



# **Procedures and Countermeasures for Delays in Annual Timetable Preparation**

Appendix to the RNE Process Handbook for International Path Allocation for  
Infrastructure Managers

**Version 1.0**

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## Version history

VERSION	RESPONSIBLE	DATE	CHANGES
0.1	Sebastián Čarek TT & Project Manager	2020-10-07	Document created by the RNE JO, based on the previous agreements in the Sales & Timetabling WG, RNE MB/GA decisions, RFC 1 proposal and lessons learnt during the Covid-19 pandemic.
0.2	Sebastián Čarek TT & Project Manager	2020-10-14	Document finalised by the S&TT WG.
0.3	Sebastián Čarek TT & Project Manager	2020-10-27	Document approved by the S&TT HLG, extension of the delay communication to C-OSSs.
1.0	Sebastián Čarek TT & Project Manager	2020-12-09	Document approved by the RNE General Assembly.

## 1. Introduction and scope of this document

It is a matter of fact that unexpected situations and objective reasons cause delays for an infrastructure manager and allocation body (hereafter IMs). The experience has shown how important is to have internationally harmonised procedures for these situations, since national individual solutions lead to miscommunication, problems in cross-border coordination, and last but not least, inconsistencies in offered international paths.

This document describes the procedures and the counter-measures to be taken in the case that any of the IMs is in a delay in the process of preparation of an annual timetable. The delay is understood in relation to the deadlines agreed yearly by RNE and published on the RNE website.<sup>1</sup>

## 2. Communication

Appropriate communication is essential to prepare counter-measures and ensure trust between IMs themselves and between IMs and applicants. The IMs shall communicate any systemic delay<sup>2</sup> in the provision of draft and final offers as soon as possible. The information has to be communicated<sup>3</sup> to

- all IMs involved in dossiers of the delayed IM
- applicants in contractual rights to the delayed IM
- leading applicants of the delayed dossiers
- concerned corridor one-stop shop

The communication to the above-listed entities shall include the reason for the delay, magnitude of the delay<sup>4</sup> and estimation of the delay. If the delayed IM is not able to estimate the delay at that moment, the IM should inform about the fact that the delay analysis is still ongoing, and the stakeholders will be informed by a second communication once more exact estimation is known.

The chair person of the RNE Sales & Timetabling Working Group shall be involved in the communication from the beginning to coordinate delayed IMs and to establish coordinated mitigation measures. In addition, RNE will use existing platforms with applicants' associations (e.g. Capacity Management Advisory Group) for information and further coordination of mitigation measures.

## 3. Provision of draft offers

The IM being late with the draft offers should attempt to fix as many border times as possible by the draft offer deadline, the detailed national paths can be constructed later. This prioritisation is necessary to minimise any changes in the international path on the territories of other involved IMs.

A request for capacity for a train crossing at least one border, even though placed by separate national requests, is considered as an international request for capacity from the origin to the destination. Therefore, if any of the involved IMs in delayed dossiers is not able to provide a harmonised timetable, the draft offer shall not be submitted until the complete harmonised offer<sup>5</sup> is prepared.

In order to give involved applicants transparent information about the state of the play of path elaboration, the Path Coordination System should after the draft offer deadline ensure read-only

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<sup>1</sup> <https://rne.eu/sales-timetabling/timetabling-calender/>

<sup>2</sup> Delays in provision of timetables in limited number of traffic is not consider as systemic. However, the delay should still be communicated to the involved IMs and affected leading applicants.

<sup>3</sup> RNE JO will upon request provide the emailing list of all stakeholders, which have to be informed – using the database of the Path Coordination System. The information has to be added in a form of comment also to the PCS dossiers. Once the national systems are connected to PCS with interface – information only via IT system is sufficient.

<sup>4</sup> For instance, all freight/passenger traffic.

<sup>5</sup> Term internationally harmonised timetable is defined in this situation as a timetable according to which the applicants can run a train. Dossiers with minority of days that are not answered by one of the IMs due to TCR coordination are not considered as not harmonised.

access to the IM-timetable for delayed dossiers. This is not considered as a start of the consultation phase, which commences only since the submission of the complete harmonised draft offer.

#### **4. Consultation phase**

The delayed IM which provided the draft offer after the deadline shall contact the leading applicants of the affected dossiers and ask them to consider the earlier submission of observations than is 1 month prescribed by the law.<sup>6</sup> Earlier submission of observations will give the delayed dossiers earlier back to the IMs' control to make up for the delay in the post-processing phase.

The Path Coordination System should support automatic promotion from the consultation phase to post-processing even for delays dossier. The automatic promotion should be performed 30 days after the complete harmonised offer was submitted to the applicants.

#### **5. Provision of final offers**

If any of the involved IMs in delayed dossiers is not able to provide a harmonised timetable, the final offer shall not be submitted until the complete harmonised offer is prepared. In order to give involved applicants transparent information about the state of the play of the post-processing, the Path Coordination System should after the final offer deadline ensure read-only access to the IM-timetable for delayed dossiers. This is not considered as a final offer, which commences only since all involved IMs finish the post-processing phase.

#### **6. The latest deadline to complete the delayed process**

All the preparatory work on new path requests have to be finished at the latest in the end of September of the particular year. All dossiers have to reach either final offer phase or be cancelled by the IMs.

#### **7. Partial harmonisation**

The involved IMs in delayed dossiers should not provide any partial offers. Both the draft and the final offer should always be submitted in a complete and harmonised form. The IMs having obligation to provide a timely national offer, even though any of the other involved IMs is not finished by the deadline, should actively contact the policymakers to remove the obligation.

#### **8. Monitoring of the draft and final offer deadlines**

The RNE Sales & Timetabling Working Group and the RNE Sales & Timetabling High Level Group should monitor the preparatory works on annual timetables. Each delay shall be reported and analysed to minimise the risk for future works. Each incompliance with the procedures described in this document should be reported to the RNE Managing Board member in charge of timetabling and to the representative of the delayed IM in the RNE General Assembly.

#### **9. Application of the processes**

Procedures and Counter-Measures for Delays in Annual Timetable Preparation become effective immediately by the approval of the RNE General Assembly. IMs and ABs should adapt their internal processes for timetable 2022 and start the discussion on the removal of any national legal obligation to follow the procedures as soon as possible.

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<sup>6</sup> The applicants do not have any obligation to fulfil this request, however, it is also in their interest to make up for the delay.