



c/ieca
The International Commission
for Driver Testing

› International Commission for Driver Testing

2012-2013 Annual
Report

FOREWORD

Annual Report 2012 - 2013

Dear Members,

It is with great pleasure that I present to you the CIECA Annual Report 2012-2013 that I hope captures today's situation of CIECA.

The past year, which kicked off with our 44th Congress in Istanbul, has in many ways been a particularly dynamic year for our organization. We continued the Workshop Series on the transposition of the 3rd Driving Licence Directive 2006/126/EC: CIECA members discussed the new access conditions for driving category B motor vehicles towing a trailer or a caravan. A workshop was held on the views on working practices performed during the practical test for category A. CIECA also had a workshop on how to deal with the assessment of ecodriving in the theory and in the practical driving tests. In addition to that, the workshop on "How to measure hazard perception" provided a superb platform where the state of art concerning "hazard perception" in the context of driver training and testing, and in how to make valid measurements of it within the framework of driver examinations was discussed.

An event that – I am sure – will have a big significance on the long run, was our workshop on the subject of driver training and driver instruction in November 2012. Supported by a large number of positive expressions of interest by CIECA members, the workshop served both as the basis and proposal for a new project called the Road User Education Project, which aims to define European competency standards for drivers, driving instructors and accompanying persons.

CIECA also has grown further as an association. Since the Istanbul Congress, seven members from various disciplines in road safety have joined our organization. CIECA has also enlarged its structure by allowing the creation of Topical Groups that should provide opportunities for members to discuss new developments in their specialized fields and to act as a source of professional and technical advice for CIECA.

I would like to sincerely thank all members, the CIECA Permanent Bureau, Expert Advisory Group, Theory Test Advisory Group and staff members for their dedication and ability in their activities and for their contribution to the success of CIECA.

Kari Hakuli
CIECA President



Table of contents

FOREWORD	2	2.5. TAG workshop: How to measure hazard perception?, Helsinki (Finland), 31 January - 1 February 2013	6	6. EXTERNAL REPRESENTATION	9
1. CIECA HIGHLIGHTS 2012-2013	3	2.6. EAG / TAG workshop: Assessing ecodriving, Leuven (Belgium), 19 April 2013	6	7. FINANCIAL STATEMENTS – BUDGET AND REALISATIONS FOR 2012	10
2. CONGRESS, WORKSHOPS AND SEMINARS	4	3. AUDITING THE DRIVING TEST	6	8. DESCRIPTION OF THE ORGANISATION	11
2.1. 44 th CIECA General Assembly and Congress 2012: Modern technology and the training and testing of road users, Istanbul 14-15 June 2012	4	4. PARTICIPATION IN EU-FINANCED PROJECTS	7	8.1. Member organisations	11
2.2. Trailer workshop, Brussels (Belgium), 3 October 2012	5	4.1. The EU project ECOWILL (2010-2013)	7	8.2. The CIECA structure	12
2.3. Preparing for the European Driver Training Initiative, Leuven (Belgium), 7 November 2012	5	4.2. EU RIDERSCAN Project	8	8.3. Decision making organs and bodies of CIECA	13
2.4. EAG workshop: Common examination standards for cat. A, Berlin (Germany), 12-13 December 2012	5	5. COLLECTING AND MAKING DRIVER TESTING INFORMATION AVAILABLE: THE CIECA WEBSITE AND THE GUIDE ON DRIVER LICENCING	8	8.3.1. The Permanent Bureau	13
				8.3.2. The Expert Advisory Group (EAG)	13
				8.3.3. The Theory Test Advisory Group (TAG)	14
				8.3.4. The Secretariat	15
				COLOPHON	16

1. CIECA HIGHLIGHTS 2012-2013

› CIECA Congress in Istanbul

On 14 and 15 June 2012, TÜV SÜD TGK hosted the 44th CIECA Congress entitled *Modern technology and the training and testing of road users*. The Congress assembled more than 150 CIECA members and road safety professionals from numerous countries.

› 7 new members joined CIECA

- › Association Centaure (France)
- › Éditions Nationales du Permis de Conduire – ENPC (France)
- › Kuratorium für Verkehrssicherheit – KfV (Austria)
- › Korean Road Administration – KoROAD (Republic of Korea)
- › Ministry of Interior (United Arab Emirates)
- › Palacky University, Department of Psychology (Czech Republic)
- › Vlaamse Stichting Verkeerskunde – VSV (Belgium)

› Topical groups launched

CIECA members can now sign in to Topical Groups, which will provide them opportunities to interact with colleagues with similar interests, to keep abreast of new developments in their specialized fields, and to act as a source of professional and technical advice for CIECA.

› Driving tests audits conducted

CIECA's Expert Advisory Group (EAG) continued its valuable work in auditing driving tests. In 2012, the Tunisian driving test was audited.

› Four CIECA workshops

Workshops were held on category B vehicles towing a trailer or a caravan, on common examination standards for category A and on ecodriving. CIECA also held a special seminar in the introduction of minimum requirements for driving instructors and driving schools and of minimum requirements for driver training which gave rise to the CIECA Road User Education Project mentioned below.

› TAG Workshop on hazard perception

On 31 January and 1 February 2013, CIECA with the support of Trafi (Finland) held a Members' workshop on hazard perception.

› First steps taken of the CIECA Road User Education Project

CIECA has taken the first steps of its Road User Education Project which aims to set-up European competency standards for drivers, driving instructors and accompanying persons.

› EU projects

CIECA contributed to the EU ECOWILL project (Ecodriving-Widespread Implementation for Learner drivers and Licensed Drivers) and is also involved in the EU project on motorcycle safety in Europe – RIDERSCAN.

2. CONGRESS, WORKSHOPS AND SEMINARS

2.1. 44th CIECA General Assembly and Congress 2012: Modern technology and the training and testing of road users, Istanbul 14-15 June 2012

Over 150 delegates took part at the 44th CIECA Congress on 15 June 2012, which was hosted by TÜV SÜD TGK, our CIECA associated member from Turkey.

The 2012 CIECA Congress focused for the first time on collaboratively emerging ITS technologies, including Driving Assistance Systems, and their future impact on training and testing and how in an educative context they could contribute to improve road safety. Opening speeches were held by Dr. Luciana Iorio from the United Nations Economic Commission for Europe (WP1) and Mr. Gilles Bergot from the Road Safety Unit at the European Commission.

ITS are valuable means that bring solutions and systems to facilitate safer, sustainable and comfortable mobility for all transport users. It is clear that driver assistance, navigation and tracking and tracing systems are extremely useful to promote transport safety and it is necessary to foster their deployment on a wider scale. However, this modern technology can produce unintended consequences (e.g. lapse of concentration, accidents due to ignorance on how to operate the devices, etc.). Drivers and road users need education and training if they are going to handle effectively all these new technological benefits. The need to increase and improve driving techniques and skills is greater than ever, not only because of the complexity of current traffic systems but also because additional technology can overload drivers and even increase safety risks.

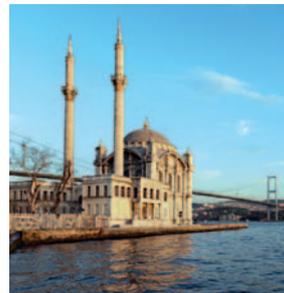
The Congress discussed the practical consequences of the use of ITS in the conduct of a practical driving test and how it can be used during driver training and also after licensing to monitor drivers' performance. The Congress also pointed out that there is an urgent need to develop an education and testing strategy based on research and consultation with road safety practitioners and other members



of society that should establish future requirements for driver education. All the Congress presentations can be downloaded from the CIECA website.

On 14th June, CIECA members held their General Assembly where they were informed of further developments regarding CIECA Strategy and of the financial situation of the Association. The Members were also briefed by the chairs of the Permanent Advisory Groups and the Secretariat about all the activities for members organized by CIECA during 2011.

In addition, the 3rd CIECA Members' Forum enabled five members to report on current developments, problems and progress in their home countries in order to exchange experiences with the rest of members. During the Forum, all new CIECA associated members had the opportunity to introduce themselves to the rest of CIECA organisations.



44th CIECA General Assembly and Congress

2.2. Trailer workshop, Brussels (Belgium), 3 October 2012

On 3 October at its offices in Brussels, CIECA held its 5th workshop on access to driving vehicle combinations comprising a category B motor vehicle towing a trailer, a semi-trailer or a caravan.

The 3rd Driving Licence Directive 2006/126/EC of 20 December 2006 profoundly altered the conditions for access to driving these vehicle combinations. The procedures now vary according to the Maximum Authorised Mass (MAM) of the towing vehicle and that of the trailer, and drivers may be obliged to undertake specific training lasting at least seven hours and/or to pass a test to assess their aptitudes and conduct.

As this was a highly technical subject, the work carried out at the workshop, together with the data gathered in a questionnaire sent to all the members of the CIECA, made it possible to make a very clear point on the decisions made by the Member States with regard to the application of the Driving Licence Directive 2006/126/EC on 19 January 2013.



In particular, the workshop clarified any possible ambiguities surrounding the precise definition of “the maximum authorised mass of a combination” (expression used in the 2006/126/EC Directive). It also provided information about the most popular option among the Member States, namely the implementation of a practical driving test rather than a minimum of 7 hours training, for all combinations with an MAM (i.e. MAM of the motor vehicle + MAM of the trailer) of between 3.5 and 4.25 tonnes, provided that the trailer has a MAM of >750 kg.

In light of the conclusions drawn at this workshop, proposals for improving the provisions in the Directive 2006/126/EC were made to the European Commission. These comprise:

- › the introduction into the category B theory test of points that are vital for safely driving a combination with the B licence alone (safety checks, loading, driving situations, etc.), and
- › the provision of more precise content for the 7-hour training if Member States choose this option.

The final report from this workshop is available in the members’ section of the CIECA website.

2.3. Preparing for the European Driver Training Initiative, Leuven (Belgium), 7 November 2012

On 7 November 2012, CIECA held an important workshop on the subject of driver training and driver instruction. This workshop served as a first reflection on the future possible evolution of the European driver licensing regime, which could

include the introduction of minimum requirements for driving instructors and driving schools and of minimum requirements for driver training.

Workshop participants agreed on the need to make recommendations that may assist the DG MOVE of the European Commission in drafting new legislation in the above two mentioned areas. As a consequence, the Permanent Bureau, supported by the very large amount of positive expressions of interest by CIECA members, decided that CIECA will respond to this new challenge and will go ahead with a new project taking into consideration the remarks made by all those who have expressed interest.

By making this effort, CIECA hopes to contribute to reaching the 50% reduction target of road fatalities which was set by the European Commission in its policy orientation “towards a European road safety area: policy orientations on road safety 2011–2020” (2011) and by the European parliament report on Road Safety 2011–2020¹. More specifically, the project will be a key element in the realization of the Commission’s Objective N° 1: Improve education and training of road users. The project also is a response to the United Nations Consolidated Resolution on Road Traffic from 2010 pleading for improved training and examination.²

The Permanent Bureau decided to establish a small project management task force, aiming at designing the project, planning the work schedule, identify the project costs and sort out the financing and sponsoring needs as well as to settle the project’s organisational and management aspects and the CIECA Secretariat has started formulating a proposal for this project that has been renamed as the CIECA Road User Education Project.

2.4. EAG workshop: Common examination standards for cat. A, Berlin (Germany), 12–13 December 2012

On 12 and 13 December 2012, at the NH Berlin Mitte Hotel in Berlin, the CIECA held the second workshop organized by the Expert Advisory Group (EAG) on common examination standards for cat. A. The objective of the workshop was to gain an overview of the current situation on working practices performed during the practical test for cat. A. The workshop intended to address specific challenges created by the transposition of the Third Driving Licence Directive, provide valuable experience and enhance the expertise of all CIECA member organisations. The event, which featured presentations by eight CIECA members, provided a relaxed setting that enabled a very practical and fruitful discussion structured around a series of questions developed by the EAG.



EAG workshop

1 Report on European road safety 2011–2020 (2010/2235(INI)), Committee on Transport and Tourism, 2013.
2 Consolidated Resolution on Road Traffic (R.E.1), United Nations Economic Commission for Europe (UNECE), 32

2.5. TAG workshop: How to measure hazard perception?, Helsinki (Finland), 31 January - 1 February 2013

On 31 January & 1 February 2013, at the headquarters of our Finnish effective member Trafi, the CIECA held the 1st workshop organized by the Theory Advisory Group (TAG) on how to measure hazard perception. The workshop was well attended with 45 CIECA members and four external experts present at the event: Prof. Frank P. McKenna (University of Reading, UK), Ms. Margit Herle (Schuhfried GmbH, Austria), Mr. Jan Genschow (Universität Potsdam, Germany), and Dr. Shaun Helman (Transport Research Laboratory, UK). The workshop succeeded in providing a platform for discussing and exploring the state of art concerning "hazard perception" in the context of road safety, driver training and testing. The first day of the event was devoted to setting up the theoretical base for further practical discussions and to clarify the term 'hazard perception'. The second day focused on the delivery of practical solutions for HP testing, with all workshop attendants participating in a lively discussion on the problems that HP testing can entail, and what sort of strategies could be used to solve these problems.

2.6. EAG / TAG workshop: Assessing ecodriving, Leuven (Belgium), 19 April 2013

The first workshop organized by the two CIECA expert groups took place on 19 April 2013 at the Park Inn Hotel in Leuven. The objectives of the workshop were

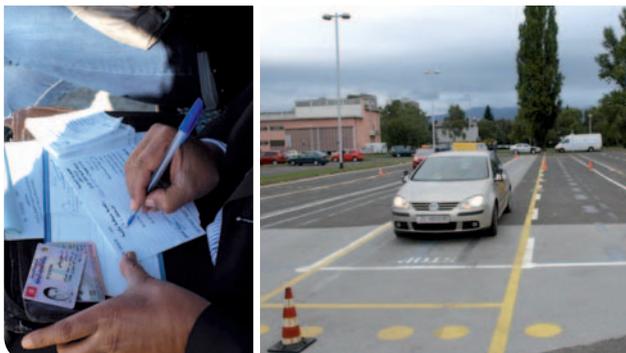
manifold with most of the effort devoted to promote good discussions among participants. Both expert groups gave the floor to member countries that had already implemented economical and environmentally friendly driving in their driving education and testing systems. The TAG had the opportunity to inform briefly of the progress made concerning the assessment of the ecodriving in the theory test by the TAG members. There was also time for the presentation of the involvement of CIECA in the ECOWILL project (more information on this project can be found in section 4).



3. AUDITING THE DRIVING TEST

One of the tailored services offered by CIECA to its members is the audit of the driving test. The primary objective of this activity carried out by the CIECA Expert Advisory Group (EAG) is to audit the practical driving test and overall driver testing regime in place in the visited country. In 2012-2013, CIECA conducted one of these audits in Tunisia.

2012 has seen more dynamic audits with the division of tasks during the visits in accordance to specialties and interests of EAG members. The aim of this change is to deploy EAG resources more effectively so the group is able



to provide feedback on a number of issues that also influence the quality of testing systems that until now did not figure prominently by their own right in the audits. Under this new working practice, these are the roles of EAG members during the audits:

- › Category A training and testing: Jean Malinowski and Per-Olof Nilsson
- › Category B practical test and assessment: Jörg Biedinger, Saulius Suminas, Elina Uusitalo, and Per Gunnar Veltun
- › Category C and D practical test and assessment: Per Gunnar Veltun
- › Examiner standards and quality control: Han Rietman
- › Theory Testing: Per Gunnar Veltun and Saulius Suminas
- › Training and instructor standards: Han Rietman

The agenda of a driving test audit visit generally includes presentations from the host organisation about the overall driver testing system in place and observation of practical and theory driving tests by the EAG. During their stay the EAG Members generally have the opportunity to visit more than one different test centre. Audits are custom tailored to the needs of CIECA member organisations with minimal invasiveness to normal operations.

If you are interested in conducting such an audit in your organisation, please do not hesitate to contact the EAG through the CIECA Secretariat.

4. PARTICIPATION IN EU-FINANCED PROJECTS

4.1. The EU project ECOWILL (2010–2013)³

ECOWILL (**E**codriving-**W**idespread **I**mplementation for **L**earner Drivers and **L**icensed Drivers) was an EU co-funded project aimed at reducing carbon emissions by boosting the application of ecodriving in Europe. The project rolled out short duration ecodriving training programs for licensed drivers in thirteen European countries and promoted the education of learner drivers in ecodriving.

The ECOWILL project came officially to an end in April 2013. The three-year project was supported by the EU's Intelligent Energy Europe programme and monitored by the Executive Agency for Competitiveness and Innovation (EACI) of the European Commission. It built up on various EU projects, such as Ecodriving Europe (2001-2004), Treatise (2005 – 2007), Fleat (2007 – 2010) and, in particular, Ecodriven (2006-2008).

ECOWILL's main objectives were:

- › Integration of ecodriving in driving school curricula and driving tests;
- › Establishment of minimum standards for contents and set up of ecodriving trainings and train-the-trainer seminars;
- › Establishment of an ecodriving infrastructure which will keep the approach alive after the end of the project;
- › Use of the existing education infrastructure (driving schools + advanced driver trainings) for short-duration ecodriving trainings designed for licensed drivers.

Fifteen partners from thirteen European countries participated to this project, whose overall coordination was ensured by the Austrian Energy Agency:

1. Austria – Austrian Energy Agency
2. Croatia – EIHP
3. Czech Republic – SEVEN
4. Finland – Motiva Oy
5. Germany – DVR
6. Greece – CRES
7. Hungary – Geonardo
8. Italy – Consorzio TRAIN
9. Lithuania – COWI Lietuva
10. Poland – KAPE
11. Spain – RACC Foundation
12. The Netherlands – VVCR Europe
13. United Kingdom – Energy Saving Trust
14. European Driving School Association (EFA)
15. Fédération Internationale de l'Automobile (FIA)

ECOWILL's role

As a project subcontractor, ECOWILL's involvement was to be part of the "Ecodriving Advisory Board" (EAB) which assisted the ECOWILL consortium. Especially when addressing ecodriving, ECOWILL members are critically concerned with driving

standards through setting theory and practical tests, and some members are also responsible for regulating driver training.

ECOWILL contributed to the project by setting-up the **Golden rules of ecodriving** taking into account recent engine developments:

› Golden rules of ecodriving

1. Anticipate Traffic Flow: Read the road as far ahead as possible and anticipate the flow of traffic. Act instead of react – increase your scope of action with an appropriate distance between vehicles to use momentum (an increased safety distance equivalent of about 3 seconds to the car in front optimises the options to balance speed fluctuations in traffic flow – enabling steady driving with constant speed).
2. Maintain a steady speed at low RPM: Drive smoothly, using the highest possible gear at low RPM.
3. Shift up early: Shift to higher gear at approximately 2.000 RPM: Consider the traffic situation, safety needs and vehicle specifics.
4. Check tyre pressures frequently at least once a month and before driving at high speed: Keep tyres properly inflated as low tyre pressure is a safety risk and wastes fuel. For correct tyre pressure (acc. to loading, highest pressure and speed driven), check with car's manual.
5. Consider any extra energy required, fuel costs and money: Use air conditioning and electrical equipment wisely and switch it off if not needed. Electrical energy is converted from extra fuel burnt in a combustion engine, so electrical equipment does not work "for free" – it always costs extra energy and money. Avoid dead weight and aerodynamic drag.



ECOWILL Consortium meeting, Brussels, 4-5 April 2013



³ Ecodriving-Widespread Implementation for Learner Drivers and Licensed Drivers, 01/05/2010 – 30/04/2013, contract number IEE/09/822/SI2.558293, budget 2 898 561 EUR, EU contribution 75%, http://eaci-projects.eu/tee/page/Page.jsp?op=project_detail&pid=2415&side=projectbrief, 30 April 2013.

Moreover, together with EFA, the European Driving Schools Organisation, CIECA elaborated the *Blueprint for the integration of ecodriving into curricula for learner driver education and driver testing*, whose testing part was reviewed and approved by the CIECA Expert Advisory Group.

Also in collaboration with EFA, CIECA prepared a proposal to amend Annex II of the Directive 2006/126/EC regarding ecodriving. Some of the suggestions, which were fully supported by the CIECA Expert Advisory Group, have been integrated in the Commission's Directive 2012/36/EU of 19 November 2012.

Through its active involvement in the ECOWILL project, CIECA has made an important contribution to the implementation of ecodriving in driver training and testing across Europe. All project results and reports are available on the CIECA website, on the project website (www.ecodrive.org) and on the website of EACI (eaci-projects.eu).

4.2. EU RIDERSCAN Project ⁴

Co-funded by the European Commission, the RIDERSCAN project gathers existing information on motorcycle safety in Europe, identifies needs for action, and creates a cross-border knowledge-based network. The project's objectives are:

- › To gather existing knowledge in all relevant areas of motorcycle safety:
 - on the motorcycling population and means to reach it;
 - motorcycling use and safety characteristics (infrastructure, training, accident reporting and statistics, awareness campaigns, research, traffic management, emergency response, etc.);
 - transport authorities initiatives towards motorcycling;
 - safety needs in eight motorcycle safety areas (infrastructure, training/ education/ testing/licensing, data collection/statistics, accident reporting, research, traffic management, awareness campaigns, national strategies);
- › To identify and report on needs for European action (legislation, standardization, research and communication) in the field of motorcycle safety.



- › To disseminate the collected information and best practices to relevant stakeholders (press, motorcycling community, transport stakeholders, national governments and parliaments, research community, etc.) at national and EU level.

In doing so, the project is also expected to foster a new dynamic among road safety stakeholders by improving knowledge and enhancing communication and cooperation between the various areas related to motorcycle safety.

CIECA's role

CIECA's role in the project is to review the data collection methodology, act as adviser during the collection work, and review the project reports to ensure the relevance and consistency of the work for motorcycle safety.

Information on the project can be found on <http://www.fema-online.eu/index.php?page=riderScan>

⁴ EU Project RIDERSCAN (MOVE/C4/SUB/2010-125/SI2.603201/RIDERSCAN) European Scanning Tour for Motorcycle Safety, November 2011

5. COLLECTING AND MAKING DRIVER TESTING INFORMATION AVAILABLE: THE CIECA WEBSITE AND THE GUIDE ON DRIVER LICENCING

Collecting driver testing data and making it available to members is an integral component of the CIECA Strategy. In 2012 a significant investment in technology was made to improve the robustness and resilience of CIECA IT infrastructure allowing the Secretariat to rejuvenate the CIECA website and update the Guide on Driver Licensing.

The Guide on Driver Licensing is an online catalogue accessible only to members. It is an information tool which contains all sorts of driver testing information and approximately 50,000 records. The information contained in the database is provided by effective members and updated by them on a regular basis. Members can request reports drawn from the data in the major areas of interest:



the driving licence, the theory test, the practical test, test centres, examiners, legislation, etc.

The Secretariat also collects driver training and testing information on behalf of its members, analyses it and disseminates it back to members and other stakeholders who have a legitimate interest in it. In 2012-2013, the Secretariat processed 20 queries originating from members covering a wide range of topics in the field of driver training and testing.

The reports are made available in the reports section of the CIECA website and, as far as possible, the data collected through the questionnaires is entered in the Guide on Driver Licensing.

The information gathering process will be further improved with member queries being conducted electronically via the Guide on Driver Licensing rather than using paper questionnaires. To improve the process, a follow-up system is to be built, allowing the administrators to get a precise overview of the status of each questionnaire.



6. EXTERNAL REPRESENTATION

CIECA representatives spoke at / attended the following events in 2012-2013:

- › **AAMVA Annual International Conference (AIC 2012)**, 20-22 August 2012 (Presentation by Daniel Vandenberghe, CIECA Secretariat)
- › **BEST POINT Final Conference**, The contribution of Demerit Point Systems to road safety, 6 September 2012, Brussels (Participation of Eva Mateo, CIECA Secretariat)
- › **E-ATP: Growing Talent in Europe: Gaining Advantage through Assessment**, 12-14 September 2012, Berlin (Participation of Eva Mateo, CIECA Secretariat)
- › **Driving School 2012 – 15th International Conference of the Interregional Association of Driving Schools of Russia**, Sochi, 25-26 September 2012 (Presentation by Tamás Hima, CIECA Secretary General-Treasurer)
- › **General Assembly of the European Driving Schools Association (EFA)**, 27-28 September 2012, Madrid (Presentation by Kari Hakuli, CIECA President)
- › **20th Anniversary of HAK (Croatian Autoclub)**, 23 October 2012, Zagreb (Opening words by Tamás Hima, CIECA Secretary General-Treasurer)
- › **BIG Futures Seminar on learner technology trends**, 15 November 2012, London (Participation of Eva Mateo, CIECA Secretariat)

- › **Five Years of Professional Driver Training**, 21 November 2012, Barcelona (Participation of Blanka Wirth, CIECA Secretariat)
- › **Fit to Drive Congress**, 25-26 April 2013, Berlin (Presentation by Kari Hakuli, CIECA President)
- › **European Road Safety Day**, 6 May 2013, Brussels (Participation of Daniel Vandenberghe, CIECA Secretariat)

CIECA has a Consultative Status Category II at the Economic and social Council of the United Nations.



AAMVA International Conference, Charlotte, 20-22 August 2012

7. FINANCIAL STATEMENTS – BUDGET AND REALISATIONS FOR 2012

Operating income	Realisation 2011	Budget 2012	Budget 2012
Membership fees	355.264,00	348,000.00	397,286.50
Other income (from research projects, events, etc)	11.507,49	16,500.00	6,085.83
Total operating income	366,771.49	364,500.00	403,372.33
Operating expenses			
Personnel	214,376.76	212,000.00	238,492.28
Professional Services	22,712.50	20,200.00	23,678.46
Accommodation Brussels office	24,277.16	27,270.00	30,538.10
Office service costs	24,006.71	18,180.00	18,220.39
Travel & Accommodation Secretariat	26,558.51	12,000.00	30,161.30
Activities congress/workshop and visits	19,319.03	50,000.00	55,095.13
Representation and marketing	6,234.00	0.00	6,157.12
Other major projects (Website, office move)	14,990.58	7,000.00	4,680.00
Other charges (Non deductible VAT and communal taxes)	15,146.14	5,000.00	21,358.48
Total operating expenditures	367,621.39	351,650.00	428,381.26
Total operating expenses	367,621.39	351,650.00	428,381.26
Total operating Income	366,771.49	364,500.00	403,372.33
Economic Result	-849.90	12,850.00	-25,008.93
Depreciation	5,065.39	7,000.00	5,681.32
Risk provision NovEV	0	0.00	0.00
Risk provision doubtful customers	1,795.00	0.00	0.00
Provision vacation payments	5,188.48	5,000.00	12,411.34
Financial result	-2,521.81	850.00	-43,101.59

8. DESCRIPTION OF THE ORGANISATION

CIECA is the International Commission of Driver Testing (CIECA is an acronym from: Commission Internationale des Examens de Conduite Automobile) based in Brussels, Belgium. It was founded in November 1956. CIECA and its member organisations work together to improve the driving test, in addition to broader issues of driver education and training in support of safe and secure driver licensing arrangements. Through its various activities (such as seminars, workshops, congresses, international research projects, publications, etc.) CIECA aims to encourage the development of high, common standards for driver testing and training throughout its member organisations.

8.1. Member organisations

CIECA has 62 members from 35 countries, covering almost all of Europe, and is also represented in Tunisia, the United Arab Emirates, Republic of Korea, Canada and the United States of America. Currently, there are four categories of CIECA members:

- › Effective members: entities responsible for the regulation, execution or auditing of driving tests.
- › Associated members: organisations involved in research, education and assessment activities related to the Association's competences that are willing to support CIECA's goals though they do not regulate, execute or audit driving tests.
- › Affiliated members: international umbrella bodies involved in activities related to CIECA's objectives.
- › Honorary members: persons who have made a particularly special contribution to CIECA.



Effective members

Austria:	Bundesministerium für Verkehr, Innovation und Technologie – BmVIT
Belgium:	Groupement des Organismes de Contrôle Automobile – GOCA
Belgium:	Federale Overheidsdienst Mobiliteit en Vervoer/Service Publique Fédéral Mobilité
Bulgaria:	Ministry of Transport, Road Transport Administration
Canada:	Société de l'Assurance Automobile du Québec – SAAQ
Croatia:	Hrvatski Autoklub – HAK
Cyprus:	Ministry of Communications and Works
Czech Republic:	Ministry of Transport, Drivers' Administration Department
Denmark:	Rigspolitiets Færdselsafdeling (Danish National Police)
Estonia:	Estonian Road Administration
Faroe Islands:	Akstovan
Finland:	Finnish Transport Safety Agency – Trafi
France:	Ministère de l'Intérieur, Délégation à la sécurité et à la circulation routières
Germany:	DEKRA e.V.
Germany:	Verband der Technischen Überwachungsvereine – VdTÜV e.V.
Great Britain:	Driving Standards Agency – DSA
Hungary:	National Transport Authority, Department for Training and Examination – NTA
Ireland:	Road Safety Authority – RSA
Kosovo:	Ministry of Infrastructure
Latvia:	Ministry of Transport, Road Traffic Safety Directorate
Lithuania:	REGITRA State Enterprise
Luxembourg:	Ministère du Développement durable et des Infrastructures
Luxembourg:	Société Nationale de Circulation Automobile – SNCA
Malta:	Transport Malta
Monaco:	Ministère de l'Etat, Service des Titres de Circulation
The Netherlands:	Centraal Bureau Rijvaardigheidsbewijzen – CBR
Northern Ireland:	Driver and Vehicle Agency – DVA
Norway:	Statens Vegvesen Vegdirektoratet (Norwegian Public Roads Administration)
Poland:	Ministry of Transport, Construction and Maritime Economy
Portugal:	Instituto da Mobilidade e dos Transportes Terrestres – IMTT
Portugal:	Associação Nacional dos Industriais do Ensino de Condução Automóvel – ANIECA
Republic of Korea:	Korea Road Traffic Authority – KoROAD
Romania:	Ministry of Interior and Administration Reform, Driving License and Vehicle Registration
Spain:	Dirección General de Tráfico – DGT, Road Education and Training Department
Sweden:	Trafikverket (Swedish Transport Administration)
Sweden:	Transportstyrelsen (Swedish Transport Agency)
Switzerland:	Vereinigung der Strassenverkehrsämter (Association of Road Traffic Services) – ASA
Switzerland:	Bundesamt für Straßen (Federal Roads Office) – ASTRA

Tunisia:	Ministère du Transport, Direction Générale des Transports Terrestres
Tunisia:	Agence Technique des Transports Terrestres – ATTT
United Arab Emirates:	Ministry of Interior
United Arab Emirates:	Roads & Transport Authority – RTA

Associated members

Association Centaure, France
Confederación Nacional de Autoescuelas (National Confederation of Driving Schools) - CNAE, Spain
Deutsche Gesellschaft für Verkehrspsychologie e.V. (German Society for Traffic Psychology) – DGVP, Germany
Deutscher Verkehrssicherheitsrat (German Road Safety Council) – DVR, Germany
Ecole de Conduite Française – ECF, France
Editions Nationales du Permis de Conduire – ENPC, France
Institut National de Sécurité Routière et de Recherches – INSERR, France
Instructional Technologies Inc., USA
Kuratorium für Verkehrssicherheit (Austrian Road Safety Board)– KFV, Austria
Palacky University of Olomouc, Department of Psychology, Czech Republic
Pearson VUE, United Kingdom
Prometric, Ireland
Qeyadah Driving Solutions, United Arab Emirates
TÜV DEKRA arge tp 21, Germany
TÜV SÜD TGK, Turkey
Vlaamse Stichting Verkeerskunde - VSV, Belgium

Affiliated members

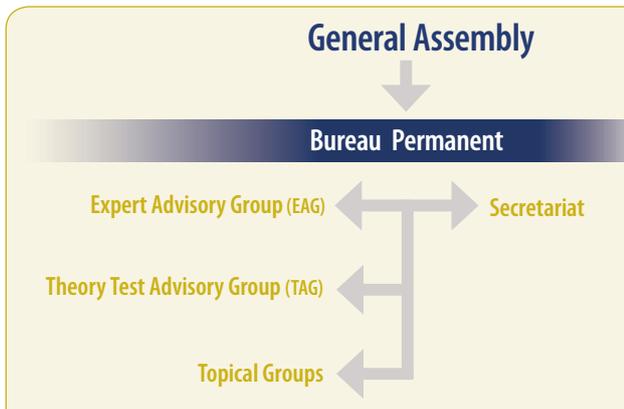
American Association of Motor Vehicle Administrators – AAMVA, USA
European Driving Schools Association – EFA
European Transport Training Association - EuroTra
MOVING International Road Safety Association e.V.

Honorary members

Mr. Jozef-Peter Vaessen, the Netherlands, former CIECA President
Mr. Willem Vanbroeckhoven, Belgium, former CIECA President
Mr. Jean-Pierre Fougère, France, former CIECA Secretary General-Treasurer
Mr. Peter Ripard, Malta, former CIECA Vice-President

8.2. The CIECA structure

CIECA is a member-based organisation, with the following structure:



General Assembly

The General Assembly consists of all CIECA member organisations and is the highest decision-making body within CIECA. The financial accounts and activity report of the Permanent Bureau (Board) need to be approved by the General Assembly. The appointment of members of the Permanent Bureau and any changes to the CIECA Articles of Association (Statutes) must be approved by the General Assembly. The General Assembly is normally convened once a year.

Permanent Bureau (The Board of Directors)

The Permanent Bureau is the executive body of CIECA and is responsible for the management of the organisation. The Permanent Bureau (Directors) consists of the President, the Secretary General-Treasurer, and a maximum of seven Vice-Presidents (one of whom is appointed by the Board as First Vice-President). Directors are nominated by effective members. The Permanent Bureau meets on average five times a year to discuss ongoing affairs and can meet ad hoc whenever it is necessary.

Expert Advisory Group

The Expert Advisory Group (EAG) is a permanent group consisting of a maximum of seven members from different member organisations. Members are appointed by the Permanent Bureau, which also agrees its work programme. The EAG acts as a source of technical and professional advice, and it helps with studies, workshops, the preparation of the Congress, and also provides an audit service of their driving test systems to members.

Theory Test Advisory Group

Set up in 2010, the Theory Test Advisory Group (TAG) acts as a source of professional and technical advice for CIECA in matters of theoretical and computer-based assessment and supporting education.

Topical Groups

In 2013, the Permanent Bureau decided to support the creation of topical groups (TGs). Topical Groups are voluntary communities of people who share a common interest for one topic. Their role is to provide opportunities for CIECA members to interact with colleagues with similar interests, to keep abreast of new developments in their specialized fields, and to act as a source of professional and technical advice for CIECA. Subject to certain conditions, any CIECA member with an interest in a specific technical topic may bring forward a proposal to the Permanent Bureau who will decide on the viability of such group.

8.3. Decision making organs and bodies of CIECA

8.3.1. The Permanent Bureau

At the start of 2012, the following persons were Members of the Permanent Bureau (Board of Directors):

- › Kari Hakuli (Trafi, Finland) –President
- › Tamás Hima (National Transport Authority, Hungary) – Secretary-General Treasurer
- › Reinhard Meyer (TÜVSÜD, Germany) – Deputy President
- › René Claesen (CBR, The Netherlands) – Vice-President
- › Jacques Quoirin (GOCA, Belgium) – Vice-President

Halfway through the year, at the Istanbul General Assembly on 14 June 2012, Soteris Kolettas from the Cypriot Ministry of Communications and Works and Pavel Nahodil (Ministry of Transport of the Czech Republic) were appointed as Vice-Presidents. At the end of 2012 however, Deputy President Reinhard Meyer ended his mandate owing to professional changes and Marcellus Kaup from TÜVSÜD (VdTÜV) was appointed as interim Vice-President. The Permanent Bureau appointed Mr. René Claesen (CBR, The Netherlands) as Deputy President.

The newly composed Permanent Bureau looks as follows:

- › Kari Hakuli (Trafi, Finland) – President
- › Tamás Hima (National Transport Authority, Hungary) –Secretary-General Treasurer
- › René Claesen (Centraal Bureau Rijvaardigheidsbewijzen, the Netherlands) – Deputy President
- › Soteris Kolettas (Ministry of Communications and Works, Cyprus) – Vice-President
- › Pavel Nahodil (Ministry of Transport of the Czech Republic)– Vice-President
- › Jacques Quoirin (GOCA, Belgium) – Vice-President
- › Marcellus Kaup (TÜVSÜD)– Interim – Vice-President



The Permanent Bureau at the 44th General Assembly in Istanbul

Activities of the Board

Since the last Congress in Istanbul in June 2012, the Board Members took steps to position CIECA to confront existing and emerging challenges. In addition to following up the day-to-day business of the group, the Board of Directors paid special attention to:

- › actions to transform CIECA through improvements in governance, accountability, and operational effectiveness;
- › follow-up of CIECA Strategy for the period up to 2020, including the

- › preparation of the work programme 2013-2014 that will further shape CIECA;
- › follow-up of the preparations of the Istanbul (2012) and Pfäffikon (2013) congresses, as well as the workshop on hazard perception;
- › overview of the workshops held on category B+E vehicles, on common examination standards for category A and on ecodriving;
- › follow-up of the work on the new CIECA website, executed during spring 2012;
- › progress of the European projects ECOWILL and RIDERSCAN;
- › initiating and monitoring the set-up of the Road User Education Project which aims to describe European competency standards for drivers, driving instructors and accompanying persons;
- › follow-up of human resources issues and the continuous evaluation of the performance of the Business Manager;
- › monitoring interested potential members and accepting new members;
- › overseeing the activities of both Permanent Advisory groups, the EAG and the TAG;
- › establishing Topical Groups (TGs) and setting up new governance documents for them;
- › budget planning and management – as in previous years, the Permanent Bureau arranged for an independent financial audit.

The chairmen of the EAG and TAG reported on the various activities carried out within their groups that took place during the year.

The Board of Directors applied a systematic and structured approach to monitor their own work.

8.3.2. The Expert Advisory Group (EAG)

The Members of the EAG

Throughout 2012-2013 the EAG consisted of the following members:

- › Per Gunnar Veltun (Norwegian Public Roads Administration) – Chairman
- › Jörg Biedinger (TÜV Nord, Germany) – Deputy Chairman
- › Jean Malinowski (Ministry of Interior DDTM 30, France)
- › Per-Olof Nilsson (Trafikverket, Sweden)
- › Han Rietman (CBR, the Netherlands)
- › Saulius Šuminas (REGITRA State Enterprise, Lithuania)
- › Elina Uusitalo (Trafi, Finland)

During their internal meeting in Norway on 19-21 September 2012, Per Gunnar Veltun took over as EAG Chairman, while Jörg Biedinger (TÜV Nord, Germany) was elected as Deputy Chairman of the group.



EAG meeting in Sweden

The meetings of the EAG

From September 2012 to May 2013, the EAG held the following meetings:

- › 19-21 September 2013 – EAG Operational Meeting in Gardermoen (Norway)
- › 21-23 November 2012 – EAG Operational Meeting and Audit visit in Tunis (Tunisia)

The issues and topics discussed in the Expert Advisory Group Operational Meetings were:

- › The guidelines for the audits performed by the group: development of tasks by EAG members in accordance to their personal specialties and interests.
- › The development of an Action Plan to framework the group's activities.
- › The organisation of two workshops for members: the 2nd EAG workshop on common examination standards for category A, and the 1st EAG / TAG workshop in collaboration with the CIECA Test Advisory Group.

Topics and activities of the EAG

The work by the Expert Advisory Group is developed principally within two main contexts: audits of driving tests and expert advice and feedback regarding the various projects in which CIECA is involved. As part of CIECA's involvement in the ECOWILL project, the EAG had to review and endorse the Blueprint for a Harmonised Ecodriving Curriculum for a Driving School Education and Driver License Testing (which is available at the CIECA website).

In 2012-2013, the CIECA Expert Advisory Group had the opportunity to visit and provide expert feedback on driving tests in Tunisia. A full feedback report providing recommendations for the driver training, testing and licensing systems in the country was written and sent to the host, the Agence Technique des Transports Terrestres (ATTT). The advice given by the Expert Advisory Group was found to be useful and the ATTT is taking steps towards improving their tests in line with the recommendations formulated by the EAG.

It is also worth noting that the involvement of the group in the organisation and the delivery of activities for CIECA members has increased since the approval of the CIECA Strategy. During 2012-2013, the EAG has organized two important

workshops (more information on these events can be found in section 2.):

- › 12-13 December 2012 – *Common Examination Standards for Cat. A* in Berlin (Germany)
- › 19 April 2013 – *Assessing Ecodriving* in Leuven (Belgium)

Per-Olof Nilsson, Jean Malinowski, Jörg Biedinger, and Saulius Šuminas contributed with presentations to the programme of the workshop focused on category A issues. Per-Olof Nilsson acted as Chairman of this workshop. Per Gunnar Veltun acted as Chairman of the event on ecodriving held in Leuven.

On another note, one of the EAG representatives, Han Rietman took part in the Congress Programme Committee that put together the programme for the 45th CIECA Congress held in Switzerland on 31 May 2013. It is foreseen that the involvement of the EAG in this task will also continue in the future.



The EAG at visit in Tunisia

8.3.3. The Theory Test Advisory Group (TAG)

The Members of the TAG

The Theory Test Advisory Group is chaired by Mika Hotti, helped in his tasks by Hans Mattsson, Deputy Chairman of the group. Currently the group consists of the following members:

- › Mika Hotti (Trafi, Finland) – Chairman
- › Hans Mattsson (Transportstyrelsen, Sweden) – Deputy Chairman
- › Jacques Quoirin (GOCA, Belgium)
- › Dr. Sinan Alispahić (Hrvatski Autoklub, Croatia)
- › Sanja Brnadić Zoranić (Hrvatski Autoklub, Croatia)
- › Jan Schepmann (VdTÜV, Germany)
- › Peter Weddell-Hall (Driving Standards Agency, Great Britain)
- › Tamás Hima (National Transport Authority, Hungary)
- › Lauris Kumpins (Ministry of Transport, Latvia)
- › Algimantas Tarabilda (Regitra State Enterprise, Lithuania)
- › Karsten Nikolaisen (Norwegian Public Roads Administration, Norway)
- › Anita Bigler (Association of the Road Traffic Departments, Switzerland)
- › Frans Korpel (CBR – The Netherlands)
- › Bernd Weisse (TÜV / DEKRA arge tp 21, Germany) – TAG database partner

The meetings of the TAG

From September 2012 to May 2013, the TAG held the following meetings:

- › 25 - 26 October 2012 – Budapest (Hungary)
- › 4 - 5 April 2013 – Sigtuna (Sweden)

Topics and activities of the TAG

The commitment of all TAG members to the group is crucial for its success as all meetings are organized following the structure of a “homework” that has to be completed and submitted by all members before the meetings take place. This year the TAG members completed homework on the following issues: (1) test items dealing with difficult traffic situations that are proved to be highly risky according to accident statistics (Budapest), and (2) quality assurance issues and the implementation of quality systems in the theory test process (Sigtuna).

The TAG is also interested in facilitating the continuous learning of its members, and welcomes its collaboration with external parties. For example, during their meeting in Budapest, the group had the opportunity to visit the Psychological Testing Centre for Motor Vehicle Drivers under the National Transport Authority. On another hand, while in Sigtuna, the TAG members were joined by three external experts on Test Quality Assurance from Umeå University (Prof. Widar Henriksson, Hanna Eklöf, and Susanne Alger) who contributed to enrich the discussions and provided a better picture of how quality work could and should be carried out within TAG member organisations.

2013 saw the publication of the first CIECA Best Practice document developed by the TAG. The document originated from the discussions brought up by the homework completed for the 2nd TAG meeting held in Vilnius in 2011. This document deals with the Goals of the Theory Test and is available to all CIECA members on the CIECA website.

During this year, the TAG continued to focus its efforts in the continuous development of the TAG Database which currently holds around 980 items. Following the principles outlined in the CIECA Strategy, at the moment the TAG is evaluating the creation of an operative database which under certain conditions could be open to the rest of CIECA members.

This year has also seen an increase of the involvement of the group in the preparation and delivery of events for CIECA members. During 2012-2013, the TAG has organized two important workshops (more information on these events can be found in section 2.):

- › 31 January – 1 February 2013 – How to measure Hazard Perception? in Helsinki (Finland)
- › 19 April 2013 – Assessing Ecodriving in Leuven (Belgium)

The TAG was represented by Peter Weddell-Hall in the Congress Programme Committee responsible for the programme of the 45th CIECA Congress. As in the case of the EAG, the TAG will be present in this committee in the foreseeable future.

Peter Weddell-Hall, together with Mika Hotti, Hans Mattsson and Bernd Weisse also contributed with presentations to the programme of the workshop on hazard perception. Peter Weddell-Hall and Mika Hotti also delivered presentations during the workshop on ecodriving organized in Leuven.

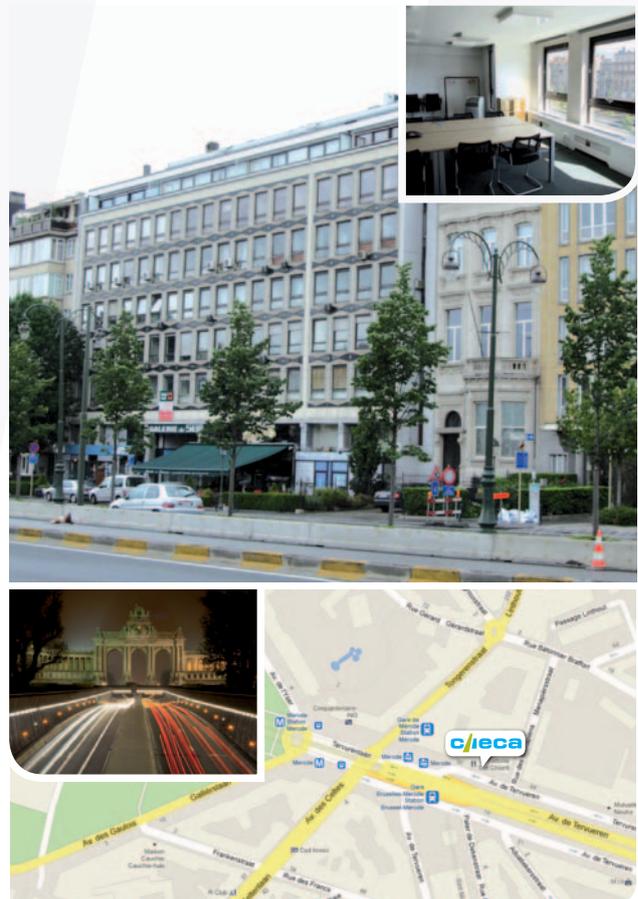
8.3.4. The Secretariat

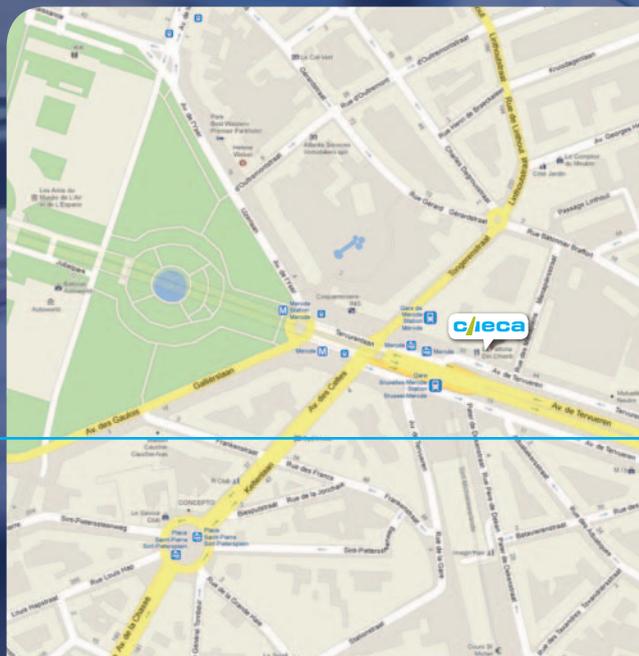
The Secretariat in Brussels (Avenue de Tervueren 36-38, 1040 Brussels) is the body responsible for the day-to-day operations, administration and monitoring of the delivery of strategic objectives of CIECA. It provides support to the Board in their administrative work and assists all other bodies in their functioning. The Secretariat is led by the Business Manager.

The Secretariat is responsible for the day-to-day management of the organisation. Based in Brussels, its main objectives are to:

- › provide liaison between the members and manage stakeholder relationships;
- › secretariat of the Expert Advisory Group and Theory Test Advisory Group;
- › organise and support the preparation of CIECA seminars and workshops;
- › organise the annual congress (Istanbul 2012, Switzerland 2013);
- › prepare meeting agendas and record outcomes;
- › support the President and Secretary General-Treasurer in their duties;
- › prepare key documents and enhance the various CIECA bodies;
- › organise and oversee member surveys concerning driver testing;
- › manage and update the Guide on Driver Licensing;
- › update and maintain the website www.cieca.eu;
- › manage / coordinate projects;
- › draft key Secretariat documents;
- › perform the daily management and financial management of the organisation;
- › provide information resources for CIECA members.

The Secretariat comprises the following members: Daniel Vandenberghe (Business Manager), Eva Mateo (Programme Manager) and Blanka Wirth (Project Officer).





COLOPHON

Commission Internationale des Examens de Conduite Automobile

Avenue de Tervueren 36-38 | B-1040 Brussels | Belgium | T +32 2 732 7230 | info@cieca.eu

c/ieca
The International Commission
for Driver Testing

www.cieca.eu