

APPROVED  
by the Executive Board of the  
Joint Stock Company LatRailNet  
in a meeting held on 6 September 2016,  
min. no JALP-1.2/30-2016

## REGULATIONS

Riga

6 September 2016

No. JALP-7.6/01-2016

### **The scheme for the allocation of the public-use railway infrastructure capacity**

Issued under Article 13.<sup>2</sup> and  
Article 27(11) of the Railway Law

#### **I. General issues**

1. These regulations (hereinafter referred to as the Scheme) lay down:

1.1. the coordination process of the capacity allocation of the public-use railway infrastructure (hereinafter referred to as the railway infrastructure) carried out by the manager of the public-use railway infrastructure, State Joint Stock Company "Latvian Railway";

1.2. the procedure for the assignment of train paths;

1.3. the criteria by which to determine that train paths are not used;

1.4. operational activities in case of temporary insufficiency of the infrastructure capacity;

1.5. the maintenance notice;

1.6. the dispute settlement procedure;

1.7. the procedure for submitting and considering capacity applications for the allocation of the railway infrastructure for ad-hoc trains.

*(incl. amendments from 12 December 2018)*

1.8. the procedure for submission and consideration of capacity applications, decision-making on capacity allocation within the North Sea-Baltic Sea Freight Corridor (hereinafter - RFC NS-B).

*(incl. amendments from 10 June 2021)*

2. The following terms are used in the Scheme:

2.1. **capacity allocation body** — the performer of the essential functions of the infrastructure manager, responsible for the allocation of infrastructure capacity and the assignment of the train paths;

2.2. **capacity allocation dispatcher** — a shift employee (a dispatcher) of the capacity allocation body, carrying out the operational capacity allocation and the assignment of train paths during the period of their shift;

2.3. **railway transportation dispatcher** - a transportation dispatcher at the Train Movement Administration of the infrastructure manager;

*(incl. amendments from 11 May 2020)*

**2.4. operational capacity allocation plan** – a daily planning document, which indicates the train paths allocated to specific railway undertakings and performers of technological processes according to the list of railway line routes (Annex 3);

(incl. amendments from 28 February 2023)

**2.5. temporary insufficiency of the capacity** – if the number of trains per day exceeds the throughput capacity of an infrastructure section or the processing capacity of a station;

**2.6. route of a railway line** – the railway line between hub stations, where the disassembling of a train set, the change of a railway undertaking, and the change of train movement direction can be performed;

(incl. amendments from 11 December 2018)

**2.7. transportation organizer** – a transportation organizer at the Train Movement Administration of the infrastructure manager;

(incl. amendments from 11 May 2020)

**2.8. programming period** – daily period from 00.00 to. 12.00 and from 12.00 to 24.00;

(incl. amendments from 05 November 2025)

**2.9. train formation plan** - a planning document indicating the trainset formation forecast for each railroad yard;

(incl. amendments from 11 May 2020)

**2.10. JSP electronic solution** – capacity application system on the capacity allocation body's website providing applicants with a possibility to submit a capacity application and its amendments, exchange data with the information systems used by the capacity allocation body electronically.

(incl. amendments from 11 May 2020)

**2.11. regular transportation** – transportation on a specific route at a specific time of day (the time of departure or arrival of trains on the train movement route is specified), at least twice a week and for at least two consecutive months.

(incl. amendments from 3 May 2025)

2.<sup>1</sup> As official means of communication are considered:

2.<sup>1</sup> 1. for electronic communication with the capacity allocation dispatcher – email addresses: [lrnjsd1@ldz.lv](mailto:lrnjsd1@ldz.lv) and [lrnjsd3@ldz.lv](mailto:lrnjsd3@ldz.lv), for communication by phone – +371 67234903, +371 67233109;

2.<sup>1</sup> 2. for electronic communication with the capacity allocation body – email address: [latrailnet@ldz.lv](mailto:latrailnet@ldz.lv) or in specified situations – using JSP electronic solution;

“2.<sup>1</sup> 3. for communication with the capacity allocation body in writing – Pērses str. 8, Rīga, LV-1011;”

(incl. amendments from 11 April 2023)

2.<sup>1</sup> 4. for electronic communication with the applicant (railway undertaking) - the information specified in column 12 of the capacity request application or in the JSP electronic solution;

2.<sup>1</sup> 5. for operational and written communication with the infrastructure manager – information specified in the infrastructure network report;

2.<sup>1</sup> 6. for communication with the railway transportation dispatcher of, the on-duty officer of the train movement organization and the transport organizer - the official electronic means of communication indicated in the Agreement on the exchange of information.

(incl. amendments from 29 December 2022)

3. The scheme applies to all railway undertakings, applicants, performers of technological processes, for

which infrastructure capacity is not reserved in the infrastructure manager's maintenance work notice, and to the infrastructure manager, in compliance with the infrastructure capacity allocation regulations issued by the Cabinet of Ministers.

The Scheme does not apply to non-standard transportation, which is mentioned in Chapter IV of the regulations No 680 of the Cabinet of Ministers of November 28, 2023 "Regulations of Railway Operation", as well as to trains assigned in unforeseen situations, if a locomotive (motorcar rolling stock) has encountered technical problems, must be taken to the repair site and replaced with another locomotive (motorcar rolling stock). For such purposes, the infrastructure manager uses infrastructure capacity reserved for infrastructure maintenance or unrequested and unallocated infrastructure capacity.

*(incl. amendments from 31 October 2024)*

4. Capacity applications are submitted in accordance with the preparation schedule of the annual working timetable specified in the infrastructure network statement and in accordance with the infrastructure capacity allocation regulations issued by the Cabinet of Ministers, if it is important for the applicants or applies to a market segment that requires train path reservation, indicating the name of the market segment in accordance with the Charging Scheme (JSC "LatRailNet" Regulations No. JALP-7.6/01-2017 of 30 June 2017), by filling out the form specified in Annex 1 to the Scheme in writing or using the JSP electronic solution on the webpage of the capacity allocation body. If the capacity application indicates the approximate time of departure or arrival of trains on the train route, and the train route crosses the state border with a country of the European Union or the European Economic Area (hereinafter – EEA), then the applicant additionally indicates the name of the railway undertaking from the state border to the transfer station in the territory of the neighboring country.

*(incl. amendments from 07 May 2025)*

4.1. After the end of the deadline for submitting capacity request applications, the capacity allocation body analyzes the submitted capacity requests; in passenger and freight traffic, the infrastructure sections (elements) are combined in the routes of the railway lines (Appendix 3).

*(incl. amendments from 11 April 2023)*

4.2. Applicants who submit capacity request applications after the deadline specified in the infrastructure capacity allocation regulations issued by the Cabinet of Ministers by the date specified in the network statement as the deadline for late submission of applications may apply for the part of the infrastructure capacity that hasn't been applied for by applicants who submitted capacity request applications within the time limits specified in the infrastructure capacity allocation regulations issued by the Cabinet of Ministers.

*(incl. amendments from 20 August 2021)*

4.3. Applicants have the right to submit amendments to capacity request applications. The date on which this request is submitted is considered the date of submission of the capacity request application and it is processed in the following order:

*(incl. amendments from 6 December 2023)*

4.3.1 amendments to the capacity request applications, which are related to the development of the annual working timetable, can be submitted once one month before the date specified in the network statement as the deadline for the publication of the draft annual working timetable. If technically possible, these amendments are included in the draft annual working timetable;

*(incl. amendments from 6 December 2023)*

4.3.2. amendments to capacity request applications, which are related to the development of the annual working timetable, submitted after the deadline stated in Subparagraph 4.3.1 of the Scheme but until the date specified in the network statement as the deadline for late submission of applications, are considered and may be satisfied in the process of allocating unclaimed and unallocated infrastructure capacity if they do not affect the interests of other applicants. If technically possible, these amendments are included in the draft annual working timetable in the process of its adjustment;

*(incl. amendments from 6 December 2023)*

4.3.3. amendments to capacity request applications submitted after the deadline stated in Subparagraph

4.3.2. of the Scheme are considered as requests for amendments in the annual working timetable;

*(incl. amendments from 11 December 2018)*

4.3.4. amendments to the capacity request applications that are not related with development of the annual working timetable, as well as amendments of applications that do not require changes in the annual working timetable (for instance: the change of market segment name), are considered within 10 working days.

*(incl. amendments from 11 January 2021)*

4.4. Performers of technological processes for whom infrastructure capacity is not reserved in the infrastructure manager's maintenance notice have the possibility to submit capacity request applications by the date specified in the network statement as the deadline for late submission of applications.

*(incl. amendments from 20 August 2021)*

4.5. capacity request applications submitted after the date specified in the network statement as the deadline for late submission of applications, and also capacity request applications for the allocation of train paths submitted outside the capacity allocation plan are considered in accordance with Section VII. 1 of the Scheme.

*(incl. amendments from 29 December 2022)*

4.<sup>1</sup> Applicants who are interested in performing regular freight transportation, but have not requested the infrastructure capacity necessary for this transportation in accordance with the timetable for the preparation of the annual working timetable specified in the infrastructure network statement, may submit a capacity application for regular transportation after the date specified in the network statement as the deadline for late submission of applications, which are examined in the following manner and under the following conditions:

4.<sup>1</sup> 1. the earliest time when applicants may submit capacity applications for regular transportation is 4 (four) months before the first train journey;

4.<sup>1</sup> 2. the deadline for applicants to submit capacity applications for regular transportation is 1 (one) month before the first train journey;

4.<sup>1</sup> 3. the minimum period for which capacity can be requested for regular transportation is 2 (two) months after the first train journey;

4.<sup>1</sup> 4. the maximum period for which capacity for regular transportation can be requested is until the end of the validity period of the working timetable;

4.<sup>1</sup> 5. the applicant may only claim an unclaimed and unallocated part of the infrastructure capacity and may not affect the interests of other applicants;

4.<sup>1</sup> 6. if it is necessary to amend the annual working timetable during the process of allocating infrastructure capacity, then the conditions and deadlines specified in Minister Cabinet Regulation No. 472 of 15 July 2016 "Regulations on the Allocation of Public Railway Infrastructure Capacity" must also be observed.

*(incl. amendments from 3 May 2025)*

5. *(deleted by. amendments from 20 August 2021)*

6. The capacity allocation body participates in the process of developing the working timetable to ensure the formation of international train paths within RFC NS-B and decides on the allocation of capacity in accordance with Latvian legislation, Regulation 913/2010 of the European Parliament and of the Council of 22 September 2010 concerning a European rail network for competitive freight and agreements with infrastructure managers of the Member States of the European Union (performers of essential functions).

*(incl. amendments from 10 June 2021)*

6<sup>1</sup>. *(deleted by. amendments from 25 June 2024)*

## **II. Coordination process of the allocation of the infrastructure capacity**

7. When coordinating the allocation of infrastructure capacity, the capacity allocation body complies with the priorities laid down in Article 27(3) of the Railway Law, offers applicants measures laid down in the capacity allocation regulations issued by the Cabinet of Ministers, as well as, in accordance with international agreements, cooperation and utilization of infrastructure sections, in addition complies with the following criteria:

- 7.1. the importance of a service to the society, relative to any other service which will no longer be available;
- 7.2. within a specialized infrastructure, priority may be given to a specialized type of traffic. Such designation does not hinder the use of this infrastructure for other types of traffic, if there is sufficient infrastructure capacity;
- 7.3. the co-operation experience of a railway undertaking and the infrastructure manager, if any;
- 7.4. the planned regularity, intensity and duration of the use of the infrastructure;
- 7.5. the compliance of technical characteristics of trains with effective use of the infrastructure;
- 7.6. the information about payments for infrastructure services charged during the previous infrastructure capacity allocation period, if such information exists.

8. If applicants do not agree with the allocation of the infrastructure capacity proposed by the capacity allocation body, cannot come to an agreement and do not agree to amend the capacity applications within ten working days, the capacity allocation body:

- 8.1. immediately notifies the known applicants and the infrastructure manager that over the course of coordination it has not been possible to meet the capacity requests adequately and the specific infrastructure section is overloaded;
- 8.2. reduces or does not grant infrastructure capacity to those applicants, whose technical characteristics of trains do not ensure efficient use of infrastructure;
- 8.3. allocates the infrastructure capacity according to the order laid down in the Railway Law and the capacity allocation regulations issued by the Cabinet of Ministers as well as in compliance with the criteria laid down in Paragraph 7 of the Scheme.

9. The capacity allocation body tries to make optimal use of available infrastructure capacity, offering it to other applicants or for the needs of the infrastructure manager.

10. In case of the infrastructure capacity allocation in more than one railway network in the European Union, as well as in a railway network that is connected to the third countries, the capacity allocation body applies the order and criteria used to assess and allocate the infrastructure capacity for domestic transportation that have been laid down in the capacity allocation regulations issued by the Cabinet of Ministers and in this Scheme.

11. In cooperation with the infrastructure manager, the capacity allocation body may propose organizing international train paths to facilitate the transportation of freight, covered by special service train requests.

## **III. Order of assignment of train paths**

12. In the operational capacity allocation plan, the capacity allocation dispatcher assigns train paths to specific railway undertakings and performers of technological processes within the routes of railway lines in accordance with the approved infrastructure capacity allocation plan, decisions on assigning train paths for ad-hoc trains and the annual working timetable. The capacity allocation body records the actual use of train paths.

*(incl. amendments from 22 March 2021)*

13. The infrastructure manager:

- 13.1. sends the annual working timetable to the capacity allocation body at least 30 calendar days before the date it enters into force;
- 13.2. timely provides the capacity allocation dispatcher with the actual information about the train formation plan in the hub stations and railroad yards, as well as with information about the plan for train arrivals from neighbouring railways;
- 13.3. timely provides the capacity allocation body with the actual statistics related to transportation processes according to the agreement about submitting information.

*(incl. amendments from 11 May 2020)*

14. The capacity allocation dispatcher considers that actual and technological conditions are equal and optimum utilization of the infrastructure can be achieved if:

*(incl. amendments from 11 January 2021)*

- 14.1. traffic does not exceed the allocated infrastructure capacity;
- 14.2. railway undertakings provide traction and locomotive crew to all the trains at their disposal;
- 14.3. railway undertakings take trains to the predetermined final destination according to the technological and technical rules;
- 14.4. the infrastructure manager ensures an unimpeded minimum access package;
- 14.5. passenger and special freight train traffic takes place according to the approved working timetable or according to a working timetable which has been amended in the specified order;
- 14.6. freight train traffic takes place without delays, without affecting the capacity of infrastructure sections, according to the regular working hours of locomotive crews;
- 14.7. overloading of technical stations with trains that have not been dispatched in time does not occur;
- 14.8. delivery of goods takes place on time to ensure a rhythmic operation of freight terminals.

15. The capacity allocation dispatcher, under the same actual and technological conditions, allocates the train paths in the operational capacity allocation plan in accordance with the capacity allocation plan, the proposals submitted by the railway undertakings and providers of technological processes for the allocation of train paths and the formation time specified in column 3 of the train formation plan, taking into account the train paths that are assigned to ad-hoc trains, proposals received from the railway transportation dispatcher and options for receiving trains at the destination.

*(incl. amendments from 31 August 2023)*

- 15.1. *(deleted by. amendments from 29 December 2022)*
- 15.2. *(deleted by. amendments from 29 December 2022)*
- 15.3. Performers of technological processes are assigned those train paths which are not requested by applicants.

*(incl. amendments from 22 March 2021)*

16. If the capacity allocation dispatcher considers that the actual and technological conditions are not the same, then in addition to those mentioned in Paragraph 15 of the Scheme, in the process of allocating train paths, the traction provision of the undertaking's trains, train schedule failures, congestion at junctions and technical stations and other factors affecting the optimal operation of the infrastructure are taken into account.

*(incl. amendments from 29 December 2022)*

- 16.1. *(deleted by. amendments from 29 December 2022)*
- 16.2. *(deleted by. amendments from 29 December 2022)*

17. Not later than four hours before the start of the planning period:

17.1. railway undertakings and performers of technological processes electronically submit proposals (if any) to the capacity allocation dispatcher for the allocation of train paths in accordance with the form specified in Annex 4 to the Scheme. If the requested train path crosses the state border with a European Union or EEA country, then the name of the railway undertaking from the state border to the transfer station in the territory of the neighbouring country is indicated. Information on unscheduled trains (ad hoc) is not indicated in the above-mentioned proposals

(*incl. amendments from 07 May 2025*)

17.2. the railway transportation dispatcher electronically submits to the capacity allocation dispatcher a notice regarding infrastructure maintenance work for the relevant planning period and the infrastructure manager's proposals for the organization of train movement.

(*incl. amendments from 11 May 2020*)

17.<sup>1</sup> Not later than five hours before the start of the planning period the transportation organizer electronically submits the train formation plan for the next planning period according to the form provided in Annex 6 to the Scheme to the capacity allocation dispatcher and railway undertakings.

(*incl. amendments from 11 May 2020*)

17.<sup>2</sup> If the railway undertaker or the performer of technological processes has a justified need to request a train path that is not included in the annual working timetable, then it electronically submits proposals to the capacity allocation dispatcher for the allocation of train paths in accordance with the form specified in Annex 4 to the Scheme at least one hour earlier than specified in Paragraph 17 of the Scheme. If the proposal is submitted later than the specified deadline or if confirmation has not been received from the on-duty officer of the train movement organization electronically within the deadlines specified in Paragraph 17 of the Scheme, using official electronic means of communication, regarding the organization of transportation on the train path requested in the specific proposal, the capacity allocation dispatcher offers the railway undertaking to use the nearest unused train path that is included in the annual working timetable.

(*incl. amendments from 19 September 2025*)

18. The process of developing an operational capacity allocation plan: the capacity allocation dispatcher, on the basis of the train formation plan and the proposals received from the railway undertakings and the railway transportation dispatcher, taking into account the train paths allocated to ad-hoc trains, compiles the operational capacity allocation plan, approves it and no later than three hours before the start of the planning period, electronically sends it to the infrastructure manager and railway undertakings for execution. If in the process of drawing up this plan there is a discrepancy between the proposals received from the railway undertakings and the railway transportation dispatcher, then when making a decision on the allocation of train paths, the capacity allocation dispatcher takes into account the occupancy of railway nodes and the efficient use of the capacity of infrastructure stations.

(*incl. amendments from 6 December 2023*)

18.<sup>1</sup> The process of adjusting an operational capacity allocation plan: if, during the implementation of the approved operational capacity allocation plan, objective circumstances have arisen, due to which this plan cannot be implemented accurately, and proposals for amendments to the operational capacity distribution plan have been received from railway undertakings or the railway transportation dispatcher electronically, using official electronic means of communication, then after consultation with the railway undertakings, the operational capacity allocation plan may be adjusted. The process of adjusting the operational capacity allocation plan is carried out by planning in a 6-hour interval, adjustments may be applied for the appointment of trains that are scheduled no earlier than six hours after the start of the relevant planning period. In this case, the capacity allocation dispatcher adjusts the operational capacity allocation plan and sends it electronically to the infrastructure manager and railway undertakings for execution.

(*incl. amendments from 6 December 2023*)

19. The process of operational changes to the operational capacity allocation plan: If, in the course of the implementation of the approved operational capacity allocation plan, the capacity allocation dispatcher has received a report from a railway undertaking or from the on-duty train movement organization officer of the

Train Movement Administration of the infrastructure manager, using official electronic means of communication, about

- disruptions in train movement and as a result of which it is necessary to change the specified order of train movement between different railway undertakings;
- the sudden need to designate a technical train or a train intended for the provision of technological processes of an undertaking or commercial company;
- the impossibility of implementing the operational capacity allocation plan (including changes in the scheduled train departure time and train number);

the capacity allocation dispatcher, observing the operational situation and the principle of equal access, as soon as possible, makes a decision on the necessary operational changes in the operational capacity allocation plan and gives appropriate instructions, using official electronic means of communication, to the interested railway undertakings, the performer of technological processes and the infrastructure manager. Railway undertakings who do not ensure optimal use of infrastructure capacity may be subject to the operational measures specified in Paragraph 23 of the Scheme.

*(incl. amendments from 6 December 2023)*

19<sup>1</sup>. If a train that was included in the operational capacity allocation plan is delayed for no more than 6 hours due to the circumstances mentioned in Paragraph 14 of the Scheme or due to other circumstances, the capacity allocation dispatcher does not consider the train path as canceled and does not request an application for the allocation of another train path even if they have decided to allocate another train path, unless the applicant has informed the capacity allocation dispatcher about the cancellation of the application. The capacity allocation dispatcher notifies the applicant of another train path in a timely manner, indicating the link between this train path number and the unused train path number. In this case, the decision made by the capacity allocation dispatcher must not affect the interests of other applicants. A train that is delayed and has not been assigned another train path is considered a train that is not included in the annual working timetable, the dispatch and passage of such a train takes place in accordance with the instructions issued by the infrastructure manager.

*(incl. amendments from 05 November 2025)*

#### **IV. Criteria by which to determine that train paths are not used**

20. Non-use of trains paths is established by the capacity allocation body according to the following criteria:

20.1. due to the fault of applicants:

20.1.1. railway undertakings have not informed the capacity allocation body timely (four and more hours before the start of train path assignment planning period or at all about the changes in train dispatching (the number of unused train paths);

*(incl. amendments from 11 January 2021)*

20.1.2. the assignment of train paths is not planned because the consignee refuses to accept wagons for unloading or because the unloading does not take place in the agreed amount (the number of trains not dispatched);

20.1.3. trains that have been set in the capacity application to be dispatched according to the train schedule do not use the assigned train paths at least five times a month (or according to the threshold quota specified in the infrastructure network report) unless it has happened due to reasons which are not of an economic nature and which could not have been affected by the applicant;

20.2. due to the fault of the infrastructure manager:

20.2.1. the extension of the technological breaks ("windows") (number of trains not dispatched);

20.2.2. the infrastructure maintenance is not provided to the degree set in the infrastructure network report (number of trains cancelled).

21. In case of a particularly overloaded infrastructure, the capacity allocation body requests the cancellation of a previously assigned train path that has been used less than five calendar days in at least one month (or according to the threshold quota specified in the infrastructure network report) unless it has happened for reasons, which are not of an economic nature and which could not have been affected by the applicant.

## **V. Operational measures in case of temporary insufficiency of the infrastructure capacity**

22. Temporary insufficiency of the railway infrastructure capacity may occur in at least one of the following cases:

22.1. the infrastructure manager is not able to provide the railway infrastructure capacity specified in the railway infrastructure network statement;

22.2. traffic exceeds the allocated railway infrastructure capacity;

22.3. technological standards in the train processing stations are exceeded and trains have been prohibited from movement;

22.4. a railway undertaking does not provide the norms of the working timetable;

22.5. the time periods specified in the annual working timetable for trains, which have been set in the capacity application to be dispatched according to the train schedule, are not complied with;

22.6. cargo terminals (consignees) are not able to receive freight trains;

22.7. final stations or railways in the neighbouring countries do not accept cargoes according to the planned number of trains;

22.8. an uncoordinated extension of technological breaks ("windows") has taken place;

22.9. a train is delayed;

22.10. an emergency situation has occurred or the elimination of the consequences of an accident is being provided;

22.11. a damage to traction or wagons has occurred;

22.12. the railway carrier(s) does not provide traction for the trains (formed or in transit) at the hub station.

*(incl. amendments from 11 December 2018)*

23. If the capacity allocation dispatcher has received a notification from the station (railway hub) manager about the congestion of the station (railway hub) and finds that the causes of the congestion can be prevented by the train path assignment process, it offers the infrastructure manager and railway undertakings to participate in the following operational activities:

*(incl. amendments from 11 May 2020)*

23.1. to assign additional trains, if there is such a possibility;

23.2. to provide train passage through bypasses and alternate routes, if any:

23.2.1. after coordinating with the railway undertaking, if the throughput capacity is limited due to a scheduled maintenance work;

23.2.2. after informing the railway undertaking in order to normalize the work of the hub station;

23.3. to reduce the allocated railway infrastructure capacity down to the actually required for those railway undertakings that do not have trains ready for departure;

23.4. to decide on the assignment of train paths to those railway undertaking's trains that are ready for departure and will be accepted at the final destination;

23.5. (deleted by. amendments from 11 January 2021)

23.6. to stop a freight train set in an intermediate station, as well as to move a freight train set from the hub station to an intermediate station, in this case the particular train set is determined by the station (railway junction) manager whose infrastructure is overloaded, and the message is sent electronically to the e-mail address LRNjsd1@ldz.lv;

23.7. to review train dispatch sequence if cargo unloading is not provided;

23.8. to decide on the moving sequence of trains with less weight and shorter length within the railway infrastructure;

23.9. (deleted by. amendments from 11 January 2021)

23.10. to identify other activities according to the laws and regulations.

(incl. amendments from 11 December 2018)

24. In case the set sequence of train movements needs to be changed, the capacity allocation dispatcher updates the operational capacity allocation plan and informs railway undertakings about the changes made by phone (providing the recording of the conversation).

(incl. amendments from 11 January 2021)

## **VI. Maintenance notice**

25. The infrastructure manager submits the maintenance notice to the capacity allocation body in writing according to the form included in Annex II of the Scheme.

26. If due to unscheduled maintenance the infrastructure capacity is not available, the infrastructure manager notifies the railway undertakings and the capacity allocation body as soon as possible.

## **VII. Dispute settlement procedure**

27. The capacity allocation body applies the dispute settlement procedure from the moment when objections to the allocation of infrastructure capacity have been received from the applicant in writing (by official means, including electronic means of communication). The dispute settlement procedure is not applied to the allocation of capacity within RFC NS-B.

(incl. amendments from 10 June 2021)

28. The capacity allocation body has a duty to review the objections within two working days after receiving them and to offer the applicant to take specific measures, and to amend the capacity application, if necessary. Regarding the aforementioned, the capacity allocation body is obliged to immediately notify the applicant in writing (using the official, including electronic means of communication).

29. The applicant is obliged to submit a written response to the capacity allocation body about agreeing or refusing to amend the capacity application within five working days from the submission of the objections (using the official, including electronic means of communication).

30. The capacity allocation body decides on the allocation of infrastructure capacity within ten working days since the start of the dispute settlement procedure (the receiving of objections).

### **"VII.1 Procedure for submitting and considering capacity applications for ad-hoc trains**

30.<sup>1</sup> An applicant, a performer of technological processes, submits the capacity application for the allocation of infrastructure capacity to non-scheduled trains electronically, by sending it to the e-mail addresses latrailnet@ldz.lv and aleksejs.cerepaha@ldz.lv or using the JSP electronic solution.

(incl. amendments from 31 October 2024)

30.<sup>2</sup> Capacity request applications for ad-hoc trains must be submitted according to the form indicated in Annex 7 of the Scheme. If an ad-hoc train crosses the national border with an EEA country then the train

undertaking from the national border to the transfer station in the territory of the neighboring country is indicated.

(incl. amendments from 6 December 2023)

30.<sup>3</sup> A capacity application for ad-hoc trains is supplemented with:

30.<sup>3.1</sup>. documents confirming the priority of the railway service, where the railway infrastructure capacity is required for the provision of rail transport services, which, in accordance with Section 27, Paragraph three of the Railway Law, have priority in the allocation of railway infrastructure capacity;

30.<sup>3.2</sup>. if the applicant is not a railway undertaking – documents confirming that the railway undertaking designated by the applicant agrees to carry out the transportation.

30.<sup>4</sup>. The capacity allocation body considers capacity applications for ad-hoc trains and within five working days provides an answer about the possibility of allocating the railway infrastructure capacity using official electronic means of communication.

30.<sup>5</sup>. If the requested railway infrastructure capacity corresponds to the railway infrastructure capacity reserved for ad-hoc trains, then the railway infrastructure capacity is allocated without the coordination procedure. In this case the capacity allocation body as soon as possible, but not later than ten working days, decides on the allocation of infrastructure capacity to ad-hoc trains, informing the applicant and the infrastructure manager about it using official electronic means of communication.

30.<sup>6</sup>. If the requested railway infrastructure capacity for ad-hoc trains affects the interests of other applicants, then the decision on the allocation of infrastructure capacity is taken after the coordination procedure. In this case, the capacity allocation body as soon as possible, but not later than fourteen working days, decides on the allocation of railway infrastructure capacity to ad-hoc trains, informing the applicant and the infrastructure manager about it using official electronic means of communication.

(incl. amendments from 11 December 2018)

30.<sup>7</sup> If a railway undertaking or performer of technological processes has a sudden need, the capacity application for non-scheduled trains is considered within the process of allocating train paths, including the process of creating the operational capacity allocation plan (mentioned in Paragraph 18 of the Scheme), the process of correcting the operational capacity allocation plan (mentioned in Subparagraph 18.1 of the Scheme), in the process of operational changes of the operational capacity allocation plan (mentioned in Paragraph 19 of the Scheme). In such cases, the capacity application for the allocation of infrastructure capacity for non-scheduled trains is submitted using the JSP electronic solution or electronically by sending it to the e-mail addresses [lrnjsd1@ldz.lv](mailto:lrnjsd1@ldz.lv) and [aleksejs.cerepaha@ldz.lv](mailto:aleksejs.cerepaha@ldz.lv). By submitting an application, with this fact, the applicant certifies that it has all legal rights to access the infrastructure and request capacity. A differentiated fee is charged for the consideration of an application for the allocation of infrastructure capacity for non-scheduled trains (ad hoc) depending on the application submission and consideration period in accordance with JSC "LatRailNet" regulations of June 30, 2017 No. JALP-7.6/02-2017 "Charging Scheme". In such cases infrastructure capacity is allocated on the condition that:

(incl. amendments from 31 October 2024)

30.<sup>7.1</sup>. (deleted by. amendments from 31 October 2024)

30.<sup>7.2</sup>. the application is submitted to the capacity allocation dispatcher in a timely manner, observing the deadlines of the relevant train path allocation process, but no later than three hours before the dispatch of the non-scheduled train. In the event that the requested train path is not included in the annual working timetable, no later than five hours before the start of the planning period;

(incl. amendments from 31 October 2024)

30.<sup>7.3</sup>. the requested infrastructure capacity corresponds to the infrastructure capacity reserved by the capacity allocation body for ad-hoc trains and the relevant train path is included in the annual working timetable even if the relevant train path is not included in the annual working timetable, but the confirmation for the organization of transportation on a specific applied route has been electronically received using the official electronic means of communication from the attending officer of the infrastructure manager's Train

Movement Administration within the period indicated in Paragraph 17 of the Scheme;

(incl. amendments from 29 December 2022)

30.<sup>7</sup> 4. it is not necessary to apply the coordination procedure established by legislation and the allocation of infrastructure capacity to an non-scheduled train does not affect the interests of other applicants (undertakings);

(incl. amendments from 31 October 2024)

30.<sup>7</sup> 5. the route requested for an ad-hoc train applies only to the infrastructure manager's network.

(incl. amendments from 16 January 2024)

30.<sup>7</sup> 6. an ad hoc train does not require specific requirements for transportation.

(incl. amendments from 25 June 2024)

30.<sup>8</sup>. (deleted by. amendments from 31 October 2024)

30.<sup>9</sup> If infrastructure capacity is allocated to an non-scheduled train as part of the train path allocation process, then the information must be specified in the operational capacity allocation plan.

(incl. amendments from 31 October 2024)

## **VII.<sup>2</sup> The procedure for submission and consideration of capacity applications, decision-making on capacity allocation within the North Sea-Baltic Sea Freight Corridor.**

30.<sup>10</sup> Capacity applications for capacity allocation within RFC NS-B are submitted by applicants to the RFC NS-B One-Stop Shop (hereinafter - C-OSS), which in accordance with the Capacity Allocation Framework signed by the Ministry of Transport on 9 October 2020 represents the infrastructure managers of the Member States of the European Union and the performers of essential functions within the rail freight corridors.

C-OSS coordinates the capacity applications and allocates capacity through RailNetEurope's Path Coordination System (PCS). The timing and conditions of capacity applications within RFC NS-B are determined by RFC NS-B in accordance with the information published on the website <http://rfc8.eu/cid/>.

30.<sup>11</sup> The capacity allocation body, after consultation with known applicants and the infrastructure manager, informs the C-OSS electronically by official means of communication about the desired infrastructure capacity within RFC NS-B X-16 months (where X is the moment when the annual working timetable enters into force and 16 is the number of months).

30.<sup>12</sup> No later than X-11 months, the C-OSS, in cooperation with the RFC NS-B infrastructure managers and performers of essential functions, forms international train paths and approves them at the meeting of the RFC NS-B General Management Board. The capacity allocation body and the infrastructure manager further ensure that, as far as possible, the international train paths within RFC NS-B are not changed during the development of the annual working timetable.

30.<sup>13</sup> Capacity applications that are transmitted by C-OSS for processing within the national capacity allocation process are considered by the capacity allocation body from X-8 to X-7.5 months. Information on the capacity allocation process is transmitted electronically by the capacity allocation body to the C-OSS using official means of communication.

30.<sup>14</sup> No later than X-5 months, the capacity allocation body coordinates the developed international train path project (list) using PCS.

30.<sup>15</sup> C-OSS, in cooperation with RFC NS-B infrastructure managers and performers of essential functions, considers all proposals and objections received on the international train path project (list) in X-4 to X-3.5 months, and using PCS implements, supplements or makes the necessary changes to ensure that the final decision is made at the RFC NS-B General Management Board / General Assembly meeting.

30.<sup>16</sup> In case the capacity allocation body finds in the PCS that certain train paths are not used within the RFC NS-B, it is entitled to offer them to applicants for use within the national capacity allocation process.

30.<sup>17</sup> Capacity allocation body X-2.5 months informs C-OSS electronically by official means of communication about capacity reservation for ad-hoc trains (ad-hoc) within RFC NS-B. The decision on the allocation of capacity to ad-hoc trains is made by C-OSS using PCS.

30.<sup>18</sup> C-OSS, in cooperation with RFC NS-B infrastructure managers and performers of essential functions, in the period from X-3.5 to X-2 months examines the applications received after the deadline, allocates the unrequested and unallocated capacity. The decision on the allocation of unrequested and unallocated capacity is made by C-OSS using PCS.

*(incl. amendments from 10 June 2021)*

## **VIII. Closing questions**

31. This Scheme is published online by the capacity allocation body on its website and submitted to the infrastructure manager for inclusion in the railway infrastructure network statement.

31.<sup>1</sup> Paragraph 6.<sup>1</sup> and Annex 5 of the Scheme is applied starting with the annual working timetable of 2020/2021

*(incl. amendments from 30 September 2019)*

32. This Scheme enters into force upon its publication.

JSC LatRailNet  
Capacity Allocation Director

T. Lukonen

"Annex 1  
to the regulations No. JALP-7.6/01-2016  
"The scheme for the allocation of the public-use railway infrastructure capacity"  
issued by the Joint Stock Company LatRailNet on 6 September 2016

**CAPACITY APPLICATION**

No.	Designation of infrastructure section	Number of trains	Final station of the train	Running periodicity	Traction vehicle type (series)	Weight and length of the train	Speed restrictions	The work of locomotive crews	Technical service points	Special conditions of passage	Official means of communication
1	2	3	4	5	6	7	8	9	10	11	12

Column 2 indicates the name of the infrastructure line according to the one mentioned in the infrastructure network Statement (section 2.2.3.). Railway undertakers which change the number of trains within the boundaries of one line, in the application, divide this line into sections according to the stations where the number of trains changes;;

Column 3 indicates the expected number of trains per day;

Column 4 indicates the expected distribution of trains by the final stations of the route, indicating the desired stopping points for each train for passenger transport;

Column 5 indicates the periodicity of train running or conditions of train movement for the season, months, or days of the week, and also adds the time of the desired train timetable between the final stations of the section, if it is relevant;

Column 6 indicate the type (series) of traction vehicle, the technical parameters of which should be used when developing the working timetable;

Column 7 for freight trains indicates the planned weight and length of the train (in conditional units); for passenger trains: indicates the number and length of wagons (in meters);

Column 8 indicates the actual possible movement speed of the traction vehicle in the infrastructure section (observing all restrictions);

Column 9 indicates the work schedule of the locomotive crews on the specific train route, including at the points of circulation (also indicating whether rest is provided for in them);

Column 10 indicates the planned wagon technical service points on the route (if necessary);

Column 11 indicates special conditions that affect the time and conditions of train movement (if any), adding a detailed explanation;

Column 12 indicates the official electronic means of communication (contact information) used for communication with the applicant.

Additionally the applicant indicates the approximate time of dispatch or arrival of trains on the train route, if it is essential for the applicant, or it includes an indication that the allocation of train paths can be done operationally; if the approximate time of dispatch or arrival of trains on the train route is indicated and the train route crosses the national border with an EEA country, then additionally the applicant indicates the name of the railway undertaker from the national border to the transfer station in the territory of the neighbouring country.;"

Annex 2  
 to JSC LatRailNet  
 regulations No. JALP-7.6/01-2016  
 on September 6, 2016  
 "The scheme for the allocation of the public-use railway infrastructure capacity"

**MAINTENANCE NOTICE**

No.	Name of the infrastructure section	Period of maintenance	Number of technological trains	Throughput limitations	Descriptions of maintenance	Other conditions
1	2	3	4	5	6	7

*In column 2 the name of the infrastructure section requested for maintenance is indicated in accordance with the name referred to in the infrastructure network statement, indicating a specific location within the section, including infrastructure sections which are used to move the technological trains necessary for maintenance work;*

*In column 3 the days of the planned maintenance work are indicated, as well as the part of the day and, if it is possible to determine, the hour when it is planned to start and end the infrastructure capacity restriction;*

*In column 4 the number of train paths necessary for technological trains is indicated;*

*In column 5 the throughput limitations of the infrastructure during maintenance work are indicated;*

*In column 7 other conditions that affect throughput (if any), including detailed explanation are indicated, as well as changes in the technical parameters of stations during maintenance work (for example, restrictions on the contact network, axle load restrictions and other restrictions that may affect the use of infrastructure capacity during maintenance work) are indicated.*

(incl. amendments from 6 December 2023)

“The scheme for the allocation of the public-use railway infrastructure capacity”

### THE LIST OF ROUTES OF RAILWAY LINES

Route of railway line	<i>the registration index of national railway infrastructure</i>
Rezekne railway junction – Krustpils	07
Krustpils – Rezekne railway junction	07
Daugavpils railway junction – Krustpils	04
Krustpils – Daugavpils railway junction	04
Jelgava – Krustpils	03
Krustpils – Jelgava	03
Jelgava – Ventspils	01, 02
Ventspils – Jelgava	01, 02
Jelgava – Liepaja	15
Liepaja – Jelgava	15
Riga railway junction – Jelgava	14
Jelgava – Riga railway junction	14
Riga railway junction – Krustpils	06
Krustpils – Riga railway junction	06
Riga railway junction – Tukums II	18
Tukums II – Riga railway junction	18
Riga railway junction – Skulte	19
Skulte – Riga railway junction	19
Plavinas – Gulbene	27
Gulbene – Plavinas	27
Rezekne railway junction – Daugavpils railway junction	10
Daugavpils railway junction – Rezekne railway junction	10
Daugavpils railway junction – Indra – State border	05
State border – Indra – Daugavpils railway junction	05
Daugavpils railway junction – Eglaine – State border	12
State border – Eglaine – Daugavpils railway junction	12
Daugavpils railway junction – Kurcums – State border	11
State border – Kurcums – Daugavpils railway junction	11
Rezekne railway junction – Zilupe – State border	08
State border – Zilupe – Rezekne railway junction	08
Rezekne railway junction – Karsava – State border	09
State border – Karsava – Rezekne railway junction	09
Riga railway junction – Lugazi – State border	17
State border – Lugazi – Riga railway junction	17
Jelgava – Renge – State border	21, 15
State border – Renge – Jelgava	21, 15
Jelgava – Meitene – State border	16
State border – Meitene – Jelgava	16
“Gulbenes – Alūksnes bānītis” (narrow gauge railway section)	
Gulbene – Aluksne	32
Aluksne – Gulbene	32

(incl. amendments from 07 May 2025)

Annex 4  
to the regulations No. JALP-7.6/01-2016  
"The scheme for the allocation of the public-use railway infrastructure capacity"  
issued by the Joint Stock Company LatRailNet on 6 September 2016

To the capacity allocation dispatcher  
of JSC "LatRailNet"

**PROPOSALS FOR DRAFTING THE OPERATIONAL CAPACITY ALLOCATION PLAN No.\_\_\_\_\_**

for planning time period

*date*

*(planning period)*

Please assign the following train paths in the operational capacity allocation plan:

No.	Route	Departure time	Locomotive	Note
1	2	3	4	5

*in column 2 the route of the railway line is indicated according with the Annex 3 to the Scheme;*

*in column 3 indicate the desired train departure time in accordance with the annual working timetable;*

*in column 4 the information about means of traction is indicated (series, number, the number of means of traction and other information);*

*in column 5 proposals, preferences or constraints are indicated, as well as if a change of locomotive crew is planned on the route, but the same train path is used in the annual working timetable; if the train route crosses the national border with an EEA country then the railway undertaking from the national border to the transfer station in the territory of the neighboring country is indicated.*

*(incl. amendments from 07 May 2025)*

Annex 6  
to JSC LatRailNet  
regulations No. JALP-7.6/01-2016  
on September 6, 2016

“The scheme for the allocation of the public-use railway infrastructure capacity”

To the capacity allocation dispatcher  
of JSC “LatRailNet”

**TRAIN FORMATION PLAN No.\_\_\_\_\_**

for planning time period

*date*

*(planning period)*

No	Formation station	Possible formation time	Possible departure time	Destination station	Railway undertaking	Notes
1	2	3	4	5	6	7

*in column 2 the formation station of the trainset is indicated;*

*in column 3 the planned formation time of the trainset is indicated, if the formation has already been created at the time of submitting the formation plan, indicate the date and time of formation;*

*in column 4 the possible train departure time is indicated;*

*in column 5 the destination station of the trainset is indicated (if the destination station of a trainset is located on a different railway network, the point of crossing the border is indicated);*

*in column 6 the railway undertaking of the trainset is indicated;*

*in column 7 additional information is indicated (the name of the cargo, the recipient of the cargo, train index if known, and other).*

The data in the table must be ordered by the formation station and time!

*(incl. amendments from 6 December 2023)*

“The scheme for the allocation of the public-use railway infrastructure capacity”

## CAPACITY APPLICATION FOR AD-HOC TRAINS

No.	Date and departure time	Train route	Train weight and length	Speed restrictions	Special throughput conditions	Official means of electronic communication and contact person
1	2	3	4	5	6	7

*in 2nd column the desired date and time of the train dispatch is indicated (if essential) according to the annual working timetable or time interval is indicated;*

*in 3rd column the desired train route is indicated (from station to station);*

*in 4th column the bruto weight (tonnes) and length (relative wagons) of the train are indicated;*

*in 5th column the speed restrictions of the train are indicated;*

*in 6th column special throughput conditions are indicated (points of technical maintenance and the required stops on route, dimensions, class of dangerous goods and similar requirements, other conditions affecting train movement time and conditions (if any)).*

(incl. amendments from 20 August 2021)