



**Guidelines for Coordination /
Publication of Planned Temporary
Capacity Restrictions for the
European Railway Network
Version 3.00**

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1. Basic information

1.1 Glossary / abbreviations

Glossary/abbreviation	Definition
AB	Allocation Body In this document, only the term Infrastructure Manager (IM) is used. It refers to IMs and also – if applicable – to Allocation Bodies (ABs).
Applicant	Railway undertaking or an international grouping of railway undertakings or other persons or legal entities, such as competent authorities under Regulation (EC) No 1370/2007 and shippers, freight forwarders and combined transport operators, with a public service or commercial interest in procuring infrastructure capacity.
Capacity restrictions	Reduced availability of infrastructure. This can include possessions (see definition below) for maintenance, repair, renewal, enhancement, and/or construction works. This also includes speed, length, profile and weight restrictions or other influences on rolling stock (e.g. diesel only).
Consecutive days	Sequence of calendar days on which TCRs apply on each day, on the same section without any interruption
Consultation	An active exchange process about TCR between the IM and applicants in formal communication channels. These formal communication channels might include: <ul style="list-style-type: none"> • Open meetings, e.g. stakeholders are invited to come to an open meeting or a series of meetings • Written information towards the stakeholders with the possibility to post comments IM proactively initiates communication with applicants to inform about the TCR. IMs ask the opinion of applicants about the envisaged measures to be implemented for capacity restrictions for defined thresholds before publishing.
Coordination	The cooperation between IMs aimed at finding the best way to plan TCRs. The aim of coordination efforts between Infrastructure Managers is the safe implementation of railway operations and to find the best solution for planning operational restrictions resulting from construction measures while taking into consideration the requirements of the market.
Corridor Organisation	Governance structure of a Rail Freight Corridor (RFC) according to Article 8 of the Rail Freight Regulation (RFR)
IM	Infrastructure Manager “Infrastructure Manager’ means any body or firm responsible in particular for establishing, managing and maintaining railway infrastructure, including traffic management and control-command and signalling; the functions of the Infrastructure Manager on a network or

	<p>part of a network may be allocated to different bodies or firms' (Directive 2012/34/EU, Article 3 (2)).</p> <p>In this document, only the term Infrastructure Manager (IM) is used. It refers to IMs and also – if applicable – to Allocation Bodies (ABs).</p>
Impact on other networks	If anticipated timetables (e.g. concept timetables) have to be re-scheduled on one network due to TCRs causing the possible re-scheduling of timetables on other networks.
Late TCRs	TCRs relating to events the nature of which makes it not possible for IMs to be aware of them before the publication deadlines.
Known TCRs	TCRs not matching with the definition of Late TCRs
RFC MB	Rail Freight Corridor Management Board Management Board of an RFC according to Article 8 2. of the Regulation (EU) No. 913/2010.
Minor, medium, high and major impact	Definition of the impact of specific TCRs according to an internationally agreed cluster based on Annex VII of the Directive 2012/34/EU
M-n	A deadline referring to the day of the start of TCRs (M) and the number of months (n) in advance of this deadline
Possessions	Non-availability of part of the rail network for full use by trains during a period reserved for carrying out works. This can be due to the disconnection or restriction of use of signalling equipment to enable work to be carried out on the equipment. Possession is an operational arrangement that prohibits scheduled train movements, marshalling or shunting activities on the track. A Possession can be planned or unplanned. In these guidelines, the terms 'planned temporary capacity restrictions' and 'capacity restrictions' and the abbreviation 'TCR' will be used.
Publication	Making information about TCRs available to the stakeholders (e.g. applicants, RUs, neighbouring IMs) in a printed or electronic way. The way to access this information shall be indicated in the Network Statements.
Railway Advisory Group	Advisory Group according to Art.8 (8) of the Regulation (EU) No. 913/2010: "The management board shall set up a further advisory group of railway undertakings interested in the use of the freight corridor."
Rail Freight Regulation	Regulation (EU) No. 913/2010 of the European Parliament and of the Council of 22 September 2010 concerning a European rail network for competitive freight
RFC	Rail Freight Corridor A corridor organised and set up in accordance with the Rail Freight Regulation. A 'List of initial freight corridors' is provided in the Annex of the RFR.

Service facilities	Service facility means the installation, including ground area, building and equipment, which has been specially arranged, as a whole or in part, to allow the supply of one or more services referred to in points 2 to 4 of Annex II of Directive 2012/34
TCR Tool	RNE-TCR-IT-Tool Data Base Tool to provide creation, administration and publication of TCRs of all IMs simultaneously.
RU	Railway Undertaking 'Railway undertaking' means any public or private undertaking licensed according to this Directive, the principal business of which is to provide services for the transport of goods and/or passengers by rail with a requirement that the undertaking ensure traction; this also includes undertakings which provide traction only' (Directive 2012/34/EU, Article 3 (1)).
TCR	Planned Temporary Capacity Restrictions This term covers the earlier used 'works', 'possessions', 'works and possessions' and 'capacity restrictions'. It indicates that the restrictions are planned (no force majeure restrictions) and temporary (no long-lasting bottle-necks).
Terminal	'Terminal' means the installation provided which has been specially arranged to allow either the loading and/or the unloading of goods onto/from freight trains, and the integration of rail freight services with road, maritime, river and air services, and either the forming or modification of the composition of freight trains; and, where necessary, performing border procedures at borders with European third countries' (RFR Article 2 2. (b)).
Works	Any kind of maintenance or engineering works on the infrastructure and its equipment. In these guidelines, the terms 'planned temporary capacity restrictions' and 'capacity restrictions' and the abbreviation 'TCR' will be used.
X-n	A deadline referring to the month of the annual timetable change (X) and the number of months (n) in advance of this deadline

1.2 Scope of this document

Currently, each IM dealt with TCRs differently, especially regarding the applied timeframe and periods. This was mainly due to different construction and maintenance planning processes which again depend on the budget and financial planning. In addition, differing national legal regulations had an influence on TCR management regarding the application of terms and communication with applicants.

The revised Annex VII (recast in 2017) of the Directive 2012/34/EU forces the IMs to involve known and potential applicants, main operators of service facilities and other IMs affected by a TCR at an early stage.

These guidelines target all stakeholders directly involved in the setup of TCRs or those heavily affected by them – mainly IMs/ABs and applicants. These guidelines have been designed also to cover RFC processes and thus replace all previous RNE/RFC guidelines covering this subject.

1.3 Stakeholder interests of the TCR process

Temporary capacity restrictions are necessary to keep the infrastructure and its equipment in good condition and to allow infrastructure development in accordance with market needs. Hence, TCRs are in the best interest of all stakeholders. However, the overall goal of IMs is to have the traffic flow despite the capacity-reducing effects of re-investing into the rail infrastructure with the stakeholders' specific interests in mind.

1.3.1 Railway sector

The railway sector itself needs to stay competitive with other modes of transport, especially road transport. This can only be achieved if rail infrastructure is available at all times in adequate quality and quantity to facilitate traffic in line with customers' needs. To plan traffic and communicate with end customers, reliable timetables are required which reflect these market needs.

1.3.2 Railway Undertakings and applicants

As the link between end customers, applicants provide transport services on railways. To be competitive with other modes of transport, the costs caused by TCRs have to be reduced to a minimum. Therefore, the following goals have to be achieved:

- Possibility to connect origins to destinations at any time
 - o Shortest possible timeframe for TCRs in order to reduce production costs
 - o Shortest possible transport time to account for customers' needs and reduce production costs
- Reliable timetables
 - o Provision of alternative reference times already in contracts to prevent recourse claims from end customer
 - o Reduced delays compared to reference times in order to build a reputation as a reliable partner

1.3.3 Infrastructure Managers, Allocation Bodies

The aim of IMs/ABs should at all times be safe train operation of rail traffic with maximum performance. Since TCRs cannot be avoided – they even are a means to achieve these goals – the planning of TCRs should be stable and cost-efficient.

Since each IM is depending on information by neighbouring IMs when planning timetables and TCRs, the consequences of information either not being available or not being stable would be:

- Additional resources needed to re-schedule timetables
- Timetables already created become obsolete
- Possible filing of recourse claims by applicants
- Reliability/reputation of IMs as providers of
- reliable planning of rail infrastructure is endangered

Therefore, it is in the best interest of all IMs to actively participate in the process and share information in due time.

1.3.4 Regulatory Bodies

In case of complaints by the applicants, Regulatory Bodies have to safeguard a non-discriminatory allocation of capacity, including TCRs.

1.3.5 Rail Freight Corridors

According to 913/2010 article 12, the management board shall coordinate and ensure the publication in one place, in an appropriate manner and timeframe, of their schedule for carrying out all the works on the infrastructure and its equipment that would restrict available capacity on the freight corridor.

1.3.6 Service facilities

Operators of service facilities concerned shall be consulted.

1.4 Documentation relevant for these Guidelines

Legal requirements:

- » Directive 2012/34/EU establishing a single a European railway area
- » Commission Delegated Decision (EU) 2017/2075 replacing Annex VII to Directive 2012/34/EU
- » Regulation (EU) No 913/2010 concerning a European network for competitive freight

Further requirements:

- » Process description of the 'Redesigned Timetabling Process'

2 Clustering TCRs

2.1 Criteria for capacity restrictions to be coordinated and published

Capacity restrictions may vary widely as regards their duration and impact on rail traffic. Therefore, publication criteria have to be defined for TCRs, depending on their effects on capacity and rail traffic. These guidelines provide a framework of criteria and thresholds to be used as a reference for the publication of TCRs.

To provide guidance on how each TCR should be handled, an impact cluster has been created based on the recast Annex VII (both criteria must be fulfilled):

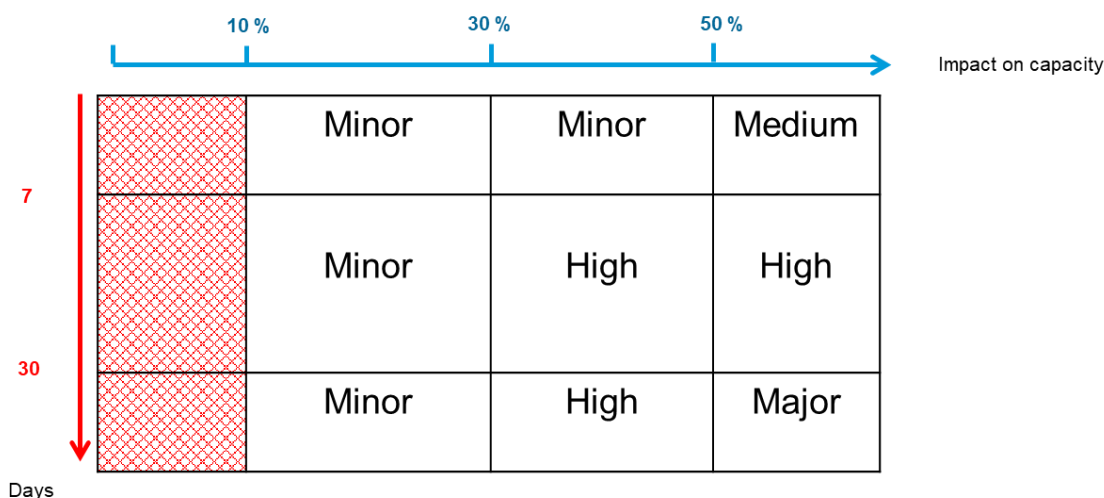
	Consecutive days	Impact on traffic (estimated traffic cancelled, re-routed or replaced by other modes of transport)
Major impact TCR¹	More than 30 consecutive days	More than 50% of the estimated traffic volume on a railway line per day
High impact TCR¹	More than 7 consecutive days	More than 30% of the estimated traffic volume on a railway line per day
Medium impact TCR¹	7 consecutive days or less	More than 50% of the estimated traffic volume on a railway line per day
Minor impact TCR²	unspecified ³	More than 10% of the estimated traffic volume on a railway line per day

1) Annex VII of Directive 2012/34/EU, article (11);

2) Annex VII of Directive 2012/34/EU, article (12).

3) according to Annex VII of Directive 2012/34/EU, article (12) "7 consecutive days or less", modified here.

The specific conditions and needs of the various IMs may be different. This should be taken into consideration; if necessary additional criteria and/or **more stringent thresholds** than those described in these guidelines may be defined. IMs should seek to handle TCRs (coordination, publication and consultation) in a way to best suit the passenger and freight market requirements, even if not required by the definition of the Guidelines.



2.2 Calculation method for 'Impact on traffic'

Since the impact of TCRs is calculated significantly earlier than the complete timetable for a given period becomes available, the baseline for the calculation is:

- The completed timetable available
- All known changes incorporated
- Requested (not allocated) capacity – during the TT construction phase*

* only after Rolling Planning implementation

Out of the basic timetable within the TCR duration, a representative day with high traffic volume must be chosen.

It is important to keep the calculation simple. Therefore, in the calculation, only the line section of the respective TCR is taken into consideration - at this stage without secondary effects from TCRs on other line sections.

- On the chosen day, all paths within the geographic range of the TCR together serve as a baseline ('Number of paths on representative day').
- To compare it with the situation of having the TCR in place, a basic timetable must be created and the paths not available for that situation must be counted ('Number of affected paths in TCR calculation'). Note that a simulated timetable requires the assistance of IT systems. IMs may use such sophisticated systems in their calculations.

Finally, the number of paths in the simulated TCR timetable is compared with the number of paths on the representative day. Therefore, the calculation is:

$$[\text{TCR impact on traffic in \%}] = \left(\frac{[\text{Number of affected paths in TCR calculation}]}{[\text{Number of paths on representative day}]} \cdot 100 \right)$$

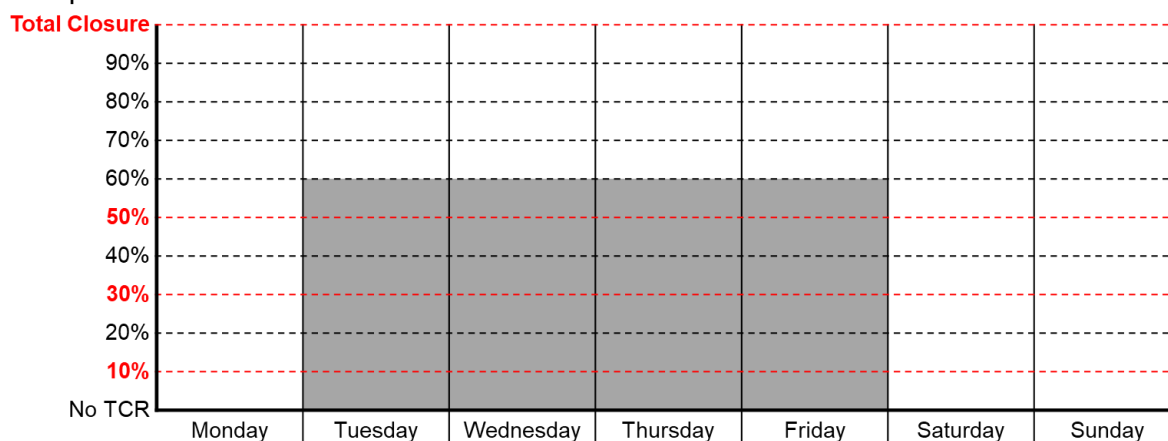
2.3 Definition of 'Consecutive days'

To calculate the consecutive days to classify TCRs, various models can be used. The calculation shall be done before the respective deadlines (e.g. before publication) and has to be based on the representative day described in chapter 2.2 and take into consideration the volume of traffic impacted.

Model 1: Model with no change of traffic volume affected in terms of cancellation, rerouting or replacement

- The complete TCR takes place in an uninterrupted manner from start to finish of the TCR
- The traffic volume affected does not vary significantly
- Calculation: Amount of TCR days

Example:

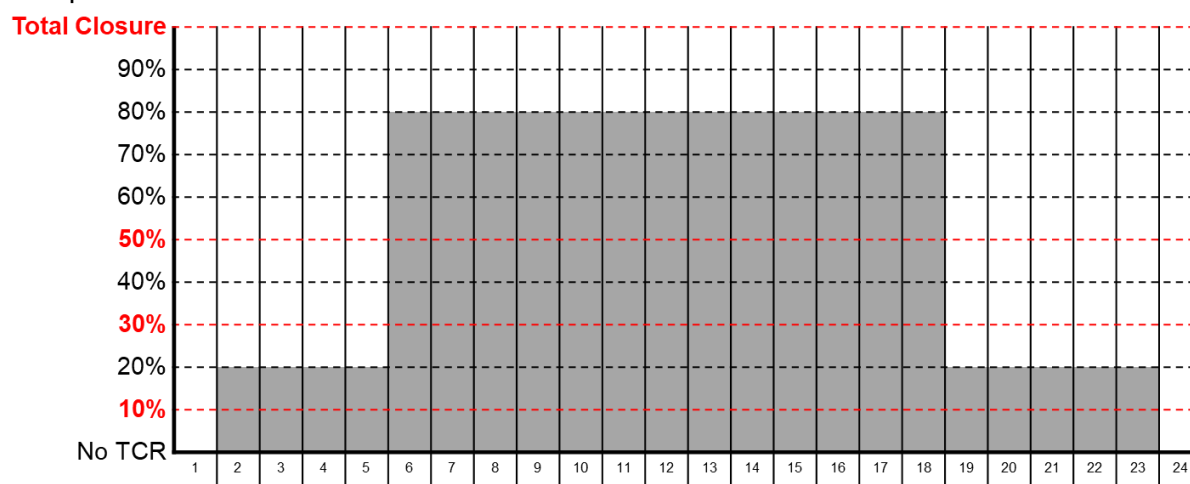


Result: 4 consecutive days (Tuesday to Friday, ca. 60% impact on traffic)

Model 2: Model with variance in volume affected:

- The complete TCR takes place in an uninterrupted manner from start to finish of the TCR
- The traffic volume affected changes significantly (e.g. preparation of main works)
- Calculation: Periods with similar traffic volume affected have to be calculated individually (split)

Example:



Calculation: There are three TCR periods:

- Period "P1": 4 consecutive days (day 2 to 5, ca. 20 % impact on traffic)
- Period "P2": 13 consecutive days (day 6 to 18, ca. 80 % impact on traffic)
- Period "P3": 5 consecutive days (day 19 to 23, ca. 20 % impact on traffic)

Result: The treatment of each TCR period is different. However, the publication of the TCR will show all 3 periods (22 days) as one combined TCR:

- P2 is published/treated as a high impact TCR with 13 consecutive days
- P1 and P3 are published/treated as minor impact TCRs with 4 and 5 consecutive days.

Special case: Several TCRs of 7 days or less in a row:

If TCRs with a duration of 7 or less consecutive days and significant impact to traffic follow each other in a row (e.g. TCR Monday to Friday for several weeks), it should be taken into consideration to treat them as one single TCR with a duration of more than 7 days for coordination and consultation purposes. Especially if the TCRs are part of the same project, this possibility should be considered,

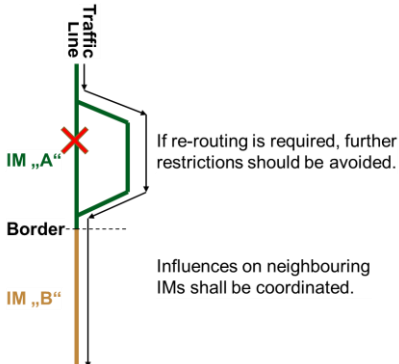
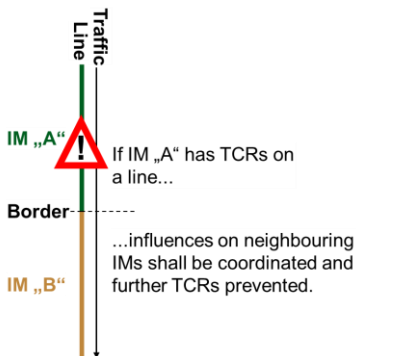
3 The TCR coordination process

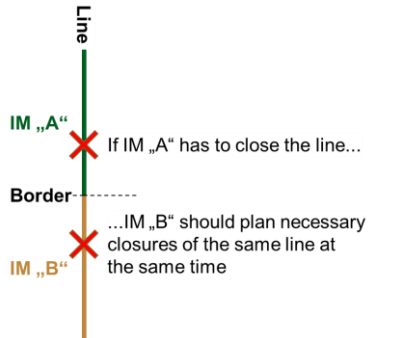
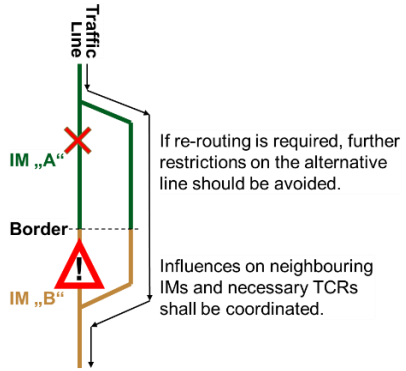
3.1 Aim of TCR coordination

Simply gathering and publishing information about capacity restrictions without any coordination has little value for IMs and applicants. The coordination of TCRs shall ensure that planned capacity restrictions will consider the needs of both the IMs and the market by rationalising and minimising the gravity of impact and duration of the capacity restrictions.

The aim of the coordination phase is to guarantee the possibility to all IMs to carry out their respective TCRs, optimising their mutual interferences and minimising the impact on applicants.

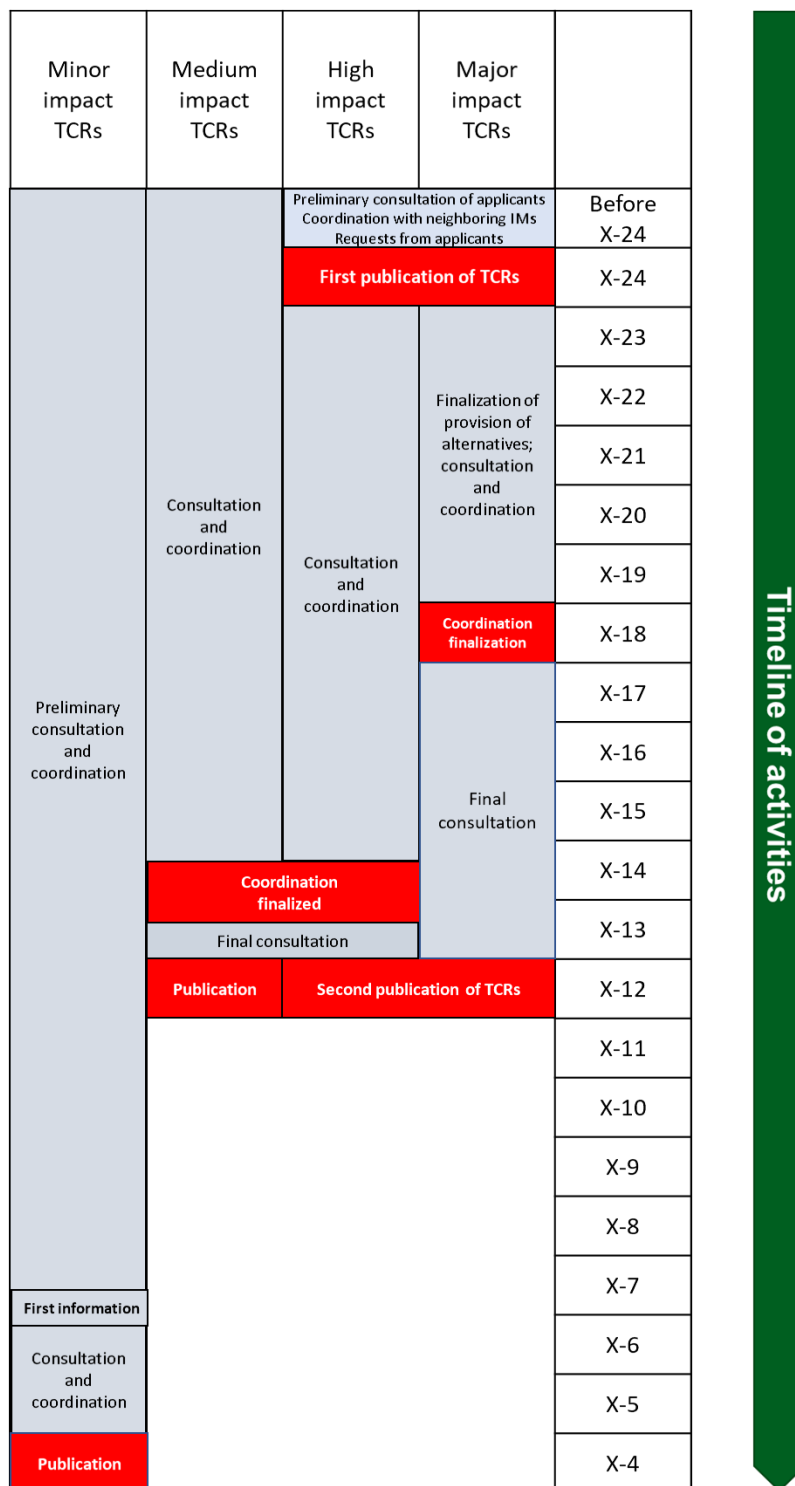
The coordination process should be based on the following principles:

<p>1. TCRs of one IM which may influence traffic of other IMs should be coordinated between involved IMs.</p>	
<p>2. In the case of a TCR on one section of the network which does not allow re-routings, further restrictions in other sections of the network should be avoided, unless they do not affect the total capacity offer (also over a longer period) of the network in a negative way.</p>	

<p>3. In case of total closure, the aim should be to plan the maximum amount of works simultaneously (clustering of works) if technically possible and compatible with all kinds of traffic (passenger, freight, local trains).</p>	
<p>4. A TCR on one section of the network which requires re-routing of traffic shall be coordinated with capacity available over alternative routes and border crossings to limit the negative impact on the capacity offer of the IMs. This may be done for example by avoiding, or at least coordinating, TCRs on the alternative route. Train operation must be ensured.</p> <p>5. A TCR on one section of the network which requires re-routing of traffic shall be coordinated or combined with additional restrictions on a neighbouring IMs affected network if the same re-routing may be used. If possible, modifying the times of TCRs shall be taken into consideration. If possible, both IMs should work at the same time in the same operation mode.</p>	

3.2 Timeline to coordinate TCRs

Depending on the impact cluster of the TCRs, different timelines and actions are required. Also, influence on neighbouring IMs has to be taken into consideration. Note that in any case only two rounds of consultation and coordination can be applied by the IMs.



Annex VII considers the possibility to carry out two rounds of coordination and consultation before every publication.

The second round of consultation is obligatory if changes were made after the first round (e.g. due to results of coordination).

A precondition for adhering to this workflow, including the compliance with milestones, is the stable planning of TCRs within individual IMs as well as generally among all involved IMs. In the case of destabilising circumstances (such as processes enforcing late budgeting of TCRs by governances and the European Union, non-matching tendering processes) IMs might not be able to fulfil the necessary requirements. Entities causing such destabilisation will be informed about these circumstances and will be asked to adopt such processes accordingly.

3.3 Process steps for TCRs

3.3.1 Until X-24

Major impact TCRs

If the impact of TCRs is not limited to one network, the IMs concerned, including IMs that might be impacted by the rerouting of trains, shall coordinate among themselves regarding capacity restrictions that could involve a cancellation, re-routing of a train path or replacement by other modes. The IM responsible for the TCR shall share all known information about the planned TCR (period, duration, section of the line affected, possible impact on capacity and plans about cancelling, rerouting train paths or replacement by other modes) with IMs, applicants and the main operators of service facilities that might be impacted by the TCR.

The infrastructure managers concerned shall publish all capacity restrictions and the preliminary results of a consultation with the applicants for a first time at least 24 months in advance, to the extent they are known. IMs should maintain a network of contacts to ensure that information regarding TCRs can be shared as soon it is available.

Upon applicants' request (which they can express no later than X-24), IMs shall provide them with a comparison of the conditions to be encountered under at least two alternatives (e.g. original and one alternative TCR concept) of capacity restrictions. IMs shall design those alternatives on the basis of the input provided by the applicants at the time of their requests and in cooperation with them. The comparison shall, for each alternative, include at least:

- a) The duration of the capacity restriction
- b) The expected indicative infrastructure charges due (based on currently valid charges)
- c) The capacity available for rerouting on diversionary lines
- d) The available alternative routes
- e) The indicative travel times.

All IMs shall coordinate TCRs in such a way that their impact on capacity and applicants is as low as reasonably possible, the use of infrastructure as efficient as reasonably possible (no non-parallel works on the same line, etc.). Coordination shall be facilitated through bilateral (or multilateral) meetings of IMs taking into account passenger and freight flows. In case of conflicting TCRs according to point 3.4, IMs have to make sure that these conflicts are being resolved.

The IMs shall, if necessary, invite the applicants active on the lines concerned, the main operators of service facilities and RFC concerned to get involved in that coordination.

High impact TCRs

If the impact of a given TCR is not limited to one network, the IMs concerned, including IMs that might be impacted by the rerouting of trains, shall coordinate among themselves any capacity restrictions that could involve a cancellation, re-routing of a train path or replacement by other modes. The IM responsible for the TCR shall share all information about the planned TCR (period, duration, section of the line affected, possible impact on capacity and plans about cancelling, rerouting train paths or replacement by other modes) with IMs, applicants and the main operators of service facilities that might be impacted by the TCR.

The infrastructure managers concerned shall publish all capacity restrictions and the preliminary results of a consultation with the applicants for a first time at least 24 months, to the extent they are known.

All IMs shall coordinate TCRs in such a way that their impact on capacity and applicants is as low as possible and the use of infrastructure as efficient as possible (no non-parallel works on the same line, etc.). Coordination shall be facilitated through bilateral (or trilateral) meetings of neighbouring IMs. The IMs shall, if necessary, invite the applicants active on the lines concerned, the main operators of service facilities and RFC concerned to get involved in that coordination.

In case of conflicting TCRs, IMs have to make sure that these conflicts are being resolved.

3.3.2 Publication at X-24

Major impact TCRs

Whenever the intention to start the related works has been scheduled within either the IMs internal approval procedure or an official investment planning (i.e. State multi-annual investment plan) each IM shall publish on its web page the following information about its TCRs at X-24:¹

- a) Planned days
- b) Time of day, and, as soon as it can be set, the hour of the beginning and the end of the capacity restriction
- c) Section of line affected by the restriction
- d) Where applicable, the capacity of diversionary lines
- e) Criteria for which trains of each type of service should be re-routed with a preliminary allocation of the remaining capacity to the different types of train services to the extent known

An international tool for displaying TCRs shall be created to publish TCRs on the European level (see chapter 9).

High impact TCRs

Whenever the intention to start the related works has been scheduled within either the IMs internal approval procedure or an official investment planning (i.e. State multi-annual investment plan) each IM shall publish on its web page the following information about its TCRs at X-24:

- a) Planned days
- b) Time of day, and, as soon as it can be set, the hour of the beginning and the end of the capacity restriction

¹ Estimated start and ending of scheduled TCRs

- c) Section of line affected by the restriction
- d) Where applicable, the capacity of diversionary lines

An international tool for displaying TCRs shall be created to publish TCRs on the European level (see chapter 9).

3.3.3 Between X-24 and X-18

Major impact TCRs

Coordination shall be facilitated through bilateral (or trilateral) meetings of neighbouring IMs. The IMs shall, if necessary, invite the applicants active on the lines concerned, the main operators of service facilities and RFC concerned to get involved in that coordination. In case of conflicting TCRs, IMs have to make sure that these conflicts are being resolved.

Before making a choice between the available alternatives, the IMs shall consult the applicants who had indicated their interest in alternatives and take into account the impact of the two different alternatives on those applicants and on the users of their services.

A decision on available alternatives shall be made according to the results of consultations with applicants, coordination among the IMs involved and without prejudice as regards the aim of reducing IMs' costs. In case of conflicting TCRs, IMs have to make sure that these conflicts are being resolved.

3.3.4 Between X-24 and X-13,5

High impact TCRs

Based on the published TCRs, IMs trigger the consultation of applicants who may place their comments and concerns.

IMs perform the coordination of TCRs according to the results of the consultation phase in such a way that impact on capacity and applicants is as low as reasonably possible, the use of infrastructure as efficient as reasonably possible (no non-parallel works on the same line, etc.). Coordination shall be facilitated through bilateral (or trilateral) meetings of neighbouring IMs. The IMs shall, if necessary, invite the applicants active on the lines concerned, the main operators of service facilities and RFC concerned to get involved in that coordination. In case of conflicting TCRs, IMs have to make sure that these conflicts are being resolved.

Medium impact TCRs

Whenever a project is approved and the related TCRs are scheduled, but before X-13.5, IMs shall inform applicants and affected IMs about known medium impact TCRs with international impact. Based on this information, IMs trigger the consultation of applicants, who may place their comments and concerns.

IMs perform the coordination of TCRs according to the results of the consultation phase in such a way that impact on capacity and applicants is as low as reasonably possible, the use of infrastructure as efficient as reasonably possible (no non-parallel works on the same line, etc.). Coordination shall be facilitated through bilateral (or trilateral) meetings of neighbouring IMs. The IMs shall, if necessary, invite the applicants active on the lines concerned, the main operators of service facilities and RFC concerned to get involved in that coordination. In case of conflicting TCRs, IMs have to make sure that these conflicts are being resolved.

3.3.5 Between X-18 (major TCRs) or X-13,5 (high and medium TCRs) and X-12

The second round of consultation is obligatory if changes were made after the first round due to results of coordination.

Major impact TCRs

Coordination shall be finalised at the latest at X-18, after which IMs consult applicants on the results. Decisions resulting from the different rounds of consultation with the applicants should reflect the aim of reducing IMs' costs and minimising the impact on applicants.

High impact TCRs

Coordination shall be finalised at the latest at X-13.5, after which IMs consult applicants on the results.

Decisions resulting from the different rounds of consultation with the applicants should reflect the aim of reducing IMs' costs and minimising the impact on applicants.

Medium impact TCRs

Coordination shall be finalised at the latest at X-13.5, after which IMs consult applicants on the results. Decisions resulting from the different rounds of consultation with the applicants should reflect the aim of reducing IMs' costs and minimising the impact on applicants.

3.3.6 Publication at X-12

Major impact TCRs (second publication)

Each IM shall publish on its web page the following information about its TCRs at X-12:

- a) Planned days
- b) Time of day, and, as soon as it can be set, the hour of the beginning and the end of the capacity restriction
- c) Section of line affected by the restriction
- d) Where applicable, the capacity of diversionary lines
- f) Criteria for which trains of each type of service should be re-routed with a preliminary allocation of the remaining capacity to the different types of train services

An international tool for displaying TCRs shall be created to publish TCRs on the European level (see chapter 9).

High impact TCRs (second publication)

Each IM shall publish on its web page the following information about its TCRs at X-12:

- a) Planned days
- b) Time of day, and, as soon as it can be set, the hour of the beginning and the end of the capacity restriction
- c) Section of line affected by the restriction
- d) Where applicable, the capacity of diversionary lines

An international tool for displaying TCRs shall be created to publish TCRs on the European level (see chapter 9).

Medium impact TCRs

Each IM shall publish on its web page the following information about its TCRs at X-12:

- a) Planned days
- b) Time of day, and, as soon as it can be set, the hour of the beginning and the end of the capacity restriction
- c) Section of line affected by the restriction
- d) Where applicable, the capacity of diversionary lines

An international tool for displaying TCRs shall be created to publish TCRs on the European level (see chapter 9).

3.3.7 Before X-6,5

Minor impact TCRs

IMs shall start consultations and coordination (if needed) with affected IMs and applicants as soon as possible after they start planning TCRs. For that purpose, all information about minor impact TCRs shall be provided to applicants and affected IMs as soon as it is available.

3.3.8 Between X-6,5 and X-4

Minor impact TCRs

In order to trigger the consultation and coordination process, information shall be made available to applicants and affected IMs at X-6.5 at the latest. Decisions made during consultations with the applicants should be in line with the aim of reducing IMs' costs and minimising the impact on applicants.

3.3.9 At X-4

Minor impact TCRs

Each IM shall publish on its web page the following information about its TCRs at X-4:

- a) Planned day
- b) Time of day, and, as soon as it can be set, the hour of the beginning and the end of the capacity restriction
- c) Section of line affected by the restriction
- d) Where applicable, the capacity of diversionary lines

An international tool for displaying TCRs shall be created to publish TCRs on the European level (see chapter 9).

3.3.10 After X-4

All TCRs

IMs shall provide details on the offered train paths for passenger trains to affected applicants no later than four months and for freight trains no later than one month prior to the start of the capacity restriction, unless IMs and affected applicants agree on shorter lead time.

3.3.11 Exceptional process

The IM may decide not to apply the periods laid down in points 3.3.1 to 3.3.10 if the capacity restriction is necessary to re-establish safe train operations, the timing of the restrictions is beyond the control of the infrastructure manager, the application of those periods would be cost ineffective or unnecessarily damaging in respect of asset life or condition, or if all concerned applicants agree. In those cases, and in case of any other capacity restrictions that are not subject to consultation in accordance with other provisions of Annex VII of Directive 2012/34/EU, the infrastructure manager shall consult the applicants and the main operators of service facilities concerned forthwith.

3.4 Impact on neighbouring network

In some cases, the way to handle a TCR depends on the impact on neighbouring networks. Criteria to define whether such an impact is at hand are:

- a) TCR is on a border section
- b) TCR causes a diversion of trains through another border section
- c) TCR causes cancellation of international trains
- d) TCR is located on a diversionary line using a border point

In such cases coordination is required.

4 Process for late TCRs

All TCRs that are modified or defined after the last publication deadlines, such as for instance an unforeseen breakdown of infrastructure outside the maintenance cycles or before the termination of the infrastructure component lifecycle, are considered as late TCR's.

In those cases, the infrastructure manager shall consult neighbouring IMs, applicants and the main operators of service facilities concerned forthwith.

If already allocated paths are affected, the IM has to trigger a path alteration process.

For TCRs becoming known after the dedicated coordination/publication deadline but still prior to path allocation the IM's start a dedicated consultation phase (case by case). These dedicated consultation phases are announced through the agreed communication channels (see chapter 9) and are open to affected and interested applicants. If possible, the IM presents alternative offers for allocated capacity and an approach for an alternative offer for non-requested capacity. If no agreement with the applicants can be reached, IMs are required to take the final decision.

Exception: TCRs caused by force majeure (i.e. natural disasters or accidents) are not considered late TCRs.

5 Coordination of TCRs on RFCs

According to article 12 of the Rail Freight Regulation, the MB of an RFC is responsible for coordinating and ensuring the publication of all works on the infrastructure that would restrict capacity on the RFC. Therefore, RFC representatives shall be involved in the TCR coordination and consultation process required by Annex VII. On behalf of the MB, the RFC representatives shall take care that the needs of international freight traffic along the RFCs based on defined criteria are adequately respected in the TCR planning process.

For the transition, period RFCs shall continue working according to already set up procedures taking into account new requirements of Annex VII.

If RFC MB decides to have RFC TCR coordinators:

- RFC TCR coordinators shall be informed about all TCRs planned along their whole Rail Freight Corridor
- RFC TCR coordinators shall be invited to multilateral TCR coordination meetings along their RFC
- RFCs can define criteria (e.g. impact on traffic, concerning maximum cancellations, delays and reroutings) for initiating coordination on RFC level
- The RFC Coordinator shall merge the draft results of the multilateral coordination and assess if there are possible and acceptable alternatives within the defined criteria for trains/traffic that run between the different parts of the Corridor.
- The RFC Coordinator shall propose, when defined criteria are exceeded, extra coordination with the involved IMs to change timeframes of the TCRs or to find solutions for affected trains/slots in case of conflicts raised between international freight trains and TCRs

In addition, each RFC MB can determine special cases when RFC TCR coordinator can propose to initiate TCR coordination and consultation.

RFC TCR Coordinator is responsible for a correct publication of the TCRs on RFC level. If on the long stretches the cumulation of TCRs leads to a degraded product he can, via the MB's, intervene and ask for changes on the national level.

6 Conflict resolution process

During the TCR planning and coordination phase, conflicts between different TCRs of neighbouring IMs may occur. The process designed to manage conflicts between IMs is following the steps described below.

- 1) Conflicts should be identified and solved during the regular coordination process between IMs. Unsolved conflicts will be reported to the management of concerned IMs. Unsolved conflicts on RFC lines shall be reported to MB of involved RFCs. The internal processes of the IMs to come to a solution is out of the scope of this Guideline.
- 2) IMs involved in the conflict will initiate the conflict-solving process (e.g. by initiating specific bi/multi-lateral meetings). Results will be reported to the management of the involved IMs and involved RFCs if applicable.

7 Path alteration process in case of late TCRs:

Based on the path agreement, the applicant can expect that a booked path is available up to its operation. However if an event occurs that TCR's need to be changed, between the capacity allocation and prior to the start of the operation, and the booked path from either the long term or short term planning is no longer available, the IM shall inform the applicant as soon as it has the knowledge about this fact.

The IM is obliged to consult the applicant with an alternative proposal together with the indication the path is not available. If no agreement with the applicants can be reached, IMs are required to take the final decision, where the applicant may refuse to use the allocated path and declare it as economically not usable.

However, an alternative is not always possible. In that case, the IM shall inform the applicant immediately.

Special cases may be applicable – for specific recommendations, see the TAF/TAP TSI sector handbook.

This path alteration may refer to one single day, several days or all remaining days.

8 Responsibilities

To ensure the implementation of the process steps described in chapter 3 (coordination, consultation, publication), each IM has to assign and make public a responsible TCR coordinator(s) (contact point for TCRs). Such coordinators can also be established on the Rail Freight Corridors, where their tasks encompass the coordination of TCRs on the respective RFC lines.

9 Platform and tool for the publication of capacity restrictions

The IMs are required to publish the information concerning TCRs. Each IM shall publish in its Network Statement information on where to find the published and updated list of TCRs.

To provide a common European publication, RNE will develop a tool through which the publication, coordination and consultation can be managed.

- RNE will provide the links for the national TCR information on one single webpage
- Changes have to be traceable so that users could easily find updated information

10 Implementation of the process

These guidelines come into effect as of timetable year 2019

Exceptions are:

- The second publication of major, high and medium impact TCRs (X-12), which shall be done for the first time in timetable year 2020
- The first publication of major and high impact TCRs (X-24), which shall be done for the first time in timetable year 2021.

Activities (publication of TCRs) throughout the transition period:

	December 2018	December 2018	August 2019	December 2019	December 2019
Major	X (second publication)	X (first publication)		X (second publication)	X (first publication)
High	X (second publication)	X (first publication)		X (second publication)	X (first publication)
Medium	X			X	
Minor			X		
	For TT 2020	For TT 2021	For TT 2020	For TT 2021	For TT 2022