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Economic Commission for Europe**Inland Transport Committee****Working Party on the Transport of Dangerous Goods****Joint Meeting of the RID Committee of Experts and the
Working Party on the Transport of Dangerous Goods**

Bern, 16–20 March 2020

Item 5 (b) of the provisional agenda

**Proposals for amendments to RID/ADR/ADN
new proposals****Online refresher training for drivers of dangerous goods****Transmitted by the International Road Transport Union (IRU)*,*****Summary***Executive summary:** Provide for online refresher training for the renewal of the ADR training certificate.**Introduction**

1. Based on the ADR Chapter 8.2 requirements, drivers/experts carrying dangerous goods have the obligation to attend a basic training course and to pass an examination accordingly.
2. Prior to twelve months before the date of expiry of the certificate, drivers/experts shall attend and pass an examination in the framework of a refresher training programme, as indicated in 8.2.2.5 and 8.2.2.7.1.6 of the ADR.
3. Due to advanced technologies in general, more possibilities are foreseen in all sectors for transport operators, even in training courses. To improve and facilitate the professionalism of the education for all parties, IRU is looking to facilitating training through innovative technologies such as e-learning without endangering training quality and standards.

* In accordance with the programme of work of the Inland Transport Committee for 2018-2019, (ECE/TRANS/WP.15/237, annex V, (9.2)).

** Circulated by the Intergovernmental Organisation for International Carriage by Rail (OTIF) under the symbol OTIF/RID/RC/2020/8.



4. The following proposal is considered voluntary, not mandatory.

Background

5. During the March 2019 session of the RID/ADR/ADN Joint Meeting, IRU presented its proposal to amend the ADR to allow new methods of training, such as online and videoconference courses, to be used in the future and it has been confirmed that online driver training for dangerous goods in some contracting parties is already an option for the driver when applying for refresher training.

6. IRU received several comments from delegations attending the Joint Meeting and decided to make a new proposal. The proposal has been developed together with the ADN committee in order to enlarge the possible number of participants in the joint proposal. Proposal

7. IRU has identify the process to amend the text of Chapter 8.2 and to link the amendments with a guideline.

8. The guidelines could be uploaded to the UNECE website and member states can provide their suggestions.

9. IRU proposes to amend 8.2.2.5 of ADR to read as follows, with the insertion of a new subparagraph 8.2.2.5.4.

8.2.2.5.4 A refresh training course, using e-learning, according to the guideline¹ is considered to fulfil the prescription of this sub-session 8.2.2.5

Justification

National development:	The guideline has started in order to give the possibility to all to provide their best practice.
Safety:	Clear text helps the driver to demonstrate foresight and lend a modern appearance to the refresher training of drivers engaged in the transport of dangerous goods by roads and will, in accordance with applicable provisions, improve transport safety.
Feasibility:	The training content, the mechanism of their application, as well as the obligations of the respective parties, are clearly stated.

¹ Guidelines on e-learning can be found on the following webpage (hyperlink once it will be available).

Guidelines on e-learning

The ADR and in-service training courses can be partly conducted using e-learning. This chapter lists the requirements and preconditions that apply. The other conditions and requirements in this framework also apply to in-service training courses with e-learning.

1. Preconditions for e-learning

The following conditions apply to conducting continuing education courses using e-learning:

- (a) E-learning is implemented using an e-learning system (Competent Authority certified).
- (b) The course consists of two parts: Part 1 is always completed using e-learning and Part 2 is always classroom/practical learning. The classroom/practical part must start within 14 calendar days after the deadline for completing the e-learning modules.
- (c) The student must first complete the e-learning part of the course before he/she can begin the classroom/practical part.
- (d) The duration of the e-learning part is at least 2 hours: a proposal could be to set the duration of e-learning to two time 3 hour training sessions = total 6 hours, and for the practical day - two time 4 hour training sessions. For a refresher training course there will be one day e-learning and one day practical training, with the entry test at beginning.
- (e) A multi-day course is conducted per day. This means that first the e-learning and the corresponding classroom / practical part of day 1 must have been completed before the e-learning and classroom / practical part of day 2, would start. For every combination of e-learning + classroom / practical part that forms a day applies for a period from 10 calendar days.
- (f) The combination of the e-learning part of the course and the classroom/practical part must total the number of hours specified in the minimum requirements, regardless of whether the student has spent more time on e-learning.

2. The classroom/practical part of the course

- (a) This begins with a comprehensive knowledge test on the associated e-learning part of the course.

E-learning system requirements:

To ensure that an appropriate e-learning system is used, a number of system requirements and criteria have been drawn up. Only systems that meet the below requirements and criteria, and that are certified by the Competent Authority can be used for in-service training.

3. General

The e-learning system contains:

- (a) A guarantee that the students are active during the e-learning module (for example, there is a requirement ensuring regular activity on the computer).
- (b) Subject matter is offered in varied formats (including text, image, audio, video, questions, and reflection).
- (c) After each chapter there will be a "threshold" in which studied components become intermediate tests. The student can only move on to the next chapter after he/she has passed the interim test.

4. Content

The e-learning part of the course has:

- (a) Accessible course material (text and image), which is understandable for every student.
- (b) Course material that is in line with the underlying training plan.
- (c) Subject material that guides the student through the module.
- (d) The capacity to, when given incorrect answers to test questions, show the correct answer plus an explanation.

5. Support functions for the student

The e-learning system offers:

- (a) A helpdesk function. Questions received from students on weekdays are answered within 24 hours.
- (b) A clear and user-friendly navigation structure with simple instructions, allowing the student to navigate easily through the modules.
- (c) An overview of the completed modules which gives the student an overview of what still needs to be done.
- (d) The possibility of contact and interaction between the student and the tutor (remotely) through a student tracking system. This allows the tutor to monitor the student's progress.
- (e) The tutor can access information on the student's performance, including:
 - (i) Study hours spent (total and per component), per student and per student group.
 - (ii) Answered questions per student.
 - (iii) Answered questions per student group.
 - (iv) Unfinished modules.

6. Safety measures

To ensure proper use, the e-learning system contains the following functions:

- (a) Every student has access to the e-learning system via unique login details (login code or username and password). These login details can only be used by the student.
- (b) On a single device, only one account can be active/logged in (no multiple accounts simultaneously on one device).
- (c) Student access to the e-learning system is linked to an accredited trainer and a certified refresher course.
- (d) The e-learning system defines the period within which each module must be completed. After expiry of this period, the student can no longer access the e-learning system.
- (e) Students have to (see also section 8. Reports):
 - (i) Log in and log out.
 - (ii) Remain active – blocks of inactivity of 15 minutes or more cause the e-learning system to pause.

7. Responsibilities

The e-learning system must meet compliance obligations of the General Data Protection Regulation.

The provider of the e-learning system ensures that:

- (a) The e-learning system is operational 24 hours a day.
- (b) The e-learning system is available 99 percent of the time.
- (c) There is clear and timely communication if the system is not available due to maintenance.

(d) System renewals do not have a negative impact on log data and already go through student activities.

The trainer, using e-learning for in-service training, guarantees that:

(e) Only students who have successfully completed the e-learning part of the course can continue to the classroom/practical part of the refresher course.

(f) During the classroom/practical part of the refresher course a report per student group will be available with the following data:

- (i) Name of training institution + Competent Authority registration number.
- (ii) Name of the e-learning system owner.
- (iii) Names of students + candidate numbers.
- (iv) Per student: time schedule, login frequency, login times, (in)active times and the progress of the associated e-learning part.

A report containing students' hours, the log-in frequency/times, (in) active times and progress over at least a 6 month/1 year period after the classroom/practical part of the course is saved securely on the e-learning system and remains accessible. At the request of the Competent Authority, the person responsible for the course records the report.

8. Reports

At the request of the Competent Authority, the owner of the e-learning system submits the following reports per trainer, per course code and per student, which includes:

(a) An overview of any infringements of the 10-calendar-day period (the maximum period allowed to complete the e-learning part and the classroom/practical part of the course).

(b) An overview of any infringements of the log-in times (infringements of the number of e-learning hours as indicated in the training plan).

(c) An overview of long periods of inactivity (the times that the system is at rest/pause mode as the student is inactive. All infringements of 15 minutes or more are noted).

(d) An overview of e-learning modules that have not been fully completed.

(e) The Competent Authority is authorized to request reports from both the training institute and the system owner at any time.
