

2011-2012 Annual Report



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Annual Report

Foreword

Dear reader,

It is with great pleasure that I present to you the CIECA Annual Report 2011-2012 that I hope captures today's situation of CIECA.

The working year 2011-2012 began with the very successful 43rd Congress in Malta. Among its mayor achievements were the approval of new Statutes and the agreement on new strategic orientations for the Association. The approval of these new strategic orientations marked the start of a great deal of work that provided the basis of many of the initiatives undertaken during the last twelve months.

CIECA organized one Workshop Series on the transposition of the 3rd Driving Licence Directive 2006/126/EC consisting of four thematic workshops in view of the approaching deadline. Workshops were held on new progressive access rules for category A licences, on the mandatory introduction of category C1, on the moped theory test and on quality assurance for driving examiners. In addition to that, CIECA held a special Strategy Seminar and a Technology Seminar that focused on the use of Driving Assistance Systems and automatic transmission in driver training and testing.

The issues addressed during the past period, the technical audit visits that were performed by the Expert Advisory Group and the intensive discussions in the Theory Test Advisory Group made clear that there are still many differences between the various CIECA Member states' testing systems. However, I am very pleased to see that further debates on numerous issues are both desired and needed by Members and that CIECA will continue to provide the forum required for such discussions to take place in the short and long term future.

CIECA is a growing Association, and since the Malta Congress, eleven organizations have joined us. This trend confirms that the route we have been charting by building bridges and cooperating with other road safety stakeholders is the right way to go. We are committed to deepen these efforts and continue working to strengthen the Association further, so it can better respond to Members' needs and help road safety advancing in the months and years ahead.

It is evident that the progress and achievements presented in this report were attained through the dedication and hard work of many. I wish to sincerely thank all the Members, the Expert Advisory Group, the Theory Test Advisory Group and the staff. I am especially grateful to our Board of Directors for their support and guidance throughout the year.



Kari Hakuli
CIECA President

1. CIECA highlights 2011-2012

CIECA-Transport Malta Congress

On 27 May 2011, Transport Malta hosted the CIECA 43rd Congress entitled *Achieving our goal of safer drivers by training and testing*. The Congress assembled more than 160 CIECA Members and road safety professionals from numerous countries.

11 new Members joined CIECA

- › Confederación Nacional de Autoescuelas – CNAE
- › Deutsche Gesellschaft für Verkehrspsychologie – DGVP
- › Ecole de Conduite Française – ECF
- › Institut National de Sécurité Routière et de Recherches – INSERR
- › Instructional Technologies Inc.
- › MOVING International Road Safety Association e.V.
- › Pearson VUE
- › Prometric
- › Qeyadah
- › TÜV | DEKRA arge tp 21
- › TÜV SÜD.TGK Ltd.

Theory Test Advisory Group

New Chairman and Deputy Chairman were elected. The TAG Database is currently populated with approximately 900 items, and it will continue to grow in the coming years.

CIECA adopted its strategy for the period 2012-2020

The Permanent Bureau (The Board) of CIECA formulated the Strategy for the period 2012-2020. This Strategy builds on the achievements made so far and reflects the need to move towards a professional members-oriented organization.

New Statutes adopted

New Statutes that will enable CIECA to deliver its developing Strategy and operate in a more professional and efficient manner were adopted.

Driving test audits conducted

CIECA's Expert Advisory Group (EAG) continued its valuable work in auditing driving tests. 2011-2012 saw audits taking place in Sweden, Croatia and Cyprus.

New recruits for the CIECA Office

Ms. Blanka Wirth and Ms. Eva Mateo joined the CIECA office.

New CIECA office

The CIECA offices were relocated to Avenue de Tervueren 36-38 in Brussels.

Four CIECA workshops

CIECA organized one Workshop Series on the transposition of the 3rd Driving Licence Directive 2006/126/EC consisting of four thematic workshops. Workshops were held on new progressive access rules for category A licences, on the mandatory introduction of category C1, on the moped theory test and on quality assurance for driving examiners.

Technology Seminar

On 1 and 2 December 2011, CIECA with the support of DEKRA held a Members' Workshop on Driving Assistance Systems (DAS) and their impact on training and testing in Bratislava (Slovak Republic).

Strategy Seminar and Extraordinary General Assembly

On 10 February 2012, CIECA Members met in Brussels in order to discuss the strategic direction of the Association. The Strategy was approved by Members.

EU projects

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

2. Congresses, workshops and seminars

2.1. 43rd CIECA General Assembly and Congress 2011: Achieving our goal of safer drivers by training and testing

Over 160 delegates took part at the 2011 CIECA Congress, which was hosted by Transport Malta on 27 May 2011 in St Julian's, Malta. The Congress focused on achieving our goal of safer drivers by training and testing. Following the opening speeches, including Mr. Frederik Jansen's from the Road Safety Unit at the European Commission, the Congress heard eight presentations on:

- › licence acquisition training;
- › training of examiners;
- › trainer/training standards;
- › post-test training.



The previous day CIECA Members held their annual General Assembly. Members approved important developments of CIECA's Strategy:

- › A wider appreciation of driving standards including driver education and remedial interventions.
- › A broader membership structure to draw in the intellectual and financial support from the research, education and commercial communities.

- › A new structure of permanent and temporary groups to provide effective involvement.
- › The alignment of CIECA activities with the road safety work of the European Commission.

Members also approved new Statutes with the following key changes:

- › Scope to encompass the wider purposes of CIECA's revised Strategy.
- › A new class of membership to enable links with those in research, driver education, and commercial providers.
- › Simplification and clarification with detailed provisions documented in new Rules of Procedure.

Members elected Mr. Kari Hakuli (TraFi, Finland) as President, Mr. Paul Butler (DSA, Great Britain) as Secretary-General Treasurer and Mr. Reinhard Meyer (TÜV SÜD, Germany) as one of CIECA's Vice-Presidents.

In addition, a Members' Forum was organized enabling six members to report on current developments, problems and progress in their home countries and exchange experiences with other members.

All the Congress and Members' Forum presentations and related documentation can be downloaded from the CIECA Website.



43rd CIECA Congress in Malta

2.2. Technology Seminar, 1-2 December 2011, Bratislava - Slovakia

On 1 and 2 December 2011, CIECA and DEKRA held a Members-only seminar on Driving Assistance Systems (DAS) and their impact on training and testing. With



Technology Seminar

regard to automatic transmissions, the discussion focused on the definition of automatic transmission formulated in the Directive 91/439/EEC. The seminar was prepared by the CIECA Expert Advisory Group (EAG). Two extended working group sessions were preceded by presentations on automatic transmission, DAS and a presentation by a Volvo's representative on present and future technologies in vehicles. The event attracted 22 CIECA Members from 11 countries. The report of this seminar has been published in the Members-only section of the CIECA website.

2.3. CIECA's 3rd Driving Licence Directive Workshop Series

In the scope of the CIECA short term (2011-2012) strategic programme and on request of CIECA Members, CIECA organized one workshop series in view of the approaching deadline for the transposition of the 3rd Driving Licence Directive 2006/126/EC. There were four workshops organised as Members-only events. The purpose of the workshop series was to give an overview of the current situation in EU Member States and to list specific provisions which will be implemented from 19 January 2013. Participants had the opportunity to share their knowledge and experience, to draw lessons from the practices already put in place and to turn them into recommendations. Last but not least, the workshops contributed to promote legislative harmonization and road safety at EU level.

A good deal of interesting information emerged from these exchanges thanks to the collaboration of CIECA Members who contributed with presentations and answered a number of surveys. The conclusions of the workshops can be found in the four workshop reports that have been published in the Members-only section of the CIECA website.

2.3.1. C1 Workshop, 17 November 2011, Brussels - Belgium

On 17 November 2011, CIECA Members examined in a practical way the administrative, training, legal and technical consequences of the mandatory introduction of category C1 licences by EU Member States as of 19 January 2013. The workshop attracted 20 participants, hailing from 11 EU countries. Five participants (Finland, Germany, Hungary, Northern Ireland and Portugal) gave presentations on the regulations laid down in their countries for category C1 vehicles and the issues arising therefrom.

2.3.2. AM Workshop - Syllabus for the moped theory test, 9 February 2012, Brussels - Belgium

"Syllabus for a moped theory test (cat. AM)", the 2nd thematic workshop organised by CIECA, at the Members' request, was held in Brussels on 9 February 2012. The AM workshop was attended by 29 CIECA Members from 14 countries. Six CIECA Effective Members (Belgium, Finland, France, Hungary, Sweden and the Netherlands) presented the current situation on this issue at national level. At the end of the workshop, participants discussed different proposals for amending Annex II of the 3rd Driving Licence Directive.

2.3.3. Progressive access to motorcycling Workshop, 22 March 2012, Brussels - Belgium

The 3rd thematic workshop entitled "New system for access to driving the most powerful motorcycles: training or testing?", held in Brussels on 22 March 2012 and attended by 23 CIECA Members from 11 countries, offered the opportunity to update CIECA's pre-survey of 2010 regarding the transposition process of the 3rd Driving Licence Directive for different categories of PTWs in the EU. A round table on decisions taken as regards new access systems to motorcycling in different EU countries was followed by a presentation on Sim2co+, a French research programme to improve training and testing of PTWs riders. At the end of the workshop, participants discussed proposals for amending and complementing the 3rd Driving Licence Directive Annex II (testing option) and Annex VI (innovative content of 7 hours training program (A2 to A)).

2.3.4. Quality assurance for driving examiners Workshop, 4 May 2012, Munich - Germany

The 4th thematic workshop was hosted by TÜV SÜD in Munich and aimed at discussing the current situation in terms of driving examiner standards in the different CIECA Member countries in the light of the new requirements for driving examiners laid down in Annex IV of the Directive 2006/126/EC. The workshop was prepared by Mr. Jean-Pierre Fougère in collaboration with Mr. Reinhard Meyer, CIECA First Vice-President from TÜV SÜD Auto Service GmbH. Eight CIECA Members (Finland, France, Germany, Great Britain, INSERR, Northern Ireland, the Netherlands and TÜV | DEKRA arge tp 21) and one external expert, Dr. Gregor Bartl from Alles-führerschein.at, contributed to the workshop with their presentations. The workshop assembled 32 CIECA Members from 17 European countries.



C1 Workshop



AM Workshop



Quality Assurance Workshop

2.4. Strategy Seminar and Extraordinary General Assembly, 10 February 2012, Brussels – Belgium

On 26 May 2011 the CIECA General Assembly meeting in Malta approved significant changes to the CIECA Strategy. This involved adopting a broader scope for CIECA activities, in particular an increased role of driver education. It also involved adopting a 2020 horizon, aligned to the Road Safety Framework planned by the European Commission.

On 10 February 2012, CIECA Members met in Brussels in order to discuss the strategic direction of the Association. Building on the high level goals identified at the Malta General Assembly, the Permanent Bureau presented the context, the vision, the mission and proposed actions that could form an approach to address the challenges that lie ahead of CIECA and received extensive and valuable comments from Members.

The CIECA Members reached an agreement on the Strategy to follow for the next eight years. From July 2012 to July 2020, CIECA will work in the following five strategic goals in order to accomplish its long term mission:

- › Goal 1: Programming
- › Goal 2: Membership development
- › Goal 3: Exchange and dissemination of information
- › Goal 4: Sustainability and organisational change
- › Goal 5: Partnerships

Members were presented with a work programme for the next two years that focuses on the development of the specific objectives contained in each of these five strategic areas. Many of the comments from Members provided recommendations for very specific actions.

A short part of the Strategy Seminar operated as an Extraordinary General Assembly to endorse the new Statutes in presence of a notary so that they could be formally adopted in Belgian Law.

CIECA Statutes revised

The revision of the Statutes was finalized in 2012. The Statutes Committee, consisting of Mr. Paul Butler (Chairman), Mr. Jacques Quoirin, Mr. Reinhard Meyer and Mr. Daniel Vandenberghe, reviewed the CIECA Statutes and proposed a series of amendments that will enable CIECA to deliver its developing Strategy and operate in a more professional and efficient manner. The revised Statutes were endorsed at the Malta General Assembly on 26 May 2011 and formally adopted at the Extraordinary General Assembly on 10 February 2012 in Brussels in presence of a notary. The revised Statutes enable:

- › a broader scope for CIECA activities;
- › additional categories of membership involving a wider circle of expertise;
- › the Permanent Bureau to accept new Members of all categories;
- › the Permanent Bureau to create new permanent expert groups;
- › the Permanent Bureau to create Rules of Procedure to ensure consistent and transparent operations.

In addition to these main structural changes, there were a number of detailed amendments and clarifications implemented in most of the articles of the Statutes.

The modification of the Statutes was registered by the Court of Brussels and can be found at our website www.cieca.eu.



Strategy Seminar and Extraordinary General Assembly

3. Auditing the driving test

One of the tailored services offered by CIECA to its Members is the audit of the driving test. In 2011-2012, CIECA conducted three of these audits in Sweden, Croatia and Cyprus. The primary objective of these audit visits 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.

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.



Audit of the driving test in Cyprus



Audit of the driving test in Croatia

4. Participating in EU-financed Projects

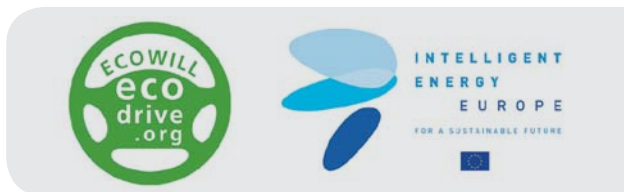
4.1. ECOWILL¹

ECOWILL stands for: Eco-driving Widespread Implementation for Learner 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 was launched in 2010. It 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).

Information on the project can be found on <http://www.ecodrive.org/>.



CIECA Role

As a project subcontractor, CIECA's involvement is to be part of the "Eco-driving Advisory Board" (EAB) which assists the ECOWILL consortium. Especially when addressing eco-driving, CIECA Members are critically concerned with driving standards through setting theory and practical tests, and some Members are also responsible for regulating driver training.

CIECA is also participating in various project Working Packages. In this context, CIECA has made an inventory of the integration of eco-driving in driver licence testing in the ECOWILL partner countries (Deliverable 2.1.: "Overview on the status of eco driving integration in the driver education and testing") and contributed to the development of The Golden Rules of Eco-Driving.

In the context of Working Package 7, CIECA and its Working Package leader EFA (European Driving Schools Association) established a team to develop a blueprint for the integration of eco-driving into curricula for learner driver education and driver testing. The team met in April 2011 and in January 2012.

Finally, CIECA took an active role in drafting a recommendation to modify Annex

II of Directive 2006/126/EC of the European Parliament and of the Council of 20 December 2006 on driving licences. CIECA is of the opinion that integrating eco-driving in the driving test will eventually ensure its training across all EU Member states. Therefore it is essential that additional statutory regulations be made compulsory in the Annex II of Directive 2006/126/EC.

CIECA participated in the following consortium meetings:

- › 27-29 April 2011 in Rome, Italy
- › 11-12 October 2011 in Warsaw, Poland
- › 14-15 May 2012 in Zagreb, Croatia

4.2. RIDERSCAN²

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.

Following the conclusions of the OECD/ITF workshop on motorcycle safety (Lillehammer, 2008) and of the European Motorcyclists' Forum (Brussels, 2010) within the scope of the United Nations' Declaration for a Decade of Action for Road Safety 2011-2020 (Moscow, 2009) this three-year project aims at gathering existing knowledge, identifying needs and disseminating the collected information to relevant stakeholders so as to promote motorcycle safety throughout Europe. It will report on areas for European action (legislation, standardization, research and political needs) but also disseminate conclusions to relevant stakeholders at national level. By doing so, the project expects to foster a new dynamic among road safety stakeholders by advancing knowledge, enhancing communication and better cooperation between the various areas related to motorcycle safety. RIDERSCAN is a 36 month project that was launched in November 2011.

Information on the project can be found on <http://www.fema-online.eu/spip/spip.php?rubrique1&lang=en>.

CIECA Role

As a project subcontractor, CIECA's involvement is to be an external Expert Group Member, which will assist the RIDERSCAN consortium. CIECA will review the data collection methodology, act as an adviser during the gathering of information, and review the project reports ensuring the relevance and consistency of the work for motorcycle safety.



¹ EU Project ECOWILL (IEE/09/250822/SI2.558293) *Ecodriving – Widespread Implementation for Learner Drivers and Licensed Drivers, July 2010.*

² EU Project RIDERSCAN (MOVE/C4/SUB/2010-125/SI2.603201/RIDERSCAN) *European Scanning Tour for Motorcycle Safety, November 2011*

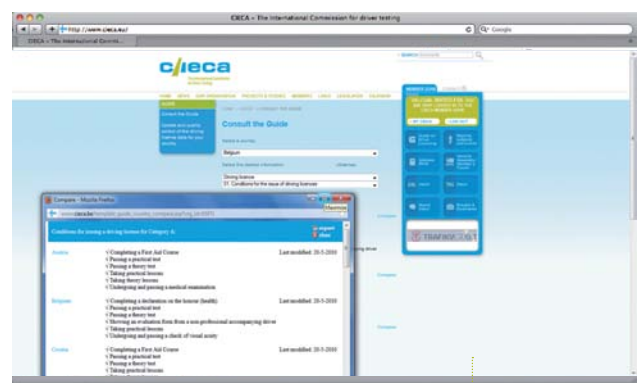
5. The CIECA website and the Guide on Driver Licencing

Collecting driver testing data and making it available to Members is an integral component of the CIECA Strategy. In 2011 and 2012 a significant investment in technology was made to improve the robustness and resilience of CIECA's IT infrastructure allowing the CIECA Secretariat to rejuvenate the CIECA website and update the Guide on Driver Licencing.

The Guide on Driver Licencing is an online catalogue accessible only to Members which contains all sorts of driver testing information. Members can request reports drawn from the data in the following major areas: the driving licence, the theory test, the practical test, test centres, examiners, legislation, etc.

The Secretariat 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 2011, the CIECA Secretariat processed more than 20 queries originated from Members covering a wide range of topics in the field of driver training and testing.

The information gathering process will be further improved with each Member query being conducted electronically via the Guide on Driver Licencing, 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.



Guide on Driver Licencing

6. External Representation

CIECA representatives spoke at / attended the following events in 2011-2012:

- › Meeting with the Directorate-General for Mobility and Transport of the European Commission, Brussels, Belgium, 11 May and 15 September 2011 (Participation of Mr. Paul Butler, Mr. Kari Hakuli and Mr. Daniel Vandenberghe) and 22 March 2012 (Participation of Mr. Kari Hakuli and Mr. Daniel Vandenberghe).
- › DGVP/DGVM Symposium, Potsdam, Germany, 9-10 September 2011 (Presentation by Mr. Paul Butler).
- › EFA annual General Assembly, Vienna, Austria, 24-25 February 2012 (Presentation by Mr. Tamás Hima).
- › Fit to Drive - Congress, Barcelona, Spain, 26-27 April 2012, (Presentation by Mr. Kari Hakuli and participation of Ms. Eva Mateo).
- › 3rd Workshop of the German Society for Traffic Psychology (DGVP), Mödling, Austria, 29 May 2012 (Participation of Mr. Tamás Hima).
- › Conference on Road Safety: Aiming for Targets in 2020 and 2050, 9 May 2012, Brussels, Belgium (Participation of Ms. Eva Mateo).

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



Photo: Pau Palacios and 6th Fit to Drive 2012 – VdTÜV

7. Financial statements – Budget and realisations for 2011

Operating Income	Realisation 2010	Budget 2011	Realisation 2011
Membership fees	353.048,50	330.000,00	355.264,00
Other income (Research projects, events, etc.)	15.477,17	3.000,00	11.507,49
Total operating Income	368.525,67	333.000,00	366.771,49

Operating expenses			
Personnel	185.999,43	200.000,00	214.376,76
Services	21.418,63	23.000,00	22.712,50
Accommodation Brussels office	15.395,05	17.000,00	24.277,16
Office service costs	14.747,66	13.000,00	19.169,21
Travel & accommodation Secretariat	13.218,78	12.000,00	26.558,51
Activities congress/workshop and visits	28.592,03	40.000,00	19.319,03
Representation and marketing	399,39	5.000,00	6.234,00
Guide on Driver Licencing	1.330,00	0,00	4.837,50
Other major projects (Website, office move)	0,00	0,00	14.990,58
Other charges	7.481,91	6.000,00	15.146,14
Total operating expenditures	288.582,88	316.000,00	367.621,39

Total operating Income	368.525,67	333.000,00	366.771,49
Total operating expenditures	288.582,88	316.000,00	367.621,39
Economic result	79.942,79	17.000,00	-849,90

Depreciation	4.353,59	7.000,00	5.065,39
Risk provision Nov-Ev projects	44.529,08	0,00	0,00
Risk provision doubtful customers	-614,77	0,00	1.795,00
Provision vacation Y+1	21.691,50	22.000,00	16.503,02
Provision vacation Y	-18.231,49	-20.000,00	-21.691,50
Financial result	28.214,88	8.000,00	-2.521,81

8. Description of the Organization

CIECA is the international commission of driver testing authorities, based in Brussels, Belgium. It was founded in November 1956. CIECA and its Member organizations 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 organizations.

8.1. Member organizations

CIECA has 56 members from 36 countries, covering almost all of Europe, and is also represented in Tunisia, Canada and the United States of America. Currently, there are four categories of members of CIECA:

- › Effective Members: entities responsible for the regulation, execution or auditing of driving tests.
- › Associated Members: organizations 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:	Министерство на транспорта, информационните технологии и съобщенията
Canada:	Société de l'Assurance Automobile du Québec – SAAQ
Croatia:	Hrvatski Autoklub – HAK
Cyprus:	Ministry of Communications and Works
Czech Republic:	Ministerstvo Dopravy České Republiky
Denmark:	Rigpolitiets Færdselsafdeling
Estonia:	Estonian Road Administration – ERA
Faroe Islands:	Akstovan
Finland:	Finnish Transport Safety Agency – TRaFi
France:	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
Germany:	Vereinigung der Technischen Überwachungsvereine – VdTÜV e.V.
Germany:	Dekra e.V.
Great Britain:	Driving Standards Agency – DSA
Hungary:	National transport Authority – NTA
Ireland:	Road Safety Authority – RSA
Kosovo:	Ministry of Transport and Communication
Latvia:	Ministry of Transport, Road Traffic Safety Directorate
Lithuania:	Regitra State Enterprise
Luxembourg:	Ministère des Transports
Luxembourg:	The Société Nationale de Contrôle Automobile – SNCA
Malta:	Transport Malta
Monaco:	Ministère de l'Etat
The Netherlands:	Centraal Bureau Rijvaardigheidsbewijzen – CBR
Northern Ireland:	Driver and Vehicle Agency – DVA
Norway:	Statens Vegvesen Vegdirektoratet – NPRA
Poland:	Ministry of Infrastructure, Motor Transport Department
Portugal:	Instituto da Mobilidade e dos Transportes Terrestres – IMTT
Portugal:	Associação Nacional dos Industriais do Ensino de Condução Automóvel – ANIECA

Romania:	Ministry of the Interior
Slovenia:	Ministry of the Interior
Spain:	Dirección General de Tráfico – DGT
Sweden:	Trafikverket – Swedish Transport Administration
Sweden:	Transportstyrelsen – Swedish Transport Agency
Switzerland:	Office de la Circulation et de la Navigation – OCN
Switzerland:	Bundesamt für Strassen – ASTRA
Tunisia:	Ministère du Transport, Direction Générale des Transports Terrestres
Tunisia:	Agence Technique des Transports Terrestres – ATTT
United Arab Emirates:	Roads & Transport Authority – RTA

Associated Members

Germany:	Deutscher Verkehrssicherheitsrat – DVR
Spain:	Confederación Nacional de Autoescuelas – CNAE
France:	Ecole de Conduite Française – ECF
Germany:	Deutsche Gesellschaft für Verkehrspsychologie e.V. – DGVP
France:	Institut National de Sécurité Routière et de Recherches – INSERR
United States of America:	Instructional Technologies Inc.
	Pearson VUE
	Prometric
United Arab Emirates:	Qeyadah Driving Solutions
Germany:	TÜV DEKRA arge tp 21
Turkey:	TÜV SÜD TGK

Affiliated Members

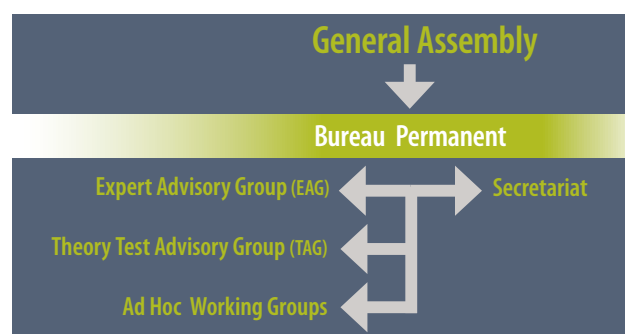
United States of America:	American Association of Motor Vehicle Administrators – AAMVA
International:	European Driving Schools Association – EFA
International:	The European Transport Training Association – Eurotra
International:	MOVING International Road Safety Association e.V.

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

8.2. The CIECA structure

CIECA is a Member-based organization, with the following structure:



General Assembly

The General Assembly consists of all CIECA Member organizations 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 responsible for its management. 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 organizations. 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 to Members on their driving test systems.

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.

Ad Hoc Working Groups

The Permanent Bureau can create temporary working groups in 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 2011, two of such working groups were in place: the Strategy Working Group and the Statutes Working Group, staffed by Directors and the Business Manager.

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 the 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.

8.3. Decision making organs and working groups

8.3.1. The Permanent Bureau

At the start of 2011, the following persons were Members of the Permanent Bureau (Board of Directors):

- › Mrs. Sonja Sporstøl (Norwegian Public Roads Administration, Norway) – President
- › Mr. Paul Butler (Driving Standards Agency, Great Britain) – Acting Secretary-General Treasurer
- › Mr. Reinhard Meyer (VdTÜV, Germany) – Vice-President
- › Mr. Tamás Hima (National Transport Authority, Hungary) – Vice-President
- › Mr. Peter Ripard (Transport Malta) – Vice-President
- › Mr. René Claesen (CBR, The Netherlands) – Vice-President
- › Mr. Kari Hakuli (TraFi, Finland) – Vice-President

Halfway through the year, at the Malta General Assembly on 26 May 2011, the mandates of Mrs. Sonja Sporstøl and Mr. Peter Ripard (Transport Malta) came to an end. Mr. Kari Hakuli was elected President and the Secretary-General Treasurer mandate of Mr. Paul Butler was confirmed in his post by the General Assembly. At the end of 2011 however, Mr. Paul Butler ended his mandate



The Permanent Bureau at the 43rd General Assembly in Malta with former President Mrs. Sonja Sporstøl

owing to professional changes. Since then Mr. Tamás Hima holds the post of Secretary-General Treasurer on an interim basis. Mr. Soteris Kolettas from the Cypriot Ministry of Communications and Works and Mr. Pavel Nahodil (Ministry of Transport of the Czech Republic) were appointed as interim Vice-Presidents. The next General Assembly will decide on the appointment of these interim posts.

The newly composed Permanent Bureau looks as follows:

- › Mr. Kari Hakuli (TraFi, Finland) – President
- › Mr. Tamás Hima (National Transport Authority, Hungary) – Acting Secretary-General Treasurer
- › Mr. Reinhard Meyer (VdTÜV, Germany) – First Vice President
- › Mr. René Claesen (Centraal Bureau Rijvaardigheidsbewijzen, the Netherlands) – Vice-President
- › Mr. Jacques Quoirin (GOCA, Belgium) – Vice-President
- › Mr. Soteris Kolettas (Ministry of Communications and Works, Cyprus) – Interim Vice-President
- › Mr. Pavel Nahodil (Ministry of Transport of the Czech Republic) – Interim Vice-President

Activities of the Board

Since the last Congress in Malta in May 2011, the Board Members took steps to position CIECA to confront existing and emerging challenges by refining the CIECA's strategic priorities and modernizing its governance structure. In addition to following up the day-to-day business of the group, the Board of Directors paid special attention to:

- › sound budgeting with a good financial result for 2011 in spite of challenging economic conditions in 2011 and 2012;
- › the revision of the CIECA statutes which should enable CIECA to deliver its developing Strategy and operate in a more professional and efficient manner;
- › the CIECA Strategy and the preparation of recommendations concerning the strategic directions for CIECA for the period up to 2020, including the priorities that will shape CIECA;
- › actions to transform CIECA through improvements in governance, accountability, and operational effectiveness;
- › the introduction of:
 - a new policy by which where CIECA has undertaken any significant piece of work, the production and distribution of Good Practice Guidelines should be a standard output;
 - a new policy concerning the access to various types of information created and stored for the various bodies of CIECA;
 - new Terms of Reference for both Advisory Groups (EAG and TAG);
 - a more open public information policy;
 - the Rules of Procedure concerning the organization of the congress;
 - a new policy on spending, purchasing and contractual authorities for CIECA post-holders and employees;
 - the fees for the new categories of CIECA Memberships (Associated and Affiliated Members) and processes to be followed for monitoring interested potential members.

- › formally appointing persons to the Theory Test Advisory Group (TAG) for a period of three years up to 2014;
- › follow-up of the new CIECA website, executed during spring 2012;
- › follow-up of the preparations of the Malta (2011) and Istanbul (2012) congresses, as well as the Strategy Seminar and the Workshop Series;
- › follow-up of human resources issues, in particular the recruitment of a third member of staff and the continuous evaluation of the performance of the Business Manager.

The chairmen of the EAG and TAG reported on the various activities of the Expert Advisory Group and the Theory Test Advisory Group 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 2011–2012 the EAG had the following Members:

- › Mr. Trevor Wedge (DSA, Great Britain) – EAG Chairman
- › Mr. Jörg Biedinger (TÜV Nord, Germany)
- › 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)
- › Mr. Per-Olof Nilsson (Trafikverket, Sweden)
- › Mr. Han Rietman (CBR, the Netherlands)
- › Mr. Per Gunnar Veltun (Norwegian Public Roads Administration)
- › Mr. Saulius Šuminas (REGITRA State Enterprise, Lithuania)

Mr. Trevor Wedge terminated his mandate in September 2011 owing to professional changes. Mr. Jörg Biedinger (TÜV Nord, Germany) took over as Acting Chairman of the group.



... EAG Members and former President Mrs. Sonja Sporstøl at visit in Sweden

The meetings of the EAG

From June 2011 to May 2012, the EAG held the following meetings:

- › 25 February 2011 – Brussels
- › 9-11 February 2011 – Gothenburg, Sweden (Audit visit)
- › 22-23 June 2011 – Brussels, Belgium (Assessment Meeting)



... EAG at visit in Croatia

- › 8-9 September 2011 – Munich, Germany (Visit to MAN)
- › 12-14 October 2011 – Zagreb, Croatia (Audit visit)
- › 29 February – 2 March 2012 – Nicosia, Cyprus (Audit visit)

Topics and activities of the EAG

The work done by the Expert Advisory Group can be divided into two main areas: audits of driving tests and expert advice and feedback regarding the various tasks CIECA is involved in.

In 2011–2012, the CIECA Expert Advisory Group had the opportunity to visit and provide expert feedback on driving tests in Sweden, Croatia and in Cyprus. Full feedback reports providing recommendations for the driver training, testing and licensing systems in the respective countries were provided to the host. The advice given by the Expert Advisory Group was found to be useful in all cases and all countries are taking steps towards improving their tests in line with the recommendations formulated by the Expert Advisory Group.

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

- › the provision of advice and expert feedback on specific questions;
- › the development of the call for papers for the CIECA congresses in 2011 and 2012, and the organization of the programmes of the congresses and the Members' Forum in its role as Programme Committee for the annual CIECA Congress;

- › input in the development of the CIECA Strategy 2012–2020 and preparation of the CIECA calendar;
- › Preparation of the Technology Seminar in December 2012 in Bratislava, Slovak Republic;
- › Providing feedback on eco-driving recommendations to modify Annex II of Directive 2006/126/EC of the European Parliament and of the Council of 20 December 2006 on driving licences.

8.3.3. The Theory Test Advisory Group (TAG)

At the beginning of the year, the Theory Test Advisory Group was chaired by Dr. Bernhard F. Reiter. Following Dr. Reiter's departure from VdTÜV, Mr. Tamás Hima took over as Acting Chairman of the group. During its 3rd Meeting, Mr. Mika Hotti and Mr. Hans Mattsson were elected as TAG Chairman and Deputy Chairman respectively. 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)
- › Bernd Weisse (TÜV / DEKRA arge tp 21, 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)
- › Borut Boc (Slovenian Traffic Safety Agency, Slovenia)
- › Anita Bigler (Association of the Road Traffic Departments, Switzerland)
- › Frans Korpel (CBR - The Netherlands)

The meetings of the TAG

From June 2011 to May 2012, the TAG held the following meetings:

- › 27-28 October 2011 - Vilnius, Lithuania
- › 26 - 27 March 2012 – Brussels, Belgium

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.

At the moment, the TAG activities focus on two main areas: the continuous development of the TAG Database which currently holds around 960 items, and the drawing-up of recommendations and best practices. The discussions brought up by the homework completed for the meeting in Vilnius were the origin of the Best Practice document on the Goals of the Theory Test which was one of the main points of discussion during the meeting in Brussels.



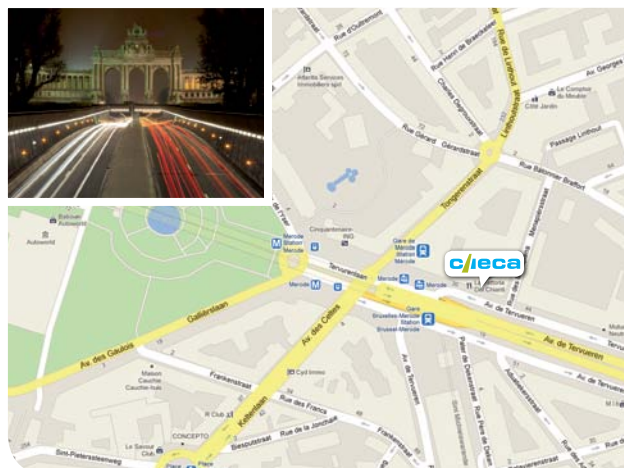
TAG meeting in Lithuania

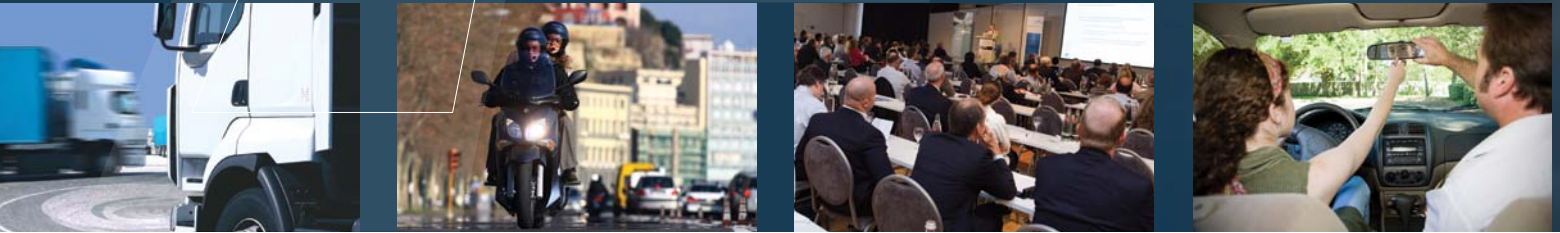
8.3.4. The Secretariat

The Secretariat is responsible for the day to day management of the organization. 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;
- › organization and support in the preparation of all CIECA seminars and workshops;
- › organise the annual Congress (Malta 2011, Istanbul 2012);
- › prepare meeting agendas and record outcomes, taking necessary actions;
- › 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 updating the Guide on Driver Licensing;
- › updating and maintaining the website www.cieca.eu;
- › management/coordination of projects;
- › draft key Secretariat documents;
- › perform the daily management and financial management of the organization;
- › provide information resources for CIECA Members.

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





Colofon

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