



OTIF

TRAINING PROGRAMME FOR EXPERTS



*Apply and become an OTIF
point of contact*

Three months of learning, meeting people and
getting involved with developing international
railway law.

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TRAINING PROGRAMME FOR EXPERTS

The OTIF Secretariat has implemented an intensive and in-depth training programme open to selected national officials dealing with the application of COTIF's technical Appendices.

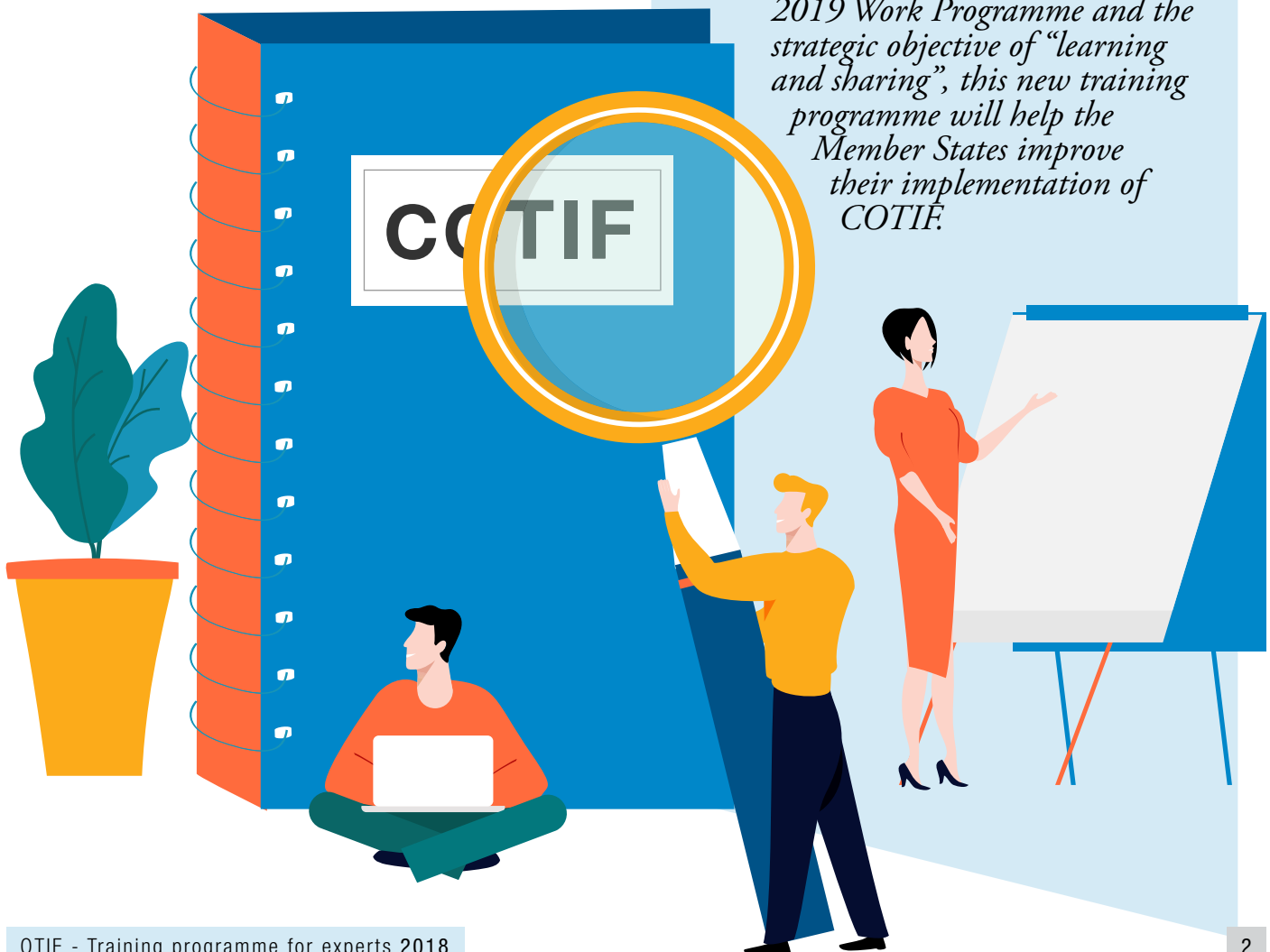
The training takes place at the OTIF Secretariat in the form of an internship over a period of about three months. During this period, the trainee takes part in the daily activities of OTIF's Secretariat and receives dedicated explanations and training on COTIF. The trainee is assigned a mentor from one of the OTIF Secretariat's operational departments. During the training, the trainee works on his/her own project, which is jointly defined by the trainee and his/her mentor.

After the training the trainee will be in a good position to apply the newly acquired knowledge and to train further and disseminate this knowledge at national level.

The overarching aim of the training programme is to exchange knowledge between the OTIF Secretariat and the Member States about the application of COTIF, progressively to improve the application of COTIF and, in the long run, to increase Member States' participation in the further development and application of COTIF.

OTIF provides a forum where effective work can be carried out on the uniform conditions that are necessary to develop international rail transport. OTIF prepares for the future and takes part in the emergence of coherent, interconnected and international railway networks.

In the framework of the 2018-2019 Work Programme and the strategic objective of "learning and sharing", this new training programme will help the Member States improve their implementation of COTIF.



BENEFITS FOR MEMBER STATES

The trainee would be in an ideal situation to learn about the content and application of COTIF and to apply and disseminate the knowledge at national level after the training has ended. The trainee would also acquire experience and background knowledge to act as a Member State representative in OTIF meetings.

For states which are not yet a member of OTIF, the training provides a unique opportunity to understand the application of COTIF and the benefits of becoming a member.

Between April 2015 and April 2017, the Secretariat welcomed five trainees from Turkey, Montenegro and Serbia.

They included economists, engineers, advisers on financial or regulatory affairs and experts who develop national rules for safety. All the trainees are involved in national regulatory matters with an international perspective at their Railway Directorates in their Transport Ministries.

BENEFITS FOR THE TRAINEE

The training provides an excellent opportunity to work and learn in the international team of experts of the OTIF Secretariat. The trainee gets to know the people working for the OTIF Secretariat well and to understand their working methods and may hence extend his/her professional network.

Their experience and feedback have been very positive in terms of the knowledge they have acquired and the place accorded to them within the Secretariat.

All of them became more familiar with the work of OTIF. They returned to their countries with a better understanding of the practical application of COTIF and its relevance for their states and ministries.



TERMS AND CONDITIONS

The basic idea is that one trainee at a time will be selected to receive training for a duration of three months maximum. He/she will work and receive training in the OTIF Secretariat in Bern, Switzerland. The trainee will not be employed by the OTIF Secretariat, but will continue to be employed by the organisation or authority in his/her home state.

During the training it is assumed that the trainee will continue to receive a salary from the organisation or authority in his/her home state.

For states which are members of OTIF, the Secretariat will pay an allowance for the cost of living in Switzerland on top of the salary he/she receives from the Member State's Competent Authority. This allowance will be a maximum¹ of CHF 2500 per month. In addition, the OTIF Secretariat will pay travel costs² to Bern at the start of the training,

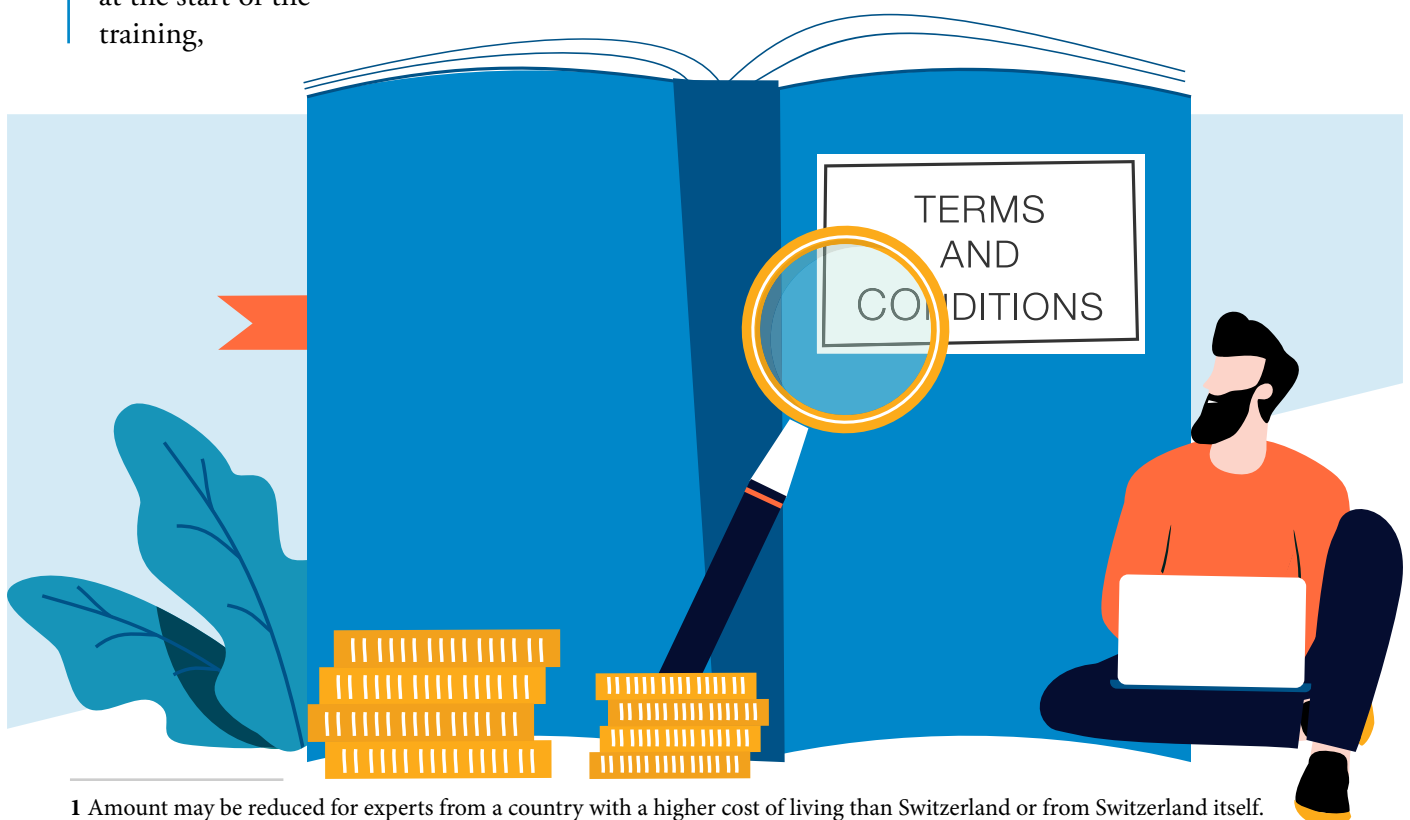
and to return home upon completion of the training. In addition, one return journey to the trainee's country of origin in the middle of the training period may be reimbursed.

Although the training programme is open to trainees from states which are not yet members of OTIF, there will be no financial support in such cases.

The working hours regulation applicable to the staff of the OTIF Secretariat will also apply to the trainee. These regulations prescribe a 40 hour working week. The trainee will be entitled to two days leave per month. The terms and conditions will be set out in a contract, to be signed by the trainee, the competent authority in the State concerned and by the Secretary General of OTIF.

The Secretariat will offer assistance to obtain a visa, if necessary.

Although the Secretariat of OTIF will also try to provide practical advice where possible, the trainee will be fully responsible for finding suitable accommodation and taking out the necessary insurance, etc.



¹ Amount may be reduced for experts from a country with a higher cost of living than Switzerland or from Switzerland itself.

² Conditions on ticket class will apply.

SELECTION OF TRAINEES

As the resources of the OTIF Secretariat should be used efficiently, it is important that the training is attended only by highly motivated experts who are in a position to support the aims of the training programme. Candidates should provide a short, personal letter setting out their training objectives and explaining why they wish to take part.

The OTIF Secretariat will therefore select trainees from among candidates nominated by Member States, while taking account of the criteria listed below.

- Training objectives, as defined by the candidate, which match the substance of the training that the Secretariat can offer.
- Employed by the Ministry overseeing railways, or by a railway authority, or by

another relevant state authority carrying out tasks related to international traffic by rail and in particular those related to the scope of COTIF.

- Be in a professional position relevant to the programme.
- Fluency in one of the working languages of OTIF (English, French, German).
- Having at least a basic understanding of international rules relating to one or more of the Appendices to COTIF.
- Willing and able to live and work in Switzerland during the training.

The ideal trainee will have at least a middle-management position, or will be taking part in a management development programme and be motivated to share, after taking part in the training, the acquired knowledge within his or her own organisation.



FOLLOW-UP AFTER THE TRAINING

After the training, the trainee is expected to organise a workshop or seminar on the application of COTIF in his/her own country. The aim of such a workshop or seminar is for the trainee to share his/her experiences with colleagues and to make colleagues more familiar with COTIF. The OTIF Secretariat will endeavour to send a delegation to support workshops or seminars.

It would be of benefit both to the Member State and to OTIF if the expert were to continue to be involved in the work of OTIF after the training, particularly in the role of a Member State representative at OTIF's meetings.



PLANNING AND SELECTION

In order not to interfere with the carrying out of the OTIF Secretariat's work programme and in order to provide the trainee with the necessary support and attention, not more than one trainee can be hosted at the same time. The OTIF Secretariat expects to be able to welcome two to four trainees per year consecutively.

In the event that more than one suitable trainee applies for the same time period, the Secretary General of OTIF will decide on the order of participation, taking into account the following criteria:

- Whether the application comes from a Member State or non-Member State, giving preference to Member States.
- The number of former trainees from the states concerned.
- The profile, motivation and training goals of the applicant trainee.

