



# **Procedures for International Ad Hoc Path Request Management**

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

**Version 1.0**

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## Version history

Version	Date	Description
0.1	27 July 2018	Document created by Philipp Koiser (based on “Procedures for International Late Path Request Management”)
0.2	26 September 2018	Inclusion of comments and remarks from TTSG members
0.3	16 October 2018	Inclusion of comments and remarks from S&TT members
0.4	7 November 2018	Inclusion of comments and remarks from S&TT HLG members
1.0	5 December 2018	Last minute correction and approval by RNE GA

## 1. Introduction and scope of this document

This handbook describes the process by which applicants may request and obtain international paths for

- the next annual timetable, if the requests have been placed after the last day to place late path requests but before the timetable change
- the running timetable, if the request has been placed after the timetable change

This phase is the so-called period for “**Ad hoc path requests**”.

This handbook distinguishes between two different types of request placed in the ad hoc phase

1. **Ad hoc request for individual train path** (spot train), which is the subject of the EU Directive 2012/34/EU, Article 48: “The infrastructure manager shall respond to ad hoc requests for individual train paths as quickly as possible, and in any event within five working days. Information supplied on available spare capacity shall be made available to all applicants who may wish to use this capacity.”<sup>1</sup>
2. **Ad hoc request for recurrent train paths**

## 2. Reference documents

This handbook follows the principles set down in the:

- European Directive 2012/34/EU
- RNE Process Handbook for International Path Allocation

## 3. Path requests

### 3.1 Period for placement of path requests

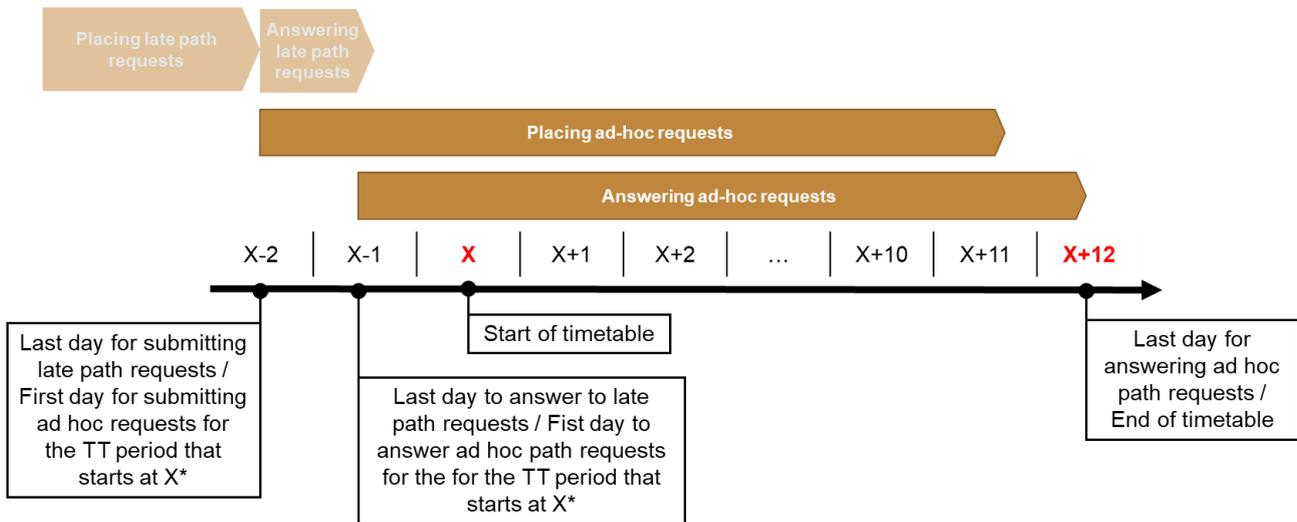
It is possible for applicants to place ad hoc path requests for an individual train path or recurrent train paths at any time after the last day for late path requests<sup>2</sup> and during the running timetable. Answers should be provided within a time limit in accordance with point 3.6.

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<sup>1</sup> The path modifications requests are not subject to the EU Directive 2012/34/EU, Article 48, related to ad hoc requests.

<sup>2</sup> Until the full implementation of Commission delegated decision (EU) 2017/2075 some IMs do not treat request placed between X-8 and X-2 as Late Path Requests, but they provide the possibility to request paths after the path request deadline as ad-hoc requests.

## Ad hoc path request period (X-2 to X+12)



\* During the overlapping period between X-2 and X-1 is also possible to place ad hoc request for the running TT (X-12 to X). The deadlines and procedures described in chapters 3.2 - 3.8 will be applied.

### 3.2 Path request system

Request method shall be published in the Network Statement. Internet-based path request system should be provided by RNE, to optimise international requests and path coordination. Currently, this process is reflected in Path Coordination System.

### 3.3 Preparation of requests

Applicants prepare the path request, which they must harmonise together. This is the precondition for IM/AB acceptance. The path request must provide all mandatory data which are specified in PCS. In case it is not possible to fill in all mandatory fields, it is recommended to ask the respective IM/AB for information before placing the path request.

RUs/applicants may also use a catalogue path for their path request. The catalogue of train paths is intended as an aid for preparing applications for paths. However, there is no guarantee that to a request for a path from the catalogue can be given a positive response in the allocation process, as the catalogue path requested may already have been allocated for an initial path request submitted on time.

### 3.4 Submitting the path request

For path request via PCS, the process is described in the “PCS Documentation” (<https://cms.rne.eu/pcs/pcs-documentation>). The IM/AB receiving the request (leading IM/AB) will be in charge of the communication with the applicant that has applied for the path.

At this stage, the applicants are provided with the possibility of pre-acceptance in PCS. If this option is chosen by the applicant, there will be no explicit acceptance phase after the path elaboration.

For path request not submitted via PCS, the process shall be described in the Network Statement.

### 3.5 Constructing and coordinating “Ad hoc path requests”

Ad hoc requests are being elaborated by IMs in order of the train run. The first IM of the train run must be the first to provide a path. When this step has been done, the second IM on the train run provides a path, etc. in case the lead time (time between request and the first day of operation) does not permit the work in sequence, each IM may decide individually to deviate from the work in sequence approach.

Ad hoc requests are being treated based on the “first come – first served” principle. PCS requests submitted before conflicting national requests shall be the first one to treat, even though the IM needs to wait until the other IM responsible for the preceding path sequence provides an offer. Paths already offered by IMs to applicants also have higher priority than new ad hoc path requests. Each IM/AB must inform the applicant as soon as it becomes aware that a train path, offered (not allocated) to the applicant, is not available. If possible, the IM/AB will provide an alternative proposal.

The IMs/ABs also need to take into account infrastructure availability and check it with their partners, as it might be reduced due to temporary capacity restrictions (TCRs). This work needs to be fully integrated into the process of harmonisation. Appropriate communication between IM/AB and applicant must take place (e.g. alternative proposals).

If applicable, the IMs may apply the following working methods in the path elaboration:

- Use of catalogue paths
- Use of reserve capacity

### 3.6 Path offer

IMs/ABs harmonise the international path offer together by taking any necessary coordination initiatives.

Once the last IM/AB (IM/AB, who is the last in the chain of constructing of the offer) has provided his offer, the last IM/AB is in charge of informing the Leading IM/AB that the harmonised and consistent offer must be sent – with remarks if necessary. The remarks may consist of an indication regarding temporarily uncertain times depending on infrastructure availability (TCRs). The path offer will be transmitted through PCS.

The path offers shall be placed not earlier than after the last answers to the late path requests. An answer to an ad hoc request for individual train path must be provided as quickly as possible, and in any event within five working days. The answering time to an ad hoc request for recurrent train paths will depend on the complexity and scope of the request.

### 3.7 Path acceptance

For path request not submitted via PCS, the process shall be described in the Network Statement.

For path request submitted via PCS, the following process shall apply:

If the path has been pre-accepted in the path request in PCS, the path will be allocated immediately after placing the path offer; however, this does not apply for alternative proposals when the requested capacity is not available anymore.

If all RUs/applicants agree with the offer, the leading applicant sends a formal acceptance notification, by using the relevant function in PCS. The applicants' acceptance should be sent within 24 hours of receipt of the path offer given in case of an ad hoc request for individual train path and within five working days in case of an ad hoc request for recurrent train paths. If the RUs/applicants do not agree with each other on the path offer, any corresponding remark will be treated as far as possible in the final answer. The IM/AB will propose an alternative; however, if "No alternatives" are available, the applicants will have to prepare a new request. That means that the whole process starts again at the beginning with the placing of an entirely new (ad hoc) path request. If applicants do not send an answer within 24 hours, the path offer will be treated in the way described in the Network Statement of each IM.

### 3.8 Path allocation, modification, alteration and cancellation

A formal path allocation is a legal act. For the time being, this will remain a national process and contracts will be delivered IM/AB by IM/AB. If a path alteration is triggered, the same process as described in the document "RNE Process Handbook for International Path Allocation for Infrastructure Managers" will be applied. If a path cancellation request is submitted, it will be treated in the way described in the Network Statement of every IM. If a request for path modification is submitted, it will be treated in the way described in Appendix "Procedures for Modification of International Path Request Management" to the "RNE Process Handbook for International Path Allocation for Infrastructure Managers".

## 4. Transitional period

Procedures for International Ad Hoc Path Request Management become effective immediately by the approval of the RNE General Assembly. IMs and ABs should adapt their internal processes and NS for timetable 2021 at the latest.

**Each Infrastructure Manager/Allocation Body has set up specific contact points (One-Stop-Shop, or OSS) to ensure efficient handling of the international path requests.**  
Contact details: <http://www.rne.eu/organisation/oss-c-oss/>