C-OSS OPERATIONAL RULES

(Annex of Implementation Plan)

MODIFICATIONS AND UPDATES

Evolution Index	Date	Modification / comments	Written by
1	02/4/ 2013	Draft – 1st Version	VPE
2	11/04/2013	Draft – 2nd Version	VPE
3	22/04/2013	Draft – 3rdVersion	VPE
4	29/04/2013	Draft – 4th Version	VPE
5	12/08/2013	Draft – 5th Version	VPE/C-OSS
6	19/9/2013	Draft – 6th Version	VPE/C-OSS
7	16/10/2013	Draft – 7th Version	VPE/C-OSS
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
11	17/11/2016	Point 4 – updated list of related documents Point 5 – changed ’10 days’ to ’30 days’ according to the current version of FCA. Point 7.4.2 – RNE CMS System Point 7.4.8 & 7.4.9 – adjustment of deadlines according to CID Book 4 Point 7.6.3 – adjustment of deadlines according to CID Book 4 Point 9 – adjustment of priority rules according to the current version of FCA Point 10 – updated national rules	VPE/C-OSS

Evolution Index	Date	Modification / comments	Written by
12	31-08-2017	Chapter 3 – information about FCA Chapter 4 – updated list of documents Chapter 7 • updated Tables 1, 2, 5, 14, 16, 17, 19, 20, 21 (minor process changes) • added “international capacity wishes” to point 7.1.1 • added “detection of errors after publication” to point 7.3 • deleted “PCS Reference Manual” from point 7.4 • Updated process information regarding Observations (point 7.4.8) • Updated deadlines in point 7.5 according to the RNE Guidelines and CID Book 4.	VPE/C-OSS
13	06-11-2017	Added Annex 1 – detailed workflow description for the Collaborative Model on the overlapping sections of RFC Orient/East – Med and RFC North Sea – Baltic based on MB decision (27-10-2017, Frankfurt)	C-OSSs of RFC NSB & OEM
14	19-12-2017	Chapter 9 – Priority criteria Implementation of the random selection is based on the choice of the respected RUs concerning the exact procedure to be applied.	based on MB decision 14-12-2017
15	05-09-2018	General update according to changes in CID Book 4 common content and PCS.	VPE/C-OSS
16	30-08-2019	Updated chapters: 7.4.4 7.5 7.6 7.7 Deleted chapter: Giving back unused PaPs to C-OSS Updated Annex 1, 2 ,3	VPE/C-OSS
17	14-12-2020	Update Annexes Annex 1 – national contact data Annex 4 – table of deadlines	VPE/C-OSS

Evolution Index	Date	Modification / comments	Written by
18	22-10-2021	Update links in chapter 4 Update Annexes Annex 1 – national contact data Annex 4 – table of deadlines	C-OSS/OSS WG
19	10-11-2022	Update links in chapter 4 Update chapter 7.7 – added KPI “ratio of pre-booked capacity (PaPs)” Update Annexes Annex 1 – national contact data Annex 4 – table of deadlines	C-OSS/OSS WG
20	26-06-2023	Updated chapter 10 regarding DB Netz path charges after decision of the German regulatory body (Bundesnetzagentur)	DB Netz AG

Content

1 Glossary/abbreviations

AB	Allocation Body In this document, only the term Infrastructure Manager (IM) is applied. It refers to IMs and also – if applicable – to Allocation Bodies (ABs).
Allocation	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.
Applicant/Applicants	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.
Catalogue path (CP)	Any kind of pre-constructed path if it is not a prearranged path on a Rail Freight Corridor according to Regulation 913/2010.
CID	Corridor Information Document
Connecting point	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.
C-OSS	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.
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: • fixed border times • origin, destination and/or intermediate locations with and indication of standard travel time between locations which is guaranteed by the IM • indication of train parameters

	With the expection 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)	Also known as Fix 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. Difference between Fix PaP and Flex PaP is that in Fix PaPs times/locations/parameters are fixed and protected from any modifications after publication.
Pre-constructed path product	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. Pre-constructed path products are either: - Pre-arranged paths (PaP) on Rail Freight Corridors or - Catalogue paths (CP) for all other purposes
RB	Regulatory Body
Reserve capacity (RC)	Capacity kept available during the running timetable period for ad-hoc market needs (Art 14 (5) Regulation 913/2010). Reserve Capacity may consist of: • PaP • Flex PaP • other form definded by the respected IM
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 9th September 2011. According to Regulation (EU) 1316/2013 which is amending the Regulation (EU) 913/2010 the RFC 7 is extended to Germany and renamed to Rail Freight Corridor Orient / East-Med (OEM RFC). Consequently, the German Rail Infrastructure Manager, DB Netz AG joined the Management Board in 2018. 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 OEM, 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 01st April 2018 till 1st April 2020

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:
    - Set up of the C-OSS
    - Allocation of capacity (pre-arranged paths and reserve capacity) to freight trains
    - Applicants
    - 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 Framework for capacity allocation

The framework for capacity allocation (FCA) concerns the allocation of pre-arranged paths as defined in Article 14(3) of Regulation 913/2010, and of reserve capacity as defined in Article 14(5) of this Regulation, displayed by the C-OSS for freight trains crossing at least one border on a rail freight corridor.
The FCA is adopted by the Executive Board of RFC OEM and is legally binding document for the activities of the C-OSS.

3.3 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 OEM 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 OEM 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
- Framework for capacity allocation on the Rail Freight Corridors (FCA)
- RNE Timetabling Calendar (for TT 2024)
- RNE Guidelines for C-OSS concerning PaP and RC Management (version 1.0)
- RNE Guidelines for Coordination / Publication of Planned Temporary Capacity Restrictions (version 3.0)
- RNE Framework for setting up a Freight Corridor Traffic Management System (Final 2013)
- RNE Guidelines for Punctuality Monitoring (version 2.0)
- RNE Key Performance Indicators of Rail Freight Corridors (version 4.0)

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 30 days before the first running day. The appointment of the executing RU(s) is only valid if at 30 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 OEM does not supply PaP/reserve capacity 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 OEM 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 OEM MB regarding the applications, allocation and use of the Pre-arranged Paths, as input for the report by the RFC OEM 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 OEM 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 OEM MB and on the RNE Guidelines for Freight Corridors Traffic Management.6.5 Based on Article 18 of Regulation 913/2010

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 OEM 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 OEM 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.

6.6 Customer Confidentiality

The C-OSS is carrying out his assigned working task on behalf of the RFC OEM Management 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 OEM 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 OEM C-OSS X-8 – X-7,5
- RFC OEM C-OSS gives back non-requested PaPs to IMs based on RFC OEM 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 can decide to forward non-used PaPs to RFC OEM 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 requets X-2 – X+12

Evaluation phase X+12 – X+15

Table 1

Period:	Participant:	Activity:
X-19 – X-16	C-OSS, Applicants, Secretariat, MB, AG	Preparation phase. Collection of international capacity wishes by consulting all interested applicants.
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-10.5	C-OSS, IM	Correction of errors
X-10.5 – 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 Returning of remaining (unused) pre-arranged paths to the competent IMs.
X-7,5 – X-5	IM, C-OSS	Path elaboration 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
X-5 – X-4	Applicant, C-OSS	Observations phase
X-4 – X-3,5	IM, C-OSS	Post processing and final offer
X-3.5 – X-3	Applicant, IM	Acceptance and allocation
X-7.5– X-2	Applicant, C-OSS	Late path request application phase
X-3.5 – X-1	C-OSS, IM, Applicant	Late path request allocation phase
X-4 – X-2	IM, C-OSS, MB	Planning (production) reserve capacity for interim and ad-hoc needs.
X-2	C-OSS, IM	Publication of reserve capacity
X-2 – X+11 (Y-30)	Applicant, C-OSS, IM	Application and allocation phase for interim and ad hoc path requests
X+11 – 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 OEM Secretariat, Marketing WG, AG, MB

Activity:

Designation of PaPs is based on the TMS (and its subsequent revised versions) and the FCA. 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.

Furthermore the C-OSS consults all interested applicants in order to collect international capacity wishes and needs for the annual and running timetable. The results of the survey are also part of the inputs for the predesign of the PaP and reserve capacity offer.

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 OEM Secretariat	Contact with AG.	E-mail/phone	Start of preparation phase
	C-OSS	Collection of international capacity wishes, proposition according to the results	Survey	
	AG	Proposition regarding capacity offer.	E-mail/phone	Further inputs
	C-OSS	Preparation of application forms. Coordination with OSS WG.	Excel	Application forms
X-16	MB	Decision on capacity offer, based on the received inputs.	OSS WG	End of preparation phase

7.1.2 Decision on product type

Period: X-16-X-12

Participant: C-OSS, IM

Activity:

Depending on network attributes (e.g. capacity utilization) and having respect to actual business practice IMs may choose between constructing either fixed or flexible product. The limits of flexibility are also a matter of concern.

A more flexible product 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, while respecting the border times harmonized between the IMs.

As an example today's PaP can provide:

- 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',
- possibility of defining a specific number of available paths with certain attributes within a 'Reference PaP'.

From the technical point each PaP shall contain at least two operation points. The line between two operation points is called "PaP section".

The more constraints the product has, the closer it is to the classical fixed PaP, while allowing more flexibility the product becomes more like a guaranteed capacity.

The design of the path offer is up to the IMs and C-OSS involved and should reflect market requirements.

Henceforth unless it is not necessary to highlight the differences expression 'PaP' shall be used to all path products offered by the corridor.

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	MB	Decision on capacity offer, based on the received inputs.	OSS WG	Start of constructing phase
X-16 - X-12	IM	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	Constructed PaPs at C-OSS
	C-OSS	Forwarding PaPs to MB for final 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 OEM MB has to be made, which states that the IMs have produced PaPs that meet the requirement of the RFC OEM 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 providing the C-OSS 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

Data in PaP dossier	Mandatory	Optional
Origin (first location at corridor section)	X	
Departure times at origin		X
Intermediate locations		X
Arrival/departure times at intermediate locations		X
Border times		X
Destination (last location at corridor section)	X	
Arrival times at destination (last corridor section)		X
Pre-defined arameter set code	X	
Distances between operation points	X	

After creation process, PaPs shall 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).

According to the mutual agreement with RUs, they have 2 additional weeks to finalise and stabilise their offer, meaning, the final PaP offer is available at X-10.5. At this phase IMs and Applicants may provide inputs to the C-OSS for the correction of errors.

Table 5

Period:	Participant:	Task:	Tools:	Outcome:
X-12 - X-11	MB	Approval of PaPs.		Start of publication phase
	IM C-OSS	Creating PaPs in PCS	Directly or via Excel template	Open (PaP)
	IM C-OSS	Verifying data quality	PCS	Path elaboration (PaP)
X-11		Publication of PaPs.	PCS RFC website	Published (PaP)
X-11	IM	Publication of PaPs.	National website NS	End of publication phase
X-11 – X-10.5	IM, Applicant, C-OSS	Detection of errors, fine-tuning	PCS	Start of application 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).

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 i.e. 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 tailor-made paths (intermediate/feeder/outflow) 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, fix errors (if possible) and inform Applicants about missing or incorrect data. The Applicant has to provide the missing data and accept or reject the corrections made by C-OSS within 5 calendar days. In case the applicant does not provide any feedback but the issue can be resolved, the C-OSS forwards the original request to the IM/AB concerned. In case the issue can not be resolved, the C-OSS shall reject the request.

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-10.5 - 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	Request can be submitted
	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 and 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 apply the following steps:

A) A resolution through consultation may be promoted and performed between applicants and the C-OSS, if the following criteria are met:
   - The conflict is only on a single corridor
   - Suitable alternative PaPs are available.

B) Applying the priority rule as described in the FCA (use cases are defined in Chapter 9 of this document).

C) If the conflict cannot be resolved by the above-mentioned steps, random selection shall be used to separate the requests. Implementation of the random selection is based on the choice of the respected RUs concerning the exact procedure to be applied.

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 calendar 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 it (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. Plausability check and error fixing (if possible).	PCS E-mail/fax	Start of pre-booking phase
X-8 - X-7.5		Pre-allocation of the requested PaPs.		Pre-allocated PaP
		Forwarding requests to the competent IMs.		Request (if the application contains) sent
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. Plausability check and error fixing (if possible).	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 PaP for the Applicant with the higher priority.	PCS E-mail/fax	Waiting for Alternative

Period:	Participant:	Task:	Tools:	Outcome:
		Forwarding requests to the competent IMs.		Request (if the application contains) sent
	C-OSS Applicant	Searching for alternative PaP.	E-mail/phone	Available alternative
	C-OSS	Reservation of alternative PaP for the Applicant with lower priority.	PCS E-mail/fax	Alternative reserved
X-7.5		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	C-OSS	Receiving application. Plausability check and error fixing (if possible).	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 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.		
	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
X-7.5		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 details are explained in the PCS User Manual, which is available under the following link: https://rne.eu/it/rne-applications/pcs/documentation/.

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 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

<table>
<tr><th>Period:</th><th>Participant:</th><th>Task:</th><th>Tools:</th><th>Outcome:</th></tr>
<tr><td rowspan="3">X-7.5</td><td>C-OSS</td><td>Forwarding applications.</td><td rowspan="2">PCS</td><td>Start of forwarding phase</td></tr>
<tr><td rowspan="2">IM</td><td>Receiving applications.</td><td>Paths to be requested in the national systems</td></tr>
<tr><td>Path request in the national system (automatically if there is interface connection with PCS).</td><td>National IT systems</td><td>End of forwarding phase</td></tr>
</table>

7.4.4 Handling of non-requested PaPs

Period: X-7.5

Participants: MB, C-OSS, IM

Activity:

Each year at X-7.5, non-requested PaPs are handed over to the IMs. It is done by PCS automatically. The C-OSS is responsible for updating the PaP Catalogue, while the IMs shall update their national system accordingly.

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 in their national system.

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 arises 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 are handled by the C-OSS and the involved IMs. Draft Offer can only be sent if all lights are set to green.

Table 12

<table>
<tr><th>Period:</th><th>Participant:</th><th>Task:</th><th>Tools:</th><th>Outcome:</th></tr>
<tr><td rowspan="5">X-7.5 - X-5.5</td><td rowspan="3">IM</td><td>Place request in the national system (automatically if there is interface connection with PCS).</td><td rowspan="2">National IT systems</td><td>Start of path construction</td></tr>
<tr><td>Construction.</td><td>Constructed timetable in the national system</td></tr>
<tr><td>Contact with the C-OSS</td><td rowspan="2">E-mail/phone/fax</td><td rowspan="2">Harmonised paths delivered on time</td></tr>
<tr><td>C-OSS</td><td>Contact with the IMs</td></tr>
<tr><td>IM</td><td>Enter timetable data in PCS-s (automatically uploads from national system if connected to PCs), set lights to green.</td><td>PCS</td><td>End of path construction</td></tr>
</table>

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 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.

Table 13

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	Observations phase
	Applicant	Receiving Draft Timetable from C-OSS.		End of submitting Draft Timetable

7.4.7 Observations from Applicants, post-processing and acceptance

Period: X-5 – X-4

Participant: Applicant, C-OSS, IM

Activity:

After receiving the Draft Offer Applicants have one month to make comments, 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.

Only Tailor made applications or flexible products can be modified, fixed PaPs can not. Therefore if the Applicant decides to reject a fixed 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 14

Period:	Participant:	Task:	Tools:	Outcome:
X-5	C-OSS	Submitting Draft Timetable to the Applicant.	PCS E-mail/fax	Start of observations phase
X-5 – X-4	Applicant	Setting the acceptance indicators to green.	PCS E-mail/fax	Post-processing phase
X-3.5	C-OSS	Submitting Final Offer to the Applicant.		Start of acceptance

Process if the Applicant does not accept Draft Timetable:

Table 15

Period:	Participant:	Task:	Tools:	Outcome:
X-5	C-OSS	Submitting Draft Timetable to the Applicant.	PCS E-mail/fax	Start of observation phase
X-5 - X-4	Applicant	Make observations.	PCS E-mail/fax	Post-processing phase
	C-OSS	Communicating the required modifications to the competent IMs.	PCS E-mail/fax	
	IM	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
X-3.5	C-OSS	Submitting Final Offer to the Applicant.		Start of acceptance

7.4.8 Final allocation

Period: X-3.5 – X-3

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 shall be communicated by the Coordinating C-OSS.

If, for operational reasons publication via national tools is still necessary (e.g. to produce documents for train drivers), the IM/AB have to ensure that there are no discrepancies between PCS and the national tool.

The Applicant shall accept or reject the final offer within 5 calendar days in PCS. The C-OSS informs the Applicant concerned about this deadline. If no response is received within the time frame, the C-OSS will send a reminder and/or try to reach the Applicant according to its usual business practice in order to receive feedback. If no response is received before X-3, the request is considered to have been withdrawn.

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.

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

Table 16

Period:	Participant:	Task:	Tools:	Outcome:
X-3.5	C-OSS	Submitting Final Offer to the Applicant.	PCS E-mail/fax	Start of final allocation phase
X-3.5 – X-3	Applicant	Acceptance of Final Offer.		Final allocation/withdrawn
X-3	C-OSS	Final allocation.		End of final allocation phase

	IM	Allocation of the paths according to PCS.	National IT systems	

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-7.5 – X-2

Participant: Applicant, C-OSS

Activity:

The IMs shall take a decision regarding the capacity to be republished after X-7.5. This decision depends on the "booking situation" at that moment. More precisely, at least the following three criteria must be used (by decreasing order of importance):

a. There must be enough capacity for late requests, if applicable, and RC.
b. Take into account the demand for international paths for freight trains placed by other means than PCS.
c. Take into account the need for modification of the capacity offer due to possible changes in the planning of TCRs.

Late path 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 descriped in Chapter 7.4.1

The C-OSS is responsible for publication and updating the late path Catalogue according to actions made between X-7.5 and X-4. 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.

The deadline for submitting late path requests is X-2. The C-OSS shall accumulate the requests (automatically in PCS), check the quality of the content, fix errors (if possible) and inform Applicants about missing or incorrect data. The Applicant has to provide the missing data and accept or reject the corrections made by C-OSS within 5 calendar days. In case the applicant does not provide any feedback but the issue can be resolved, the C-OSS forwards the original request to the IM/AB concerned. In case the issue can not be resolved, the C-OSS shall reject the request.

Table 17

Period:	Participant:	Task:	Tools:	Outcome:
X-7.5	C-OSS	Updating PaP Catalogue for late path requests.	PCS RFC website	Start of late path requests phase
	IM		National websites	
X-7.5 - X-2	Applicant	Submitting late path request.	PCS E-mail/fax	Submitted request

Period:	Participant:	Task:	Tools:	Outcome:
	C-OSS	Receiving application. Plausability check and error fixing (if possible).	PCS E-mail/fax PCS RFC website	Received request
		Update of PaP Catalogue according to further availability (automatically in PCS).		Updated PaP Catalogue
X-2	Applicant	Deadline for submitting late path requests.	PCS E-mail/fax	End of late path requests phase

7.5.2 Allocation of late path requests

Period: X-3.5 - X-1

Participant: C-OSS, IM, Applicant

Activity:

According to the principle: „First come-first served" there will be no conflict during the late request procedures.

After pre-booking the requested PaPs the C-OSS shall forward applications 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 should be responsible for coordinating the construction process, so that Applicants have enough time for observing the Draft Offer.

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.

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

Process for applications if the Applicant accepts Draft Offer:

Table 18

Period:	Participant:	Task:	Tools:	Outcome:
X-7.5 - X-2	C-OSS	Receiving application. Plausability check and error fixing (if possible).	PCS E-mail/fax	Start of allocation phase
X-7.5 – X-1.5		Pre-allocation of the requested PaP.	PCS	Pre-allocated path
		Forwarding request to the competent IMs.		Request sent
		Receiving request from C-OSS. Requesting the paths in the national system.	National IT systems	Construction

Period:	Participant:	Task:	Tools:	Outcome:
		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	Late Request Offer can be submitted
	C-OSS	Submitting Draft Timetable to the Applicant.	PCS E-mail/fax	Acceptance
X-1.5 – X-1	Applicant	Setting the acceptance indicators to green.		Final allocation
X-1	C-OSS	Final allocation. Informing competent IMs about the allocation.	PCS	End of allocation phase
	IM	Allocation of the paths according to PCS.	National IT systems	

Process for applications if the Applicant asks for adaptation:

Table 19

Period:	Participant:	Task:	Tools:	Outcome:
X-7.5 - X-2	C-OSS	Receiving application. Plausability check and error fixing (if possible).	PCS E-mail/fax	Start of allocation phase
X-7.5 – X-1.5		Pre-allocation of the requested PaP.	PCS	Pre-allocated path
		Forwarding request to the competent IMs.		Request sent
		Receiving request 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	Late Request Offer can be submitted
	C-OSS	Submitting Late Request Offer to the Applicant.	PCS E-mail/fax	Acceptance
X-1.5 – X-1	Applicant	Making observations		Late Request Offer rejected
		Post-processing	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.		

Period:	Participant:	Task:	Tools:	Outcome:
		Entering timetable data in PCS (automatically uploads from national system if connected to PCS), setting lights to green.	PCS	Late Request Offer can be submitted
	C-OSS	Submitting Late Request Offer to the Applicant.	PCS	Acceptance
	Applicant	Setting lights to green.	PCS	Final allocation
X-1	C-OSS	Final allocation. Informing competent IMs about the allocation.	PCS	End of allocation phase
	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

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

Table 20

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.

Reserve capacity 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 reserve capacity Catalogue. Following the principle „First come-first served" requested reserve capacity will be automatically removed from the PCS Catalogue excluding the possibility of double booking on the same reserve capacity.

Unless the Management Board decides otherwise requests for reserve capacity shall be submitted no later than 30 days before the train running (Y-30). The C-OSS shall accumulate the requests (automatically in PCS), check the quality of the content, fix errors (if possible) and inform Applicants about missing or incorrect data. The Applicant has to provide the missing data and accept or reject the corrections made by C-OSS within 5 calendar days. In case the applicant does not provide any feedback but the issue can be resolved, the C-OSS forwards the original request to the IM/AB concerned. In case the issue can not be resolved, the C-OSS shall reject the request.

Table 21

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. Plausability check and error fixing (if possible).		Received request
		Update of reserve capacity 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.

After pre-booking the requested PaPs the C-OSS shall forward applications 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 shall be responsible for coordinating the construction process for that Applicants have enough time for observing the Draft Offer. Draft Offer shall be provided no later than Y-10.

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.

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

Process for applications if the Applicant accepts Draft Offer:

Table 22

<table>
<tr><th>Period</th><th>Participant:</th><th>Task:</th><th>Tools:</th><th>Outcome:</th></tr>
<tr><td>No later than Y-30</td><td rowspan="4">C-OSS</td><td>Receiving application.
Plausability check and error fixing (if possible).</td><td>PCS
E-mail/fax</td><td>Start of allocation phase</td></tr>
<tr><td rowspan="6">Y-30 – Y-25</td><td>Pre-allocation of the requested PaP.</td><td rowspan="2">PCS</td><td>Pre-allocated path</td></tr>
<tr><td>Forwarding request to the competent IMs.</td><td>Request sent</td></tr>
<tr><td>Receiving request from C-OSS.
Requesting the paths in the national system.</td><td rowspan="2">National IT systems</td><td>Construction</td></tr>
<tr><td>Construction.</td><td>Constructed paths</td></tr>
<tr><td>C-OSS</td><td>Contact with IM.</td><td rowspan="2">E-mail/phone/fax</td><td rowspan="2">Harmonised paths</td></tr>
<tr><td rowspan="2">IM</td><td>Contact with C-OSS</td></tr>
<tr><td>Entering timetable data in PCS (automatically uploads from national system if connected to PCs), setting lights to green.</td><td>PCS</td><td>Ad-hoc request offer can be submitted</td></tr>
</table>

		Providing relevant train number to the application/dossier.		
No later than Y-10	C-OSS	Submitting Draft Timetable to the Applicant.	PCS E-mail/fax	Acceptance
Y-10 – Y-5	Applicant	Setting the acceptance indicators to green.		Final allocation
Y-5	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 asks for adaptation:

Table 23

Period:	Participant:	Task:	Tools:	Outcome:
No later than Y-30	C-OSS	Receiving application. Plausability check and error fixing (if possible).	PCS E-mail/fax	Start of allocation phase
Y-30 – Y-25		Pre-allocation of the requested PaP.	PCS	Pre-allocated path
		Forwarding request to the competent IMs.		Request sent
		Receiving request 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	Ad-hoc request offer can be submitted
No later than Y-10	C-OSS	Submitting Draft Timetable to the Applicant.	PCS E-mail/fax	Acceptance
Y-10 – Y-5	Applicant	Making observations.	E-mail/phone/fax	Ad-hoc request offer rejected
		Return to Path Elaboration	PCS	Path Elaboration
		Contact with C-OSS.	E-mail/phone/fax	
Y-5 - Y-2	IM	Receiving required modifications	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	Ad-hoc request offer can be submitted
	C-OSS	Submitting Draft Timetable to the Applicant.	PCS E-mail/fax	Acceptance
	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

Period:	Participant:	Task:	Tools:	Outcome:
According to train running	IM	Allocation of the paths according to PCS.	National IT systems	

7.7 Evaluation phase, KPIs of RFC OEM

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, the RFC OEM working groups and the IMs. The report by the C-OSS shall contain:

Capacity management

- Offered capacity (PaP and reserve capacity)
  - number of PaP dossiers
  - path km*days offered
  - Data source: PCS
  - Data processing: manual
- Average planned speed of PaPs
  - Data source: PaP import sheet
  - Data processing: manual
- Requested capacity (PaP)
  - number of applications (dossiers)
  - paths/KM*days requested (at X-8)
  - Data source: PCS
  - Data processing: manual
- Conflicts:
  - number of applications (dossiers) which are in conflict with at least one other application
  - Data source: PCS
  - Data processing: manual
- Pre-allocation (X-7.5):
  - number of PaP dossiers pre-allocated
  - paths/KM*days pre-allocated
  - Data source: PCS
  - Data processing: manual
- Ratio of pre-booked capacity (PaPs)
- Ratio of the capacity allocated by the C-OSS and the total allocated capacity
  - number of allocated trains via C-OSS divided by all scheduled international freight trains at start of timetable (X)
  - Data source: PCS and national IT
  - Data processing: manual
- Number of applications with F/O

» Number of Tailor made solutions
» Number of unfulfilled applications
» Number of withdrawn applications

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.

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 24

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/OBI	Prepared reports
X+12 - X+15	IM	Punctuality reports.	TIS National IT systems	
	AG	Proposition.	E-mail/fax/organised meetings	More effective RFC
	C-OSS	Forwarding reports to the MB	E-mail/fax	Evaluate
	MB	Evaluation of the Corridor's performance.		
X+15	MB	Reporting to the European Commission.		End of evaluation phase

8 Tools for the RFC OEM C-OSS

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

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:

The priority is calculated according to this formula:

$$K = (L^{PAP} + L^{F/O}) \times Y^{RD}$$

where:

L^{PAP} = Total requested length of all PaP sections on all involved corridors included in one request.

$L^{F/O}$ = Total requested length of the feeder/outflow path(s) included in one request; for the sake of practicality, is assumed to be the distance as the crow flies.

Y^{RD} = Number of requested running days for the timetable period. A running day will only be taken into account for the priority calculation if it refers to a date with a published PaP offer for the given section.

K = The rate for priority

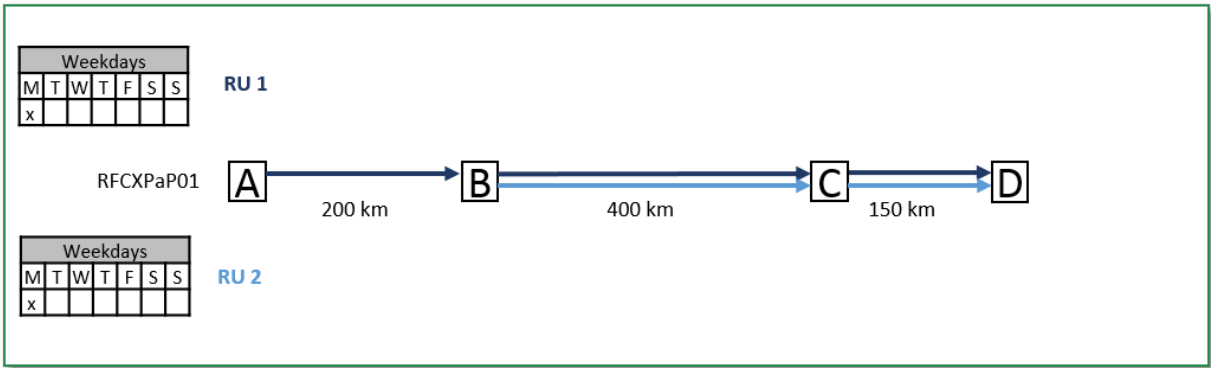
All lengths are counted in kilometres.

The method of applying this formula is:

- in a first step the priority value (K) is calculated using only the total requested length of pre-arranged path (LPAP) multiplied by the Number of requested running days (YRD);
- if the requests cannot be separated in this way, the priority value (K) is calculated using the total length of the complete paths ($L^{PAP} + L^{F/O}$) multiplied by the number of requested running days (Y^{RD}) in order to separate the requests;
- if the requests cannot be separated in this way, a random selection is used to separate the requests. Implementation of the random selection is based on the choice of the respected RUs concerning the exact procedure to be applied.

Use cases:

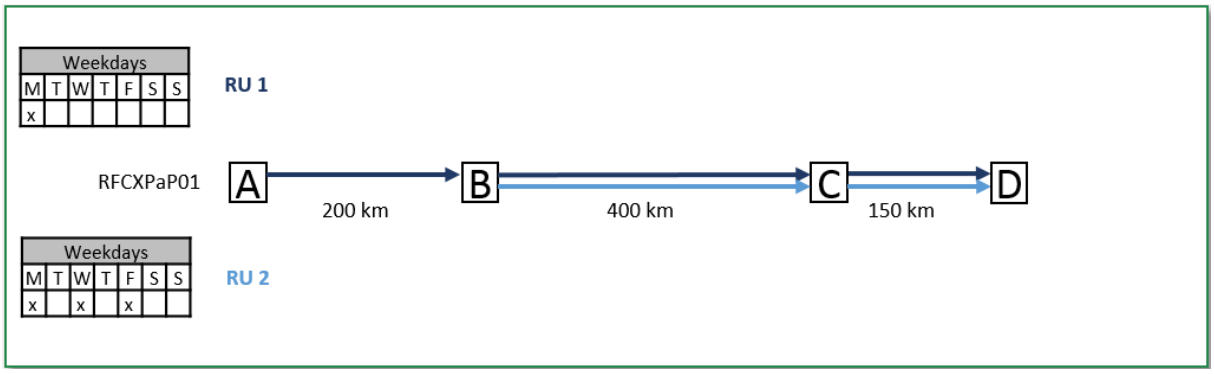
I. Requests for the same sections of a PaP with equal running days



- Conflict management:
  K^{RU1}=(200 km + 400 km + 150 km)x52 running days=39000
  K^{RU2}=(400 km + 150 km)x52 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.

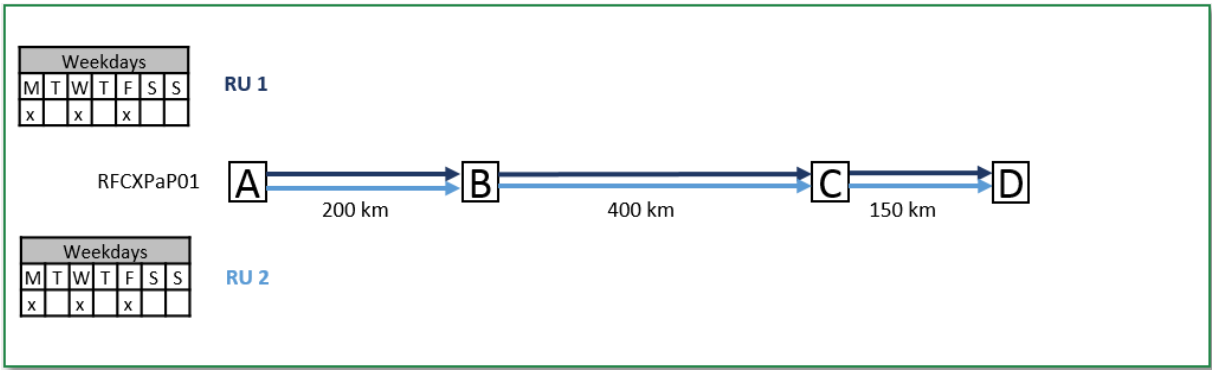
Requests for the same sections of a PaP with different running days



- Conflict management:
  K^{RU1}=(200 km + 400 km + 150 km)x52 running days=39000
  K^{RU2}=(400 km + 150 km)x156 running days=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.

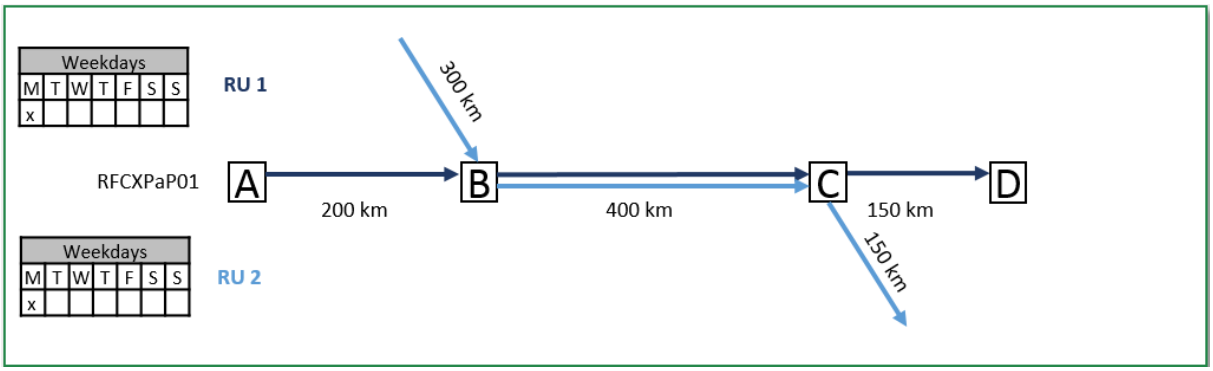
II. Requests for the same sections of a PaP with different running days



- Conflict management:
  K^{RU1}=(200 km + 400 km + 150 km)x156 running days=117000
  K^{RU2}=(200 km + 400 km + 150 km)x156 running days=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.

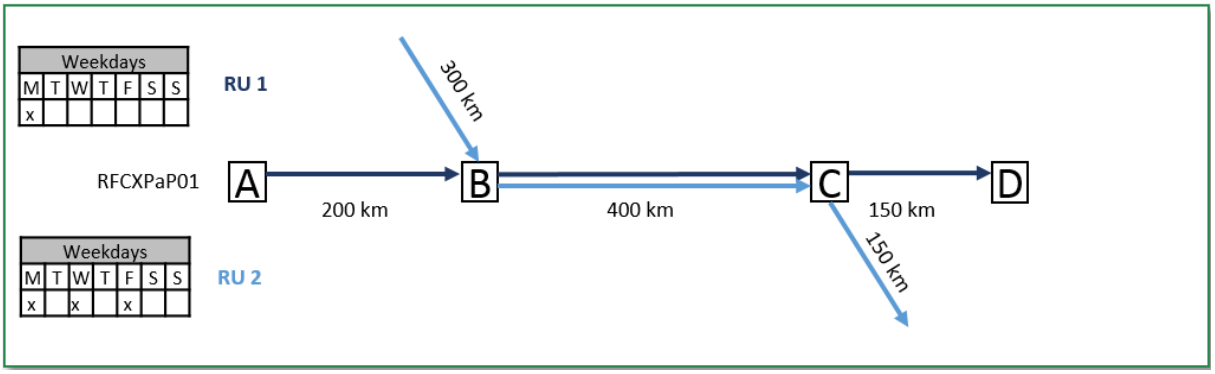
Requests for the same sections of a PaP with feeder and outflow paths and equal running days



- Conflict management:
  K^{RU1}=(200 km + 400 km + 150 km)x52 running days=39000
  K^{RU2}=(400 km)x52 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.

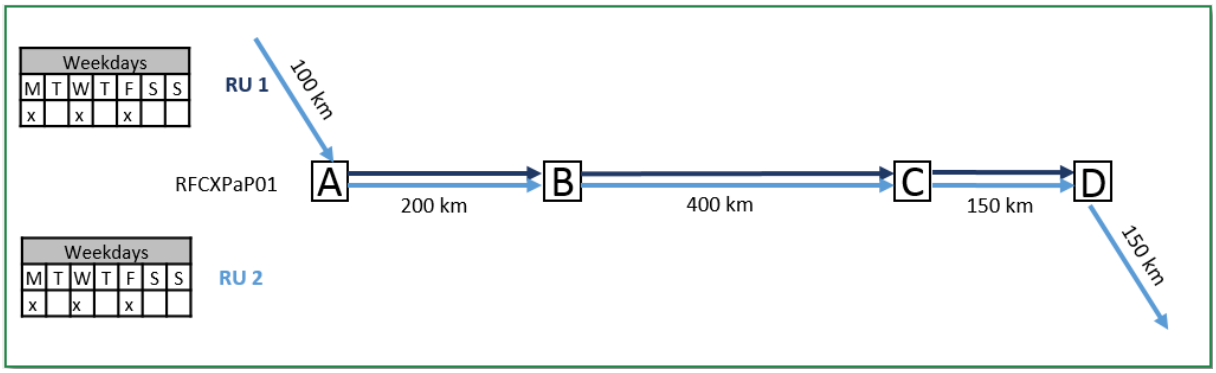
III. Requests for the same sections of a PaP with feeder and outflow paths and different running days



- Conflict management:
  K^{RU1}=(200 km + 400 km + 150 km)x52 running days=39000
  K^{RU2}=(400 km)x156 running days=<u>62400</u>

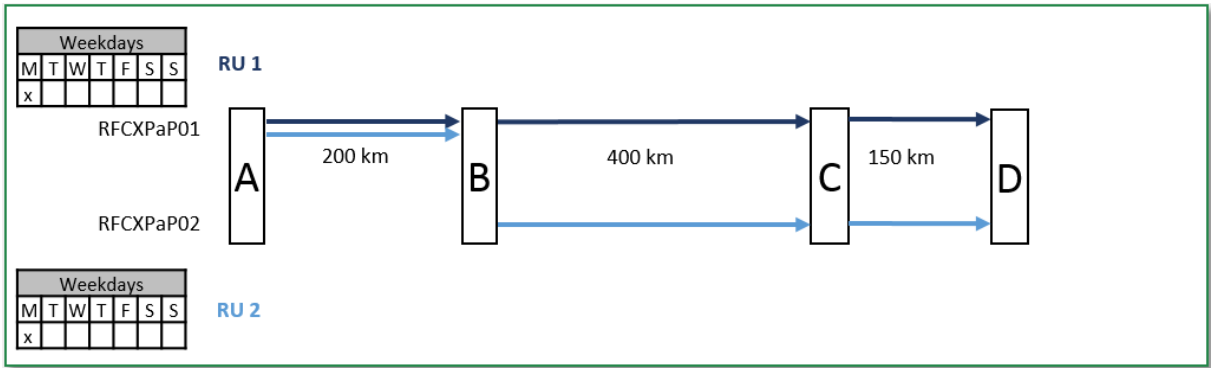
- In this case RU2 will get the conflicted section because RU2 requested more running days – better use of the section.
- C-OSS will contact RU1 and offer alternative sections or tailor-made solution.

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



- Conflict management:
  K^{RU1}=(200 km + 400 km + 150 km)x156 running days=<u>117000</u>
  K^{RU2}=(200 km + 400 km + 150 km)x156 running days=<u>117000</u>
- Since the first step ended with the same value, second step shall be applied:
  K^{RU1}=(200 km + 400 km + 150 km)x156 running days=117000
  K^{RU2}=(100 km + 200 km + 400 km + 150 km + 150 km)x156 running days=<u>156000</u>
- 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.

IV. 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*

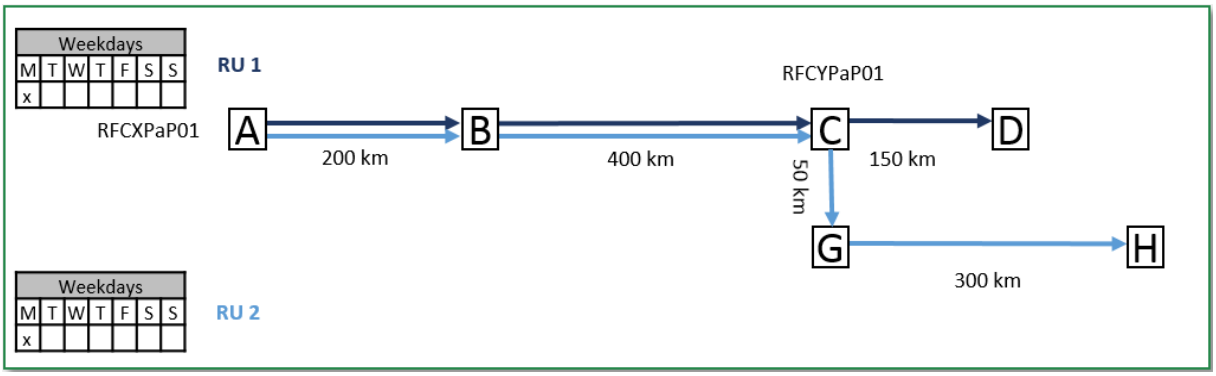
- Conflict management:

  K^{RU1}=(200 km + 400 km + 150 km)x52 running days=39000
  K^{RU2}=(200 km)x52 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.

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

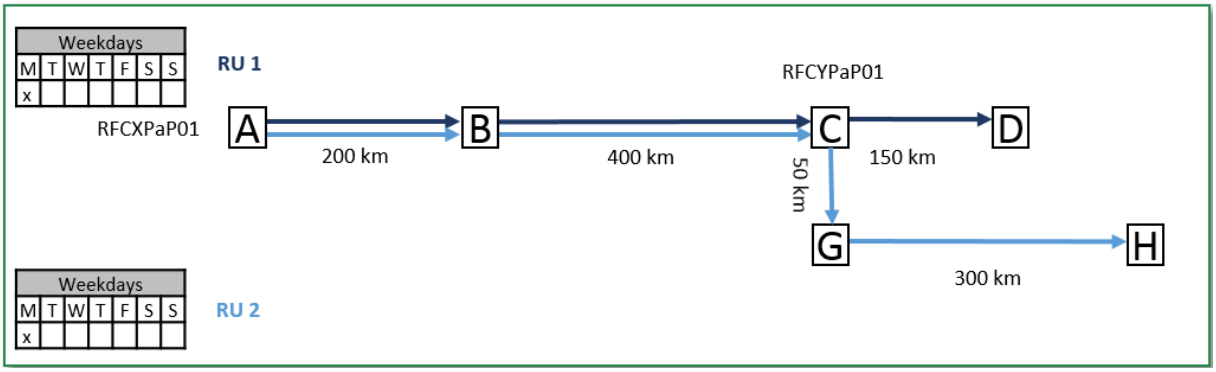


**RU1 and 2 runs on the same route on RFC X, but RU 2 connects to RFC Y at point C*

- Conflict management:
  K^{RU1}=(200 km + 400 km + 150 km)x52 running days=39000
  K^{RU2}=(200 km + 400 km)x52 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.

VI. 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 km + 400 km + 150 km)x52 running days=39000
  K^{RU2}=(200 km + 400 km + 50 km + 300 km)x52 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:

IM	Condition
DB Netz	Withdrawal between X-8 – X-4: Prior to receiving a path offer from DB Netz AG, applicants may withdraw a request at any time. They will not be charged by DB Netz AG for withdrawing a request as long as they have not received a path offer. RUs will be charged after having received the final offer at X-4. Please note, a charge for issuing an offer is getting effective – CID section 4.3.10.
SZCZ	No charges.
ŽSR	No charges.
ÖBB Infra	No charges.
MÁV/GYSEV/VPE	No charges.
CFR	No charges.

NRIC	No charges.
OSE	No charges.

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.

IM	Cancellation fees and deadlines
DB Netz	Between final draft of working timetable in first phase until 30 November of the same year, a minimum cancellation fee has to be paid: • In case of cancellations, a minimum cancellation fee is generally charged for each day of service cancelled, depending on the expense associated therewith. • No minimum cancellation fee accrues for days of service for which an increased cancellation fee is charged • The minimum cancellation fee is calculated by multiplying the timetable costs according to the working timetable by the number of train-path kilometers affected by the amendment, multiplied by the number of amended days of service. The minimum cancellation fee is limited by a maximum of € 1.087. Calculation: 0,05 * number of train-path kilometers * number of amended days of service. An increased cancellation fee is charged in case of cancellations after 30 November: Until 31 days before the running day 15% of calculation basis * number of train-path kilometers * number of amended days of service. Between 30 days and 5 days (included) before the running day 20 % of calculation basis * number of train-path kilometers * number of amended days of service. Between 4 days and 24h hours before the running day 40 % of calculation basis * number of train-path kilometers * number of amended days of service. 24h hours or less before the running day 70 % of calculation basis * number of train-path kilometers * number of amended days of service. Between scheduled time of train run and beyond 20h of scheduled departure 120 % of calculation basis * number of train-path kilometers * number of amended days of service. After 20 hours after departure: 200% of calculation basis * number of train-path kilometers

	Calculation basis: the saved direct costs of train operation for maintenance and depreciation are deducted from the charge for the cancelled train path. This results in the calculation basis for the cancellation fee. Amounts can be found in Annex 5.3 to the DB Netz Network Statement (NBN). If the Applicant cancels several days of service, the relevant increased cancellation fee is determined for each day of service and added up for the affected days of service. If a train path is cancelled and/or amended on different days of service, the relevant increased cancellation fee per day of service and the relevant minimum cancellation charge per day of service are added up. No minimum cancellation fee accrues for days of service for which an increased cancellation fee is charged.	
SZCZ	a) Capacity allocation fee (according to Network Statement)	100%
	b) If the applicant does gives up allocated infrastructure capacity less than 30 days before the planned day of ride or the allocated infrastructure capacity forfeits due to a train delay longer than 1,200 minutes for reasons on the side of the applicant or nobody uses the allocated infrastructure capacity the applicant is obliged to pay to the allocator a sanction.	The fee depends on the time of cancellation, the length of the allocated path and classification of route that is used. Some routes are excluded from this fee. For details see the Network Statement – chapter 5.6.4 and Annex “C”.
ŽSR	Charging formula consist of 3 parts. U1 - for capacity allocation U2 - for traffic steering U3 - for securing the infrastructure to be in the optimal shape In case of cancellation, once the allocation is done ŽSR does charge just U1. Cancellation fee also depends on line category and unused train-km.	
ÖBB Infra	No charges.	
MÁV/GYSEV/VPE	No charges.	
CFR	If the request for non-use of the scheduled path, i.e. the cancellation of train traffic on the scheduled path is made after the completion of the daily traffic schedule, then the applicant will pay a penalty equal to 0.1% of the track access charge value related to a train with the minimum tonnage that would have running on that route.	
NRIC	There are no charges up to the 17th day of the preceding month. Cancellation after 17th day of the preceding month -charge for requested but unused capacity- 2.1325 BGN/km until 11.01.2023 and from 12.01.2023 - 1.8293 BGN/km	
OSE	In case a Railway Undertaking has requested and reserved a specific traffic path that it does not intend to use, the Railway Undertaking shall be exempted from the CMAP total charge. In the case where the cancellation of the entire reserved path is requested less than two months before the date on which the routing was scheduled to run, a cancellation charge CC = p · ct · d	

	shall be levied, which corresponds to the cost of the scheduled traffic management services. The numerical values of the parameters follow par. 6.3. of NS. The cancellation charge does not apply when a partial modification of the routing of the reserved path is requested.

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.

IM	Fees for unused paths
DB Netz	If train paths are not cancelled by the Applicant and are not operated, the increased cancellation charge for the period of more than 20 hours after departure will be charged. The regulations for a 20-hour train as defined in Section 5.6.3.2 of the DB Netz Network Statement (NBN) remain unaffected. The amount of the no-show fee is 200% of calculation basis * number of train-path kilometers. Calculation basis: the saved direct costs of train operation for maintenance and depreciation are deducted from the charge for the cancelled train path. This results in the calculation basis for the cancellation fee. Amounts can be found in Annex 5.3 to NBN
SZCZ	100 % of Capacity allocation fee plus: The fee depends on the length of the allocated path and classification of route that is used. Some routes are excluded from this fee (see Network Statement).
ŽSR	Charging formula consist of 3 parts. U1 - for capacity allocation U2 - for traffic steering U3 - for securing the infrastructure to be in the optimal shape In case of cancellation, once the allocation is done ŽSR does charge just U1. Cancellation fee also depends on line category and unused train-km.
ÖBB Infra	No charges.
MÁV/GYSEV/VPE	No charges.
CFR	If the request for non-use of the scheduled path, i.e. the cancellation of train traffic on the scheduled path, is made at the latest when the daily traffic schedule is drawn up, then the RU will not bear any additional payment.
NRIC	Charge for requested but unused capacity –2.1325 BGN/km until 11.01.2023 and from 12.01.2023 - 1.8293 BGN/km
OSE	No non-usage fees in discretionary capacity allocation.

11 Availability of the RFC OEM Corridor OSS

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

For the time being it is not necessary to set up 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:

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Web page:	https://www.dbnetze.com/

OSS office:

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Phone:	-
Fax:	-
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Contact persons:

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[Bundesnetzagentur]

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Phone:	+49 228 14 - 0
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Czech Republic:

Infrastructure Manager:

Správa železnic

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OSS office:

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Vydra Daniel	+420 972 244 853	Vydra@spravazeleznic.cz
DISK non stop	+420 972 244 633	oss@spravazeleznic.cz

Regulatory Body:

Úřad pro přístup k dopravní infrastruktuře

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E-mail:	podatelna@updi.cz
Web page:	https://www.updi.cz/en/

Austria:

Infrastructure Manager:

ÖBB-Infrastruktur AG

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E-mail:	infra.kundenservice@oebb.at
Web page:	http://www.oebb.at/infrastruktur/en

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Max Kernegger (Ad-hoc)	0043 1 93000 97 70449	max.kernegger@oebb.at
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Regulatory Body:

Schienen-Control GmbH

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Fax:	-
Web page:	http://www.schienencontrol.gv.at/englisch/

Bundesministerium für Verkehr, Innovation und Technologie

Operating license, transport concession, safety certificate:

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Vehicle and driver license:

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Fax:	+43 1 71162 652299
E-mail:	sch2@bmvit.gv.at
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Infrastructure Manager:

ŽSR

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Regulatory Body:

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GYSEV Zrt.

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VPE – Rail Capacity Allocation Office:

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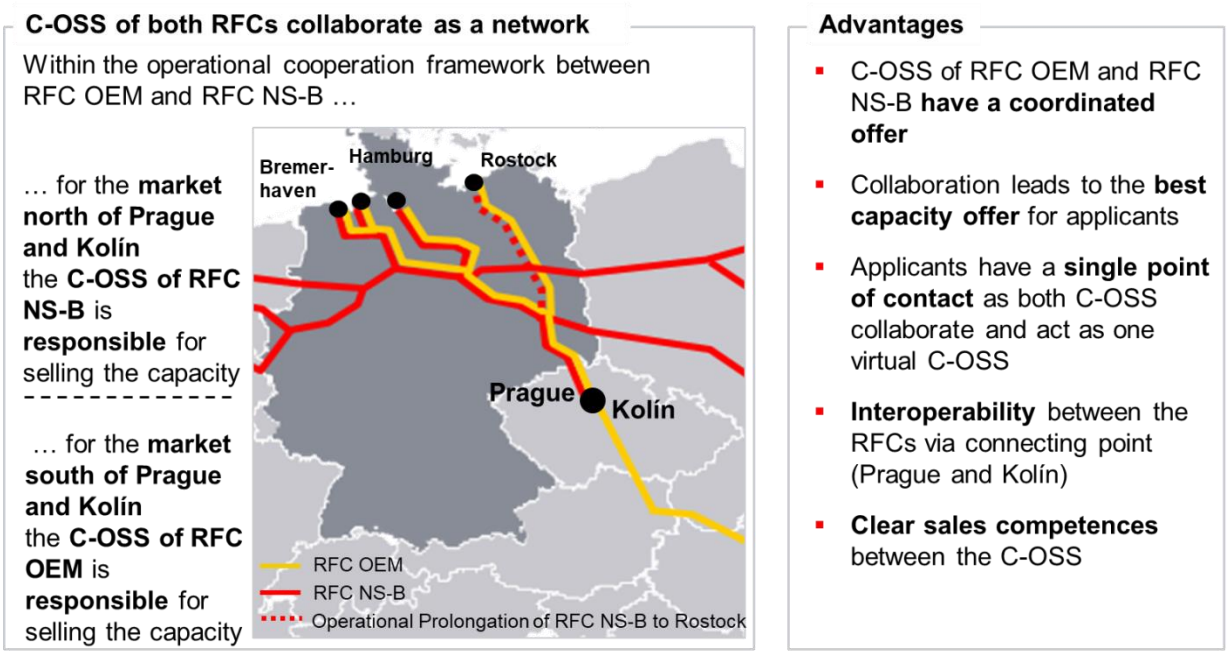
Annex 2 - Detailed workflow description for the Collaborative Model on the overlapping sections of RFC Orient/East – Med and RFC North Sea – Baltic

Agreement between the Management Board of RFC Orient/East - Med (OEM RFC) and the General Assembly of RFC North Sea – Baltic (NS-B RFC)

The extension of RFC OEM to Germany in 2018 led to long overlapping sections with NS-B RFC. In order to optimize the usage of the scarce capacity in the bottleneck sections and to avoid negative competition between the corridors a *Collaborative Model* was chosen to regulate the workflow of both C-OSS managers. To have a complete overlapping section and the market relevant connecting points between both RFCs there will be an operational extension for RFC NS-B to Rostock and to Kolín. Hence, the C-OSS of RFC NS-B will be responsible for uploading and allocating the PaP offer on the overlapping sections. Applicants will still experience a single point of contact as both C-OSS mangers work strongly together.

The following picture gives a brief overview on the main cornerstones of the *Collaborative Model*.



The following process description regulates all tasks and processes necessary to provide our applicants with the best possible support by optimizing the allocation between both RFCs. The described tasks and processes are relevant for the C-OSS of both corridors.

Topic	Responsible Actor	Description
Understanding the applicants' capacity needs		

Capacity wishes of applicants	C-OSS OEM + NS-B for their market	C-OSSs send “capacity wish list template” to applicants operating on their market. Applicants aggregate their capacity wishes for all RFCs in one document and send it back to any C-OSS.
PaP construction		
Preparation of PaP Kick-Off workshop with IMs if necessary	C-OSS OEM + NS-B together	Harmonization of the expectations of the PaPs to be constructed by the IMs. Basis is the capacity wish list template and last year’s experiences.
Kick-Off PaP construction if necessary	C-OSS OEM + NS-B for their market	Individual workshops on both RFCs. No need for C-OSS cross-participation due to coordination beforehand.
PaP construction	IMs	IMs construct the PaP segments.
PaP harmonization	C-OSS OEM + NS-B together	In case route Děčín – Lovosice – Prague, the connecting point shall be Prague. In case route Děčín – Mělník – Kolín, the connecting point shall be Kolín. Both C-OSS together will monitor the process and check harmonization of RFC OEM + NS-B PaP offer.
PaP publication		
PCS upload	C-OSS OEM + NS-B For their market	Upload of PaP offer to PCS. Each C-OSS for its market.
Website	C-OSS OEM + NS-B for their corridor	RFC OEM PaP catalogue shows also harmonized RFC NS-B PaPs north of Prague. RFC NS-B PaP catalogue refers to harmonized RFC OEM PaPs south of Prague in RFC OEM PaP catalogue.
Applicant request PaP		
Applicant request	Applicant	Applicant orders PaPs via PCS.
Pre-Allocation PaP		
No conflict Pre-Allocation at x-7,5	C-OSS OEM + NS-B for their market	Pre-Allocation is done in PCS.
Conflict solving	C-OSS OEM + NS-B together	PCS displays to both C-OSS the conflicts. Coordination between C-OSS necessary: Each C-OSS calculates for the conflict path in its market the K-value. Then, both K-values are summed up for the priority calculation.
Alternative PaP / path	C-OSS OEM + NS-B for their market	Communication of alternative options (different PaP or tailor-made path to be constructed later by the IMs) is done by the C-OSS with the conflict in its market.
Draft and Final offer PaP		
Check and Publication of Draft- / Final offer	C-OSS OEM + NS-B	Each C-OSS double-checks the offer of the IMs and publishes them via PCS.

	for their market	
Reserve Capacity Publication		
PCS upload	C-OSS OEM + NS-B For their market	Upload of RC offer to PCS. Each C-OSS for its market. Format of published capacity on the overlapping section e.g. from Bremerhaven to Decin – slot, from Decin to Prage (region) – slot, from Prague (region) to Breclav – Flex PaP.
Website	C-OSS OEM + NS-B for their corridor	RC Catalogue will be published on the website
Applicants request Reserve Capacity		
Applicant request	Applicant	Applicant orders Reserve Capacity via PCS.
Pre-Allocation Reserve Capacity		
Pre-Allocation rules	C-OSS OEM + NS-B for their market	“First come – First serve”.
TT Construction	C-OSS OEM + NS-B together	Order of TT construction in case both RFCs are involved shall depend on the reference point.
Deadlines for ordering	C-OSS OEM + NS-B for their market	Both RFCs have the same 30-day rule.
Draft and Final offer Reserve Capacity		
Check and Publication of Draft- / Final offer	C-OSS OEM + NS-B for their market	Each C-OSS double-checks the offer of the IMs and publishes them via PCS.
After Sales / Applicants contact		
Applicants questions or requests	C-OSS OEM + NS-B for their market	An applicant chooses the C-OSS according to the focus market of his question, or a preferred language or further reasons If a question refers to both markets an applicant still will have a single point of contact as both C-OSS closely collaborate and act as one virtual C-OSS to an applicant.
Applicants acquisition	C-OSS OEM + NS-B for their market	C-OSS applicant’s care will be done by each C-OSS for its market with a regional focus. C-OSS can collaborate based on best practice approaches. Examples: • Common C-OSS applicant’s visits for an applicant that operates trains in both markets. • Regional applicant’s conferences organized by the C-OSS of the concerned RFCs.

Annex 3 – Detailed workflow description for the Collaborative Model on the overlapping sections of RFC Orient/East-Med and RFC Amber

Agreement between the Management Board of Amber RFC and Management Board of RFC Orient/East - Med (OEM RFC)

In 2019 the Amber RFC became operational. Amber RFC has common offer on overlapping sections with RFC Orient/East – Med.
In order to optimize the usage of the scarce capacity in the bottleneck sections and to avoid negative competition between the corridors a *Collaborative Model* was chosen to regulate the workflow of C-OSS managers. The C-OSS of the involved RFCs will be responsible for uploading and allocating the PaP offer on the overlapping sections as described below. The responsible C-OSS will publish PaPs for sections in accordance with responsibility marking another RFC as "Participating RFC" in the PaP dossiers. Applicants will still experience a single point of contact as C-OSS mangers work strongly together.

C-OSS of RFC Orient/East-Med will be responsible for publication and uploading the PaP offer on overlapping sections with Amber RFC on sections: Bratislava-Rajka, Galanta via Nové Zámky – Štúrovo, Nové Zámky to Komárom, Sopron-Győr, Győr-Ferencváros, Štúrovo-Ferencváros.

The following picture gives a brief overview on the main cornerstones of the Collaborative Model.

C OSS of the concerned RFCs collaborates as a network within the operational cooperation framework between the involved RFCs. Each C-OSS is responsible for selling the capacity on overlapping sections as described above.

Advantages:

- C-OSS of the concerned RFCs **have a coordinated offer**
- Collaboration leads to the **best capacity offer** for applicants
- Applicants have **a single point of contact** as all C-OSS collaborate and act as one virtual C-OSS
- **Clear sales competences between** the C-OSS

The following process description regulates all tasks and processes necessary to provide our applicants with the best possible support by optimizing the allocation between involved RFCs. The described tasks and processes are relevant for the C-OSS of involved corridors.

Topic	Responsible Actor	Description
Understanding the applicants' capacity needs		
Capacity wishes of applicants	C-OSS of the involved RFCs for their sections	C-OSSs send "capacity wish list template" to applicants operating on their sections. Applicants aggregate their capacity wishes for all RFCs in one document and send it back to any C-OSS.
PaP construction		
Preparation of PaP Kick-Off workshop with IMs if necessary	C-OSS of the involved RFCs	Harmonization of the expectations of the PaPs to be constructed by the IMs. Basis is the capacity wish list template and last year's experiences.
Kick-Off PaP construction if necessary	C-OSS of the involved RFCs for their sections	Individual workshops on involved RFCs. No need for C-OSS cross-participation due to coordination beforehand.
PaP construction	IMs	IMs construct the PaP segments.
PaP harmonization	C-OSS of the involved RFCs	C-OSSs together will monitor the process and check harmonization of RFC's PaP offer.
PaP publication		
PCS upload	C-OSS of the involved RFCs For their sections	Upload of PaP offer to PCS. Each C-OSS for its sections in accordace with described responsibility.
Website	C-OSS of the involved RFCs for their corridor	RFC OEM PaP catalogue shows harmonized Amber RFC PaPs on overlapping sections. Amber RFC PaP catalogue shows harmonized RFC OEM PaPs on overlapping sections.
Applicant request PaP		
Applicant request	Applicant	Applicant orders PaPs via PCS.
Pre-Allocation PaP		
No conflict Pre-Allocation at x-7,5	C-OSS of the involved RFCs for their sections	Pre-Allocation is done in PCS.
Conflict solving	C-OSS of the involved RFCs together	PCS displays to all C-OSS the conflicts. Coordination between C-OSS necessary: Each C-OSS calculates for the conflict path in its sections the K-value. Then, all K-values are summed up for the priority calculation.
Alternative PaP / path	C-OSS of the involved RFCs for their sections	Communication of alternative options (different PaP or tailor-made path to be constructed later by the IMs) is done by the C-OSS with the conflict in its sections.

Draft and Final offer PaP		
Check and Publication of Draft- / Final offer	C-OSS of the involved RFCs for their setions	Each C-OSS double-checks the offer of the IMs and publishes them via PCS.
Reserve Capacity Publication		
PCS upload	C-OSS of the involved RFCs For their sections	Upload of RC offer to PCS. Each C-OSS for its sections.
Website	C-OSS of involved RFCs for their corridor	RC Catalogue will be published on the website
Applicants request Reserve Capacity		
Applicant request	Applicant	Applicant orders Reserve Capacity via PCS.
Pre-Allocation Reserve Capacity		
Pre-Allocation rules	C-OSS of the involved RFCs for their sections	“First come – First serve”.
TT Construction	C-OSS of the involved RFCs together	Order of TT construction in case more than one RFCs are involved shall depend on the construction starting point.
Deadlines for ordering	C-OSS of the involved RFC for their sections	All involved RFCs have the same 30-day rule.
Draft and Final offer Reserve Capacity		
Check and Publication of Draft- / Final offer	C-OSS of the involved RFCs for their sections	Each C-OSS double-checks the offer of the IMs and publishes them via PCS.
After Sales / Applicants contact		
Applicants questions or requests	C-OSS of the involved RFCs for their corridor	An applicant chooses the C-OSS according to the focus market of his question, or a preferred language or further reasons If a question refers to many markets an applicant still will have a single point of contact as all C-OSS closely collaborate and act as one virtual C-OSS to an applicant.
Applicants acquisition	C-OSS of the involved RFCs for their corridor	C-OSS applicant’s care will be done by each C-OSS for its corridor with a regional focus. C-OSS can collaborate based on best practice approaches. Examples: • Common C-OSS applicant’s visits for an applicant that operates trains in relevant corridors. • Regional applicant’s conferences organized by the C-OSS of the concerned RFCs.

Annex 4 – Detailed workflow description for capacity management on the overlapping sections of RFC Orient/East-Med and RFC Rhine-Danube

As agreed by the Management Boards of RFC Orient/East-Med (OEM) and RFC Rhine-Danube (RHD).

Extract from Annex 1 to RFC RHD C-OSS Contract:

Annex 1 to the C-OSS Contract

Detailed process description for the C-OSS for sections east from Hegyeshalom

All processes are handled by the C-OSS according to the stipulations in this C-OSS contract, the decision of the MB of RFC Rhine-Danube, the stipulations in the EU-Regulation 913/2010, the Framework for Capacity Allocation, the RNE Guidelines and the technical functionalities of RNE IT-Tools as also detailed described in CID Book 4.

*Hegyeshalom to Craiova, Hegyeshalom to Constanta & Craiova to Bucharest

Pre-sales phase		
Process	Detailed process description	Additional process description for sections east of Hegyeshalom*
Capacity wishes	C-OSS Community sends out the "joint capacity wish list template" to all possible and current applicants	Applicants operating trains between Vienna and Craiova/Constanta can contact either RFC RHD or RFC OEM
	C-OSS collects the capacity wishes from all current and possible applicants	C-OSS cooperates with RFC OEM to collect the capacity wishes from all current and possible applicants
	C-OSS analyzes (also with other RFCs if needed) anonymizes and passes the harmonized capacity wish list on to the participating IMs/AB	C-OSS cooperates with RFC OEM to analyze and harmonize the capacity wishes
PaP construction	C-OSS prepares the Kick-off for the PaP construction with IMs/AB	C-OSS cooperates for the organization of the Kick-off for the PaP construction with RFC OEM and organizes if needed a joint meeting
	Each IM/AB constructs the PaPs for the international relation from origin to destination on their network and inserts the construction result into the import sheet, provided by the C-OSS	Each IM/AB constructs the PaPs for the international relation from origin to destination on their network and inserts the construction result into the import sheet, provided by the C-OSS. These PaPs will be available for RFC RHD and RFC OEM in a non-discriminatory way and considered as joint PaP offer. C-OSS compares and harmonizes the joint PaP offer with RFC OEM in the import sheets
	C-OSS monitors the process of PaP construction	C-OSS monitors the process of the joint PaP construction and cooperates

		for the harmonization of the joint PaP offer with RFC OEM
	C-OSS uploads the import sheets to PCS, finalizes the PaP offer and checks for consistency	C-OSS cooperates for the finalization of the joint PaP offer incl. checks for consistency with RFC OEM which is responsible for uploading of the import sheets into PCS
PaP publication	C-OSS publishes the PaPs (digital PaP catalogue and in PCS) and promotes the PaP offer (flyer, website, conferences, customer communication, etc.)	C-OSS cooperates for the publication of the joint & harmonized PaP offer (marked with a common PaP ID) with RFC OEM which will be the responsible entity for the publishing of the joint & harmonized PaPs (digital PaP catalogue and uploading in PCS)
RC publication	C-OSS publishes (PCS upload) and promotes RC offer (flyer, website, conferences, customer communication, etc.)	C-OSS cooperates for the publication of the joint & harmonized RC offer (marked with a common ID) RFC OEM which will be the responsible entity for the publishing of the joint & harmonized RC (uploading in PCS)
Sales phase		
Process	Detailed process description	Additional process description for sections east of Hegyeshalom*
Request of PaPs	C-OSS receives PaP request from applicants via PCS	C-OSS receives PaP request from applicants via PCS and solve jointly conflicts with RFC OEM which will be the responsible entity for the handling in PCS (set lights)
	C-OSS can be contacted by the applicants for any capacity request	Applicants who are operating trains between Vienna and Craiova/Constanta can contact either RFC RHD or RFC OEM
	C-OSS is handling the requests according to the rules of consistency, legitimation of applicant, change requests and the information of further handling	C-OSS cooperates with RFC OEM for the handling of requests according to the rules of consistency, legitimation of applicant, change requests and the information of further handling
Pre-allocation PaP	In case of no conflict C-OSS is pre-allocating the PaPs via PCS	In case of no conflict C-OSS cooperates for the pre-allocation of the joint & harmonized PaP offer with RFC OEM which will be the responsible entity for the pre-allocation via PCS
	In case of conflicts displayed in PCS the C-OSS calculates for the conflict path the K-value and priorizes the PaPs in the requests according to the priorization rules	C-OSS cooperates/coordinates in case of conflicts displayed in PCS with RFC OEM and calculate together for the conflicting path the K-values according to the priorization rules. Then, K-values are summed up for the priority calculation
	C-OSS communicates the alternative PaP or tailor-made	C-OSS cooperates/coordinates with RFC OEM for the communication of

	path to be constructed by IMs/AB	the alternative PaP or tailor-made path to be constructed by IMs/AB
Draft / final PaP offer	C-OSS checks the draft / final PaP offer	C-OSS cooperates with RFC OEM to check the joint & harmonized draft / final PaP offer
	C-OSS publishes the draft / final PaP offer via PCS	C-OSS cooperates for the publication of the joint & harmonized draft / final PaP offer (marked with a common PaP ID) with RFC OEM which will be the responsible entity for its publication via PCS
Request of RC	C-OSS receives RC request from applicants via PCS	C-OSS receives RC request from applicants via PCS together with RFC OEM which will be the responsible entity for the handling in PCS
	C-OSS can be contacted by the applicants for any capacity request	Applicants operating trains between Vienna and Craiova/Constanta can choose either to contact RFC RHD or RFC OEM
Pre-allocation RC	C-OSS is pre-allocating the RC via PCS	C-OSS cooperates for the pre-allocation of the RC with RFC OEM which will be the responsible entity for the pre-allocation via PCS
	C-OSS is asking relevant IMs/AB for TT construction	C-OSS cooperates with RFC OEM in order to ask IMs/AB for TT construction
Draft / final RC offer	C-OSS checks the draft / final RC offer	C-OSS cooperates with RFC OEM to check the joint & harmonized draft / final RC offer
	C-OSS publishes the draft / final RC offer via PCS	C-OSS cooperates for the publication of the joint & harmonized draft / final RC offer with RFC OEM which will be the responsible entity for its publication via PCS
After-sales phase		
Process	Detailed process description	Additional process description for sections east of Hegyeshalom*
Contact point for applicants	C-OSS may be contacted by the applicants for any questions or requests	Applicants operating trains between Vienna and Craiova/Constanta can choose either to contact RFC RHD or RFC OEM
	C-OSS may/can contact and maintain all current applicants or acquis possible further applicants	C-OSS cooperates with RFC OEM for contacting and maintaining common applicants or acquis possible further joint applicants

Annex 5 - Table of deadlines

Date / Deadline	Date in X-System	Description of Activities
9 January 2023	X-11	Publication of PaP Catalogue
10 January 2023 – 23 January 2023	X-11 – X-10.5	Correction phase (corrections of errors to published PaPs)
11 April 2023	X-8	Last day to request a PaP
17 April 2023		Last day to inform applicants about the alternative PaP offer
24 April 2023	X-7.5	Last day for C-OSS to send PaP pre-booking information to applicants
3 July 2023	X-5	Publication of draft timetable
4 July 2023 – 4 August 2023	X-5 – X-4	Observations and comments from applicants
25 April 2023 – 16 October 2023	X-7.5 – X-2	Late path request application phase via the C-OSS
22 August 2023 – 13 November 2023	X-3.5 – X-1	Late path request allocation phase
21 August 2023	X-3.5	Publication of final offer
26 August 2023	X-3	Acceptance of final offer
9 October 2023	X-2	Publication of RC
10 December 2023	X	Timetable change
10 October 2023 – 14 December 2024	X-2 - X+12	Application and allocation phase for RC