

# NETWORK STATEMENT 2025



## **ANNEX 4D**

TABULATION OF THE TRAIN PATH ALLOCATION PROCESS

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## THE PROCEDURE OF TRAIN PATH REQUESTS FOR NEW NETWORK TIMETABLE

<b>1.1. REGULAR PROCEDURE – APPLICATIONS ACCEPTED FROM TWELVE TO EIGHT MONTHS PRIOR TO THE NETWORK TT ENFORCEMENT</b>		
TRAIN PATH REQUEST (ORDER)	Who issues the order?	An Applicant, registered with a competent authority prior to the application submission.
	How?	The following three ways are enforced for requesting (ordering) a train path: <ul style="list-style-type: none"> <li>– Electronic form, via web application "ePoti",</li> <li>– Path Coordination System (PCS) – completion of a form in PCS tool,</li> <li>– Hard copy – completion of a written form, published in the Network Statement.</li> </ul>
	When?	From twelve to eight months prior to the Network Statement enforcement (X – 12 to X – 8).
	To who?	To the Infrastructure Manager
	Special provisions	The IM shall send the confirmation on admission of the request to the Applicant within 5 (five) days. The IM shall process only complete applications. If the Applicant submits an incomplete or incomprehensible application, the IM within 5 (five) working days after the receipt of the application contacts the Applicant, asking it to complete the form within 14 days, otherwise the application shall not be processed.
COORDINATION OF PREPARED CONSTRUCTION	Who manages the coordination of suggestions?	The Infrastructure Manager
	How the prepared construction is forwarded for coordination?	Depends on the way of how the path order was accepted: <ul style="list-style-type: none"> <li>– Electronic form, via web application "ePoti",</li> <li>– PCS,</li> <li>– Hard copy.</li> </ul>
	When?	Immediately, after accepting the prepared construction and not later than from X - 5 to X - 4.
	With who?	With the Applicants.
	Special provisions	If the Applicant during coordination process fails to submit its viewpoint in time, it is considered that the Applicant agrees on the proposed solution.
CONFIRMATION AND ACCEPTANCE OF THE CONSTRUCTED TRAIN PATH	Who confirms?	The Applicant.
	How the suggested construction is confirmed and accepted?	Depends on the way of how the path order was placed: <ul style="list-style-type: none"> <li>– Electronic form, via web application "ePoti",</li> <li>– PCS, using certain key for completing the coordination process,</li> <li>– Hard copy.</li> </ul>
	To who and when?	To the IM within 30 (thirty) days, not later than 4 (four) months prior to the Network timetable enforcement.

ISSUING THE DECISION ON TRAIN PATH ALLOCATION	Who issues the decision?	The Infrastructure Manager.
	How?	Via web application "ePoti".
	When?	Not later than 2 (two) months prior to the Network timetable enforcement.
	To who?	To the Applicant.
<b>1.2. LATE REQUEST – APPLICATIONS ARE ACCEPTED FROM EIGHT TO TWO MONTHS PRIOR TO THE NETWORK TT ENFORCEMENT</b>		
TRAIN PATH ORDERING	Who issues the order?	An Applicant, registered with a competent authority prior to the application submission.
	How?	The following three ways are enforced for requesting (ordering) a train path: <ul style="list-style-type: none"> <li>– Electronic form, via web application "ePoti",</li> <li>– PCS – completion of a form in PCS tool,</li> <li>– Hard copy – completion of a written form, published in the Network Statement.</li> </ul>
	When?	From eight to five months prior to the Network timetable enforcement (X – 8 to X – 2)
	To who?	To the Infrastructure Manager.
	Special provisions	The IM shall send the confirmation on admission of the request to the Applicant within 5 (five) days. The IM shall process only complete applications. If the Applicant submits an incomplete or incomprehensible application, the IM within 5 (five) working days after the receipt of the application contacts the Applicant, asking it to complete the form within 14 days, otherwise the application shall not be processed.
COORDINATION OF PREPARED CONSTRUCTION	Who coordinates the suggestions?	The Infrastructure Manager.
	How the prepared construction is forwarded for coordination?	Depends on the way of how the path order was accepted: <ul style="list-style-type: none"> <li>– Electronic form, via web application "ePoti",</li> <li>– PCS,</li> <li>– Hard copy.</li> </ul>
	When?	Immediately, after accepting the prepared construction.
	With whom the coordination takes place?	With Applicants.
	Special provisions	If the Applicant during coordination process fails to submit its viewpoint in time, it is considered that the Applicant agrees on the proposed solution.

CONFIRMATION AND ACCEPTANCE OF THE CONSTRUCTED TRAIN PATH	Who confirms?	The Applicant
	How the suggested construction is confirmed and accepted?	Depends on the way of how the path order was accepted: <ul style="list-style-type: none"> <li>- Electronic form, via web application "ePoti",</li> <li>- PCS,</li> <li>- Hard copy.</li> </ul>
	When?	Within 30 (thirty) days, not later than 4 (four) months prior to the Network timetable enforcement.
	To who?	To the Infrastructure Manager.
ISSUING THE DECISION ON TRAIN PATH ALLOCATION	Who allocates the train path?	The Infrastructure Manager.
	How?	Via web application "ePoti".
	When?	Not later than 2 (two) months prior to the Network timetable enforcement.
	Komu?	To the Applicant.

## AD HOC CAPACITY REQUEST PROCEDURE

<b>2.1. REGULAR PROCEDURE – APPLICATIONS ARE ACCEPTED FROM THIRTY TO FIVE DAYS PRIOR TO THE DEPARTURE OF THE TRAIN</b>		
TRAIN PATH ORDER	Who issues the order?	An Applicant, registered with a competent authority prior to the application submission.
	How?	The following three ways are enforced for requesting (ordering) a train path: <ul style="list-style-type: none"> <li>- Electronic form, via web application "ePoti",</li> <li>- PCS – completion of a form in PCS tool,</li> <li>- Hard copy – completion of a written form, published in the Network Statement.</li> </ul>
	When?	From 30 to 5 days prior to the departure of the train.
	To who?	To the Infrastructure Manager.
	Special provisions	The IM shall send the confirmation on admission of the request to the Applicant within 5 (five) days. The IM shall process only complete applications. If the Applicant submits an incomplete or incomprehensible application, the IM within 5 (five) working days after the receipt of the application contacts the Applicant, asking it to complete the form within 14 days, otherwise the application shall not be processed.
COORDINATION OF PREPARED CONSTRUCTION	In ad-hoc capacity request procedure the “first come, first served” principle is applied.	

CONFIRMATION AND ACCEPTANCE OF THE CONSTRUCTED TRAIN PATH	Who confirms?	The Applicant.
	How the suggested construction is confirmed and accepted?	Depends on the way of how the path order was accepted: <ul style="list-style-type: none"> <li>– Electronic form, via web application "ePoti",</li> <li>– PCS,</li> <li>– Hard copy.</li> </ul>
	To who and when?	To the Infrastructure Manager, not later than 5 (five) days prior to the departure of the train.
ISSUING THE DECISION ON TRAIN PATH ALLOCATION	Who issues the decision?	The Infrastructure Manager
	How?	Via web application "ePoti".
	When?	Not later than 5 (five) days prior to the departure of the train.
	To who?	To the Applicant.
<b>2.2. FAST-TRACK PROCEDURE – APPLICATIONS FROM FIVE DAYS TO TWELVE HOURS PRIOR TO THE DEPARTURE OF THE TRAIN</b>		
ORDER FOR DELIVERY OF THE ALLOCATED TRAIN PATH	Who issues the order?	An Applicant, registered with a competent authority prior to the application submission.
	How?	The following two ways are enforced for requesting (ordering) a train path: <ul style="list-style-type: none"> <li>– Electronic form, using the web application "ePoti",</li> <li>– Hard copy – completing a written form, published in the Network Statement.</li> </ul>
	When?	From 5 days to 12 hours prior to the departure of the train
	To who?	To the Infrastructure Manager, who shall process only complete applications.
PREPARATION OF PATH CONSTRUCTION	Special provisions	The train paths are not adjusted to special requirements of the Applicants, but the available capacity is allocated. The Applicant can choose the best option among available paths.
COORDINATION OF SUGGESTED CONSTRUCTION	In ad-hoc capacity request procedure the "first come, first served" principle is applied.	
CONFIRMATION AND ACCEPTANCE OF THE CONSTRUCTED TRAIN PATH	Who confirms?	The Applicant.
	How the suggested construction is confirmed and accepted?	– Via web application "ePoti".
	To who and when?	To the IM not later than 12 hours prior to the departure of the train.

TRAIN PATH DISTRIBUTION	Who distributes the path?	The Infrastructure Manager
	How?	Via web application "ePoti".
	When?	Not later than 12 hours prior to the departure of the train.
	To who?	To the Applicant.
<b>2.3. EXCEPTIONAL PROCEDURE – PATH REQUESTS IN CASE OF EXCEPTIONAL EVENTS</b>		
TRAIN PATH USE	Who decides on use?	Traffic center of the Manager.
	What are the conditions for initiative?	The Manager informs the Undertaking or Applicants on exceptional event and requires a train path order.
	When?	From the moment the exceptional event occurred to 1 hour prior to the train departure.
	Special provisions	In exceptional procedure the path order via web application "Train path ordering" or prescribed form is not a necessary condition for path construction and train introduction.
CONSTRUCTION AND COORDINATION	Who adjusts the construction?	Traffic center of the Manager.
	How the prepared construction is forwarded for coordination?	– Electronic form, using the web application "Train path ordering", By phone.
IZDAJA ODLOČITVE O DODELITVI VLAKOVNE POTI TRAIN PATH DISTRIBUTION	When?	Immediately, after accepting the order.
	To who?	– To the Undertaking.
	Special provisions	The train path is constructed in accordance to the actual situation, possibilities and available capacities.
	Who distributes the path?	Traffic center of the Manager.

**TABULATION OF THE TRAIN PATH ALLOCATION PROCEDURES**

<b>3.1. TRAIN PATH REQUEST FOR THE NEW NETWORK TIMETABLE</b>					
<b>PROCEDURE TYPE</b>	<b>TIMEFRAME</b>	<b>ORDER</b>		<b>ALLOCATION</b>	
		<b>ISSUED BY</b>	<b>ACCEPTED BY</b>	<b>DECISION ISSUED BY</b>	<b>DECISION ACCEPTED BY</b>
Regular	X-12 to X-8	Applicant	Infrastructure Manager	Infrastructure Manager	Applicant
Late	X-8 to X-5	Applicant	Infrastructure Manager	Infrastructure Manager	Applicant
Changes to the allocated paths	X-4 to X+12	Applicant	Infrastructure Manager	Infrastructure Manager	Applicant
<b>3.2. AD HOC TRAIN PATH REQUEST</b>					
<b>PROCEDURE TYPE</b>	<b>TIMEFRAME</b>	<b>ORDER</b>		<b>ALLOCATION</b>	
		<b>ISSUED BY</b>	<b>ACCEPTED BY</b>	<b>DECISION ISSUED BY</b>	<b>DECISION ACCEPTED BY</b>
Regular	From 30 to 5 days prior to the departure of the train	Applicant	Infrastructure Manager	Infrastructure Manager	Applicant
Fast - track <sup>1)</sup>	From 5 days to 12 hours prior to the departure of the train	Applicant	Infrastructure Manager	Infrastructure Manager	Applicant
Exceptional <sup>2)</sup>	After an exceptional event occurs (12 hours to 1 hour prior to the departure of the train)	Undertaking on Manager's order <sup>3)</sup>	Infrastructure Manage <sup>1)</sup>	Infrastructure Manager <sup>3)</sup>	Applicant <sup>3)</sup>
<sup>1)</sup> this procedure is applied only if the path has already been allocated to the Applicant, otherwise it is required to acquire a path according to the regular procedure (allocation). <sup>2)</sup> this procedure is applied only for handling the consequences of an exceptional events, otherwise it is required to acquire a path according to the regular procedure (allocation). <sup>3)</sup> in this procedure the path order via the web application "ePoti" or prescribed form is not a necessary condition for path construction and train introduction.					