

## **Annex 2**

### **PROCESS DESCRIPTIONS FOR CORRIDOR-OSS**

(in reference to clause 3.1 and 4 of the C-OSS contract)

- 1. CONSTRUCTION AND PREPARATION OF PRE-ARRANGED PATHS (PAP)**
- 2. ALLOCATION: HANDLING PAP AND PAP PLUS (INCL. FEEDER ETC.)**
- 3. POST-ALLOCATION: MONITORING**
- 4. PREPARATION AND ALLOCATION OF RESERVE CAPACITY (RC)**
- 5. OTHER PROVISIONS**

## **1. CONSTRUCTION AND PREPARATION OF PRE-ARRANGED PATHS (PAP)**

### **1. Call for PAP construction**

1.1. The C-OSS starts the process of PAP construction by addressing the concerned IM/AB in August/September and requiring the elaboration of the national PAP segments incl. border harmonization until end of December on basis of the conclusions of the capacity estimation for the corridor. In the event a common offer on an overlapping section with another RFC was decided by the Management Board, the C-OSS contacts the C-OSS of that RFC in order to coordinate the construction and publication of the common offer.

1.2. To ensure a consolidated way of PAP construction the C-OSS may give indications on the required amount and train parameters of PAP and/or a particular type of PAP to be used if he has received respective recommendation by the Management Board (MB) based on the analysis of the transport market study, wishes of customers or other sources and taking into account the estimated market demand and C-OSS's own experience. The C-OSS may also indicate the direction of the construction (backwards/forwards) with regard to identified reference points. C-OSS transmits these figures/data together with milestones/deadlines to all IM/AB together with the mandate to start PAP planning/construction.

### **2. Monitor PAP construction**

2.1. The C-OSS relies on a consecutive bilateral harmonization of the border times of the national PAP segments between the concerned IM/AB. The IM/AB shall inform the C-OSS about the interim results of the border harmonization and any difficulties occurring. The C-OSS shares this information continuously with all IMs/AB along the corridor and - if necessary- provides support and guidance to the IM/AB in case of difficulties.

### **3. Review and finalize PAP offer**

3.1. The C-OSS assembles the path segments delivered by the IM/AB in one document (excel) and checks the consistency of the PAPs. The C-OSS detects any need for adaptations and approaches the IMs/AB concerned to introduce the adaptations.

3.2. If necessary the C-OSS organizes a meeting for finalizing the PAP offer with all concerned parties (C-OSS, all IMs/AB, TT experts and/or national OSS, and - depending on their involvement - terminals).

### **4. Information and involvement of the MB**

- 4.1. The C-OSS forwards the final PAP offer to the Management Board in December for validation and as a draft version to RNE for inclusion in PCS. In case of a still pending need for adaptation of the PAP offer the C-OSS especially addresses the concerned IM/AB and asks for an evaluation / delivery of revised PAP until 20th December at the latest. The C-OSS will inform the Management Board and RNE about the outcome immediately.
  - 4.2. The validation by the Management Board shall be done until end of the year. No reaction is assumed as validation.
5. Publish and promote PAP
- 5.1. After validation by the Management Board the C-OSS takes the necessary actions for publishing the PAPs in PCS and other further communication channels (e.g. website of corridor, events, messages to be published by IMs/AB ect.). For this purpose the C-OSS provides a user-friendly format of the PAP path catalogue.
  - 5.2. The C-OSS promotes the PAP by presenting them to the customers (e.g. customer letter, RAG/TAG, customer meetings, conferences etc.).

## **2. ALLOCATION: HANDLING PAP AND PAP PLUS (INCL. FEEDER /ADJUSTMENTS/ PAP ON MULTIPLE CORRIDORS)**

### **A. Registration and Checking of PAP applications**

1. Collect path applications referring to PAP
  - 1.1. The C-OSS receives and collects all path requests for PAP placed via PCS. All PAP on the corridor are displayed in PCS and can therefore only be requested via PCS as unique booking tool. The applicant submits the path request by choosing a concrete PAP and opening a PCS dossier for it. The path request may contain feeder/outflow paths and/or minor adjustments to the displayed PAP (differing train parameters, other stops which do not affect the published border times of PAP). The C-OSS reads the dossier and ensures further treatment.
  - 1.2. Applications for PAP placed directly at involved IM/AB (e.g. by using national booking tools, by traditional OSS network, by reference in a PCS dossier) will only be considered by the C-OSS if the concerned IM/AB has on a voluntarily basis redirected the applicant to place a correct PAP request in PCS and the request in PCS is received by the C-OSS on time.

1.3. Applications for PAP placed via other channels to the C-OSS (e.g. e-mail, fax, telephone, RNE paper template) will have to be redirected to PCS. The C-OSS will inform the applicant accordingly and provide basic support for using PCS. The C-OSS is not entitled to open PCS dossiers for the applicant.

## 2. Register the path application

2.1. The C-OSS establishes and maintains a path register for all incoming PAP applications in PCS containing a dossier number, name of applicant, requested PAP segment, requested running days and specifying the follow-up activities of the C-OSS concerning the concrete path request. This register has to be made available to the concerned IM/AB at any time (see contact list) and in a simplified form allowing for business confidentiality to all concerned applicants.

2.2. In the register the C-OSS shall distribute the path applications to the following categories:

- 1 Pure PAP  
Request fully in line with PAP or PAP segment (See chapter B)
- 2 PAP plus feeder/adjustment  
Request fully in line with PAP or PAP segment and feeder path required in addition (PAP see Chapter B, Feeder see Chapter C); request referring to PAP segment(s) but requiring minor changes of running times and/or parameters which do not affect the PAP border times (See chapter C)
- 3 PAP with involvement of other corridors  
Request is fully in line with PAP or PAP segments and requiring PAP on other corridors (see Chapter B and C) as well as including feeder/outflow on other corridors.

## 3. Check applications with regard to C-OSS competence

3.1. The C-OSS evaluates his competence for the further treatment of the incoming PAP applications immediately after receipt and sorts out the following request types:

- Applications for passenger trains
- Applications with major changes (e.g. changing all fixed PAP border times). Depending on which PaP segment the major change is required, the C-OSS might treat it partly. For example, if the major change refers to the last PaP segment of a journey, the C-OSS will treat the first PaP segments.

The C-OSS will conduct/be responsible for any application of PAP and RC for corridor infrastructure capacity for freight trains crossing at least one border on a corridor and for which the capacity request was done in PCS and decide on capacity allocation in accordance with the FCA . .

3.2. The C-OSS forwards those applications immediately to the concerned IM/AB (see contact list in annex) for further exclusive treatment and refrains from any further activity concerning these applications.

- 3.3. The C-OSS informs the applicant that he is not competent for this request and that it has been handed over to the concerned IM/AB for further exclusive treatment.
- 3.4. If the path request contains elements of another corridor and/or there is common offer with another RFC, the C-OSS will immediately contact the other concerned C-OSS to commit on a ""coordinating C-OSS"" who will ensure the further management of the PCS dossier (in principle this should be the C-OSS according to the start PAP segment requested). In any case the ""coordinating C-OSS"" will forward the element of the PAP request concerning the other corridor to the concerned C-OSS without further delay and ask for the result of the allocation decision of the other C-OSS to be communicated to the "coordinating C-OSS" until end of April at the latest.
4. Check the quality of the path request
  - 4.1. The C-OSS checks immediately after receipt if the path request is complete and consistent (e.g. technical parameters, running times etc.). If special national mandatory parameters are required the concerned IM/AB (see contact list) will support the C-OSS in checking the consistency with regard to these parameters. The C-OSS assumes that the applicant has accepted the published PAP characteristics by requesting the selected PAP.
  - 4.2. In case of missing or inconsistent data the C-OSS will directly contact the leading applicant and require the relevant data updating/changes within 5 working days.
  - 4.3. The C-OSS checks if the leading applicant has clarified the request within the required timeframe. If the applicant does not clarify the required data the C-OSS will inform the leading applicant that further treatment of the request is not possible.
5. Check the legitimation of the applicants
  - 5.1. The C-OSS checks the legitimation of the applicants per involved path segments immediately after receipt of the path request on basis of a list of applicants per IM/AB if applicable.
  - 5.2. If the C-OSS detects a missing legitimation he informs without further delay the concerned IM/AB (see contact list in the annex) and asks for checking the legitimation within 5 working days. This check should be done in the same timeframe than the clarification of the request by the applicant (according to A 4.2). The C-OSS informs the applicant that he will refrain from any further treatment as long the legitimation isn't clarified.
  - 5.3. The C-OSS checks if the concerned IM/ AB could clarify the legitimation. In case of no answer by the concerned IM/AB until X-7.5 the C-OSS will not consider the pending request in the PAP pre-allocation but park it until clarification is done. If requested by the applicant, a partial treatment of the path request on international segments not affected by missing/unclear legitimation will be ensured by the C-OSS.

- 5.4. Applicants shall assign the RU responsible for train run as early as possible but at least until the individual deadlines stipulated in the national laws or rules of the concerned IM/AB (as long as no corridor specific deadline has been agreed upon in the Management Board).
6. Confirm further handling of path requests or execute rejection of path request
  - 6.1. The C-OSS sends a message to the applicant to confirm the receipt of the path application by the C-OSS and announce further treatment according to the defined category after having positively executed the checks (depending on the PCS function availability).
  - 6.2. The C-OSS updates the path register accordingly to the results of the checks (incl. closing of dossiers, which means path rejection)
7. Handle late path requests (if applicable) and change request
  - 7.1. The C-OSS considers all PAP applications which are placed in PCS after publication of the path catalogue at X-11 until the RNE deadline for path applications for the annual timetable at X-8.  
The C-OSS updates the published path catalogue by withdrawing the booked/allocated PaP. The non-booked PaPs will be treated in accordance with chapter B point 4.3.
  - 7.2. Change requests for PAP placed by the applicant after the X-8 deadline until X-5 will be treated by the C-OSS according to the following rule: "Downsizing" changes to the PAP request (e.g. cancellation of running days, shortening of route by deleting entire PAP segments, lower parameters) which do neither affect the international character of the PAP nor the ranking of the request in the allocation decision according to B 1.2. will be handled by the C-OSS and documented in the PCS dossier and the path register accordingly. "Substantial" changes to the PAP request affecting the border times and the ranking of the request in the allocation decision according to B 1.2 will be assumed as withdrawal/complete cancellation of the PAP request. Those change requests will then be forwarded to the concerned IM/AB for further treatment as late requests in remaining capacity.
  - 7.3. The C-OSS will inform the applicant that late and/or change path request will be handed over to the concerned IM/AB for further exclusive treatment and that the C-OSS will refrain from any follow-up. The allocation decision will be taken after the finalization of the annual timetable at X-3,5 only. The Corridor OSS will communicate the path offer to the applicant on behalf of the concerned IM/AB if the C-OSS has been the entry point of the request.

## B. Allocation decision on PAP

1. Execute the allocation decision

- 1.1. The C-OSS will evaluate/consider for the allocation decision on an equal basis all valid path requests out of the categories specified hereafter and placed on-time before the deadline at X-8:
    - Category 1 all requests aiming at pure PAP;
    - Category 2 the core PAP part of the PAP plus feeder requests; in case of requests with adjustments the C-OSS only considers PAP path segments not substantially affected by the required adjustment (e.g. adjustment not influencing the fixed border times);
    - Category 3 the PAP part of the "own" corridor.
  - 1.2. The C-OSS decides which PAP segment is to be allocated to which applicant. In case of conflicting applications the C-OSS decides on basis of the priority rules described in the FCA. The allocation decision has to be taken until end of April.
  - 1.3. The C-OSS may offer alternative PAP to an applicant with lower priority. The applicant has to commit to this offer within 5 working days – otherwise the application with lower priority will be forwarded to the concerned IM/AB to be handled in the regular elaboration process of the annual timetable (for a tailor-made offer or national catalogue path). The C-OSS may in case of competing requests also contact the applicant with higher priority and propose a shifting of the PAP / an alternative solution if this enables both competing applicants to receive a satisfying offer. The alternative solutions depend on the agreement of both applicants to be given to the C-OSS until end of April.
  - 1.4. In case of PAP requests involving 2 or more corridors, the C-OSS has to consider the allocation decision of the other concerned C-OSS. If the published TT does not fit at connecting point of both corridors the "coordinating C-OSS" may offer an alternative PAP itself or require an alternative PAP from the other involved C-OSS to build a harmonized TT offer for the applicant. The applicant has to commit to this alternative offer within 5 working days - otherwise the application will be forwarded to all concerned IM/AB to be handled in the regular elaboration process of the annual timetable (for a tailor-made offer).
2. Inform coordinating C-OSS
    - 2.1. In case of PAP requests involving 2 or more corridors the C-OSS sends the result of its pre-allocation decision to the coordinating C-OSS, 2 working days before end of April.
  3. Update path register and path catalogue
    - 3.1. The C-OSS marks the result of the allocation decision in the path register at the latest in the first days of May of each year. In case of PAP plus feeders/adjustments and PAP on multiple corridors the indication in the path register will be done as a pre-allocation only (as connectivity of feeders and adjustments and/or with other corridors still to be checked).
  4. Inform concerned IMs/AB



- 4.1. The C-OSS will inform the concerned IM/AB on the pre-allocation decision automatically via PCS for inclusion in the draft timetable.
- 4.2. Path applications which could not be met due to conflicts and the execution of the priority rules mentioned above (applications with lower priority) are forwarded by the C-OSS to the concerned IM/AB at the latest in the first days of May with the demand to provide a draft offer until one week before the RNE deadline for the draft offer. Those applications with lower priority will be handled by the concerned IM/AB as on-time applications for the annual timetable and will therefore be included in the regular construction process of the annual timetable.
- 4.3. All non-booked PAP will be referred to the MB by the C-OSS. Until the end of April the MB will decide if the non-booked PAP will:
  - a) be returned to the concerned IMs/AB to allow for an efficient use of the not requested PAP capacity in the regular annual timetable process – in which case the C-OSS will hand over the non-booked PAP to the concerned IMs/AB also until the second working day of May ; or
  - b) be used as late PAP – in which case they will be retained by the C-OSS to run the late PAP requests process in accordance with RNE guidelines.

## 5. Inform applicants

- 5.1. The C-OSS provides interim information to the applicants on the status of their application at the beginning of May. The interim information informs the applicants with higher priority about the allocation decision in their favor and announces the formal draft path offer which will be given on behalf of the concerned IM/AB by the C-OSS with the draft timetable offer in X-5 via PCS.
- 5.2. The C-OSS informs the applicants with lower priority that did not accept an alternative PAP offer at the beginning of May that their path requests have been forwarded to the concerned IM/AB for further treatment in the regular process for establishing the annual timetable and that the C-OSS will provide the draft path offer on behalf of the concerned IM/AB with the draft timetable offer in X-5 via PCS.
- 5.3. The C-OSS informs the applicants for PAP plus feeder and/or adjustments and/or involving multiple corridors on the pre-allocation of the PAP segment at the beginning of May and announces the forwarding of the feeder and/or adjustments to the concerned IM/AB. Without further notice the applicant agrees to be contacted by the concerned IM/AB bilaterally for the fine-tuning of the feeder/adjustment/connecting paths. The C-OSS will also announce the provision of a consolidated answer by X-5 for those requests.

## C. Monitoring PAP Plus

### 1. Forward of feeders and/or adjustments and/or connections with other corridors



- 1.1. The C-OSS forwards the requested feeder path and/or adjustment to the concerned IM/AB at the latest in the first days in May for elaboration of a timetable offer fitting to the PAP already reserved (pre-allocated).
  - 1.2. The C-OSS will document the forwarding in the path register without further delay.
  - 1.3. In case of feeders affecting two or more IM/AB the C-OSS may monitor the construction process e.g. by indication of construction direction (if required by the applicant).
  - 1.4. Questions occurring during the path elaboration process (e.g. concerning feeders/connection construction) may be discussed and arranged between concerned IM/AB and applicant bilaterally - if this procedure is agreed upon by the customer. In this case the C-OSS has to be informed without further delay about any adjustment resulting from this coordination. Therefore this information shall be documented in the path register in written form by the concerned IM/AB.
2. Receive the TT offer elaborated by the concerned IM/AB
    - 2.1. At the latest one week before the RNE deadline for the draft timetable, the draft timetable offers for feeders and adjusted PAP segment(s) shall be handed over from the concerned IM/AB to the C-OSS. Also tailor-made TT offers for applicants with lower priority and for connection of 2 or more corridors shall be handed over from the concerned IM/AB to the C-OSS.
    - 2.2. If no draft TT offer has been delivered at all until 4 days before the internal deadline (see point 2.1) the C-OSS shall make a reminder to the concerned IM/AB. If no answer is given, the C-OSS shall then inform the Management Board legal representative of the IM/AB which did not deliver the required path offer and ask for clarification within 3 working days.
    - 2.3. If no draft TT offer has been delivered even after intervention of the concerned legal representative of the Management Board here above mentioned, the C-OSS will ask the applicant if to keep the pre-allocated PAP or to forward the entire path request to the concerned IM/AB for delivering a tailor-made path (including corridor segment and feeder) in the regular elaboration process of the annual timetable.
    - 2.4. The C-OSS will consolidate the timetable (PAP plus feeder and/or adjustments and/or connections with other corridors) and update the path register to display a consolidated overview of the PAP plus offer and inform all concerned IM/AB automatically via PCS.

#### D. Communicating offer to applicant

##### 1. Communicate the draft timetable offer

- 1.1. At the RNE deadline for draft TT (X-5) the C-OSS communicates the draft timetable offer for every valid PAP request to the applicants via PCS. The C-OSS hereby stresses the fact that he is acting on behalf of the concerned IM/AB and that the appropriate contract will have to be concluded between the concerned IM/AB and the applicant on basis of applicable national law and of the IM/AB's conditions. If the publication via national tools is still necessary, the IM/AB have to ensure that there are no differences to the PCS publication. In any case it has to be made clear that the legally binding TT including feeder/outflow path is shown in PCS.
2. Handle applicant observations for PAP
  - 2.1. The C-OSS monitors the applicant observations placed by the applicant on the draft timetable offer PAP in PCS. For that purpose the C-OSS requires an answer by the concerned IM/AB until one week before the deadline for the final TT offer (at X-3,5). This procedure only concerns justified observations related to the original path request - whereas modifications to the original path requests will be handed over to the concerned IM/AB for further exclusive treatment without further involvement of the C-OSS.
3. Communicate the final timetable offer
  - 3.1. At the RNE deadline for final TT (X-3,5) the C-OSS communicates the final timetable offer for every valid PAP request to the applicants via PCS. The C-OSS hereby stresses the fact that he is acting on behalf of the concerned IM/AB and that the appropriate contract will have to be concluded between the concerned IM/AB and the applicant on basis of applicable national law and of the IM/AB's conditions. If the publication via national tools is still necessary, the IM/AB have to ensure that there are no differences to the PCS publication. In any case it has to be made clear that the legally binding TT is shown in PCS.

### **3. POST-ALLOCATION: MONITORING**

#### **A. Documentation of indicators for PAP**

##### **1. Number of PAP offered**

- 1.1. The C-OSS analyses the published PAP path catalogue and documents the number of offered PAP at least per national segments. The number of running days should be considered in this analysis. This analysis is done until end of January.

## 2. Number of PAP requested until X-8

2.1. The C-OSS registers all requests referring to PAP and placed at the C-OSS in due time (before the RNE deadline for the annual timetable at X-8) according to article 13.5 of EU Regulation 913/2010. The registration is done in PCS and includes information on the date of the request and the name of applicant.

2.2. Whereas in the path register the names of the applicants are shown - the C-OSS will only indicate the number and the core characteristics of the path requests for monitoring reasons (such as requests affecting 1,2,3,4 IMs/ABs, requests with/without feeders, requests aiming at x running days; PAP adjustments requested). If possible for internal reasons a rate/percentage of requested PAP in relation to the path catalogue shall be shown (e.g. x % of the PAP offered have been requested). The indication is done until end of April. Rejected applications (incl. the reason) should also be listed.

## 3. Number of conflicting requests

3.1. On basis of the conflicting requests (double booking) detection done in PCS, the C-OSS indicates the number of conflicts (in relation/percentage of path requests) and the sections where conflicts occur (and the number of applications concerned). The indication is done until end of May. If possible it shall also be indicated by which means the conflicts could be solved (coordination, alternative PAP accepted by customer, tailor-made paths requested from concerned IM/AB).

3.2. If return of PaPs is decided by the MB, the C-OSS documents the number of returned PAPs to the IM/AB after the pre-allocation at X-7, 5.

## 4. Number of PAP allocated

4.1. The C-OSS indicates the number of the PAP offered at X-5 by the C-OSS on behalf of the concerned IM/AB. The indication is done after the publication of the draft TT offer on basis of PCS dossiers shifted in the draft TT offer phase (at the latest until end of July). It shows explicitly the share/ percentage of PAP and PAP plus feeder.

4.2. The C-OSS indicates the number of the PAP allocated at X-3,5 by the C-OSS on behalf of the concerned IM/AB. The indication is done after the publication of the final TT offer on basis of PCS dossiers shifted in the final TT offer phase (at the latest until end of August). It shows explicitly the share/ percentage of PAP and PAP plus feeder.

4.3. With regard to PAP offered but not contracted by the applicants as well as PAP cancellations the C-OSS will indicate the number of contracted PAP (= PAP in active TT in PCS) in relation to the PAP offered (indicator 5) until end of November in the evaluation report.

## 5. Number of late paths requests for PAP if applicable

5.1. If late PAP are decided by the MB, the C-OSS indicates the number of late paths requests received by the C-OSS after X-8 until X-2 (forwarded to IM/AB) The indication is done until end of October. The registration is done in PCS and includes information on the date of the request and the name of applicant.

B. Documentation of indicators for reserve capacity

1. Number of capacity slots offered

1.1. The C-OSS indicates the contingent of “capacity slots” for RC requests per day/segment (flexible RC approach) offered as reserve capacity after X-2. The number of running days offered should be considered in the indication. The indication is done until end of October (X+10).

2. Number of capacity slots allocated

2.1. The C-OSS indicates the number of capacity slots allocated by the C-OSS on behalf of the concerned IM/AB. For this purpose the C-OSS maintains and updates a register monthly to show the number of paths allocated out of reserve capacity for one timetable year.

C. Documentation of other capacity-related indicators

1. The C-OSS will deliver other indicators related to corridor capacity that may be adopted by the MB and fall within the competence of the C-OSS.

1.1. The timing and format of the delivery will be agreed between the MB and the C-OSS.

2. The C-OSS will be consulted by the MB prior to adoption of any such indicator.

D. Evaluation report for the MB and ExBo

1. Elaborate the report

1.1. The C-OSS summarizes the indicators collected for PAP and for reserve capacity and, as the case may be, for other capacity-related indicators, in one report (power point summary). The report shall be available end of November.

1.2. For internal reasons only the C-OSS shall also analyses the compliance of the IM/AB with the C-OSS process (e.g. on-time delivery of feeders, support in checking the requests etc.) by showing defaulting behavior.

- 1.3. The C-OSS collects any available information on the customers' satisfaction on basis of outcome of a questionnaire decide by the MB.
2. Present the report
  - 2.1. The C-OSS participates on request to the relevant meetings of the MB and the ExBo to present the report.
  - 2.2. The C-OSS collects the feedback of the MB and the ExBo on the report and if necessary develops measures for improvement within the MB.

#### **4. PREPARATION AND ALLOCATON OF RESERVE CAPACITY (RC)**

##### **1. Call for Reserve Capacity**

- 1.1. The C-OSS starts the process of RC by addressing the concerned IM/AB in July and requiring the indication of a contingent of “capacity slots” for RC requests per day/segment (flexible RC approach) until end of July on basis of the conclusions of the capacity estimation for the corridor.
- 1.2. The C-OSS may also ask IMs/AB for guaranteed reference journey times per segment(s). Milestones/deadlines will be transmitted as well.

##### **2. Review and finalize RC Offer and inform the MB**

- 2.1. The C-OSS assembles the RC path segments delivered by the IM/AB in one document (excel) and detects need for adaptations. In case of inconsistencies the C-OSS clarifies them in cooperation with the concerned IM/AB.
- 2.2. The C-OSS forwards the assembled RC offer to the MB on end of September for validation by the MB and as a draft version to RNE for inclusion in PCS. No reaction is assumed as approval. In case of a need for adaptation the C-OSS especially addresses the MB legal representative of the concerned IM/ AB and asks for an evaluation/delivery of revised RC without further delay.

##### **3. Publish RC offer**

- 3.1. The C-OSS publishes the RC offer in PCS and on the website of Amber corridor at X-2.

#### 4. Allocate and administrate RC

- 4.1. The C-OSS collects all path requests for RC placed via PCS until 30 days before the day of operation. Applications placed via other channels (e.g. e-mail, fax etc.) will have to be redirected to PCS. The C-OSS informs the applicant accordingly. The application will only be considered with the date of the PCS application.
- 4.2. The C-OSS checks the application with regard to C-OSS competence, quality of request and legitimation of applicants. ""Wrong requests"" (= national paths, passenger paths) will be forwarded to the concerned IM/AB for further treatment and the applicant will be informed accordingly. Requests with unclear/missing data will be presented to the applicant and to the concerned IM/AB for clarification. The clarification has to be provided within 5 working days. If no clarification could be reached the C-OSS rejects the path application. The delivery of feeder/outflow paths is based on the construction process as described in Art. 48 of EU Directive 2012/34.
- 4.3. The C-OSS forwards the request to the concerned IM/AB in the order that the C-OSS can forward to the applicant a harmonized offer. In this matter the C-OSS gives each IM/AB a timeframe for his offer which has to respect the offer of the precedent IM/AB. The C-OSS executes the allocation decision on basis of the date when the request has been placed following the "first come, first served principle".
- 4.4. The C-OSS updates the electronic versions of the RC path catalogue by withdrawing the allocated paths and informs the concerned IM /AB.
- 4.5. The C-OSS communicates the path offer to the applicants on behalf of the concerned IM/AB. He specifies that he is acting on behalf of the concerned IMs/AB and that the appropriate contract will have to be concluded between the concerned IMs/AB and the applicant on basis of applicable national law and of the IMs/AB's conditions.

## 5 OTHER PROVISIONS

1. In addition to the tasks described in chapters 1-4, the C-OSS performs the following activities.
  - 1.1. The C-OSS acts as a single point of contact for the applicants and coordinator of information

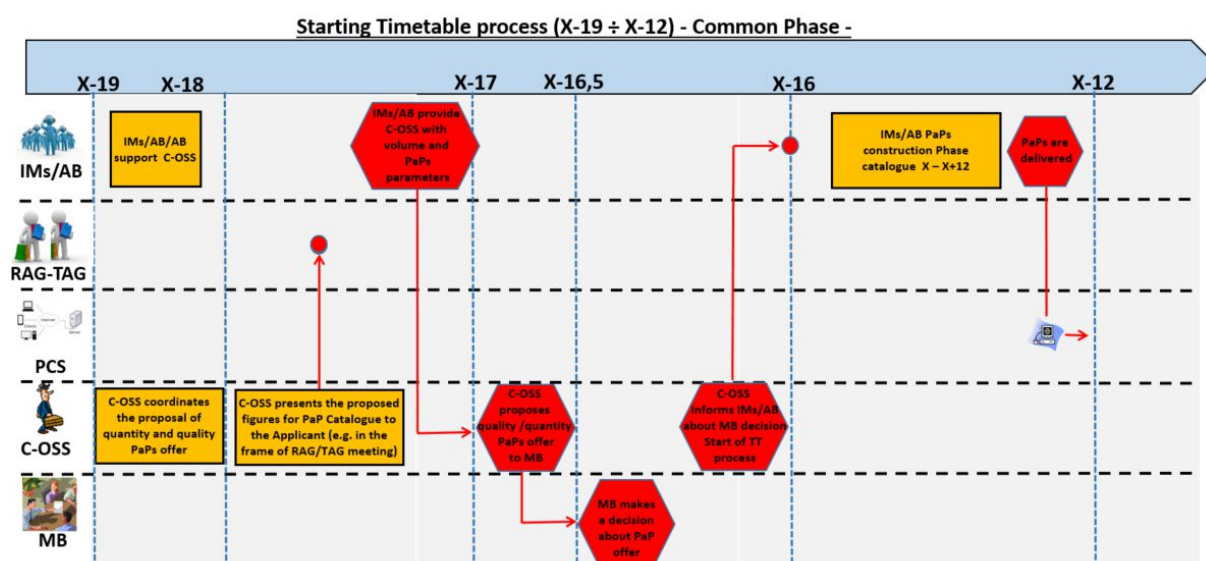
1.2. The C-OSS supplies the following information contained in the CID and published on Amber RFC website:

- a) network statements for national networks regarding Amber RFC, as included in Book 2
- b) list, characteristics, conditions and method of access to the terminals along Amber RFC, as included in Book 3
- c) functioning of the C-OSS, capacity allocation, authorised applicants and traffic management, including in the events of disturbance, as described in Book 4
- d) implementation plan of Amber RFC, as included in Book 5.

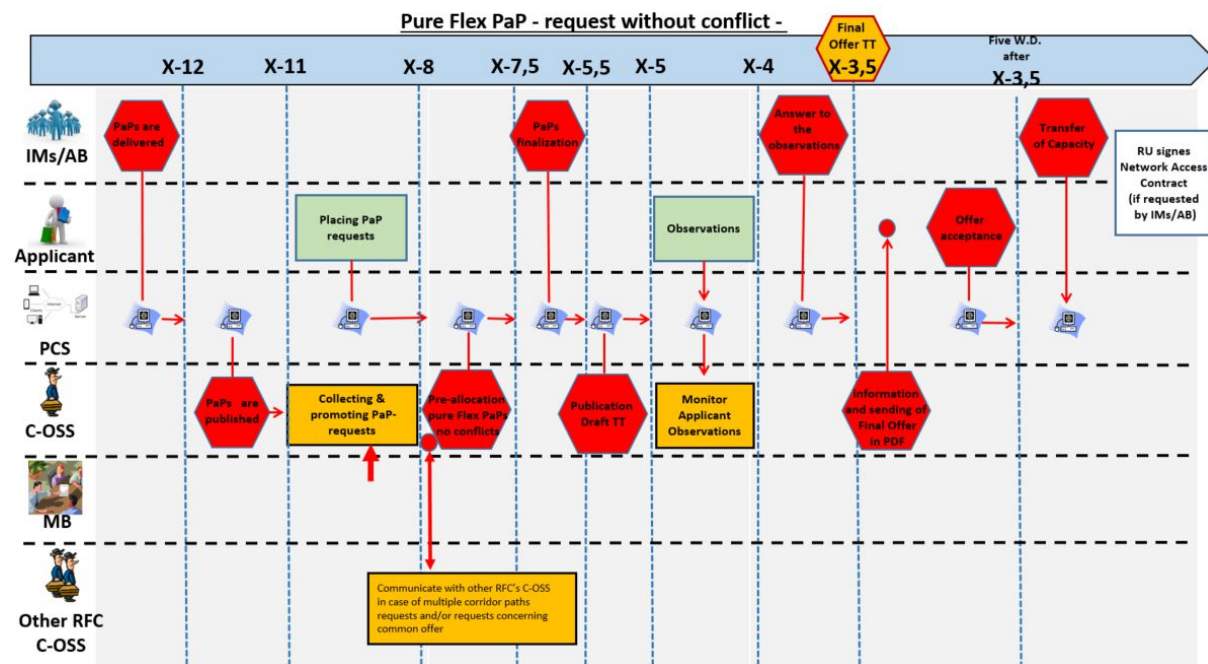
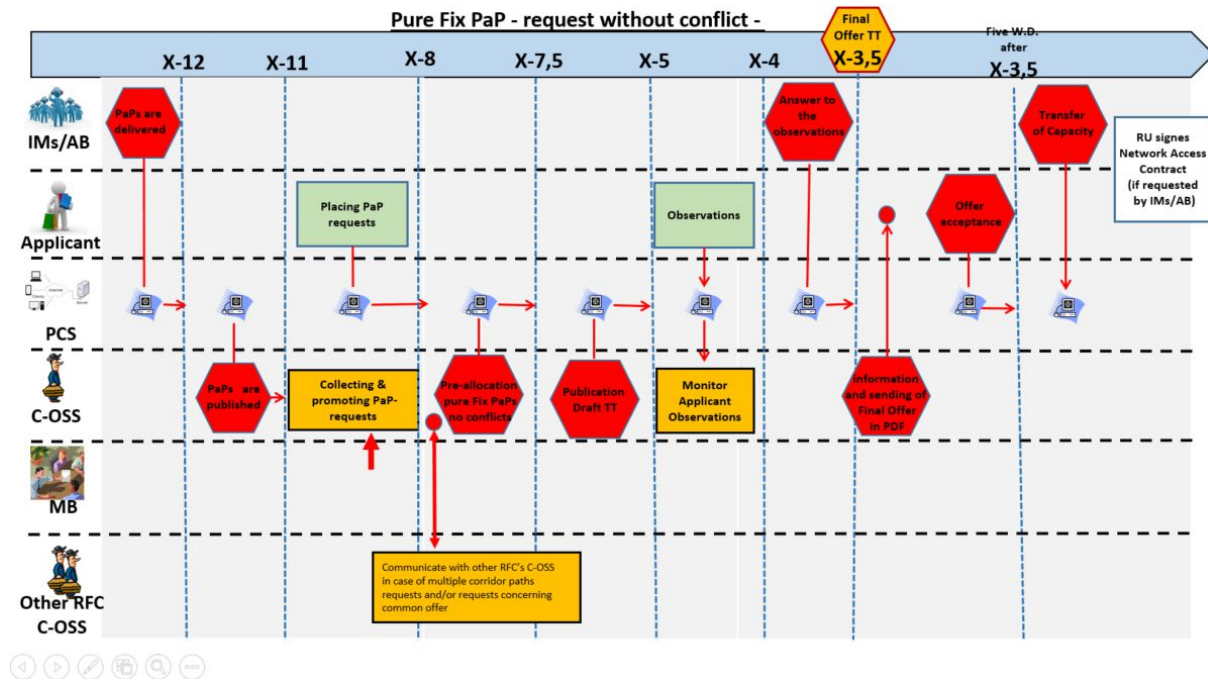
1.3. If requested by applicants, the C-OSS provides assistance, if possible, with regard to capacity in the running timetable, other than RC, for freight trains crossing at least one border on a corridor, contact the involved IMs/AB and facilitate the coordination of the allocation process done by the involved IMs/AB.

2. Main activities and deadlines for the process are visualised on the charts below

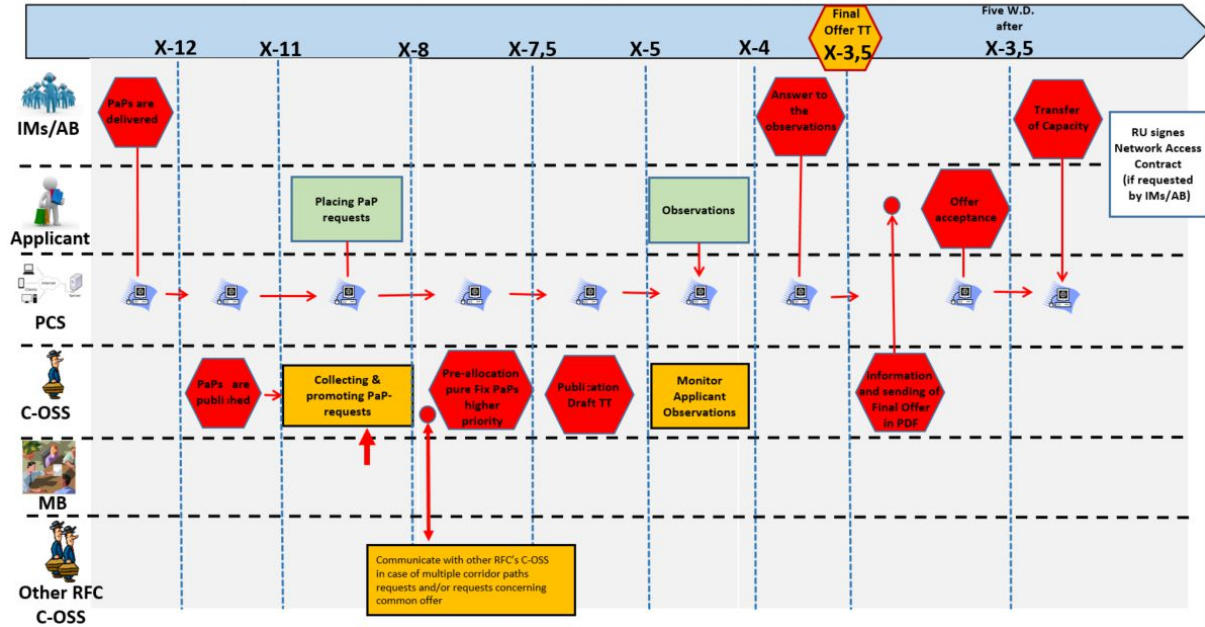
### Activities and deadlines for the process



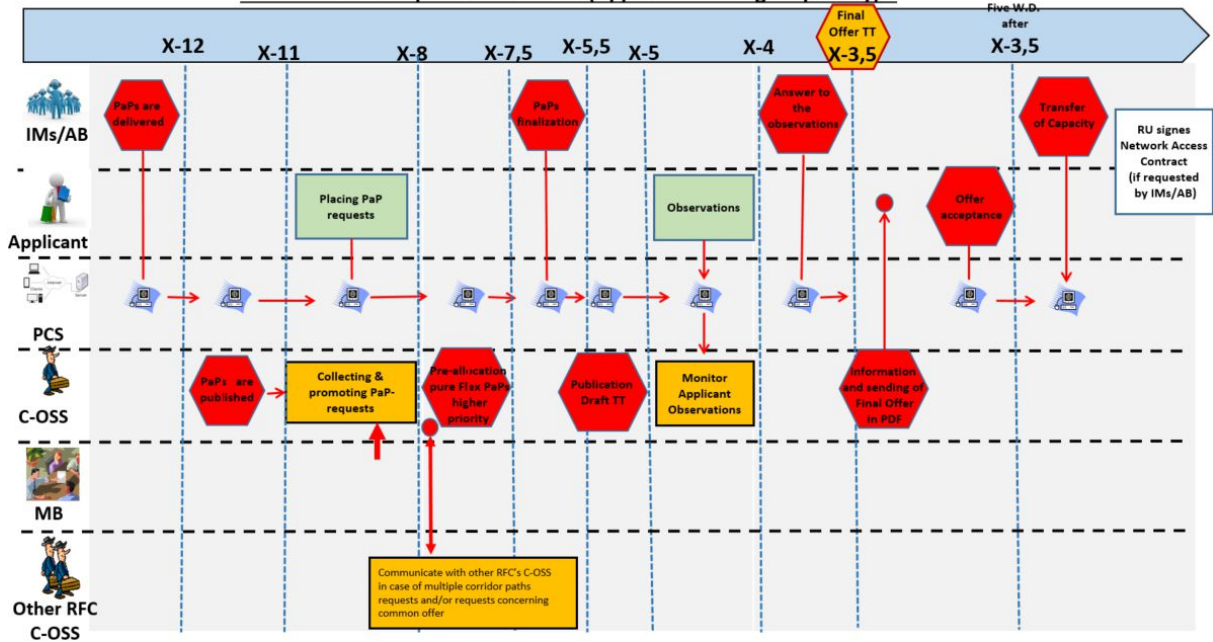


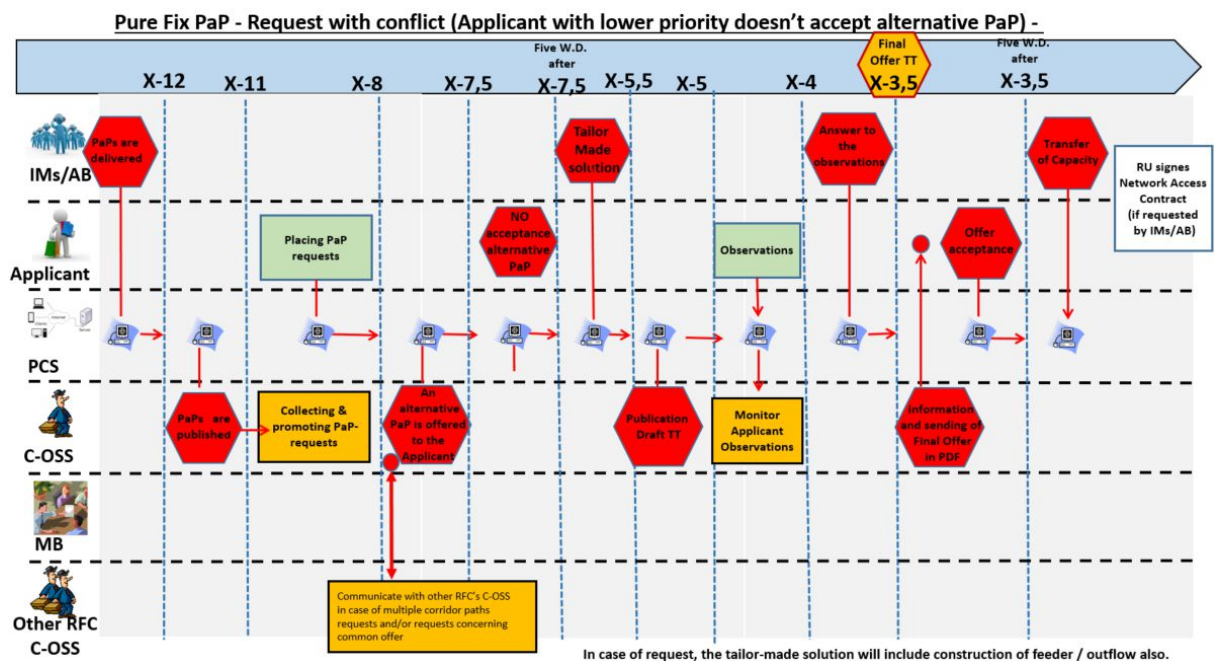
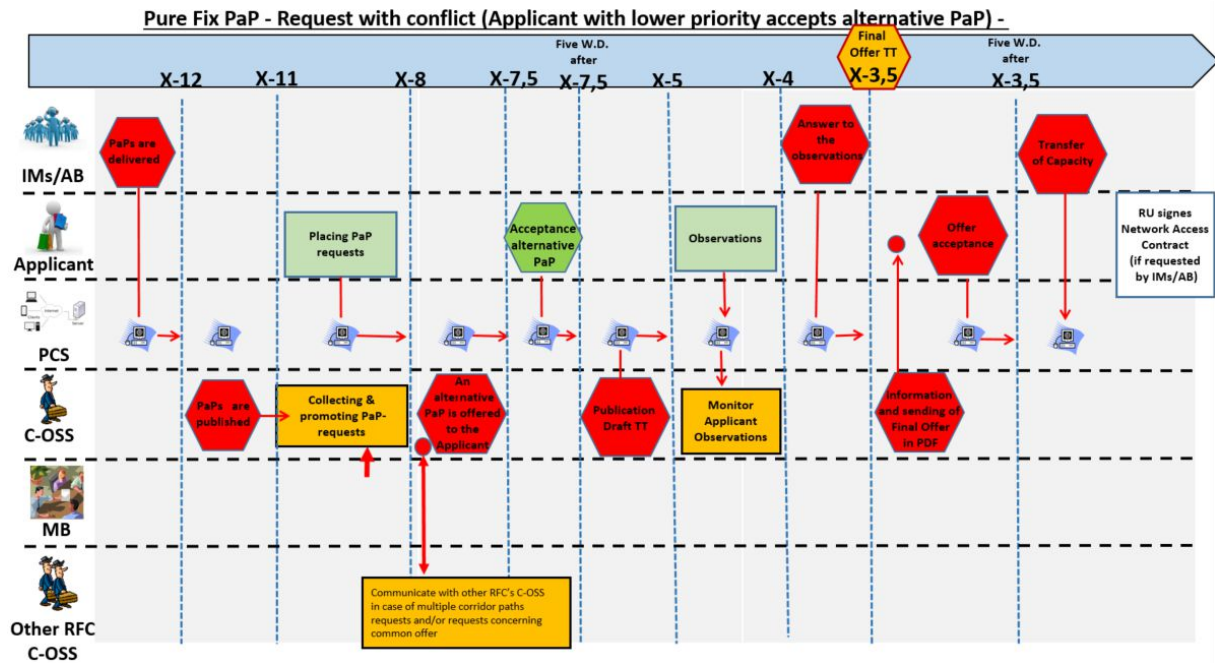


### Pure Fix PaP - Request with conflict (Applicant with higher priority) -

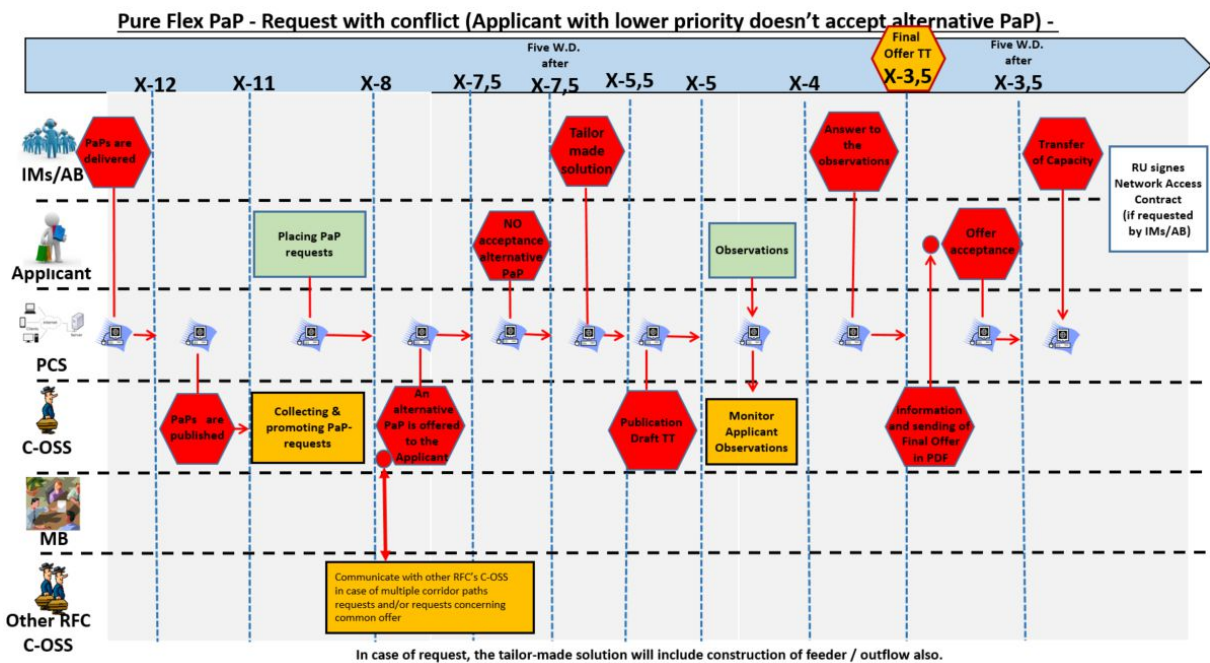
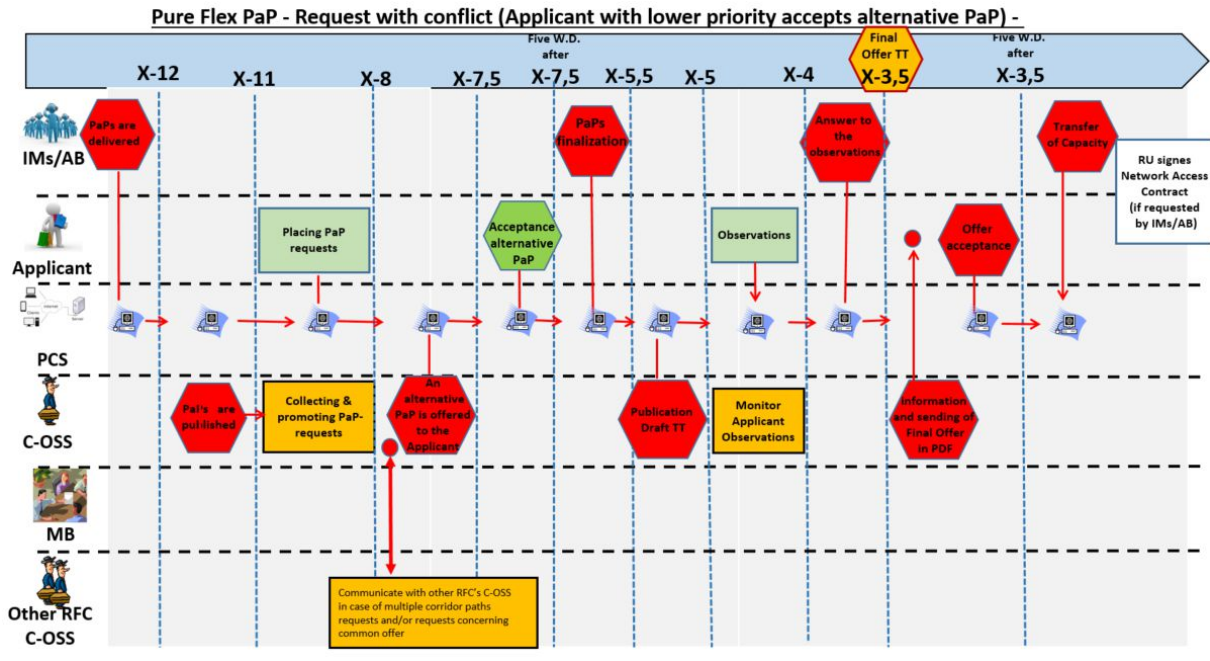


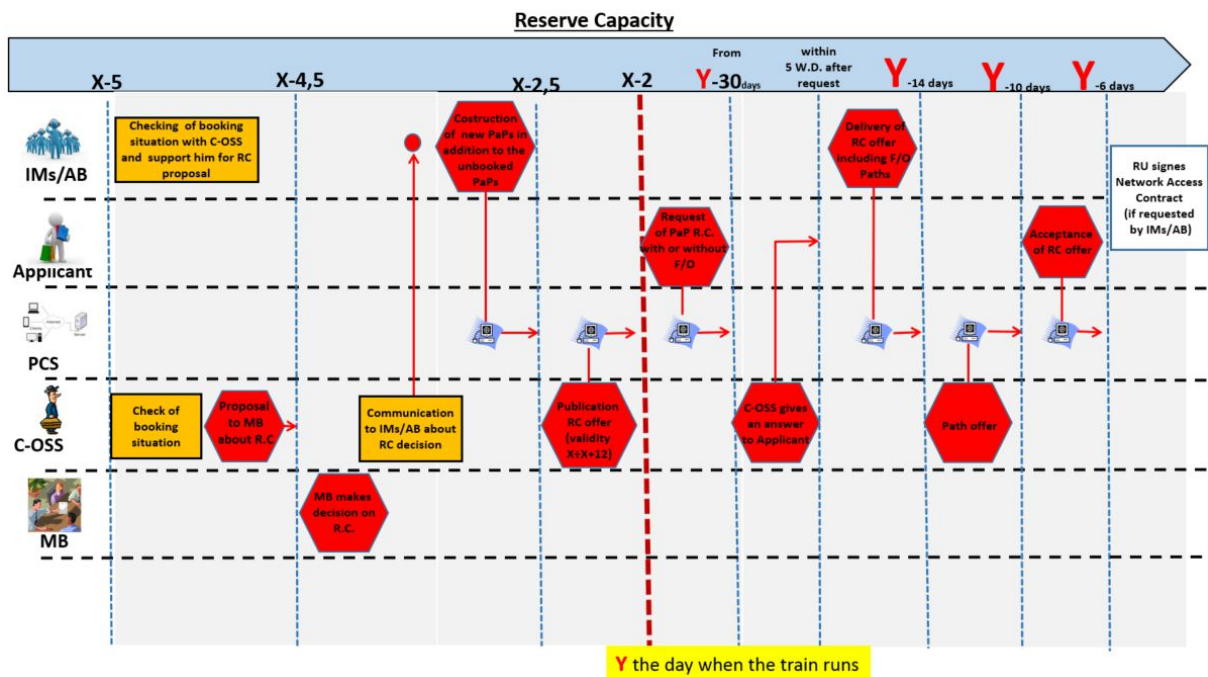
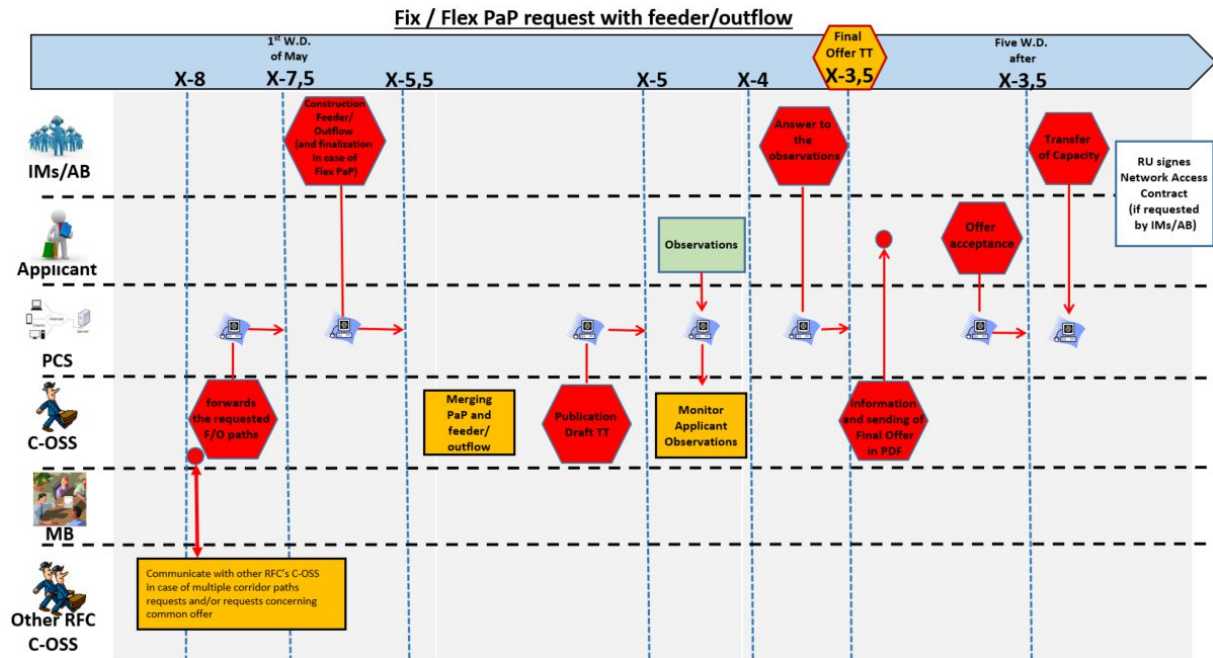
### Pure Flex PaP - Request with conflict (Applicant with higher priority) -











**Annex 1.1 to Annex 2 of C-OSS Contract**  
**Detailed workflow description for the Collaborative Model on the**  
**overlapping sections of**  
**Amber RFC and RFC Orient/East – Med**

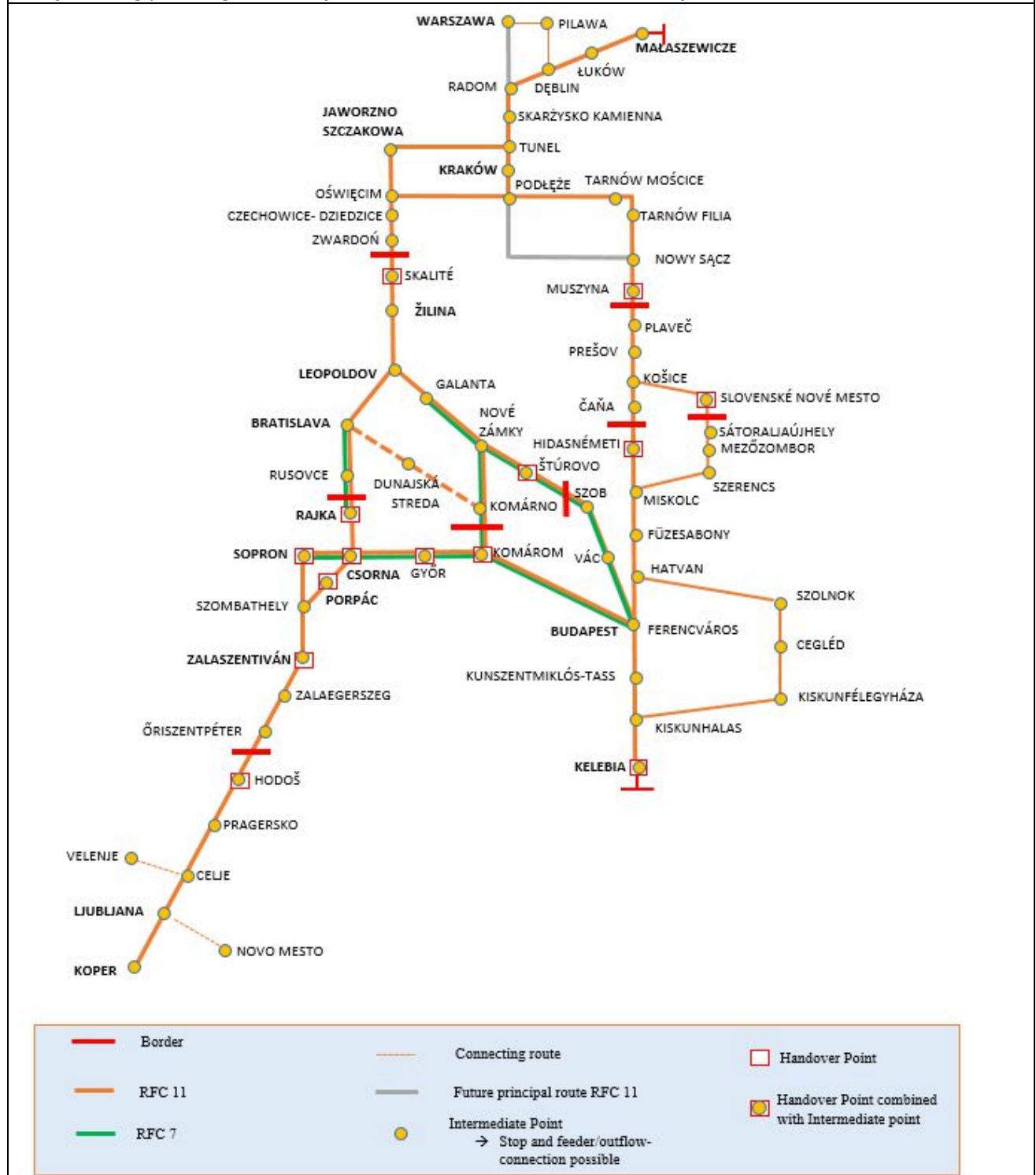
**Agreement between the Management Board of Amber RFC and Management Board of RFC**  
**Orient/East - Med (OEM RFC)**

Since 2019 the Amber RFC has been operational and has started to offer PaPs. 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 managers 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
<b>Understanding the applicants' capacity needs</b>		
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.
<b>PaP construction</b>		
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.
<b>PaP publication</b>		
PCS upload	C-OSS of the involved RFCs For their sections	Upload of PaP offer to PCS. Each C-OSS for its sections in accordance with described responsibility.
Website	C-OSS of the involved RFCs for their corridor	RFC OEM PaP catalogue shows also harmonized Amber RFC PaPs on overlapping sections Amber RFC PaP catalogue shows also harmonized RFC OEM PaPs on overlapping sections
<b>Applicant request PaP</b>		
Applicant request	Applicant	Applicant orders PaPs via PCS.
<b>Pre-Allocation PaP</b>		

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.
<b>Draft and Final offer PaP</b>		
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.
<b>Reserve Capacity Publication</b>		
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
<b>Applicants request Reserve Capacity</b>		
Applicant request	Applicant	Applicant orders Reserve Capacity via PCS.
<b>Pre-Allocation Reserve Capacity</b>		
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.
<b>Draft and Final offer Reserve Capacity</b>		
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.
<b>After Sales / Applicants contact</b>		

Applicants questions or requests	C-OSS of the involved RFCs for their corridor	<p>An applicant chooses the C-OSS according to the focus market of his question, or a preferred language or further reasons</p> <p>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.</p>
Applicants acquisition	C-OSS of the involved RFCs for their corridor	<p>C-OSS applicant's care will be done by each C-OSS for its corridor with a regional focus.</p> <p>C-OSS can collaborate based on best practice approaches. Examples:</p> <ul style="list-style-type: none"> <li>• Common C-OSS applicant's visits for an applicant that operates trains in relevant corridors.</li> <li>• Regional applicant's conferences organized by the C-OSS of the concerned RFCs.</li> </ul>

## **Annex 1.2 to Annex 2 of C-OSS Contract**

### **Detailed workflow description for the Collaborative Model on the overlapping sections of Amber RFC and RFC Mediterranean**

#### **Agreement between the Management Board of Amber RFC and the General Assembly of RFC Mediterranean**

Since 2019 the Amber RFC has been operational and has started to offer PaPs. Amber RFC has common offer on overlapping sections with RFC Mediterranean

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 managers work strongly together.

**C-OSS of RFC Mediterranean will be responsible for publication and uploading the PaP offer on overlapping sections with Amber RFC on the following sections with PaP ID defined by C-OSS of Amber RFC :**

- **Koper- Divača-Ljubljana**
- **Ljubljana-Zidani Most – Pragersko**
- **Pragersko-Ormož –Hodoš**

**On the following sections, each C-OSS will publish the Paps offered to their RFC's on the Hungarian Network:**

- **Hodoš-Zalaszentiván**
- **Ferencváros- Szerencs -Mezőzombor.**

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
<b>Understanding the applicants' capacity needs</b>		
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.
<b>PaP construction</b>		
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.
<b>PaP publication</b>		
PCS upload	C-OSS of the involved RFCs For their sections	Upload of PaP offer to PCS. Each C-OSS for its sections in accordance with described responsibility.
Website	C-OSS of the involved RFCs for their corridor	RFC Med PaP catalogue shows also harmonized Amber RFC PaPs on overlapping sections. Amber RFC PaP catalogue shows also harmonized RFC Med PaPs on overlapping sections
<b>Applicant request PaP</b>		
Applicant request	Applicant	Applicant orders PaPs via PCS.
<b>Pre-Allocation PaP</b>		

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.
<b>Draft and Final offer PaP</b>		
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.
<b>Reserve Capacity Publication</b>		
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
<b>Applicants request Reserve Capacity</b>		
Applicant request	Applicant	Applicant orders Reserve Capacity via PCS.
<b>Pre-Allocation Reserve Capacity</b>		
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.
<b>Draft and Final offer Reserve Capacity</b>		
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.
<b>After Sales / Applicants contact</b>		



Applicants questions or requests	C-OSS of the involved RFCs for their corridor	<p>An applicant chooses the C-OSS according to the focus market of his question, or a preferred language or further reasons</p> <p>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.</p>
Applicants acquisition	C-OSS of the involved RFCs for their corridor	<p>C-OSS applicant's care will be done by each C-OSS for its corridor with a regional focus.</p> <p>C-OSS can collaborate based on best practice approaches. Examples:</p> <ul style="list-style-type: none"> <li>• Common C-OSS applicant's visits for an applicant that operates trains in relevant corridors.</li> <li>• Regional applicant's conferences organized by the C-OSS of the concerned RFCs.</li> </ul>