



# CIECA

Annual Report 2010

# Introduction by CIECA President



Sonja Sporstøl - President

Dear reader,

2010 has been an exciting year. CIECA has been working hard to develop a safer future. Strategy development has been a major theme in all our Board meetings, alongside the usual topics of resource management and event planning.

At the 2010 General Assembly members endorsed that CIECA needs to adopt a broader approach to promoting driving standards. The Board established a strategy working group reviewing CIECA's direction and priorities for the period until 2016 looking forward to 2020. The launch of the EU Road Safety Action Programme 2011 – 2020 is a perfect opportunity to strengthen CIECA's role, and aligns with the main CIECA strategic goal for 2012-2016 to become the expert partner of the European Union. In parallel, the Board have reviewed the CIECA Statutes and other rules. Our aim has been to ensure that CIECA can respond effectively to the new challenges and operate flexibly, efficiently and professionally to meet the needs of our Members and partners such as the European Commission.

One of last year's highlights was definitely our Congress in Budapest in June. Our host, the Hungarian National Transport Authority, enabled CIECA to hold a first rate Congress that attracted academics and professionals alike and we were all delighted with the hospitality and magnificent setting in the beautiful historic town of Budapest. I should like to sincerely thank our Hungarian member for this opportunity.


Permanent expert groups are an important way for CIECA to help members. The year saw the creation of the Theory Test Advisory Group (TAG) – responding to members' wishes. TAG will become a source of professional and technical advice in matters of theoretical and computer-based assessment and supporting education. Our Expert Advisory Group (EAG) continued with its good work, offering professional and technical advice, helping with designing Congress programmes and carrying out technical audits visits.

We know that expert workshops are a service our members value highly. CIECA worked with the IRU Academy to organise in January a seminar on professional driver competence, providing CIECA members, operators and trainers with a splendid platform to exchange views on implementing the requirements of the Directive 2003/59 EC for lorry drivers. Also, CIECA worked with ACEM, the European motorcycle industry body, on a workshop in May addressing moped and motorcycle issues in the implementation of the Directive 2006/126/EC. In addition, CIECA organised a workshop in November on assessment in the practical test for driving licence acquisition. CIECA experts have been considering this topic for several years and this workshop involved the wider CIECA membership in the debate.

CIECA expertise is valued, and we are asked to provide expert support in various research projects. The year saw two large EU projects (HERMES and Module Close to) with CIECA involvement come to an end, a new one (ECOWILL) launched.

I hope you enjoy this Annual Report. We have made a number of changes from previous years to improve transparency. In particular, we have included more financial information.

Finally I would like to extend my sincere thanks to all members, my colleague Directors, colleagues in our expert groups and the CIECA Secretariat for their constant support and dedication providing the foundation for CIECA's success. Long may it continue!

  
Sonja Sporstøl, President

<b>1 CIECA Highlights 2010</b>	<b>3</b>
<b>2 Congresses, workshops and seminars</b>	<b>4</b>
2.1. CIECA – NTA Congress, Budapest May 2010	4
2.2. IRU – CIECA workshop, Brussels January 2010	5
2.3. Rider Workshop in cooperation with ACEM, June 2010	5
2.4. Assessment workshop, November 2010	6
<b>3 CIECA working groups and other activities</b>	<b>6</b>
3.1 Theory Test project	6
<b>4 Auditing the driving test</b>	<b>7</b>
<b>5 Participating in EU Projects</b>	<b>7</b>
5.1 HERMES	7
5.2 Module Close to	8
5.3 ECOWILL	8
<b>6 Collecting and making available driver testing information</b>	<b>9</b>
<b>7 External Representations</b>	<b>10</b>
<b>8 Financial report – Budget and Realisations for 2010</b>	<b>11</b>
<b>Annexes</b>	<b>12</b>
<b>9 Description of the organisation</b>	<b>12</b>
9.1 Member Organisations	12
9.2 CIECA Structure	14
9.3 Permanent Bureau (Board) – organisational development	15
9.4 Secretariat	16
9.5 Expert Advisory Group	17
9.6 Theory Test Advisory Group	18

# 1 CIECA highlights 2010

## **Kick off of a new strategy and revised statutes**

CIECA took decisive action to strengthen its position, by kicking off for a new CIECA strategy 2012-16/2020 and new CIECA statutes and improved governance structure of CIECA

## **CIECA – NTA Congress, Budapest May 2010**

On 3-4 June 2010, CIECA and the Hungarian National Transport Authority hosted the 42<sup>nd</sup> CIECA congress entitled 'Assessment for Novice Driver Safety'. The Congress assembled more than 120 CIECA members and road safety professionals from numerous countries.

## **IRU Academy-CIECA workshop, Brussels, January 2010**

IRU Academy in partnership with CIECA organised a seminar on professional driver competence and to discuss the Directive 2003/59/EC

## **ACEM-CIECA Rider Workshop, Brussels, June 2010**

ACEM and CIECA held a rider workshop on 16 June 2009 to discuss the new progressive access rules for motorcyclists in the Directive 2006/126/EC

## **Assessment Workshop, Brussels, November 2010**

CIECA members discussed the definition of and the exchange about common assessment criteria for the practical driving test, which could help setting standards for CIECA members

## **Foundation of the Theory Test Advisory Group (TAG)**

A new permanent Theory Test Advisory Group (TAG) was created. The group will act as a source of professional and technical advice for CIECA in matters of theoretical and computer-based assessment and supporting education.

## **Driving test audits conducted**

CIECA's Expert Advisory Group (EAG) continued its valuable work in auditing driving tests. This year, the Luxemburgish and Latvian driving tests were audited

## **EU Projects HERMES and Module Close-To ended. EU Project ECOWILL started**

The EU projects Module Close To (a peer-to-peer educational programme involving novice driver traffic offenders) and HERMES (developing the coaching skills of driving instructors) projects, came to an end. The ECOWILL project started.

## 2 Congress, workshops and seminars



### 42nd CIECA CONGRESS ASSESSMENT FOR NOVICE DRIVER SAFETY BUDAPEST JUNE 2-5 2010

#### 2.1 CIECA CONGRESS 2010: ASSESSMENT FOR NOVICE DRIVER SAFETY

CIECA's 42<sup>nd</sup> international congress on the Assessment for Novice Driver Safety was hosted by the Hungarian National Transport Authority in Budapest on 3-4 June 2010. The varied programme with presentations from 9 different countries attracted more than 120 participants – CIECA members and road safety professionals from numerous countries.

Mr. Gilles Bergot from DGMOVE of the European Commission opened the Congress providing an overview of the plans for the Road Safety Action Programme 2011 – 2020<sup>1</sup>. In his keynote speech, Mr. Charles Johnson (CAS, UK) addressed the different aspects of assessment in safety critical work and prepared the ground for discussions throughout the day.

The day was filled with presentations on different views on assessment and its implications on attitudes and risk as well as its application in the theory and practical test.

All presentations and related documentation can be downloaded from the CIECA

Website [http://www.cieca.be/template\\_events.asp?eve\\_id=10&lng\\_iso=EN](http://www.cieca.be/template_events.asp?eve_id=10&lng_iso=EN).



<sup>1</sup> Communication from the Commission to the European Parliament, the Council, the European and Social Committee and the Committee of the Regions. Towards a European road safety area: policy orientations on road safety 2011-2020

## 2.2 SEMINAR ON THE IMPLEMENTATION OF DIRECTIVE 2003/59/EC

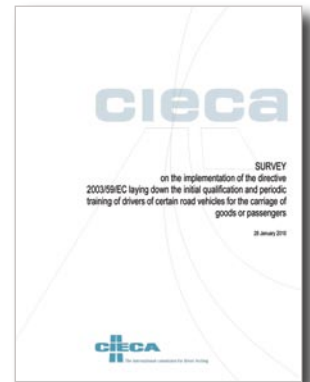


On 28 January 2010, IRU Academy in partnership with CIECA organised a seminar on professional driver competence highlighting the increasing importance of professional driver training and assessment in attaining and maintaining competence. The seminar was held in Brussels and attracted numerous participants from a variety of road traffic sectors.

CIECA's members, many of them being responsible in their jurisdictions for the "Certificate of Professional Competence" CPC required by the Directive 2003/59/EC, at this point were emerging from busy times of implementing legislation, new assessments and operating systems for training and testing of professional drivers. The workshop provided some insight into case studies on different training and testing models as well as different financing models of CPC driver training in the EU.

Preceding this workshop, CIECA carried out a survey amongst its members about the different training and testing models for professional drivers applied in the European Union. The report was made available on the CIECA Members Only pages.

This seminar followed a workshop for CIECA Members in 2008 when systems for initial training for bus and coach drivers had to be put in place for the first time.



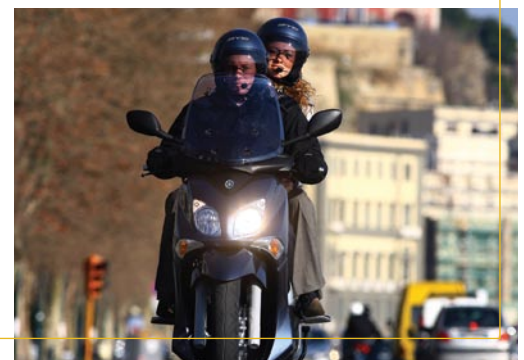
## 2.3 WORKSHOP ON THE TRANSPOSITION OF DIRECTIVE 2006/126/EC



A workshop on the transposition of 2006/126/EC was held on 6 May 2010 in Brussels. Organised by ACEM in cooperation with CIECA, FIM, FEMA and SUZUKI it focused on the implementations of the 3rd Driving License Directive for moped and motorcycle riders.

Following an introduction from the European Commission on the provisions of the Directive, an overview of the current status of transposition in Member States was given. Case studies by CIECA members on the application of the new progressive access requirements in the framework of the 2006/126/EC Directive prepared the ground for discussion about issues encountered in the transposition process.

All documentation is available online on the CIECA website [www.cieca.be](http://www.cieca.be).



## 2.4 CIECA ASSESSMENT WORKSHOP

A CIECA workshop on assessment took place in Brussels on 4-5 November 2010. The main aim of this workshop was to explain the differences between approaches to determining competence in the practical driving test based on observed faults or observed achievements, highlighting their advantages and disadvantages, explaining and reviewing the work carried out so far.

Further it provided the opportunity to discuss the different steps to be taken when changing from a fault-based to a competency-based system and focus on the overall aim of improving novice driver safety. CIECA members and external experts got together and developed a common understanding of good practice in competency-based assessment.

The workshop followed an extended internal discussion over the past decade within CIECA about assessment and the various approaches used in the different CIECA member countries. CIECA's Expert Advisory Group convened meetings over one-and-a-half years before the workshop in order to prepare the ground for discussion together with external experts.

All documentation and presentations as well as the workshop report are available on the CIECA members only pages.

# 3 CIECA Working Groups and other activities

## 3.1 THEORY TEST PROJECT

The Theory Test Project was launched in 2008 in order to enquire about new developments in theory testing. The majority of European countries already use a PC-based theory test system but the use of moving images and other innovative test formats in the test are still quite rare.

CIECA undertook steps to evaluate the current situation with regards to theory testing and future plans, for the category B license in its different member countries. The focus was on finding out about innovative methods for delivering the test and assessing candidates.

A broad range of CIECA member organisations and expert partners participated in the meetings from 2008-2010. In the end it was decided to end the project in its current format in preference for a permanent working group on theory test matters – the CIECA Theory Advisory Group – to provide a platform for continued exchange.

Results from the Theory Test Project were presented at the CIECA General Assembly in Budapest. At the same time members were invited to announce their interest in participation in the future permanent working group.

## 4 Auditing the driving test

One of the tailored services offered to CIECA members is an audit of their driving test system carried out by the Expert Advisory Group (EAG). During 2010, CIECA's EAG conducted two of these audits in Latvia and in Luxembourg.

The primary objective of these audit visits is to evaluate the practical driving test and overall driver testing regime in place in the visited country, with a view to providing the member with comprehensive, verbal and written independent feedback based on the collective experience of EAG members, when compared with best practice and EU Legislation. This is usually based on presentations from the host about their overall driver testing system and the observation of theory and practical tests. Sometimes the visit includes the observation of driver training.

Furthermore, the visit provides an opportunity for EAG members to provide the hosts with additional information about subjects of particular interest to them and the opportunity for discussion on issues they have a particular interest in relating to road safety, training, testing and licensing.

The service is provided at no cost to effective members and provides the opportunity for the member to gain a better understanding of the strengths of their system, to learn how the system might be further improved and through discussion to develop their knowledge and access to further assistance and advice on a variety of topics.



Test vehicles (Latvia)



Category B+E manoeuvre test (Latvia)



Category B manoeuvre test (Latvia)

## 5 Participating in EU-financed Projects

In 2010, two EU-funded projects in which CIECA was involved in came to an end: the **HERMES** Project and the **Module Close** to Project. One new project, the EU-funded **ECOWILL** project, was launched.

### 5.1 HERMES PROJECT (2007-2010)<sup>2</sup>



HERMES stands for: High impact approach for Enhancing Road safety through More Effective communication Skills for driving instructors.

The goal of the project was to create short 3-5 day training courses for driving instructors on 'how to coach', particularly with a view to addressing emotional and social factors when driving, and to developing greater self-awareness in trainees. In addition, a number of coaching scenarios have been developed to enable instructors to coach in on-road training, track training and in the classroom, and to meet a wide range of goals in the driver education process.

HERMES builds on a number of different EU-financed projects in the driver training field which favour:

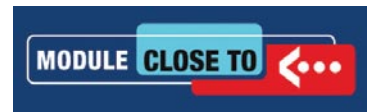
- Less reliance on didactic instructional methods intended to help learners to pass the driving test, and more focus on active-learning methods intended to prepare learners for solo driving and to encourage a positive attitude to further learning after licence acquisition
- More focus on the higher levels of the GDE matrix<sup>1</sup> in driver training (personality factors, self-awareness, emotions, different trip-related contexts for novice drivers and their motives for driving).

<sup>2</sup> EU Project HERMES - High impact approach for Enhancing Road safety through More Effective communication Skills In the context of category B driver training - Grant Agreement No. – TREN-E3-07-S-ST-507.68721-HERMES, March 2007.

This project came at a time when some countries are in the process of reviewing their driver training curricula and taking into account the goals outlined in the GDE (goals for driver education) matrix and an enhanced interest in the way driving instructors offer training services.

As a subcontractor, CIECA's role in the project was to provide project support and technical advice from the perspective of the driving test. CIECA members are critically concerned with driving standards through setting theory and practical tests, and some members are also responsible for regulating driver training.

All project results, reports as well as the film are available either on the CIECA Website [http://www.cieca.be/template\\_subpage.asp?pag\\_id=49&spa\\_id=51&lng\\_iso=EN](http://www.cieca.be/template_subpage.asp?pag_id=49&spa_id=51&lng_iso=EN) or at [www.alles-fuehrerschein.at/HERMES/](http://www.alles-fuehrerschein.at/HERMES/).



## 5.2 MODULE CLOSE TO PROJECT (2007-2010)<sup>3</sup>

The EU-funded Module Close To Project builds on the 'Close To' project<sup>4</sup> and focuses on more effective learning through the peer-education method in which "equals relate to equals". It aimed at establishing systems for novice driver traffic offenders to tell learner drivers (in a classroom environment) about their actions and consequences. Research has shown that young drivers who are confronted with stories of severe road accidents presented by traffic offenders of the same age are less likely to engage in risky and reckless driving. Trials of the MODULE CLOSE TO in the 11 partner countries have demonstrated that the module can be successfully implemented even under differing national conditions.

This project comes at a time when there is an increasing interest in new forms of driver re-education to address issues with the minority of drivers with high accident rates and a history of ignoring road traffic rules.

CIECA's involvement in the Module Close To project was to be in the advisory board of the project. All project reports, training material and evaluations can be found at [www.close-to.net](http://www.close-to.net).

## 5.3 EU ECOWILL PROJECT: (2010-2013)<sup>5</sup>



ECOWILL stands for: Ecodriving-Widespread Implementation for Learn drivers and Licensed Drivers.

The ECOWILL project was launched in May 2010 and aims at reducing carbon emission by up to 8 Mt until 2015 by boosting the application of eco-driving all over Europe. To reach this ambitious target the project aims to roll out short duration eco-driving training programs for licensed drivers in 13 EU-countries and at the same time promotes the education of learner drivers in eco-driving.

The main objectives of the project therefore are the:

- Integration of eco-driving in driving school curricula and driving tests
- Establishment of minimum standards for contents and set up of eco-driving trainings and train-the-trainer seminars
- Establishment of an eco-driving infrastructure which will keep the approach alive after the end of the project
- Roll-out of (short-term) eco-driving trainings for licensed drivers

ECOWILL is a 36 month project funded by the Intelligent Energy Europe (IEE) programme of the European Union and coordinated by the Austrian Energy Agency (AEA).

CIECA involvement in the project is to be part of the "Eco-driving Advisory Board" (EAB) which assists the ECOWILL consortium. All information will be made available on the project website <http://www.ecodrive.org/>.

<sup>3</sup> <http://www.close-to.net/module.phtml?sprachen1=en&country=all&id=1281>

<sup>4</sup> EU project Close-To (SUB-B27020B-E3-CLOSE TO-2003-S07.28378) Initiative to establish innovative methods in driving school education by including peers who relate of their traffic accident occurrences, April 2006

<sup>5</sup> EU Project ECOWILL (IEE/09/250822/SI2.558293) Ecodriving –Widespread Implementation for Learner Drivers and Licensed Drivers, July 2010.



# 6 Collecting and making available driver testing information

Collecting driver testing data and making this available to its members is an integral component of CIECA strategy, and several advancements were made during last year. In 2010 significant investment in technology were made to improve the robustness and resilience of CIECA's IT infrastructure allowing the CIECA Secretariat to lay the foundation for a major update of the CIECA website and the Guide on driver licensing. The Guide on Driver Licensing is an online member access catalogue for driver testing information, linked to the member-only part of the CIECA website. Members can through the Guide request reports drawn from the data in the following major areas: the driving licence, the theory test, the practical test, test centers, examiners, legislation, . . .



An important piece in the information gathering process is that the Secretariat collects driver training and testing information on behalf of its members, analyses it and disseminates this back to members and others having a legitimate interest in it. In 2010, the CIECA Secretariat processed more than 20 queries originating from members covering a wide range of topics in the field of driver training and testing.

Among these were queries focusing on:

- ! The transposition process of EU Directives 2006/126/EC and 2003/59/EC in EU Member States,
- ! Professional drivers
- ! Eco driving
- ! Motorcycle training
- ! Statistical data

The CIECA Secretariat gathers this information for its members and uploads this in CIECA's database, the Guide on Driver Licensing, in order to ensure an easy access and retrieval of the information.

It is intended that the information gathering process will be further improved whereby each member query will be conducted electronically via the Guide on Driver Licensing, rather than using paper questionnaires. To improve the data gathering process, a follow-up system is to be built, allowing the administrators to get a precise overview of the statuses of each questionnaire.



Guide on driver licensing

# 7 External Representation

CIECA representatives spoke at / attended the following conferences in 2010:

- | IRU Seminar on professional driver competences, Brussels, Belgium, 28 January 2010 (opening and closing speech Mrs. Sonja Sporstøl, overview presentation Mr. Daniel Vandenberghe)
- | PROLOGUE workshop, Brussels, Belgium, 18 February 2010 (participation Ms. Agnes Reikl)
- | HERMES Info Day, Vienna, Austria, 22 February 2010 (CIECA's view on coaching presented by Mrs. Sonja Sporstøl)
- | Module Close To, national conference, Graz, Austria, 11 March 2010 (attendance Ms. Agnes Reikl)
- | Meetings with the European Commission, Brussels, Belgium, 14 June and 27 October 2010 (Mrs. Sonja Sporstøl, Mr. Paul Butler, Mr. Daniel Vandenberghe)
- | ZMPD 2003/59/EC Congress, Biala Podlaska, Poland, 24 June 2010 (presentation by Mr. Daniel Vandenberghe)
- | FEMA European Motorcyclists' Forum and the 1<sup>st</sup> International Motorcyclists' Conference, Brussels, Belgium, 28 and 29 June 2010 (participation Ms. Agnes Reikl)
- | Briefing about CIECA for the National Transport Authority, Hungary, 14 September 2010 (presentation by Mr. Paul Butler)
- | E-ATP Conference, Sitges, Spain, 29 September – 1 October (participation Ms. Agnes Reikl)
- | DEKRA Evening Reception, "Traffic Safety Report Motorbikes 2010 – Strategies for avoiding accidents on Europe's streets"; Brussels, Belgium, 11 October (participation Ms. Agnes Reikl)
- | European Road Safety Day, Brussels, Belgium, 13 – 14 October 2010 (participation Mr. Daniel Askeroi)
- | German driving teacher congress, Berlin, Germany, 26 November 2010 (participation Mr. Reinhard Meyer)
- | Drink Drive Conference organised by the Brewers of Europe, Brussels, Belgium, 3 December 2010 (presentation on the role of the driving test in the context of drink driving, Ms. Agnes Reikl)
- | Briefing about CIECA for the Czech authorities, Prague, 6 December 2010 (presentation by Mr. Paul Butler)

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



## 8 Financial statements – Budget and Realisations for 2010

OPERATING INCOME	REALISATION 2009	BUDGET 2010	REALISATION 2010
Membership fees	338.321,12 EUR	357.000,00 EUR	353.048,50 EUR
Other income (from research projects, events, etc)	22.533,69 EUR	9.000,00 EUR	15.477,17 EUR
<b>TOTAL OPERATING INCOME</b>	<b>360.854,81 EUR</b>	<b>366.000,00 EUR</b>	<b>368.525,67 EUR</b>

OPERATING EXPENSES			
Personnel	192.968,82 EUR	245.000,00 EUR	185.999,43 EUR
Services	17.985,85 EUR	23.000,00 EUR	21.418,63 EUR
Accommodation Brussels office	16.812,82 EUR	16.000,00 EUR	15.395,05 EUR
Office service costs	15.848,82 EUR	12.000,00 EUR	14.747,66 EUR
Travel & Accommodation Secretariat	10.090,29 EUR	12.000,00 EUR	13.218,78 EUR
Activities congress/workshop and visits	25.340,19 EUR	40.000,00 EUR	28.592,03 EUR
Membership	4.000,00 EUR	0,00 EUR	0,00 EUR
Representation and marketing	315,48 EUR	5.000,00 EUR	399,39 EUR
Guide on Driver licensing	3.757,00 EUR	0,00 EUR	1.330,00 EUR
Other charges	8.024,93 EUR	6.000,00 EUR	7.481,91 EUR
<b>TOTAL OPERATING EXPENDITURES</b>	<b>295.144,20 EUR</b>	<b>359.000,00 EUR</b>	<b>288.582,88 EUR</b>

Total operating expenses	295.144,20 EUR	359.000,00 EUR	288.582,88 EUR
Total operating Income	360.854,81 EUR	366.000,00 EUR	368.525,67 EUR

ECONOMIC RESULT	65.710,61 EUR	7.000,00 EUR	79.942,79 EUR
-----------------	---------------	--------------	---------------

Depreciation	6.688,48 EUR	7.000,00 EUR	4.353,59 EUR
Risk provision NovEV	0,00 EUR	0,00 EUR	44.529,08 EUR
Risk provision doubtful customers	48.089,90 EUR	0,00 EUR	-614,77 EUR
Provision vacation Y+1	18.231,49 EUR	20.000,00 EUR	21.691,50 EUR
Provision vacation Y	-15.659,94 EUR	-18.231,49 EUR	-18.231,49 EUR

FINANCIAL RESULT	8.360,68 EUR	-1.768,51 EUR	28.214,88 EUR
------------------	--------------	---------------	---------------

# 9 Description of the organisation

CIECA is the international commission of driver testing authorities, 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 and congresses, international research projects, publications), CIECA aims to encourage the development of high, common standards for driver testing and training throughout its member organisations.

## 9.1 MEMBER ORGANISATIONS

In 2010 CIECA had 47 members from 36 countries, covering almost all of Europe, and is also represented in Tunisia, Canada, Australia and the United States of America.

Currently, there are three categories of members of CIECA:

- I Effective Members - entities responsible for the regulation, execution or auditing of driving tests.
- I Associate members - not-for-profit associations involved in activities related to the Association's remit and are willing to support CIECA goals though they do not regulate, execute or audit driving tests.
- I Honorary Members – persons who have made a particularly special contribution to CIECA.

### ■ Effective members

<b>Australia (Victoria)</b>	VicRoads
<b>Austria</b>	Bundesministerium für Verkehr, Innovation und Technologie – BmVIT
<b>Belgium</b>	Groupement des Organismes de Contrôle Automobile – GOCA
<b>Belgium</b>	Federale Overheidsdienst Mobiliteit en Vervoer/Service Publique Fédéral Mobilité
<b>Bulgaria</b>	Executive Agency Road Transport Administration - BEARTA
<b>Canada (Québec)</b>	Société de l'Assurance Automobile du Québec - SAAQ
<b>Croatia</b>	Hrvatski Autoklub - HAK
<b>Cyprus</b>	Ministry of Communications and Works
<b>Czech Republic</b>	Ministerstvo Dopravy České Republiky
<b>Denmark</b>	Rigspolitiet's Færdselsafdeling
<b>Estonia</b>	Estonian Road Administration
<b>Faroe Islands</b>	Akstovan
<b>Finland</b>	TRaFi Finnish Transport Safety Agency
<b>France</b>	Ministère de l'écologie, de l'énergie, du développement durable et de la mer en charge des technologies vertes et des négociations sur le climat
<b>Germany</b>	Vereinigung der Technischen Überwachungsvereine – VdTÜV e.V.
<b>Germany</b>	Dekra e.V.
<b>Great Britain</b>	Driving Standards Agency - DSA
<b>Hungary</b>	National transport Authority - NTA
<b>Ireland</b>	Road Safety Authority - RSA
<b>Kosovo</b>	Ministry of Transport and Communication
<b>Latvia</b>	Ministry of Transport, Road Traffic Safety Directorate
<b>Lithuania</b>	Regitra State Enterprise
<b>Luxembourg</b>	Ministère des Transports
<b>Luxembourg</b>	The Société Nationale de Contrôle Technique – SNCT
<b>Malta</b>	Transport Malta
<b>Monaco</b>	Ministère de l'Etat
<b>The Netherlands</b>	Centraal Bureau Rijvaardigheidsbewijzen - CBR
<b>Northern Ireland</b>	Driver and Vehicle Agency - DVA
<b>Norway</b>	Statens Vegvesen Vegdirektoratet - Norwegian Public Roads Administration
<b>Poland</b>	Ministry of Infrastructure, Motor Transport Department
<b>Portugal</b>	Instituto da Mobilidade e dos Transportes Terrestres - IMTT
<b>Portugal</b>	Automóvel Club de Portugal – ACP
<b>Portugal</b>	Associação Nacional dos Industriais do Ensino de Condução Automóvel - ANIECA
<b>Romania</b>	Ministry of the Interior
<b>Slovenia</b>	Ministry of the Interior
<b>Spain</b>	Dirección General de Tráfico - DGT
<b>Sweden</b>	Trafikverket - Swedish Transport Administration
<b>Sweden</b>	Transportstyrelsen - Swedish Transport Agency

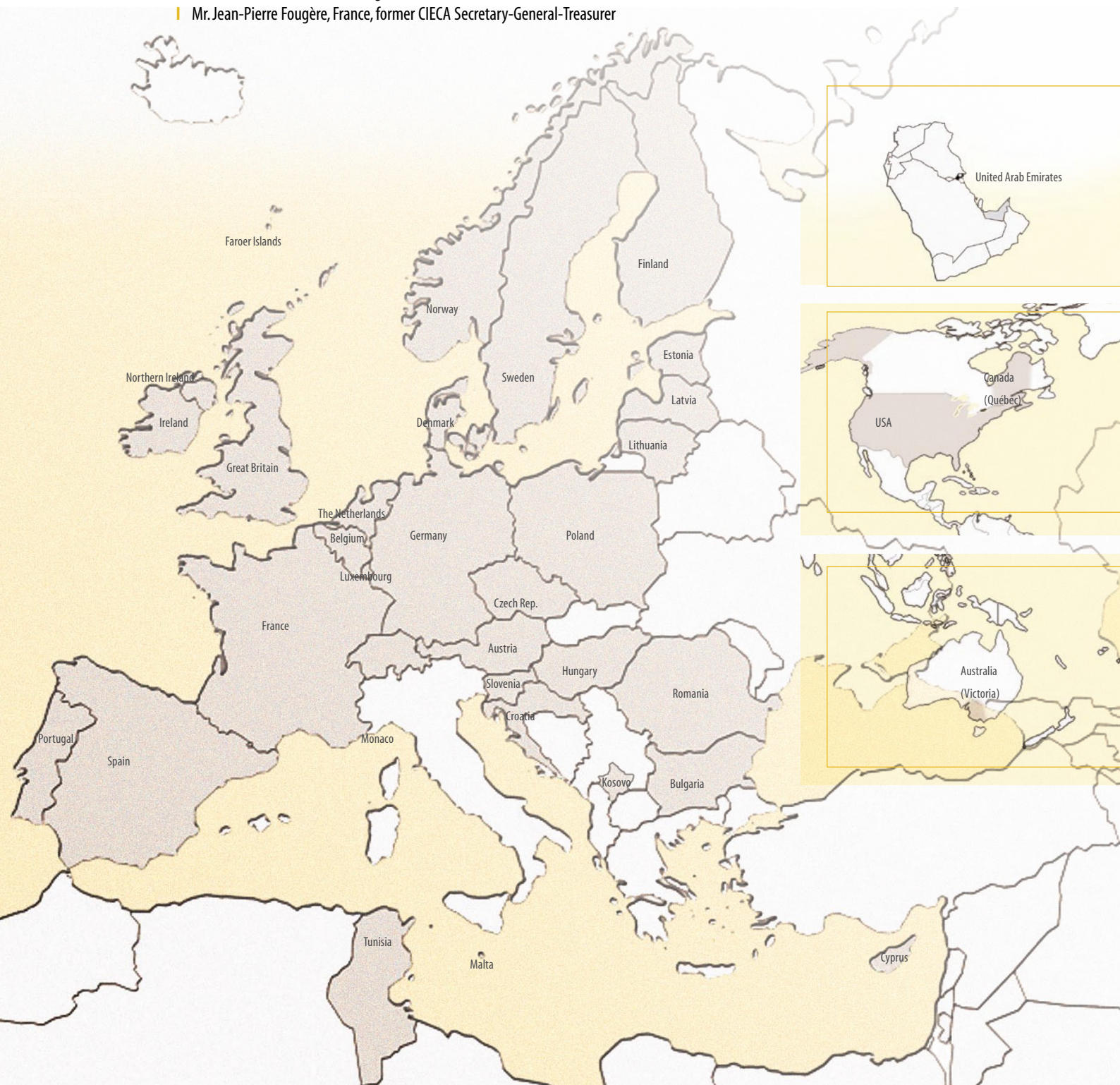
<b>Switzerland</b>	Office de la Circulation et de la Navigation – OCN
<b>Switzerland</b>	Bundesamt für Strassen - ASTRA
<b>Tunisia</b>	Ministère du Transport, Direction Générale des Transports Terrestres
<b>Tunisia</b>	Agence Technique des Transports Terrestres - ATTT
<b>United Arab Emirates</b>	Roads & Transport Authority - RTA

■ Associate Members

<b>Germany</b>	Deutscher Verkehrssicherheitsrat - DVR
<b>USA</b>	American Association of Motor Vehicle Administration - AAMVA
<b>International</b>	European Driving Schools Association - EFA
<b>International</b>	The European Transport Training Association - Eurotra

■ 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



## 9.2 THE CIECA STRUCTURE

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

### ■ General Assembly

The General Assembly is composed 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 convened once a year.

### ■ Permanent Bureau (The Board)

The Permanent Bureau is the executive body of CIECA responsible for the management of CIECA. The Permanent Bureau (Directors) consists of the President, the Secretary General-Treasurer, and a maximum of 7 Vice Presidents (one of whom is appointed by the Board as First Vice-President). Directors are nominated by Effective Members. The Permanent Bureau meets 5 times a year to discuss ongoing affairs and can meet whenever necessary.

### ■ Expert Advisory Group

The Expert Advisory Group (EAG) is a permanent group consisting of a maximum of 7 members from different member organisations. Members are appointed by the Permanent Bureau, which agrees its work programme. EAG acts as a source of technical and professional advice. It helps with studies, workshops and the Congress topics, and provides an audit service to members on their driving tests.

### ■ Theory Test Advisory Group

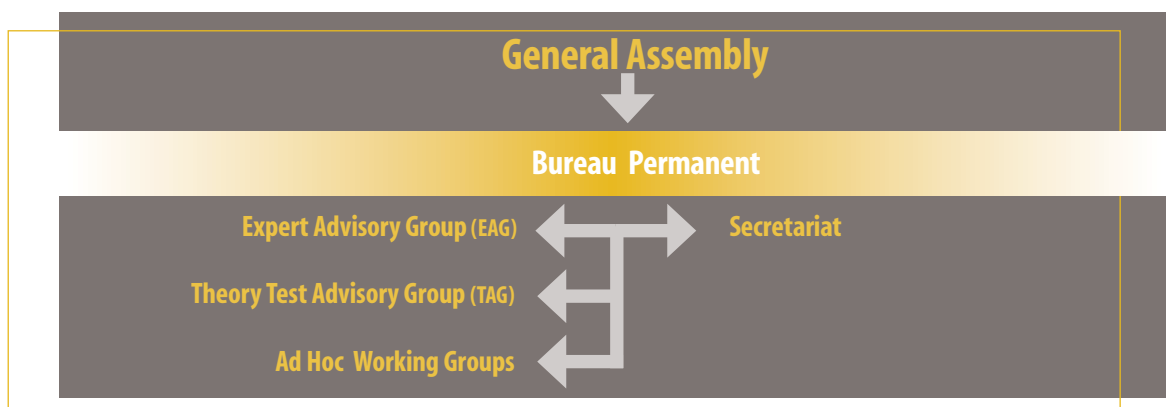
The Theory Test Advisory Group (TAG) was initiated in 2010 as a permanent group to provide specialist expertise on theoretical and computer-based testing.

### ■ Ad Hoc Working Groups

The Permanent Bureau can create temporary working groups order to deal with specific subjects. These groups consist of several members from different countries and have an assignment for a specific subject and a limited timeframe. They report to the Permanent Bureau. In 2010, the Board created a Strategy Working Group and a Statutes Working Group, staffed by Directors and the Business Manager, to progress those topics.

### ■ The Secretariat

The Secretariat in Brussels (Rue Van Campenhout 22, 1000 Brussels) is the body responsible for the daily management and administration of CIECA. It provides support to the Board in their administrative work and assists all other bodies in their functioning. The Secretariat is responsible for day-to-day operations and administration and monitoring the delivery strategic objectives. The Secretariat is led by a Business Manager, under the guidance of the Secretary General-Treasurer.



### 9.3 THE PERMANENT BUREAU (BOARD)

#### ■ The members of the Permanent Bureau

At the start of 2010, the following persons were member of the Permanent Bureau:

- Mrs. Sonja Sporstøl (Norwegian Public Roads Administration, Norway) – President
- Mr. Luc Caenen (GOCA, Belgium) – Secretary-General-Treasurer
- Mr. Jan Molthof (Centraal Bureau Rijvaardigheidsbewijzen, the Netherlands) – First Vice-President
- Mr. Paul Butler (Driving Standards Agency, Great Britain) – Vice President
- Mr. Reinhard Meyer (VdTÜV, Germany) – Vice President
- Mr. Tamás Hima (National Transport Authority, Hungary) – Vice President
- Mr. Peter Ripard (Transport Malta) – Vice President



Permanent Bureau, 12 March 2010, St Julian – Malta

Halfway through the year, at the Budapest General Assembly on 3 June 2010, the mandates of Mr. Luc Caenen (Secretary-General Treasurer) and Jan Molthof (Deputy President) came to an end. The mandate of the co-opted Vice-Presidents Mr. Peter Ripard from Transport Malta and Mr. Tamás Hima from the National Transport Authority needed to confirmation by the General Assembly. In addition, Mr. René Claesen (Centraal Bureau Rijvaardigheidsbewijzen, the Netherlands) and Mr. Kari Hakuli (TraFi, Finland) were elected as Vice Presidents. At the August meeting of the Permanent Bureau, the Board elected Mr. Paul Butler (Driving Standards Agency, Great Britain) as Secretary-General-Treasurer (Interim) and Mr. Reinhard Meyer (VdTÜV, Germany) as First Vice President.

The newly composed Permanent Bureau looks as follows:

- Mrs. Sonja Sporstøl (Norwegian Public Roads Administration, Norway) – President
- Mr. Paul Butler (Driving Standards Agency, Great Britain) – Secretary-General-Treasurer (Interim)
- Mr. Reinhard Meyer (VdTÜV, Germany) – First Vice President
- Mr. René Claesen (Centraal Bureau Rijvaardigheidsbewijzen, the Netherlands) – Vice President
- Mr. Kari Hakuli (TraFi, Finland) – Vice President
- Mr. Tamás Hima (National Transport Authority, Hungary) – Vice President
- Mr. Jacques Quoirin (GOCA, Belgium) – Vice President
- Mr. Peter Ripard (Transport Malta) – Vice President



Permanent Bureau, 12 March 2010, St Julian – Malta

#### ■ The meetings of the Permanent Bureau

In 2010, the Permanent Bureau met five times:

- 12 March in St Julians, Malta
- 21 May in Brussels, Belgium
- 2 June in Budapest, Hungary (in combination with the annual General Assembly)
- 24 August in Munich, Germany
- 23 November in Amsterdam, the Netherlands



The Permanent Bureau at the 42nd CIECA Congress in Budapest together with CIECA's EAG Chairman Trevor Wedge

## ■ Topics discussed during the meetings

The Board Members, under the chairmanship of Mrs. Sporstøl addressed a wide range of topics during 2010. Among the highlights:

- | The development of the CIECA Strategy for the period 2012-2016
- | In light of strategy developments, reviewing the current CIECA Statutes so CIECA can respond flexibly and efficiently to new developments and to our Members' needs
- | Establishing a series of new governance documents
- | Preparing the Budapest General Assembly and steering the CIECA-NTA Congress 2010
- | Overviewing the progress of the European projects HERMES and Module Close-To and discussion about participating in a new project ECOWILL (eco-driving training programs for licensed drivers in 13 EU-countries )
- | Creating the Theory Test Advisory Group
- | Overseeing the activities of the Expert Advisory Group
- | Oversight of a workshop organised in cooperation with IRU Academy on the professional competence Directive (Directive 2003/59/EC) and a workshop organised with ACEM on the on the Third European Driving Licence Directive (Directive 2006/126/EC) to analyse the implications of the new progressive access rules for moped and motorcycle Directive 2006/126/EC riders
- | Oversight of the CIECA workshop on assessment
- | Budget planning and management - as in previous years, the Permanent Bureau arranged for an independent financial audit

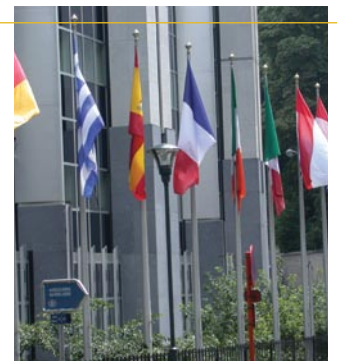
## 9.4 THE SECRETARIAT

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
- | prepare meeting agendas and record outcomes, taking necessary action
- | prepare key documents and enhances the various CIECA bodies
- | organise and oversee member surveys concerning driver testing
- | management/coordination of CIECA-led projects and projects where CIECA is a subsidiary partner
- | draft key Secretariat documents
- | perform the daily management and financial management of the organisation
- | organise the annual Congress and workshops
- | maintain the CIECA website [www.cieca.be](http://www.cieca.be)
- | provide information resources for CIECA members



The CIECA offices in the Rue Van Campenhout 22 in Brussels



Daniel Vandenberghe, Agnes Reikl and Daniel Askeroi

The Secretariat comprises the following functions: Mr. Daniel Vandenberghe (Business Manager), Ms. Agnes Reikl (Project Officer) and Mr. Daniel Askeroi (Administrative Officer).



## 9.5 THE EXPERT ADVISORY GROUP (EAG)

### ■ The members of the EAG

Throughout 2010 the EAG had the following members:

- Mr. Trevor Wedge (DSA, Great Britain) – EAG Chairman
- Mr. Jörg Biedinger (TÜV Nord, Germany) – Member
- Mr. Jean Malinowski (Ministère de l'écologie, de l'énergie, du développement durable et de la mer en charge des technologies vertes et des négociations sur le climat, France) – Member
- Mr. Per-Olof Nilsson (Trafikverket, Sweden) - Member
- Mr. Han Rietman (CBR, the Netherlands) – Member

Dr. Sami Mynttinen (TraFi, Finland) terminated his mandate at the CIECA Congress in Budapest owing to professional changes. In October 2010 the EAG was joined by a new member from Norway, Mr. Per Gunnar Veltun (Norwegian Public Roads Administration).

### ■ The meetings of the EAG

In 2010, the EAG held 3 meetings:

- 11-12 February 2010; Brussels, Belgium (assessment meeting)
- 16-18 June 2010, Luxembourg
- 13-15 October 2010, Riga, Latvia

### ■ Topics and activities of the EAG

In 2010, the Permanent Bureau tasked EAG to:

- providing advice and expert feedback on specific questions
- develop the programme for the CIECA Congress
- provide input to Member workshops
- undertake the assessment and technology studies
- conduct audits of driving test systems in CIECA member countries

Throughout 2010 advice was sought from EAG on technical matters, particularly concerning the implementation of Directive 2006/126/EC. In its role as Programme Committee for the yearly CIECA Congress, the EAG developed the call for papers for the CIECA Congress 2011 and was responsible for the Congress programme development and recommended the selection of speakers.

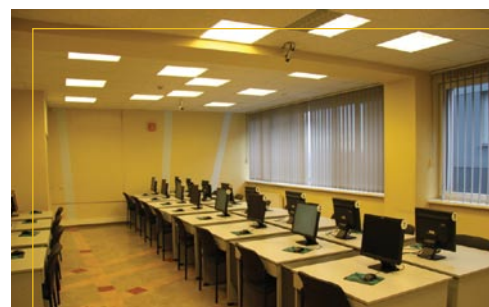
EAG continued its work looking into different approaches to assessment in the practical driving test, comparing them and developing trial assessment protocols to be tested at the audit visits to different member countries. The meeting of the Group in February 2010 was used to discuss the results of the research carried out in this area together with expert advisors. Preparations for the CIECA workshop on assessment for members were undertaken.

This culminated in autumn 2010 in a workshop on assessment providing the opportunity for CIECA members to discuss the advantages and disadvantages of different approaches, within the overall aim of improving novice driver safety. This included steps to be taken when changing from a system based on recognising faults to a system based on and recognising achievements.

The audit visits of the Group in 2010 took place in Luxembourg (SNCT) and in Latvia (RTSD). Full feedback reports providing recommendations for the driver training, testing and licensing systems in the respective countries were provided to the host and received positive feedback.



EAG members at visit in Luxembourg



Theory test room Latvia

## 9.6 THE THEORY TEST ADVISORY GROUP

At its 24 August 2010 meeting, the Permanent Bureau, agreed the principle of establishing besides the EAG a second permanent expert exchange group, called the theory test Advisory Group (TAG), subject to support from general membership for the proposal. Membership response was enthusiastic.

The TAG will focus on the development of best practice for theoretical testing by:

- | Sharing a common understanding among CIECA members of the potential offered by objective testing to improve standards and capitalise on objective assessment methods.
- | Managing and to oversee a secure database of theory test items provided by TAG members that will serve as a resource for all TAG members.
- | Offering advisory support for countries that wish to develop and evolve their objective examinations.
- | Developing common perspectives on the future role of the computer-based testing in the EU.

# clearca



The international commission for driver testing

# CIECA

**CIECA aisbl**

Rue Van Campenhout 22 | 1000 Brussels | Belgium | T +32 2 732 7230 | F +32 2 732 7231 | [info@cieca.be](mailto:info@cieca.be) | [www.cieca.be](http://www.cieca.be)  
IBAN: BE 48 2100 1546 9027 | BIC: GEBABEBB | VAT: BE 0457131009