



Organisation intergouvernementale pour les transports internationaux ferroviaires
Zwischenstaatliche Organisation für den internationalen Eisenbahnverkehr
Intergovernmental Organisation for International Carriage by Rail

**Commission d'experts techniques
Fachausschuss für technische Fragen
Committee of Technical Experts**

TECH-21001

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**TO THE MEMBER STATES AND ASSOCIATE MEMBERS OF OTIF AND TO
REGIONAL ORGANISATIONS WHICH HAVE ACCEDED TO COTIF**

13th Session of the Committee of Technical Experts
22 – 23 June 2021

Invitation and provisional agenda

In accordance with Article 16 § 2 of COTIF, the Secretary General is convening the 13th session of the Committee of Technical Experts on

22 and 23 June 2021

as a remote or hybrid meeting.

Unless the health situation makes this impossible, participants will have the option of being physically present. Remote participation will be possible in any case. The venue of the session will be in Switzerland and the exact location will be communicated approximately two months before the session.

The session will begin on Wednesday, **22 June 2021 at 10:00 (Central European Time)** and will finish no later than Thursday, **23 June 2021 at 13:00 (Central European Time)**. The session will be followed by the 43rd session of the standing working group Technology, for which a separate invitation will be sent in due time.

Rules of Procedure

The rules concerning the Committee of Technical Experts (CTE) are set out in Articles 16 and 20 of COTIF and in the Committee's Rules of Procedure (version applicable as from 11.2.2009), which are available on OTIF's website (www.otif.org) under:

About OTIF > Committees > Committee of Technical Experts

Please note that revised rules of procedure will be proposed for adoption at the session. The proposal will be published on 1 March 2021 at the latest.

Languages

The working languages will be English, German and French with simultaneous interpretation.

Agenda

The provisional agenda and provisional timetable are attached to this circular.

In accordance with Article 9 § 1 b) of the Committee's Rules of Procedure, a member of the Committee or an observer may request that an issue be placed on the agenda, provided it is notified to the Secretary General not less than six weeks before the meeting, i.e. by **10 May 2021** at the latest. The Secretary General will only send out an adapted provisional agenda if requests are received not less than ten weeks before the meeting, i.e. by 12 April. Requests received between 12 April and 10 May will be presented at the session.

Documents

According to Article 8 of the Committee's Rules of Procedure, documents relating to the meeting should be sent to the members of the Committee and observers not less than 2 months before the meeting, i.e. by **21 April 2021**. However, in accordance with the conclusions of the 12th session of the Committee, proposals for binding provisions within the meaning of Article 20 § 1 letters a), b) and d) of the Convention will be made available 16 weeks before the meeting, i.e. by **1 March 2021**.

In accordance with Article 11 § 4 of the Rules of Procedure, the Secretary General must receive documents, including texts proposed for adoption, not less than 12 weeks before the meeting, i.e. by **29 March 2021**. Documents comprising not more than 200 lines of text, containing no drawings or illustrations and established in more than one working language, must be submitted 10 weeks before the meeting, i.e. by **12 April 2021** at the latest.

In order to avoid sending unwanted e-mail, electronic copies of documents will only be sent by e-mail upon request. Hard copies will be sent upon request to members of the Committee who cannot obtain the documents via e-mail or internet. All documents will be made available on OTIF's website (www.otif.org) under:

Activities > Technical Interoperability > Committee of Technical Experts > Working Documents

Composition, voting rights and quorum

The Committee of Technical Experts is composed of all Member States of OTIF. However, when deliberating or taking decisions within the meaning of Article 20 § 1 of COTIF, only those Member States of OTIF which have not made a declaration concerning Appendices F (APTU) and G (ATMF) in accordance with the first sentence of Article 42 § 1 of COTIF will have the right to vote. These Member States are referred to as the Contracting States. The Member States that are not Contracting States will be able to participate in the discussions on these agenda items in an advisory capacity.

A list of Member States and their application of Appendices F (APTU) and G (ATMF) is attached as Annex E.

There is a quorum in the Committee of Technical Experts when one-half of the Contracting States are represented. As no formal decisions can be taken if there is no quorum, it is very important that the Contracting States are represented at the session. According to Article 16 § 3 of COTIF, Contracting States may delegate powers (including the right to vote) to another State. A model proxy is attached as Annex F.

Regional economic integration organisation – European Union

In accordance with Article 38 § 2 and 3 of COTIF the regional organisation may exercise the rights enjoyed by its members by virtue of the Convention to the extent that they cover matters for which it is competent. For the purpose of exercising the right to vote, the regional organisation shall enjoy the number of votes equal to those of its members which are also Member States of OTIF. In accordance with Article 6(4) of the Accession Agreement, the European Union should inform the Secretary General of those agenda items in respect of which it will exercise the voting rights. The Secretary General will share this information with the members of the Committee and observers as soon as he receives it.

Observers

Associate Members of the Organisation may participate in the work of the CTE as observers in accordance with Article 39 § 2 of COTIF.

States which are not members of the Organisation and relevant international organisations and associations may be invited as observers, subject to the conditions of Article 16 § 5 of the Convention. The Secretary General intends to invite the States, organisations and associations as set out in Annex C to this session of the Committee. Member States are asked to send any objections they may have concerning these invitations to the Secretariat by no later than **12 April 2021**.

Observers are entitled to take part in the discussions, but may not vote.

Registration

In order to organise the session efficiently, Member States, associate Members, regional organisations that have acceded to COTIF and observers invited to the session are asked to let the Secretary General know the names and functions of their representatives, using the digital registration form on OTIF's website (www.otif.org) under:

Events > Registration form

The completed form should be submitted by **21 May 2021** at the latest.

Yours faithfully,



(Wolfgang Küpper)
Secretary General

Annexes:

- A – Provisional agenda
- B – Provisional timetable
- C – Invitation to states that are not members of the Committee and to international organisations and associations
- D – Practical information
- E – Application of Appendices F and G to COTIF (APTU and ATMF)
- F – Model proxy

Annex A:**PROVISIONAL AGENDA**

- 1. Approval of the agenda**
- 2. Presence and quorum**
- 3. Election of the Chair**
- 4. Proposal for decision to modify the Committee's Rules of Procedure**
- 5. For information:**
 - a. General information from the OTIF Secretariat
 - b. Report from the Committee of Technical Experts' working group TECH
- 6. Proposals for decisions with legal effect:**
 - a. Adoption of a new UTP concerning train composition and route compatibility checks
 - b. Adoption of a new UTP concerning infrastructure
 - c. Revision of the UTP LOC&PAS (locomotives and passenger rolling stock)
 - d. Revision of the UTP WAG (freight wagons)
 - e. Revision of the UTP PRM (accessibility for people with reduced mobility)
- 7. Proposal for a recommendation for the Revision Committee**
 - a. Modification of the ATMF Uniform Rules with regard to entities in charge of maintenance
- 8. For discussion:**
 - a. Monitoring and assessment of implementation of APTU and ATMF UR by Contracting States
 - b. Vehicle registers
 - c. Work programme of the Committee
- 9. Any other business**
- 10. Next session**

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Annex B:

PROVISIONAL TIMETABLE

Due to the scope of the discussions, this provisional timetable may be subject to change.

Tuesday, 22 June 2021:	10:00 – 17:00
Wednesday, 23 June 2021:	9:00 – 13:00

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Annex C:**INVITATION TO STATES THAT ARE NOT MEMBERS OF THE COMMITTEE AND TO INTERNATIONAL ORGANISATIONS AND ASSOCIATIONS**

Assuming the tacit agreement of the majority of Member States in accordance with Article 16 § 5 of the 1999 Convention, the Secretary General invites the following States which are not members of the Organisation to attend the meeting in an advisory capacity:

- People's Republic of China
- Republic of Moldova

Assuming the tacit agreement of the majority of Member States in accordance with Article 16 § 5 of the 1999 Convention, the Secretary General invites the following international organisations and associations to attend the meeting in an advisory capacity:

- Association of notified bodies (NB-Rail Association)
- Community of European Railway and Infrastructure Companies (CER)
- European Committee for Standardization (CEN)
- European Rail Infrastructure Managers (EIM)
- European Rail Freight Association (ERFA)
- European Transport Workers' Federation (ETF)
- International Association of Private-Sidings Users (IVA)
- International Association of Public Transport (UITP)
- International Rail Transport Committee (CIT)
- International Union of combined Road-Rail transport companies (UIRR)
- International Union of Railways (UIC)
- International Union of Wagon Keepers (UIP)
- Organisation for Cooperation between Railways (OSJD)
- The Gulf Cooperation Council (GCC)
- Transport Community Permanent Secretariat (TCPS)
- Union of European Railway Industries (UNIFE)

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Annex D:**PRACTICAL INFORMATION****Registration**

The OTIF registration form must be filled out by **21 May 2021** at the latest.

The registration form can be found on the OTIF website (www.otif.org) under:

Events > Registration Form.

Contracting States which are not going to send a delegate are kindly requested to inform the Secretariat, also by **21 May 2021** at the latest, of the Contracting State to which it intends to delegate powers. A model proxy is attached as Annex F. In other cases, please let the Secretariat know that you do not intend to be represented at all.

Visa

Delegates must be designated by the competent authorities of their Government and inform the Secretariat of OTIF accordingly before requesting an entry visa for Switzerland, with the documents requested, from the nearest Embassy or Swiss Consulate.

Delegates who require help from the Secretariat of OTIF to obtain a visa are requested to do so at least **six weeks** before the date of the meeting, i.e. by **10 May 2021** at the latest. The Secretariat of OTIF will then be able to help with requests for visas.

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Annex E:

APPLICATION OF APPENDICES F and G TO COTIF (APTU and ATMF)¹

	State	APTU	ATMF
1	Afghanistan	X	X
2	Albania	X	X
3	Armenia	X	X
4	Austria	X	X
5	Azerbaijan		
6	Bosnia and Herzegovina	X	X
7	Belgium	X	X
8	Bulgaria	X	X
9	Switzerland	X	X
10	Czech Republic	X	X
11	Germany	X	X
12	Denmark	X	X
13	Algeria	X	X
14	Estonia	X	X
15	Spain	X	X
16	Finland	X	X
17	Liechtenstein	X	X
18	France	X	X
19	United Kingdom	X	X
20	Georgia		
21	Greece	X	X
22	Croatia	X	X
23	Hungary	X	X
24	Ireland	X	X
25	Iraq (membership suspended)		
26	Iran	X	X
27	Italy	X	X
28	Jordan (associate member of OTIF)		
29	Lebanon (membership suspended)		
30	Lithuania	X	X
31	Luxembourg	X	X
32	Latvia	X	X
33	Morocco	X	X
34	Monaco	X	X
35	Montenegro	X	X
36	North Macedonia	X	X
37	Netherlands	X	X
38	Norway	X	X
39	Pakistan		
40	Poland	X	X
41	Portugal	X	X
42	Romania	X	X
43	Serbia	X	X
44	Russia		
45	Sweden	X	X
46	Slovakia	X	X
47	Slovenia	X	X
48	Syria (membership suspended)		
49	Tunisia	X	X
50	Turkey	X	X
51	Ukraine	X	X

¹ For a full and up-to-date overview of membership and membership status see http://otif.org/en/?page_id=172

Annex F:

MODEL PROXY

[GOVERNMENT OF STATE PROVIDING PROXY, MINISTRY OF ...]

[Section of / Department of/ ...]

[Place], [date]

[Ref. N°:]

Proxy

13th Session of the Committee of Technical Experts of OTIF

Bern, 22 – 23 June 2021

In accordance with the Rules of Procedure of the Committee of Technical Experts and following consultation with [State authorised to represent], [State providing proxy] hereby notifies that it will be represented [*if need be, specification of the mandate*] at the 13th session of the Committee of Technical Experts of OTIF to be held on 22 and 23 June 2021 in Bern by [State authorised to represent].

The Minister [of/for ...]

.....
[Signature]

[Name]

[Address and other contact data]