

**RULES ON PENALTY PROCEEDINGS FOR INFRINGEMENTS
OF THE PROVISIONS OF REGULATION (EC) NO. 1177/2010
OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL
CONCERNING THE RIGHTS OF PASSENGERS
WHEN TRAVELLING BY SEA AND INLAND WATERWAY**

**ARTICLE 1
DEFINITIONS**

- a) 'Decree establishing the Authority': Decree-Law No. 201 of 6 December 2011, as converted with amendments into Law No. 214 of 22 December 2011, as amended by Article 36 of Decree-Law No. 1 of 24 January 2012, as converted with amendments into Law No. 27 of 24 March 2012, establishing the Transport Regulation Authority;
- b) 'Regulation' means Regulation (EU) No. 1177/2010 of the European Parliament and of the Council of 24 November 2010 concerning the rights of passengers when travelling by sea and inland waterway and amending Regulation (EC) No 2006/2004;
- c) 'Legislative decree' means legislative decree No. 129 of 29 July 2015 laying down 'Rules on penalties for infringements of the provisions of Regulation (EU) No. 1177/2010 amending Regulation (EC) No 2006/2004, concerning the rights of passengers when travelling by sea and inland waterway';
- d) 'Authority' means the Transport Regulation Authority, established by Article 37 of Decree-Law No. 201 of 6 December 2011, as converted with amendments into Law No. 214 of 22 December 2011, as amended by Article 36 of Decree-Law No. 1 of 24 January 2012, as converted with amendments into Law No. 27 of 24 March 2012;
- e) 'Board' means the collegial body of the Authority;
- f) 'Offices' means the Authority's organisational units, as referred to in Article 13 of the Rules on the Authority's organisation and operation adopted by ART Decision No. 1 of 16 October 2013;
- g) 'carrier' means a natural or legal person, other than a tour operator, travel agent or ticket vendor, offering transport by passenger services or cruises to the general public;
- h) 'Union carrier' means a carrier established within the territory of a Member State or offering transport by passenger services operated to or from the territory of a Member State;
- i) 'performing carrier' means a person, other than the carrier, who actually performs the carriage, wholly or partially;
- j) 'passenger service' means a commercial passenger transport service by sea or inland waterways operated according to a published timetable;
- k) 'integrated services' means interconnected transport services within a determined geographical area with a single information service, ticketing scheme and timetable;
- l) 'inland waterway' means a natural or artificial navigable inland body of water, or system of interconnected bodies of water, used for transport, such as lakes, rivers or canals or any combination of these;

- m) 'port' means a place or a geographical area made up of such improvement works and facilities as to permit the reception of ships from which passengers regularly embark or disembark;
- n) 'port terminal' means a terminal, staffed by a carrier or a terminal operator, in a port with facilities, such as check-in, ticket counters or lounges, and staff for the embarkation or disembarkation of passengers travelling on passenger services or on a cruise;
- o) 'ship' means a vessel used for navigation at sea or on inland waterways;
- p) 'transport contract' means a contract of carriage between a carrier and a passenger for the provision of one or more passenger services or cruises;
- q) 'ticket' means a valid document or other evidence of a transport contract;
- r) 'ticket vendor' means any retailer concluding transport contracts on behalf of a carrier;
- s) 'travel agent' means any retailer acting on behalf of a passenger or a tour operator for the conclusion of transport contracts;
- t) 'tour operator' means an organiser or retailer, other than a carrier, within the meaning of Article 2(2) and (3) of Directive 90/314/EEC;
- u) 'terminal operator' means a private or public body in the territory of a Member State responsible for the administration and management of a port terminal;
- v) 'cruise' means a transport service by sea or inland waterway, operated exclusively for the purpose of pleasure or recreation, supplemented by accommodation and other facilities, exceeding two overnight stays on board;
- w) 'shipping incident' means shipwreck, capsizing, collision or stranding of the ship, explosion or fire in the ship, or defect in the ship;
- x) "regular services" means services which provide for the carriage of passengers by sea and inland waterway at specified intervals along specified routes, passengers being embarked and disembarked at predetermined stopping points;
- y) 'undertaking' means the persons referred to under g), h), i), r), s), t), u) concerned with the notice of initiation of the penalty proceedings under these rules;
- z) 'SiTe' means the computerised complaint handling system to be adopted under Article 3 (5) of the legislative decree;
- aa) 'Rules on penalties' means the rules for the conduct of penalty proceedings adopted by the Authority by Decision No 15/2014 of 27 February 2014.

ARTICLE 2

SCOPE

1. These rules shall apply to the proceedings for the assessment of infringements and the imposition of penalties within the Authority's remit pursuant to the legislative decree and for the adoption of related measures. Further, these rules govern the procedural arrangements for the adoption of provisional remedies and the evaluation of the commitments referred to in Article 37 (3) (f) of the decree establishing the Authority with reference to the rights of passengers when travelling by sea and inland waterway.

2. The Authority may assess infringements for non-compliance, with respect to one or more events, related to individual users or user groups and for systematic and *erga omnes* non-compliance of the undertaking.
3. The Authority shall ensure the proper implementation of the Regulation and carries out monitoring and inquiries on the services referred to in the Regulation. The Authority investigates and evaluates the complaints filed to it in the second instance for the purpose of imposing penalties and may take account of complaints and reports received also for exercising its powers referred to in Article 37 of the decree establishing the Authority.
4. In exercising the powers referred to in the legislative decree, the Authority may also act in accordance with Regulation No 2006/2004 and in accordance with Article 27 of the Regulation. To this end, it may exchange information with other national enforcement bodies referred to in Article 25 (1) of the Regulation on their work and decision-making principles and practices to the extent necessary for the coherent application of the Regulation.

ARTICLE 3

SUBMISSION OF COMPLAINTS TO THE AUTHORITY

1. The Authority may assess infringements and impose penalties falling within its remit on its own initiative or as a result of complaints lodged by passengers, including through associations representing their interests, where expressly delegated to do so.
2. To be valid, complaints must be lodged by completing the form attached to this Regulation. The fields marked with a star (*) are mandatory requirements and, if they are not filled in, complaints cannot be processed.
3. Complaints to the Authority are inadmissible if they are lacking the mandatory requirements for the identification of the person filing the complaint or if the complaint contains general reported cases involving unsubstantiated facts; the complaint is likewise inadmissible if it is not accompanied by the documentation specified as mandatory in the complaint form.
4. Complaint forms should include any confidentiality requirements and the claimant is required to submit a non-confidential version of the complaint, which is assessed by the Authority.
5. To be accepted, complaints shall be sent by registered letter with acknowledgement of receipt or by certified email to the following address: pec@pec.autorita-trasporti.it or by regular email to the following address: art@autorita-trasporti.it or delivered by hand to the Authority's Registry. As soon as the SiTe system enters into operation, complaints shall be preferably sent through this system.
6. Complaints to the Authority may be pursued only:
 - a) where a complaint has been already lodged with the undertaking or, if it has been already lodged, sixty days have expired from its submission without any action taken;
 - b) where the complaint to the undertaking has been submitted after sixty days from the date on which the service has been provided or should have been provided.

7. The provisions of this article shall also apply to the complaints concerning regional and local regular services forwarded by the competent regional structures referred to in Article 3 (6) of the legislative decree and identified by decree of the Minister of Infrastructure and Transport.

ARTICLE 4

PRELIMINARY EXAMINATION

1. For the purpose of verification of the complaints lodged and initiation of the penalty proceeding, if any, the Authority may request information and documents to any parties involved, either private or public, and may order inspections.
2. The Head of the competent Office may pool together the complaints which are likely to be verified and handled jointly.
3. The Head of the competent Office provides for the immediate dismissal of the complaint where it is regarded as inadmissible or not pursuable as referred to in article 3 (2), (3), (5) and (6), as well as where the Regulation and the legislative decree are not applicable and where the complaint is clearly unfounded due to manifest absence of substantive requirements.
4. Where complaints are regarded as inadmissible or not pursuable by the Authority, passengers may resubmit the complaint in full. Further the Authority may carry out on its own initiative further examinations for the purpose of assessing whether to initiate inquiries on the case at issue.
5. Where complaints or reported cases are not immediately dismissed pursuant to paragraph 3, with a brief statement of reasons, and based on further examinations the matters of fact and/or law have proved inadequate to justify additional inquiries, the Head of the competent Office shall alternatively:
 - a) propose to the Board the dismissal of the complaint;
 - b) where the necessary conditions are met, propose to the Board the initiation of the penalty proceedings by drafting the statement of objections referred to in article 5 (1).

ARTICLE 5

INITIATION OF PROCEEDINGS

1. Where, based on the information collected by the Office as a result of the activities referred to in Article 4, and having assessed the information available or made available by any parties concerned, the Board recognizes the existence of conditions for the adoption of measures imposing penalties, it makes the decision about the initiation of the proceedings.
2. The person in charge of the proceedings is the Head of Surveillance and Enforcement or the officer appointed by the Head for such purpose.

3. The statement of objections, whereby the penalty proceedings are initiated, shall be notified to the undertaking according to the procedures referred to in Article 14 of Law No. 689 of 24 November 1981; the Authority shall inform the claimants thereof.
4. The statement of objections contains:
 - a. summary of the facts;
 - b. indication of the alleged infringement;
 - c. person in charge of the proceedings;
 - d. amount of penalty which could be imposed as a result of the proceedings;
 - e. Office to which statements of defence, documents and commitment proposals may be addressed, and where files may be accessed;
 - f. deadline by which the parties concerned may exercise the rights referred to as under e);
 - g. deadline for completing the penalty proceedings as from the notification of the statement of objections.
5. Where the assessed infringement is still in place, the statement of objections also includes the formal notice to terminate the infringement within thirty days at the latest; the compliance with the notice to terminate the infringement or non-compliance therewith is in any case assessed pursuant to the law also for the purpose of the penalties to be imposed upon conclusion of the proceedings.
6. The statement of objections may include the proposal for simplified procedure referred to in article 6 of the Rules on penalties.
7. The Authority may in any case take urgent *interim* measures as referred to in Article 11.

ARTICLE 6
TIME-LIMITS FOR PROCEEDINGS

1. Within 90 days from the date of notification of the statement of objections referred to in article 5, the person in charge of the proceedings shall conclude the preliminary inquiries on the disputed facts and submit the files referred to in article 9 to the Board, which is competent for the imposition of penalties.
2. The time-limit for the adoption of the final measure is 120 days from the date of notification of the statement of objections referred to in Article 5.
3. The time-limits are suspended where it is necessary to carry out further inquiries pursuant to Article 7.

ARTICLE 7
INQUIRIES

1. Where it is necessary to obtain information or further background information, the person in charge of the proceedings may request information and documents to the persons who hold them, also through hearings. Where it is necessary to provide for expert's reports and/or professional advice, the person in charge of the proceedings may submit proposals to the Board to that effect.

2. The request of information and documents referred to in paragraph 1 shall include:
 - a. facts and circumstances which are asked to be clarified;
 - b. purpose of the request;
 - c. time-limits for receiving replies or sending documents;
 - d. procedures to supply the information and person in charge of the proceedings;
 - e. applicable penalties, if any.
3. The suspension of time-limits for further inquiries, which in any case may not exceed 60 days, applies:
 - a. from the date of reference number of the request to the date of reference number of the document whereby the Authority receives the information or the additional background material;
 - b. from the date of reference number of the appointment of the expert /advisor to the date of reference number on which the Authority receives the expert's report/advice;
 - c. from the date of reference number of the invitation to hearing to the date of the hearing before the Authority.

ARTICLE 8

PARTICIPATION IN THE PROCEEDINGS

1. The undertaking receiving the notice of initiation of penalty proceedings shall send written comments and documents within 30 days from the date of notification of the statement of objections.
2. The undertaking concerned with the notice of initiation of penalty proceedings may request, by separate application, to have access to the files of the proceedings.
3. The undertaking concerned with notice of initiation of penalty proceedings may request, by separate application, to be heard with respect to the objections raised. The hearing is communicated at least with a 7-day notice and is held before the person in charge of the proceedings. If the undertaking requests so, it may be represented by its legal representative or special attorney duly informed about the facts. The minutes of the hearing are drawn up and signed by the person in charge of the proceedings or other appointed officer as well as by the representative and/or attorney of the party concerned. A copy of the minutes is delivered to the party.
4. Parties that have lodged the complaint, persons representing public or private interests, as well as holders of collective interest organized in associations or committees, which might be directly and immediately adversely concerned by the facts for which the proceedings were initiated or by the measure which might be adopted as a result of the proceedings, are entitled to have access to the files and take part to the proceedings, by submitting written statements, documents, arguments and opinions by means of an appropriate application including:
 - a. full name, corporate, residence, permanent address or registered place of business of the applicant as well as telephone numbers, e-mail address and fax number;

- b. adequate reasons in relation to the interest to intervene, also with specific reference to the contribution which may be brought by the applicant to the inquiries.

ARTICLE 9

CONCLUSION OF INQUIRIES AND ADOPTION OF MEASURES IMPOSING PENALTIES

1. The Head of the Office shall submit to the Board the draft measure together with a detailed report on the inquiries drawn up by the person in charge of the proceedings.
2. Having examined the report and evaluated the draft measure, the Board either adopts the penalty measure or provides for dismissal of the proceedings.
3. The Board may decide on further inquiries to be carried out, where necessary. In special cases, the request for further inquiries may be repeated, but no more than once. The request for further inquiries determines a further thirty-day extension of the period referred to in Article 6 (2).
4. The measure imposing the penalty, properly substantiated, shall include the precise indication of the deadline to apply to the court of appeal and shall be notified by the person in charge of the proceedings to the undertaking concerned according to the procedures referred to in Article 14 of Law No 689 of 24 November 1981.

ARTICLE 10

CRITERIA FOR DETERMINATION OF PENALTIES

The penalties imposed by the Authority under these rules are calculated on the basis of the criteria set out in Article 4 (3) of the legislative decree.

ARTICLE 11

PROVISIONAL REMEDIES

1. In case of particular urgencies and upon assessment - after a brief review of the case - of the infringements referred to in article 2 (1), which fall within its remit, the Authority may on its own initiative determine by reasoned decision, the adoption of provisional remedies under Article 37 (3) (f) of the decree establishing the Authority, even before initiating the penalty proceedings.
2. The measure concerning the adoption of provisional remedies contains a sunset clause and can be neither renewed nor extended. The provisional remedies shall automatically terminate in the event of failure to initiate the penalty proceedings within 30 days of the adoption of such remedies.
3. Within 15 days of the notification of the measure concerning the adoption of provisional remedies, the recipient may submit a documented and substantiated request for review of the measure.

ARTICLE 12
COMMITMENTS

The provisions laid down in the rules concerning the conduct, upon initial implementation, of the decision-making proceedings within the Authority's remit and the stakeholders' participation, adopted by the Authority with Decision No 5 of 16 January 2014, shall apply to commitments.

ARTICLE 13
NOTIFICATION AND COMMUNICATION OF MEASURES

1. The notification of measures pertaining to penalties and adoption of the provisional remedies established by the Board and the communication of dismissals is carried out according to the procedures provided for by the Authority's above-mentioned rules, adopted by Decision No 5 of 16 January 2014.
2. The final decision shall be notified within 30 days of its adoption.

ARTICLE 14
DEADLINE FOR PAYMENT OF PENALTIES

1. Payment of the fines shall be made within thirty days of the date of notification of the final measure.
2. Upon expiry of the deadline referred to in paragraph 1, interest on late payment at the statutory rate shall be paid for delays of less than six months.
3. In case of further delay, in accordance with Article 27 (6) of Law No 689 of 24 November 1981, the amount due is increased by one tenth for each half-year with effect from the day following the expiry of the deadline for payment and up to the day when the payment order is transmitted to the agency in charge of the collection; in this case the increase incorporates the interest on late payment accrued in the same period.

ARTICLE 15
CONFIDENTIALITY

The information obtained in the course of the proceedings and in the conduct of the activities referred to in Article 4 shall be subject to confidentiality obligations and shall be used only for the exercise of the powers statutorily conferred upon the Authority, without prejudice to the obligations concerning reporting and cooperation provided for by law.

ARTICLE 16
MONITORING AND INQUIRIES. REQUEST FOR INFORMATION AND INSPECTIONS

1. The Authority may at any time, even on a regular basis, monitor the compliance with the rules on the rights of passengers when travelling by sea and inland waterway by the undertakings. To this end it may request to carry out inquiries.

2. The Authority may acquire information and documentation from carriers, port and port terminal management bodies or any other interested parties and may carry out checks and inspections on carriers and port and port terminal management bodies.

ARTICLE 17
FINAL PROVISIONS

1. In matters not expressly covered by these rules, reference is made to the principles of Law No 241 of 8 August 1990, where applicable, to Law No 481 of 14 November 1995, to the provisions of Chapter I, Sections I and II of Law No 689 of 24 November 1981, *mutatis mutandis*, as well as to the rules on penalties.

2. These rules shall enter into force from the day of their publication on the Authority's website.