

**Crossborder document between CFR and NRIC
Grenzedokument zwischen CFR und NRIC**

Introduction

The aim of this procedure is to simplify the collaboration for the international path requests between the involved parties, mainly Infrastructure Managers. It is for the preparation of the yearly timetable as well as any change in the current timetable that may happen an for ad hoc traffic.

It is not foreseen to handout the paper to RU's. This procedure is regulated by RNE under handbook rules and based on the RNE documents "*RNE Process Handbook for International Path Allocation for Infrastructure Managers*" and "*Management of paths requested after the 2nd Monday of April*" and on mutual agreement btw. CFR(MÁV Infra) and NRIC.

Lexical

International path	<i>An international path is a path through at least one border section.</i>
Border section	<i>A border section is the section of a railway line between two stations, crossing a national frontier.</i>
National path	<i>Paths ending or starting at the border point</i>
Request	<i>If not specified, means "Request for feasibility studies, for the yearly timetable, ad hoc request or late request".</i>

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Contact for CFR	Horatiu Ionescu
Contact for NRIC	Apostol Hristov

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I. Operating rules for path requests and allocation - General
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Introduction

The scope of this document is concerning the international path. A request for an international path received by an OSS will be treated in cooperation with CFR and NRIC. The OSS receiving the request will insure that the request is also in the hand of the other OSS. The responsible team (see table below and the contact list) will coordinate in order to give a consistent international answer.

For each border station, one of the stations is defined as contact station (coordination point) between IM's for timetabling. Only one IM is responsible for timetabling on the border station. But on any border section, no path can be offered without formal mutual acceptance of its timing by both allocation bodies.

The OSS chosen by the customer or if not specified by the customer, the one of the IM dedicated for each border section specified in the table below is responsible to:

1. lead the study;
2. submit the project to the other to allow local studies in the other country;
3. obtain formal acceptance or alternative of the other;
4. draw the consensual timing on the graph as the final result;
5. Transmit the path to the customer.

Each IM is responsible for the acceptance of paths in the border point in its own country.

When requests for international paths are submitted separately through national processes, IM will construct path on border section only if "national" path requests placed by cooperating RU on both infrastructures and are mutually harmonised.

The following table gives a list of the border points and the leading IM on the concerned section:

Border point	Section of the concerned track Fromto	Responsible and leading IM for timetabling on the section of the concerned track
Russe	Giurgiu Nord - Russe	CFR, NRIC
Vidin	Calafat - Vidin	CFR, NRIC
Kardam	Negru Voda - Kardam	CFR, NRIC

II. Operating rules for path requests and allocation – Specific Rules
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Some specific rules have been foreseen for:

- Pre-constructed train paths
- Request for feasibility studies and for the yearly timetable
- Late requests and ad-hoc requests received more than 30 days before the first day of operation
- Late requests and ad-hoc requests received 30 days or less before the first day of operation
- Instant Capacity
- Late path alterations for track works

A) Pre-Constructed train paths

CFR and NRIC share a common catalogue of pre-constructed train paths. They agreed on keep it up-to-date at least one time by year.

This catalogue of pre-constructed train paths is managed and shared in close cooperation by the timetable department of CFR and NRIC. This catalogue must be given to the Corridor Manager and to the OSS.

B) Requests for feasibility studies and for the Yearly timetable

The deadlines for path request for feasibility studies and the yearly timetable is issued by RailNetEurope:

- between 18 and 9 months before the start of the yearly timetable for feasibility studies
- before the 2nd Monday of April for requests for the yearly timetable (8 months before)

All international path requests with all details are submitted preferably using Pathfinder or the international RNE form for the whole length of the journey.

During the week after the second Monday in April, CFR and NRIC check with all required documents that they both have all of the paths request asked within an international request. These path requests will receive a consistent international answer.; the final target being that all requests for international paths are transmitted and studied through the RNE tools.

During the process of building the yearly timetable, the responsible schedulers listed in the contact list make all necessary steps to coordinate their work during the construction phase. When necessary, the corridor manager is requested to organize the coordination meeting and / or come to the best decision during the process.

During the RNE technical meeting, CFR and NRIC make sure they come up with a consistent answer for all requests.

The responsible team for path requests will make sure that the customers receive the coordinated answer. This answer must come from the OSS or any kind of IM internal organisation department who have been contacted for the request.

For a more detailed description of the processes, see the RNE Process Handbook for international path allocation for Infrastructure Managers.

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Document issued by one of IM valid for border section will be delivered on email addresses mentioned in contact list attached to this document.

C) Late requests

Requests submitted after the second Monday in April will get an answer in the remaining capacity, and in the RNE process calendar for remaining capacity.

When requests for international paths are submitted separately through national processes, IM will construct path on border section only if “national” path requests placed by cooperating RU on both infrastructures and are mutually harmonised.

The responses are studied after the release of the yearly timetable under the same schedulers’ supervision as described under A).

Answers are given to the applicants:

- not longer than, one month after the submission, but at least one month after the draft timetable has been published
- not later than 5 days before the first day of operations

If unable to comply, the request is rejected through the OSS or any IM internal organisation having received the request. And the customer is informed.

Document issued by one of IM valid for border section will be delivered on email addresses mentioned in contact list attached to this document.

D) Ad-hoc requests

Ad-hoc requests received during running TT will be processed as quickly as possible. When requests for international paths are submitted separately through national processes, IM will construct path on border section only if “national” path requests placed by cooperating RU on both infrastructures and are mutually harmonised.

Document issued by one of IM valid for border section will be delivered on email addresses mentioned in contact list attached to this document

E) Instant Capacity

Instant capacity requests received during running TT will be processed as quickly as possible. When requests for international paths are submitted separately through national processes, IM will construct path on border section only if “national” path requests placed by cooperating RU on both infrastructures and are mutually harmonised.

Document issued by one of IM valid for border section will be delivered on email addresses mentioned in contact list attached to this document.

F) Late path alterations for track works

The normal way in path planning is to take into account all known track work constraints, supposed to be defined before starting the yearly train pathing process.

When urgent track possessions arise, the responsible schedulers listed in the contact list coordinate to find the best common alteration decision for modifications needed at borders. No path on border section will be changed without approval from other IM.



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CFR and NRIC will define a more detailed process which responds to these needs.

Document issued by one of IM valid for border section will be delivered on email addresses mentioned in contact list attached to this document.

III. CONTACT LIST

1 GENERAL CONTACTS / ALGEMEINE KONTAKTPERSONEN

Corridor manager , responsible for coordination / RNE Koridormanager, verantwortlich für Koordination

IM	Function	Name	Languages	Phone	Fax	E-mail
	Corridor Manager – RNE Corridor 7					

OSS / OSS / OSS

OSS - CFR:

Department	Issue	Name	Languages	Phone	Fax	E-mail
OSS	OSS – office head	Cotofana Marian	Ro, En	0040 21 319 25 10	0040 21 319 25 11	marian.cotofana@cfr.ro

OSS - NRIC:

Department	Issue	Name	Languages	Phone	Fax	E-mail
OSS	OSS – office head	Valentin Kanchev	Bg, En	0035 92 932 6008	0035 92 932 2548	v.kanchev@rail-infra.bg

2 RESPONSIBLE CONTACT FOR DEALING WITH PATH REQUESTS / KONTAKTE DIE SICH TRASSEN BESTELLUNGEN BESCHÄFTIGEN

2.1 CFR

2.1.1 yearly TT and its updates / Jahresfahrplan und Änderungen von Jahresfahrplan :

Department	Issue	Name	Languages	Phone	Fax	E-mail
CFR	TT construction on section Russe – Giurgiu Nord	Ciocanel Constantin	Ro, En, Fr	0040 21 319 25 10	0040 21 319 25 11	constantin.ciocanel@cfr.ro
	TT construction on section Vidin - Calafat	Ciocanel Constantin	Ro, En, Fr	0040 21 319 25 10	0040 21 319 25 11	constantin.ciocanel@cfr.ro
	TT construction on section Kardam – Negru Voda	Ciocanel Constantin	Ro, En, Fr	0040 21 319 25 10	0040 21 319 25 11	constantin.ciocanel@cfr.ro

2.1.2 Ad hoc path requests / Gelegenheitsverkehr

Department	Border points	Name	Languages	Working hours	Phone	Fax	E-mail
CFR Operations department – office head	all sections	Horatiu Ionescu	Ro, En	8.00 – 16.00	0040722693016	0040213192514	horatiu.ionescu@cfr.ro
CFR Non stop Main control dispatcher	All sections		Ro	Non stop	0040372843219	0040213192514	seftura.bcctf@cfr.ro

2.2 NRIC

2.2.1 yearly TT and its updates / Jahresfahrplan und Änderungen von Jahresfahrplan :

Department	Issue	Name	Languages	Phone	Fax	E-mail
NRIC	TT construction on section Russe – Giurgiu Nord	Apostol Hristov	Bg, En	00359 2 932 3559	00359 2 932 2548	a_hristov@rail-infra.bg
	TT construction on section Vidin - Calafat	Apostol Hristov	Bg, En	00359 2 932 3559	00359 2 932 2548	a_hristov@rail-infra.bg
	TT construction on section Kardam – Negru Voda	Apostol Hristov	Bg, En	00359 2 932 3559	00359 2 932 2548	a_hristov@rail-infra.bg

2.2.2 Ad hoc path requests / Gelegenheitsverkehr

Department	Stations points	Border	Name	Languages	Working hours	Phone	Fax	E-mail
NRIC Management of the Trains Traffic and Network Capacity Unit	All sections		Apostol Hristov	Bg, En	Monday – Friday 8.00 – 16.00	00359 2 932 3559	00359 2 932 2548	a_hristov@rail-infra.bg
NRIC Non stop Main control dispatcher	All sections			Bg	Non-stop	00359 2 932 3225	00359 2 932 3998	st_disp@rail-infra.bg

3 ADDRESSES WHERE DOCUMENTS DEALING WITH PATHS ARE TO BE DELIVERED / ADRESSEN FÜR VERSENDUNG VON DOKUMENTEN, DIE ZUGTRASSEN BETREFFEN

3.1 CFR

3.1.1 yearly TT and its updates / Jahresfahrplan und Änderungen von Jahresfahrplan

Department	Border points	Name	Languages	Working hours	Phone	Fax	E-mail
CFR OSS	all sections	Ionescu Mihaela	Ro, En, Fr	08.00-16.30	0040 21 319 25 10	0040 21 319 25 11	mihaela.ionescu@cfr.ro

3.1.2 Ad hoc path requests / Gelegenheitsverkehr

Department	Border points	Name	Languages	Working hours	Phone	Fax	E-mail
CFR Main control dispatcher	all sections		Ro	Non-stop	0040372843219	0040213192514	seftura.bcctf@cfr.ro

3.1.3 Special transport / BZA

Department	Border points	Name	Languages	Working hours	Phone	Fax	E-mail
CFR	All sections	Nicuta Borcan	Ro	Monday – Friday 8:00-16:00	0040372843219	0040213192514	nicuta.borcan@cfr.ro

3.2 NRIC

3.2.1 Yearly TT and its updates / Jahresfahrplan und Änderungen von Jahresfahrplan

Department	Issue	Name	Languages	Phone	Fax	E-mail
NRIC	all sections	Elena Getova	Bg, En	00359 2 932 6039	00359 2 932 2548	egetova@rail-infra.bg

3.2.2 Ad hoc path requests / Gelegenheitsverkehr

Department	Border points	Department	Name	Working hours	Phone	Fax	E-mail
NRIC Non stop Main control dispatcher	All sections		Bg	Non-stop	00359 2 932 3225	00359 2 932 3998	st_disp@rail-infra.bg

3.2.3 Special transport / BZA

Department	Border points	Department	Name	Working hours	Phone	Fax	E-mail
NRIC Management of the Trains Traffic and Network Capacity Unit	All sections	Apostol Hristov	Bg, En	Monday – Friday 8.00 – 16.00	00359 2 932 3559	00359 2 932 2548	a_hristov@rail-infra.bg