

MINIMUM SET OF INFORMATION

Table 1 — Information to be provided in accordance with Article 7(2) of Regulation (EC) No 1370/2007 (prior information notice)

Information	Description
Quantity and/or indicative value by type of service	Production volume, in bus-km/train-km. Hours of service provided to the public Estimated value of income from fares, if available (excluding VAT). Value of tender price (excluding VAT). Specification of any exemptions/reduced fares.
Exclusive rights	Yes/No
Public service obligations and quantification of compensation, if any	Yes/No Summary description of the PSO provided for in the PSC (operation; personnel; rolling stock; monitoring/control systems; fares and any obligations of fare integration; quality [<i>infra</i>]; information and reporting to the AE and indication of the part of the dedicated payment (compensation), if any.
Personnel information	Agreements with social partners (if available) and any additional information (if available).
Effectiveness and efficiency targets	If so provided and available on the date of publication of the prior information notice, a description of the effectiveness and efficiency targets, including quality and minimum quality standards of the service provided for by the AE, in line with the relevant Authority's measures ¹ , with regard to: <ul style="list-style-type: none"> - service performance (regularity, punctuality, commercial speed, reliability), - communication and information to users, - commercial accessibility; - social and environmental conditions (reduction of pollution, age of rolling stock, on-board and ground accessibility, maintenance, comfort and cleaning of vehicles and stops, on-board and ground safety, staff behaviour, complaint handling); - monitoring procedures and responsibilities, indicators, reward and penalty system.
Reference to existing documents on planning of mobility (services and infrastructure) and logistics, town planning and territorial development	e.g.: <ul style="list-style-type: none"> - regional transport plan; - integrated regional plans for mobility, infrastructure and transport (PRIIM); - three-year regional and local public transport service programme; - general urban traffic plan (PGTU); - urban mobility plan (PUM).
Information on instrumental goods	Takeover procedures, if already provided for by the date of publication of the prior information notice, for rolling stock; Takeover procedures, if already provided for by the date of publication of the prior information notice, for other capital goods (warehouses, depots, maintenance centres).

Table 2 — Information to be provided in the tender notice or letter of invitation (in addition to the information in Table 1)

Information	Description	Notes
Tender price and compensations	<p>Tender price for each mode/type of service covered by the award, as differentiated into the following components (if any) covering public service obligations:</p> <ul style="list-style-type: none"> • share covering the costs for management of the service and maintenance of vehicles and buildings; • share or public funding covering the purchase of rolling stock or other technology equipment (e.g. passenger counting systems); • share covering the charges for use of networks (for rail) and/or infrastructure; • share covering exemptions/reduced fares; • costs of consultation, verification and monitoring of qualitative and quantitative service levels; • compensations (cf. Table 1). 	
Fare structure	<p>Current and planned fare system. Specification of reductions and exemptions provided for and the way they are granted. Rules and procedures for clearing in case of fare integration. Rules and procedures for ticket management during the takeover of the CC: validity of the tickets of the IO, procedures for their replacement, compensation to users.</p>	The AE shall specify the entity holding the fare ownership.

Table 3 — Information to be provided in the tender specifications and data room (in addition to the above information)

Information	Description	Notes
Infrastructure, socio-economic, demographic and behavioural characteristics of mobility area	<p>Description of road network, territorial zoning, description and graph of the cycle and pedestrian network, parking system. Details of demand for potential mobility² (e.g. topography, urbanisation and production structure of the territory, resident population and growth over the years, schedules of schools and offices, per capita income, etc.), possibly with a reference to surveys and models for estimating the demand of the territory concerned (origin-destination surveys) and specification of the explanatory variables used. Freight/logistics plans, if available. Information/data on environmental quality of the territory.</p>	<p>Where possible, reference to the documents already publicly available on the institutional website of the AE. Databases in re-editable and open format (open data).</p>
Planned transport services	<p>Timetable of scheduled services (Annual Operations Plan):</p> <ul style="list-style-type: none"> - for road services, tabulated and geographical description of lines, routes, stops, timetables, frequencies/operational intervals, journey time; - for rail services, list of routes served, interval between services/timetables, frequencies, journey time, train list and composition (if not part of the tender). <p>Commercial speed by line and/or uniform type of service, with particular reference to road LPT (urban, suburban LPT; by type of vehicle/line: underground, tram, trolleybus or “fixed-path” lines, “shuttle” lines,</p>	<p>The AE shall specify that the databases of the TP’s offer must be consistent with those used for the information provided/to be provided to the public.</p>

Information	Description	Notes
	<p>bus rapid transit) - average in the past year. Any constraints to the service due to inter-modality and inter-operability requirements and/or planning requirements.</p>	
<p>Qualitative performance by line or groups of lines and quality index of services provided</p>	<p>For rail services and (if available) car services: indicators of delays and malfunctions attributable to the quality of rolling stock (1) and of infrastructure, that do not depend on other features of the mobility project, relating to the past 3 years (e.g. no. of failures/10.000 km per line). For rail services: standard of punctuality by line and ride relating only to cases attributable to the infrastructure manager (e.g. punctuality of RFI), final data of the past 3 years. Value of quality indicators (types pre-defined by the AE) of the past 3 years.</p>	<p>(1) information to be provided only when rolling stock is made available or transferred by the IO, or in case of a dual-purpose tender Databases in re-editable and open format (<i>open data</i>)</p>
<p>Transport demand</p>	<p>For each mode/type of transport: - on-board and off-board passengers by line/ride/direction/stop, depending on AE's available data, with distribution by time slot, day of the week (public holiday/weekday), seasonality, if any; surveys or estimates for the past 3 years. Where data are not available with this level of detail, the number of passengers recorded or estimated shall be provided at least for main lines, connecting routes (rail and road, bundling of lines), and by type in the case of road transport (LPT, urban, suburban). Estimated transport demand (see above) for any new planned services.</p>	<p>The AE specifies the survey methodology and/or data assessment criteria in the tender dossier. Databases in re-editable and open format (<i>open data</i>).</p>
<p>Revenue (2)</p>	<p>Revenue from fares, in total and by line: data from direct observations or estimates; any additional unbundling, if available. Number of tickets sold by type (e.g. ordinary ticket, season ticket, etc.) aggregated at least for main train paths, connecting routes (rail and road, bundling of lines), broken down by type in case of road transport (see above). Surveys or estimates for the past 3 years; data may be provided for a shorter period where, over the past 3 years, no changes were made in the fare structure or no exceptional circumstances occurred.</p>	<p>(2) Information to be necessarily provided for net cost PSC or flexible tender</p>
<p>Network information</p>	<p>For road transport: graph, location and details of stops. For rail transport: information included in the framework agreement (FA) between the infrastructure manager (IM) and the Region³, concerning access, charges, stations (ticket offices, retail space).</p>	

Information	Description	Notes
<p>Information on essential/necessary immovable goods (railway stations, LPT stops, bus stations, warehouses, depots, maintenance centres, technological systems)</p>	<p>Physical and functional characteristics:</p> <ul style="list-style-type: none"> - location, size, capacity, accessibility; - main characteristics: existing equipment/facilities, infrastructural equipment (e.g. waiting rooms, ticket offices and technological systems applied to ticketing, shelters, information boards, bus-stop signs, technological systems for fleet management and control) and functional equipment (e.g. PRM assistance, video surveillance, info-mobility); - compliance, certificates of safety and other available certifications, status report; - maintenance carried out on structure and relevant assets. <p>Economic and contractual features:</p> <ul style="list-style-type: none"> - investments made and/or planned, as the case may be, in the award procedure, and relevant financing arrangements; - depreciated value, residual depreciation period, depreciation criteria used/to be used; - takeover cost/mode: access, use and maintenance; - terms for the transfer of existing contracts (lease/purchase contracts, financing arrangements, existing hire and lease, outstanding obligations including those for maintenance). <p>Restructuring, upgrading and future development plans (for public property).</p>	
<p>Rolling stock</p>	<p>General information on rolling stock required to operate the service (depending on planned production volume):</p> <ul style="list-style-type: none"> - type of vehicles to be used and authorised by the entity on individual lines, in terms of width and length (short, medium, long, etc.) to provide the service under particular traffic conditions (narrow road sections, need for low curve radius), supply voltage; - quantity required for each type; - ancillary equipment required for each type (e.g. platforms for disabled, air conditioning, audio-visual information systems, passenger counting systems, AVM/AVL systems, on-board safety systems, other ITS equipment); - details of provided and available funding: volume, mode of disbursement, constraints, allocation; - any on-board/ground services required in the PSC. <p>Specific information on qualified rolling stock as a necessary asset subject to transfer/availability:</p> <ul style="list-style-type: none"> - type of vehicles (euro models, carriages, supply, outfitting) and quantity; - auxiliary equipment for each type (cf. above); - average performance based on the indicators used by the IO for reliability/availability of rolling stock, such as the <i>Mean Time Between Failure (MTBF)</i>, if any, and/or other indicators used in the existing PSC; - purchase cost, year of purchase and entry into operation; - value of any funding, revamping data (if any) and resulting balance-sheet value; - contracts of purchase and maintenance, financing, hire and lease, level of any public contribution (e.g. source: EU, Government, Region, local authorities) and share of total amount; - depreciated value, residual depreciation period, depreciation criteria used; - takeover cost/mode: title of purchase/transfer, use and maintenance; - ordinary, cyclical and extraordinary maintenance operations and their costs; - certifications (quality, safety, environmental or other), if any, to be hold. 	

Information	Description	Notes
Information on (movable and immovable) commercial goods	Information on any (movable and immovable) commercial goods, that were not identified in the previous classification in Table 3, which the IO or other holder is ready to transfer, including terms and conditions of takeover (quality, quantity and size, timing, charges, transfer title) ⁴ .	
Transfer of personnel ⁵	<p>A list of the personnel to be transferred, using the following information for each staff member, in anonymous form:</p> <ul style="list-style-type: none"> - register number; - date of recruitment - place of work; - category of activity and professional level/area⁶; - role/qualification; - any disability and/or membership of protected categories; - qualifications held; - salary parameter/position, type of contract (open-ended, fixed-term, other) and job (full/part time, indicate percentage); - expiry (if applicable); - salary⁷ (total cost per year) with breakdown for: national collective labour agreement (CCNL), corporate bargaining, individual treatment; - hours/year of actual service (for the last financial year). <p>Summary information on the cost of all the personnel to be transferred, broken down by category of activity, with an indication of the different components: part of the CCNL, part of the two-tier collective agreement (if any) or territorial agreement, social security contributions, annual rate of severance pay provision, ancillary charges, other. The following data shall be also entered in the same list: total amount of severance pay, held by the employer, to be transferred and nature and relevant economic estimate of existing pending litigation (if transferred) between the IO and the employees. Reference to supplementary collective agreements (if applicable). Agreements concluded with the social partners on the applicable procedures for the transfer of personnel (if available).</p>	
Data access plan	Description of service monitoring data (cf. Measure 25) and of performance indicators (cf. Measure 16), that will be made available to third parties, including the indication of mode/responsibility of collection and access mode.	

¹ Cf. Decision 16/2018 for rail transport.

² Cf. Measure 1 of Decision 48/2017.

³ The content of the FA is detailed in the NS (Network Statement) that is prepared annually by the IM and concern the network capacity and the guaranteed associated services with no additional charges (use of point switches and sidings, traffic control and regulation, use of power supply system, information needed for service management, in accordance with Article 20 of Legislative Decree No 188/2003), and for service planning. In particular, the FA shall include: type, number and characteristics of connections (origin—destination), number of paths, train characteristics, volume of service (train-km), price (charge), access to traffic control information systems (PICWEB). An annex to be attached to the FA shall describe the planned service over the period of application of the FA and may be modified to adapt to the changing needs of transport, usually

through annual updates. ART Decision no 70/2014 has further required the IM to introduce into the NS a new FA scheme for LPT, including the identification of the necessary facilities for the operation of regional rail transport, in particular as to location, features and existing equipment, development plans.

⁴ The documents governing the award procedure do not include any description or information on other commercial goods (with particular reference to rolling stock) for which the IO or other person has not explicitly stated, within the framework of the consultation under Measure 4, its willingness to transfer them to a new CC. The availability of commercial goods by the IO or other owner does not constitute an obligation of takeover for the TP.

⁵ The information in this section shall be published in accordance with the applicable rules on the processing of personal data.

⁶ Reference is made to the following categories of activities that are defined in a uniform manner at national level, such as those used by the National Observatory for Local Public Transport Policy:

- drivers and on-board staff, staff for movement, storage, maintenance, administration (for regional rail transport);
- drivers, staff for movement, storage, maintenance, administration (for transport by motor vehicle, trolleybus, tram, underground and cableway).

⁷ The economic data refer to the last available (usually approved) financial year.