



**INTERNATIONAL TRANSPORT FORUM
TRANSPORT MANAGEMENT BOARD**

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Group on Road Transport

Draft Report by ALBANIA on current state of implementation of the QUALITY CHARTER

APPENDIX I: Checklist on Implementation of CPC Manager and CPC Driver (initial and periodic training)

APPENDIX II: Checklist on training capacity

This document amends the draft Application on Implementation of the Quality Charter by Albania ITF/TMB/TR(2016)3/ADD28/REV.

It is presented under Draft Agenda Item 3.1 of the meeting of the Group to be held on 14-15 March 2019 in The Hague, The Netherlands.

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**APPENDIX I: Checklist on Implementation of CPC Manager and CPC Driver
(initial and periodic training)**

Special provisions on qualification of MANAGERS	
National qualification requirements for training	<p>Yes.</p> <ul style="list-style-type: none"> - Decision of the Council of Ministers (DCoM) no. 325 of 19.03.2008, “On approval of rules for admission to the occupation of road transport operator for goods and passengers, and recognition of official documents, set for these operators”, as last amended by DCoM no. 520 of 13.7.2016. (OJ of the Republic of Albania no 135/ 2016, p.10594). - Minister’s Order no.1 of 28.1.2009 “On obtaining the Certificate of Professional Competence for the occupation of Manager of Road Transport Operator (OJ of the Republic of Albania no.13/ 2009, p. 947).
Requirements to compulsory training	<p>Yes.</p> <p>DCoM no. 325 of 19.03.2008, amended by DCoM no. 520 of 13.7.2016</p>
Standard programme for compulsory training	<p>Yes.</p> <p>Established, based on the list of subjects which are part of the Minister’s Order no.1 of 28.1.2009. The General Directorate of Road Transport Services (GDRTS) had complied and approved the training program. For the ANALTIR Training Centre, the standard Programme of the IRU Academy is a compulsory training.</p>
<i>Distinction between goods and passenger</i>	<p>Yes.</p> <p>In Minister’s Order no.1 of 28.1.2009, there is distinction.</p>
Compulsory examination requirements	<p>Yes.</p> <p>DCoM no. 325 of 19.03.2008, amended by DCoM no. 520 of 13.7.2016 and Minister’s Order no.1 of 28.1.2009</p>
Examinations procedure (oral, written, exempted)	<p>Yes.</p> <p>Defined by Minister’s Order no.1 of 28.1.2009</p>
Examination body	<p>Yes.</p> <p>Defined by DCoM no. 325 of 19.03.2008, amended by DCoM no. 520 of 13.7.2016</p>
National training centres approval procedures	<p>Yes.</p> <p>Programs are in conformity with EC Regulation 1071/2009 and of the European Parliament and of the Council of 21 October 2009. Certified Instructors by International recognized Organizations, good training infrastructure approximated by the DCoM no. 325 of 19.03.2008, amended by DCoM no. 520 of 13.7.2016.</p> <p>- <i>Chapter II:</i></p> <ul style="list-style-type: none"> - <i>Point 6.4.2 - Basis conditions of the acceptance as training centre are:</i> <ul style="list-style-type: none"> a) <i>good repute of transport manager of the training centre, instructors, according to point 3 of this chapter;</i> b) <i>Competition enough the environmental conditions, infrastructure and didactics base;</i> c) <i>Professional competence of the training centre staff, in accordance with the training programme;</i> ç) <i>Training program approved by the minister responsible for transport.</i> - <i>Point 6.4.3 - Criteria that should be fulfilling the training centres, requirements that should be fulfilled by training instructors as well as well as continuous verification of fulfilment of these criteria by training centres approved in accordance with Minister’s Order of the no.1 of 28.1.2009.</i>

National training centres (ATI) approved by the IRU Academy prepared to provide adequate training	Yes. ANALTIR Training Centre - authorised to provide adequate training.
Other training providers	Yes. Defined in the Minister's Order no.1 of 28.1.2009 that GDRTS is also authorised.
National certificate of professional competence	Yes. DCoM no. 325 of 19.03.2008, amended by DCoM no. 520 of 13.7.2016 and Minister's Order no.1 of 28.1.2009
Certificate of the IRU Academy countersigned by the National competent authorities/ MOI	Yes. CPC Manager certificates of the IRU Academy are countersigned by a representative of the Ministry of Infrastructure and Energy.

Special provisions on qualification of DRIVERS	
National qualification requirements to professional driver's training	Yes. <ul style="list-style-type: none"> • Instruction of Minister no 3606/2 of 28.10.2011 "On Certificate of professional trainings of drivers of vehicles category C, CE, D and DE", (OJ 153/2011, p.7025), as amended by Instruction no.9, date 09.10.2015 (OJ 182, p.12357). • Guideline of Minister of Public Works and Transport no. 2 of 11.2.2010 "On technical inspection of road vehicles", as amended; • Guideline of Minister of Public Works and Transport no. 9 of 3.07.2012 "On audit and inspection of road safety".
Compulsory initial qualification requirements	Yes. Instruction of Minister no 3606/2 of 28.10.2011, as amended by Instruction no 9 of 09.10.2015 <ul style="list-style-type: none"> ➤ Law no. 8378 of 22.07.1998 "Rode Code of the Republic of Albania", as amended ➤ DCoM no 153, date 7.4.2000 "Regulation on implementation of the Road Code of the Republic of Albania", as amended ➤ Law no 8308 of 18.03.1998 "On road transports" as last amended by Law no. 10/2016 of 11.02.2016 ➤ EU directive 2003/59/EC on the initial qualification and periodic training of drivers of certain road vehicles for the carriage of goods or passengers
Compulsory periodic training requirements	Yes. Instruction of Minister no 3606/2 of 28.10.2011 <ul style="list-style-type: none"> ➤ Road Code, Regulation on Road Code, Law on Road Transport ➤ EU directive 2003/59/EC
Standard programme of initial qualification	Yes. Programme subjects defined in Instruction of Minister no 3606/2 of 28.10.2011, (more information for General Directorate of Road Transport Services (GDRTS), in <i>Annex 1. Implementing the Charter</i>

	<i>Compatible professional training centres/programmes in non-EU Member countries</i>
Standard programme of periodic training	Yes. Programme subjects defined in Instruction of Minister no 3606/2 of 28.10.2011, (<i>more information</i> for General Directorate of Road Transport Services (GDRTS) in <i>Annex 1. Implementing the Charter Compatible professional training centres/programmes in non-EU Member countries</i>)
<i>Distinction between goods and passenger</i>	Yes, distinction by Instruction of Minister no. 3606/2 of 28.10.2011, as amended by Instruction no 9 of 09.10.2015
Initial qualification compulsory examination requirements	Yes, Instruction of Minister no 3606/2 of 28.10.2011
Periodic training compulsory examination requirements	Yes, defined by Instruction of Minister no. 3606/2 of 28.10.2011, as amended by Instruction no 9 of 09.10.2015
Initial qualification examinations procedure (oral, written, exempted)	Yes, defined by Instruction of Minister no. 3606/2 of 28.10.2011, as amended by Instruction no 9 of 09.10.2015
Periodic training examinations procedure (oral, written, exempted)	Yes, defined by Instruction of Minister no. 3606/2 of 28.10.2011, as amended by Instruction no 9 of 09.10.2015
Initial qualification examination body	GDRTS and ANALTIR Training Centre under supervision by Ministry of Infrastructure and Energy
Periodic training examination body	Yes, defined by Instruction of Minister no. 3606/2 of 28.10.2011 for DGRTS and IRU Academy Programme for the ANALTIR Training Centre
Approval procedure of national training centres to provide initial qualification	Yes, Instruction of Minister no 3606/2 of 28.10.2011, amended by Instruction no 9 of 09.10.2015
Approval procedure of national training centres to provide periodic training	Yes, Instruction of Minister no 3606/2 of 28.10.2011, amended by Instruction no 9 of 09.10.2015
National training centres (ATI) approved by the IRU Academy prepared to provide initial qualification	Yes, ANALTIR Training Centre - authorised
National training centres (ATI) approved by the IRU Academy prepared to provide periodic training	Yes, ANALTIR Training Centre - authorised
Other training providers	Yes, defined by Instruction of Minister no. 3606/2 of 28.10.2011, Article 2). GDRTS is also authorised
National certificate of professional competence	Yes, new draft driver qualification card is in force
Distinguishing mark on the driving licence	No, (because the driver is equipped with the new driver qualification card)
Driver's qualification card	Yes, is implemented by GDRTS

Certificate of the IRU Academy countersigned by the National competent authorities/ MOI

Yes, IRU Academy CPC Driver certificates are countersigned by a representative of the Ministry of Infrastructure and Energy.

Note: Recently are approved:

- the Guideline of Minister of Infrastructure and Energy no. 328 of 20.01.2017 “On detailed rules for the list of data, which are kept in the national electronic register on road transport, as well as its modality”. The Guideline approximates the Article 16(1) of Regulation (EC) no. 1071/2009 of the European Parliament and of the Council of 21 October 2009 establishing common rules concerning the conditions to be complied with to pursue the occupation of road transport operator and repealing Council Directive 96/26/EC.
- the Guideline of Infrastructure and Energy no. 3616/3, dated 20.07.2017 of the MoTI “On rules for implementation of the intelligent systems in field of road transport and connection with other modes of transport”, in alignment with of the EU Directive 2010/40/EU of 7 July 2010.
- New documents are approved and already delivered:
 - ✓ New driving licence model, issued by GDRTS, from 24.01.2017, (*This model has physical characteristics in accordance with ISO 7810 and ISO 7816 – 1. The card material is polycarbonate. The safety elements meet the requirements of the Directive no. Celex 320060126, 2006/126 / EC, of the European Parliament and of the Council, of 20 December 2006, on driving licenses*).
 - ✓ New IRU CPC model, (for manager and driver), issued by ANALTIR from January, 2018

Appendix II: CHECKLIST ON TRAINING CAPACITY

A) ANALTIR Training Institute

Background information on training institutions:

- **Training Institutes (TI):** ANALTIR Training Institute, Square "Avni Rustemi", Str. "Xhoxhi Martini", Pall.9-katesh, Kati.II, Tirana, www.analtir.org , established in Tirana, Albania
- **Type of organization :** National Albanian Association of Road Transport
- **Endorsed** by Ministry of Infrastructure and Energy/ IRU Academy, Geneva, Switzerland
- **Programme portfolio** (CPC Manager in national and international road haulage, CPC Driver Initial Qualification C, C1, C+E, C1+E, CPC Driver Initial Qualification D, D1, D+E, D1+E)
- **Training capacity** (350 candidates for CPC qualification per year)

Training specific information:

Programmes:

- o **Training programme** (CPC Manager / CPC Driver)
- o **Duration:** 120 hours training for CPC Manager and 140 hours training for CPC Driver and 4 hours examination for each programme.
- o **Format :** blended (in class and practical)
- o Availability of lesson plan, instructor guidance, individual student material.
- o **Developed :** by external consultants, assisted by IRU Academy

Training facilities:

- o **Venue/Location:** building with classrooms (ANALTIR training rooms in Tirana and Durres).
- o **Training equipment-general:** PC, electronic equipment, training material.
- o **Training equipment to deliver CPC Driver:** vehicle simulator, digital tachograph.

Instructor's qualification:

- o **Selection process** (Instructors which are qualified and certificated by IRU Academy)
- o **Teaching experience**

Eduart Kasa	(20 years/Field of International Transport)
Pajtim Guri	(12 years/ Field of Juridical and Social Issues)
Sajmir Lacej	(22 years/ Field of Juridical and Economics)
Sokol Docaj	(35 years/ Technical and Practical Field of road transport vehicle)
Ilia Kristo	(40 years/ Field of Economy)
Arjan Dema	(13 years/ Technical and Practical Field of road transport vehicle)
Redi Berberi	(20 years/ Field of Mechanical Engineering)
- o **practical experience in road transport industry :**

Eduart Kasa	(20 years & C driving license)
Pajtim Guri	(12 years & C driving license)
Sajmir Lacej	(22 years & C driving license)
Sokol Docaj	(25 years & D driving license)
Ilia Kristo	(25 years & C driving license)
Arjan Dema	(13 years & D driving license)
Redi Berberi	(20 years & C driving license)

- continuous vocational training, participation in professional seminars

Examination procedures:

- **Conducted under the supervision of an Examination Body**

Examination body:

Maksim Tashi - Representative of Ministry of Infrastructure and Energy
Sajmir LACEJ- Representative of Ministry of Finance
Eduart KASA- Representative of ANALTIR Training Institute

- **Manual**

B) GDRTS Training Institute

Background information on training institutions:

- **Training Institutes (TI): name, address, webpage, established in**
GDRTS, Str. “Irfan Tomini”, Tirana, www.dpshttr.gov.al, established in 1999
- **Type of organisation: school/ vocational school/ TI/ University, private / state/ etc.**
GDRTS is a State organization
- **endorsed by an competent Authorities/ holder of valid license**
Ministry of Infrastructure and Energy
- **Programme portfolio (related to road transport area):**
Training Programme (CPC Manager/CPC Driver Initial Qualification)
- **Training capacity (number of candidates for CPC qualification per year)**
500 candidates for CPC qualification per year

Training specific information:

Programmes

- **Training programme (CPC Manager)**

Programme is in conformity with:

- Decision of the Council of Ministers (DCoM) no. 325 of 19.03.2008, “On approval of rules for admission to the occupation of road transport operator for goods and passengers, and recognition of official documents, set for these operators”, as amended by DCoM no. 520 of 13.7.2016.
- Order of the Minister no.1 of 28.1.2009 “On obtaining the Certificate of Professional Competence for the occupation of Manager of Road Transport Operator.
- **Duration: days and/or hrs for training and examination**
Training carries out 120 hours in total and 6 hours per day, the exam lasts 4 hours

- **Format: in class / blended / online/ practical (in vehicle, simulator), etc.**
The training takes place near the training centre and the materials are provided individually for each student
- **Availability of lesson plan, instructor guidance, individual student material, practical hand-outs, case scenarios, etc**
The training is conducted by the lecturers for each part
- **Developed: internally by the TI / by external consultants / purchased, etc**
The training program is approved by MIE and prepared by the respective lecturers

Training facilities:

- **Venue/ location: building with classrooms / approximate space**
Training hall with a capacity of 70 seats
- **Training equipment – general: PC, modern applications, electronic equipment, etc**
Training work on Power Point
- **Training equipment to deliver CPC Driver: vehicles/ simulators**
N/A

Instructors' qualification

- **Selection process**
Selected employees are with the relevant education and experience in the field they will train, but they are uncertificated
- **Teaching experience (in years)/ Subject knowledge (field of expertise)**
- *Siri Rama (25 years in the field of road transport & DE driving license)*
- *Klodiana Bablusha (12 years in the field of road transport & DE driving license)*
- *Illir Gjelishti (30 years in the field of road transport & DE driving license)*
- *Gjon Kola (20 years in the field of road transport & DE driving license)*
- *Andis Tirana (12 years in the field of road transport & DE driving license)*
- *Skerdi Vaso (8 years in the field of road transport & DE driving license)*
- *Markeljana Hamzallari (3 years in the economic field & B driving license)*
- *Risilda Qama (4 years in the legal field & B driving license)*

All trainers are certified as trainers from TUV AUSTRIA ACADEMY

- **Practical experience in the road transport industry & Cat C/D driving license**
- **Measures in place to maintain instructor's qualification: participation in professional seminars / continuous vocational training / etc.**
The lecturers didn't participate in qualifications or professional seminars for the CPC

Examination procedures

- **Conducted under the supervision of an Examination Body (to specify) / fully under the TI's control**
The examination work up by an examination commission
- **Manual / With automatic examination system**
The examination is carried out manually

Training specific information:**Programmes**

- **Training programme (CPC Driver)** , CPC Driver Initial / periodic training Qualification C, C1, C+E, C1+E, CPC Driver Initial / periodic training D, D1, D+E, D1+E)

Programme is in conformity with:

- Instruction of Minister no 3606/2 of 28.10.2011 “On Certificate of professional trainings of drivers of vehicles category C, CE, D and DE”, (OJ 153/2011, p.7025), as amended by Instruction no. 9 of 09.10.2015 (OJ 182, p.12357), in line with the requirements of Directive 2003/59 on the initial qualification and periodic training of drivers of certain road vehicles for the carriage of goods or passengers and with Directive 2006/126/EC of the European Parliament and of the Council of 20 December 2006, on driving licences. Programs are in conformity with EC Regulation 1071/2009 and of the European Parliament and of the Council of 21 October 2009.

Training specific information:**Programmes:**

- **Training programme** (CPC Driver Initial / periodical training Qualification)
- **Training Institute: 25 driving license schools all over Albania**
- **Duration:** Initial training Qualification: 60 hours training for CPC Initial training in 15 days, 10 hour practical training. Periodical training Qualification: 35 hours training for CPC Initial training in 7 days
- **Format:** blended (in class and practical)
- Availability of lesson plan, instructor guidance, individual student material.
- **Developed:** by external consultants, assisted by IRU Academy

Training facilities:

- **Venue/Location: 25 driving license schools all over Albania** with classrooms
- **Training equipment-general:** PC, electronic equipment, training material.

Training equipment to deliver CPC Driver: vehicle simulator, digital tachograph

Examination procedures

- **Examination Body is from GDRTS**
The examination procedure is made in 13 different classrooms (GDRTS Regional directorates as follows:
TIRANE, DURRES, ELBASAN, KORCE, GJIROKASTER, SARANDE, FIER, BERAT, LAC, SHKODER, DIBER, KUKES, VLORE.)
- **Examination method**
 - *The theory examination is made by electronic method in four hours.*
 - *The practical examination lasts 75 minutes.*

Examination body members

- *Siri Rama (25 years in the field of road transport & DE driving license &CPC Driver)*
- *Klodiana Bablusha (12 years in the field of road transport& DE driving license &CPC Driver)*

- *Ilir Gjelishti (30 years in the field of road transport & DE driving license &CPC Driver)*

- *Gjon Kola (20 years in the field of road transport & DE driving license& CPC Driver)*

- *Andis Tirana (12 years in the field of road transport& DE driving license&CPC Driver)*
- *Skerdi Vaso (8 years in the field of road transport & DE driving license &CPC Driver)*

GDRST has a specific directorate named “The qualification Directorate” with 8 specialists, which are certified by Instructors which are qualified and certificated by TUV Austria Academy.

Annex to section B) GDRTS Training Institute
Charter Compatible professional training programmes

For detailed information please refer to document ITF/TMB/TR(2016)3/ADD28/APP2

CPC Manager	CPC Driver Initial Qualification	CPC Driver Periodic Training
<p>Training programme has 120 hours in total.</p> <ul style="list-style-type: none"> - 40 hours of technical part - 28 hours of juridical part - 28 hours of economic part -24 hours of international part <p>The candidates after the training are subject to the exam to earn a valid CPC for 5 years.</p> <p>Training carry out based on the Decision of the Council of Ministers (DCoM) no. 325 of 19.03.2008, “On approval of rules for admission to the occupation of road transport operator for goods and passengers, and recognition of official documents, set for these operators”, as amended by DCoM no. 520 of 13.7.2016.</p>	<p>Training programme for certified of the elementary candidates with CPC for drivers has:</p> <ul style="list-style-type: none"> - 60 hours of theoretical part with spread of 15 days. - 10 hours of practice part with spread of 5 days. <p>Preparations carry out in the private subjects licenced as “Driving school”.</p> <p>Training carry out based on the Instruction of Minister no 3606/2 of 28.10.2011 “On Certificate of professional trainings of drivers of vehicles category C, CE, D and DE”, (OJ 153/2011, p.7025), as amended by Instruction no. 9 of 09.10.2015 (OJ 182, p.12357).</p>	<p>Periodical training programme for certified of the existent candidates with CPC for drivers has:</p> <ul style="list-style-type: none"> - 35 hours of theoretical part with spread of 7 days. <p>Preparations carry out in the private subjects licenced as “Driving school”.</p> <p>Training carry out based on the Instruction of Minister no 3606/2 of 28.10.2011 “On Certificate of professional trainings of drivers of vehicles category C, CE, D and DE”, (OJ 153/2011, p.7025), as amended by Instruction no. 9, of 09.10.2015 (OJ 182, p.12357).</p>