



RAIL FACILITIES PORTAL

<https://railfacilitiesportal.eu/>



Co-financed by the Connecting Europe Facility of the European Union

Rail Facilities Portal Training

1st session – 13.09.2023

**Please note that
this training will
be recorded !**



– The speakers of today



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- Promotion and support for terminals on RFP



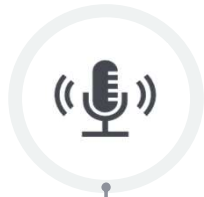
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- Representative and promoter for terminals on RFP



— Rules for a successful training session



Pssst!

Participants without a speech use the mute function to avoid disturbing background noises



Respect timing

The respective speaker keeps to the given speaking time



Ask questions in the chat

Questions are asked in the chat and observed by the moderators



Company specific questions

Questions with a specific, private topic will be answered after the session or later by email



— Introduction to the training webinar

- The training will be held in English language.
- The training is a series of 3 consecutive sessions :
 - 13th September 2023 15:00-16:30 CET
Introduction to RFP and minimum data requirements for terminals
 - 20th September 2023 15:00-16:30 CET
Terminal data upload to RFP
 - 27th September 2023 15:00-16:30 CET
Terminal data maintenance in RFP
- Tasks will be given as to-dos between sessions.
- The goal of the training is that you can manage your terminal data entries autonomously and make full advantage of RFP as business tool.



— Agenda – 1st training session on 13.09.2023

1. Introduction to Rail Facilities Portal

1. Benefits for terminals and all types of service facilities
2. Legal background of RFP
3. RFP as business tool
4. Live Demo

2. How to create a User and Organization

3. How to Upload Data to RFP

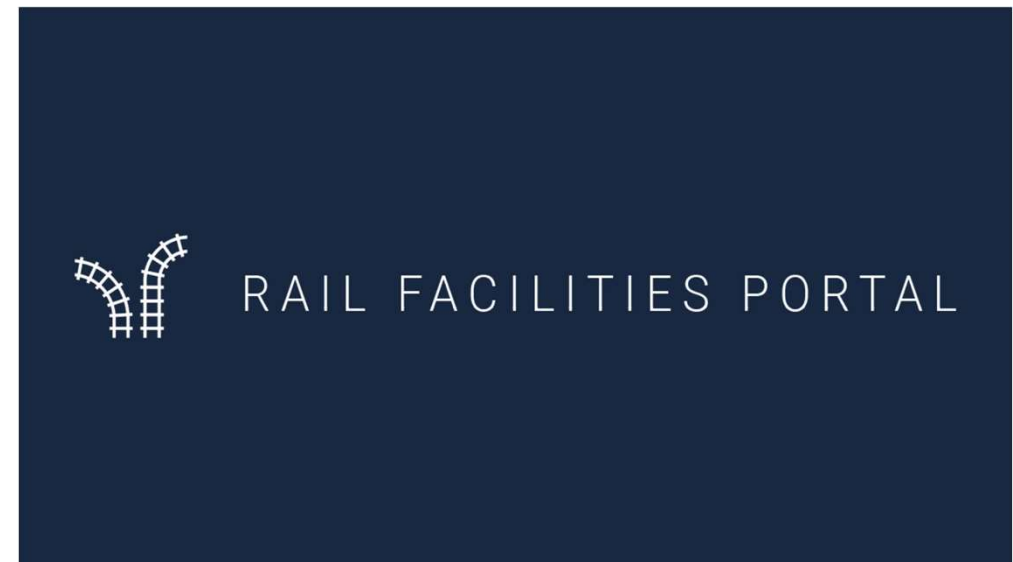
4. Minimum data requirements

5. Tasks for the next session



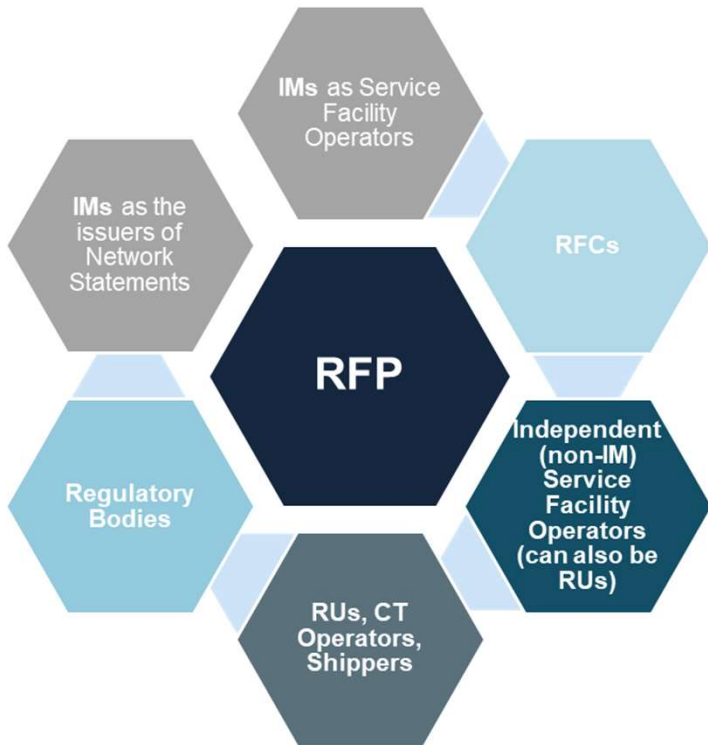
— 1. Introduction to Rail Facilities Portal

- Rail Facilities Portal (RFP) provides **quick and centralized access to information on rail service facilities for customers.**
- RFP has been developed under a contract signed by the European Commission and is **coordinated by RailNetEurope (RNE) with the support of UIRR.**
- The operation of RFP belongs to **railway stakeholders who are responsible for uploading and updating the information** and for making the best use of its services. The success of the portal will depend on the quality of information provided through it.
- Numerous service facilities have registered on RFP and already attract interest from various user groups*:
 - Total number of visitors: ca. 41.000
 - Map interactions: ca. 420.000





1.1 Benefits for terminals in a multi-stakeholder environment



Compliance tool

Compliance tool ensuring completeness of legally mandatory information based on Directive 2012/34/EU and Implementing Regulation (EU) 2177/2017



Business tool

Application reflecting (freight) market needs of users to boost intermodal transport

Terminal Operators as RFP Data Providers



– 1.2 Legal background of RFP

- **Implementing Regulation (EU) 2017/2177** describes the details of the procedure and criteria to be followed for access to the rail-related services supplied in the service facilities following the Directive 2012/34 for a single European railway area.
- Operators of service facilities shall establish a **service facility description** for the service facilities and services for which they are responsible - Art. 4 (1). Operators of service facilities shall **keep the service facility description up-to-date**, as necessary - Art. 5 (3).
- Operators of service facilities shall **make publicly available the service facility description free of charge**, in one of the following ways - Art. 5 (1):
 - by publishing it on their **web portal or a common web portal** and providing the infrastructure managers with a link to be included in the network statement;
 - by providing the infrastructure managers with the relevant and ready-to-be-published information to be included in the **network statement**.



Click [here](#) to access the regulation.



– 1.3 RFP as Business Tool



EU single OSS for terminals

One single interface with harmonized common data model and data sets to create business opportunities for all CT terminals



Increase visibility of terminal services

Publication of all kind of services, even for planned new facilities and new services



Free of charge and efficient usage

Cheaper than alternative solutions i.e., creating an own website and less effort than creating/using several local or regional portals



– 1.4 Live Demo of Rail Facilities Portal (RFP)

The screenshot displays the Rail Facilities Portal interface. The top navigation bar includes links for WELCOME, NEWS, ABOUT, IMPRINT, LEGAL NOTICE, FEEDBACK, REGISTER, and LOG IN. The main content area is divided into three sections:

- Find Facilities:** Includes a search bar, a "Show Advanced filters" checkbox, and a "CLEAR ALL" button. Below the search bar, there are filter options for Facility type, Area type, Services, and Country / Postal code. A "Location on Rail Freight Corridor" section is also present with checkboxes for "Not located on RFCs" and "RFC1 Rhine - Alpine".
- Map:** A map of Europe showing various rail facilities marked with icons. A search bar "SEARCH MAP" is located in the top right corner of the map area. A "Funded by the European Commission" logo is visible in the bottom left corner of the map.
- Facilities visible on the map:** A table listing the facilities currently visible on the map. The table has two columns: "Type" and "Name".

Type	Name
	3MCT - North Sea Port 3MCT (Vlaeynatie - Swagemakers)
	Amsterdam Multipurpose Terminal USA AMERIKAHAVEN Ter Haak Group
	Antwerp Cirkeldijk Lineas
	Antwerp Euroterminal AET NV
	Antwerp Mainhub Lineas

At the bottom of the facilities list, there is a pagination indicator "1-5 of 90" and a "Rows per page: 5" dropdown menu.

Click [here](#) to access the portal.



RAIL FACILITIES PORTAL



Live Poll in MS Teams Chat

Please visit <https://railfacilitiesportal.eu/>.
Are you already a registered user in Rail Facilities Portal ?



— 2. How to create a new user and add an organization

Register at [RFP - Sign up](#) and add your organization in the dashboard*.

**If it doesn't exist yet, please create your organization.*

WELCOME NEWS ABOUT IMPRINT LEGAL NOTICE FEEDBACK REGISTER

Sign up

Name _____ Username _____

Phone number _____ E-mail _____
Email is required!

Password _____

Password Confirmation _____

I accept the [Terms of Use](#)

REGISTER NOW

1



– 2. How to create a new user and add an organization

Register at [RFP - Sign up](#) and add your organization in the dashboard*.

**If it doesn't exist yet, please create your organization.*

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My dashboard

User data 2

User Name
uirr

Name
Mateusz

Phone number
+48660441

Email
mateux.nowak@gmail.com

My organization

ADD ORGANIZATION

My organizations + REGISTER NEW ORGANIZATION

Organization ▼

CANCEL SAVE

Register new organization

Name
Test

Organization types

IM / Service Facility Operator

RU / Shipper / Transport Operator

Public Authority

Association

Research Institution / Consulting

Other

Postal code



— 3. How to Upload Data to RFP

- 1st possibility (for small enterprises):
 - Enter record by record via the interface
- 2nd possibility (for bigger enterprises and rare updates):
 - Upload and update data via a structured EXCEL-Sheet
- 3rd possibility (for constant data exchange):
 - Get in contact with RNE. We will enable a data interface for you
- Additionally: integration of RFP with other tools is possible by retrieving data via a structured data request (no registration needed!)



3.1 How to Upload Data to RFP

1st possibility (for small enterprises):

- Enter record by record via the interface

The screenshot shows the 'Facilities' management interface. At the top right, there are buttons for 'EXPORT TO EXCEL' and '+ NEW FACILITY'. The '+ NEW FACILITY' button is highlighted with a red box. Below the buttons is a search bar and a dropdown menu for 'Show facilities with status...'. The main part of the interface is a table with the following data:

Name ↑	Quality index	Filling index	Alerts	Status	Created by	Created	Actions
BCTN Terminal Meerhout	0.15	0.22		Active	Portal Administration	2019-04-26 08:45	

At the bottom right of the table, there is a pagination control showing 'Rows per page: 5' and '1-1 of 1'.

This is a close-up view of the 'Facilities' interface, focusing on the 'Actions' column of the table. The 'NEW FACILITY' button is visible at the top right. The table row for 'BCTN Terminal Meerhout' is shown, with the 'Actions' column containing an edit icon (a pencil inside a circle), which is highlighted with a red box.



3.1.1 How to Upload Data to RFP

Mandatory fields:

The screenshot shows a web form for entering facility information. At the top right, there are buttons for 'SAVE DRAFT' and 'PUBLISH'. Below these are navigation tabs: 'GENERAL INFORMATION', 'SERVICES', 'SF DESCRIPTION', 'CHARGES', 'ACCESS CONDITIONS', 'CAPACITY ALLOCATION', and 'LINKS AND DOCUMENTS'. The 'GENERAL INFORMATION' tab is active. The form is divided into several sections:

- General facility information:** Includes text input for 'Facility name', a dropdown for 'Facility type', and two checkboxes: 'Data provision according to Reg. (EU) 2017/2177' and 'Facility/operator exempted according Reg. (EU) 2017/2177, Art. 2'.
- Purpose of this SF description (document or link):** A section with the text 'No document or link selected' and a pencil icon.
- Facility location:** A map interface with a dark background, a central location marker, and zoom controls. Below the map are input fields for 'Latitude' and 'Longitude', both currently set to '0'.
- Mandatory fields:** A red-bordered box on the right side of the form lists the following fields as 'Always mandatory': 'Facility name', 'Facility type', 'Facility operator' (which has a green checkmark), 'Latitude', and 'Longitude'.



3.2 How to Upload Data to RFP

2nd possibility (for bigger enterprises and rare updates):

- Upload and update data via a structured EXCEL-Sheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	nc	nc	nc	id	mainDataSource	facilityType	facilityName	areaSeaport	areaInlandPort	areaFreightVillage	exempted	linkToAdditionalDocuments	purposeOfSFDeclaration	briefPresentation	operatorName	operator	operatorType	
2								Area type: Facility is located in										
3			Version date: 8.06.2021	Internal system facility ID	Main data source	Facility type	Facility name	Seaport	Inland port	Freight village	Facility/operator exempted according Reg (EU) 2017/2177, Art. 2	Link where additional documents are published	Purpose of this SF description	Brief presentation of the SF	Facility operator (name)	Facility operator (RICS)	Operat Type of operator	
4			Data type	Text	Text	integer	Text	integer (1 = yes)	integer (1 = yes)	integer (1 = yes)	integer (1 = yes)	Hyperlink	---	---	Text	Text	integer	
5			Explanation for data entry	By system	Free text entry, name organisation providing the data	Selection list: 1 = Passenger station 2 = Intermodal terminal 3 = Multifunctional rail terminal 4 = Public siding 5 = Private siding 6 = Marshalling yard 7 = Storage siding 8 = Maintenance facility 9 = Other technical facility 10 = Relief facility 11 = Refuelling facility 12 = Mobile service provider	Free text entry	Tick box [y/n]	Tick box [y/n]	Tick box [y/n]	Tick box [y/n]	Free text entry	Link/text file attachment	Link/text file attachment	Free text entry	Free text entry, enter SF operator's UIC company code RICS	Selection list: 1 = Incumbent railway undertaking and companies related to it 2 = Infrastructure manager 3 = Railway undertaking 4 = Integrated company 5 = Government 6 = Other	
6																		
7																		
8																		
9																		
10																		
11																		
12																		



3.2.1 Minimum data requirements for RFP

see also EXCEL-Sheet “Minimum_datafields.XLS”

	A	B	C	D	E	F	G
16		facilityLocatedOnRfc		CM	Integer (0 .. 11)	8	Selection list: 0 = not located on any RFC 1 = located on RFC 1 2 = located on RFC 2 3 = located on RFC 3 4 = located on RFC 4 5 = located on RFC 5 6 = located on RFC 6 7 = located on RFC 7 8 = located on RFC 8 9 = located on RFC 9 10 = located on RFC 10 11 = located on RFC 11
17		operationStatus		CO	Integer (1,2 or 3)	1	Selection list: 1 = in operation 2 = currently out of operation 3 = planned
18		Facility opening times		CP - DK	0:00	8:00	
19		publicAccessibility		FP	1,2 or 3	1	Selection list: 1 = Open access for all market bodies (RU, forwarder, logistics provider...) 2 = Public access under special conditions 3 = Access limited to owner/operator
20		sfDataValidUntil		AB	Date (YYYY-MM-DD)	2030-12-31	Date until a potential customer can rely on that the data is valid
21		linkToAdditionalDocuments		L	Text / hyperlink	https://myhomepage.com	e.g. link to own homepage
22							



— 3.2.1 Minimum data requirements for RFP

see also EXCEL-Sheet “Minimum_datafields.XLS”

- facilityType
- facilityName
- Longitude
- Latitude
- One of Area type
- At least one basic service depending on the facilitytype
- crdPrimaryLocationCode
- RINF operational point
- Facility address
- facilityLocatedOnRfc
- operationStatus
- Facility opening times
- publicAccessibility
- sfDataValidUntil
- linkToAdditionalDocuments



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— 4. Your tasks for the next session on 20.09.2023

- ✓ Collect your min. required data based on the checklist
- ✓ Complete your user registration
- ✓ Add your organization

To fulfill these tasks, you will receive an email with supporting documents after the session.



– Closure of the training

Knowledge sharing

- Share the training invitation with others - it is still time to join the journey !
- You will receive the presentation via email.
- Today's session can be rewatched on [the event website](#).

RFP Support

- User manuals & other helping documents are available on [the portal website](#) in several languages.
- In case of questions, you can contact us via email or phone.

Outlook

on the next session
on 20.09.2023

- Preparing your minimum required data for an upload to the portal
- Terminal testimonial on manual data upload
- Importance of PCs, SLCs and UIC-codes



**Thank you for your
participation
and
See you on 20.09.2023 at 15:00 !**