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work better for society.

Procedure

Creation and Allocation of Organisation Codes

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Document History

<i>Version</i>	<i>Date</i>	<i>Comments</i>
1.0	11.04.2019	Initial version – first draft presented to the Taskforce
1.1	29.05.2019	Update according to the comments of the EVR Workgroup Meeting (23.05.2019)
1.2.	17.12.2019	Provisions about TAF/TAP have been deleted
1.3	06.04.2020	The principle to allocate OC is the applicant's business and VAT number. Allocation for multiple locations is not possible.

1.4	09.12.2020	Additional restriction added to 2. General provisions: Codes "X***" (the * presents any alphanumeric character): range which cannot be allocated for the time being. The letter "X" is used in TAP TSI preliminary company codes.
1.5	14.12.2020	Updates according to the outcome of internal discussion on 11.12.2020.

<i>Process Deployment</i>	Core Process > Delivering > European Vehicle Register (EVR)
<i>Process Owner</i>	Head of Analysis And Monitoring Unit
<i>Purpose</i>	The procedure implements the requirements set out in the COMMISSION IMPLEMENTING DECISION (EU) 2018/1614 (EVR Decision), the COMMISSION IMPLEMENTING DECISION (EU) 2014/880 (RINF Decision), the COMMISSION REGULATION (EU) No 454/2011 (TAP TSI) and the COMMISSION REGULATION (EU) No 1305/2014 (TAF TSI) establishing practical arrangements for issuing, modifying, correcting and withdrawing organisation codes for requesting entities and ensure a single value for both organisation and company codes used in TAF/TAP TSI.
<i>Scope</i>	This document applies to: <ul style="list-style-type: none"> › The allocation of Organisation codes
<i>Linked with other (Sub)Processes</i>	> Core processes > Delivering > European Vehicle Register (EVR)

<i>Process Customers and other stakeholders</i>	Entities involved in Railway business applying for an Organisation Code: <ul style="list-style-type: none"> › Railway Stakeholders involved in the process of vehicle registration › Infrastructure Managers as defined by the RINF Decision Stakeholders involved in maintenance of publication of Company Codes <ul style="list-style-type: none"> › UIC as a partner organization to maintain the list of Company codes outside the Union Rail System; › RNE as a system supplier to publish Company codes.
<i>Process Input</i>	Applications submitted by any railway stakeholder Applications submitted by registration entities in the process of vehicle registration
<i>Final Output</i>	Decision of ERA, acting as an Organization Code allocating body <ul style="list-style-type: none"> › Issuing of Organization Code › Updating data of organisation › Revoke/Deactivating Organization Code › Publishing the list of Organisation Codes
<i>Legal Basis</i>	Article 3.4.2 of Annex II of COMMISSION IMPLEMENTING DECISION (EU) 2018/1614 - of 25 October 2018 - laying down specifications for the vehicle registers (EVR Decision)
<i>Performance Indicators</i>	› Number of issued, and withdrawn Organization Codes; › Number of updated Organisation data; › Response time to close each request
<i>Enablers</i>	› IT application to allocate and revoke/deactivate Organisation Code, update Organization data and ensure unique Organisation Code; › Cooperation agreements between the Agency, the RNE and UIC - if available;

	<ul style="list-style-type: none"> › List of range of codes reserved for the scope of TAF-TAP TSI according to EVR Guidelines ; › Allocation of resources to the task; › Training of the Agency staff; › Communication and dissemination towards the sector/stakeholders about coming changes in code allocation.
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<i>Process Models</i>	<Basis that establish the activities or tasks during process development>
<i>Data Model</i>	<Abstract scheme that depicts the business data for communication between functional and technical people>
<i>Business Rules</i>	The process must ensure an easy and simple communication interface for entities interested in code allocation. Registration and all other activities with Organization Code allocation must avoid situations, which lead to duplication of codes and to inconsistent code allocation. The process requires good understanding of the European Union Legal Framework.
<i>Process Improvement Plan</i>	The process requires a follow-up of performance indicators to measure the outcome. Accuracy, Fast-response to requests and efficiency should define any process improvements.

<i>Process Constraints</i>	The split of scope between EU and out of EU code allocation requests could result with confusion in some cases. List of range of codes reserved for the scope of TAF-TAP TSI according to EVR Guidelines for companies involved in TAF/TAP message exchange and companies subject with business relationships with companies belonging to OSJD will require additional attention. The use of the Code when registering a vehicle may trigger an update of the Organisation data.
<i>Related Documents</i>	<p>EVR Decision</p> <p>RINF Decision and RINF application guide;</p> <p>Application guides ERADIS, guidelines for EVR;</p> <p>Cooperation agreement with UIC and RNE (from when it is applicable);</p> <p>TAF TSI;</p> <p>TAP TSI.</p>

1. Acronyms and Definitions

1.1. Acronyms

<i>ABBREVIATION</i>	<i>FULL TEXT</i>
CRD	Common Reference Database
EC	European Commission
ECM	Entity in Charge of Maintenance

<i>ABBREVIATION</i>	<i>FULL TEXT</i>
EEA	European Economic Area
EEC	European Economic Community
EIM	European Rail Infrastructure Managers
EN	European standard
ERA	European Union Agency for Railways also called “the Agency”
ERADIS	Interoperability and Safety database managed by the European Union Agency for railways
ERATV	European Register of Authorised Types of Vehicles
EU	European Union
EVR	European Vehicle Register
IM	Infrastructure Manager
INF	Infrastructure
ISO	International Organisation for Standardisation
MS	EU or EEA Member State
NSA	National Safety Authority
OC	Organisation Code
RE	Registration Entity
RINF	Register of Infrastructure
RNE	Rail Net Europe
RISC	Railway Interoperability and Safety Committee
RICS	UIC Company Code – Railway Interchange Coding System
RS	Rolling Stock
RU	Railway Undertaking
TAF	Telematics Application for Freight
TSI	Technical Specification for Interoperability
UIC	International Union of Railways (Union Internationale des Chemins de Fer)
WG	Working Group
WP	Working Party

1.2. Definitions

<i>TERM</i>	<i>DEFINITION/SOURCE</i>
Acts issued by the Agency	Are those listed in Article 4 of Regulation (EU) 2016/796 of the European Parliament and of the Council (Agency Regulation)

<i>TERM</i>	<i>DEFINITION/ SOURCE</i>
Entity in Charge of Maintenance	An entity in charge of maintenance as defined in point (20) of Article 3 of Directive (EU) 2016/798;
European Register of Authorised Types of Vehicles (ERATV)	Register of types of vehicles authorised by the Member States for placing in service. It contains the technical characteristics of vehicles' types as defined in the relevant TSIs, the manufacturer's name, dates, references and Member States granting authorisations, restrictions and withdrawals (Article 48 of Directive (EU) 2016/797)
Infrastructure Manager	Anybody or firm responsible for the operation, maintenance and renewal of railway infrastructure on a network, as well as responsible for participating in its development as determined by the Member State within the framework of its general policy on development and financing of infrastructure (Article 3(2) of Directive 2012/34/EU)
Keeper	The natural or legal person that, being the owner of a vehicle or having the right to use it, exploits the vehicle as a means of transport and is registered as such in a vehicle register (Article 47 of Directive (EU) 2016/797)
Owner	The owner of the vehicle as it is defined in the vehicle registers
Railway Undertaking	Railway undertaking as defined in point (1) of Article 3 of Directive 2012/34/EU, and any other public or private undertaking, the activity of which is to provide transport of goods and/or passengers by rail on the basis that the undertaking is to ensure traction; this also includes undertakings which provide traction only (Article 2(45) of Directive (EU) 2016/797)
Registration Entity	Registration Entity is responsible for processing the applications and updating of data in the European Vehicle Register in relation to vehicles registered in that Member State (Article 5. of Decision (EU) 2018/1614)
Register of infrastructure (RINF)	Register of infrastructure indicates the main features of fixed installations, covered by the subsystems: infrastructure, energy and parts of control-command and signalling. It publishes performance and technical characteristics mainly related to interfaces with rolling stock and operation (Article 49 of Directive (EU) 2016/797)
European Vehicle Register (EVR)	The European Vehicle Register identifies registered vehicles, their keepers and owners, technical conditions, manufacturers and area of use as it is described in Annex II of EVR Decision (EU) 2018/1614
Owner of a siding	The owner of a siding used for the purpose of their respective freight activities or for the transport of persons for non-commercial purposes

2. General provisions

The Commission Implementing Decision (EU) 2018/1614 (EVR Decision) makes ERA the single authority for Organization Code allocation, starting from **16. June 2021** for all entities incorporated in one of the EU and EEA countries or for entities from third countries performing activities in the European Union Single Railway Market. The EVR Decision lays down the specifications for Organization Code definition, format, allocation and publication. ERA shall establish and manage an Organisation Reference File for the European Vehicle Register (EVR). The Organisation codes will be aligned with the codes specified in the TAF/TAP TSI.

Currently Company Codes are deployed in TAF/TAP message exchange, named as “Company Code” and in the Register of Infrastructure (RINF), named as IM’s Code. For companies involved in TAF/TAP TSI, only 4-digit numeric (NNNN) codes are allocated due to legacy system architecture.

These changes are out of the scope of this procedure.

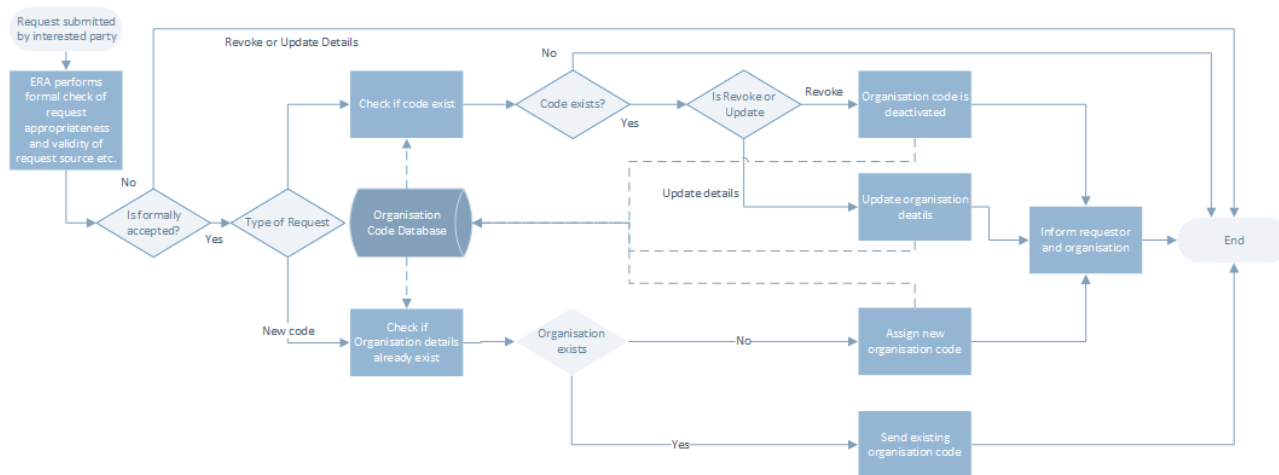
The following restrictions principles to be applied, according to [EVR Guidelines](#):

- › numeric code range of 0000-9999 is reserved for companies subject to TAF/TAP message exchange;
- › numeric code range of 0000-9999 is reserved for companies subject with business relationships with companies belonging to OSJD;
- › Codes “E***” (the * presents any alphanumeric character): range that will be used in case of synchronisation problems with the shared database of codes as defined in TAP and TAF regulation;
- › Codes “U***” (the * presents any alphanumeric character): range which cannot be allocated for the time being. The letter “U” is used in TAP TSI ticketing as indicator.
- › Codes “X***” (the * presents any alphanumeric character): range which cannot be allocated for the time being. The letter “X” is used in TAP TSI preliminary company codes.

The principle to allocate organisation code to entities already having a UIC RICS company code is to allocate the same value for the Organisation Code requestor as the UIC RICS company code. The requestor must indicate in the application form:

“I do confirm that my organisation is not a subject of the COMMISSION REGULATION (EU) No 1305/2014, chapter 4.2.11.1 and Commission Regulation (EU) No 454/2011, chapter 4.2.19.1. ; OR my organization has the following registered UIC RICS company code: _ _ _ _ ”

3. Flowchart



Step 2. Allocation, modification and deactivation of a new Organization code

4. Description (Mandatory, except flowchart self-explanatory)

4.1. Step 1. Request to allocate, modify and deactivate an Organization/Company code

The request comes from any entities of the railway business, who are entitled/obliged to use the EVR, the ERATV, the RINF and the message exchange of TAF & TAP TSI.

The Organisation Code requestor shall first create a user account in SRM tool and to request an organisation code for their own organisation in the ERA Organisation Code database tool.

Requests are submitted via the:

- › *The application form published on the ERA website: https://www.era.europa.eu/registers_en#ocr according to the published instructions*
- › *Web based interface – not yet available*

Any interested party may request a new organisation code, to update of the data and to revoke/deactivate of an existing organisation code. All submitted requests by the online tool will go through of automated formal check of the ERA Organisation Code database. Applicants already having allocated UIC RICS code, also need to apply for Organisation Code according to the principle to allocate the same 4N value than the existing RICS code.

The possible results are:

1. *There is no registered organisation code for the requested entity*
2. *There is already a registered organisation code for the requested entity*

Based on the results of the automated check ERA will perform the requested actions or it will refuse to take action due to formal reasons. If the submitted request is refused, ERA will inform the applicant about its decision. ERA will execute the requested action or deliver an answer to the applicant in 5 working days.

4.2. Step 2. Allocation, modification and deactivation of a new Organization code

The ERA Organisation Code Administrator performs the code allocation, modification and revoke/deactivation request through the ERA Organisation Code database. Only Organisation Code requestors with unique business number and VAT number will be entitled to receive Organisation Codes and they will be registered with their headquarters address. Supporting documents will be required by the OC request process by uploading VAT Certificate and evidence about Business registration number. The ERA Organisation Code database will not handle multiple locations of an applicant. The ERA Organisation Code Administrator is responsible for allocating and also revoking/deactivating and changing the data of organisation of an already existing code in the ERA Organisation Code database, in one time taking care about the defined sequence and reserved ranges of codes. In case of doubt, the ERA OC administrator is in charge to request confirmation from the Organisation in question about submitted changes.

The ERA Organisation Code administrator may verify if the allocated code is relevant for TAF/TAP TSI message exchange to ensure allocation of numeric codes. As long as there is no agreement about the range of numeric codes, ERA will inform applicants to lodge their code allocation request with UIC first to receive a RICS code for TAF/TAP data exchange. As the applicant received a RICS code from UIC, it may apply for a RICS code identical ERA Organisation Code if above described formal requirements are met. Applicants, who already have UIC RICS code will be allocated with an identical value for Organisation Code.

As the action is completed, the ERA Organisation Code Administrator will inform the applicant who sent the application, that the task is completed. The ERA Organisation Code Administrator also will publish new data on the ERA website.

Deactivated items will be kept for 10 years.

4.3. Step 3 Publication of Organization Code list

As the ERA Organisation Code Administrator performs the requested changes, it will be made public through the ERA website using the IT tool: <http://teleref.era.europa.eu/>

However for the purpose of Organisation Code publication there shall be direct link established with the OCR tool, as currently the mentioned page is taking data from CRD.

The complete list of the allocated Organisation Codes are available on the ERA website:
https://www.era.europa.eu/registers_en#ocr

5. Templates / Forms

- › The presented template is relevant for its content but not its form as there will be solely online tool available to submit requests. The final mock-up of the application template will be decided after consultation with the IT provider.
- › The application form for current requests is available at the ERA website:
https://www.era.europa.eu/registers_en#ocr



ORGANISATION CODE - APPLICATION FORM

PART 1: To be filled by the applicant

Date of application	<input type="text"/>	(dd/mm/yyyy)
Organisation Name	<input type="text"/>	
Short name / Acronym	<input type="text"/>	
Registered Business No. and VAT No.	<input type="text"/>	and <input type="text"/>
Office address (street, number)	<input type="text"/>	
Postal code and City	<input type="text"/>	and <input type="text"/>
Country	<input type="text"/>	
Phone and Fax number (international)	<input type="text"/>	and <input type="text"/>
E-mail address (company)	<input type="text"/>	
Website	<input type="text"/>	
Domain of activity: RE of Member State / 'EC' Declaration of verification issuing body / Owner / Keeper / ECM/ NSA / IM / RU / NoBo / Investigating body referred to in Article 22 of Directive (EU) 2016/798 and regulatory body referred to in Article 55 of Directive 2012/34/EU of the European Parliament and of the Council and other stakeholders of the European Union Railway System		
Administrative representative:		
Position and Title	<input type="text"/>	and <input type="text"/>
First Name and Last Name	<input type="text"/>	and <input type="text"/>
email address	<input type="text"/>	
Phone number (international)	<input type="text"/>	
REQUEST		
<input type="checkbox"/> My organisation does NOT have an organisation code. We apply for a new ORGANISATION CODE		
<input type="checkbox"/> We have the following ORGANISATION CODE: <input type="text"/>		
<input type="checkbox"/> and we want to update our data as of <input type="text"/> (dd/mm/yyyy)		
<input type="checkbox"/> and we want to revoke the code as of <input type="text"/> (dd/mm/yyyy)		
<input type="checkbox"/> I do confirm that my organisation is not a subject of the COMMISSION REGULATION (EU) No 1305/2014 , chapter 4.2.11.1 or Commission Regulation (EU) No 454/2011, chapter 4.2.19.1. Otherwise you shall apply for the TAF/TAP company code.		
Signature of the administrative representative	<input type="text"/>	

6. Records and Others Outputs

Record Name	Storage Responsible	Storage Location	Minimum Retention Time
<Document stating results achieved or providing evidence of activity performance, i.e. main outputs of a process, minutes of meetings, evidences of	<Person in charge of its storage, maintenance and control>	<Identification of the place where it is archived>	<In case of legal requirements are not established, time retention shall be at least 3 years>

reviews, decisions or actions adopted, etc. See ISO 9001 as a reference>			
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<i>Other Outputs</i>	<i>Storage Responsible</i>	<i>Storage Location</i>	<i>Minimum Retention Time</i>
<Other documents that can be considered as a record in accordance with the previous definition (i.e. lists, cover letters,...)>	<See above>	<See above>	<To be defined taking into account the needs of the organization, could be: 1 year, continuously updated, etc. In case of doubt, 3 years could be established>

Annex I Organisation flowchart

