



'Network Statement' Working Group
Network Statement – Common Structure
& Implementation Guide
2011-03-30

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Network Statement - Common Structure & Implementation Guide

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Text in italics indicates a reference to the relevant section of Directive 2001/14/EC or to other European Union directives.

Number of chapter / sub-chapter	Heading	Implementation guide	Remarks (version control)
	<p>Main Sections The following headings have been agreed for the main sections of the Network Statement.</p>	<p>Content Each IM is responsible for providing information regarding its network. Information regarding neighbouring networks (including cross-border information) is optional.</p> <p>NS should include all the points mentioned in Annex I of Directive 2001/14/EC, clearly stating whether the information is not provided because not applicable (e.g. information on specific services not presented since such services are non provided by the IM; information on discounts and mark-ups on charges not presented since actually they actually do not exist).</p>	Updated in 2011
	VERSION CONTROL	All previous versions of this annual document should be identified, together with a short description of the changes.	
	TABLE OF CONTENTS		
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CHAPTER 1 – GENERAL INFORMATION

Number of chapter / sub-chapter	Heading	Implementation guide	Remarks (version control)
1	GENERAL INFORMATION		
1.1	Introduction	Give a brief presentation of the IM and state why the IM is producing the NS. A diagram showing the organisation of the railway sector in the IM's country can be included.	
1.2	Objective	<i>Directive 2001/14/EC Article 2 (j) and Article 3</i> Give a brief description of the purpose of the NS. (e.g. The NS is designed to supply RUs and/or other applicants with the essential information needed to gain access to, and to use the rail infrastructure managed by the IM.) Refer to national legislation transposing the Directive into national law.	
1.3	Legal Framework	List the main legislation and regulations to be considered by RUs, including: <ul style="list-style-type: none"> ▪ International regulations (optional) ▪ National legislation ▪ IM's internal regulations Other applicable regulations (e.g. imposed by the national rail Regulatory Body).	
1.4	Legal Status		
1.4.1	General Remarks	Describe the legal status of the NS in national legislation.	
1.4.2	Liability	State the extent of the liability of the IM for information contained in the NS and include any legal disclaimers.	
1.4.3	Appeals Procedure	<i>Directive 2001/14/EC Article 30 (2a –b)</i> Describe the procedure for RUs to appeal against any action or decision taken by the IM, including the content of the NS.	
1.5	Structure of NS	Give a brief description of the Common Structure for the NS and refer to the latest version number of the Implementation Guide.	
1.6	Validity and Updating Process	<i>Directive 2001/14/EC Article 3 (3-4)</i>	
1.6.1	Validity Period	State the dates of the period of validity of the NS and the relevant annual timetable's start and end dates.	
1.6.2	Updating Process	Describe how the NS is updated, with special reference to the situations where consultation with RUs is mandatory.	
1.7	Publishing	<i>Directive 2001/14/EC Article 3 (1)</i> List the available formats of the NS (e.g. printed document, web document, CD-ROM), how they can be obtained and their prices. An English version of the NS should be made available. State which language version will prevail in case of inconsistencies.	Updated in 2011

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1.8	Contacts	<p>List the contacts which will provide more information on domestic and international traffic (job functions rather than named individuals) and indicate their respective fields of information.</p> <p>The list should include contacts within the IM, including the (Rail Net Europe) OSS, and contacts in other relevant national and international organizations, namely the connected networks (the RNE website offers this information, including the links to all national Network Statements).</p>	Updated in 2011
1.9	<p>RailNetEurope – international cooperation between Infrastructure Managers</p> <p>RailNetEurope (RNE) was created in January 2004. As a non-profit making association of Infrastructure Managers and Allocation Bodies (IMs/ABs), it is dedicated to facilitating International Traffic on the European Rail Infrastructure.</p> <p>RNE's aims RNE's aims are to provide support to Railway Undertakings (RUs) in their international activities (both for freight and passengers) and increase the efficiency of the IMs' processes. Together, the Members of RailNetEurope are harmonising international rail transport conditions and introducing a corporate approach to promote the European railway business for the benefit of the entire rail industry across Europe.</p> <p>RNE's tasks RNE's tasks are carried out by four standing working groups and by ad-hoc project groups co-ordinated by the RNE Joint Office, which is based in Vienna, Austria.</p> <p>RNE network Currently, RailNetEurope is a partnership of 38 IMs/ABs, who are either full or associated members, or candidate members. All in all their rail networks add up to well over 230 000 km.</p> <p>In its daily work, RailNetEurope strives to simplify, harmonise and optimise international rail processes such as: Europe-wide timetabling,</p> <ul style="list-style-type: none"> • common marketing & sales approaches (including Network Statements), • co-operation between IMs in the field of operations, • train information exchange in real time across borders, 	<p><i>Directive 2001/14/EC Article 4 (3) and Article 15 (Cooperation between Infrastructure Managers)</i></p> <p>EITHER use the mandatory text to the left: ('Cut and paste' from the RNE website's HOME page) OR use a cross-reference to the RNE website: http://www.rne.eu/index.php/corporate.html</p>	Updated in 2011

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	<ul style="list-style-type: none"> after-sales services (e.g. reporting). [version date: July 2011] 		
1.9.1	<p>One Stop Shop (OSS)</p> <p>ONE Europe - ONE Service RNE has established one OSS contact point in every member country. Each customer can choose its favoured OSS contact point for all its needs regarding international rail services.</p> <p>From the initial questions related to network access to international path requests and performance review after a train run – all these issues and more are handled by one contact point for the whole international train journey at the customers' convenience. Customers of RNE Members who run international rail services can therefore make use of the RNE One Stop Shop's bundle of services:</p> <ul style="list-style-type: none"> A network of contact points guiding customers through the whole range of procedures: gaining network access, planning of efficient international rail transport, international train path management (ITPM) and performance review after train operation. Response times have been standardised at a customer-friendly level – the attainment of these service levels is currently being tested. OSS experts drawn from sales and timetabling merge their expertise in these fields to serve customers together with the OSS contact points. IT tools further assist applicants by giving price estimates for rail infrastructure use, by coordinating international train path ordering and supply processes, and by tracking & tracing international trains in real time. <p>[version date: August 2010]</p> <p>List of OSS contact persons available at: http://www.rne.eu/index.php/oss_network.html</p>	<p>FIRST: Give the contact information of the national OSS (the OSS within your company) as indicated in 1.8 above.</p> <p>SECOND: EITHER use the mandatory text to the left (this text has been agreed by the OSSs themselves) OR use a cross-reference to the RNE OSS webpage: http://www.rne.eu/index.php/one-stop-shop.html</p>	Updated in 2011
1.9.2	<p>RNE Tools</p> <p>PCS (formerly Pathfinder)</p> <p>PCS (Path Coordination System) is a web application provided by RNE to Infrastructure Managers (IMs), Allocation Bodies (ABs) and Path Applicants, which handles the communication and co-ordination processes for international path requests and path offers. Furthermore PCS assists Railway Undertakings (RUs) and Applicants in their pre-co-ordination</p>	<p>EITHER use the mandatory text to the left: ('Cut and paste' from the RNE web page)</p> <p>OR use a cross-reference to the relevant RNE web pages: http://www.rne.eu/index.php/pcs.html http://www.rne.eu/index.php/cis.html http://www.rne.eu/index.php/tis.html</p>	Updated in 2011

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	<p>tasks related to train path studies and international train path requests. In short, the PCS tool reflects RNE's OSS (One Stop Shop) philosophy of providing support to business processes and daily activities.</p> <p>A major improvement for the use of PCS in the freight business was achieved in 2008: the 'PCS Integration Platform' – the new module for enhanced communication with the national systems of IMs/ABs and RUs – was developed and implemented. Thus RNE provides a new, direct communication channel between PCS and the domestic systems of RUs and IMs/ABs allowing two-way data interchange. With this module, one of the major obstacles to the use of PCS in the freight business has been eliminated: RUs and IMs/ABs no longer have to provide the same information about an international train path request twice (once in the national system and once in PCS) – it is now possible to automatically synchronize the international train path request data between national systems and PCS. To benefit from this improvement, IMs/ABs and RUs have to connect their domestic systems to the Integration Platform.</p> <p>For more information, please visit the website: www.pfndr.org or write to the helpdesk: support.pcs@rne.eu</p> <p>CIS (formerly EICIS)</p> <p>CIS (Charging Information System) is RNE's international access charge estimation tool, designed to provide customers with pricing information. A web-based umbrella system for the various national rail infrastructure charging systems, it can calculate the price for the use of international train paths within minutes, 24 hours a day – including charges for train paths, station fees and shunting fees.</p> <p>The current objective of CIS's development is to align the information provided by CIS with the information in the Network Statements.</p> <p>The CIS website is at www.eicis.com and the helpdesk may be contacted by email: support.cis@rne.eu</p> <p>TIS (formerly EUROPTIRAILS)</p> <p>TIS (Train Information System) is an easy-to-use, web-based application which visualizes international trains from origin to destination. It supports international train</p>		

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	<p>management by delivering data concerning international passenger and freight trains along RNE corridors – TIS does not deal with national train services.</p> <p>TIS delivers real-time train data directly to the users via internet and generates reports based on historical data. The two TIS products are based on the same raw data:</p> <ul style="list-style-type: none"> • the real-time train information overview gathers, centralizes and publishes information on train running on most of the RNE rail corridors (in a growing number of countries, incl. Austria, Belgium, France, Germany, Hungary, Italy, Luxembourg, the Netherlands, Slovenia and Switzerland), such as: <ul style="list-style-type: none"> - current and past train location - agreed daily timetable information - delay information + reasons for delay • the reporting function enables the monitoring of train and delay information over a given period of time. <p>In addition a third product is planned which will enable real-time data exchange between IMs and RUs using the TAF TSI format.</p> <p>TIS was chosen as supporting tool for the European Performance Regime (EPR) – a joint RNE / UIC project.</p> <p>TIS may be accessed via: https://www.europtirails.eu</p> <p>The helpdesk may be contacted by email: support.tis@rne.eu</p>		
1.10	<p>Glossary</p> <p>RNE has created an easy-to-use, English-language Glossary of terms related to Network Statements. The definitions in this Glossary are written in a clear language using as little technical or legal jargon as possible. They provide practical guidance both to IMs/ABs and their customers. Please note the Legal Disclaimer, which stresses that the available material is for information purposes only and that definitions are not legally-binding. By using this Glossary, you agree to the terms of the Legal Disclaimer.</p>	<p>Provide a glossary of terms used in the NS (a reference to an appendix is suggested)</p> <p>OR use a cross-reference to the relevant RNE web page: http://www.rne.eu/index.php/ns_glossary.html</p>	Updated in 2011

CHAPTER 2 – ACCESS CONDITIONS

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2	ACCESS CONDITIONS		
2.1	Introduction		
2.2	General Access Requirements	Describe or refer to the main legal regulations set by national and international authorities. This information should cover domestic as well as international traffic.	
2.2.1	Requirements to apply for a train path	<p><i>Directive 2001/14/EC Article 16</i></p> <p>State the prerequisites for being accepted as an applicant (an entity that wants to apply for a train path). For example, state whether or not an entity applying for a train path needs to be a RU at the time it makes its path application.</p> <p>State whether a third party (e.g. OSS) may apply for train paths on behalf of a RU.</p> <p>A clear statement that the allocated capacity is non-transferable and nontradable should be included in the NS.</p>	Updated in 2011
2.2.2	Who is allowed to perform freight train Operations (freight and/or passenger)?	<p><i>Directive 2001/14/EC Article 16 and Annex I (3)</i></p> <p>State which kinds of RUs (domestic and/or foreign) or other organisations are permitted to perform train operations (freight and/or passenger).</p>	
2.2.3	Licences	<p>Name the body responsible for issuing train operating licences.</p> <p>Give the contact name and address or refer to Section 1.8.</p> <p>If the IM issues the licences itself, either describe or refer to the licensing process.</p>	
2.2.4	Safety Certificate	<p>Name the body responsible for issuing safety certificates.</p> <p>Give the contact name and address, or refer to Section 1.8.</p> <p>If the IM issues safety certificates itself, either describe or refer to the certification process.</p>	
2.2.5	Cover of liabilities	<p><i>Directive 95/18/EC Article 9</i></p> <p>Describe or refer to the relevant national legislation and state any mandatory levels of insurance. If other means of risk coverage than insurance are permitted, state this (e.g. state guarantee).</p>	
2.3	General Business/Commercial Conditions		
2.3.1	Framework Agreement	<p><i>Directive 2001/14/EC Article 17</i></p> <p>Give a brief description of the role of a Framework</p>	Updated in 2011

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		<p>Agreement and refer to contracts that are regarded as Framework Agreements (e.g. Track Access Agreement, Station Access Agreement, etc.).</p> <p>State whether the IM is permitted to enter into bi-lateral agreements with RUs to develop infrastructure enhancements and refer to any standard regulations, or state which other body is responsible for infrastructure enhancement.</p> <p>State if there is a need for a third party agreement to a framework agreement (e.g. by a regulator).</p> <p>Include a model of a framework agreement, either by inserting it in Annex or by referring to a weblink.</p>	
2.3.2	Access Contracts	<p><i>Directive 2001/12 Article 1 (11)</i></p> <p>State which contracts are necessary for the use of infrastructure capacity, for example:</p> <ul style="list-style-type: none"> • track access (i.e. regarding the right of using the railway line for performing train operations) • access to Passenger Terminals, Freight Terminals, Train Depots etc. <p>State whether an access contract is required before applying for a train path and/or before actual operation, and if separate contracts are required for station / depot access and/or any other services.</p> <p>State which contracts are required to deliver the minimum access package as set out in <i>Directive 2001/14/EC</i>. Refer to Section 5 for details of additional and ancillary service contracts.</p> <p>State if any independent approval of access contracts is needed (e.g. by Regulatory Body or by Government).</p> <p>State if a standard form of access contract exists and whether its use is compulsory.</p> <p>The contract templates should be included in an Annex to the Network Statement and/or published on the IM's website.</p>	
2.4	Operational Rules	<p>(i.e. rules to be followed by train crew in current train operations).</p> <p>State which organisation is responsible for publication of the rules (e.g. the IM, the Regulatory Body, the Ministry of Transport, etc.) Give contact name and address, or refer to Section 1.8.</p> <p>Both national and local operational rules and instructions should be covered.</p>	

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		The operational languages should be stated, in compliance with the Operations TSI.	
2.5	Exceptional Transports	<p>(e.g. test trains, out-of-gauge loads, heavy axle load vehicles).</p> <p>Refer to UIC leaflet 502 Annex 1 (article 1.3) extract from the RIV for definition of 'Exceptional Transports'. State whether the IM uses the UIC definition or not.</p> <p>State which body is in charge of the rules for exceptional transports and give the contact name and address, or refer to Section 1.8.</p> <p>Refer to Section 4.7 for the capacity allocation process and Section 5 for details of other services provided by the IM.</p>	
2.6	Dangerous Goods	<p>Refer to RID for definition of 'Dangerous Goods'.</p> <p>State whether or not the IM uses the RID regulations and if there are any exceptions.</p> <p>Refer to any national regulations for dangerous goods and give the contact name and address (or refer to Section 1.8) for applications to move dangerous goods.</p> <p>Refer to Section 4.7 for the capacity allocation process and Section 5 for details of other services provided by the IM.</p>	
2.7	Rolling Stock Acceptance Process Guidelines	<p><i>Directive 2001/14/EC Article 32 (3)</i></p> <p>State which organisations are in charge of the process and give the contact names and addresses, or refer to Section 1.8.</p> <p>Describe the main stages in the process, the required information, the timetable for completion of the process and any relevant documentation. If the IM is not in charge of the Rolling Stock Process, then just provide the possible amount of information.</p>	Updated in 2011
2.8	Staff Acceptance Process	<p><i>Directive 2001/14/EC Article 32 (3)</i></p> <p>This provision covers operations staff, e.g. drivers, conductors, shunters.</p> <p>State which organisations are in charge of the process and give the contact names and addresses, or refer to Section 1.8.</p> <p>Describe the main stages in the process, the</p>	Updated in 2011

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		required information, the timetable for completion of the process and any relevant documentation. If the IM is not in charge of the Staff Acceptance Process, then just provide the possible amount of information.	

CHAPTER 3 – INFRASTRUCTURE

Number of chapter / sub-chapter	Heading	Implementation guide	Remarks (version control)
3	INFRASTRUCTURE	<p>All the information [in Chapter 3] is provided by the individual IM according to availability and relevance of the data. For example if an IM has no tunnels on its network, that fact will be stated in Section 3.4.</p> <p>Where relevant, maps or lists should be produced, or reference should be made to documents containing the required information, ideally by means of GIS allowing the customers (RU or authorised applicants) to quickly access infrastructure information on the specific line .</p>	Updated in 2011
3.1	Introduction	<p>State the general validity of the information provided, especially referring to possible changes of infrastructure characteristics or constraints.</p> <p><i>Directive 2001/14/EC Article 5 (1), last sentence: 'If the services are not offered by one IM, the provider of the 'main infrastructure' shall use all reasonable endeavours to facilitate the provisions of these services.'</i></p> <p>If any of the facilities mentioned in Chapter 3 are owned or operated by another body than the IM who provides the 'main infrastructure', the IM shall do its best to provide this information or refer to where it can be obtained.</p>	
3.2	Extent of Network		
3.2.1	Limits	<i>Directive 2001/14/EC Annex I (1)</i>	
3.2.2	Connected Railway Networks	State the geographic limits of the IM's infrastructure and indicate any lines not available for normal railway traffic operations.	
3.2.3	Further Information	<p>Refer to neighbouring IMs, including other national networks, and list all international border crossings.</p> <p>Refer to Section 3.6 for details of private sidings and private freight terminals.</p>	
3.3	Network Description	List available documents which provide detailed infrastructure data and give contact details for further information.	
3.3.1	Geographic Identification		
3.3.1.1	Track Typologies	Indicate the length of single track / double track / multiple track.	
3.3.1.2	Track Gauges	<p>State the track gauge(s) (UIC leaflet 510). Even if there is only one gauge, its value should be stated.</p> <p>Where the IM has more than one gauge, indicate the length of track of each gauge.</p>	
3.3.1.3	Stations and Nodes	<p>List the stations and nodes and describe their main characteristics.</p> <p>Key characteristics can include distances between</p>	

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		nodes and the length of station tracks. As a minimum, the permitted train length for each station should be stated.	
3.3.2	Capabilities		
3.3.2.1	Loading Gauge	Indicate the loading gauge applicable to each route section. Refer to UIC leaflet 506 or to Combined Traffic Codes.	
3.3.2.2.	Weight Limits	Indicate the maximum axle load and any other weight limits applicable to each route section. Refer to UIC leaflet 700-0. Axle and meter loads should be included.	
3.3.2.3	Line Gradients	Indicate the maximum or critical gradient on each route section.	
3.3.2.4	Line Speeds	Indicate the maximum permitted speed per line for each route section.	
3.3.2.5	Maximum train lengths	Indicate the maximum train length allowed on each line or section (excluding Exceptional Consignments).	
3.3.2.6	Power supply	Indicate the extent of the network that is electrified and describe the electrification system, including the voltage and frequency used. Optionally, additional information such as contact wire height, contact pressure, etc. can be supplied.	
3.3.3	Traffic Control and Communication Systems	Give a brief technical description of the traffic control system, including signalling, regulation, dispatching and communication, and provision of information on train movement.	
3.3.3.1	Signalling Systems	Give a brief technical description of the signalling systems.	
3.3.3.2	Traffic Control Systems	Give a brief technical description of the traffic control systems (may be merged with signalling systems).	
3.3.3.3	Communication Systems	Give a brief technical description of the train radio communication systems.	
3.3.3.4	ATC Systems	Give a brief technical description of the automatic train control systems. State whether it is mandatory for trains operating on lines with ATC systems to be equipped with equivalent systems.	
3.4	Traffic Restrictions		
3.4.1	Specialised Infrastructure	<i>Directive 2001/14/EC Article 24</i> Indicate the extent of any specialised infrastructure and describe the traffic restrictions that apply.	
3.4.2	Environmental Restrictions	Indicate if there are any limits on, for example, noise levels or other Environmental Restrictions. If	

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		the limits are allocated to certain line sections or hours, state this.	
3.4.3	Dangerous Goods	Indicate if there are any line sections where Dangerous Goods are not permitted, or where permission is limited (to certain times of the day and/or to certain classes of Dangerous Goods).	
3.4.4	Tunnel Restrictions	Indicate if there are any tunnel restrictions, for example restrictions on the use of diesel traction.	
3.4.5	Bridge Restrictions	Indicate if there are any bridge restrictions, for example closure in high-wind conditions, specific opening hours etc.	
3.5	Availability of the infrastructure	<p>Provide information on traffic restrictions, for example imposed by the IM due to its own infrastructure management needs. These can include restrictions on route opening hours and times of possessions for maintenance, renewal and enhancement works.</p> <p>Refer to Chapter 4.5 of this document.</p>	
3.6	Passenger Terminals (stations)	<p>This sub-chapter covers all stations where passengers embark / disembark regardless of their size or importance.</p> <p>List platform lengths and heights and refer to Section 5 for any services offered by the IM.</p> <p>A description of other passenger facilities can be included.</p> <p>To give the RUs a convenient overview of certain characteristics of the passenger terminals, the information can be structured as lists sorted (railway) line by (railway) line and station by station.</p>	
3.7	Freight terminals	<p>List the location of freight terminals. Describe each terminal's type (intermodal or conventional, harbour etc.).</p> <p>Purpose-built terminals, for example for timber/lumber, should also be listed and described here. The information can include special terminal equipment, such as side ramps and/or end ramps.</p> <p>State which body is in charge of (track) capacity allocation within the freight terminal. If the national IM is in charge, state if terminal capacity shall be requested as a part of the capacity allocation process (see Chapter 4) or separately.</p> <p>If the terminal is suitable for the interchange of goods between other (more) modes than rail-road and rail-rail this should be stated (for example rail-</p>	

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		<p>road-sea/river-air).</p> <p>Please also describe the maximum train length that can be accommodated in each terminal without splitting the train, and the total track length.</p> <p>The information can include the contact point to which RUs or other interested parties shall turn in order to obtain further information concerning each terminal. Information concerning services provided in each terminal can also be mentioned here.</p>	
3.8	Service Facilities	<p><i>Directive 2001/14/EC, Annex 1, (2)</i></p> <p>List the key Service Facilities that the IM offers to RUs. Service Facilities not owned by the IM can also be listed separately.</p>	
3.8.1	Train formation yards	<p>List the location of train-formation yards and the maximum length of trains that can be formed in each yard. The information can include the contact point to which RUs or other interested parties shall turn in order to obtain further information concerning each yard.</p>	
3.8.2	Storage sidings	<p>List the location of storage sidings and the maximum length of trains that can be formed in each yard. The information can include the contact point to which RUs or other interested parties shall turn in order to obtain further information concerning each storage siding.</p>	
3.8.3	Maintenance Facilities	<p>(If the IM is the service provider, refer to Section 5, otherwise inclusion is optional). Optional information should include the location of each facility in question and a contact point.</p>	
3.8.4	Refuelling facilities	<p>List the location of refuelling facilities and the type(s) of fuel that can be provided in each place. The information can include the contact point to which RUs or other interested parties shall turn in order to obtain further information.</p>	
3.8.5	Technical facilities	<p>List the location and type of technical facility and describe its purposes.</p> <p>Facilities such as wheel damage detectors, red box (hot box) detectors, wagon weighbridges, loading gauge gauges and so on can be described here.</p> <p>The information can include the contact point to which RUs or other interested parties shall turn in order to obtain further information concerning the facilities.</p>	

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		If the facility in question can detect and/or gather data concerning the RU's train, information on how the RU can obtain access to this data should be included.	
3.8.6-3.8.99	Other facilities	If the IM provides services or facilities other than those listed in the previous sections (3.8.1-3.8.5), these services should be listed here under separate sub-numbers.	
3.9	Infrastructure Development	Give any available information on the main infrastructure development projects, including timescales, the nature of the works and their impact on operational characteristics, both during the construction period and after completion. The information given in this sub-chapter is not limited to the validity period of this Network Statement.	

CHAPTER 4 – CAPACITY ALLOCATION

Number of chapter / sub-chapter	Heading	Implementation guide	Remarks (version control)
4	CAPACITY ALLOCATION	<i>Directive 2001/14/EC Chapter III</i> The information [in Chapter 4] should cover capacity allocation both for domestic and international traffic.	
4.1	Introduction		
4.2	Description of Process	Describe: - how to apply (which forms to be used) - how capacity allocation is decided - the bodies involved and state their responsibilities The RNE handbook 'Process for international path requests' might be mentioned.	
4.3	Schedule for Path Requests and Allocation Process	<i>Directive 2001/14/EC Article 18 and Annex III</i>	
4.3.1	Schedule for Working Timetable	List the deadlines in the process or refer to separate production schedule.	
4.3.2	Schedule for Train Path Requests Outside the Timetabling Process (Ad-Hoc Requests)	<i>Directive 2001/14/EC Article 23</i> List the deadlines in the process or refer to separate production schedule.	
4.4	Allocation Process		
4.4.1	Coordination Process	<i>Directive 2001/14/EC Article 21</i> Describe the coordination process including details of activities performed by IMs and RUs.	
4.4.2	Dispute Resolution Process	<i>Directive 2001/14/EC Article 21 (6)</i> Give the contact names and addresses of bodies involved. Describe in detail the information the RU must give to the IM in case of a dispute. State any deadlines in the dispute resolution process. State whether or not the dispute resolution process can delay the capacity allocation process.	
4.4.3	Congested Infrastructure: Definition, Priority Criteria and Process	<i>Directive 2001/14/EC Article 22 (4-6)</i> Quote or refer to the national legislation defining when an area (line and/or station) is to be considered as congested. Indicate (by maps or names of lines and locations) which areas are or are likely to become congested during the period of validity of the NS. Quote or refer to the priority criteria to be used when an area is declared congested.	Updated in 2011

CHAPTER 4 – CAPACITY ALLOCATION

Number of chapter / sub-chapter	Heading	Implementation guide	Remarks (version control)
		Where capacity is congested, the NS should clearly indicate the IM's procedure for undertaking Capacity Analysis and preparing its Capacity Enhancement Plan.	
4.4.4	Impact of Framework Agreements	Describe how a Framework Agreement affects capacity allocation, e.g. whether it confers a particular level of priority on path requests. Refer to a separate list of Framework Agreements if one exists.	
4.5	Allocation of Capacity for Maintenance, Renewal and Enhancements	<i>Directive 2001/14/EC Article 28</i> Refer to documents setting out the capacity allocated to maintenance, renewals and enhancements in the current timetable and any future timetables for which the process is complete or in progress.	
4.5.1	Process	Describe how the allocation of capacity for maintenance, renewals and enhancements is made, including roles and rights of IMs and RUs, or refer to Section 4.2 if the process is the same as allocation of capacity for train paths.	
4.6	Non-Usage / Cancellation Rules	<i>Directive 2001/14/EC Article 27</i> Describe the deadlines for cancellation of planned train services. Describe the thresholds for non-usage of allocated capacity that trigger loss of access or other penalties. Refer to Section 6 for charges imposed when cancellations are announced too late or not at all.	
4.7	Exceptional Transports and Dangerous Goods	State whether or not the RU needs to notify the IM (or any other body) about its Exceptional transport or Dangerous Goods when applying for train paths. State any deadlines that need to be met.	
4.8	Special Measures To Be Taken in the Event of Disturbance	<i>Directive 2001/14/EC Article 29</i> <i>Regulation 913/2010 Article 17 point 2</i>	
4.8.1	Principles	Refer to existing procedures and contractual arrangements.	
4.8.2	Operational Regulation	Describe or refer to existing train regulation policies regarding foreseen and unforeseen problems.	
4.8.3	Foreseen Problems		
4.8.4	Unforeseen Problems		
4.9	Allocation of Capacity for Service Facilities	Allocation principles should be presented for the capacity of service facilities, in case these are managed by the IM.	New in 2011

CHAPTER 5 – SERVICES

Number of chapter / sub-chapter	Heading	Implementation guide	Remarks (version control)
5	SERVICES		
5.1	Introduction	Refer to the four different groups of services listed in <i>Annex II Directive 2001/14/EC</i> and state whether the IM supplies any services in addition to these.	
5.2	Minimum access package	<i>Directive 2001/14/EC, Annex II (1), Description of the services</i> List of services obligatorily delivered by IM.	
5.3	Track access to services facilities and supply of services	<i>Directive 2001/14/EC, Annex II (2)</i> Product definition – including track access conditions and usage conditions for each of the services listed, also stating whether services are delivered by the IM, or by other suppliers, who <u>must</u> be referred to. For information on location, refer to Section 3 'Infrastructure'. For information on charges, refer to Section 6 'Charges'. Where service facilities are owned and operated by the IM, supporting information for each facility and service should be outlined in more detail by use of text and maps placed in either annexes and/or online.	Updated in 2011
5.3.1	Use of electrical supply equipment for traction current, where available		
5.3.2	Refuelling facilities		
5.3.3	Passenger stations, their buildings and other facilities		
5.3.4	Freight terminals		
5.3.5	Marshalling yards		
5.3.6	Train formation facilities		
5.3.7	Storage sidings		
5.3.8	Maintenance and other technical facilities		
5.4	Additional services	<i>Directive 2001/14/EC, Annex II (3)</i> Product definition – including usage conditions for each of the services listed, also stating if services are delivered by IM, or by other suppliers, who may be referred to. For information on location, refer to section 3 'Infrastructure'. For information on charges, refer to section 6 'Charges'.	
5.4.1	Traction current		

CHAPTER 5 – SERVICES

Number of chapter / sub-chapter	Heading	Implementation guide	Remarks (version control)
5.4.2	Supply of fuel		
5.4.3	Services for trains (preheating, water supply, toilet waste handling, etc.)		
5.4.4	Shunting and other services		
5.4.5	Services for exceptional transports and dangerous goods		
5.4.6-5.4.99	Other additional services	If the IM provides additional services other than those listed in the previous sections (5.4.1-5.4.5), these additional services should be listed here under separate sub-numbers.	
5.5	Ancillary services	<i>Directive 2001/14/EC, Annex II (4)</i> Product definition – including usage conditions for each of the services listed, also stating if services are delivered by IM, or by other suppliers, who may be referred to.	
5.5.1	Access to telecommunication network		
5.5.2	Provision of supplementary information		
5.5.3	Technical inspection of rolling stock		
5.5.4 - 5.5.99	Other ancillary services	If the IM provides ancillary services other than those listed in the previous sections (5.4.1-5.4.5), these additional services should be listed here under separate sub-numbers.	

CHAPTER 6 – CHARGES

Number of chapter / sub-chapter	Heading	Implementation guide	Remarks (version control)
6	CHARGES		
6.1	Charging principles	<p>What is the basis for the IM's charges ? Marginal cost, full costs, mark-ups, are there exceptions to the principles etc?</p> <p>State to what extent Directive 2001/14/EC Articles 7.4 (scarcity charges), 7.5 (environmental charges), 9 (discounts), 10 (compensation) and 12 (reservation charges) are applicable.</p> <p>If discounts are provided for, the NS shall clearly specify which lines are concerned, which type of trains are entitled to pay the discounted charges, what is the time period during which the discount will be applicable.</p>	Updated in 2011
6.1.1	Minimum access package		
6.1.2	Track access to facilities referred to in 5.3		
6.1.3	Services referred to in 5.3		
6.1.4	Additional services		
6.1.5	Ancillary services		
6.2	Charging system	Describe how the components of the system work together.	
6.3	Tariffs	Charging information for train paths and any other services supplied by the IM including discounts, compensation schemes and reservation charges.	
6.3.1	Minimum access package		
6.3.2	Track access to services facilities	State if track access is included in the minimum access package or charged for separately.	
6.3.3	Supply of services referred to in 5.3	If IM supplies services.	
6.3.4	Additional services	If IM supplies services.	
6.3.5	Ancillary services	If IM supplies services.	
6.4	Performance scheme	<i>Directive 2001/14/EC Article 11</i>	
6.5	Changes to charges	<p>Planned changes.</p> <p>Statements about guarantying the charges for the whole timetable year. And if not, how and when the RUs will get the information or how changes are going to be decided and published.</p>	
6.6	Billing Arrangements	State who bills customers for the services, the terms and conditions including non-payment etc.	

<p>NEW</p>	<p>Annexes Numbering</p>	<p>Annexes shall be numbered according to one of the following 2 criteria:</p> <p><u>Option A</u> The main body chapter shall be entirely reproduced in the Annex title. Example: Annex 3.3.1.1 Track Typologies; Annex 3.3.1.2 Track Gauges</p> <p><u>Option B</u> The main body first level chapter shall be reproduced in the Annex title, using then a sequential letter. Example: Annex 3.A Track Typologies; Annex 3.B Track Gauges</p>	<p>New in 2011</p>
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