



# RAIL FACILITIES PORTAL WEBINAR 2023

## AGENDA

Rail Facilities Portal WEBINAR 2023

1<sup>st</sup> WEBINAR 13<sup>th</sup> September 2023

### 1st Session Rail Facilities Portal Training Introduction to RFP and minimum data requirements for terminals

hosted by RailNetEurope, in cooperation with UIRR and the RFC Network

#### General Information

In this RFP training webinar series of 3 consecutive sessions, the legal background for terminals will be reviewed, step-by-step guidance will be given for the collection, upload and maintenance of your data in the portal

**Date:** Wednesday, 13 September 2023 15:00 – 16:30 CET

#### Practical information:

- Training language is English.
- User Manuals (available in 7 languages) and EXCEL-Sheet for Up-/Download of data can be checked beforehand [here](#).
- The 3 sessions will be held online via MS Teams and recorded.
- 2nd Session:  
Terminal data upload to RFP; 20 September 2023, 15:00-16:30 CET
- 3rd Session:  
Terminal data maintenance in RFP; 27 September 2023, 15:00-16:30 CET
- For more information please check the [landing page](#).



1<sup>st</sup> WEBINAR 13<sup>th</sup> September 2023

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**15.00 Welcome & Opening** 10 min

Speaker: **Erik Nieuwenhuis**, TAG speaker, RFC North Sea-Baltic  
Introduction to the RFP incl. presentation of marketing video

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**15.10 Benefits for terminals** 5 min

Speaker: **Eric Feyen**, Technical Director, UIRR

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**15.15 Legal background** 5 min

Speaker: **Anna Difliff**, C-OSS Manager, RFC North Sea-Baltic

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**15.20 RFP as a business tool** 5 min

Speaker: **Eric Feyen**, Technical Director, UIRR

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**15.25 Live demo** 15 min

Speaker: **Michael Spannlang**, IT Manager (Rail Facilities Portal), RNE

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**15.40 Q&A** 10 min

all speakers

1<sup>st</sup> WEBINAR 13<sup>th</sup> September 2023

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**15.50 Task & Poll for the audience** 5 min

Speaker: **Mateusz Nowak**, Digital Project Officer, UIRR

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**15.55 How to create a user and organization** 10 min

Speaker: **Mateusz Nowak**, Digital Project Officer, UIRR  
Data Upload to RFP (3 ways to feed the system)

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**16.05 Minimum data requirements** 10 min

Speaker: **Michael Spannlang**, IT Manager (Rail Facilities Portal), RNE

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**16.15 Q&A** 10 min

all speakers

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**16.25 To-dos for next session & Closure of the webinar** 5 min

Speaker: **Anna Difliff**, C-OSS Manager, RFC North Sea-Baltic



## 2nd Session Rail Facilities Portal Training

### Terminal data upload to RFP

hosted by RailNetEurope, in cooperation with UIRR and the RFC Network

#### General Information

In this RFP training webinar series of 3 consecutive sessions, the legal background for terminals will be reviewed, step-by-step guidance will be given for the collection, upload and maintenance of your data in the portal

**Date:** Wednesday, 20 September 2023 15:00 – 16:30 CET

#### Practical information:

- Training language is English.
- User Manuals (available in 7 languages) and EXCEL-Sheet for Up-/Download of data can be checked beforehand [here](#).
- The 3 sessions will be held online via MS Teams and recorded.
- 3rd Session: Terminal data maintenance in RFP; 27 September 2023, 15:00-16:30 CET
- For more information please check the [landing page](#).

### 15.00 Welcome & Opening 5 min

Speaker: **Erik Nieuwenhuis**, TAG speaker, RFC North Sea-Baltic

### 15.05 Review of the to-do from session 1 10 min

Speaker: **Anna Difliff**, C-OSS Manager, RFC North Sea-Baltic  
All speakers

Q&A

### 15.15 How to feed the system with SF-data manually 15 min

Speaker: **Mateusz Nowak**, Digital Project Officer, UIRR

> Data upload way n°1 (Live demo)

### 15.30 Terminal testimonial: uploading the data in the system 10 min

Speaker: **Erik Nieuwenhuis**, TAG speaker, RFC North Sea-Baltic

- Showing the terminal data in the portal
- Showing the Excel file with highlight of complex points/ experienced challenges

### 15.40 Importance of PCs, SLCs and UIC-codes 10 min

Speaker: **Michael Spannlang**, IT Manager (Rail Facilities Portal), RNE

- Explanation & definition of each code
- Where to find each code

### 15.50 How to use the EXCEL-Sheet for up-/download of data 20 min

Speaker: **Michael Spannlang**, IT Manager (Rail Facilities Portal), RNE

> Data upload way n°2 (Live demo)

2<sup>nd</sup> WEBINAR 20<sup>th</sup> September 2023

## 16.10 Possibility of an interface 5 min

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Speaker: **Michael Spannlang**, IT Manager (Rail Facilities Portal), RNE

> Data upload way n° 3 (Example of DB Netz interface; URL to retrieve PLC codes & integration into own software)

## 16.15 Q&A 10 min

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all speakers

## 16.25 To-dos for next session and closure of the webinar 5 min

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Speaker: **Anna Difliff**, C-OSS Manager, RFC North Sea-Baltic

3<sup>rd</sup> WEBINAR 27<sup>th</sup> September 2023

## 3rd Session Rail Facilities Portal Training

Terminal data upload to RFP

hosted by RailNetEurope, in cooperation with UIRR and the RFC Network

### General Information

In this RFP training webinar series of 3 consecutive sessions, the legal background for terminals will be reviewed, step-by-step guidance will be given for the collection, upload and maintenance of your data in the portal

**Date:** Wednesday, 27 September 2023 15:00 – 16:30 CET

### Practical information:

- Training language is English.
- User Manuals (available in 7 languages) and EXCEL-Sheet for Up-/Download of data can be checked beforehand [here](#).
- The 3 sessions will be held online via MS Teams and recorded.
- For more information please check the [landing page](#).

3rd WEBINAR 27<sup>th</sup> September 2023

**15.00 Welcome & Opening** 5 min

Speaker: **Erik Nieuwenhuis**, TAG speaker, RFC North Sea-Baltic

**15.05 Review of the to-do from session 2, Q&A** 10 min

Speaker: **Anna Difliff**, C-OSS Manager, RFC North Sea-Baltic  
all speakers for Q&A

**15.15 How to prepare the import sheet for upload and how to upload the sheet** 10 min

Speaker: **Michael Spannlang**, IT Manager (Rail Facilities Portal), RNE

**15.25 Upload of import sheets to test environment by participants (Live demo)** 5 min

Speaker: **Michael Spannlang**, IT Manager (Rail Facilities Portal), RNE

**15.30 Most frequent upload errors and how to solve them** 5 min

Speaker: **Mateusz Nowak**, Digital Project Officer, UIRR

**15.35 Q&A** 10 min

all speakers

3rd WEBINAR 27<sup>th</sup> September 2023

**15.45 How to update data entries (data maintenance)** 5 min

Speaker: **Mateusz Nowak**, Digital Project Officer, UIRR

- Directly in the portal with manual correction
- Down-/Upload via Excel file

**15.50 Q&A** 10 min

all speakers

**16.00 Additional benefits of RFP** 10 min

Speaker: **Michael Spannlang**, IT Manager (Rail Facilities Portal), RNE

e.g. stored searches, automatic emails, multiple organizations, handling over a SF to another organization, responsibility over data, etc.

**16.10 Outlook to the future (RIS go-live Q1-24)** 5 min

Speaker: **Michael Spannlang**, IT Manager (Rail Facilities Portal), RNE

- Changes in mandatory data
- Impact on interface
- Development timeline

**16.15 Feedback questionnaire for future RFP Training Webinars** 5 min

Speaker: **Anna Difliff**, C-OSS Manager, RFC North Sea-Baltic

**16.20 Closure of the webinar** 10 min

Speaker: **Erik Nieuwenhuis**, TAG speaker, RFC North Sea-Baltic