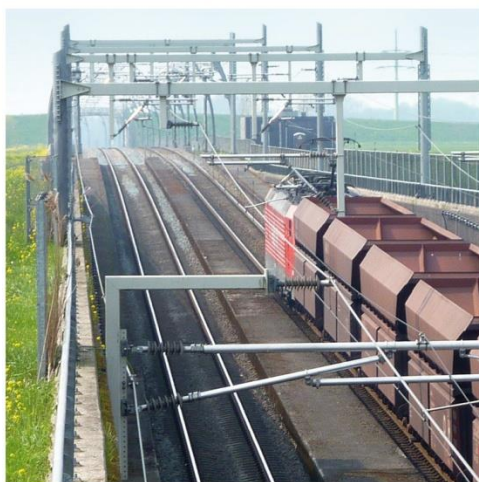




Rail Freight  
Corridor 8  
North Sea – Baltic



# Rail Freight Corridor 8 North Sea - Baltic Corridor Information Document

Book IV

## Procedures for Capacity and Traffic Management

valid only for Reserve Capacity from 10<sup>th</sup> November 2015  
till 11<sup>th</sup> December 2016 (TT 2016)



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# Table of contents

Table of contents.....	2
1. <b>Introduction</b> .....	3
2. <b>Corridor OSS</b> .....	4
3. <b>Capacity allocation for freight trains</b> .....	5
3.1 Framework for capacity allocation .....	5
3.2 Applicants .....	5
3.3 Corridor related Path Products.....	6
3.3.1 PaPs for the annual timetable (not applicable for TT 2016) .....	6
3.3.2 Late path requests (not applicable for TT 2016) .....	6
3.3.3 Reserve Capacity .....	6
3.3.4 Feeder and outflow paths .....	6
3.3.5 Multiple corridor paths (not applicable for TT 2016) .....	7
3.4 Conditions for booking capacity via the C-OSS in the annual timetable (not applicable for TT 2016) .....	7
3.5 Handling of capacity requests .....	7
3.5.1 Leading tool by the handling of capacity requests .....	7
3.5.2 Path request phase (annual timetable process) (not applicable for TT 2016) ....	7
3.5.3 Capacity allocation for PaPs (not applicable for TT 2016) .....	7
3.5.4 Priority rules in capacity allocation (not applicable for TT 2016) .....	7
3.5.5 Handling of unused PaPs at X-7.5 (not applicable for TT 2016) .....	7
3.5.6 Path elaboration phase (including tailor made and feeder/outflow), draft offer and acceptance phases (not applicable for TT 2016) .....	7
3.5.7 Final offer phase (not applicable for TT 2016) .....	7
3.5.8 Late path request phase (not applicable for TT 2016) .....	7
3.5.9 Ad-hoc path request phase .....	7
3.5.10 Exceptional transports and dangerous goods.....	8
3.6 Request for changes .....	8
3.6.1 Modification (not applicable for TT 2016) .....	8
3.6.2 Transfer of capacity .....	8

3.6.3	Cancellation .....	8
3.6.4	Non-usage .....	11
3.7	Rail related services .....	12
3.8	Invoicing.....	12
3.9	Annexes .....	13
3.9.1	Corridor Map .....	13
3.9.2	Reserve Capacity Offer TimeTable 2016 .....	14
4.	<b>Coordination of Works and Possessions.....</b>	15
4.1	Goals .....	15
4.2	Tools.....	15
4.3	Procedures.....	15
4.4	Involvement of RUs .....	15
4.5	Publication .....	15
5.	<b>Traffic Management .....</b>	16
6.	<b>Traffic Management in case of disturbances .....</b>	16
	Foreword.....	16
6.1	Definition of disturbance .....	17
6.2	Thresholds .....	17
6.3	Procedure for freight traffic (to be used in addition to the existing bilateral procedures).....	17
6.4	Communication flows.....	17
6.5	Messages .....	17
6.6	Operational Measures in case of disturbance.....	17

## 1. Introduction

The topics of this document are descriptions of the procedures for capacity allocation by the Corridor One-Stop-Shop (C-OSS), Coordination of Works (CoW), Traffic Management and Traffic Management in case of disturbances.

All definitions concerning applicants, the usage of the C-OSS and its products- Reserve Capacity (RC), Pre-arranged Paths (PaPs) and how to order them - are explained here.

Major changes in the legal base of this document (e.g. changes in EU regulations, Framework of capacity allocation or national regulations) will be implemented within yearly revisions of this document. All changes within the actual allocation process will be communicated separately to the known applicants directly.

## 2. Corridor OSS

The C-OSS is a unique body, where applicants request (get answers) for dedicated infrastructure capacity for international freight trains on the RFC North Sea - Baltic. The handling of the requests takes place in a single place and a single operation. The publication of PaPs and RC is done by the C-OSS, which is exclusively responsible for the allocation of requests for PaPs and RC on behalf of the concerned IMs/AB (ProRail, Infrabel, VGI and LG, PKP PLK, SZDC, DB Netz).

According to article 13 of the Regulation (EU) No 913/2010, the Management Board should set up the C-OSS. Therefore the MB – designated DB Netz as "hosting" IM responsible for executing the C-OSS functions on behalf of all concerned IMs/AB.

The address and contact details of the C-OSS are as follows:

C-OSS North Sea - Baltic

C/O Mr. Florian Müller

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D-60326 Frankfurt am Main

Germany

Phone: +49 69 265 26778

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The tasks of the C-OSS are the coordination of construction, publication and path request management of PaPs and RC along the RFC North Sea - Baltic.

PaPs are published by the C-OSS in mid-January (X-11) every year for the following annual timetable period and can exclusively be requested at the C-OSS until the deadline for requests for the annual timetable (X-8).

The publication of PaPs is done directly in the IT-Tool PCS (Path Coordination System), which serves as exclusive booking tool for PaPs. In addition, the PaPs will also be shown in form of a path catalogue (PDF) on the corridor website.

The decision on the allocation of PaPs will be taken by the C-OSS, in case of conflicting requests, on the basis of common priority rules adopted by the Executive Board (Ministries responsible for transport) along the RFC North Sea - Baltic (See 3.5.4).



The C-OSS also offers updated RC for ad-hoc requests along the corridor, which is allocated on the basis of the “first come, first served” - principle.

### 3. Capacity allocation for freight trains

#### 3.1 Framework for capacity allocation

Referring to §14.1 of the Regulation EU 913/2010, the Executive Board agreed upon the “Decision of the Executive Board of Rail Freight Corridor North Sea – Baltic of 12 January 2015 establishing the Framework for capacity allocation on the Rail Freight Corridor”, which was signed by the members of the Executive Board in January 2015. The FCA constitutes the legal basis for capacity allocation via the C-OSS. This document is available on the website of the RFC North Sea – Baltic.

#### 3.2 Applicants

According to article 15 of the Regulation (EU) 913/2010 and the Directive 2012/34/EU, an applicant means a railway undertaking (RU) or an international grouping of RUs or other persons or legal entities, such as shippers, freight forwarders and combined transport operators, with a commercial interest in procuring infrastructure capacity.

Applicant shall agree to the general terms and conditions of –the RFC North Sea -Baltic in order to be allowed to place requests. With the agreement the applicant declares that he:

- Accepts the conditions set out in Book 4 of the Corridor Information Document (CID)
- Is able to place capacity requests through PCS

The general terms and conditions have to be signed before placing requests to the C-OSS. In case of an incoming request by an applicant, who has not signed the general terms and conditions, the C-OSS shall ask the applicant to provide the signature of this document within 3 working days.

The general terms and conditions are published on the website of the RFC North Sea – Baltic: <http://www.rfc8.eu/c-oss/terms-and-conditions>

Applicants shall assign the responsible RU for execution the traffic as early as possible, but at the same time also respecting the deadlines of the national IMs:

- Netherlands: 42 days before first train run;
- Belgium: 70 days before first train run;
- Germany: Time of Path Request;
- Czech Republic: Time of Path Request;
- Poland Time of Path Request;
- Lithuania: Time of Path Request.

The C-OSS checks the legitimization of the applicants per involved path section immediately after receipt of the path request. If the C-OSS detects a missing applicant's legitimization, it informs the concerned IM/AB immediately and asks for the legitimization to be checked or accepted by the IM. Only if legitimization is verified, the C-OSS will handle the request based on the principles mentioned above.

In case of a missing legitimization, the C-OSS informs the applicant that the C-OSS will withdraw the path request from further treatment. The C-OSS will not consider the pending request in the PaP pre-allocation, but park it until the legitimization has been verified. If requested by the applicant, a partial treatment of the path request on international sections not affected by the missing/unclear legitimization is ensured by the C-OSS.

### **3.3 Corridor related Path Products**

#### **3.3.1 PaPs for the annual timetable (not applicable for TT 2016)**

#### **3.3.2 Late path requests (not applicable for TT 2016)**

#### **3.3.3 Reserve Capacity**

Reserve Capacity consists of remaining capacity in the running timetable dedicated to international ad-hoc freight trains along the corridor. Between X-3 and X-2 (mid-September → mid-October) the involved IMs/AB jointly determinate the amount of RC in order to publish it in mid-October for the next timetable year. In May this publication will be updated for the remaining months. Applicants can book RC via the C-OSS until 30 days before train departure. For ad-hoc requests closer than 30 days before first running day, applicants have to contact the IM/ AB directly.

RC is declared per day and corridor section and will be updated in the "Reserve Capacity Calendar" on the corridor website and PCS. The RC Calendar shows in general how many capacity slots are still available for international ad-hoc freight trains on a specific calendar day, based on standard running times per corridor section.

The displayed RC-figures are fixed and may not be decreased by the IMs/AB during the last three months before train running time. In peak periods or due to construction works it might happen that no RC is available any more.

#### **3.3.4 Feeder and outflow paths**

A feeder/outflow path refers to any path/path section prior to reaching an intermediate point on the corridor (feeder path) or any path/path section after leaving the corridor at an intermediate point (outflow path).

Feeder and outflow will be constructed on request in the concerning PCS-dossiers by following the national path allocation rules.

### **3.3.5 Multiple corridor paths (not applicable for TT 2016)**

## **3.4 Conditions for booking capacity via the C-OSS in the annual timetable (not applicable for TT 2016)**

### **3.5 Handling of capacity requests**

The C-OSS will conduct/be responsible for any application of PaP and RC for corridor infrastructure capacity crossing at least one border on a PaP on a RFC corridor. Applications which only affect a national PaP segment and crossing a border on an RFC with feeder/outflow will be forwarded to the national IM for further treatment as a tailor made solution.

#### **3.5.1 Leading tool by the handling of capacity requests**

Applicants placing requests to the C-OSS must use PCS. Within the construction process of feeder and outflow paths and tailor made paths, the national tool can show additional information to the applicant. After that the active timetable is displayed in PCS later modifications and cancellations shall not be done in PCS but via national tools.

#### **3.5.2 Path request phase (annual timetable process) (not applicable for TT 2016)**

#### **3.5.3 Capacity allocation for PaPs (not applicable for TT 2016)**

#### **3.5.4 Priority rules in capacity allocation (not applicable for TT 2016)**

#### **3.5.5 Handling of unused PaPs at X-7.5 (not applicable for TT 2016)**

#### **3.5.6 Path elaboration phase (including tailor made and feeder/outflow), draft offer and acceptance phases (not applicable for TT 2016)**

#### **3.5.7 Final offer phase (not applicable for TT 2016)**

#### **3.5.8 Late path request phase (not applicable for TT 2016)**

#### **3.5.9 Ad-hoc path request phase**

Reserve Capacity is to be booked via the C-OSS and the IT tool PCS until 30 days before train departure.

For ordering international ad-hoc train paths „matrix dossiers“ are available in PCS. These “matrix dossiers” contain the present corridor sections / routing. The applicant may indicate his individually required departure and/or arrival times as well as reference points. The

indications should respect/ fit to the indicated standard running times. A detailed manual for RC Booking in PCS is available.

The offer is communicated by the C-OSS via PCS latest 10 days before train departure. The applicant shall accept the final timetable offer within 5 working days by setting the green light in PCS.

### 3.5.10 Exceptional transports and dangerous goods

(PaPs) and RC do not include the possibility to manage exceptional transports (e.g. out-of-gauge loads). The parameters of the PaPs and RC offered on the RFC North Sea - Baltic have to be respected including the published combined traffic profiles. Dangerous goods may be loaded to trains using PaPs or RC, if international and national rules concerning the movement of hazardous material are respected (e.g. according to RID - Regulation governing the international transport of dangerous goods by rail).

Dangerous goods have to be declared for path requests on all IMs on the RFC North Sea – Baltic and following the National Network Statements.

## 3.6 Request for changes

### 3.6.1 Modification (not applicable for TT 2016)

### 3.6.2 Transfer of capacity

Once capacity is pre-allocated or allocated to an applicant, it shall not be transferred by the recipient to another applicant. The use of capacity by an RU when carrying out the business of an applicant which is not an RU, is not considered to be a transfer.

### 3.6.3 Cancellation

After acceptance of the ad-hoc request offer a cancellation has to be addressed directly to the relevant IMs/AB.

Overview of cancellation fees and deadlines on the RFC North Sea – Baltic:

Country:	Cancellation fees:	
The Netherlands	Network except Betuweroute:	
	<ul style="list-style-type: none"> <li>Scheduled and cancelled in the annual timetable / change sheet: €10 per path per day</li> </ul>	
	Betuweroute:	
	<ul style="list-style-type: none"> <li>Scheduled in the annual timetable / change sheet</li> </ul>	0%





	<ul style="list-style-type: none"> <li>Scheduled (ad-hoc) up to 4 hours before applicable departure</li> <li>Scheduled between 4 hours and 90 minutes before departure</li> <li>Scheduled (ad-hoc) between 90 and 30 minutes before departure</li> <li>less than 30 minutes before departure</li> </ul> <p>Local Harbourline:</p> <ul style="list-style-type: none"> <li>Scheduled in the annual timetable / change sheet</li> <li>Scheduled (ad-hoc) up to 4 hours before applicable departure</li> <li>Scheduled between 4 hours and 90 minutes before departure</li> <li>Scheduled (ad-hoc) between 90 and 30 minutes before departure</li> <li>less than 30 minutes before departure</li> </ul>	0% € 250 € 350 € 500  0 0 0 €100 €150
Belgium	<p>For all cancellations, irrelevant of the date, the administration fee will be charged.</p> <p>Depending on the moment of cancellation a % of the track access charges has to be paid</p> <ul style="list-style-type: none"> <li>&gt; 60 calendar days before the running day</li> <li>Between 30 and 60 calendar days before the running day</li> <li>Between 24 h and 30 calendar days before the the running day</li> <li>&lt; 24 h before train run</li> </ul>	0% 15% 30% 100%
Germany	<p>For all cancellations, irrelevant of their dates, a fee for preparing an offer (80 €) will be charged.</p> <p>Depending on the moment of cancellation, in addition to the fee for preparing an offer, a % of the track access charges has</p>	



	<p>to be paid (per path)</p> <ul style="list-style-type: none"> <li>• &gt; 60 calendar days before the running day</li> <li>• Between 30 and 60 calendar days before the running day</li> <li>• Between 24 h and 30 calendar days before the running day</li> <li>• &lt; 24 h before train run</li> <li>• At departure time or later</li> </ul>	<p>0%</p> <p>10%</p> <p>20%</p> <p>40%</p> <p>100%</p>
Poland	<p>Reservation charge is not levied when journey cancellation was caused by PLK or in case of exceptional situation. Current VAT tax, on the basis of separate regulations, is added to below charges.</p> <p>1) For planned train journey until the date of nearest timetable update, included in annex 5.2,( Schedule of changed traffic organization as well as preparation and publication of timetable 2015/2016) in case when cancellation of allocated train path was submitted more than 30 days prior to scheduled train departure, excluding train journeys within IRJ (individual timetable).</p> <p>2) For planned train journey when cancellation of allocated train path was submitted within deadline longer than 72 hours and shorter than 30 days prior to scheduled train departure;</p> <p>3) For planned train journey when cancellation of allocated train path was submitted within deadline longer than 36 hours and shorter than 72 hours prior to scheduled train departure;</p> <p>4) For planned train journey when cancellation of allocated train path was submitted within deadline longer than 12</p>	<p>1% of basic charge</p> <p>10% of basic charge</p> <p>15% of basic charge</p> <p>20% of basic charge</p>



	hours and shorter than 36 hours prior to scheduled train departure;  5) For planned train journey when cancellation of allocated train path is not submitted or it was submitted within deadline shorter than 12 hours prior to scheduled train departure;	25% of basic charge
Czech Republic	a) Capacity reservation fee (according to Network Statement)  b) For planned train journey when cancellation of allocated train path was submitted less than the day before the scheduled train departure or for trains with a delay of 1200 minutes or more for reasons on the side of the RU	100%  10,- CZK per trainkilometer per day of ride on main routes, or 7,50 CZK per trainkilometer per day of ride on regional routes
Lithuania	Capacity reservation fee paid after allocation No additional fees	100%

### 3.6.4 Non-usage

If the applicant does not show up, i.e. does not use the allocated path, the case will be treated as follows:

Country:	Explanations:
The Netherlands	ProRail: No fees Betuwe line: After departure/implementation € 220
Belgium	100% of the path charge and administration fee will be invoiced
Germany	100% of the path charge and fee for preparing an offer (€ 80)

Poland	25% of basic charge
Czech Republic	10,- CZK per trainkilometer per day of ride on main routes, or 7,50 CZK per trainkilometer per day of ride on regional routes
Lithuania	Capacity reservation fee paid after allocation No additional fees

### 3.7 Rail related services

Rail related services are specific services whose allocation follows national rules and partially other deadlines than the process of path allocation. Therefore the request has to be placed at the national IM/AB.

### 3.8 Invoicing

The C-OSS does not invoice anything. All costs (charges for using a path, administration fees, etc.) are invoiced by the respective IMs/AB.

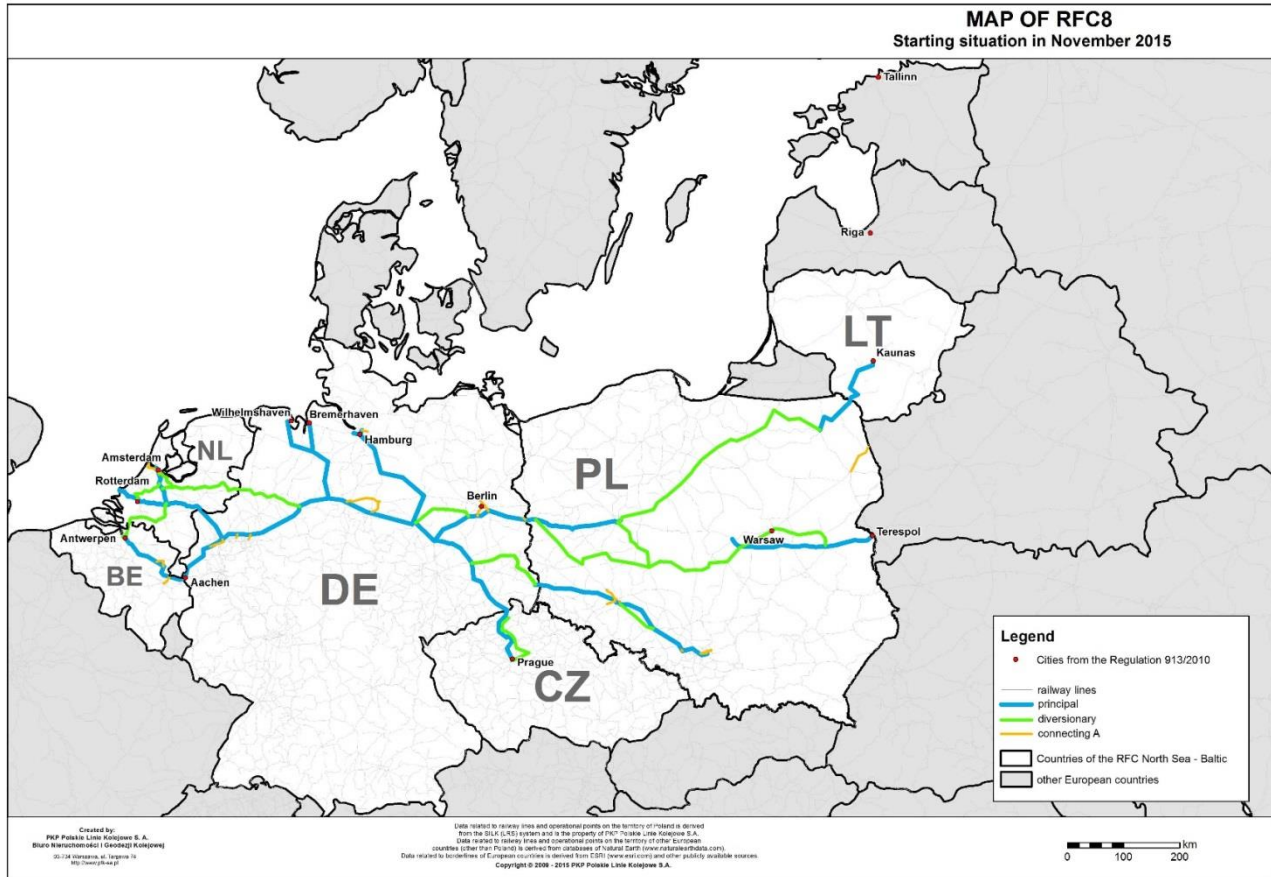
Currently, differences exist between the various countries regarding the invoice for the path charge. In some countries, the path applicants will receive the invoice, in other countries the invoice will be sent to the RU who has used the path.

Country:	Explanations:
The Netherlands	Path charge will be invoiced to the RU that used the path.
Belgium	Path charge will be invoiced to the non-RU applicant or the RU depending on the situation
Germany	Path charge will be invoiced to the party of the infrastructure user contract
Poland	Path charge will be invoiced to the party of the infrastructure user contract
Czech Republic	Path charge will be invoiced to the RU that used the path
Lithuania	Path charge will be invoiced to the RU that used the path.



## 3.9 Annexes

### 3.9.1 Corridor Map



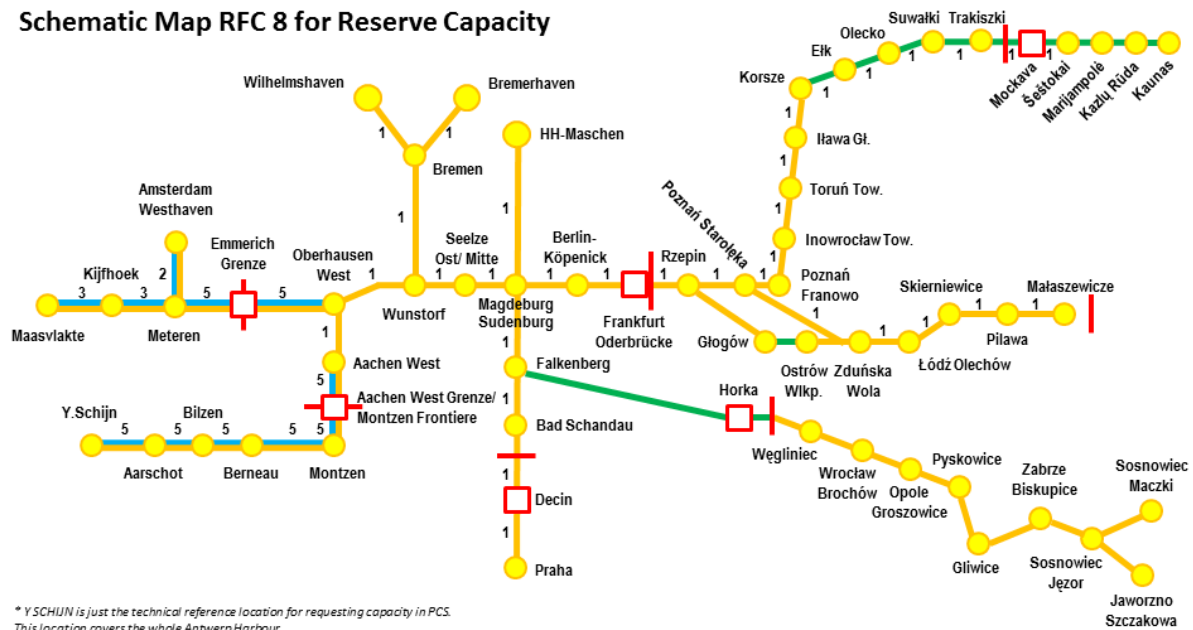




### 3.9.2 Reserve Capacity Offer TimeTable 2016



Schematic Map RFC 8 for Reserve Capacity



\* Y.SCHIJN is just the technical reference location for requesting capacity in PCS.  
This location covers the whole Antwerp Harbour.

## **4. Coordination of Works and Possessions**

### **4.1 Goals**

Based on Article 12 “Coordination of works” of the Rail Freight Regulation (RFR), RNE guidelines provide recommendations for the process of coordinating and publishing of activities, which reduce the available capacity on a Rail Freight Corridor. The guideline includes the description of a tool, which is recommend to be used by Infrastructure Managers and Corridor Organizations for gathering and publishing information about capacity restrictions.

### **4.2 Tools**

To provide an overview of all planned capacity restrictions, which is easily available to all involved parties, common templates and a common IT-tool are used. This tool contains all necessary data about planned works and possessions and can be downloaded from the RFC North Sea-Baltic website.

### **4.3 Procedures**

RNE has worked out guidelines in order to have a harmonized way of publication and coordination of works and possessions over the Rail Freight Corridors. These guidelines can be found here.

<http://www.rne.eu/download/items/guidelines-coordinationpublication-of-works-and-possession.html>

### **4.4 Involvement of RUs**

After a primary coordination of capacity restrictions between IMs of the North Sea – Baltic Corridor a publication of the coordinated possessions is released in the form of templates, which are available to the RUs so that they have the possibility to comment on the planned activities. Comments should be sent to the Corridor organization. The representative of each IM who is in charge of the coordination of works will bring in the comments into the working group. The comments of RUs have an advisory and supportive character and shall be taken into consideration as far as possible. Regular meetings of the Railway Advisory Group are used for discussing issues regarding the planning process of possessions. Extraordinary meetings with RUs/applicants for discussing and solving open issues will be convoqed case by case.

### **4.5 Publication**

Coordinated possessions will be published at least at the following dates:

X-24 Initial publication of major possessions based on available information

X-17 More detailed information on major possessions – can be taken into consideration before starting the construction of pre-arranged paths (PaPs)

X-12 Detailed coordinated possessions – issued prior to the publication of PaPs at X-11

X-9 Update – prior to the deadline for path requests at X-8

X-4 Update – prior to final allocation and for planning of reserve capacity for ad-hoc trains

In the time between the initial publication at X-24 and the due date of the realisation of the possessions, available information will be more detailed and mature. Subsequently, the changes and additional possessions will be considered and updated. The results will be published regularly after being coordinated among the IMs.

## 5. Traffic Management

Traffic Management is the prerogative of the national IM's, with regular performance monitoring we seek the existing bottlenecks on the corridor and try to influence the train performance on the corridor. Detailed information on priority rules in operation per IM can be found on the RNE website <http://www.rne.eu/download/items/overview-priority-rules-in-operation.html>.

To reach this goal we use the RNE “punctuality monitoring guidelines” and the tools provided by RNE (TIS/TCCCom). These tools can be used to support traffic management.

There are existing bilateral agreements between IM's, based on state contracts, general information for border points will be available on the RFC North Sea - Baltic website.

## 6. Traffic Management in case of disturbances

### Foreword

The present procedure describes the general operational proceedings in case of disturbance for RFC North Sea - Baltic. In the document it's not regulated how to handle the traffic at each border point but to set up the procedure for traffic management on the corridor in case of disturbance. We have used this approach because it's not possible to make detailed plans that suit the whole corridor, because the parameters of each incident are different.

This procedure should be tested and if the procedure and TCCCOM fulfil the needs of the corridor it can be implemented, if the test is not successful another solution needs to be found to comply to the Regulation.

## 6.1 Definition of disturbance

Incident or accident that has a major impact on the international freight traffic of the RFC's.

## 6.2 Thresholds

- Line closure for more than 24 hours as a result of operational disturbance
- Strike with impact on the freight traffic on the corridor for more than 24 hours
- Bad weather conditions resulting in delays, for international freight traffic, of more than four hours for most trains.

## 6.3 Procedure for freight traffic (to be used in addition to the existing bilateral procedures)

- In case of expected breach of a threshold, a responsible from the IM will send out a message via TCCCOM to inform the other IM's on the corridor where the traffic will be impacted. The initial message only gives information on the disturbance and possible traffic restrictions.
- This responsible will keep the IM's on the corridor updated for the duration of the disturbance by regular messages with TCCCOM . These messages should include reliable information on the timeframe needed to resolve the disturbance and normalization of the traffic on the corridor.
- If the disturbance is solved there should be a closing message, informing the corridor IM's traffic is returned to normal, with possible restrictions.

## 6.4 Communication flows

- All IM's on the RFC that is impacted by the disturbance should be informed (this possible using TCCCOM, this tool is currently developed by RNE)
- The OSS on the corridor should also be informed; he can then relay the information to the RU's who are running trains on the corridor. RU's running trains on the network where the disturbance occurs, will be informed by the national procedures.

## 6.5 Messages

- As the TCCCOM tool is still in development, we can propose the messages needed for the traffic management on the corridor.

## 6.6 Operational Measures in case of disturbance

- Bilateral communication must then be started between the neighbouring IM's on the corridor, to make agreements on the operational traffic management. If language problems between the neighbouring countries exist, the Network Control Center of the IM's could use TCCCOM for communication.
- RU's must informed and contacted to coordinate traffic flow from each RU and inform them of the possibilities for their traffics. Informing the RU's should be done

via a standard e-mail sent by the responsible of the IM (standard e-mail can be different depending on the IM). In this mail RU's are advised to contact their known contact points in the IM for more information.