

APPENDIX 4.2

PROCEDURES FOR CAPACITY ALLOCATION BY THE CORRIDOR ONE STOP SHOP (C-OSS) OF A RAIL FREIGHT CORRIDOR

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1. INTRODUCTION

This annex describes the procedures for capacity allocation by the Corridor One Stop Shop (C-OSS) of a Rail Freight Corridor (Corridor).

All rules concerning applicants, the use of the C-OSS and its products — Pre-arranged Paths (PaPs) and Reserve Capacity (RC) — and how to order them are explained here. The processes, provisions and steps related to PaPs and RC refer to Regulation (EU) No. 913/2010 (Regulation) and are valid for all applicants. For all other issues, the relevant conditions presented in other parts of the Network Statement of the Infrastructure Manager (IMs)/Allocation Body(ABs) concerned are applicable.

This annex is revised and updated for each timetable year. Changes in the legal basis of this annex (e.g. changes in EU regulations, Framework for Capacity Allocation or national regulations) will be implemented with each revision.

2. CORRIDOR OSS

According to Article 13 of the Regulation, the Management Board (MB) of the Corridor has established a C-OSS. The tasks of the C-OSS are carried out in a non-discriminatory way and it maintains confidentiality regarding applicants.

2.1. Function

The C-OSS is the only body where applicants may request and receive dedicated infrastructure capacity for international freight trains on the Corridor. The handling of the requests takes place in a single place and a single operation. The C-OSS is exclusively responsible for performing all the activities related to the publication and allocation decision with regard to requests for PaPs and RC on behalf of the IMs / ABs concerned.

2.2. Contact

For the contact details to the relevant C-OSS refer to the main body of this Network Statement.

2.3. Language of the C-OSS

The official language of the C-OSS for correspondence is English.

2.4. Tasks of the C-OSS

The C-OSS executes the tasks below during the following processes:

- Collection of international capacity wishes:
 - Consult all interested applicants in order to collect international capacity wishes and needs for the annual timetable by having them fill in a survey. This survey is sent by the C-OSS to the applicants and/or published on the Corridor's website. The results of the survey will be one part of the inputs for the predesign of the PaP offer. It is important to stress that under no circumstances the Corridor can guarantee the fulfilment of all expressed capacity wishes, nor will there be any priority in allocation linked to the provision of similar capacity.

- Pre-design of PaP offer:
 - Give advice on the capacity offer, based on input received from the applicants, and the experience of the C-OSS and IMs/ABs, based on previous years and the results of the Transport Market Study
- Construction phase:
 - Monitor the PaP/RC construction to ensure harmonised border crossing times, calendar days and train parameters
- Publication phase:
 - Publish the PaP catalogue at X-11 in the Path Coordination System (PCS)
 - Inspect the PaP catalogue in cooperation with IMs/ABs, perform all needed corrections of errors detected by any of the involved parties until X-10.5
 - Publish offer for the late path request phase (where late path offer is applicable) in PCS
 - Publish the RC at X-2 in PCS
- Allocation phase: annual timetable (annual timetable process)
 - Collect, check and review all requests for PaPs including error fixing when possible
 - Create a register of the applications and keep it up-to-date (see 2.4.1)
 - Manage the resolution of conflicting requests through consultation where applicable
 - In case of conflicting requests, take a decision on the basis of priority rules adopted by the Executive Board along the Corridor (see 3.1 Framework for Capacity Allocation (FCA))
 - Propose alternative PaPs, if available, to the applicants whose applications have a lower priority value (K value) due to a conflict between several path requests
 - Transmit path requests that cannot be treated to the IM/AB concerned, in order for them to elaborate tailor-made offers
 - Pre-book capacity and inform applicants about the results at X-7.5
 - Allocate capacity (PaPs) in conformity with the relevant international timetabling deadlines (see 3.12) and processes as defined by RailNetEurope (RNE) and according to the allocation rules described in the FCA
 - Monitor the construction of feeder and/or outflow paths by sending as soon as possible these requests to the IMs/ABs concerned and obtain their responses/offers. In case of non-consistent offers (e.g. non-harmonised border times), ask for correction
 - Send the responses/offers (draft offer and final offer including feeder and outflow) to the applicants on behalf of the IMs/ABs concerned
 - Keep the PaP catalogue updated
- Allocation phase: late path requests (annual timetable process)
 - Collect, check and review all requests for the late path request phase including error fixing when possible
 - Allocate capacity for the late path request phase where applicable
 - Monitor the construction of feeder and/or outflow paths by sending these requests to the IMs/ABs concerned and obtain their responses/offers. In case of non-consistent offers (e.g. non-harmonised border times), ask for correction
 - Send the responses/offers to the applicants on behalf of the IMs/ABs concerned
 - Keep the catalogue concerned updated

- Allocation phase: ad-hoc requests (RC) (running timetable process)
 - Collect, check and review all requests for RC including error fixing when possible
 - Create a register of the applications and keep it up-to-date
 - Allocate capacity for RC
 - Monitor the construction of feeder and/or outflow paths by sending as soon as possible these requests to the IMs/ABs concerned and obtain their responses/offers. In case of non-consistent offers (e.g. non-harmonised border times), ask for correction
 - Send the responses/offers to the applicants on behalf of the IMs/ABs concerned
 - Keep the RC catalogue updated

2.4.1. Path register

The C-OSS manages and keeps a path register up-to-date for all incoming requests, containing the dates of the requests, the names of the applicants, details of the documentation supplied and of incidents that have occurred. A path register shall be made freely available to all applicants concerned without disclosing the identity of other applicants, unless the applicants concerned have agreed to such a disclosure. The contents of the register will only be communicated to them on request.

2.5. Tool

PCS is the single tool for publishing the binding PaP and RC offer of the Corridor and for placing and managing international path requests on the Corridor.

Applications for PaPs/RC can only be made via PCS to the involved C-OSS. If the application is made directly to the IMs/ABs concerned, they inform the applicant that they have to place a correct PaP/RC request in PCS via the C-OSS according to the applicable deadlines. PaP/RC capacity requested only through national tools will not be allocated.

In other words, PaP/RC applications cannot be placed through any other tool than PCS.

3. CAPACITY ALLOCATION

The decision on the allocation of PaPs and RC on the Corridor is taken by the C-OSS on behalf of the IMs/ABs concerned. As regards feeder and/or outflow paths, the allocation decision is made by the relevant IMs/ABs and communicated to the applicant by the C-OSS. Consistent path construction containing the feeder and/or outflow sections and the corridor-related path section has to be ensured.

All necessary contractual relations regarding network access have to be dealt with bilaterally between the applicant and each individual IM/AB.

3.1. Framework for Capacity Allocation

Referring to Article 14.1 of the Regulation, the Executive Boards of the Rail Freight Corridors agreed upon a common Framework for Capacity Allocation (FCA). These documents are available in the CIP under <https://cip-online.rne.eu/>. The FCA constitutes the basis for capacity allocation by the C-OSS.

3.2. Applicants

Applicants shall accept the general terms and conditions of the Corridor by ticking the appropriate box in PCS before placing their requests.

Without accepting the general terms and conditions, the applicant will not be able to send the request. In case a request is placed by several applicants, every applicant requesting PaP sections has to accept the general terms and conditions for each corridor on which the applicant is requesting a PaP section. In case one of the applicants only requests a feeder or outflow section, the acceptance of the general terms and conditions is not needed.

The acceptance shall be done only once per applicant and per corridor and is valid for one timetable period.

With the acceptance the applicant declares that it:

- has read, understood and accepted the Corridor's CID and, in particular, the Section 4 of it,
- complies with all conditions set by applicable legislation and by the IMs/ABs involved in the paths it has requested, including all administrative and financial requirements,
- shall provide all data required for the path requests,
- accepts the provisions of the national Network Statements applicable to the path(s) requested.

In case of a non-RU applicant, it shall appoint the RU that will be responsible for train operation and inform the C-OSS and IMs/ABs about this RU as early as possible, but at the latest 30 days before the running day. If the appointment is not provided by this date, the PaP/RC is considered as cancelled, and national rules for path cancellation are applicable.

In case the applicant is a non-RU applicant, and applies for feeder / outflow paths, the national rules for nomination of the executing RU will be applied.

3.3. Requirements for requesting capacity

The Corridor applies the international timetabling deadlines defined by RNE for placing path requests as well as for allocating paths (for the Corridor calendar, see <http://www.rne.eu/sales-timetabling/timetabling-calender/> or Chapter 3.12).

All applications have to be submitted via PCS, which is the single tool for requesting and managing capacity on all corridors. The C-OSS is not entitled to create PCS dossiers on behalf of the applicant. If requested, the C-OSS can support applicants in creating the dossiers in order to prevent inconsistencies and guide the applicants' expectations (maximum 1 week prior to the request deadline). The IMs/ABs may support applicants by providing a technical check of the requests.

A request for international freight capacity via the C-OSS has to fulfil the following requirements:

- it must be submitted to a C-OSS by using PCS, including at least one PaP/RC section. Details are explained in the PCS User Manual (<https://cms.rne.eu/pcs/pcs-documentation-0>),
- it must cross at least one border on a corridor,

- it must comprise a train run from origin to destination, including PaP/RC sections on one or more corridors as well as, where applicable, feeder and/or outflow paths, on all of its running days. In certain cases, which are due to technical limitations of PCS, a request may have to be submitted in the form of more than one dossier. These specific cases are the following:
 - Different origin and/or destination depending on running day (But using identical PaP/RC capacity for at least one of the IMs for which capacity was requested).
 - Transshipment from one train onto different trains (or vice versa) because of infrastructure restrictions.
 - The IM/AB specifically asks the applicant to split the request into two or more dossiers.

To be able for the C-OSS to identify such dossiers as one request, and to allow a correct calculation of the priority value (K value) in case a request has to be submitted in more than one dossier, the applicant should indicate the link among these dossiers in PCS. Furthermore, the applicant should mention the reason for using more than one dossier in the comment field.

- the technical parameters of the path request have to be within the range of the parameters – as originally published – of the requested PaP sections (exceptions are possible if allowed by the IM/AB concerned, e.g. when the timetable of the PaP can be respected)
- as regards sections with flexible times, the applicant may adjust/insert times, stops and parameters according to its individual needs within the given range.

In case of some Corridors further specific requirements for additional cases may be applied. For the description of such requirements refer to the CIDs of individual Corridors.

3.4. Annual timetable phase

3.4.1. PaPs

PaPs are a joint offer of coordinated cross-border paths for the annual timetable produced by IMs/ABs involved in the Corridor. The C-OSS acts as a single point of contact for the publication and allocation of PaPs.

PaPs constitute an off-the-shelf capacity product for international rail freight services. In order to meet the applicants' need for flexibility and the market demand on the Corridor, PaPs are split up in several sections, instead of being supplied as entire PaPs, as for example from 'Start Point(s)' to 'End Point(s)'. Therefore, the offer might also include some purely national PaP sections – to be requested from the C-OSS for freight trains crossing at least one border on a corridor in the context of international path applications.

A catalogue of PaPs is published by the C-OSS in preparation of each timetable period. It is published in PCS.

PaPs are published in PCS at X-11. Between X-11 and X-10.5 the C-OSS is allowed to perform, in PCS, all needed corrections of errors regarding the published PaPs detected by any of the involved parties. In this phase, the published PaPs have 'read only' status for applicants, who may also provide input to the C-OSS regarding the correction of errors.

3.4.2. Schematic corridor map

A schematic map of each Corridor can be found as an annex to its CID.

3.4.3. Features of PaPs

A PaP timetable is published containing one of the following features:

- Sections with fixed times (data cannot be modified in the path request by an applicant).
 - Capacity with fixed origin, intermediate and destination times within one IM/AB.
 - Intermediate Points and Operational Points with fixed times. Requests for changes to the published PaP have to be examined by the IMs/ABs concerned and can only be accepted if they are feasible and if this does not change the calculation of the priority rule in case of conflicting requests at X-8.
- Sections with flexible times (data may be modified in the path request by an applicant according to individual needs, but without exceeding the given range of standard running times, stopping times and train parameters. Where applicable, the maximum number of stops and total stopping time per section have to be respected).
 - Applicants are free to include their own requirements in their PaP request within the parameters mentioned in the PaP catalogue.
 - Where applicable, the indication of standard journey times for each corridor section has to be respected.
 - Optional: Intermediate Points without fixed times. Other points on the Corridor may be requested.
 - Optional: Operational Points without fixed times.

Requests for changes outside of the above-mentioned flexibility have to be examined by the IMs/ABs concerned if they accept the requests. The changes can only be accepted if they are feasible.

The C-OSS promotes the PaPs by presenting them to existing and potential applicants.

For the description of further specificities refer to the CIDs of individual Corridors.

In case of some Corridors the capacity bandwidth approach may be applied. For the description of the characteristics of specific capacity bandwidth approaches refer to the CIDs of individual Corridors.

3.4.4. Multiple corridor paths

It is possible for capacity requests to cover more than one corridor. A PaP offer harmonised by different corridors may be published and indicated as such. The applicant may request PaP sections on different corridors within one request. Each C-OSS remains responsible for allocating its own PaP sections, but the applicant may address its questions to only one of the involved C-OSSs, who will coordinate with the other concerned C-OSSs whenever needed.

Multiple corridor paths on the Corridor are to be displayed on a map in Annex 4C to the CID of each Corridor.

3.4.5. PaPs on overlapping sections

The layout of the corridor lines leads to situations where some corridor lines overlap with others. The aim of the corridors, in this case, is to prepare the best possible offer, taking into account the different traffic flows and to show the possible solutions to link the overlapping sections concerned with the rest of the corridors in question.

In case of overlapping sections, corridors may develop a common offer, visible via all corridors concerned. These involved corridors will decide which C-OSS is responsible for the final allocation decision on the published capacity. In case of conflict, the responsible C-OSS will deal with the process of deciding which request should have priority together with the other C-OSSs. In any case, the applicant will be consulted by the responsible C-OSS.

Description of common offers on overlapping sections is to be displayed on a map in Annex 4C to the CID of each Corridor.

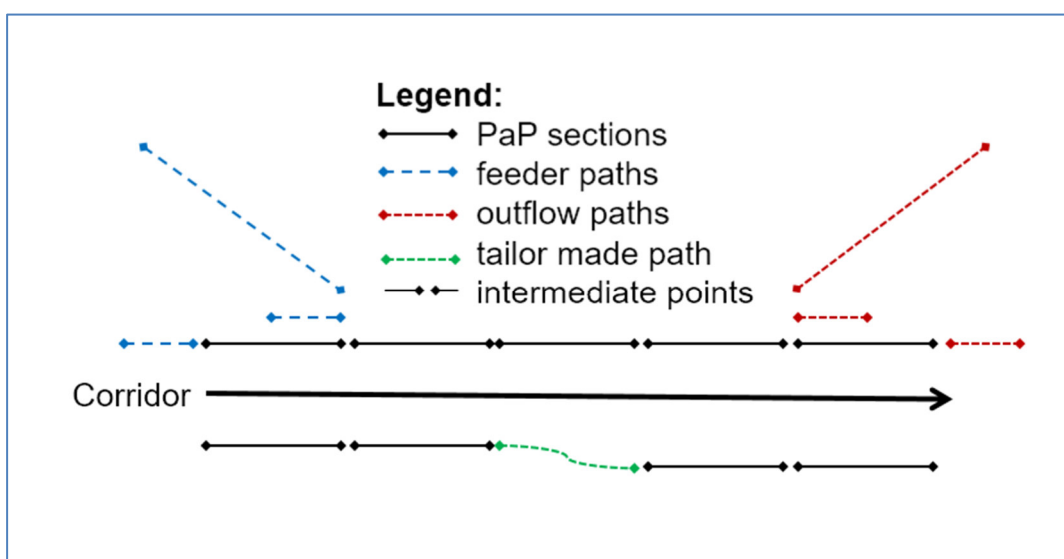
3.4.6. Feeder, outflow and tailor-made paths

In case available PaPs do not cover the entire requested path, the applicant may include a feeder and/or outflow path to the PaP section(s) in the international request addressed to the C-OSS via PCS in a single request.

A feeder/outflow path refers to any path section prior to reaching an Intermediate Point on a corridor (feeder path) or any path section after leaving a corridor at an Intermediate Point (outflow path).

Feeder / outflow paths will be constructed on request in the PCS dossiers concerned by following the national path allocation rules. The offer is communicated to the applicant by the C-OSS within the same time frame available for the communication of the requested PaPs. Requesting a tailor-made path between two PaP sections is possible, but because of the difficulty for IMs/ABs to link two PaP sections, a suitable offer might be less likely (for further explanation see 3.4.16).

Graph with possible scenarios for feeder/outflow paths in connection with a request for one or more PaP section(s):



3.4.7. Handling of requests

The C-OSS publishes the PaP catalogue at X-11 in PCS, inspects it in cooperation with IMs/ABs, and performs all needed corrections of errors detected by any of the involved parties until X-10.5. Applicants can submit their requests until X-8. The C-OSS offers a single point of contact to applicants, allowing them to submit requests and receive answers regarding corridor capacity for international freight trains crossing at least one border on a corridor in one single operation. If requested, the C-OSS can support applicants in creating the dossiers in order to prevent inconsistencies and guide the applicants' expectations. The IMs/ABs may support the applicants by providing a technical check of the requests.

3.4.8. Leading tool for the handling of capacity requests

Applicants sending requests to the C-OSS shall use PCS which enables international train paths to be managed from end to end (PAP sections, access train paths, exit train paths and customised train paths). Within the construction process of feeder and/or outflow paths and tailor-made paths, the national tool may show additional information to the applicant.

The following matrix shows for each step of the process which tool is considered as the leading tool.

Phase	Application (till X-8)	Withdrawal (X-8)	Pre-booking (X-7.5)	Draft offer (X-5)	Observation (X-5 till X-4)	Final offer (X-3.5)	Acceptance (until X-3)	Modification (after X-4)	Cancellation (after X-4)
Leading tool	PCS	PCS	PCS	PCS	PCS	PCS	PCS	National tool/PCS*	National tool/PCS*
Additional tool			Email (for pre-booking information)						

* To be checked by each IM, whether requests for modification or cancellation via PCS are accepted.

If applicable, the following sentence shall be added: Modifications/Cancellations after X-4 have to be placed in the [IMs name/tool].

3.4.9. Check of the applications

The C-OSS assumes that the applicant has accepted the published PaP characteristics by requesting the selected PaP. However, for all incoming capacity requests it will perform the following plausibility checks:

- Request for freight train using PaP and crossing at least one border on a corridor
- Request without major change of parameters

If there are plausibility flaws, the C-OSS may check with the applicant whether these can be resolved:

- if the issue can be solved, the request will be corrected by the C-OSS (after the approval of the applicants concerned) and processed like all other requests. The applicant has to accept or reject the corrections within five (5) calendar days. In case the applicant does not answer or reject the corrections, the C-OSS forwards the original request to the IM/AB concerned.
- if the issue cannot be resolved, the request will be rejected.

All requests not respecting the published offer are immediately forwarded by the C-OSS to the IM/AB concerned for further treatment. In those cases, answers are provided by the involved IM/AB. The IMs/Abs will accept them as placed in time (i.e. until X-8).

In case of some Corridors additional checks may be applied. For the description of these additional checks refer to the CIDs of individual Corridors.

In case of missing or inconsistent data the C-OSS directly contacts the leading applicant and asks for the relevant data update/changes to be delivered within five (5) calendar days.

In general: in case a request contains PaPs on several corridors, the C-OSSs concerned check the capacity request in cooperation with the other involved C-OSS(s) to ensure their cooperation in treating multiple corridor requests. This way, the cumulated length of PaPs requested on each corridor is used to calculate the priority value (K value) of possible conflicting requests (see more details in 3.4.11). The different corridors can thus be seen as part of one combined network.

3.4.10. Pre-booking phase

In the event of conflicting requests for PaPs placed until X-8, a priority rule is applied. The priority rules are stated in the FCA (see 3.1) and in 3.4.11.

On behalf of the IMs/ABs concerned and according to the result of the application of the priority rules - as detailed in 3.4.11 - the C-OSS pre-books the PaPs.

The C-OSS also forwards as soon as possible the requested feeder/outflow path and/or adjustment to the IMs/ABs concerned for elaboration of a timetable offer fitting to the PaP already reserved (pre-booked), just as might be the case with requests with a lower priority value (priority rule process below). The latter will be handled in the following order:

- consultation may be applied
- alternatives may be offered (if available)
- if none of the above steps were applied or successful, the requested timetable will be forwarded to the IMs/ABs concerned to elaborate a tailor-made offer as close as possible to the initial request.

3.4.11. Priority rules in capacity allocation

Conflicts are solved with the following steps, which are in line with the FCA:

- A) A resolution through consultation may be promoted and performed between applicants and the C-OSS, if the following criteria are met:
 - o The conflict is only on a single corridor.
 - o Suitable alternative PaPs are available.
- B) Applying the priority rule as described in Annex 1 of the FCA (see 3.1) and in 3.4.13 and 3.4.14.
 - a. Cases where no Network PaP is involved (see 3.4.13)
 - b. Cases where Network PaP is involved in at least one of the requests (see 3.4.14)

The Table of Distances in Annex 4.E to the CID of each Corridor shows the distances taken into account in the priority calculation.

C) Random selection (see 3.4.15).

In the case that more than one PaP is available for the published reference PaP, the C-OSS pre-books the PaPs with the highest priority until the published threshold is reached. When this threshold is reached, the C-OSS will apply the procedure for handling requests with a lower priority as listed above.

In case of some Corridors the resolution through consultation may be applied. For the description of such resolution through consultation refer to the CIDs of individual Corridors.

3.4.12. Network PaP

A Network PaP is not a path product. However, certain PaPs may be designated by Corridors as 'Network PaPs', in most cases for capacity requests involving more than one Corridor. Network PaPs are designed to be taken into account for the definition of the priority of a request, for example on PaP sections with scarce capacity. The aim is to make the best use of available capacity and provide a better match with traffic demand.

For the time being, Network PaPs are not being offered by any of the Corridors.

3.4.13. Priority rule in case no Network PaP is involved

The priority is calculated according to this formula:

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

L^{PAP} = Total requested length of all PaP sections on all involved RFCs included in one request. The definition of a request can be found in 3.3.

$L^{F/O}$ = 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 (L^{PAP}) multiplied by the Number of requested running days (Y^{RD});*
- *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. This random selection is described in 3.4.15.*

3.4.14. Priority rule if a Network PaP is involved in at least one of the conflicting requests

For the time being, Network PaPs are not being offered by any of the Corridors.

3.4.15. Random selection

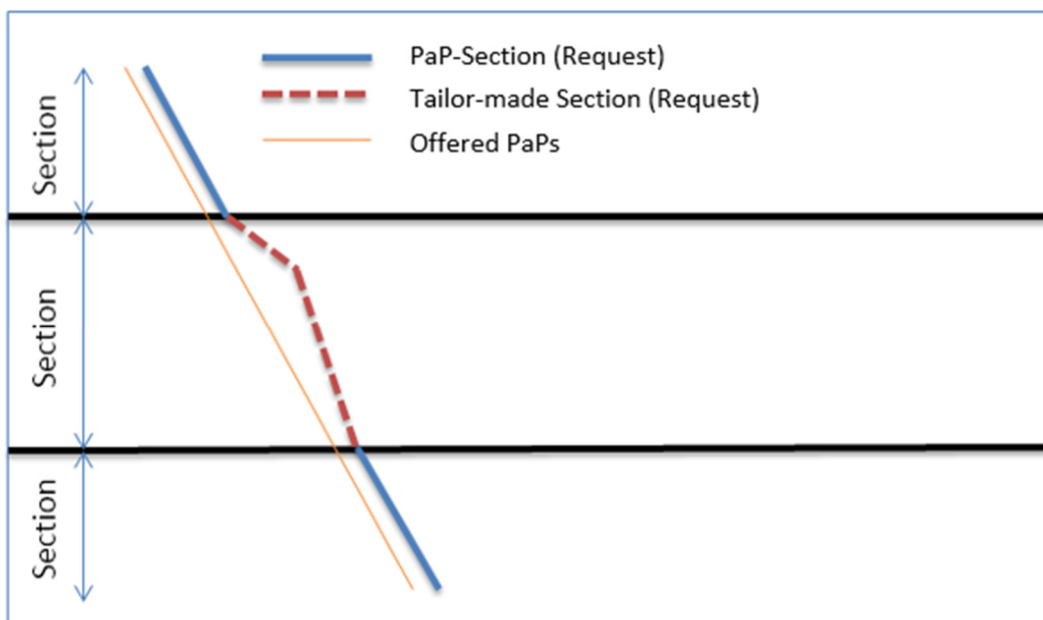
If the requests cannot be separated by the above-mentioned priority rules, a random selection is used to separate the requests.

- The respective applicants will be acknowledged of the undecided conflict before X-7.5 and invited to attend a drawing of lots.
- The actual drawing will be prepared and executed by the C-OSS, with complete transparency.
- The result of the drawing will be communicated to all involved parties, present or not, via PCS and e-mail, before X-7.5.

3.4.16. Special cases of requests and their treatment

The following special use of PaPs is known out of the allocation within the past timetables: Division of continuous offer in shares identified by the PaP ID (PaPs / non-PaPs). This refers to the situation when applicants request corridor capacity (on one or more corridors) in the following order:

- 1) PaP section
- 2) Tailor-made section
- 3) PaP section



These requests will be taken into consideration, depending on the construction starting point in the request, as follows:

- Construction starting point at the beginning: The C-OSS pre-books the PaP sections from origin until the end of the first continuous PaP section. No section after the interruption of PaP sections will be pre-booked; they will be treated as tailor-made.

- Construction starting point at the end: The C-OSS pre-books the PaP sections from the destination of the request until the beginning of the last continuous PaP section. No sections between the origin and the interruption of the PaP sections will be pre-booked; they will be treated as tailor-made.
- Construction starting point in the middle: The C-OSS pre-books the longest of the requested PaP sections either before or after the interruption. No other sections will be pre-booked; they will be treated as tailor-made.

However, in each of the above cases, the requested PaP capacity that becomes tailor-made might be allocated at a later stage if the IMs/ABs can deliver the tailor-made share as requested. In case of allocation, the PaP share that can become tailor-made retains full protection. This type of request doesn't influence the application of the priority rule.

3.4.17. Result of the pre-booking

The C-OSS provides interim information to applicants regarding the status of their application no later than X-7.5.

In the case that consultation was applied, the applicants concerned are informed about the outcome.

In the case that no consultation was applied, the interim notification informs applicants with a higher priority value (K value) about pre-booking decisions in their favour.

In case of conflicting requests with a lower priority value, the C-OSS shall offer an alternative PaP, if available. The applicant concerned has to accept or reject the offered alternative within five (5) calendar days. In case the applicant does not answer, or rejects the alternative, or no alternative is available, the C-OSS forwards the original request to the IM/AB concerned. The C-OSS informs the applicants with a lower priority value (K value) at X-7.5 that their path request has been forwarded to the IM/AB concerned for further treatment within the regular process for the annual timetable construction, the C-OSS will provide the draft path offer on behalf of the IM/AB concerned at X-5 via PCS. These applications are handled by the IM/AB concerned as on-time applications for the annual timetable and are therefore included in the regular national construction process of the annual timetable.

3.4.18. Handling of non-requested PaPs

There are two ways of handling non-requested PaPs at X-7.5, based on the decision of the MB.

- A) After pre-booking, all non-requested PaPs are handed over to the IM/AB.
- B) The MB takes 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 fulfilled in the following order of importance):
 1. There must be enough capacity for late requests, if applicable, and RC.
 2. Take into account the demand for international paths for freight trains placed by other means than PCS.
 3. Take into account the need for modification of the capacity offer due to possible changes in the planning of TCRs.

Information on the way in which the non-requested PaPs are being handled is provided in the CID of each Corridor.

3.4.19. Draft offer

After receiving the pre-booking decision by the C-OSS, the IMs/ABs concerned will elaborate the flexible parts of the requests:

- Feeder, outflow or intermediate sections
- Pre-booked sections for which the published timetable is not available anymore due to external influences, e.g. temporary capacity restrictions
- In case of modifications to the published timetable requested by the applicant
- In case of an alternative offer that was rejected by the applicant or is not available

In case IMs/ABs cannot create the draft offer due to specific wishes of the applicant not being feasible, the C-OSS has to reject the request.

The C-OSSs shall be informed about the progress, especially regarding the parts of the requests that cannot be fulfilled, as well as conflicts and problems in harmonising the path offers.

At the RNE draft timetable deadline (X-5) the C-OSS communicates the draft timetable offer for every handled request concerning pre-booked PaPs including feeder and/or outflow, tailor-made sections and tailor-made offers in case of conflicting requests to the applicant via PCS on behalf of the IM/AB concerned.

Corridor Specificities

The IMs/ABs can mark areas in which the flexibility will be available even after the final offer (in case the IMs/ABs create the actual timetable only shortly before operations) as 'Flexible after allocation'.

[To be checked by each IM/AB, whether this applies.]

3.4.20. Observations

Applicants can place observations on the draft timetable offer in PCS one month from the date stated in 3.12, which are monitored by the C-OSS. The C-OSS can support the applicants regarding their observations. This procedure only concerns observations related to the original path request — whereas modifications to the original path requests are treated as described in 3.7.1 (without further involvement of the C-OSS).

3.4.21. Post-processing

Based on the above-mentioned observations the IMs/ABs have the opportunity to revise offers between X-4 and X-3.5. The updated offer is provided to the C-OSS, which – after a consistency check – submits the final offer to the applicant in PCS.

3.4.22. Final offer

At the final offer deadline (X-3.5), the C-OSS communicates the final timetable offer for every valid PaP request including feeder and/or outflow, tailor-made sections and tailor-made offers

in case of conflicting requests to the applicants via PCS on behalf of the IM/AB concerned. If, for operational reasons, publication via national tools is still necessary (e.g. to produce documents for train drivers), the IMs/ABs have to ensure that there are no discrepancies between PCS and the national tool.

Corridor Specificities

The IMs/ABs can mark areas in which flexibility will be available even after the final offer (in case the IMs/ABs create the actual timetable only shortly before operations) as 'Flexible after allocation'.

[To be checked by each IM/AB, whether this applies.]

The applicants involved shall accept or reject the final offer within 5 calendar days in PCS.

- Acceptance : it leads to allocation
- Rejection : it leads to withdrawal and closing of the request
- No answer : The C-OSS will actively try to get an answer. In case there is no answer from the applicants, the C-OSS will end the process (no allocation).

If not all applicants agree on the final offer, the request will be considered as unanswered.

3.5. Late path request phase

Late path requests refer to capacity requests concerning the annual timetable sent to the C-OSS within the timeframe from X-7.5 until X-2.

It is stated in the CID of each Corridor whether it offers the possibility to place late path requests or not.

3.5.1. Product

Capacity for late path requests can be offered in the following ways:

- A) In the same way, as for PaPs, either specially constructed paths for late path requests or PaPs which were not used for the annual timetable.
- B) On the basis of capacity slots. Slots are displayed per corridor section and the standard running time is indicated. To order capacity for late path requests, corridor sections without any time indications are available in PCS. The applicant may indicate his individually required departure and/or arrival times, and feeder and outflow path(s), as well as construction starting point. The indications should respect the indicated standard running times.

Capacity for late path request has to be requested via PCS either in the same way as for PaPs or by using capacity slots in PCS.

If the Corridor offers the possibility to place late path requests, it is stated in the CID of that Corridor which of the above variants would be used.

3.5.2. Multiple corridor paths

It is possible for capacity requests to cover more than one corridor if capacity is offered. See 3.4.4.

3.5.3. Late paths on overlapping sections

See 3.4.5.

Description of common offers on overlapping sections can be found on a map in Annex 4C to the CID of each Corridor.

3.5.4. Handling of requests

The C-OSS receives and collects all path requests that are placed via PCS.

3.5.5. Leading tool for late path requests

Applicants sending late path requests to the C-OSS shall use PCS which enables international train paths to be managed from end to end (PAP sections, access train paths, exit train paths and customised train paths). Within the construction process, the national tool may show additional information to the applicant.

The following matrix shows for each step of the process which tool is considered as the leading tool.

Phase	Application (X-7.5 till X-2)	Withdrawal (X-8 till X-2)	Offer (X-1)	Acceptance (until X-0.75)	Modification	Cancellation
Leading tool	PCS	PCS	PCS	PCS	National tool/PCS*	National tool/PCS*

To be checked by each IM, whether requests for modification or cancellation via PCS are accepted.

If applicable, the following sentence shall be added: Modifications/Cancellations have to be placed in the [IMs name/tool].

3.5.6. Check of the applications

The C-OSS checks all requests as described in 3.4.9.

3.5.7. Pre-booking

The C-OSS coordinates the offer with the IMs/ABs concerned or other C-OSS if needed by following the rule of "first come – first served".

3.5.8. Path elaboration

During the path elaboration phase, the IMs/ABs concerned will prepare the Late Path offer under coordination of the C-OSS.

3.5.9. Late request offer

All applicants involved shall accept, ask for adaptations or reject the late request offer within 5 calendar days in PCS. By triggering the 'ask for adaptation' function, applicants can place comments on the late request offer, which will be monitored by the C-OSS. This procedure only concerns comments related to the original path request – whereas modifications to the original path requests are treated as described in 3.7.1 (without further involvement of the C-OSS).

- Acceptance : it leads to allocation
- Rejection : it leads to withdrawal and closing of the request
- No answer : The C-OSS will actively try to get an answer. In case there is still no answer from the applicants, the C-OSS will end the process (no allocation)

If not all applicants agree on the final offer, the request will be considered as unanswered.

3.6. Ad-hoc path request phase

3.6.1. Reserve capacity (RC)

During the ad-hoc path request phase, the C-OSS offers RC based on PaPs or capacity slots to allow for a quick and optimal answer to ad-hoc path requests:

- A. RC based on PaPs will be a collection of several sections along the Corridor, either of non-requested PaPs and/or PaPs constructed out of remaining capacity by the IMs/ABs after the allocation of overall capacity for the annual timetable as well as in the late path request phase.
- B. In case RC is offered on the basis of capacity slots, slots are displayed per corridor section and the standard running time is indicated. The involved IMs/ABs jointly determine the amount of RC for the next timetable year between X-3 and X-2. The determined slots may not be decreased by the IMs/ABs during the last three months before real time.

To order reserve capacity slots, corridor sections without any time indication are available in PCS. The applicant may indicate his individually required departure and/or arrival times, feeder and outflow path(s) as well as construction starting point. The indications should respect the indicated standard running times as far as possible.

It is stated in the CID of each Corridor through which variant that Corridor offers RC. In case a Corridor offers the RC through variant B, the relevant time frames are also specified in the CID of that Corridor.

RC is published by the C-OSS at X-2 in PCS.

The IMs can modify or withdraw RC for a certain period in case of unavailability of capacity due to force majeure. Applicants can book RC via the C-OSS until 30 days before the running day. To make ad-hoc requests less than 30 days before the running day, they have to contact the IMs/ABs directly.

3.6.2. Multiple corridor paths

It is possible for capacity requests to cover more than one corridor. See 3.4.4.

3.6.3. Reserve capacity on overlapping sections

See 3.4.5.

Description of common offers on overlapping sections is to be displayed on a map in Annex 4C to the CID of each Corridor.

3.6.4. Feeder, outflow and tailor-made paths

See 3.4.6. For RC the same concept applies as for PaPs in the annual timetable.

3.6.5. Handling of requests

The C-OSS receives and collects all path requests for RC placed via PCS until 30 days before the running day. If requested, the C-OSS can support applicants in creating the dossiers to prevent inconsistencies and guide the applicants' expectations. The IMs/ABs may support the applicants by providing a technical check of the requests.

3.6.6. Leading tool for ad-hoc requests

Applicants sending requests for RC to the C-OSS shall use PCS which enables international train paths to be managed from end to end (PAP sections, access train paths, exit train paths and customised train paths). Within the construction process, the national tool may show additional information to the applicant.

The following matrix shows for each step of the process which tool is considered as the leading tool.

Phase	Application and allocation (X-2 till X+12)	Withdrawal	Offer (10 calendar days before train run)	Answer (within 5 calendar days after offer)	Modification	Cancellation
Leading tool	PCS	PCS	PCS	PCS	National tool/PCS*	National tool/PCS*

To be checked by each IM, whether requests for modification or cancellation via PCS are accepted.

If applicable, the following sentence shall be added: Modifications/Cancellations have to be placed in the [IMs name/tool].

3.6.7. Check of the applications

The C-OSS checks all requests as described in 3.4.9.

3.6.8. Pre-booking

The C-OSS applies the 'first come – first served' rule.

3.6.9. Path elaboration

During the path elaboration phase, the IMs/ABs concerned will prepare the offer under coordination of the C-OSS.

3.6.10. Ad-hoc request offer

Applicants shall receive the ad-hoc offer no later than ten (10) calendar days before the train run. All applicants involved shall accept, ask for adaptations or reject the ad-hoc offer within five (5) calendar days in PCS. By triggering the 'ask for adaptation' function, applicants can place comments on the ad-hoc request offer, which will be monitored by the C-OSS. This procedure only concerns comments related to the original path request – whereas modifications to the original path requests are treated as described in 3.7.1 (without further involvement of the C-OSS).

- Acceptance : it leads to allocation
- Ask for adaptations : the ad-hoc offer can be returned to path elaboration with comments; the IM/AB will make an alternative proposal; however, if no alternatives are possible, the applicant will have to prepare a new request
- Rejection : it leads to withdrawal of the offer and closing of the request
- No answer : The C-OSS will actively try to get an answer. In case there is still no answer from the applicants, the C-OSS will end the process (no allocation)

If not all applicants agree on the final offer, the request will be considered as unanswered.

3.7. Request for changes by the applicant

3.7.1. Modification

The Sector Handbook for the communication between Railway Undertakings and Infrastructure Managers (RU/IM Telematics Sector Handbook) is the specification of the TAF-TSI (EC) No. 1305/2014 Regulation. According to its Annex 12.2 UML Model of the yearly timetable path request, it is not possible to place change requests for paths (even including PaPs) by the applicant between X-8 and X-5. The only option in this period is the deletion, meaning the withdrawal, of the path request.

3.7.2. Withdrawal

Withdrawing a request is only possible

- After submitting the request (until X-8) until the final offer
- before allocation during the late path request phase (where applicable) and ad-hoc path request phase.

Resubmitting the withdrawn dossier will be considered as annual request only until X-8.

The national rules regarding withdrawal fees and deadlines will apply.

3.7.3. Transfer of capacity

Once capacity is pre-booked or allocated to an applicant, it shall not be transferred by the recipient to another applicant. The use of capacity by an RU that carries out business on behalf of a non-RU applicant is not considered a transfer.

3.7.4. Cancellation

Cancellation refers to the phase between final allocation and the train run. Cancellation can refer to one, several or all running days and to one, several or all sections of the allocated path.

In case a path has to be cancelled, for whatever reason, the cancellation has to be done according to national processes.

3.7.5. Unused paths

If an applicant or designated RU does not use the allocated path, the case is treated according to the national rules.

3.8. Exceptional transport and dangerous goods

3.8.1. Exceptional transport

PaPs and RC do not include the possibility to manage exceptional consignments (e.g. out-of-gauge loads). The parameters of the PaPs and RC offered have to be respected, including the published combined transport profiles.

Requests for exceptional consignments are forwarded by the C-OSS directly to the IMs/ABs concerned for further treatment.

3.8.2. Dangerous goods

Dangerous goods may be loaded on trains using PaPs or RC if both 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, when making a path request, to all IMs/ABs on the Corridor.

3.8.3. Rail related services

Rail related services are specific services, the allocation of which follows national rules and partially other deadlines than those stipulated in the process of path allocation. Therefore, the request has to be sent to the IMs/ABs concerned directly.

If questions regarding rail related services are sent to the C-OSS, he/she contacts the IMs/ABs concerned, who provide an answer within a reasonable time frame.

3.8.4. Contracting and invoicing

Network access contracts are concluded between IMs/ABs and the applicant on the basis of national network access conditions.

The C-OSS does not issue any invoices for the use of allocated paths. All costs (charges for using a path, administration fees, etc.) are invoiced by the relevant IMs/ABs according to national rules.

3.8.5. Appeal procedure

Based on Article 20 of the Regulation: 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 relevant Regulatory Body (RB) as stated in the Cooperation Agreement signed between RBs on the Corridor.

For a link to the Cooperation Agreements among the RBs refer to the CID of each Corridor.

3.8.6. Table of deadlines

Date / Deadline	Date in X-System	Description of Activities
13 January 2025	X-11	Publication of PaP Catalogue
14 January 2025 – 27 January 2024	X-11 – X-10.5	Correction phase (corrections of errors to published PaPs)
14 April 2025	X-8	Last day to request a PaP
21 April 2025		Last day to inform applicants about the alternative PaP offer
28 April 2025	X-7.5	Last day for C-OSS to send PaP pre-booking information to applicants
07 July 2025	X-5	Publication of draft timetable
08 July 2024 – 08 August 2025	X-5 – X-4	Observations and comments from applicants
29 April 2025 – 13 October 2025	X-7.5 – X-2	Late path request application phase via the C-OSS

19 August 2025 – 10 November 2025	X-3.5 – X-1	Late path request allocation phase
18 August 2025	X-3.5	Publication of final offer
23 August 2025	X-3	Acceptance of final offer
13 October 2025	X-2	Publication of RC
14 December 2025	X	Timetable change
14 October 2025 – 11 December 2026	X-2 - X+12	Application and allocation phase for RC