Guide for CCS Fixed Installation rules notification

In order to notify CSS national rules, please follow steps 1, 2 and 3 to fill in the excel sheet template to define the content of the rules, the legal documents and eventually supporting documents.

## Step 1: Add the Legal Documents

## The **“Legal Documents” tab** of the excel spreadsheet aims to list all the legal documents that are associated to the Fixed Installation rules you want to notify. A legal document, such as a royal act, parliament act/decree/law, authority issued rule/regulation, is the source of the national rules. Please keep in mind that each rule you want to notify must have at least one legal document linked to it. However, a rule can also have several legal documents linked to it.

## Note: If you have a legal document that refers to another mandatory legal document, please enter the document referred as a new record.

Each row in this tab represents one legal document. Add your legal document by filling the cells of each row as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Column** | **Field** | **Input** | **Mandatory** |
| A | Legal Document Number | The ID of the legal document. This is a sequential number starting from 1. The column is already prefilled;  If you need to add more documents, please continue the numbering. | The field is required |
| B | Legal status of the document (Adopted/Draft) | Select the legal status of the document from the list. If the legal document is adopted, please select “Adopted”, otherwise please select “Draft”. | The field is required |
| C | Legal form | Select the legal form of the document from the drop down list. | The field is required |
| D | Title in MS' s language 1 | Enter the title of the legal document in the first reference language of your Member State. | The field is required |
| E | Language 1 | Specify the first reference language of your Member State – language of the title defined in column D. | The field is required |
| F | Title in MS' s language 2 | Enter the title of the legal document in the second reference language of your Member State, if available. | If available |
| G | Language 2 | Specify the second reference language of your Member State – language of the title defined in column F, if applicable. | Mandatory if column F is filled in |
| H | Title in MS' s language 3 | Enter the title of the legal document in the third reference language of your Member State, if available. | If available |
| I | Language 3 | Specify the third reference language of your Member State – language of the title defined in column H, if applicable. | Mandatory if column H is filled in |
| J | Title in English | Enter the title of the legal document in English, if available or not already listed in the previous columns. | The field is optional |
| K | Issuing Body | Enter the Issuing Body of the document. | The field is required |
| L | Publication body | Enter the Publication Body of the document. | The field is required |
| M | Date of adoption | Enter the Date of adoption (if already known) of the document. Please add the date in the following pattern without spaces: DD/MM/YYYY | The field is required if you selected Adopted in column B |
| N | Date of publication | Enter the Date of publication (if already known) of the document. The Publication Date should be equal or greater than the date of Adoption. Please add the date in the following pattern without spaces: DD/MM/YYYY | The field is required  if you selected Adopted in column B |
| O | Date of entry into force | Enter the Date of entry into force (if already known) of the document. The date of entry into force should be equal or greater than the date of adoption. Please add the date in the following pattern without spaces: DD/MM/YYYY | The field is required  if you selected Adopted in column B |
| P | Date of end of Validity | Enter the Date of end of Validity (if already known) of the document. The date of end of validity should be equal or greater than the date of entry into force. Please add the date in the following pattern without spaces: DD/MM/YYYY | The field is optional |
| Q | File 1 (pdf, doc or zip) | Enter the filename you want to attach to the legal document. In case the legal document contains several files, please zip them. Please do not attach the file in the Excel sheet; send all the files to ERA separately. The filename should follow the pattern below:  **[MS]\_CSS\_[Filename]\_L\_[Legal\_Document\_Number]**  where:   * [MS]: Add the two-letter country code of your Member State * CSS stands for the rules with subsystem “CSS” * [filename]: Add the filename of your file without spaces or underscores * L stands for Legal Document * [Legal\_Document\_Number]: Add the number displayed in Column A.   e.g. FR\_CSS\_Legislation20181007\_L\_29.pdf, BE\_CSS\_NewLegislation\_L\_2.docx | The field is required |
| R | Language of the of File1 here on the left | Select the language of the file 1 from the list. In case the file contains different languages choose the most appropriate one. | The field is required |
| S, U, W | File 2, 3, 4 (pdf, doc, zip) | If the legal document is available in another language, please enter its filename here. In case this version of the legal document contains several files, please zip them.  Please do not attach the file in the Excel sheet; send all the files to ERA separately. The filename should follow the pattern below: **[MS]\_CSS\_[Filename]\_L\_[ Legal\_Document\_Number]**  where:   * [MS]: Add the two-letter country code of your Member State * CSS stands for the rules with subsystem “CSS” * [filename]: Add the filename of your file without spaces or underscores * L stands for Legal Document * [Legal \_Document\_Number]: Add the number displayed in Column A.   e.g. FR\_CSS\_Legislation20181007\_L\_29.pdf, BE\_CSS\_NewLegislation\_L\_2.docx | The field is optional |
| T, V, X | Language of the File here on the left | Select the language of file from the list. | The field is required if a file has been added in the column S, U, W |

Step 2: Add the Supporting Documents

The **“Supporting Documents” tab** of the excel spreadsheet aims to list all the supporting documents that are associated to CSS rules. A supporting document, such as technical document, guidelines etc., provides additional information on the national rules. Please keep in mind that it is not required to link supporting documents to rules, but in case you select to do so, you can link several supporting documents to a single rule.

Each line in this tab represents one supporting document. Add your supporting document by filling the cells of each row as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Column** | **Field** | **Input** | **Mandatory** |
| A | Supporting Document Number | The ID of the supporting document. This is a sequential number starting from 1. The column is already prefilled;  If you need to add more documents, please continue the numbering. | The field is required |
| B | Title in MS' s language 1 | Enter the title of the supporting document in the first reference language of your Member State. | The field is required |
| C | Language 1 | Select the first reference language of your Member State – language of the title defined in column B. | The field is required |
| D | Title in MS' s language 2, | Enter the title of the supporting document in the second reference language of your Member State, if available. | The field is optional |
| E | Language 2 | Select the second reference language of your Member State if available - language of the title defined in column D. | The field is required if column D is filled in |
| F | Title in MS' s language 3 | Enter the title of the supporting document in the third reference language of your Member State, if available. | The field is required optional |
| G | Language 3 | Specify the third reference language of your Member State if available - language of the title defined in column F. | The field is required if column F is filled in |
| H | Title in English[optional] | Enter the title of the supporting document in English, if available. | The field is Optional |
| J | Issuing Body | Enter the Issuing Body of the document. | The field is mandatory |
| K | Publication body | Enter the Publication Body of the document. | The field is mandatory |
| L | Date of adoption | Enter the Date of adoption of the document. Please add the date in the following pattern without spaces: DD/MM/YYYY | The field is optional |
| M | Date of publication | Enter the Date of publication of the document. The Publication Date should be equal or greater than the date of Adoption. Please add the date in the following pattern without spaces: DD/MM/YYYY | The field is optional |
| N | Date of entry into force | Enter the Date of entry into force of the document. The date of entry into force should be equal or greater than the date of adoption. Please add the date in the following pattern without spaces: DD/MM/YYYY | The field is optional |
| O | Date of end of Validity Date | Enter the Date of end of Validity Date of the document. The date of end of validity should be equal or greater than the date of entry into force. Please add the date in the following pattern without spaces: DD/MM/YYYY | The field is optional |
| P | File 1 (e.g pdf) | Enter the filename of the file that contains details of the rules. Please do not attach the file in the Excel sheet; send all the files to ERA separately. In case this version of the supporting document contains several files, please zip them.  The filename of each file should follow the pattern below: **[MS]\_CSS\_[Filename]\_S\_[Supporting\_Document\_Number]**  where:   * [MS]: Add the two-letter country code of your Member State * CSS stands for the rules with subsystem “CSS” * [filename]: Add the filename of your file without spaces or underscores * S stands for Supporting Document * [Supporting\_Document\_Number]: Add the number displayed in Column A. | The field is required |
| Q | File 1 language | Select the language of File 1 from the list. In case the file contains different languages choose the most appropriate one. | The field is required |
| R | File 2 (e.g pdf) | If the supporting document is available in another language, enter the filename here. In case this version of the supporting document contains several files, please zip them.  Please do not attach the file in the Excel sheet; send all the files to ERA separately. The filename of each file should follow the pattern below: **[MS]\_CSS\_[Filename]\_S\_[Supporting\_Document\_Number]**  where:   * [MS]: Add the two-letter country code of your Member State * CSS stands for the rules with subsystem “CSS” * [filename]: Add the filename of your file without spaces or underscores * S stands for Supporting Document * [Supporting\_Document\_Number]: Add the number displayed in Column A.   Note: In case you want to add more files, please add two new columns for each file you want to add after Column S e.g. “File 3 (e.g. pdf)” and “File 3 language”, “File 4 (e.g. pdf)” and “File 4 language”, etc. | The field is optional |
| S | File 2 language | Select the language of File 2 from the list. | The field is required if a file has been added in the previous column |

## Step 3: Add the CCS Rule Details

The third tab of the excel **spreadsheet, “CCS NR Notifications”,** aims to list all the Fixed Installation national rules related to the Subsystem “CCS”.

Please keep in mind that each rule must have at least one legal document linked to it. Optionally you may link one or more supporting documents to the rule.

Each line in this tab represents one national rule. Add your rule details by filling the cells of each row as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Column** | **Field** | **Input** | **Mandatory** |
| A | Rule ID | The ID of the rule. This is a sequential number starting from 1. The column is already prefilled.  If you need to add more documents, please continue the numbering. | The field is required |
| B | NR/ANCM | Please select whether the entry is a rule or ANMC. | This field is required |
| C | ANMC linked to rule ID | If you have selected “ANMC” in column B, please enter the rule ID to which the ANMC is linked. | This field is required if you selected ANMC in column B |
| D | TSI Part | Select a TSI item from the list. You may select one of the following values:   * “Class A train protection (ETCS)” * “GSM-R voice radio communication” * “GSM-R data radio communication” * “Train detection” * “ATO” * “Class B train protection” * “Class B radio communication” * “Interlocking” * “Level crossing” | The field is required  Note: ATO will be part of TSI CCS 2022  Interlocking and level crossing are actually not covered in TSI CCS but part of CCS trackside. |
| E | Tags or Class B systems Note: The proposed menu depends on the selection in column D) | Select a TSI tag/Class B system from the list. | The field is required |
| F | Rules scope | Select the Rule Scope from the list. | The field is required |
| G | Justification of the rule (Art. 14.8 IOD 2016/797) | Enter the justification of the rule. | The field is required |
| H | NR/ANMC relevant clause(s) in Member's reference language (full text: Art. 14.2 IOD 2016/797) | Enter the content (description) of the rule in the first reference language of your Member State. | The field is required |
| I | Reference language | Specify the language used to define the rule content in column H | The field is required |
| J | NR/ANMC relevant clause(s) (full text : Art. 14.2 IOD 2016/797) in English" | Enter the content (description) of the rule in English, if not already specified in column H. | The field is required in case not covered in H |
| K | NR/ANMC relevant clause(s) (full text : Art. 14.2 IOD 2016/797) in MS second reference language | Enter the content of the rule in the second reference language of your Member State, if available. | The field is optional |
| L | 2nd Reference Language | Specify the language used to define the content of column K. | The field is required if column K is filled in |
| M | NR/ANMC relevant clause(s) (full text : Art. 14.2 IOD 2016/797) in MS third language | Please enter the content of the rule in the third reference language of your Member State, if available | The field is optional |
| N | 3rd Reference Language | Please specify the language used to define the content in column M | The field is required if you filled column M |
| O | Legal Document Doc1 (as defined in Legal Documents Tab) | Select the ID of the legal document number (indicated in Column A in the “Legal Documents” tab) to link the rule. | The field is required |
| P | Reference in the Legal Doc 1 | Describe where the content of the rule can be found in the legal document you defined in column O.  The reference can be for example the complete document, a chapter, a paragraph, an article where the rule is defined. | The field is required |
| Q, S, U | Legal Document Doc2, 3, 4 (as defined in Legal Documents Tab) | If you have further legal document you want to attach to the rule, please select the ID of the legal document number to link the rule. | The fields are optional |
| R, T, V | Reference in the Legal Doc 2, 3, 4 | Describe where the content of the rule can be found in the legal document you defined in column Q, S, U.  The reference can be for example the complete document, a chapter, a paragraph, an article where the rule is defined. | The field is required if column Q, S, or U is filled in. |
| W | Supporting Document ID | Select the ID of the supporting document to link the rule. The ID of the supporting document as indicated in Column A in the “Supporting Documents” tab. | The field is optional |
| X, Y, Z | Supporting Document ID | If you have further supporting documents, please select the ID of the supporting document to link the rule. The ID of the supporting document as indicated in Column A in the “Supporting Documents” tab. | The field is optional |
| AA | Date of adoption | Enter the Date of publication of the national rule. The Publication Date should be equal or greater than the date of Adoption. Please add the date in the following pattern without spaces: DD/MM/YYYY | The field is required |
| AB | Start date of entry into force | Enter the Date of entry into force of the national rule. The date of entry into force should be equal or greater than the date of adoption. Please add the date in the following pattern without spaces: DD/MM/YYYY | The field is required |
| AC | End of Validity Date | Enter the Date of end of Validity of the national rule. The date of end of validity should be equal or greater than the date of entry into force. Please add the date in the following pattern without spaces: DD/MM/YYYY | The field is optional |
| AD | MS Comments | Enter here your comments, if any. | The field is optional |
| AE | Name of the Notifier (will be required when rules will be migrated to SRD) | Please leave this cell empty.  To be filled by ERA | The field is required by ERA |
| AF | Date of Notification (will be required when rules will be migrated to SRD) | Please leave this cell empty.  To be filled by ERA | The field is required by ERA |
| AG | ERA COMMENT | Please leave this cell empty.  To be filled by ERA | The field is required by ERA |
| AH | ERA EVALUATION | Please leave this cell empty.  To be filled by ERA | The field is required by ERA |
| AI | ERA Examiner | Please leave this cell empty.  To be filled by ERA | The field is required by ERA |
| AJ | Date of Examination | Please leave this cell empty.  To be filled by ERA | The field is required by ERA |