

Railway Undertaking Advisory Group of the Rail Freight Corridor North Sea - Baltic

Framework Conditions

1. General

The RU advisory group (**RAG**) is set up by the Management Board of Rail Freight Corridor North Sea - Baltic (RFC NS-B) in accordance with the EU regulation 913/2010 concerning a European rail network for competitive freight entered into force on 11th November 2010. The RAG represents a platform for Railway Undertakings (RU) to facilitate the exchange of information, recommendations and mutual understanding about technical and operational issues and requirements, respectively strategic plans for improvements on this corridor in a non-discriminatory way with the RFC NS-B Management Board (MB) respectively Executive Board (ExB) of ministries responsible for transport.

The RAG has the right to give advice to RFC NS-B. It may issue opinions on any proposal of the Management Board of RFC NS-B, which might have consequences for railway undertakings. To facilitate such feedback, the RAG speaker shall receive the draft agenda of the Management Board meetings at least three weeks before the meeting.

It may also propose and deliver own-initiative opinions. The RFC NS-B shall consider any of these opinions, as far as possible, in their work on the enhancement of the corridor. The RAG speaker can also present the RU opinion at the MB meeting. A time slot for that should be agreed at least two weeks before the meeting. Accordingly, the RAG speaker represents the railway undertakings at the ExBo.

Proposals, which commonly might be raised and explained by the RAG will be carefully investigated and taken into account as far as they are feasible. However, final decisions will remain in the sole responsibility of RFC NS-B and its MB.

2. Members

The RAG of RFC NS-B is a platform for all RUs who are interested in using and operating on the corridor. Non-RU applicants are also invited.

RU may become a member of RAG or resign from membership on its own will by filling the form available on RFC NS-B website. A participating RU is asked to nominate a permanent representative.

Guest RUs that only participate in selected meetings are always welcome

In addition, associations representing RUs on national or international level or other associations operating in the context of the international coordination process for timetabling, may participate in the RAG meetings. If so, they are asked to nominate one representative each beforehand.

The RFC NS-B is represented by the Managing Director, by members of the Management Board, by members of the EEIG team and by experts depending on the agenda topics.

The ExBo Members are also invited to attend the RAG meetings with at least Chairman's representation. Representatives from NSAs are also always welcome at RAG meetings.

3. Meetings

RAG meetings are organized by the Management Board. The RAG meetings will be co-chaired by chairperson of the MB (or other RFC NS-B representative) and RAG speaker.

The RAG meetings shall take place at least 2 times per year, depending on the needs of the corridor implementation and on the urgency of topics. The meeting calendar will be coordinated and agreed in the last RAG meeting of every year.

If necessary, extraordinary meetings could be convened in order to deal with urgent issues at none previously agreed dates. The RAG members and representatives of RFC NS-B may forward a request to the chairperson by stating the reasons for this extraordinary meeting.

The RAG meetings – in written and oral form – will take place solely in English. This means that all presentations, documents, minutes, comments, discussions, organisational matters or any other correspondence will only be prepared and accepted in the agreed language.

Invitations to the RAG meetings are both published on the corridor website and sent directly to the group of nominated representatives.

If needed telco may be organised in between the RAG meetings to review the status of to dos and to coordinate open issues. All nominated representatives are invited to take part in the telcos.

4. RAG speaker

The RAG speaker represents the interests of all RAG Members and will coordinate a common opinion among Members.

The speaker will be selected for nomination by the RU members. The nomination of the speaker has to be reconfirmed every two years.

The speaker will coordinate the agenda with the MD, asking all participants to contribute to the agenda and will coordinate remarks to summaries of the meetings. As soon as the summaries are agreed by all participants, the RFC office will distribute them together with all other meeting documents to the nominated RAG members and representatives of RFC NS-B.

The RAG will be supported by RFC NS-B in logistical and organizational tasks.

5. Information & Documentation

The RAG shall serve as a platform for all RUs who are interested in using and operating on the corridor. As a consequence, the RAG members and the associations should aim to share all information from the RAG meetings with other RUs operating on the corridor.

Therefore the RFC NS-B will publish selected non confidential documents including minutes from the RAG meetings on the RFC NS-B internet webpage (<http://www.rfc-northsea-baltic.eu>) and/or in the Customer Information Platform (CIP), in order to allow every RU the access to this information.

6. Confidentiality

As long as not stated otherwise, all documents, presentations or any other kind of information provided or used in the RAG meetings shall be regarded as NOT CONFIDENTIAL. Not confidential means, that this information may be used by the RAG members for their internal work. Internal work includes other RUs and the ministries in the ExB. Any external publication e.g. in bulletins, press releases or other media etc. requires a written confirmation of the owner of the information.

All information which is explicitly defined or marked by its owner as CONFIDENTIAL, may not be used or distributed outside the RAG meeting, neither be published on the RFC NS-B internet webpage.

The RAG members and representatives of RFC NS-B have to explicitly state in every RAG meeting, which of the provided information is confidential and may NOT BE PUBLISHED on the webpage of the corridor.

Neither RFC NS-B nor the chairperson of the RAG meetings will be responsible for unauthorised or incorrect distribution of non-confidential documents, as well as in case of misuse respectively neglecting of this rule by third parties. The same applies if documents had not been clearly stated and marked as confidential by its owner.

7. Effort and Expenses

Costs of the RAG meeting organization will be borne by the EEIG RFC NS-B. Pre-meetings of RAG could be organized by the members on their own.

All efforts and expenses related to the participation of RAG meetings, including travel expenses and allowances of RAG members and their guests have to be carried by every party individually.

For RAG:



Eva Eckert
RAG Speaker

For RFC NS-B:



Weronika Karbowski
Managing Director