

# Domain statement for AutoPASS Samvirke

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## REVISION HISTORY

Revision	Date	Description
0.8	19.11.2018	Preliminary version published on <a href="http://www.autopass.no">www.autopass.no</a>
1.0	21.12.2018	Update based on adopted regulation. Changes in chapter: C4.
1.1	29.04.2018	Update based on changes to financial guarantees. Changes in chapter: C3

## About this document

This document is the domain statement for AutoPASS Samvirke according to the Toll service provider Regulation section 30.

The document is intended for companies or other legal entities applying to become AutoPASS service provider according to the Toll service provider regulation section 21 or 22. The document is also intended at companies applying to become an EETS provider according to section 24 of the Toll service provider regulation.

The document also specifies the requirements that AutoPASS service providers as well as Norwegian toll road companies must adhere to.

The domain statement consists of five parts. Part A is for information purposes only. Part B-E contain the mandatory requirements.

- A General information about the Norwegian system for road toll and electronic ticketing on public ferries.
- B Technical requirements
- C Commercial conditions and administrative provisions
- D The application procedure
- E Annexes

## Changes to this document

The Norwegian Public Roads Administration (NPRA) is responsible for the preparation and update of this document. The current version is available at <http://www.autopass.no/en/about-autopass/toll-service-provision> at any point of time. In event of inconsistency between the domain statement and Norwegian law or regulations, law and regulations shall prevail. In case of inconsistency between the domain statement and the toll service provider agreement, the domain statement shall prevail.

The NPRA has authority to specify the terms of the Toll service provider agreement (section 5 of the Toll service provider regulation) and to specify technical and operational requirements (section 29). Before making changes to this document, the NPRA shall consult AutoPASS service providers and toll chargers. The form and timeline of the consultation will be decided according to the nature of the change in question.

## Part A Road toll collection and ferry tickets in Norway – AutoPASS Samvirke

The description in part A is for information purposes only. Part A will not be up to date at all times. When applicable, references are made to where correct information may be found.

### A 1. Legal basis

The following are the main laws and regulations concerning collection of tolls and ferry tickets in Norway. Under the EEA Agreement, Norway has adhered to key EU directives on the subject.

Law/regulation	Area/relevance
<b>Act of 21 June 1963 no. 23 on roads (the Roads Act), section 62</b>	The Roads Act section 27 provides the legal basis for collection of road toll on public roads. Section 62 is the legal basis for supplementary regulations.
<b>Regulation of 14 December 2018 on toll service provision for tolls and ferry tickets (the Toll service provider Regulation)</b>	The purpose of this regulation is to regulate toll service provision for tolls on the public road network in Norway and electronic ticketing via AutoPASS Samvirke for public ferry operations, administration of AutoPASS Samvirke, regulation of conciliation between AutoPASS service providers and toll chargers, safeguarding of the rights of users in the relationship with AutoPASS service providers and regulation of an appeals body for users.
<b>Regulation of 10 October 2014 on mandatory electronic on-board equipment in heavy commercial vehicles</b>	Regulation on the mandatory use of electronic on-board equipment in most vehicles with a total permitted weight of more than 3.500 when driving in Norway.
<b>Regulation of 28 November 2016 on payment of tolls</b>	Regulation on the duty to pay road tolls.
<b>Regulation of 14 June 2013 on the collection of tolls from heavy goods vehicles with a permitted total weight of more than 3 500 kg</b>	The regulation implements the Eurovignette directive 1999/62/EC. The regulation sets inter alia a maximum level on rebates given to local/frequent users of a toll company.
<b>Act of 21 June 2002 no 45 on Professional Transport by Motor Vehicle and Vessel (Professional Transport Act)</b>	The Professional transport act regulates, inter alia, the license for a company or other legal person who carries out regular services by ferries as part of the public road network.

### A 2. AutoPASS Samvirke

AutoPASS Samvirke is the network for electronic payment of tolls on public roads and tickets on public ferry services in Norway. This network ensures interoperability between the parties

in AutoPASS Samvirke. The NPRA is responsible for the direction and management of the network.

AutoPASS Samvirke consists of the following parties:

- Interoperability management: The NPRA managing the network.
- AutoPASS service providers
- Toll chargers
- Users

Norwegian toll road companies are required to participate in AutoPASS Samvirke as toll chargers.<sup>1</sup> A road toll company is in this context a company that according to an agreement with the Ministry of Transport and Communication or the NPRA has the right to collect tolls on public roads in accordance with the Roads act section 27.

The NPRA may approve a ferry operator as a toll charger in AutoPASS Samvirke. This will be regulated through an agreement between the ferry operator and the NPRA.

In order to ensure full interoperability and equal treatment of toll chargers, users and AutoPASS service providers, an AutoPASS service provider has the right and duty to conclude toll service provider agreements with all toll chargers in AutoPASS Samvirke. The conditions for all AutoPASS service providers will be identically worded and governed by the Toll service provider Regulation.

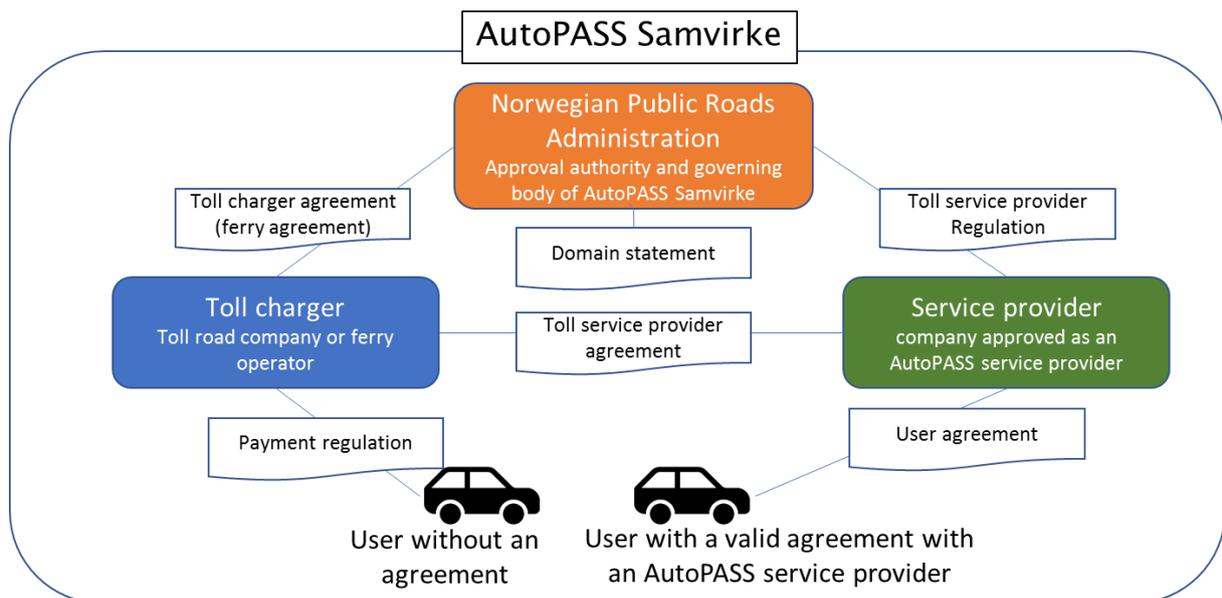


Figure 1: Model showing the parties in AutoPASS Samvirke and their contractual and legal relations. The model is simplified. Conditions such as local agreements, manual payments on ferries etc are not indicated.

### A 3. Tolls on public roads

All toll road projects in Norway belong a toll road company, which is responsible for the financing of the road. The NPRA grants the toll road company the right to collect tolls

<sup>1</sup> Per 1 Januar 2019 one Norwegian toll road company is not part of AutoPASS Samvirke. Hence, this toll charger is not part of the interoperable system.

through the Toll charger agreement. The NPRA is the executive authority on behalf of the government and the Storting.

Road toll is a public fee. The fee is exempted from VAT.

All Norwegian toll roads and their corresponding toll road companies are, or will be, part of a regional toll road company. During a transition period, a small number of toll road companies will not be part of a regional toll company.

The five regional toll companies are

- Bompengeselskap Nord AS
- Vegamot AS
- Ferde AS
- Vegfinans AS
- Fjellinjen AS

As of 1 January 2019, there are 65 different toll roads and 250 toll stations in Norway.

Confer [www.autopass.no](http://www.autopass.no) for a map of Norwegian toll roads and toll road companies in AutoPASS Samvirke.

All Norwegian toll roads in AutoPASS Samvirke are free flow systems, using DSRC charging points.

There are two main devices for the collection of road toll:

- A user signs a user agreement with an AutoPASS service provider. The user and the owner of the vehicle may be different persons. The AutoPASS service provider bills the user on behalf of the toll charger. The user's payment to its AutoPASS service provider shall be deemed to fulfil the user's payment obligations towards the relevant toll charger.
- The road toll company collects the road tolls directly from the owner of the vehicle if there are no user agreement registered on the vehicle.

A user agreement is identified through an electronic on-board unit. In the event of insufficient reading of the electronic on-board unit or the unit is not present in the vehicle, a photograph is taken of the vehicle's registration plate. Any user agreement is then identified through the use of whitelists (HGV). A vehicle with no valid user agreement is always identified through photographing of the registration plate.

In 2017, approximately 10.2 billion Norwegian kroners were collected on Norwegian toll roads. 8.2 billion Norwegian kroners were collected through user agreements.

All commercial heavy vehicles circulating on Norwegian public roads are required to carry an electronic on-board unit registered to a user agreement valid in AutoPASS Samvirke. Neither the AutoPASS service providers nor the toll road companies has a role in the enforcement of this requirement.

### **A 3.1 Tariffs**

The NPRA decides the tariffs. Tariffs are set individually per toll road. All tariffs must follow certain guidelines.

The following is a simplified overview of tariffs, discounts and exemptions in use on Norwegian toll roads. Detailed information on tariffing guidelines can be found at [www.autopass.no/betaling/takster](http://www.autopass.no/betaling/takster), information on exemptions can be found at [www.autopass.no/om-autopass/fritak](http://www.autopass.no/om-autopass/fritak) Detailed pricing information per toll road can be found at [www.autopass.no/ attachment/71964/binary/1268412](http://www.autopass.no/attachment/71964/binary/1268412).

#### Tariff classes

Norwegian toll road companies use the following tariff classes.

##### *Tariff class 1:*

- Cars with a maximum authorized weight below 3 500 kg
- All vehicles registered in the vehicle category M1<sup>2</sup> with a valid user agreement.

##### *Tariff class 2:*

- Vehicles with a maximum authorised weight above 3 501 kg, except vehicles registered in the vehicle category M1

##### *Environmentally differentiated tolls:*

- On toll roads where environmentally differentiated tolls are implemented, the following subcategories apply.
  - Tariff class 1 is divided into zero emission vehicles, diesel and other (petrol, plug-in hybrid, etc)
  - Tariff class 2 is divided into zero emission vehicles Euro VI and Pre-Euro VI.

The AutoPASS service provider is responsible for making correct information on the user's vehicle classification parameters available to the toll charger so that the toll charger can set the correct tariff.

### **A 3.2 Exemptions**

Some exemption types require a valid user agreement registered to the vehicle. The AutoPASS service provider is only responsible for maintaining the agreement and the corresponding electronic on-board unit. The toll charger is responsible for processing the application and grants the exemption. The following are examples of such exemption types.

- Public transportation on licensed routes
- Exemptions on specified toll plazas for residents on certain addresses
- Emergency vehicles – uniformed and civilian

### **A 3.3 Other tariff schemes**

The following are examples of various tariff schemes that require a valid user agreement:

- One-hour rule: Only one toll passage is charged for within a given time, in most cases 60 minutes.

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<sup>2</sup> The M1 vehicle category includes passenger vehicles with a maximum of eight seats in addition to the driver's seat. Most motorhomes, camper vans and certain large cars are included in this vehicle category.

- Monthly ceiling. When a maximum number of toll passages on a toll road are exceeded, the remaining passages that month are free of charge.
- Reverse hour rule. If a vehicle uses more than 60 minutes between two toll plazas, the second passage is free of charge.

### **A 3.4 Discounted rates**

#### *General discount with valid user agreement*

On several toll roads, a user with a valid user agreement will automatically obtain a discounted rate for tariff class 1 vehicles. As of 1 January 2019, the discount is set at either 10 or 20 % on toll roads with such discount schemes.

## **A 4. Ferry tickets on public ferry services in Norway**

The NPRA may approve a ferry operator as a toll charger in AutoPASS Samvirke. A user will then be able to use his user agreement to identify the vehicle and pay the ferry ticket. The user may, at his own discretion, also choose to use other means for paying the ticket.

See [www.autopass.no/en/payment/ferries](http://www.autopass.no/en/payment/ferries) for a list of ferry routes being part of AutoPASS Samvirke.

It will either be the company that operates the scheduled service or the contracting authority that acts as the toll charger in AutoPASS Samvirke.

An AutoPASS service provider shall conclude a Toll service provider agreements with the ferry operator/contracting authority on par with the conclusion of agreements with toll road companies in in AutoPASS Samvirke.

Ferry tickets are subject to VAT. Per 1 January 2019, the rate is 12 %.

### **A 4.1 Ferry tariffs**

Text will follow later.

## **A 5. Local agreements with toll chargers**

A user may enter into a local agreement with a toll road company to obtain local invoicing, special pre-pay discounts and exemptions in accordance with the applicable tariff decisions. A valid user agreement with an AutoPASS service provider is a prerequisite for such local agreements. The local agreement will be terminated if and when the AutoPASS service provider removes the vehicle from the whitelist (HGV), e.g. when user agreement with the AutoPASS service provider is canceled or suspended. Local agreements with a toll road company are intended to cease to be in use after a transition period.

In the future, it will be possible for the user to enter into an agreement with ferry operators or a specially designated company to obtain pre-pay discounts under the ferry card arrangement. A valid user agreement with an AutoPASS service provider is also a prerequisite for this arrangement.

Except for making its equipment available for the toll charger to use, the AutoPASS service provider does not have any responsibility in maintaining or collecting such local agreements. The toll charger handles this.

## **A 6. AutoPASS Samvirke and EETS**

The Norwegian EETS domain and the jurisdiction of the Toll service provider Regulation are identical. An EETS provider approved under section 22 of the regulations are given the same rights and obligations in AutoPASS Samvirke and towards the toll chargers as a domestic AutoPASS service provider.

## **A 7. Transitional arrangement for current toll service providers in Norway**

Companies currently acting as toll service providers in Norway can apply for exemption from the Toll service provider Regulation in a transitional period. The purpose of the exemption is to secure user-friendliness and interoperability in AutoPASS Samvirke until the market for toll service providers is fully established. The exemptions will be subject to certain restrictions and be valid for limited period. Exemptions can be granted to toll service providers currently operating in Norway through the EasyGo-cooperation, as well as Norwegian toll chargers operating as toll service providers.

## Part B Technical and operational requirements

AutoPASS service providers shall fulfill and comply with all technical specifications and procedures described herein unless otherwise specified.

In many cases, this document will refer to documents developed through the EasyGo-cooperation. EasyGo documents are available at [www.easygo.com/om-easygo/dokumenter](http://www.easygo.com/om-easygo/dokumenter).

### B 1. Technical specifications

#### B 1.1 Requirements for electronic on-board equipment (OBE)

An AutoPASS service provider must have technical equipment (OBE) that is compatible with the following standards:

- Interoperability application profile for DSRC: EN 15509 (security level 1 is mandatory)
- Layer 1: EN 12253
- Profile definition: EN 13372
- Layer 2: EN 12795
- Layer 7: ISO15628/ EN 12834
- Application Interface for EFC: EN 14906 (or EN ISO 14816)

Further requirements for the AutoPASS service provider's OBE are stated in EasyGo document 202 *Road side and on board equipment*.

Norwegian road side equipment will for a limited period support legacy OBE-types (AutoPASS, PISTA, etc.) from existing service providers. Specifications for these OBEs can be submitted on request.

#### B 1.2 Security policy

All actors in AutoPASS must operate in accordance with the security policy, *AutoPASS – SFAP Security framework*. (Annex 3B).

Communication between the OBE and the road side equipment must be completed with security level 1 in accordance with EN 15509. Policy for key management is stated in EasyGo document 205 *DSRC Key Management*.

#### B 1.3 Use of whitelist (HGV)

Whitelists (HGV) are used in Norway to:

- Identify the user agreement through the vehicle registration number when the OBE is not read.
- Obtain vehicle information to determine the correct tariff.
- Determine road side signals.

The whitelist (HGV) is also used by the Norwegian authorities' to enforce the requirement for heavy goods vehicles to have a valid user agreement and an OBE in the vehicle.

A toll related to the circulation of a vehicle can only be attributed to a user agreement if the vehicle is on the whitelist (HGV) at the time of the passage.

The AutoPASS service provider is responsible for ensuring that the information on the whitelist (HGV) is correct and up to date.

Specifications for the whitelist (HGV) can be found in *4.3 AutoPASS Data Formats* (Annex 3A). EasyGo document 201 *Requirements central systems and EasyGo Hub* provides further details regarding the exchange of the whitelist (HGV).

## **B 1.4 Data exchange via AutoPASS Hub**

AutoPASS service providers and toll chargers exchange information via the AutoPASS HUB. The exchange interface is based on EN 12855. The following files are exchanged between the AutoPASS HUB and the AutoPASS service provider:

- AIT (*accepted issuer table*)
- ACT (*actor table*)
- TST (*toll station table*)
- Whitelist / HGV
- TIF (*transit information file*) and TIC (*TIF confirmation file*)
- ALM (*Alarm / Event message*) and ALC (*Alarm confirmation*)

The requirements for these files are specified in attachment *4.3 AutoPASS Data Formats* (Annex 3A). EasyGo document 201 *Requirements central systems and HUB* may also be used as a reference.

Until further notice the schedule for data exchange specified in *4.3 AutoPASS Data Formats* (Annex 3A), Appendix C4 - Item 15, is also valid for the communication between Norwegian toll chargers and AutoPASS service providers through the AutoPASS HUB.

An AutoPASS issuer may - optionally - use EasyGo HUB to exchange information with AutoPASS HUB and Norwegian toll chargers. In such case, the AutoPASS service provider is responsible for the use of the EasyGo HUB. As a supplementary service, an AutoPASS service provider may also use the AutoPASS HUB for the exchange of information with the EasyGo HUB and toll chargers outside AutoPASS Samvirke. However, such use of AutoPASS HUB is not governed by this Domain statement or regulations governing AutoPASS Samvirke. Information on the communication with EasyGo HUB can be found in EasyGo document 203 *Technical requirements, data formats and interface specifications*.

## **B 1.5 Testing requirements**

Testing should follow the principles set forth in the AutoPASS Test strategy (Annex 3C). EasyGo document 206 *Test strategy* may be used as a reference.

Testing of data exchange between AutoPASS service provider's IT system and AutoPASS HUB must be done in accordance with AutoPASS test specification (Annex 3D). EasyGo document 207 *Interface test specification for central systems - EasyGo HUB* may be used as a guideline.

The AutoPASS issuer's OBE must be tested against the road side equipment. EasyGo document 201 *Requirements central systems and EasyGo HUB* contains information relevant to the testing.

## **B 2. Procedures**

### **B 2.1 Procedures for handling relations and complaints**

AutoPASS Samvirke specific procedures will be issued later. EasyGo document 302 *Principles for handling of customer relations and complaints* may be used as a guideline.

### **B 2.2 Issuing, storage and exchange of sales documents (invoices)**

AutoPASS Samvirke specific procedures will be issued later. EasyGo document 304 *Invoicing specifications* may be used as a guideline.

## **B 3. Service Level Requirements**

As of 1 January 2019, there are no defined minimum service level requirements in AutoPASS Samvirke. However, the parties in AutoPASS Samvirke are obliged to comply with the technical and operational requirements. Failure to meet the requirements may entitle a party to claim damages according to the Toll service provider agreement.

## Part C Commercial conditions and administrative provisions

An AutoPASS Service provider is required to comply with the commercial conditions and administrative provisions in part C unless otherwise specified.

### C 1. Costs and the sharing of costs in testing

Several situations may cause the need for testing, involving both an AutoPASS service provider and a toll charger. The general principle for such situations is that the parties cooperate in performing these tests, and that each party is responsible for covering its own costs.

Tests of technical equipment are necessary in many situations. Some examples are provided below:

- Local tests as part of the approval procedure (Part D) and the subsequent launch of the AutoPASS service provider's operation in AutoPASS Samvirke
- Test related to the implementation of new toll chargers or toll stations
- Tests related to changes, maintenance or updates of technical components used by a toll charger or an AutoPASS service provider. This includes, but is not limited to:
  - o Road side equipment at the toll charger
  - o On-board equipment
  - o Information systems used by AutoPASS service providers and toll chargers
  - o Common information processing infrastructure, including handling of registers/lists, data exchange, security solutions etc.
- Tests related to the change, maintenance or updates of the common specifications and procedures specified in this domain statement
- Test related to irregular or unwanted operational situations, and the subsequent follow-up of these situations
- Tests initiated by toll chargers as part of their control of the AutoPASS service provider's fulfillment of required service levels. These tests can be unannounced, cf. the Toll service provider Regulation's section 11
- Tests if and when a toll charger or an AutoPASS service provider cease their operations in AutoPASS Samvirke

If the imposed or agreed scope of testing exceeds what is necessary, or in other ways results in unreasonable costs for one of the parties, the party can request the NPRA (as conciliation body) examine the case in question. The NPRA will mediate the case in accordance with the Toll service provider Regulation's section 34.

### C 2. Remuneration for AutoPASS service providers

The Ministry of Transport and Communications determines the rates of the remuneration for AutoPASS service providers. An AutoPASS service provider cannot demand any additional payment or coverage of costs for the services provided through the Toll service provider agreement other than the remunerations described below.

#### C 2.1 Remuneration for toll transactions under a valid user agreement

A toll charger shall pay a remuneration to the AutoPASS service provider for all accepted toll transactions under a user agreement with the AutoPASS service provider. Credit transactions shall be included when calculating the remuneration.

The remuneration shall be calculated based on the net value of the toll transaction (tolls and ferry tickets) including discounts and VAT (if applicable).

As of 1 January 2019, the rate for the remuneration is 1.75% (excluding VAT) of the net value of the toll transactions under a valid User agreement with the AutoPASS service provider.

The AutoPASS service provider shall issue a monthly invoice for the remuneration to the toll charger. The invoice shall include remuneration for all toll transactions accepted during the period from the first day to the last day of the preceding month. The remuneration invoice shall have the same cut off as the toll transaction settlement, see chapter C 4. The invoice shall include accurate references to the account statements used to document the toll transaction settlement. See EasyGo document 304 *Invoicing specifications* as an example. The AutoPASS service provider shall invoice the toll charger no later than the 10<sup>th</sup> each month, with a 14 day payment deadline.

### **C 2.2 Remuneration for additional use of the AutoPASS service providers User agreement or OBE by the toll charger**

According to the Toll service provider Regulation section 9, the AutoPASS service provider shall make its equipment available to allow the toll charger to identify local agreements. The Ministry of Transport and Communications may set rates for remuneration for the toll charger's use of the AutoPASS service provider's equipment.

As of the 1 January 2019, no rates are set, and thus the AutoPASS service provider are not entitled to remuneration for the toll chargers use of the service provider's equipment when identifying local agreements. The Ministry intend to introduce such a rate at a later stage.

From 1 July 2019, the EasyGo scheme with remuneration for additional local agreements no longer be in effect in AutoPASS Samvirke.

### **C 2.3 Common requirements for the invoice issued from the AutoPASS service provider to the toll charger**

The invoice for remuneration issued by the AutoPASS service provider shall be compliant with Norwegian legislation.

The invoice shall be issued in Norwegian Kroner (NOK).

## **C 3. Financial guarantees**

According to the Toll service provider Regulation, the toll charger has a right and obligation to demand a financial guarantee from the AutoPASS service provider.

Financial guarantees are a general requirement for all toll service providers in AutoPASS Samvirke. As a result, all toll service providers must provide a financial guarantee to each of the toll chargers in AutoPASS Samvirke for the payments of tolls collected on behalf of the toll charger in question.

The guarantee shall be in the form of an on-demand guarantee issued by a financial institution established in the EEA. Alternately, the AutoPASS service provider can provide a *parent company guarantee* or a similar guarantee that the toll charger deems to be satisfactory.

The guarantee shall correspond to the average monthly toll transaction amount collected by the AutoPASS service provider for the toll charger. This amount shall be determined on the basis of the total toll transaction amount paid by the AutoPASS service provider to the toll charger the previous year, or the AutoPASS service provider's business plan if no relevant historical data is available. When the toll charger is part of a regional toll company, the average monthly turnover shall be calculated based on the turnover with all toll chargers belonging to this regional toll company.

The term of the financial security must be at least 13 months and is to be extended for at least a further 13 months period not later than 14 days before the end of the term in each instance.

The guarantee shall be provided and documented to the toll charger before commercial operations start, cf. the Toll service provider agreement section 3.2.

If there is a major change in the AutoPASS service provider's transaction amount, the AutoPASS service provider or toll charger may demand a new guarantee that reflects this change. This can take place outside the normal date of renewal. A major change is an increase or reduction of average monthly transaction amount of more than 20%, based on the average for the last 12 months.

When applicable, documentation of the guarantee shall be attached to the signed Toll service provider agreement.

#### **C 4. Settlements between the AutoPASS service provider and toll chargers for toll transactions**

The settlement between an AutoPASS service provider and a toll charger for accepted toll transactions shall cover a maximum of one calendar month. The settlement shall take place no later than the 15th of the month following the transfer of the accepted transactions.

The AutoPASS service provider and the toll charger can agree on a different frequency of settlements if the service provider collects less than NOK 50 000 per month on behalf of the toll charger. The settlement period cannot exceed three months.

The settlement of toll transactions shall be in Norwegian Kroner (NOK) and to the settlement account specified by the toll charger.

As part of the settlement process, the AutoPASS service provider shall provide the toll charger with documentation for the settlement specified per day.

## Part D Application process

The Toll service provider Regulation provides three different forms of approval, each with its own application process.

- Norwegian and foreign companies seeking to operate as AutoPASS service provider in the Norwegian toll domain must be approved by the NPRA in accordance with section 21.
- Companies that already have been approved as an EETS provider in their home country seeking to operate as AutoPASS service provider in the Norwegian toll domain, must obtain an operating approval from the NPRA in accordance with section 22.
- Norwegian companies seeking approval as EETS provider must apply to the NPRA in accordance with section 24.

The different types of approval are illustrated in the figure below:

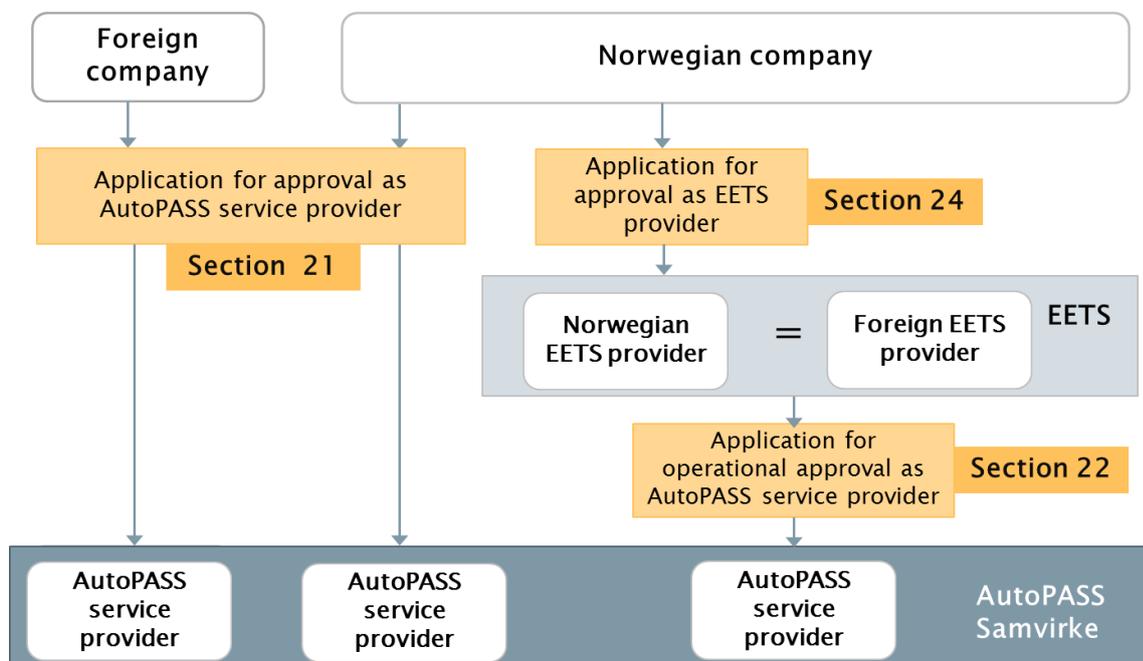


Figure 2: The different types of approval in the Toll service provider Regulation

Note that approval as EETS provider in accordance with section 24 gives the company a formal status with associated rights and obligations in EETS. However, it does not grant the right to operate as a toll service provider in the Norwegian AutoPASS Samvirke. To be granted this right, the EETS provider must have operational approval in accordance with section 22.

For a more thorough description of the scope and assessments of the different approval processes, see the Application guide (Annex 1G).

## D 1. The process to be operational as AutoPASS service provider

In order to become an operational AutoPASS service provider, the applicant must complete two sequential steps.

The first step is to be approved by the NPRA as AutoPASS service provider. This can either be through approval in accordance with section 21, or as an operational approval of an EETS provider in accordance with section 22. After being approved in accordance with either of these sections, the service provider gains the right to conclude Toll service provider agreements with all toll chargers in AutoPASS Samvirke.

The second step consists of a controlled and verified implementation of the AutoPASS service provider, to ensure that the commencement of commercial operations does not entail any major inconveniences for the AutoPASS service provider, the toll chargers or the users. This step is common for all AutoPASS service providers approved in accordance with section 21 or 22. The step includes the conclusion of Toll service provider agreements with all toll chargers in AutoPASS Samvirke, and the verification of commercial, administrative and technical conditions.

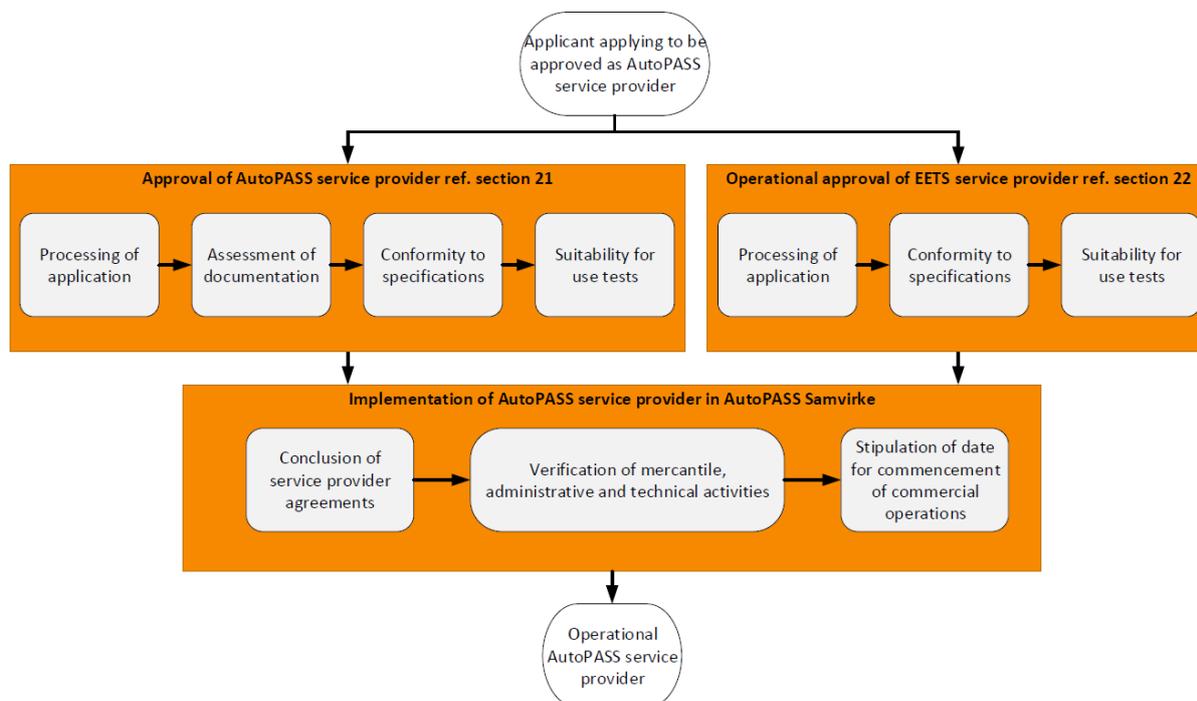


Figure 3: The process to be operational as AutoPASS service provider

## D 2. Approval as AutoPASS service provider according to section 21

The approval process in accordance with section 21 is initiated when the applicant submits the Application form (Annex 1D-e) to the NPRA. The application must be accompanied with all necessary documents. This is described further in the Application guide (Annex 1G). The NPRA will start processing the application when the received application and its attachments are complete.

The approval process can be divided into two main parts:

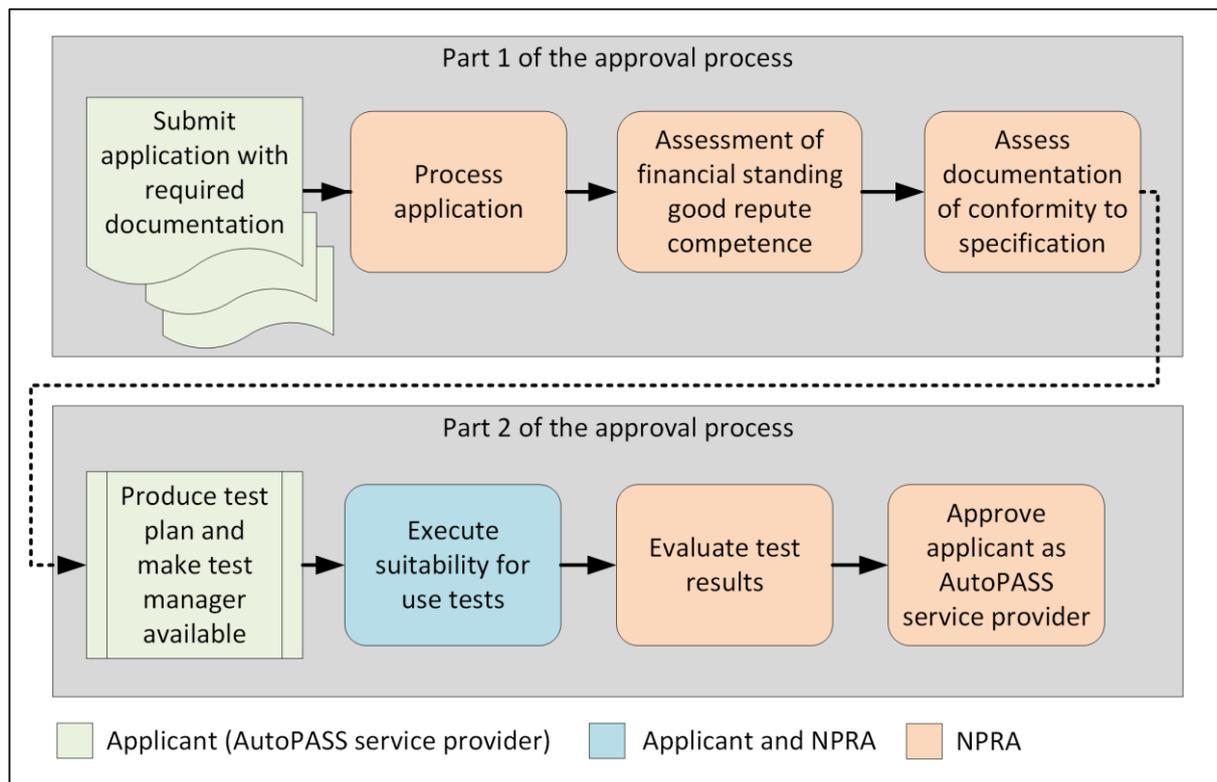


Figure 4: Approval as AutoPASS service provider according to section 21

In part one, the applicant shall document that the requirements to competence, financial standing, and good repute are met. The NPRA will assess whether these requirements are met, based on the documentation from the applicant. The applicant shall also provide documentation of conformity to the specifications in AutoPASS Samvirke. The NPRA is responsible for assessing whether the documentation on conformity to specifications is complete and sufficient.

If the NPRA find that the applicant meets the requirements outlined above, the applicant can move on to the next part of the approval process.

The second part of the approval process is a suitability for use test of the applicant’s technical components in AutoPASS Samvirke. This includes testing the communication between the parties’ IT-systems, and between the applicant’s electronic onboard equipment (OBE) and toll charger’s road side equipment, plus end-to-end tests. It will be the applicant’s responsibility to produce a test plan, appoint a test manager and ensure progression in the tests. The NPRA is responsible for the execution of the suitability for use tests and for the assessment of the results.

An applicant that meets the requirements in section 21 will be approved by the NPRA as AutoPASS service provider. See the Application guide (Annex 1G) for further information on the application process.

**D 3. Approval as AutoPASS service provider in accordance with section 22**

The NPRA recognizes that EETS providers already have been subject to an approval process. The NPRA will take this into consideration when processing an application for approval in accordance with section 22.

The approval process in accordance with section 21 is initiated when the applicant submits the Application form (Annex 1E-e) to the NPRA. An application from an EETS provider shall have all documentation required for approval and preparation for commercial operations attached. This is described further in the Application guide (Annex 1G). The NPRA will start processing the application when the received application and its attachments are complete.

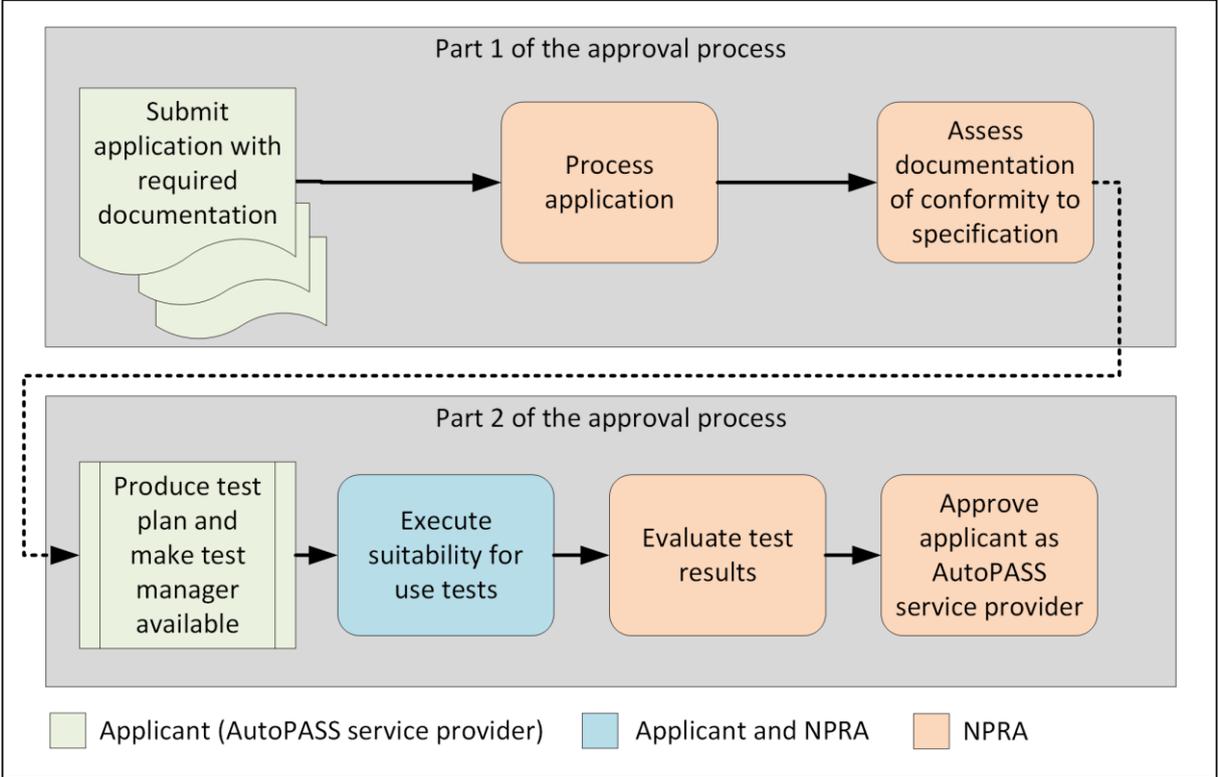


Figure 5 Approval as AutoPASS service provider in accordance with section 22

EETS providers applying for operational approval in accordance with section 22 shall document that all technical components conform to the specifications in AutoPASS Samvirke. The NPRA is responsible for assessing whether the documentation on conformity to specifications is complete and sufficient.

After this assessment, the EETS provider moves on to part two of the approval process, with a suitability for use test identical to that of an applicant applying in accordance with section 21. This includes tests of the interface between the technical systems in AutoPASS Samvirke and the applicant’s electronic onboard equipment (OBE) and back-office systems, and end-to-end testing. It will be the applicant’s responsibility to produce a test plan, a test manager and to ensure progression in the tests. The NPRA is responsible for the execution of the tests and for the assessment of the results.

An applicant that meets the requirements in section 22 will be approved by the NPRA as AutoPASS service provider. Please refer to the Application guide (Annex 1G) in the annexes of this document for further information on the application process

#### **D 4. Launch of AutoPASS service provider after approval**

It is necessary to perform a controlled and verified implementation of the AutoPASS service provider after approval in accordance with section 21 or 22 of the Toll service provider Regulation, as shown in figure 3.

The process for implementing the AutoPASS service provider starts when an applicant approved under section 21 or 22 requests to conclude Toll service provider agreements with the toll chargers in AutoPASS Samvirke. The NPRA is responsible for facilitating the conclusion of the agreements. The NPRA is also responsible for establishing a plan for the activities to be concluded before commercial operations can commence. The AutoPASS service provider and the toll chargers commits themselves to carry out the necessary activities by signing of the Toll service provider agreements, ref. section 5 in the Toll service provider Regulation.

After signing the Toll service provider agreements, a range of commercial, administrative and technical conditions will be verified to ensure that the AutoPASS service provider, the toll charger and other stakeholders in AutoPASS Samvirke are ready for the AutoPASS service provider to commence commercial operations. Most activities are common, such as verification of the production environment, pilot operation, confirmation of the envisioned market share with respect to the Toll service provider regulation section 19 and the verification of the user agreement with respect to section 15 of the regulation. Other activities will be bilateral, such as verification of contact information, confirmation of financial guarantees (ref. section 18) and establishing settlement procedures including accounts. The NPRA is responsible for verifying that these activities are concluded before commercial operations can commence.

The AutoPASS service provider is ready for commercial operations after the NPRA have verified that all commercial, administrative and technical activities are concluded. Commencement of commercial operations shall start simultaneously for all toll chargers in AutoPASS Samvirke, on a date set by the NPRA, in cooperation with toll chargers and the AutoPASS service provider.

#### **D 5. Process for application to be registered as an EETS provider in accordance with sections 24**

In development.

#### **D 6. Language**

The official versions of regulations and legal documents will be in Norwegian. Translated documents will be provided for information purposes only and with no responsibility for the NPRA or the Norwegian toll chargers with respect to among others, the correctness of the translation or the coherence with the Norwegian official documents. Some of the supporting documentation, especially technical documentation, will be available in English. The formal language in the application process will be Norwegian. The working language during the application process, including testing, may be English.

**Part E Annexes**

## General

Annex no.	Document	Version
1A-e	Template for Toll service provider agreement	v1.0 21.12.2018
1B	Recommended template for Data processor agreement (in Norwegian only) [Not yet available]	
1C	Template for the exchange of personal information (in Norwegian only) [Not yet available]	
1D-e	Application form: approval as AutoPASS Service provider in accordance with section 21	v1.1 29.04.2019
1E-e	Application form: operational approval as AutoPASS Service provider in accordance with 22	v1.1 29.04.2019
1F-e	Application form: approval as EETS-provider in accordance with 24 [Not yet available]	
1G	Application guide (in Norwegian only) [Not yet available]	
1H-e	Self-declaration form	v 1.0 21.12.2018

## Administrative provisions

Annex no	Document	Version
2A	AutoPASS Service level requirements and procedures for handling of issues [Not yet available]	
2B	AutoPASS Procedures for the handling of customer relations and complaints	

## Technical requirements

Annex no	Document	Version
3A	4.3 AutoPASS Data formats	v1.2 31.10.2018
3B	AutoPASS – SFAP Security framework Available upon request	v1.0 05.07.2018
3C	AutoPASS Test strategy [AutoPASS service provider version not yet available ]	
3D	AutoPASS Test specification [AutoPASS service provider version not yet available]	
3E	Specification for AutoPASS HUB [Not yet available]	