Minutes

Expert Committee meeting No. 5

Date: December 18th, 2020

Location: Teleconference by Microsoft Teams

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

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

Not Present: Mrs. Pia Metsola|Mr. Paul Zepf|Mr. Kim Poulsen

Time table: 10.00 – 12:00 hrs. CEST

Minutes by: Ton Klijn

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

1.1   Minutes of Expert Committee meeting 4 – October 12th, 2020, Teams
           - Approval of minutes [approved]
           - Ballot results report
The Expert Committee decided positively on the following topics:
           - Adaption of training requirements with classroom size
            [approved: 5 in Favour 2 abstentions]
           - Further investigation regarding requirements needed to allow online
           training: *[approved: 4 in Favour 3 abstentions]*

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

2.1   Status report T. Klijn
           - MRA's - New participants – further dissemination of ECOL
Presently we are waiting for three Belgian companies to complete their
Certification | Registration process and start their training sequence. You
will be asked later to vote on a request on behalf of Conokra with regard to
an adaption of training requirements.
We are in talks in Germany with Tadano and IHK for joining ECOL and with
Genosk on the topic of a mutual recognition agreement. Members are
asked later to vote on a request on behalf of Genosk with regard to an
adaption of training requirements.

2.2   Edited ECOL documentation
           since the last meeting the following documents have been edited:
           - 01/03 Generic training design vs 13
           - 2.01 Participant agreement vs 14
           - 2.01a Registration form participants vs 04
           - 2.04 Requirement guideline for Education institutes vs 10
           - 2.05 Requirement guideline for Examination institutes vs 10
           - 3.01b Request recognition of previous learning vs 05

All of the above edits became neccesary because of earlier decisions made by the Expert Committee or as a result of reported errors.

- new document ECOL 4.06 added [control visit report]
ECOL management decide to produce a Control visit report in order to align the reports we receive from our apponted "Witness auditors" who perform the unannounced audits on behalf of the ECOL foundation.

2.3   *Revision of the ECOL Glossary*
the adaption of the Glossary to the most recent version [20] in English, Dutch, and German is finished – the Spanish and French versions are pending finalisation. We will approach the other countries in the coming months to complete the version 20 of the ECOL glossary.

3.   Multitest examination system

3.1   *Status update Multitest examination system*
In cooperation with Multitest we have been able to devise a system to import the item bank questions from an Excel format into Multitest without the need to retype them. This will save us a considerable amount of money when importing all item bank questions in future.

3.2   *Item bank development [status report DE-GB-NL-DK]*
We have completed the edits to the German Item bank and it is now being imported into Multitest, which means we will be able to examine the German operators via Multitest in the near future. In this process we have also re-edited a few questions for more clarity, made some corrections to certain questions and added 7 questions to chapter 2, which had a low selection rate for the questions. The new itembanks in the various languages are now characterized as vs 8. We need to adapt the earlier produced Danish and Dutch versions to align with vs 8 of the item bank.

3.3   *Language examination development*
- status report template development and translation issues
We have finalised the adaption of the language examinations to the new version of the Glossary in the English, Dutch and German languages. These version are also imported in Multitest, so we can examine these languages via computer now. Work on the Spanish and French language test is ongoing.We wil contact our Danish friends to make the existing Danish translations compliant with the latest Glossary versions.

4.   ECOL Website & SkillRecord – status and latest developments

4.1   *Website registration of applicants by Training institutes*
The system works sufficiently but still needs a few twitches, such as a possibility to apply for re-examination. The communication emails coming from Multitest are now in English rather than Danish.

4.2   *Communication with operators via website generated emails*
We started sending computer generated emails to remind people of their registration duties – unfortunately these mails were send to all registered users, which led to some confusion. This bug will be corrected by SkillRecord so in future only operators will receive these Experience registration reminders.

4.4   *Invoicing of SkillRecord costs [information only]*
Based on experiences up to now we have made two adaptions to the

invoicing system:

1] examination fees will be invoiced to the examinatuion institute rather than the trainers. This upon a request by the training institutes who will now receive only one invoice for the examination.

2] We will issue an proposal to the supervisory board to invoice the costs for the use of SkillRecord for the entire licence validity period of five years to applicants when issuing their licence. This based on the experiences made by other licencing schemes.

This last proposal from the ECOL management will need to be endorsed by the ECOL Supervisory Board.

5. **Outstanding topics** *[see explanatory memo issued with agenda]*

   5.1   ECOL Tutorial - status and further development
   We are again requesting Expert Committee members for their input for additionasl topics to be added to the tutorial.

   5.2   MRA with Denmark | Germany
   We have learned form EUC Lillebælt that they are talking to the Danish authorities on this topic. As this requires a change of Danish law, it is expected to take some time to develop.
   ECOL management is in talks with Genosk on an MRA in Germany.

   5.3   Adaption of training requirements / classroom group size [Genosk]
   *   [vote required]*
   The chair explains that during the discussion with Genosk on the requirements for education institutes, they brought up the point that the IHK theory training is scheduled for 12 students at a time. At the same time the duration of the lessons is far longer than ECOL requires: 330 against 120 hours. The request is also based on the fact that they expect a lot of operators to follow the in-company training programme after theory training. A memo by Genosk outlining their request is attached.
   ECOL management has evaluated this request and proposes the following addition to the requirement guidelines:

   The theoretical training should be in a classroom setting, with a minimum of two and a maximum of 8 students per classroom / teacher. The number of students can be raised to a maximum of 12 per classroom / teacher, provided the training duration is prolonged proportionally. [e.g. 12/8 x 120 = 180 hrs training duration. A complete copy of the syllabus must be made available to each individual student.

   The meeting has an exchange of thoughts on this matter and finally decides to reword the management proposal as follows:
   The theoretical training should be in a classroom setting, with a minimum of two and a maximum of 10 students per classroom | teacher. A complete copy of the syllabus must be made available to each individual student.
   The participants are requested to vote on this last proposal in the E-ballot following this meeting.

   5.4   Adaption of training requirements / allow online theory training [Comokra]
   The chair explains to participants we have received a request by Comokra to allow digital online training instead of classroom training for the theory part of the ECOL operator training. After receipt if this request we have asked Mr. Pauwels a number of questions on the details and working of this scheme which he has answered. A translation of the conversation was attached to the agenda as '201214 COMOKRA online learning proposal'. Participants were kindly requested to familiarise themself with the content of this document. Upon an invitation to do so

by the chair, Mr. Giovanni Pauwels gives an elucidation of the background and working of this proposal to the expert meeting and the experiances COMOKRA has had with the system uopto now.

ECOL management <u>suggests to have a further investigation into this topic</u> in cooperation with Comakra in which the following points need to be clarified before an addition to the requirement guidelines can be considered:
1] duration of the e-learning in relation to the total theory training duration;
2] Minimum number of F2F contact moments and the minimum duration of these;
3] The requirements for the software systems to be used for these lessons and the possibilities for ECOL to have a check on proceedings.
When the above proposal has been adopted we will make a substantiated proposal for the expert committee to decide on. *[vote required]*

6.   ECOL project continuation

6.1   Main activities for the near future
*A*s you will appreciate the main activities for the near future will remain as formulated at the last meeting:
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 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.   *D*issemination 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
In view of the current situation it is unlikely that vwe can organise an Expert committee meeting in conjunctiuion with the ESTA spring meeting in April.
During the meeting we decided on the next Expert Committee meeting to be organised via MS Teams on February 9th -10th or 11th , 2021.
A doodle survey will be circulated amongst members after which the exact date will be communicated.

7   Any other business and closure

- Mr. Kim Hvolbøl:
He as contacted Mr. Kenneth Edberg from NCC Sweden who was interested in improving operator training and examination, as he noticed a lack of skills among crane operators coming to their sites. Mr. Hvolbøl requests ECOL management to contact Mr. Edberg with an explanatory email on the ECOL system [done on 18-12-2020].
- Mr. Norbert van Schaik: Siemens Gamesa has experenced some problems in French ports where Unions demand to be allowed to operate their cranes. He requires a contact in France to be able to address this with the relevant authorities. Mr. Ton Klijn will send n him the addresses of Mr. Picart and Artarit. Mr. Meissner notes a French subsidiary might be needed to get these gentlemen to act, as they are quite formal in handling these requests. Mr. van Schaik mentiones that Siemens Gamesa has a French branch office in Paris. [The address details have been exchanged on 18-12-2020]