> <p>Pre-constructed path products are either:</p> <ul style="list-style-type: none"> <li>- Pre-arranged paths (PaP) on Rail Freight Corridors</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- Catalogue paths (CP) for all other purposes</li> </ul>
RB	Regulatory Body
Reserve capacity (RC)	<p>Capacity kept available during the running timetable period for ad-hoc market needs (Art 14 (5) Regulation 913/2010). Reserve Capacity may consist of:</p> <ul style="list-style-type: none"> <li>• PaP</li> <li>• Flex PaP</li> <li>• other form defined by the respected IM</li> </ul>
RFC	Rail Freight Corridor. A Corridor organised and set up in accordance with Regulation 913/2010.
RFC-Handbook (DG MOVE working document)	Handbook on Regulation concerning a European rail network for competitive freight.
RU	Railway Undertaking
TMS	Transport Market Study
WG	Working Group
X-/+(19, 16...)	First day of the annual timetable and the months prior to/subsequent to
Y-(30, 23...)	First day of train running and the days prior to

## 2 Background

The Regulation (EU) 913/2010 of the European Parliament and the Council of 22 September 2010 lays down rules for the establishment and organisation of international rail corridors for competitive rail freight with a view to the development of a European rail network for competitive freight and it sets out rules for the selection, organisation, management and the indicative investment planning of freight corridors.

The railway infrastructure managers (IMs) and allocation bodies (ABs) of the Czech Republic, Slovak Republic, Austria, Hungary, Romania, Bulgaria and Greece established the Management Board (MB) of Rail Freight Corridor (RFC) 7 – Orient Corridor by signature of a Memorandum of Understanding on 9<sup>th</sup> September 2011.

According to Article 13 (1) of the Regulation, the management board for a freight corridor shall designate or set up a joint body for applicants to request and to receive answers, in a single place and in a single operation, regarding infrastructure capacity for freight trains crossing at least one border along the freight corridor (hereinafter referred to as a 'one-stop shop').

According to the decision of the MB meeting on 1st October 2012, the parties agreed that one employee of VPE will carry out the tasks of C-OSS of RFC 7, as VPE undertakes the role of being 'representative C-OSS' - one IM in a Corridor acts on behalf of all IMs in that Corridor supported by a coordinating IT-tool - from 01<sup>st</sup> April 2013 till 1<sup>st</sup> April 2018.

The working language of the C-OSS is English, so daily operation, prepared documents and possible meetings are held in English in the framework of C-OSS activity.

## 3 Requirements

### 3.1 Defined by Regulation 913/2010

According to Art. 13 of the Regulation 913/2010, the requirements for the C-OSS's role are defined as follows:

- Contact point for Applicants to request and receive answers regarding infrastructure capacity for freight trains crossing at least one border along a Corridor
- As a coordination point provides basic information concerning the allocation of the infrastructure capacity. It shall display the infrastructure capacity available at the time of request and its characteristics in accordance to pre-defined parameters for trains running in the freight Corridor
- Shall take a decision regarding applications for pre-arranged paths and reserve capacity
- Forwarding any request/application for infrastructure capacity which cannot be met by the C-OSS to the competent IM(s) and communicating their decision to the Applicant
- Keeping a path request register available to all interested parties.

The C-OSS shall provide the information referred in article 18, included in the Corridor Information Document drawn up, regularly updated and published by the RFC MB:

- Information contained in the Network Statements regarding railway lines designated as a Rail Freight Corridor

- A list and characteristics of terminals, in particular information concerning the conditions and methods of accessing the terminal
- Information about procedures for:
  - o Set up of the C-OSS
  - o Allocation of capacity (pre-arranged paths and reserve capacity) to freight trains
  - o Applicants
  - o Procedures regarding traffic management on the Corridor as well as traffic management in the event of disturbances
- Information regarding the Implementation Plan with all connected documents.

### 3.2 Described in the Handbook to Regulation 913/2010

In addition to the Regulation, the European Commission published a Handbook in which a number of recommendations regarding the tasks to be carried out by the C-OSS are made. Although the Handbook is not legally binding (it has only an advisory and supportive character), there is no reason to not refer to it at all. RFC 7 will of course fulfil the binding requirements of the Regulation but, if applicable, will also refer to proposals/concepts described in the Handbook.

## 4 Documentation related to the RFC 7 C-OSS

Documents, which could contribute to the C-OSS operation are as follows:

- EU Regulation 913/2010 (including the Handbook to the Regulation): spells out the overall framework for setting up the C-OSSs
- EU Directive 2012/34 Establishing a single European railway area
- RNE Process Handbook for International Path allocation (For Infrastructure Managers)
- RNE Guidelines for Pre-Arranged Paths
- RNE Guidelines for the Coordination and Publication of Works on the European Rail Freight Corridors.
- RNE Guidelines for Punctuality Targets.
- RNE Guidelines for Freight Corridor Traffic Management
- RNE PCS Process Guidelines
- RNE Guidelines for C-OSS

## 5 Applicants

According to article 15 of the Regulation (EU) N° 913/2010, an applicant means a railway undertaking (RU) or an international grouping of RU's or other persons or legal entities, such as shippers, freight forwarders and combined transport operators, with a commercial interest in procuring infrastructure capacity.

If the applicant is not a RU, it shall assign the responsible RU for execution of the traffic as early as possible, but at the latest 10 days before the first running day. The appointment of the executing RU(s) is only valid if at 10 days before the first circulation of the train, the appointed RU(s) possesses all the



necessary authorisations, including licences, certificates and contracts with the involved IM/AB(s). If the necessary authorisations are not provided at this date, the PaP/RC will be treated as cancelled by the applicant, and national rules for the cancellation of a path will be applied, including its financial consequences.

The C-OSS will forward the name of the RU(s) to the concerned IM(s)/AB(s), without prejudice of the conditions of the IMs/ABs.

If RFC 7 does not supply PaPs/RC on a line, the applicant can request a catalogue or tailor-made path for this segment only if it is authorised in the national legislation to do so. The deadline for the appointment of the executing RU(s) will also follow the national legislation in this case.

## 6 Tasks of the C-OSS

### 6.1 Based on Article 12 of Regulation 913/2010

As the C-OSS shall display infrastructure available at the time of request (Art. 13.2), it would be practical if the C-OSS was involved at an early stage in this process and could communicate the impact on the available capacity on Corridor sections as an input for RFC 7 MB decisions regarding the number of pre-arranged paths (PaPs) to be published.

### 6.2 Based on Article 13 of Regulation 913/2010

According to Article 13 the tasks of the C- OSS are to:

- Give information regarding access to the Corridor infrastructure
- Give information regarding conditions and methods of accessing terminals attached to the Corridor
- Give information regarding procedures for the allocation of dedicated capacity on the Corridor
- Give information regarding infrastructure charges on the Corridor sections
- Give information on all that is relevant for the Corridor in the national network statements and extracted for the CID
- Allocate the Corridor pre-arranged paths, as described in Art. 14 (3), and the reserve capacity, as described in Art. 14 (5) and communicate with the IM of the Corridor regarding the allocation (please see Section 7 for further description)
- Keep a register of the contents described in Art. 13 (5)
- Establish and maintain communication processes between C-OSS and IM, C-OSS and Terminals attached to the Corridor, as well as between C-OSSs.
- Report to the RFC 7 MB regarding the applications, allocation and use of the Pre-arranged Paths, as input for the report by the RFC 7 MB, referred to in Art. 19 (3).

### 6.3 Based on Article 16 of Regulation 913/2010

- The C-OSS shall be able to provide information regarding traffic management procedures on the Corridor; this information will be based on the documentation drawn up by the RFC 7 MB and on the RNE Guidelines for Freight Corridors Traffic Management.

#### **6.4 Based on Article 17 of Regulation 913/2010**

The C-OSS shall be able to provide information regarding traffic management procedures in the event of disturbances on the Corridor; this information will be based on the documentation drawn up by the RFC 7 MB and on the RNE Guidelines for Freight Corridors Traffic Management.

Mandatory tasks for the C-OSS based on Art. 18 are to:

- Give information regarding access to the Corridor infrastructure
- Give information regarding conditions and methods of accessing terminals attached to the Corridor
- Give information regarding procedures for allocation of dedicated capacity on the Corridor
- Give information regarding infrastructure charges
- Give information on all that is relevant for the Corridor in the national network statements and extracted for the CID
- Give information concerning procedures referred to in Articles 13,14,15,16 and 17 of Regulation 913/2010.

Based on the RFC 7 C-OSS Agreement the C-OSS coordinates the preparation and updating process of Book 1 (Generalities), Book 2 (Network Statement Excerpts) and Book 4 (Procedures for Capacity and Traffic Management).

#### **6.5 Based on Article 19 of Regulation 913/2010**

- The Article lays down the requirements that the RFC 7 MB shall monitor the performance of rail freight services on the Corridor (Art. 19 (2)) and shall perform a customer survey (Art. 19 (3)). The results shall be published once a year.
- According to the RNE Guidelines for Train Performance Management, the involvement of the RNE Corridor Managers is required during a transition period where RFC 7 is overlapping the RNE corridors. This transition period lasts until the RFC 7 is operative and RNE corridors have handed over the tasks on these sections.

#### **6.6 Customer Confidentiality**

The C-OSS is carrying out his assigned working task on behalf of the RFC 7 Managing Board consistent of cooperating IM in a RFC. The task shall be carried out in a non discriminatory way and under customer confidentiality keeping in mind that the applicants are competing in many cases for the same capacity and transports. The functionality of the C-OSS is based on trust between all involved stakeholders.

## 7 Procedures for construction, publication and allocation of Pre-arranged Paths (PaPs)

The basic requirements regarding PaPs are laid down in Article 14 of Regulation 913/2010.

Also the RNE Guidelines for PaPs establish rules for the setup and allocation of PaPs and the related responsibilities. But if the RFC 7 MB considers the whole life cycle of the PaPs, it is recommended to include additional phases.

The life cycle can be broken down into the following 6 phases:

Preparation phase X-19 – X-16

Coordination/Construction phase X-16 – X-12

Delivery and publication phase X-12 – X-11

PaP application phase X-11 – X-8 for the annual timetable

Allocation phase X-8 – X+12 (with sub phases below):

- Pre-booking phase by RFC 7 C-OSS X-8 – X-7,5
- RFC 7 C-OSS gives back non-requested PaPs to IMs based on RFC 7 MB decision X-7,5
- Constructing flexible approach X-7,5 – X-5,5
- Publication deadline of draft offer to the Applicants X-5
- IMs forward non-used PaPs to RFC 7 C-OSS to be used for late path requests X-5
- Observations from Applicants X-5 – X-4
- Post processing and final allocation for annual timetable X-4 - X-3,5
- Allocation phase for late path request X-4 - X-2
- Publication reserve capacity for ad hoc traffic X-2
- Allocation phase for ad hoc path requests X-2 – X+12

Evaluation phase X+12 – X+15

Table 1

Period:	Participant:	Activity:
X-19 – X-16	C-OSS, MB, AG, Marketing WG, Secretariat	Preparation phase
X-16 – X-12	C-OSS, IM, MB	Construction phase
X-12 – X-11	C-OSS, IM, MB	Approval and publication
X-11	C-OSS, IM	Day of publication
X-11 – X-8	Applicant, C-OSS	Application for the Annual Timetable
X-8	Applicant, C-OSS	Deadline for submitting path requests
X-8 – X-7,5	C-OSS, Applicant	Pre-booking phase
X-7,5	C-OSS, IM, MB	Forwarding requests with flexible approach to IMs Possible returning of some remaining (unused) pre-arranged paths to the competent IMs – based on the decision of the Corridor MB – for use during the elaboration of the Annual Timetable by the IMs Update of PaP Catalogue
X-7,5 – X-5,5	IM, C-OSS	Path construction phase
X-5,5	IM, C-OSS	Finalisation of path construction for requested feeder/outflow path sections by the IMs and delivering of the results to Corridor OSS for information and development of the draft timetable
X-5	C-OSS, IM	Publication of the pre-arranged paths draft offers – including sections provided by the IMs for requested flexible approaches by the C-OSS IMs forward non-used PaPs to C-OSS to be used for late path requests
X-5 – X-4	Applicant, C-OSS	Observations phase
X-4 – X-3,5	IM, C-OSS, Applicant	Post processing and final allocation for Annual Timetable
X-8 – X-4	Applicant, C-OSS	Late path request application phase
X-4 – X-2	C-OSS, IM, Applicant	Late path request allocation phase
X-4 – X-2	IM, C-OSS, MB	Planning (production) reserve capacity for ad-hoc traffic in case of non-remaining PaPs
X-2	C-OSS, IM	Publication reserve capacity for ad-hoc traffic
X-2 – X+12 (Y-30)	Applicant, C-OSS, IM	Application and allocation phase for ad hoc path requests
X+12 – X+15	C-OSS, IM, MB, Marketing WG	Evaluation phase

## 7.1 Preparation of PaPs

### 7.1.1 Designation

**Period:** X-19-X-16

**Participant:** C-OSS, RFC 7 Secretariat, Marketing WG, AG, MB

**Activity:**

Designation of PaPs is based on the TMS (and its subsequent revised versions) and the Capacity Framework defined by the EB. Marketing WG is responsible for preparing and updating the TMS if the MB decides so.

The MB shall evaluate the need for capacity to be allocated to freight trains running on the RFC taking into account the TMS, the requests for infrastructure capacity relating to the past and present working timetables and the framework agreements. The AGs have the opportunity to make proposals regarding PaPs at meetings organised by MB and the Secretariat.

The contacting and coordinating body among WGs and AGs is the Secretariat. Further on this contact role can be assigned to the C-OSS based on MB decision. Additionally, if the MB decides so, the C-OSS can be involved in decision-making procedures regarding PaPs.

The C-OSS shall communicate the MB decision to the IMs.

The C-OSS shall prepare application forms for cases when train paths cannot be applied through PCS (partially or at all). The preparation of these forms also takes place in this stage.

*Table 2*

Period:	Participant:	Task:	Tool:	Outcome:
X-19 - X-16	RFC 7 Secretariat	Contact with Marketing WG and AGs	E-mail/phone	Start of preparation phase
	Marketing WG	Revisal of TMS	Statistics	Valid TMS
	AG	Proposition regarding PaPs.	TMS	Marketable PaPs
	MB	Decision making with the involvement of WGs and C-OSS	TMS, AG proposals	Number of PaPs to be constructed
	C-OSS	Preparation of application forms.		Application forms
X-16	C-OSS	Communication of MB decision to IMs.	Excel file	End of preparation phase

### 7.1.2 Choosing between fix and flexible approach

**Period:** X-16-X-12

**Participant:** IM

**Activity:**

Depending on network attributes (e.g. capacity utilization) and having respect to actual business practice IMs may choose between constructing fix (Conventional) or flexible (Flex) PaPs.

Flex PaP as a recent initiative may provide better capacity usage on internal sections or sections with adequate free capacity giving more freedom to Applicants to adjust pre-arranged paths to their own requirements.

As a semi-finalised product Flex PaP provides:

- harmonized border times,
- origin, destination and/or intermediate locations of a PaP/PaP section,
- pre-defined train parameters (train weight, length of set of carriages, train speed),
- indication of standard travel and stop times which includes an adequate calculated 'buffer'.  
This calculated travel time shall be guaranteed by the IMs.

The major difference between Conventional and Flex PaP is that outside fixed times/locations/parameters Flex PaP gives Applicants the possibility to include own requirements within the PaP request, as:

- adjust arrival/departure times
- add intermediate stops with times
- add feeder/outflow sections

From the IM point of view, the advantage of Flex PaP is that path planning can be done focusing the optimal capacity usage but respecting agreed border times.

Henceforth unless it is not necessary to highlight the differences between Conventional and Flex PaP the expression 'PaP' refers to both types.

## 7.2 Construction of PaPs

**Period:** X-16-X-12

**Participant:** C-OSS, IM, MB

**Activity:**

The IMs shall construct the PaPs based on MB decision. The construction takes place in the national systems. Based on MB decision the C-OSS shall be in contact with the IMs, coordinate the construction processes, thus ensuring the harmonization at border points.

The basic data of designated PaPs shall be contained in an Excel sheet 'working tool' specified by OSS WG. The C-OSS shall be informed by the IMs in case any problem arise when constructing the PaPs. Coordination shall be done via E-mail or OSS WG meetings.

After construction, IMs forward the Excel sheet containing PaP data to the C-OSS, so then the C-OSS can forward it to the MB for approval.

Table 3

Period:	Participant:	Task:	Tools:	Outcome:
X-16	IM	Receiving PaPs to be constructed from the C-OSS	Excel file	Start of constructing phase
X-16 - X-12		Construction of PaPs.	National IT systems	Constructed PaP-sections in the national systems
		Contact with C-OSS.	E-mail/phone/fax	Harmonised paths
C-OSS	Contact with IM.			
X-12	IM	Delivery of PaPs to C-OSS.	Excel sheet	Constructed PaPs at C-OSS
	C-OSS	Forwarding PaPs to MB for approval.		End of constructing phase

### 7.3 Publication of PaPs

**Period:** X-12 – X-11

**Participant:** C-OSS, IM, MB

**Activity:**

Before publication, a formal approval by the RFC 7 MB has to be made, which states that the IMs have produced PaPs that meet the requirement of the RFC 7 MB regarding the number of paths and the harmonisation at border points. After MB approval PaPs can be created in PCS.

The creation of PaPs in PCS can be done via data import or directly in the system. In both cases C-OSS initiates the process.

If data import is preferred C-OSS prepares an Excel Template form specified by RNE. IMs are responsible for filling in the Template with the required data. Once when the Excel file is uploaded PCS validates it and reports for:

- format errors, when uploaded file does not satisfies the predefined rules,
- data issues (errors and warnings), when PCS cannot resolve some entity from the Excel e.g. operation point, activity type.

All errors must be fixed in order to import the PaP, while the warnings can be resolved after the import. It means that acceptance status for the agencies with data warning is set to yellow (“Being processed”). The competent IM or the C-OSS on behalf of the IM shall fix these issues.

In case creation is done directly in the system, C-OSS creates the origin-destination paths and marks the sections. Then PaP dossiers will be created for each section and PCS will automatically designate the IM pairs according to the given locations. IMs are responsible for completing PaP dossiers with the required data and to set the acceptance indicators to ‘green’.

In both cases of creation process data requirements are as follows:

Table 4

Required data	Flex PaP		Conventional PaP	
	Mandatory	Optional	Mandatory	Optional
Origin (first location at corridor section)	X		X	
Departure times at origin		X*	X	
Intermediate locations		X		X
Arrival/departure times at intermediate locations		X*		X
Border locations (handover points between IMs)	X		X	
Border times	X		X	
Destination (last location at corridor section)	X		X	
Arrival times at destination (last corridor section)		X*	X	
Parameters for each corridor section	X		X	
Distances between operation points	X		X	

\* Indication of standard travel times for each corridor section is mandatory!

After creation process, PaPs will not be published until X-11 thus providing enough time for C-OSS and IMs to verify data quality. If all warnings have been fixed and the acceptance indicators are set to green PCS will automatically promotes dossiers into 'Published' phase at X-11.

PaP Catalogue shall be available on the Corridor website in the form of an Excel sheet. Uploading and updating of the PaP Catalogue shall be carried out by the C-OSS.

On the day of publication IMs have to indicate on their website, as well as in their Network Statements (NS), that Corridor Paths are available (via link to the Corridor website).

Table 5

Period:	Participant:	Task:	Tools:	Outcome:
until X-12	MB	Verification of PaPs.		Start of publication phase
X-12 - X-11		Approval of PaPs.		PaPs ready to be uploaded to PCS
	IM C-OSS	Creating PaPs in PCS	Directly or via Excel template	PaP dossiers in PCS
	IM C-OSS	Verifying data quality	PCS	PaPs ready for publication
X-11	IM	Publication of PaPs.	PCS RFC website	Published PaPs
			National website NS	End of publication phase



## 7.4 Annual Timetable process

### 7.4.1 Application for the Annual Timetable

**Period:** X-11 – X-8

**Participant:** Applicant, C-OSS

**Activity:**

PaPs can be requested through PCS only, national systems cannot be used on that purpose. However the C-OSS shall provide solutions for any cases when PCS cannot be used for path requesting (partially or at all).

Procedures for path requesting via PCS are detailed in the PCS Reference Manual.

In exceptional cases path requests can be submitted on paper by filling in an application form and forwarding it to the C-OSS via E-mail or Fax. In that case the C-OSS shall be responsible for the verification of the right to place a path request. In PCS the verification shall be done during the registration process. After the verification on behalf of the Applicant the C-OSS shall take the necessary measures e.g. contact with PCS Support in order to place the request in PCS, based on the received application form. The C-OSS may also act the same in further processes – based on the submitted answers.

Applicants can submit requests for PaPs, PaPs with F/O paths and for PaPs involving more than one Corridor.

The deadline for submitting annual requests is X-8, the second Monday of April. The C-OSS shall accumulate the requests (automatically in PCS), check the quality of the content, and inform Applicants if some data is missing or incorrect.

Receiving an application the C-OSS shall request a relevant train number from the competent IMs. The IMs shall provide the relevant train number till X-7.5.

**Application process in PCS:**

*Table 6*

Period:	Participant:	Task:	Tools:	Outcome:
X-11	C-OSS	Publication of PaPs.	PCS RFC website	Start of requesting phase
X-11 - X-8	Applicant	Submitting path request.	PCS	Submitted request
	C-OSS	Receiving path request		Received request
X-8	Applicant C-OSS	Deadline for submitting path requests for the Annual Timetable.		End of requesting phase

## Application process by paper:

Table 7

Period:	Participant:	Task:	Tools:	Outcome:
X-11	C-OSS	Publication of PaPs.	PCS RFC website	Start of requesting phase
X-11 - X-8	Applicant	Contact with the C-OSS	E- mail/phone/fax	Possible request
	C-OSS	Verification of the right to place a path request based on the information given by the IMs.		Verified rights
			Providing application form for the Applicant.	E-mail/fax
	Applicant	Filling in the application form and forward to the C-OSS.	Submitted request	
	C-OSS	Placing the path request (on behalf of the Applicant) based on the provided application form	PCS Support	Received request
X-8	Applicant C-OSS	Deadline for submitting path requests for the Annual Timetable.		End of requesting phase

### 7.4.2 Pre-booking PaPs

**Period:** X-8 – X-7.5

**Participant:** C-OSS, Applicant, IM

**Activity:**

The C-OSS shall decide on the allocation of PaPs requests. In case an application contains flexible approach, the C-OSS shall forward the application to the competent IMs after pre-booking the related PaP sections. Then these IMs must consider the application as sent on time (as before the X-8 deadline).

In case of a conflicting PaP (multiple request on the same PaP), the C-OSS shall make priority calculations according to the priority rules based on the Framework for Capacity Allocation and pre-allocate the PaP to the Applicant with higher priority value. Detailed steps of the process are described in chapter 9.

In order to make the right priority calculations IMs must provide the distances for the C-OSS, either by stating kilometer data in the Network Statement or by communicating it via E-mail or Fax as soon as possible.

The C-OSS shall offer alternative PaP for the Applicant with lower priority till X-7.5. A preliminary contact with the Applicant would be advisable, checking for the earliest/latest arrival/departure time, which could still meet the Applicant's needs, thus an acceptable offer can be sent.

If the C-OSS is unable to meet any suitable alternative, or there is no alternative at all, the application shall be forwarded to the competent IMs for Tailor made solution. Then these IMs must consider the application as sent on time (as before the X-8 deadline).

In order to forward the applications as soon as possible to the involved IMs, a deadline should be set by which the Applicant shall accept or reject the alternative offer. Considering the fact that a preliminary agreement took place between the Applicant and the C-OSS, the given alternative offer at X-7.5 is just a formal act. Due to this reason the Applicant shall communicate the decision within 5 working days. In case there is no answer by the Applicant or the alternative will not be accepted, the C-OSS forwards the original request to the concerned IM/AB who will continue to handle the request (Tailor made solution).

If an application involves more than one Corridor, the concerned C-OSSs shall contact with each other and set the coordinating role. The coordinating role can be set according to the Reference Point given by the Applicant and can be changed later among the C-OSSs depending on the situation.

The C-OSS shall communicate the allocation decisions to the competent Applicants and IMs via PCS and/or via E-mail or Fax.

**Process for applications without conflict:**

Table 8

Period:	Participant:	Task:	Tools:	Outcome:
X-8	C-OSS	Receiving application.	PCS E-mail/fax	Start of pre-booking phase
X-8 - X-7.5		Pre-allocation of the requested PaP. Requesting train number from the competent IMs.		Pre-allocated PaP
		Forwarding requests with flexible approach to the competent IMs.		Request (if the application contains) sent
		IM		Providing relevant train number to the Application/Dossier.
X-7.5	C-OSS	Communication of the decision to the Applicant		Applicant noticed
	Applicant	Receiving communication.	End of pre-booking phase	

**Process for applications with conflict and available alternative:**

Table 9

Period:	Participant:	Task:	Tools:	Outcome:
X-8	C-OSS	Receiving application.	PCS E-mail/fax	Start of pre-booking phase
X-8 - X-7.5		Priority calculation on the conflicted requests.	PCS Data provided by IMs	Requests with priority values.
		Pre-allocation of the PaP for the Applicant with the higher priority. Requesting train number from the competent IMs.	PCS E-mail/fax	Waiting for Alternative
		Forwarding requests with flexible approach to the competent IMs.		Request (if the application contains) sent

Period:	Participant:	Task:	Tools:	Outcome:
	IM	Providing relevant train number to the Application/Dossier.		
	C-OSS Applicant	Searching for alternative PaP.	E-mail/phone	Available alternative
X-7.5	C-OSS	Reservation of alternative PaP for the Applicant with lower priority.	PCS E-mail/fax	Alternative reserved
		Communication of the decision to the Applicant with higher priority.		Applicant noticed
	Communication of the decision to the Applicant with lower priority.			
	Applicant	Receiving communication.		End of pre-booking phase

### Process for applications with conflict and no suitable alternative:

Table 10

Period:	Participant:	Task:	Tools:	Outcome:
X-8		Receiving application.	PCS E-mail/fax	Start of pre-booking phase
X-8 - X-7.5	C-OSS	Priority calculation on the conflicted requests.	PCS Data provided by IMs	Requests with priority values.
		Pre-allocation of PaP for the Applicant with the higher priority. Requesting train number from the competent IMs.	PCS E-mail/fax	Waiting for alternative
	Forwarding requests with flexible approach to the competent IMs.	Request (if the application contains) sent		
	IM	Providing relevant train number to the Application/Dossier.		
X-7.5	C-OSS Applicant	Searching for alternative PaP.	E-mail/phone	No suitable alternative
	C-OSS	Forwarding the application to the competent IMs for Tailor made solution.	PCS	Tailor made
		Communication of the decision to the Applicant with higher priority.	PCS E-mail/fax	Applicant noticed
	Communication of the decision to the Applicant with lower priority.			
Applicant	Receiving communication.	End of pre-booking phase		

The processes described above shall be repeated until every application will be in one of the following 3 status:

- Reserved
- Reserved alternative
- Tailor made

More and detailed descriptions are available in the relevant PCS User Manuals which can be found on the corridor's website.

### **Path Register**

The C-OSS shall keep a register, based on Article 13 (5) of the Regulation, of all activities performed by the C-OSS concerning the allocation of infrastructure capacity, and keep it available for Regulatory Bodies, ministries and concerned Applicants. For this purpose PCS reporting functions shall be used.

The register shall contain a PCS dossier number, the name of the applicant, the requested PaP section, the requested number of running days and specifying the follow-up activities of the C-OSS concerning the concrete path request.

The C-OSS shall ensure the ongoing update of the register and manage access to it for the above-mentioned parties. The content of the register will only be communicated to these interested parties on request in a simplified form allowing business confidentiality to all concerned applicants.

### **7.4.3 Forwarding applications to the competent IMs**

**Period:** X-7.5

**Participant:** C-OSS, IM

**Activity:**

After deciding on the allocation of PaPs the C-OSS shall forward the applications which cannot be met and the applications with flexible approach to the competent IMs for construction.

Forwarding will take place in PCS by the C-OSS. The competent IMs will receive an automatically generated E-mail about the tasks.

In case interface connection is given the requests forwarded in PCS will be automatically shown in the national systems. If there is no interface connection, the IMs shall copy the related path requests manually into their national systems.

Table 11

Period:	Participant:	Task:	Tools:	Outcome:
X-7.5	C-OSS	Forwarding applications cannot be met or with flexible approach.	PCS	Start of forwarding phase
	IM	Receiving applications.		Paths to be requested in the national systems
		Path request in the national system (automatically if there is interface connection with PCS).	National IT systems	End of forwarding phase

#### 7.4.4 Giving back unused PaPs to IMs

**Period:** X-7.5

**Participants:** MB, C-OSS, IM

**Activity:**

Each year at X-7.5 IMs may claim back unused PaPs from C-OSS. The decision on which PaPs to keep or to return to the respective IMs/ABs will depend on the “booking situation” at that moment. More precisely, at least the following three criteria will be used (by decreasing order of importance):

- There must be enough capacity for late requests and Reserve Capacity
- Take into account the demand for international paths for freight trains placed by other means than PCS
- Need for adaptation of the PaP offer due to possible changes in the planning of possessions

Returning shall be done by C-OSS in PCS via ‘Capacity Return’ function. The PaPs that will be returned to the IMs/ABs remain in PCS as catalogue paths unless each IM/AB individually decides to withdraw them entirely from PCS in order to free capacity on their network.

The remaining PaPs will be published during the late request phase in PCS with continuous updating from X-7.5.

The IMs shall withdraw the allocated PaPs in their national system accordingly.

Table 12

Period:	Participant:	Task:	Tools:	Outcome:
X-8 - X7.5	IM	Decision on which PaPs to be claimed back.	E-mail	Start of PaP returning phase
X-7.5	C-OSS	Returning PaPs to the IMs	PCS	Returned PaPs
		Update of PaP Catalogue (automatically in PCS)	PCS RFC website	Updated PaP Catalogue
	IM	Withdrawal of PaPs.	National IT systems	End of PaP returning phase

According to the actions made the C-OSS is responsible for updating the PaP Catalogue. In PCS the update is done automatically after the status changes, while the updating of the website shall be provided by uploading a new Excel sheet or otherwise. The IMs shall also indicate the changes in their national website.

### 7.4.5 Path construction

**Period:** X-7.5 – X-5.5

**Participant:** IM, C-OSS

**Activity:**

The IMs shall be responsible for the construction and allocation of the requested paths.

The C-OSS shall ensure that the results will be delivered till X-5.5 and be responsible for the harmonised paths. The C-OSS shall be informed by the IMs in case any problem arise during the path construction.

The constructed timetable will be automatically uploaded from the national system to PCS, if interface connection is given. In case of no interface connection, the timetable data shall be entered manually by IM. Thereafter the IM shall set all acceptance indicators to „green”, so that the C-OSS can communicate the Draft Offer.

The acceptance indicators of PaPs are handled by the C-OSS on behalf of the IM. Draft Offer can only be sent if all lights are set to green.

*Table 13*

Period:	Participant:	Task:	Tools:	Outcome:
X-7.5 - X-5.5	IM	Place request in the national system (automatically if there is interface connection with PCS).	National IT systems	Start of path construction
		Construction.		Constructed timetable in the national system
	C-OSS	Contact with the C-OSS Contact with the IMs	E-mail/phone/fax	Harmonised paths delivered on time
	IM	Enter timetable data in PCS-s (automatically uploads from national system if connected to PCs), set lights to green.	PCS	End of path construction

### 7.4.6 Sending Draft Timetable to the Applicant

**Period:** X-5

**Participant:** C-OSS, Applicant, IM

**Activity:**

Draft Timetable shall be communicated via PCS by the C-OSS clicking on „Send Draft Timetable” button. In case of applications containing flexible approach „Send Draft Timetable” button will only be activated, when all participating IMs delivered their result and set their acceptance indicators to green.

In case of applications involving more than one Corridor, Draft Offer can only be communicated by the Coordinating C-OSS.

After submitting Draft Offer Applicants will be notified by an automatically generated E-mail from PCS, so they can observe and comment the delivered timetable. Thenceforth all submitted applications (with the exception of Tailor made) shall be in „Drafted” status.

In case the application was submitted on paper, after submitting the Draft Offer, the C-OSS shall forward an exported Draft Timetable from PCS to the Applicant via E-mail or Fax.

Table 14

Period:	Participant:	Task:	Tools:	Outcome:
X-5.5	IM	Setting all lights to green	PCS	Start of submitting Draft Timetable
X-5	C-OSS	Sending Draft Timetable to the Applicant.	PCS E-mail/fax	„Drafted”
	Applicant	Receiving Draft Timetable from C-OSS.		End of submitting Draft Timetable

### 7.4.7 Giving back unused PaPs to C-OSS

**Period:** X-5

**Participant:** IM, C-OSS

**Activity:**

After the draft timetable development the IMs, if decide so, can give back unused PaPs to the C-OSS to be used for late path or ad-hoc requests.

IMs shall allocate the returned PaPs in their national systems. In PCS dossier type have to be changed back from Catalogue Path to PaP (they shall not be uploaded again, since they have been already in PCS). The C-OSS shall be responsible for updating the PaP Catalogue according to the actions.

Table 15

Period:	Participant:	Task:	Tools:	Outcome:
X-5	IM	Decision on which PaPs to be given back to C-OSS.	National IT systems	Start of returning phase
	IM	Allocation of returned PaPs in the national systems.		Allocated PaPs in the national systems



Period:	Participant:	Task:	Tools:	Outcome:
	IM C-OSS	Change dossier type.	PCS	Returned PaPs.
	C-OSS	Update of PaP Catalogue (automatically in PCS).	PCS RFC website	End of returning phase

### 7.4.8 Observations from Applicants, post-processing and acceptance

**Period:** X-5 – X-4

**Participant:** Applicant, C-OSS, IM

**Activity:**

After receiving Applicants have one month to make comments on the Draft Offer, and request modifications if it is necessary via ‘Make Observation’ function.

If the Applicant accepts the Draft Offer, the acceptance indicators shall be switched to green.

After acceptance, the C-OSS can submit Final Offer.

In case modifications are needed the Applicant can communicate the decision to the C-OSS by clicking on „Release post-processing“. Thereafter the application changes to „Post-processing“ state.

Only Tailor made applications or flexible approach can be modified, fixed PaPs can not. Therefore if the Applicant decides to reject the requested PaP, the application has to be withdrawn and a new (late or ad-hoc) request shall be submitted.

The Applicant shall communicate the required modifications to the C-OSS, who will forward them to the concerned IMs. IMs shall modify the timetable in their national system and in PCS as well. When all modification is done, IMs set their acceptance indicators to green so that the C-OSS can submit Final Offer.

**Process if the Applicant accepts Draft Timetable:**

*Table 16*

Period:	Participant:	Task:	Tools:	Outcome:
X-5	C-OSS	Submitting Draft Timetable to the Applicant.	PCS E-mail/fax	Start of acceptance phase
X-5 – X-4	Applicant	Setting the acceptance indicators to green.	PCS E-mail/fax	Final Offer can be sent
X-4	C-OSS	Submitting Final Offer to the Applicant.		End of acceptance phase

## Process if the Applicant does not accept Draft Timetable:

Table 17

Period:	Participant:	Task:	Tools:	Outcome:
X-5	C-OSS	Submitting Draft Timetable to the Applicant.	PCS E-mail/fax	Start of acceptance phase
X-5 - X-4	Applicant	Make observations.		Draft Timetable rejected
		Clicking on „Release post-processing” button.	PCS E-mail/fax	Post-processing phase
	Applicant C-OSS	Contact with C-OSS.	E-mail/phone/fax	
	C-OSS	Forwarding the required modifications to the competent IMs.	PCS	
	IM	Receiving required modifications from C-OSS.		
		Construction of modified timetable.	National IT systems	
Entering timetable data in PCS (automatically uploads from national system if connected to PCs), setting lights to green.		PCS	Final Offer can be sent	
X-4	C-OSS		Submitting Final Offer to the Applicant.	End of acceptance phase

### 7.4.9 Final allocation

**Period:** X-4 – X-3.5

**Participant:** C-OSS, Applicant, IM

**Activity:**

Final Offer can be submitted by the C-OSS if all IM and Applicant acceptance indicators are set to green, thus no further modifications are needed.

In case of applications involving more than one Corridor Final Offer can only be communicated by the Coordinating C-OSS.

Final Offer has to be accepted by the Applicant till midnight X-3.5. If all lights are set to green the application will move to „Active Timetable” phase after clicking on the „Accept Final Offer” button, or automatically at midnight X-3.5.

The IMs shall be informed about the allocation by the C-OSS, so that they can allocate the relevant path in their national system accordingly. Allocation will be done automatically in national systems, if interface connection is given.

Written allocation contracts – if required – are submitted to the Applicant by the respective IM.

Table 18

Period:	Participant:	Task:	Tools:	Outcome:
X-4	C-OSS	Submitting Final Offer to the Applicant.	PCS E-mail/fax	Start of final allocation phase
X-4 - X-3.5	Applicant	Acceptance of Final Offer.		Final allocation/withdrawn
X-3.5	C-OSS	Final allocation.	National IT systems	End of final allocation phase
	IM	Allocation of the paths according to PCS.		

In case of complaints regarding the allocation of PaPs (e.g. due to a decision based on the priority rules for allocation), the Applicants may address the respective regulatory body.

## 7.5 Procedures for late path requests

### 7.5.1 Late path requests

**Period:** X-8 – X-4

**Participant:** Applicant, C-OSS

**Activity:**

Late path requests can be submitted for the following PaPs:

- Non-requested PaPs till X-8
- PaPs kept at X-7.5
- PaPs returned at X-5

PaPs can be requested through PCS only, national systems cannot be used on that purpose. However the C-OSS shall provide solutions for any cases when PCS cannot be used for path requesting (partially or at all), as previously described in Chapter 7.4.1

The C-OSS is responsible for publication and updating the PaP Catalogue according to actions made at X-7.5 and X-5. Following the principle „First come-first served” requested PaPs will be automatically removed from the PCS PaP Catalogue excluding the possibility of double booking on the same PaP.

The deadline for submitting late path requests is X-4. The C-OSS shall accumulate the requests (automatically in PCS), check them, and inform Applicants if some data is missing or incorrect.

Receiving an application the PCS shall request a relevant train number from the competent IMs. The IMs shall provide the relevant train number till X-2.5.

Table 19

Period:	Participant:	Task:	Tools:	Outcome:
X-8	C-OSS	Publication of PaP Catalogue for late path requests.	PCS RFC website	Start of late path requests phase
	IM		National websites	
X-7.5	C-OSS	Update of PaP Catalogue according to MB decision.	PCS RFC website	Updated PaP Catalogue
X-8 - X-4	Applicant	Submitting late path request.	PCS E-mail/fax	Submitted request
	C-OSS	Receiving application..		Received request
		Update of PaP Catalogue according to the requests (automatically in PCS).	PCS RFC website	Updated PaP Catalogue
		Update of PaP Catalogue according to IM decision.		
X-5		Deadline for submitting late path requests.		End of late path requests phase

## 7.5.2 Allocation of late path requests

**Period:** X-4 - X-2

**Participant:** C-OSS, IM, Applicant

### Activity:

According to the principle: „First come-first served” there will be no conflict during the late request procedures. Hence there will be only two kind of processes: PaP request and flexible approach, and their „more than one Corridor involved” variations.

The C-OSS shall forward applications with flexible approach to the competent IMs. The competent IMs will receive an automatically generated E-mail about the tasks.

In case interface connection is given the requests forwarded via PCS will be automatically shown in the national systems as well. If there is no interface connection, the IMs have to place the related path request manually in their national systems.

If an application involves more than one Corridor, the concerned C-OSSs shall contact with each other and set the coordinating role. The coordinating role can be set by the Applicant via giving the Reference Point. Nonetheless the coordinating role can be changed among the C-OSSs later depending on the situation.

The C-OSS is responsible for coordinating the construction process, so that Applicants have enough time for observing the Draft Offer. It would be advisable to send the Draft Offer till X-2.5.

In case the application was submitted on paper, the C-OSS shall communicate the Final Offer (exported from PCS) to the Applicant via E-mail or Fax. After being accepted (the C-OSS implements the changes in PCS acting on behalf of the Applicant) the application will be changed to „Active timetable” state.

The IMs shall be informed about the allocation by the C-OSS, so that they can allocate the relevant path in their national system accordingly. Allocation will be done automatically in national systems, if interface connection is given.

Written allocation contracts – if required – are submitted to the Applicant by the respective IM.

**Process for applications if the Applicant accepts Draft Offer:**

Table 20

Period:	Participant:	Task:	Tools:	Outcome:
X-4	C-OSS	Receiving application.	PCS E-mail/fax	Start of allocation phase
X-4 - X-2.5		Pre-allocation of the requested PaP. Requesting train number from the competent IMs.	PCS	Pre-allocated path
		Sending request for flexible approach (if required) to the competent IMs.		Request sent
	IM	Providing relevant train number to the Application/Dossier.	PCS E-mail/fax	Provided train number
		Receiving request for flexible approach (if required) from C-OSS. Requesting the paths in the national system.	National IT systems	Construction
		Construction.		Constructed paths
	C-OSS	Contact with IM.	E-mail/phone/fax	Harmonised paths
IM	Contact with C-OSS			
	Entering timetable data in PCS (automatically uploads from national system if connected to PCS), setting lights to green.	PCS	Draft Timetable can be submitted	
X-2.5	C-OSS	Submitting Draft Timetable to the Applicant.	PCS E-mail/fax	Observation
X-2.5 – X-2	Applicant	Setting the acceptance indicators to green.		Final allocation
X-2	C-OSS	Final allocation. Informing competent IMs about the allocation.	PCS	End of allocation phase
X-2	IM	Allocation of the paths according to PCS.	National IT systems	

**Process for applications if the Applicant rejects Draft Offer:**

Table 21

Period:	Participant:	Task:	Tools:	Outcome:
X-8 -X-4	C-OSS	Receiving application.	PCS E-mail/fax	Start of allocation phase

Period:	Participant:	Task:	Tools:	Outcome:
X-4 - X-2.5		Pre-allocation of the requested PaP. Requesting train number from the competent IMs.	PCS	Pre-allocated path
		Sending request for flexible approach (if required) to the competent IMs..		Request sent
	IM	Providing relevant train number to the application/dossier.	PCS E-mail/fax	
		Receiving request for flexible approach (if required) from C-OSS. Requesting the paths in the national system.	National IT systems	Construction
		Construction.		Constructed paths
	C-OSS	Contact with IM.	E-mail/phone/fax	Harmonised paths
	IM	Contact with C-OSS.		
			Entering timetable data in PCS (automatically uploads from national system if connected to PCS), setting lights to green.	PCS
X-2.5	C-OSS	Submitting Draft Timetable to the Applicant.	PCS E-mail/fax	Observation
X-2.5 – X-2	Applicant	Making observations		
		Clicking on „Release post-processing” button.	PCS	Post-processing phase
		Contact with C-OSS.	E-mail/phone/fax	
	C-OSS	Forwarding the required modifications to the competent IMs.	PCS	
	IM	Receiving required modifications from C-OSS.	National IT systems	
		Construction of modified timetable.		
	Entering timetable data in PCS (automatically uploads from national system if connected to PCS), setting lights to green.	PCS	Final allocation	
X-2	C-OSS	Final allocation. Informing competent IMs about the allocation.	PCS	End of allocation phase
X-2	IM	Allocation of the paths according to PCS.	National IT systems	

## 7.6 Procedures for ad-hoc path requests

### 7.6.1 Planning and publishing reserve capacity

**Period:** X-4 - X-2

**Participant:** C-OSS, IM, MB

**Activity:**

Each year between X-4 and X-2 IMs and C-OSS jointly defines reserve capacity - where available - which may consist of:

1. Remaining PaPs which have not claimed back at X-7.5.  
In this case, dossiers are already published in PCS. Modifications can be done based on the agreement between C-OSS and respected IM.
2. PaPs constructed from remaining capacity by the IMs after the draft network timetable development.  
In this case PaPs have to be created and published in PCS using the same tools and method given in Point 7.3
3. Other defined capacity e.g. providing time slots or guaranteed tailor made solution.  
In this case reserve capacity will not be in a form of PaP but still have to be published.

Till X-2.5 the MB should be informed about the draft. After MB approval reserve capacity shall be published at X-2 in PCS on the Corridor website by the C-OSS and in the national websites by the IMs.

Table 22

Period:	Participant:	Task:	Tools:	Outcome:
X-4	C-OSS	Contact with IM.	E-mail/phone/fax	Start of publication phase
X-4 - X-2	IM	Construction of reserve capacity for the Corridor.	National IT systems	Constructed PaPs
X-2.5	C-OSS	Delivery of the draft of reserve capacity to MB for approval.	E-mail/fax	Reserve capacity plan to be approved
X-2.5 - X-2	MB	Approval of the draft of reserve capacity.		Reserve capacity can be published
X-2	C-OSS	Publication of reserve capacity.	PCS RFC website	End of publication phase
	IM	Publication reserve capacity on the RFC.	National website	

**7.6.2 Application for reserve capacity**

**Period:** X-2 – X+12

**Participant:** Applicant, C-OSS

**Activity:**

Ad-hoc requests can be submitted to the published reserve capacity. In case of no more remaining capacity available on the Corridor the C-OSS shall display on the RFC website (sold out) and forward all applications to the concerned IMs.

PaPs can be requested through PCS only, national systems cannot be used on that purpose. However the C-OSS shall provide solutions for any cases when PCS cannot be used for path requesting (partially or at all), as previously described in chapter 7.4.1

The C-OSS is responsible for the publication and for the continuous updating of the PaP Catalogue. Following the principle „First come-first served” requested PaPs will be automatically removed from the PCS Catalogue excluding the possibility of double booking on the same PaP.

Ad-hoc path requests shall be submitted no later than 30 days before the train running (Y-30). The C-OSS shall check the requests and inform Applicants if some data is missing or incorrect.

Receiving an application the PCS shall request a relevant train number from the competent IMs. The IMs shall provide the relevant train number till Y-10.

The RFC 7 Corridor OSS will not treat applications for reserve capacity with a shorter time limit to the first day of operation than 30 days. Requests with shorter time limit should be addressed to the national IMs directly through PCS.

*Table 23*

Period:	Participant:	Task:	Tools:	Outcome:
X-2	C-OSS	Publication of reserve capacity.	PCS RFC website	Start of ad-hoc path requests phase
X-2 – X+12 (Y-30)	Applicant	Submitting ad-hoc path request.	PCS E-mail/fax	Submitted request
	C-OSS	Receiving application.		Received request
		Update of PaP Catalogue according to the requests (automatically in PCS).	PCS RFC website	Updated PaP Catalogue
X+12 (Y-30)	Applicant C-OSS	Deadline for submitting ad-hoc path requests.		End of ad-hoc path requests phase

### 7.6.3 Allocation of ad-hoc requests

**Period:** X-2 – X+12

**Participant:** C-OSS, IM, Applicant

**Activity:**

According to the principle: „First come-first served” there will be no conflict during ad-hoc request procedures. Hence there will be only two kind of processes: PaP request and flexible approach, and their „more than one Corridor involved” variations.

The C-OSS shall forward applications with flexible approach to the competent IMs. The competent IMs will receive an automatically generated E-mail about the tasks.

In case interface connection is given the requests forwarded via PCS will be automatically shown in the national systems as well. If there is no interface connection, the IMs have to place the related path request manually in their national systems.

If an application involves more than one Corridor, the concerned C-OSSs shall contact with each other and set the coordinating role. The coordinating role can be set by the Applicant via giving the Reference



Point. Nonetheless the coordinating role can be changed among the C-OSSs later depending on the situation.

The C-OSS is also responsible for coordinating the construction process for that Applicants have enough time for observing the Draft Offer. It would be advisable to send the Draft Offer till Y-10.

In case the application was submitted on paper, the C-OSS shall communicate the Final Offer (exported from PCS) to the Applicant via E-mail or Fax. After being accepted (the C-OSS implements the changes in PCS acting on behalf of the Applicant) the application will be moved to „Active timetable” state.

The IMs shall be informed about the allocation by the C-OSS, so that they can allocate the relevant path in their national system accordingly. Allocation will be done automatically in national systems, if interface connection is given.

Written allocation contracts – if required – are submitted to the Applicant by the respective IM.

### Process for applications if the Applicant accepts Draft Offer:

Table 24

Period	Participant:	Task:	Tools:	Outcome:
No later than Y-30	C-OSS	Receiving application.	PCS E-mail/fax	Start of allocation phase
Y-30 – Y-25		Pre-allocation of the requested PaP. Requesting train number from the competent IMs.	PCS	Pre-allocated path
		Sending request for flexible approach (if required) to the competent IMs.		Request sent
Y-25 – Y-10	IM	Providing relevant train number to the application/dossier.	PCS E-mail/fax	
		Receiving request for flexible approach (if required) from C-OSS. Requesting the paths in the national system.	National IT systems	Construction
		Construction.		Constructed paths
	C-OSS	Contact with IM.	E-mail/phone/fax	Harmonised paths
	IM	Contact with C-OSS		
Entering timetable data in PCS (automatically uploads from national system if connected to PCs), setting lights to green. Providing relevant train number to the application/dossier.		PCS	Draft Timetable can be submitted	
No later than Y-10	C-OSS	Submitting Draft Timetable to the Applicant.	PCS E-mail/fax	Observation
Y-10 – Y-7	Applicant	Setting the acceptance indicators to green.		Final allocation
Y-2	C-OSS	Final allocation. Informing competent IMs about the allocation.	PCS	End of allocation phase
According to train running	IM	Allocation of the paths according to PCS.	National IT systems	

## Process for applications if the Applicant rejects Draft Offer:

Table 25

Period:	Participant:	Task:	Tools:	Outcome:
No later than Y-30	C-OSS	Receiving application.	PCS E-mail/fax	Start of allocation phase
Y-30 – Y-25		Pre-allocation of the requested PaP. Requesting train number from the competent IMs.	PCS	Pre-allocated path
		Sending request for flexible approach (if required) to the competent IMs..		Request sent
Y-25 – Y-10	IM	Providing relevant train number to the application/dossier.	PCS E-mail/fax	Construction
		Receiving request for flexible approach (if required) from C-OSS. Requesting the paths in the national system.	National IT systems	
		Construction.		E-mail/phone/fax
	C-OSS	Contact with IM.	PCS	
	IM	Contact with C-OSS. Entering timetable data in PCS (automatically uploads from national system if connected to PCs), setting lights to green.		Draft Timetable can be submitted
No later than Y-10	C-OSS	Submitting Draft Timetable to the Applicant.	PCS E-mail/fax	Observation
Y-10 – Y-7	Applicant	Making observations.		PCS
		Clicking on “Release post-processing” button.	E-mail/phone/fax	
		Contact with C-OSS.		
	C-OSS	Forwarding the required modifications to the competent IMs.	PCS	
Y-7 - Y-2	IM	Receiving required modifications from C-OSS. Construction of modified timetable.	National IT systems	Final allocation
		Entering timetable data in PCS (automatically uploads from national system if connected to PCs), setting lights to green.		
Y-2	C-OSS	Final allocation. Informing competent IMs about the allocation.	PCS	End of allocation phase
According to train running	IM	Allocation of the paths according to PCS.	National IT systems	

## 7.7 Evaluation phase, KPIs of RFC 7

**Period:** X+12 – X+15

**Participant:** C-OSS, AG, MB

**Activity:**

Every year the Corridor's performance shall be evaluated based on reports provided by the C-OSS and the IMs. The reports shall contain:

**I. Capacity management**

- » Offered capacity (PaP and reserve capacity)
  - number of PaP dossiers
  - path km\*days offered
  - Data source: PCS
  - Data processing: OBI
- » Requested capacity (PaP)
  - number of applications (dossiers)
  - paths/KM\*days requested (at X-8)
  - Data source: PCS
  - Data processing: OBI
- » Conflicts:
  - number of applications (dossiers) which are in conflict with at least one other application
  - Data source: PCS
  - Data processing: OBI
- » Pre-allocation (X-7.5):
  - number of PaP dossiers pre-allocated
  - paths/KM\*days pre-allocated
  - Data source: PCS
  - Data processing: OBI
- » Number of applications with F/O
- » Number of Tailor made solutions
- » Number of PaPs given back to IMs (X-7.5)
- » Number of PaPs received from the IMs (X-5)
- » Number of unfulfilled applications
- » Number of withdrawn applications
- » The amount of time the applications spent in each phase

**II. Operations**

- » Punctuality origin:

- Ratio between number of train runs where delay at departure from origin is  $\leq 30'$  / all trains with Running Advice at origin\*100 (where Origin= first RA); train sample: train numbers list chosen by the RFCs
- Data source: TIS
- Data processing: OBI
- » Punctuality at destination:
  - Ratio between number of train runs where delay at arrival destination is  $\leq 30'$  / all trains with RA at destination\*100 (where Destination= last RA); train sample: train numbers list chosen by the RFCs
  - Data source: TIS
  - Data processing: OBI
- » Volume:
  - Total number of train runs having a RA on selected pairs of border points; train sample: train numbers list chosen by the RFCs; points: points selected by the RFCs
  - Data source: TIS

### III. Market development

- » Customers' satisfaction:
  - Overall satisfaction of the customers answering to the "RFC Users Satisfaction Survey" (specific question)
  - Timeframe: year
  - Data source: RFC USS questionnaire
  - Data processing: External consultant
- » Relation between the capacity allocated by the C-OSS and the total traffic
  - Number of trains allocated by the C-OSS involving selected border points/ number of train runs having a RA on selected pairs of border points; train sample: train numbers list chosen by the RFCs; points: points selected by the RFCs
  - Timeframe: year
  - Data source: PCS and TIS
  - Data processing: OBI

The reports can determine the overloaded (more PaPs needed) and the idle sections (less PaPs needed) of the Corridor. The number of F/O paths should be considered as well, as they can be merged into the PaP as a departure or arrival point, if it is needed.

Punctuality reports should identify bottlenecks as sections that need to be improved.

The TMS shall be updated including the results of the already mentioned reports, which serves as a base regarding the PaPs for the next annual timetable.

PaP and allocation reports can be prepared by using the „Search and Reporting“ functions in PCS.

IMs and Train Information System (TIS) can provide punctuality reports regarding Corridor trains.

The C-OSS shall be responsible for preparing these reports and forward them to the MB. According to the reports the MB shall evaluate the Corridor’s performance and report the results to the European Commission.

Depending on decisions taken in the MB, the C- OSS could be given the task to organise a satisfaction survey of the users of the Corridor. The results of the survey can contribute to the evaluation of the Corridor’s performance and shall be published in accordance with Art. 19 (3) in Regulation 913/2010.

Table 26

Period:	Participant:	Task:	Tools:	Outcome:
X+12	C-OSS	Contact with IM.	Email/phone	Start of evaluation phase
		Preparation of reports regarding the allocation of PaPs.	PCS report	Prepared reports
X+12 - X+15	C-OSS IM	Requesting/receiving punctuality reports.	TIS National IT systems	
	AG	Proposition.	E-mail/fax/organised meetings	Evaluate
	C-OSS	Forwarding reports to the MB	E-mail/fax	
	MB	Evaluation of the Corridor’s performance.		
X+15	MB	Reporting to the European Commission.		End of evaluation phase
X+15	Marketing WG	Update of TMS.		

## 8 Tools for the RFC 7 C-OSS

The main working tools for the C-OSS are the three RNE IT tools: Path Coordination System (PCS), Train Information System (TIS), and Charging Information System (CIS).

In order to enjoy the full benefits of these tools, it is in the interest of all involved stakeholders that their national systems are connected to them. The use of these tools is not only related to day-to-day business, but also to additional functions such as reports.

## 9 Priority criteria for the allocation of PaPs

As described in the actual Framework for Capacity Allocation:

Basic priority criteria are needed for the C-OSS in order to allocate pre-arranged paths on a Corridor for the annual timetable.

A value calculated according to the total length of the requested path (including feeder and outflow paths and connecting point or sections between corridors) in combination with the length of the requested pre-arranged path and running days can enable the comparison of different applications with each other.

**First step:** only the path travelled along the Rail Freight Corridor ( $L_{PAP}$ ) and the running days ( $Y_{RD}$ ) are taken into account:

$$L_{PAP} \times Y_{RD} = K$$

**Second step:** if the first step results the same priority value ( $K$ ), the complete length of the requested path ( $L_{TP}$ ) has to be taken into consideration and the full formula has to be used:

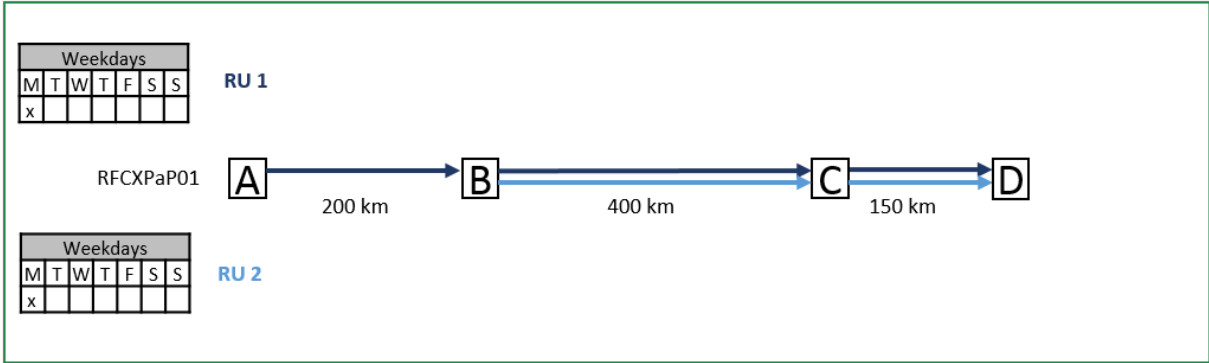
$$(L_{PAP} + L_{TP}) \times Y_{RD} = K$$

**Third step:** if the second step results the same priority value ( $K$ ) “first come-first served” logic will be applied.

In the case of conflict on an overlapping section among more than one corridor above mentioned formulas could be used. Each RFC C-OSS calculates their own value according to the path request. The Applicant, who has higher priority value, will get the conflicted path section.

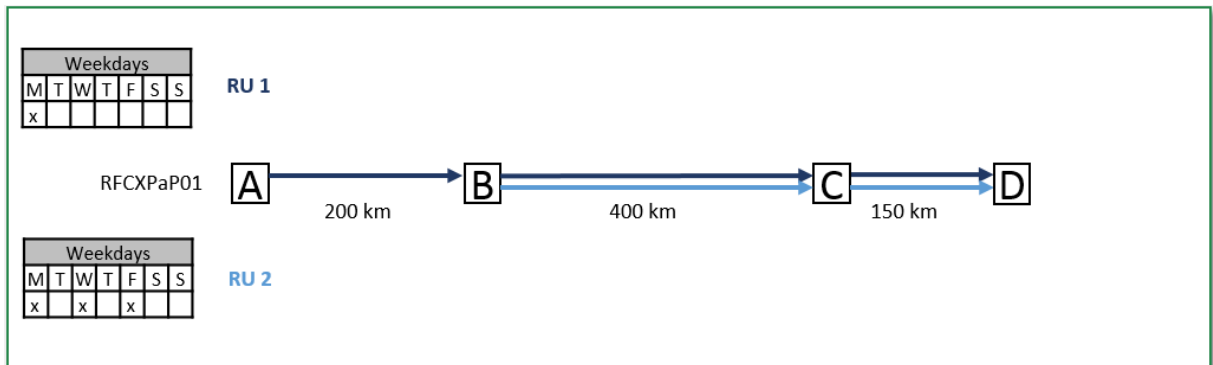
**Use cases:**

**I. Requests for the same sections of a PaP with equal running days**



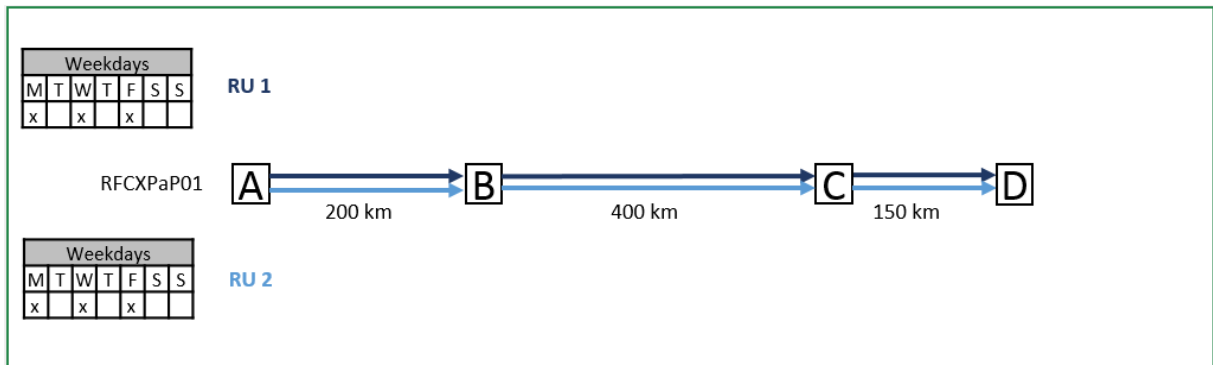
- Conflict management:  
 $K^{RU1} = (200 \text{ km} + 400 \text{ km} + 150 \text{ km}) \times 52 \text{ running days} = \underline{39000}$   
 $K^{RU2} = (400 \text{ km} + 150 \text{ km}) \times 52 \text{ running days} = 28600$
- In this case RU1 will get the conflicted sections – better use of the PaP
- C-OSS will contact RU2 and offer alternative section or tailor-made solution.

## II. Requests for the same sections of a PaP with different running days



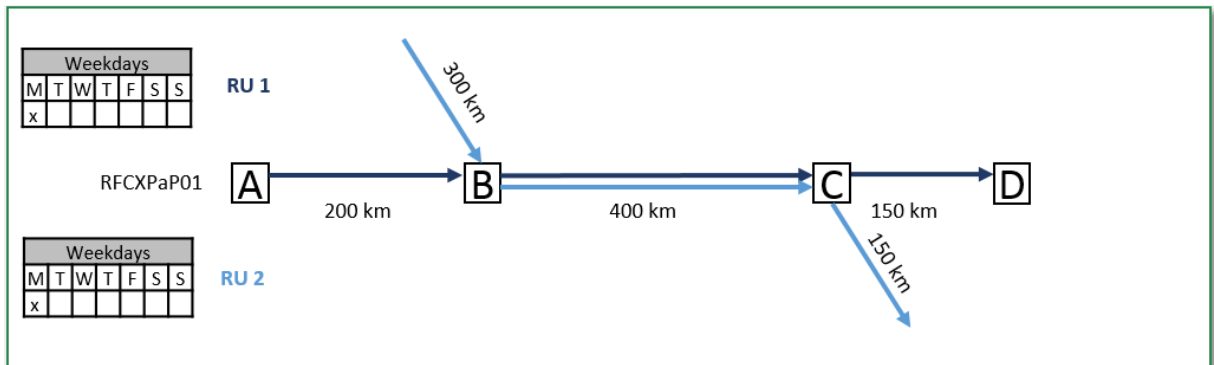
- Conflict management:  
 $\kappa^{RU1} = (200 \text{ km} + 400 \text{ km} + 150 \text{ km}) \times 52 \text{ running days} = 39000$   
 $\kappa^{RU2} = (400 \text{ km} + 150 \text{ km}) \times 156 \text{ running days} = \underline{85800}$
- In this case RU2 will get the conflicted sections – better use of the sections.
- C-OSS will contact RU1 and offer alternative sections or tailor-made solution.

## III. Requests for the same sections of a PaP with different running days



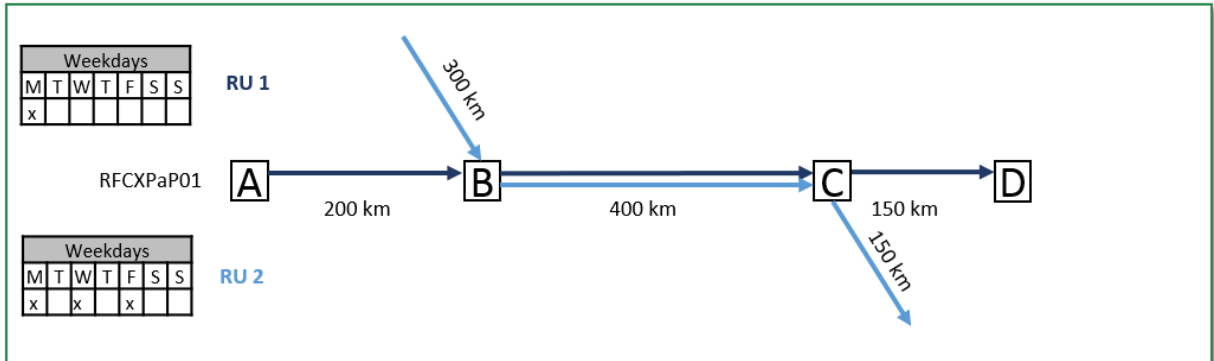
- Conflict management:  
 $\kappa^{RU1} = (200 \text{ km} + 400 \text{ km} + 150 \text{ km}) \times 156 \text{ running days} = \underline{117000}$   
 $\kappa^{RU2} = (200 \text{ km} + 400 \text{ km} + 150 \text{ km}) \times 156 \text{ running days} = \underline{117000}$
- In this case the winner RU will be chosen via further coordination or according to 'first come-first served' principle.
- C-OSS will contact loser RU and offer alternative sections or tailor-made solution.

**IV. Requests for the same sections of a PaP with feeder and outflow paths and equal running days**



- Conflict management:  
 $K^{RU1} = (200 \text{ km} + 400 \text{ km} + 150 \text{ km}) \times 52 \text{ running days} = \underline{39000}$   
 $K^{RU2} = (400 \text{ km}) \times 52 \text{ running days} = 20800$
- In this case RU1 will get the conflicted sections because RU1 uses more contiguous sections on the PaP than RU2 – better use of the PaP
- C-OSS will contact RU2 and offer alternative PaPs or tailor-made solution.

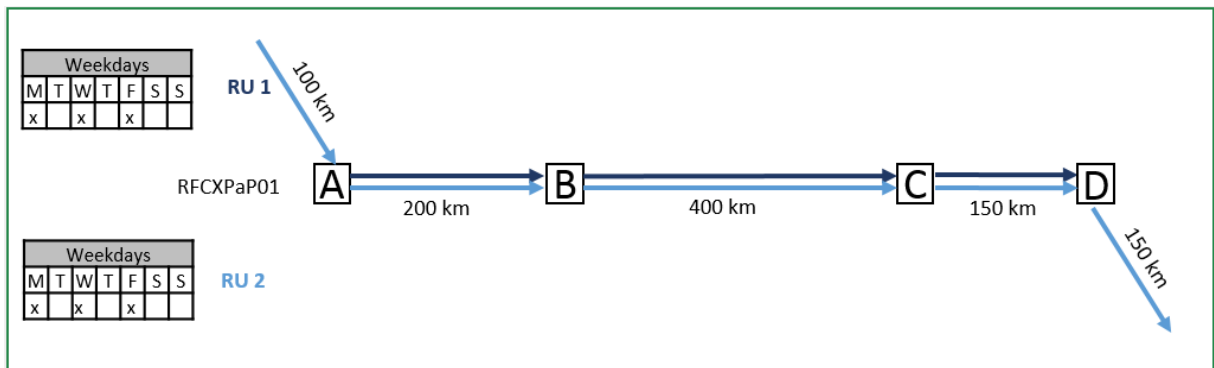
**V. Requests for the same sections of a PaP with feeder and outflow paths and different running days**



- Conflict management:  
 $K^{RU1} = (200 \text{ km} + 400 \text{ km} + 150 \text{ km}) \times 52 \text{ running days} = 39000$   
 $K^{RU2} = (400 \text{ km}) \times 156 \text{ running days} = \underline{62400}$
- In this case RU2 will get the conflicted section because RU2 requested more running days – better use of the section.
- C-OSS will contact RU1 and offer alternative sections or tailor-made solution.

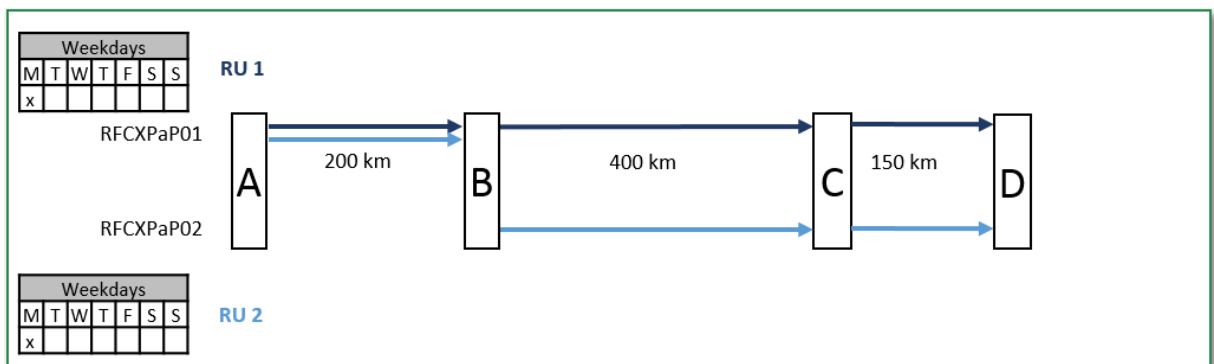


**VI. Requests for the same PaP with feeder and outflow paths and equal running days**



- Conflict management:
  - $K^{RU1} = (200 \text{ km} + 400 \text{ km} + 150 \text{ km}) \times 156 \text{ running days} = \underline{117000}$
  - $K^{RU2} = (200 \text{ km} + 400 \text{ km} + 150 \text{ km}) \times 156 \text{ running days} = \underline{117000}$
- Since the first step ended with the same value, second step shall be applied:
  - $K^{RU1} = (200 \text{ km} + 400 \text{ km} + 150 \text{ km}) \times 156 \text{ running days} = 117000$
  - $K^{RU2} = (100 \text{ km} + 200 \text{ km} + 400 \text{ km} + 150 \text{ km} + 150 \text{ km}) \times 156 \text{ running days} = \underline{156000}$
- In this case RU2 will get the conflicted sections because RU2 requested a longer path.
- C-OSS will contact RU1 and offer alternative sections or tailor-made solution.

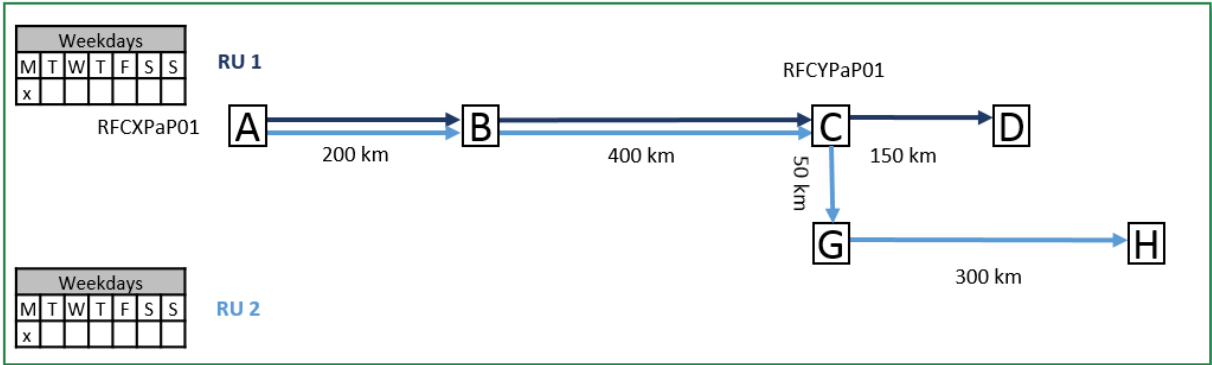
**VII. Requests for the same sections of a PaP with other non-contiguous PaP sections\* and equal running days**



*\*RU2 runs on the same route, but switches to a different PaP because prefers x hours stay at point B*

- Conflict management:
  - $K^{RU1} = (200 \text{ km} + 400 \text{ km} + 150 \text{ km}) \times 52 \text{ running days} = \underline{39000}$
  - $K^{RU2} = (200 \text{ km}) \times 52 \text{ running days} = 10400$
- In this case RU1 will get the conflicted sections because RU1 uses more contiguous sections on the PaP – better use of the PaP.
- C-OSS will contact RU2 and offer alternative section or tailor-made solution.

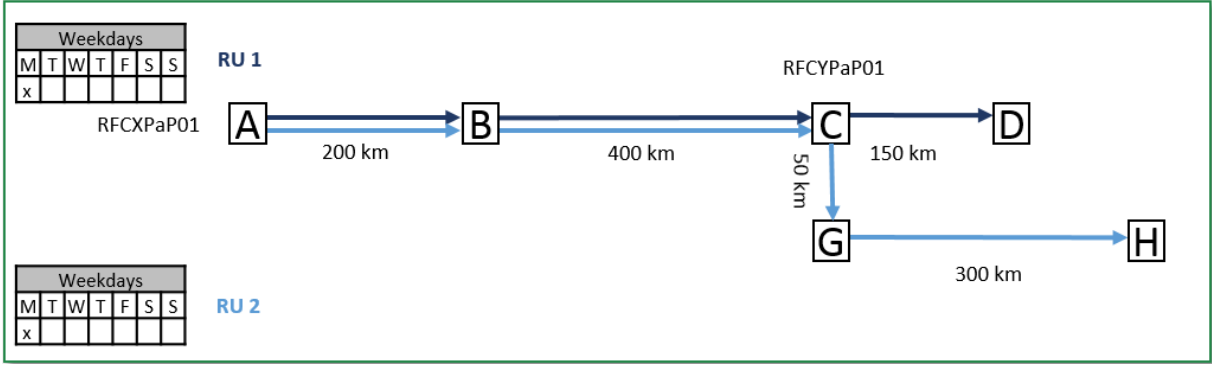
**VIII. Requests for the same sections of a RFC X PaP with RFC Y PaP sections involved\* and equal running days – Corridor approach**



\*RU1 and 2 runs on the same route on RFC X, but RU 2 connects to RFC Y at point C

- Conflict management:  
 $K^{RU1} = (200 \text{ km} + 400 \text{ km} + 150 \text{ km}) \times 52 \text{ running days} = 39000$   
 $K^{RU2} = (200 \text{ km} + 400 \text{ km}) \times 52 \text{ running days} = 31200$
- In this case RU1 will get the conflicted sections because RU1 uses more contiguous sections on the conflicted PaP – better use of the PaP
- C-OSS will contact RU2 and offer alternative sections or tailor-made solution.

**IX. Requests for the same sections of a RFC X PaP with RFC Y PaP sections involved\* and equal running days – Network approach**



- Conflict management:  
 $K^{RU1} = (200 \text{ km} + 400 \text{ km} + 150 \text{ km}) \times 52 \text{ running days} = 39000$   
 $K^{RU2} = (200 \text{ km} + 400 \text{ km} + 50 \text{ km} + 300 \text{ km}) \times 52 \text{ running days} = 49400$
- If A-B-C sections are designed in order to link with C-G-H sections RU 2 shall get the conflicted sections because in that case RU 2 uses more contiguous sections - it is up to the decision of involved C-OSSs.
- C-OSS will contact RU1 and offer alternative sections or tailor-made solution.

## 10 Non-usage and cancellation rules

At present there are no harmonized rules valid for the entire RFC, therefore national legislation shall be applied in each involved country.

### 10.1 Withdrawal of path request

Applicants can withdraw requests for the annual timetable after the path requests deadline (X-8) and before final allocation (X-2). Ad-hoc requests can also be withdrawn before the date of allocation. After allocation is done, only cancellation remains possible.

Current national conditions:

Country:	Condition:
Czech Republic	Free of charge
Slovakia	
Austria	Free of charge
Hungary	Free of charge
Romania	n/a
Bulgaria	n/a
Greece	Free of charge

### 10.2 Cancellation

Cancellation takes place after the allocation is done. Applicants can cancel running days or path sections. The cancellation needs have to be addressed to the C-OSS after the allocation as soon as possible, but no later than 30 days before the actual train run, afterwards directly to the competent IMs.

Country:	Condition:	
Czech Republic	Capacity reservation fee	100% of reservation fee according to Network Statement
	For planned train journey when cancellation of allocated train path was submitted less than the day before the scheduled train departure.  or  Trains with a delay of 1200 minutes or more for reasons on the side of the RU	10,- CZK per trainkilometer per day of ride on main routes  or  7,50 CZK per train kilometre per day of ride on regional routes
Slovakia	ŽSR does not charge additional fees for the cancellation of allocated path.	Fee for ordering and allocation of capacity U1 under Decree of Railway Regulatory Authority No. 3/2010 as amended by later regulations shall

		be charged even if allocated path has been cancelled.
Austria	Free of charge	
Hungary	Free of charge Without cancellation/beyond 24 hours after the scheduled time of train run: 100% of the basic service charge (Network access contract contains the rule).	
Romania	n/a	
Bulgaria	n/a	
Greece	Free of charge	

### 10.3 Non usage conditions

If the Applicant neither use nor cancel in due course its train path or fails to cancel it, or in case of non-RU Applicant the RU has not been designated 10 days before the train run penalty shall be levied according to the Performance Regimes of the member states.

Country:	Explanations:	
Czech Republic	Capacity reservation fee	100% of reservation fee according to Network Statement
	For planned train journey when cancellation of allocated train path was submitted less than the day before the scheduled train departure.  or  Trains with a delay of 1200 minutes or more for reasons on the side of the RU	10,- CZK per trainkilometer per day of ride on main routes  or  7,50 CZK per train kilometre per day of ride on regional routes
Slovakia	ŽSR does not charge additional fees for the cancellation of allocated path.	Fee for ordering and allocation of capacity U1 under Decree of Railway Regulatory Authority No. 3/2010 as amended by later regulations shall be charged even if allocated path has been cancelled.
Austria	Free of charge	
Hungary	Without cancellation/beyond 24 hours after the scheduled time of train run: 100% of the basic service charge. Cancellation after departing: 30% of the non-used part of the basic service charge. (Network access contract contains both rules).	
Romania	n/a	
Bulgaria	n/a	
Greece	Free of charge	

## 11 Availability of the RFC 7 Corridor OSS

It shall be mandatory for all Applicants to use PCS when they request pre-arranged paths. Other questions can be submitted via e-mail or telephone.

As the C-OSS will not be active less than 30 days before the day of operation, there is no need for a facility staffed 24 hours a day, 7 days a week. Regular office hours would be sufficient from the point of view of availability.

Contact data:

Name:	Address:	Phone:	E-mail:
József Ádám Balogh	VPE Rail Capacity Allocation Office Ltd. H-1054 Budapest Bajcsy-Zsilinszky út 48.	+36 1 301 9931 +36 30 696 8555	<a href="mailto:baloghj@vpe.hu">baloghj@vpe.hu</a> <a href="mailto:coss@rfc7.com">coss@rfc7.com</a>