



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-24001

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

16th Session of the Committee of Technical Experts

Berne (hybrid meeting), 11 – 12 June 2024

Invitation and provisional agenda

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

**11 and 12 June 2024
as a hybrid meeting.**

Participants will have the option of being physically present or may participate remotely. For those who wish to attend in person, the session will take place at the

**Universal Postal Union
Weltpoststrasse 4
3015 Berne, Switzerland.**

The session will begin on Tuesday, **11 June 2024 at 10:00 (Central European Summer Time)** and will finish no later than Wednesday, **12 June 2024 at 13:00 (Central European Summer Time)**. The session will be followed by the 52nd session of the working group Technology (WG TECH), for which a separate invitation will be sent in due course.

Rules of Procedure

The rules of procedure concerning the Committee of Technical Experts are available on OTIF's website (www.otif.org) under:

[Activities](#) > [Technical Interoperability](#) > [Committee of Technical Experts](#)

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 as Annex A and Annex B.

The agenda will be determined in accordance with Article 8 of the Committee's rules of procedure. If the Secretary General receives requests to place other business on the agenda not less than 18 weeks prior to the meeting, i.e. by **5 February 2024**, the Secretary General will send addressees an adapted version of the provisional agenda. Requests received after that date will be presented at the session.

Working documents

Documents relating to the meeting will be made available in accordance with Article 9 of the Committee's rules of procedure on OTIF's website (www.otif.org) under:

[Activities](#) > [Technical Interoperability](#) > [Committee of Technical Experts](#) > [Working Documents](#)

The Secretary General will send digital copies by e-mail at the request of any member of the Committee. Paper copies will be sent only at the request of members who cannot receive or obtain documents by electronic means.

Working documents prepared by the Secretary General which contain proposals for binding provisions in the meaning of Article 20 § 1 of COTIF or Article 33 § 6 of COTIF will be made available not less than 16 weeks prior to the meeting, i.e. by **19 February 2024**.

Other working documents prepared by the Secretary General will be made available 8 weeks prior to the meeting, i.e. by **15 April 2024**.

Working documents prepared by a member of the Committee or by an observer should be submitted in accordance with the deadlines laid down in Article 11 of the rules of procedure.

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 the APTU UR and the ATMF UR (Appendices F and G to the Convention) 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 but cannot vote.

A list of Member States and their application of the APTU UR and ATMF UR 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 Contracting State. However, no Contracting State may represent more than two other Contracting States. A model proxy is attached as Annex F.

Regional economic integration organisation – European Union

In accordance with Article 38 § 2 and 3 of COTIF, a 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 at the Committee of Technical Experts, the regional organisation shall enjoy the number of votes equal to those of its members which are also Contracting States.

In accordance with Article 6(4) of the agreement between OTIF and the European Union (EU) on the accession of the EU to COTIF¹, 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 it is received.

Observers

Firstly, Associate Members of the Organisation may participate in the work of the Committee of Technical Experts as observers in accordance with Article 39 § 2 of COTIF.

Secondly, at its 16th session, the Committee of Technical Experts established a list of registered stakeholders and a list of intergovernmental organisations that are permanently invited to its sessions. This list is set out in Annex C.

Thirdly, subject to the conditions of Article 16 § 5 of the Convention, the Secretary General may invite states which are not members of the Organisation and relevant international organisations and associations as observers. The Secretary General intends to invite the states indicated 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 **2 April 2024**. The Secretary General will assume the tacit agreement of the Member States that do not object before this date.

¹ http://otif.org/fileadmin/user_upload/otif_verlinkte_files/04_recht/02_COTIF/AG_10-5_ad1_e.pdf

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

Registration

In order to organise the meeting effectively, Member States, Associate Members, regional organisations that have acceded to COTIF and observers are invited to register for the session, using the digital registration form on OTIF's website under:

[Events](#) > [Registration Form](#)

The completed form should be submitted by **13 May 2024** at the latest.

Further practical information regarding the meeting can be found in Annex D.

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**

- Opening of the session
Election of the Chair
1. Approval of the agenda
 2. Presence and quorum
 3. Items for information:
 - 3.1. General information from the OTIF Secretariat
 - 3.2. Report from the Committee of Technical Experts' working group TECH
 4. Items concerning the adoption of binding provisions:
 - 4.1. Revision of the UTP WAG
 - 4.2. Revision of the UTP Noise
 - 4.3. Revision of the UTP TCRC
 - 4.4. Modification of Appendix I to the UTP TAF
 5. Items concerning approval of non-binding guidance and recommendations:
 - 5.1. Explanatory document to the UTP TCRC
 - 5.2. Revision of the application guide for the UTP LOC&PAS
 6. Items for discussion:
 - 6.1. Draft Annex D to the EST UR concerning a Common Safety Method for Supervision
 - 6.2. Progress report on development of the EST UR (Appendix H to COTIF)
 - 6.3. Progress report on monitoring and assessing implementation of the APTU and ATMF Uniform Rules
 - 6.4. Draft handbook for the application and implementation of the APTU and ATMF Uniform Rules
 - 6.5. Possible future revision of the ATMF Uniform Rules
 - 6.6. Migration of wagon-related requirements from RID to the UTP WAG
 - 6.7. Work programme of the Committee
 7. Any other business
 8. 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, 11 June 2024:	10:00 – 17:00 (CEST)
Wednesday, 12 June 2024:	9:00 – 13:00 (CEST)

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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 COTIF, the Secretary General invites the following states which are not members of the Organisation to attend the meeting in an advisory capacity:

- Arab Republic of Egypt
- People's Republic of China
- Republic of Moldova
- State of Israel

The following intergovernmental organisations are permanently invited to sessions of the Committee of Technical Experts:

- Organisation for Co-operation between Railways (OSJD)
- The Gulf Cooperation Council (GCC)
- Transport Community Permanent Secretariat (TCPS)

The following stakeholders are permanently invited to sessions of the Committee of Technical Experts:

- Association of notified bodies (NB-Rail Association)
- Community of European Railway and Infrastructure Companies (CER)
- European Committee for Standardization (CEN)
- European Rail Freight Association (ERFA)
- 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)
- Union of European Railway Industries (UNIFE)

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

The registration form can be found on the OTIF website under:

[Events](#) > [Registration Form](#)

The registration form should be filled out and returned to the Secretariat by **13 May 2024** at the latest.

Contracting States which are not going to send a delegate are kindly requested to inform the Secretariat, also by **13 May 2024** at the latest, of the Contracting State to which it intends to delegate powers. A model proxy is attached as Annex F.

The Secretariat would be grateful if Contracting States that do not intend to be represented at all could inform the Secretariat accordingly.

Visa

Delegates must be designated by the competent authorities of their Government and must inform the Secretariat of OTIF accordingly before requesting an entry visa for Switzerland, with the necessary supporting documents, 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 **30 April 2024** at the latest.

An informative note regarding visas is available on the website of the Swiss Confederation's Federal Department of Foreign Affairs (<https://www.eda.admin.ch/eda/en/fdfa.html>):

Home > Entry and residence in Switzerland > [Visa requirements](#)

Reaching the venue

Delegates are advised to travel to Bern by train. There are frequent and convenient connections directly from the international airports of Geneva and Zurich. Tickets can be purchased online (<https://www.sbb.ch/en/>) at any time before departure, or at the train station.

The UPU meeting venue is most easily reached by public transport, using tram line 8 from the railway station or from the city centre of Bern in direction Saali. The closest stop is Weltpostverein. The meeting venue is directly in front of this tram stop.

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Annex E:

APPLICATION OF APPENDICES F and G TO COTIF (APTU UR and ATMF UR)²

	State	APTU UR	ATMF UR
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	Türkiye	X	X
51	Ukraine	X	X

² 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

16th Session of the Committee of Technical Experts of OTIF

Bern, 11 – 12 June 2024

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 16th session of the Committee of Technical Experts of OTIF to be held on 11 and 12 June 2024 in Bern by [State authorised to represent].

The Minister [of/for ...]

.....
[Signature]

[Name]

[Address and other contact data]