

# Minutes



## ECOL Expert Committee meeting No. 4

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Date: October 12<sup>th</sup>, 2020

Location: Teleconference by Microsoft Teams

Present: Mr. Ton Klijn| Mr. Erik Kroes|Mr. Gerke Kleinsmit|Mr. Giovanni Pauwels  
Mr. Kim Kim Hvolbøl|Mr. Paul Zepf|Mr. Kim Poulsen|Mr. Fraser Cocks  
Mr. Norbert van Schaik

Present as Observer: Mr Klaus Meissner [member of ECOL Supervisory Board]

Not Present: Mrs. Pia Metsola|Mr. Lion Verhagen

Time table: 15.30 – 17:00 hrs. CEST

Minutes by: Mr. Ton Klijn

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### 1. Opening by Mr. Ton Klijn and approval of agenda

- 1.1 *Minutes of Expert Committee meeting 3 – May 13th, 2020, Teams*
- *Ballot results report has been sent by email on May 20<sup>th</sup>; the members approved all proposals by the ECOL management.*
  - *The minutes were also approved without amendments*

### 2. Developments in recent months regarding the ECOL system – update

- 2.1 *Status report T. Klijn*
- *Applicants – Teachers / Examiners – licences issued*  
To date ECOL has performed 19 examination sessions in four different languages, and presently holds 18 certified teachers, 4 invigilators and 10 examiners. 4 certified teachers have left the system for various reasons, mostly due to a change of employment. A total of 38 operators were certified of which 5 on the basis of licence recognition. They were examined in three different countries.
  - *MRA's - New participants – further dissemination of ECOL*  
At present we have an MRA in place with TCVT from the Netherlands and BCACS from British Columbia, Canada. We are in talks with Spain and will shortly start discussions in Germany with BG Verkehr and the UK with PSRO. (Plant Sector Representative Organisation)  
We have 3 new participants in various states of certification: Aertssen – Stabroek; Michielsens – Wijnegem; Manitowoc – Wilhelmshafen.
- 2.2 *ISO 9001 re-certification audit*
- The re-certification audit of the ECOL foundation was successfully concluded on 13-08-2020. The new certificate for the ECOL foundation is valid until August 7 - 2022

### 2.3 *Edited ECOL documentation*

The following documents have been issued / edited since the last Expert Committee meeting as a result of the various decisions taken by the committee:

- Generic Training Design
- ECOL Examination & appeals committee regulations
- Process description ECOL foundation
- Mid term assessment form
- ECOL Tutorial for Trainers and Examiners
- Requirement guidelines for Education institutes
- Requirement guidelines for Examination institutes
- Application form Licence recognition

Of all documents you can find the most recent version on the ECOL website after you have logged in to the secured part of the website.

### 2.4 *Revision of the ECOL Glossary*

As a result of new insights from teachers in the ECOL system we were confronted with an adaption of the original ECOL glossary. This adaption was then superseded by an edit from the manufacturers side, referencing to terms as used in the various norm and standards documents. These edits led to various updated versions of the ECOL glossary which is now completed in version 20 !

Unfortunately the edits in the Glossary also required a rework of the already completed translation examination sheets, that we were preparing in order to be able to produce a language examination in Multitest. This has unfortunately led to some delay in the preparation of the Danish, Dutch and German language examinations in the Multitest system

## **3. Multitest examination system**

### 3.1 *Status update Multitest examination system*

The Multitest system for theoretical examination of ECOL operators is now up and running in three languages: English, Danish and Dutch. We have already successfully performed examinations in both the English and Dutch language using the system.

### 3.2 *Item bank development [status report DK-GB-NL]*

The English, Dutch and Danish item banks are ready for the operator theory examinations; we are now working on the language examination template for these three languages.

#### *Translations needed fo [GE – FR - SP]*

Mr. Klaus Meissner is working on the editing of the German language item bank of the ECOL theory examination. The work on a Spanish and French version is still pending, although we have found candidates to make these translations. However we cannot go forward with these two languages at a higher pace, due to the lack of funds.

### 3.3 *Language examination development*

#### *Template development and translation issues*

At this point in time production of the German and Spanish words lists are at an advanced stage. We expect to have these ready within the next month.

#### **4. ECOL Website & SkillRecord – status and latest developments**

##### *4.1 Website registration of applicants by Training institutes*

This system is now up and running and in use for registration and the examination requests.

##### *4.2 Use of SkillRecord for communication with ECOL operators [see minutes May 13<sup>th</sup>, 2020]*

In order to be able to use this facility we have executed a check on the validity of email addresses presently in the SkillRecord database. It turned out that a substantial number of addresses had been changed without notifying ECOL. Also we detected a number of ECOL teachers that had left the training institute they formerly represented, also without being notified by the training institute.

##### *4.3 Report on changes to the SkillRecord registration [teachers | examiners]*

In view of the experience above we have decided to register the ECOL certified teachers and examiners in SkillRecord as well. To this end we have issued them with a credential as "TEACHER" or "EXAMINER". This implies that: 1) there is an end to the validity of their registration (5 years) and 2) their credentials can be checked on the ECOL website via the credential checker.

You will be asked to vote on this requirement in the e-ballot attached to these minutes.

##### *4.4 Invoicing of SkillRecord costs*

We are still faced with the fact that up to now, none of the operators have been charged with the yearly user's fee for the SkillRecord registration. The Supervisory board has decided to waive the first years' costs for applicants, but it is clear we cannot keep this up indefinitely. Although ESTA is gladly funding the deficits of ECOL up to now, the supervisory board thinks a dependence of ECOL on one of the governing parties is undesirable. Within the Board thoughts are revolving around introducing a one time "licence fee" and abolish the yearly SkillRecord fee. The board has decided to discuss this with participants before taking a decision.

We also think we need to discuss the issue as we are faced with a problem in the use of SkillRecord at all. Although we have 38 operators licenced we see very little registrations in the SkillRecord experience registration system; we have started to issue a login to the SkillRecord app at the start of the training and make this a compulsory part of the training, but to little avail. An improvement step might be to align the registration with TCVT, but before we do so we wanted to check if other countries already use experience registration in their present system. During the discussion in the meeting it turned out that this particular point is a matter of concern with BCACS as well; they have tried to mitigate the problem by shortening the registration check period to one year instead of five. After discussion we have decided to do the same in the ECOL system and at least issue a warning after one year.

You will be asked to vote on both these requirements in the e-ballot attached to these minutes.

#### **5. Outstanding topics**

##### *5.1 ECOL Tutorial - status and further development*

With thanks to the VVT for their assistance, we have produced a first version of an ECOL tutorial, that was sent to all of you on July 17th. In

further development of this document we are thinking of adding some instructions for the examiners on the examination, such as checks prior to examination start, and instructions on the use of Multitest.

The meeting participants are requested to investigate if there are any other topics that they deem to be relevant to be inserted into this document, and forward their suggestions to the chair.

#### 5.2 *MRA with Denmark | Germany*

After the signing of an MRA with BCACS we have set our aim at Germany and Denmark as the following two countries to follow suit, Mr Klaus Meissner is working on the German side with BG Verkehr and Mr Kim Hvolbøl on the Danish side with TUR. A brief update on the present status in Denmark was given after an email received this week from Mr Henrik Helios, (EUCL) on mutual recognition. Mr Kim Hvolbol will follow up with EUCL / TUR on the status of the mutual recognition request.

#### 5.3 *Definition of the ECOL re-training requirement*

We have been approached by an ECOL training institute with the request to redefine the ECOL retraining requirement which is presently very broadly formulated as "one day classroom based and one day e-learning in the five years period" Based on past experience the training institutes think that cclassroom learning is of the great importance to make the re-training sessions valuable to participants, since they tend to learn from each other by the exchange of their experiences.

Also it is suggested that if we do edit the formulation of the re-training requirement, we might as wel try to align it with the current practice in the EU countries that have a recognition agreement with ECOL

Hence the suggestion is to change the present text into:

The retraining requirement is that:

- 2 schooldays (or 4 half schooldays) have been followed in a classroom setting at an ECOL certified training institute;
- The first schoolday (or 2 half schooldays) is to be followed in the first 36 months of the 5 year period and the second day after the 36<sup>th</sup> month of the 5 year period;
- The training addresses all learning outcomes of the ECOL system in relation to recent technical or regulatory developments;
- The training followed by an operator is noted on a 'proof of attendance' that is uploaded in SkillRecord by the training institute.

We propose to change the text as suggested here above; You will be asked to vote on this proposal in the e-ballot attached to these minutes.

#### 5.4 *Language test upon licence recognition*

During the recent procedures for licence recognition we were made aware of an omission in the procedure: we are checking for possession of an C-class licence and previous training, but there is no check command of the English language of the applicant. Hence we propose to extend the licence recognition procedure with an English language test for all operators that are not native English speakers.

You will be asked to vote on this proposal in an e-ballot attached to these minutes.

## 6. ECOL project continuation

### 6.1 *Main activities for the near future*

Our main activities in the coming months will be focussed on three focal points:

- 1) To keep the ECOL system up and running in its present form, making sure examinations are performed and licences issued. Also new participants have to be instructed and certified as they enter.
- 2) The secondary task is to continue work on the ECOL Itembank and Language tests in the languages that as yet are not available. After completion of each language the related questions have to be inserted into Multitest and approved for examination.
- 3) Dissemination of the ECOL system by enrolling more training institutes and examiners and, above all get a broader recognition of the ECOL system. We strongly believe that a further acceptance of ECOL is dependant on the number of countries that will accept the licence. All help you can offer to ECOL in this respect on a national level will be greatly appreciated.

### 6.2 *Planning of the future Expert group activities | meetings*

The chair proposed to set a date for a future ECOL Expert committee meeting # 5 aligned with the planned ESTA spring meeting in April 2021 and take a decision on the fact if this will be a physical meeting or yet another online event at the end of February 2021, in line with what we are doing with the ESTA meeting.

This provisional date would be: April 23<sup>rd</sup> - 2021 in the early afternoon.

The meeting agrees with this suggestion.

As no further requests are noted to have the floor, the chairman closes the meeting and thanks the participants for their contributions.