



c/ieca

The International Commission
for Driver Testing

ANNUAL REPORT 2013-2014

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FOREWORD

Dear Members,

The past year, which started with our 45th General Assembly and Congress in Switzerland, has been a particularly dynamic year. We were very sad to say goodbye to Daniel Vandenberghe who for many years, as CIECA Business Manager had devoted his energy to the development of our organisation. Due to Daniel's departure, personnel resources at the Secretariat were reduced. Consequently the setting up of the Topical Groups had to be postponed, and the efforts of the Secretariat were focused on launching the RUE Project to ensure its good start. I am sure that this project, which involves a large number of CIECA members and which was an important part of CIECA's work during the year, will have a big significance in the future.

We continued our workshop series on issues of operational interest: CIECA members discussed the impact of directive 2003/59 and the access to driving of agricultural or forestry tractors. In addition to that, the workshop on *Item Writing* provided training on how to develop good exam questions and the workshop on *How to deal with the higher levels of the GDE matrix* was a great opportunity to share experiences and get inspiration for further development in training and testing in this area.

CIECA has also continued growing: with seven new members from various fields of road safety, now representing 66 members from 35 countries in four continents, CIECA is a respected organisation.

I would like to sincerely thank all members, the CIECA Permanent Bureau, Expert 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



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CIECA HIGHLIGHTS 2013-2014

CIECA CONGRESS IN PFÄFFIKON, SWITZERLAND

From 29 May to 1 June 2014, the Association of the Road Traffic Departments (asa) hosted the 45th CIECA Congress entitled *Building Bridges between Training and Testing*. The Congress assembled more than 150 representatives from CIECA member organizations and road safety professionals from numerous countries.

7 NEW MEMBERS JOINED CIECA

- » CAS (UK)
- » Häme Vocational Institute (Finland)
- » Kierowca P.L. (Poland)
- » Ministry of Internal Affairs (Georgia)
- » Nordic Union of Driving Schools (Finland)
- » Nord-Trøndelag University College (Norway)
- » Royal HaskoningDHV Nederland B.V. (The Netherlands)

RUE PROJECT WELL UNDER WAY

The *kick off meeting of the RUE project* in Klettwitz on 15 – 16 October 2013 saw the setting up of the three working groups whose work was presented to all members during the 1st plenary session of the project which took place on 17 January 2014 in Brussels. The project is going ahead and it is expected to be finished by the beginning of next year.

DRIVING TESTS AUDITS CONDUCTED BY THE EAG

CIECA's Expert Advisory Group (EAG) continued its valuable work in auditing driving tests. In 2013 the driving tests in *Switzerland* and *Quebec* were audited.

CONSULTANCY SERVICES PROVIDED BY THE EAG

On 3 December 2013, the EAG visited the French Ministry of Interior where they participated on an exchange of experiences during a seminar on *Quality Assurance Systems*. This consultancy activity continued in 2014 with a visit to the Estonian Road Administration in Tallinn where the group of experts participated on a seminar on *Safe driver development through driver training and testing*.

TWO CIECA WORKSHOPS

At the request of some CIECA members, two workshops were held on *CPC and Tractor issues*. Both workshops were organized with the assistance of Jean-Pierre Fougère, CIECA Honorary member.

TAG WORKSHOP

On 6 – 7 February 2014, CIECA with the support of the DGT (Spain) held a Members' workshop on *Item Writing* in Madrid.

EAG WORKSHOP

On 10 April 2014, the EAG organized a workshop on *How to deal with the higher levels of the GDE matrix in training and testing*.

RIDERSCAN PROJECT

At the moment, CIECA is involved in the EU project on motorcycle safety in Europe: *RIDERSCAN*.



2

CONGRESS, WORKSHOPS AND SEMINARS

2.1. 45th CIECA General Assembly and Congress 2013: Building bridges between training and testing, Pfäffikon (Switzerland), 29 May - 1 June 2013

Over 160 delegates took part at the 45th Congress of the International Commission for Driver Testing (CIECA) on 31 May 2013, by asa (Association of Road Traffic Services) and ASTRA (Federal Roads Office), CIECA effective members from Switzerland.

The 2013 Congress discussed on how to build bridges between driver training and testing, and how members might develop a more holistic, successful approach to driver training



Josef Blersch and Eva Maria Spack, organizers of the Congress in Switzerland in 2013.

and testing across as a unified part of a lifelong process of road safety education. Opening speeches were held by Dr. Luciana Iorio from the United Nations Economic Commission for Europe (WP1), Mr. Gilles Bergot from the Road Safety Unit at the European Commission and Dr. Robert B. Isler, Associate Professor from the University of Waikato School of Psychology in New Zealand.

On 30 May 2013 CIECA members held their General Assembly where members were informed of the current financial, strategic and organizational developments of the Association. Participants were also briefed about all activities organized for members between 2012 and 2013 by the CIECA Permanent Advisory Groups and the Secretariat.

Members elected Mr. Tamás Hima (NTA, Hungary), Dr. Roland Krause (DEKRA, Germany), Mr. Jacques Quoirin (GOCA, Belgium) and Mr. René Claesen (CBR, The Netherlands), as Vice-Presidents. The General Assembly approved the Board's decision to appoint former President Mrs. Sonja Sporstøl from Norway as a Honorary member of the Association.

In addition, the 4th CIECA Members' Forum was organized enabling eight CIECA members to report on current developments, problems and progress in their countries and exchange experience with other members. During the Forum, three new members had the opportunity to introduce themselves to the rest of members.

CIECA members can download all the presentations given during the Congress, and Members' Forum from the CIECA website.



2.2. CPC Workshop, 13 November 2013, Mechelen (Belgium)

On 13 November 2013, at the headquarters of our associated member The Flemish Foundation for Traffic Knowledge (Vlaamse Stichting Verkeerskunde), CIECA held a new thematic workshop on the consequences of the implementation of the Directive 2003/59/EC on the initial qualification and periodic training of drivers of certain road vehicles for the carriage of goods and passengers.

The main goals of this workshop were to get a better knowledge about the impact of the directive 2003/59/EC, in particular on the labor market of professional drivers, and to propose improvements to current situation in order to standardize driver certificate of professional competences across the European Union. During the workshop participants had the opportunity to discuss the results of a questionnaire based on the European Commission's Public Consultation launched between 17 July and 25 September 2013.

The workshop attracted over 30 CIECA members. Presentations were given by two external speakers, Mr. Yves Mannaerts, Director of the Belgian Federation of Bus and Coach Operators (FBAA) and President of the International Road Transport Union (IRU) Passenger Transport Council, and Mrs. Elisabeth Salaets, Sector Consultant, Belgian Sectorial Training Institute (FCBO). A representative from the European Commission, Mr. Thomas Lazzeri, was present at the event. A final report has been made available in the members' section of the CIECA website and presented to European Commission.

Some avenues of investigation have thus been proposed to European Commission such as:

- » get a better harmonization when there is an added value to do so (establishment of a EU common competences framework, a better definition of standards of examination, the clarification of the system of exemptions, the possibility of reorganization of the training based on a system of modules);

- » improve the content of subjects listed in Annex 1 for the initial training;
- » implement a quality system assurance.

Workshop on CPC issues held in the headquarters of the VSV, CIECA associated member (left). The workshop on tractor issues took place in the CIECA office (right).

2.3. Tractor Workshop, 27 February 2014, Brussels (Belgium)

On 27 February 2014 was held in the CIECA office in Brussels at the request of its members the 7th thematic workshop on issues of operational interest addressing the specific topic of tractors.

Given the fact that the three European directives on driving licences do not include these agricultural and forestry vehicles in driving licence categories, except for an administrative definition, the current situation is very different through the Member States (specific category on driving licence or not, only training or just an information of farmers).

Therefore the main goals of this workshop were firstly, to gain a precise overview of the situation, secondly, to identify the measures taken in this area, and finally, to draw lessons on the best practices observed, more particularly as regards the new legal and administrative context created by the implementation of the Regulation (EU) n°167/2013 of the European Parliament and of the Council of 5 February 2013 on the approval and market surveillance of agricultural and forestry vehicles. Indeed, this Regulation shall be applied from 1 January 2016 and will repeal all the directives currently in force.

The presentations given at the event showed that members share a great concern for improving training and information of users of these specific vehicles.

Of course, these issues will be addressed in a final report, that will be available to all CIECA members in the members-only section of the CIECA website.



Delegates during the Item Writing workshop held in the DGT headquarters in Madrid.

2.4. EAG Workshop: How to deal with the higher levels of the GDE matrix in training and testing, 10 April 2014, Brussels (Belgium)

On 10 April 2014, at the Belgian Institute for Road Safety (IBSR), the CIECA held the third workshop organized by the Expert Advisory Group (EAG) on how to deal with the higher levels of the GDE matrix in training and testing. The objective of the workshop was to share experiences and bring inspiration for further development in training and testing to contribute to responsible driving behaviour in road traffic. The event, which featured presentations by the external expert Esko Keskinen, four EAG members, and four CIECA members, provided a relaxed setting that enabled a very practical and fruitful discussion structured around a series of teasing questions developed by the EAG.

2.5. TAG workshop: Item Writing workshop, 6 – 7 February 2014, Madrid (Spain)

On 6 & 7 February 2014, at the headquarters of our Spanish effective member the Dirección General de Tráfico (DGT), the CIECA held the 2nd workshop organized by the Theory Advisory Group (TAG) on item writing. The workshop was well attended with 40 CIECA members present. The workshop succeeded in providing training on how to develop good exam questions, and to help understand the

reason behind the election of certain types of items when constructing tests for the theoretical test to obtain a driving license.

2.6. CIECA Road User Education (RUE) Project

The CIECA project on Minimum Requirements for Road User Education aims to elaborate recommendations on minimum driver competency standards, develop a framework for a curriculum and make recommendations on minimum requirements for driving instructors and accompanying persons (layman instruction).

The purpose of these recommendations will be to assist the DG MOVE of the European Commission in drafting new legislation in the two above mentioned areas. By making this effort, the project hopes to contribute to reaching the 50% reduction target of road fatalities, which the European Commission set in its policy orientation "Towards a European road safety area: policy orientations on road safety 2011-2020" (2011) and the European Parliament report on Road Safety 2011-2020. 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.

The work is carried out by a comprehensive group of outstanding CIECA Members from

14 European countries, bringing along both excellence in the field and insight into specific conditions and institutional settings at the level of the 14 countries in the study area. In addition to that, through their previous participation in numerous road safety research projects and working groups at European level, the project partners are well aware of relevant work previously carried out in Europe.

From the first reflections on the future possible evolution of the European driver licensing regime during at the CIECA General Assembly in Malta in 2011 and a preparatory workshop in Leuven in 2012 the Road User Education Project was launched at the Kick-off meeting in Klettwitz (Germany) on 15 – 16 October 2013, where members reached agreements on the goals, the contents and on the methodology of the project. Furthermore a steering committee

was created and three working groups were set up.

Following the agreed approach, the first group on Minimum Driver Competence Standards started its work after the Kick-off meeting in Klettwitz. The work of the working groups 2 and 3 is based on the first results of the working group 1 that were presented at the *1st plenary meeting of the Road User Education Project* that took place in Brussels on 17 January 2014.

The duration of a project is expected to be one year. Two more meetings are planned: a 2nd plenary meeting in Brussels on 27 June 2014 and a closing meeting in October 2014. The final report of the project is expected to be delivered in February 2015. Recommendations should be ready by the end of 2015.

3 AUDITING THE DRIVING TEST AND CONSULTANCY SERVICES PROVIDED BY THE EAG

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 2013 – 2014, CIECA conducted two of these audits: one in Quebec (Canada) and the second one in Switzerland.

During the audits, the EAG members were able to provide feedback on a number of issues of special interest to the hosts that also influence the quality of testing systems.

The agenda of a driving test audit visit generally includes presentations from the host organization 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 organizations with minimal invasiveness to normal operations.

During this year, the EAG also started providing consultancy services at the request of two CIECA members. In December 2013, the expert group visited the French Ministry of Interior to participate in a seminar on quality assurance systems implemented in EU member states since 19 January 2013. In April 2014, the EAG were invited by the Estonian Road Administration to attend a seminar on safe driver development through driver training and testing.

If you are interested in any of the services provided by the EAG, please do not hesitate to contact the group through the CIECA Secretariat.



Audits of the tests performed by asa (above) in Pfäffikon, Switzerland, and the SAAQ (below) in Quebec, Canada.





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PARTICIPATION IN THE RIDERSCAN PROJECT

Co-funded by the European Commission and coordinated by FEMA (Federation of European Motorcyclists' Associations), 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 is a member of the project's Expert Group and its role 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 www.riderscan.eu or www.fema-online.eu.

1 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

5.1. 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, and several advancements were made during the last years.

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 contains

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 2013-2014, the Secretariat

processed 8 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 A-Z 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.

5.2. Reports

Following the commitment made at the 2013 General Assembly in Switzerland, in 2013 – 2014, the Secretariat also updated the Category B and the Driver Qualification Card reports. Both reports were presented at the CIECA General Assembly 2014 and published afterwards on the members-only pages of the CIECA website.

5.2.1. CATEGORY B REPORT

With the support of CIECA members and especially members of the EAG and TAG groups, the Secretariat prepared a new template for the third edition of the category B report. The Category B report which was previously edited in 2008 and 2010 is an overview of the category B (passenger) car licencing process in

approximately 30 countries worldwide. The document provides information on the training, testing and probationary licencing systems in these countries, with a focus on training/practice, the driving test, and post-test.

5.2.2. DRIVER QUALIFICATION CARD REPORT

In 2013, on the request of CIECA members, the Secretariat updated a report edited in 2011 concerning Driver Qualification Cards. The Directive 2003/59/EC of the European Parliament and of the Council of 15 July 2003 prescribes that Member States should affix the new harmonised Community code either to the driving licence (the so called Code “95”) or to the new driver qualification card (see Annex II of the directive 2003/59/EC).

The Driver Qualification Card report gives an overview on the (1) EU member states which decided to introduce the Driver Qualification Card and (2) member states which decided to affix the Community code to the driving licence (cfr. chapter Code 95 or Driver Qualification Card). The report also lists the different cards which have been introduced until now.



6

CIECA EXTERNAL REPRESENTATION

CIECA representatives spoke at / attended the following events in 2013 - 2014:

- » *DGVP meeting*, 27 – 28 September 2013, Usedom, Germany (Presentation by Dr. Roland Krause, CIECA Vice-President).
- » *EFA Meeting*, 11 – 12 October 2013, Leuven, Belgium (Participation of Jacques Quoirin).
- » *Meeting organized by the European Committee for Standardization-CEN on the possibility of using European Standards in support of the revised Directive 2003/59/EC*, 27 February 2014, Brussels, Belgium (Participation of Eva Mateo, CIECA Secretariat).
- » *11th International Seminar for Driving School Directors*, Inter-regional Association of Driving Schools, 4 March 2014, Moscow, Russia (Presentation by Tamás Hima, CIECA Vice-President).
- » *Fit to Drive 8th International Traffic Expert Congress*, 8 – 9 May 2014, Warsaw, Poland (Participation of Jacques Quoirin, CIECA Vice-President).
- » *EFA Meeting*, 14 – 15 May 2014, Rome, Italy (Participation of Kari Hakuli, CIECA President).
- » *Workshop on Simulator Based Training*, Ministry of National Education of Turkey, 15 – 16 May 2014, Ankara, Turkey (Presentation by Tamás Hima, CIECA Vice-President).

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

7

FINANCIAL STATEMENTS – BUDGET AND REALISATIONS FOR 2013

Operating Income	Realisation 2012	Budget 2013	Realisation 2013
Membership fees	397,286.50	365,000.00	412,121.00
Other income (Bank interest, research projects, events, etc)	6,085.83	1,500.00	489.97
Ecowill project			14,258.29
Services rendered to third parties			37,366.34
Total operating income	403,372.33	366,500.00	464,235.60
Operating expenses			
Personnel	238,492.28	217,000.00	230,615.28
Services	23,678.46	26,000.00	27,112.88
Accommodation Brussels office	30,538.10	28,000.00	30,368.14
Office service costs	18,220.39	23,000.00	13,601.22
Travel & accommodation Secretariat	30,161.30	18,000.00	21,910.46
Congress	0.00	0.00	49,887.96
Activities congress/ workshop and visits	55,095.13	30,000.00	39,831.03
Representation and marketing	6,157.12	0.00	4,406.73
Guide on Driver Licencing	4,680.00	0.00	0.00
Contingency	0.00	10,000.00	0.00
Other charges	21,358.48	0.00	14,556.24
Total operating expenditures	428,381.26	352,000.00	432,289.94
Total operating Income	403,372.33	366,500.00	464,235.60
Total operating expenditures	428,381.26	352,000.00	432,289.94
Economic result	-25,008.93	14,500.00	31,945.66
Depreciation	5,681.32	7,000.00	5,061.38
Risk provision Nov-Ev	0.00	0.00	0.00
Risk provision doubtful customers	0.00	0.00	-14,667.77
Provision vacation Y+1	12,411.34	25,000.00	28,914.36
Provision vacation Y		-20,000.00	-17,220.80
Financial result	-43,101.59	2,500.00	23,910.07



8

DESCRIPTION OF THE ORGANISATION

CIECA is the International Commission of Driver Testing Authorities (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 66 members from 35 countries, covering almost all of Europe, and is also represented in Canada, Georgia, Republic of Korea, Tunisia, the United Arab Emirates, and the United States of America. There are currently 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: Organization of the Companies Authorized by the Belgian Government for Technical Vehicle Inspection and Driving License Examination– 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

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

Georgia: Ministry of Internal Affairs, Service Agency LEPL

Germany: DEKRA e.V.

Germany: Verband der Technischen Überwachungsvereine – VdTÜV e.V.

Great Britain: Driver & Vehicle Standards Agency - DVSA

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 the Road Traffic Departments) - 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

CAS, United Kingdom

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

Häme Vocational Institute, Finland

Institut National de Sécurité Routière et de Recherches – INSERR, France

Instructional Technologies Inc., USA

Kierowca P.L., Poland

Kuratorium für Verkehrssicherheit (Austrian Road Safety Board) – KFV, Austria

Nord-Trøndelag University College, Norway

Pearson VUE, United Kingdom

Prometric, Ireland

Qeyadah Driving Solutions, United Arab Emirates

Royal HaskoningDHV Nederland B.V., the Netherlands

TÜV | DEKRA arge tp 21, Germany

Vlaamse Stichting Verkeerskunde - VSV, Belgium

AFFILIATED MEMBERS

American Association of Motor Vehicle Administrators – AAMVA

European Driving Schools Association – EFA

European Transport Training Association - EuroTra

MOVING International Road Safety Association e.V.

Nordic Union of Driving Schools

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

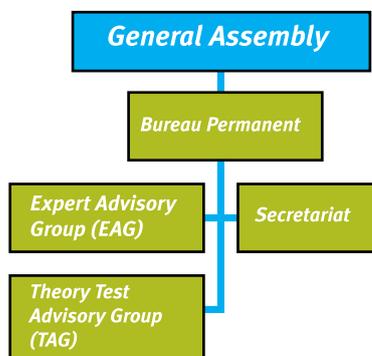
Ms. Sonja Sporstøl, Norway, former CIECA President



The current members of the Permanent Bureau (from left to right): Kari Hakuli, Jacques Quoirin, Pavel Nahodil, Tamás Hima, Dr. Roland Krause, and René Claesen.

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 approves 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.

8.3. Decision making organs and bodies of CIECA

8.3.1. THE PERMANENT BUREAU

At the beginning of 2013, 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
- » René Claesen (Centraal Bureau Rijvaardigheidsbewijzen, the Netherlands) – Deputy President
- » Soteris Kolettas (Ministry of Communications and Works, Cyprus) - Vice-President
- » Jacques Quoirin (GOCA, Belgium) – Vice-President
- » Pavel Nahodil (Ministry of Transport of the Czech Republic)- Vice-President
- » Marcellus Kaup (TÜVSÜD) - Interim Vice-President

Halfway through the year, the mandates of Mr. René Claesen and Mr. Jacques Quoirin came to an end and their new appointments were confirmed at the General Assembly in Switzerland on 30 May 2013. Dr. Roland Krause (DEKRA, Germany) was appointed as Vice-President. Owing to professional changes, Mr. Tamás Hima ended his mandate as Secretary-General Treasurer and was appointed as Vice-President. In August 2013, as the post of Secretary-General Treasurer remained unoccupied, the Permanent Bureau appointed Mr. René Claesen as acting Secretary-General Treasurer. At the end of 2013, Mr. Soteris Kolettas from the Cypriot Ministry of Communications and Works ended his mandate.

The newly composed Permanent Bureau looks as follows:

- » Kari Hakuli (Trafi, Finland) – President
- » René Claesen (Centraal Bureau Rijvaardigheidsbewijzen, the Netherlands) – Deputy President, acting Secretary-General Treasurer and Vice-President

- » Tamás Hima (National Transport Authority, Hungary) – Vice-President
- » Dr. Roland Krause (Dekra, Germany) – Vice-President
- » Jacques Quoirin (GOCA, Belgium) – Vice-President
- » Pavel Nahodil (Ministry of Transport of the Czech Republic)- Vice-President

ACTIVITIES OF THE BOARD

Since the last Congress in Switzerland in May 2013, 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 contain expenditure, to improve budget and accountability;
- » follow-up of human resources issues related to the departure of Business Manager;
- » follow-up of CIECA Strategy for the period up to 2020, including the preparation of the work programme 2014-2015 that will further shape CIECA;
- » follow-up of the preparations of the Pfäffikon (2013) and Dublin (2014) congresses;
- » overview of the workshops held on CPC, item writing, tractors and the higher levels of the GDE matrix;
- » follow-up of issues related to the CIECA website and IT infrastructure;
- » follow-up progress of the CIECA Road User Education Project and the European project RIDERSCAN;
- » monitoring interested potential members and accepting new members;



The members of the EAG during their visit to the Estonian Roads Administration (ERA) on 29 April 2014. From left to right: Aivo Adamson, Director General of the ERA, Per Gunnar Veltun, Per Olof Nilsson, Jean Malinowski, Eveliis Nagel, Chief Specialist of the Examination Department of the ERA, Lesley Young, Chief Driving Examiner of the DVSA, Jörg Biedinger, Saulius Suminas, and Han Rietman.



- » overseeing the activities of both Permanent Advisory groups, the EAG and the TAG;
- » budget planning and management - as in previous years, the Permanent Bureau arranged for and 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.

8.3.2. THE EXPERT ADVISORY GROUP (EAG)

Throughout 2013 - 2014 the EAG consisted of the following members:

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

TOPICS AND ACTIVITIES OF THE EAG

From September 2013 to May 2014, the EAG held the following meetings:

- » 13 September 2013 – EAG Operational Meeting and audit visit in Quebec (Canada)
- » 4 October 2013 – EAG Operational Meeting and audit visit in Zurich and Pfäffikon (Switzerland)

The issues and topics discussed in the Expert

Advisory Group Operational Meetings were:

- » The review of the guidelines for the audits performed by the group.
- » Discussion on quality assurance and benchmarking issues.
- » The EAG strategy, and the development of the work of the group in relation to the CIECA Strategy.
- » The organization of the EAG workshop for members: the 3rd EAG workshop on how to deal with the higher levels of the GDE matrix in training and testing.

In 2013 - 2014, the CIECA Expert Advisory Group had the opportunity to visit and provide expert feedback on driving tests in Quebec (Canada) where they audited tests performed by the SAAQ. The group also visited the ASA in Switzerland in order to carry out an audit. During this year, the EAG has also provided consultancy services to two CIECA members that requested the presence of the experts in two seminars:

- » The EAG visited the French Ministry of interior to participate in a seminar on quality assurance systems implemented in EU member states since 19 January 2013.
- » On 29 April 2014, the group of experts participated on a seminar on safe driver development through driver training and testing invited by the Estonian Road Administration.

On 10 April 2014, the EAG organized an important workshop on how to deal with the higher levels of the GDE matrix in training and testing (more information on these events can be found in section 2). Per Gunnar Veltun, Jean Malinowski, Jörg Biedinger, and Elina



Uusitalo contributed with presentations to the programme of the workshop.

On another note, Per Gunnar Veltun is the EAG representative in the Steering Committee of the RUE project. Elina Uusitalo took part in the Congress Programme Committee that put together the programme for the 46th CIECA Congress held in Dublin on 5 – 6 June 2014.

8.3.3. THE THEORY TEST ADVISORY GROUP (TAG)

The Theory Test Advisory Group is chaired by Mika Hotti. During this year, Hans Mattsson (Transportstyrelsen, Sweden) and Tamás Hima (NTA, Hungary) have left the group. New members have also joined. Currently the group consists of the following members:

- » Mikael Stenberg (Transportstyrelsen, Sweden)
- » 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
- » Karsten Nikolaisen (Norwegian Public Roads Administration, Norway)
- » Miguel Ángel Redondo (Dirección General de Tráfico, Spain)

TOPICS AND ACTIVITIES OF THE TAG

From September 2013 to May 2014, the TAG held the following meetings:

- » 21 – 22 October 2013, Zagreb (Croatia)
- » 3 – 4 April 2014, Berlin (Germany)

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 quality assurance issues and the implementation of quality systems in the theory test process.

The TAG continued to focus its efforts in the continuous development of the TAG Database. Following the principles outlined in the CIECA Strategy, at the moment the TAG is working in the creation of an operative database which under certain conditions will be open to the rest of CIECA members.



On 6 – 7 February 2014, the TAG organized one important workshop on item writing (more information on these events can be found in section 2). Mika Hotti, together with Anita Bigler, Frans Korpel, Bernd Weisse, and Mikael Stenberg from the TAG contributed with presentations to the programme of the workshop. Marta Carrera from DGT and Brian Harnett from RSA also presented during the event

The TAG was represented by Peter Weddell-Hall in the Congress Programme Committee responsible for the programme of the 46th CIECA Congress. On another hand, Mika Hotti is the TAG representative in the Steering Committee of the RUE project.

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. 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 (Switzerland 2013, Dublin 2014);
- » 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 to CIECA members.

The Secretariat currently comprises the following members: Eva Mateo (Programme Manager) and Blanka Wirth (Project Officer). After the departure of Daniel Vandenberghe (Business Manager) in September 2013 and following a decision made by the Permanent Board, the Secretariat has been supervised by René Claesen, acting Secretary General-Treasurer and Eva Mateo has taken over the responsibilities of the office functions.

Left, Daniel Vandenberghe.
Right, the building that holds the CIECA premises.



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CIECA CONGRESSES

1	1956	The Hague	24	1990	Stockholm
2	1957	Paris	25	1992	York
3	1959	Munich	26	1993	Maastricht
4	1960	Montreux	27	1995	Madrid
5	1961	The Hague	28	1996	Belfast
6	1963	London	29	1997	Monaco
7	1964	Naples	30	1998	Tunis
8	1966	Sevilla	31	1999	Berlin
9	1968	The Hague	32	2000	Brussels
10	1969	Ostend	33	2001	Brijuni
11	1971	Helsinki	34	2002	The Hague
12	1972	Madrid	35	2003	Edinburgh
13	1974	Vienna	36	2004	Warsaw
14	1975	Paris	37	2005	Helsinki
15	1977	Cologne	38	2006	Marseille
16	1978	Warsaw	39	2007	Oslo
17	1980	Brussels	40	2008	Zagreb
18	1981	Amsterdam	41	2009	Berlin
19	1983	Budapest	42	2010	Budapest
20	1984	Monaco	43	2011	Malta
21	1986	Bern	44	2012	Istanbul
22	1987	Oslo	45	2013	Pfäffikon
23	1989	Lisbon			



The International Commission
for Driver Testing

Commission Internationale des Examens de Conduite Automobile

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