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/FINAL/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.

It was revised in October 2022.
APPENDIX I: Checklist on Implementation of CPC Manager and CPC Driver (initial and periodic training)

<table>
<thead>
<tr>
<th>Special provisions on qualification of MANAGERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>National qualification requirements for training</strong></td>
</tr>
</tbody>
</table>

| **Requirements to compulsory training** | **Yes.** |

| **Standard programme for compulsory training** | **Yes.** |
| 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. |

| **Distinction between goods and passenger** | **Yes.** |
| In Minister’s Order no.1 of 28.1.2009, there is distinction. |

| **Compulsory examination requirements** | **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 |

| **Examinations procedure (oral, written, exempted)** | **Yes.** |
| Defined by Minister’s Order no.1 of 28.1.2009 |

| **Examination body** | **Yes.** |
| Defined by DCoM no. 325 of 19.03.2008, amended by DCoM no. 520 of 13.7.2016 |

| **National training centres approval procedures** | **Yes.** |

- Chapter II:
  - Point 6.4.2 - Basis conditions of the acceptance as training centre are: a) good repute of transport manager of the training centre, instructors, according to point 3 of this chapter; b) Competition enough the environmental conditions, infrastructure and didactics base; c) Professional competence of the training centre stuff, in accordance with the training programme; ç) Training program approved by the minister responsible for transport. |
  - Point 6.4.3 - Criteria that should be fulfilling the training centres, requirements that should be fulfilled by training instructors as well as
### National training centres (ATI) approved by the IRU Academy prepared to provide adequate training

<table>
<thead>
<tr>
<th>National training centres (ATI) approved by the IRU Academy prepared to provide adequate training</th>
<th>Yes. ANALTIR Training Centre - authorised to provide adequate training.</th>
</tr>
</thead>
</table>

### Other training providers

<table>
<thead>
<tr>
<th>Other training providers</th>
<th>Yes. Defined in the Minister’s Order no.1 of 28.1.2009 that GDRTS is also authorised.</th>
</tr>
</thead>
</table>

### National certificate of professional competence

<table>
<thead>
<tr>
<th>National certificate of professional competence</th>
<th>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</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Certificate of the IRU Academy countersigned by the National competent authorities/ MOI</th>
<th>Yes. CPC Manager certificates of the IRU Academy are countersigned by a representative of the Ministry of Infrastructure and Energy.</th>
</tr>
</thead>
</table>

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### Special provisions on qualification of DRIVERS

#### National qualification requirements to professional driver’s training

|---|---|

#### Compulsory initial qualification requirements

|---|---|

#### Compulsory periodic training requirements

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

**Note:** Recently are approved:

- 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.


- Guideline no 8 of 31.12.2020 of Minister of Infrastructure and Energy “On the criteria, rules and procedures for the documentation for the issuance of licenses, authorisations and certificates for the operation of international transport of goods by road”. (OJ of the Republic of Albania no 9 of 19.01.2021), in alignment with the:

- 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:

− 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:

− Training programme (CPC Manager / CPC Driver )
− Duration: 120 hours training for CPC Manager and 140 hours training for CPC Driver and 4 hours examination for each programme.
− 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: building with classrooms (ANALTIR training rooms in Tirana and Durres).
− Training equipment-general: PC, electronic equipment, training material.
− Training equipment to deliver CPC Driver: vehicle simulator, digital tachograph.

Instructor's qualification:

− Selection process (Instructors which are qualified and certificated by IRU Academy)
− Teaching experience

  Eduart Kasa (23 years/Field of International Transport)
  Pajtim Guri (15 years/Field of Juridical and Social Issues)
  Sajmir Lacesj (25 years/Field of Juridical and Economics)
  Sokol Docaj (38 years/Technical and Practical Field of road transport vehicle)
  Ilia Kristo (43 years/Field of Economy)
  Arjan Deme (16 years/Technical and Practical Field of road transport vehicle)
  Redi Berberi (23 years/Field of Mechanical Engineering)

− practical experience in road transport industry :

  Eduart Kasa (23 years & C driving license)
  Pajtim Guri (15 years & C driving license)
  Sajmir Lacesj (25 years & C driving license)
  Sokol Docaj (28 years &D driving license)
  Ilia Kristo (28 years & C driving license)
Arjan Dema  (16 years & D driving license)
Redi Berberi  (23 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
  Pajtim GURI - International Road Transport Expert
  Eduart KASA - Representative of ANALTIR Training Institute
- Manual

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B) GDRTS Training Institute

Background information on training institutions:
- Training Institutes (TI): name, address, webpage, established in
- 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)
  1962 candidates for CPC qualification per year

Training specific information:

Programmes
- Training programme (CPC Manager)
Programme is in conformity with:
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 (33 years in the field of road transport & DE driving license)
Klodiana Bablusha (15 years in the field of road transport & DE driving license)
Fabian Sarçi (2 years in the field of road transport & C driving license)
Gjon Kola (30 years in the field of road transport & DE driving license)
Andis Tirana (17 years in the field of road transport & DE driving license)
Skerdi Vaso (13 years in the field of road transport & DE driving license)
Markeljana Hamzallari (5 years in the economic field & B driving license)
Risilda Qama (8 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:


**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, LAÇ, 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 (33 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)
Fabian Saraci (2 years in the field of road transport & C driving license & CPC Driver)
Gjon Kola (30 years in the field of road transport & DE driving license & CPC Driver)
Andis Tirana (17 years in the field of road transport & DE driving license & CPC Driver)
Skerdi Vaso (11 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

<table>
<thead>
<tr>
<th>CPC Manager</th>
<th>CPC Driver Initial Qualification</th>
<th>CPC Driver Periodic Training</th>
</tr>
</thead>
</table>
| Training programme has 120 hours in total.  
- 40 hours of technical part  
- 28 hours of juridical part  
- 28 hours of economic part  
- 24 hours of international part | Training programme for certified of the elementary candidates with CPC for drivers has:  
- 60 hours of theoretical part with spread of 15 days.  
- 10 hours of practice part with spread of 5 days. | Periodical training programme for certified of the existent candidates with CPC for drivers has:  
- 35 hours of theoretical part with spread of 7 days. |
| The candidates after the training are subject to the exam to earn a valid CPC for 5 years. | Preparations carry out in the private subjects licenced as “Driving school”. | Preparations carry out in the private subjects licenced as “Driving school”. |
