



PRIORITY 6

SUSTAINABLE SURFACE TRANSPORT

MTCP

Maritime Transport Coordination Platform

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WORK PACKAGE 2.3
MARITIME HUMAN RESOURCES

TERMS OF REFERENCE
CERTIFICATION OF TRANSPORT LOGISTICIANS AND TRANSPORT FREIGHT
INTEGRATORS

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AUTHORS:

Company Name and Country

Marinetech South (GB)

EDITOR:

Name and Country

Name	Date	Signature
J Williams	16.02.2006	

APPROVAL:

Approved for release by:

Name	Date	Signature
M Pourzanjani	16.02.2006	

Malcolm Colling - DGTren	21.02.2006	
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DOCUMENT CHECKLIST

The following checklist shall be completed each time the document is revised, and is required to be complete prior to signature of the document.

Description	First	Rev.	Rev.	Rev.	Rev.
	Issue	A	B	C	D
Does this revision conform to the MTCP Technical Annex?	YES				
Does this revision conform to the MTCP Project Schedule?	YES				
Are requirements/constraints from all links to other project tasks (including external tasks) taken duly into account in this revision?	YES				
Does this revision contain an unambiguous and up-to-date description of the work to be done, including a clear distribution of work among task participants?	YES				
Does this revision contain an unambiguous and up-to-date list of internal milestones, partner-agreed deadlines and project-wise milestones?	YES				
Does this revision contain an unambiguous description of the methods, standards etc. that shall be utilised/conformed to during the execution of the work?	YES				

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1. INTRODUCTION

The purpose of this document is to develop and maintain a work plan for WP 2.3, to the level where the assignments of each individual participant are well defined, where budget and time constraints are described, and where the interaction between individual participants, the entire Work Package, and the rest of the project (this including any extra-project links or constraints) are documented.

This document is a live document, which may require numerous updates throughout the MTCP project lifecycle. While this may appear to be a burden, the importance and benefits of maintaining a well-organised plan, to the participants as well as the MTCP as a whole, cannot be exaggerated.

ABOUT THIS DOCUMENT

Scope

The current document refers to the work to be done on DP 2.3-27 under WP 2.3 (Maritime Human Resources) only.

Background of the Readers

Readers will be familiar with the goals and tasks of the MTCP. Before reading this document, readers will have read and understood the MTCP Project Handbook, M13.00.07.012.001 (latest revision).

Document Maintenance

Following its release this document will be revised as and when required. The WP leader will undertake document maintenance.

2. INTRODUCTION AND BACKGROUND

Certification of transport logisticians and transport freight integrators

The Commission is considering ways to facilitate the use of logistics throughout the EU in order to enhance cooperation between different transport modes and to shift road freight on to those other modes. One approach under consideration is to promote the development of a quality label for logistics. Holders of such a quality label will have a marketing advantage in a very competitive market.

The purpose of this study is to identify those certificates that are currently available to suitably qualified logisticians (individuals) and freight integrators (logistics companies / commercial operators) as well as to identify possible future steps in certifying logisticians and quality-labelling companies.

The planned system would have to cover both single modes and multimodality (intermodality) in a balanced fashion under single certificates or quality labels. It is important for transport logisticians who prefer an individual mode to also understand other modes and combinations of modes. It is also important for transport logisticians who use multimodal transport operations to understand the aspects of each separate mode.

A transport logistician could work with transport operations in a 3rd / 4th party logistics company or in the mother (shipper/producer) company outsourcing or managing transport operations. Transport freight integrators would also cover these and other possible alternatives.

3. DESCRIPTION OF TASKS

4.1 For logisticians (individuals)

Task 1: Inventory of Education and Training

A brief inventory of education and training available in a representative sample of European countries on logistics relating to transport will be made. Such education is usually given at a higher establishment while training can be shorter courses under any suitable umbrella. Based on this inventory, it will be concluded as to whether or not there is sufficient provision of suitable education and training for the transport logistics industry, and whether diplomas, certificates and the like are mutually recognisable and whether logistics education and training is sufficient and sufficiently uniform in Europe. Amongst other sources the ISIC study¹ that identified the number of institutes throughout Europe offering transport and logistics courses, by assessing the evolution in the demand for such courses will be used.

The starting point for certifying transport logisticians will be a Europe-wide, mutually recognised certificate that could be acquired after passing an examination organised and accredited by the State or an organisation nominated by the State. An obligatory training course might or might not be part of the process.

Task 2: European Certification System

Based on the above inventory and other relevant sources (such as the certification system of ELA), the study will elaborate on a uniform European certification for recognising logistics excellence at different levels. It will elaborate the basic knowledge required for acquiring such a certificate, including the areas of knowledge that would have to be examined for the acquisition of the certificate. Key competencies will be identified and ideas for providing for their formal recognition within the common European professional environment will be explored. The study will also consider, whether obligatory training courses would be needed and in which cases.

The study will define the details of certification process, the levels of certification, the subjects that the certification will cover, the substantial contents of the examination in detail as well as the examination process, and the contents of training courses (if needed) towards certification.

¹ ECORYS, Final Report Task E, “Certification and Training”

Task 3: EU Framework

A framework example of EU action in the field of training can be found in Council Directive 76/914/EEC on the minimum level of driver training for some road transport drivers. The study will evaluate the suitability of Directive 76/914 to serve as a model basis for certification of logisticians. If found unsuitable, the study will suggest alternative solutions.

In more detail, the study will establish a list of minimum knowledge for acquiring the certificate. This list will, at least, include minimum knowledge in:

- understanding logistics theory
- supply chain management,
- practical, legal and administrative aspects of
 - modal logistics (all transport modes),
 - multimodality (intermodality),
- liability,
- transport contracts for single modes and multimodality,
- customs procedures,
- the effects of production/warehousing and similar processes on transport and vice versa,
- etc.

The list produced will be detailed enough to function as a basis for the curriculum of a certificate and the corresponding examination.

As referred to above, the certification would have to be taken at different levels. Such levels, corresponding to functions in the business environment, could be, at least the following, though the study is free to suggest alternatives:

- a certificate for junior logistician,
- a certificate for middle-management logistician, and
- a certificate for senior management logistician.

These or any other levels would have to be defined to explain what they mean in practice.

Task 4: Qualification & Certification

The study will consider the qualifications that would be needed to acquire each level of certification, including higher educational diplomas and work experience.

Furthermore, a person without a higher educational diploma or work experience will also be able to acquire at least the lower level certificates, possibly through training courses (oral, written or a combination of both) the outline contents of which would also need to be defined in the study.

An example to illustrate possible preconditions (education and experience) for acquiring these certificates at different levels could look like the following (the study will suggest arrangements whether based on the example or not):

- The certificates for junior and middle-management logisticians could be available, after passing an examination,
 - for anyone having followed corresponding training courses, or
 - for people who have at least 1 year (junior logisticians) or 3 years (middle-management logisticians) of work experience of logistics processes at a corresponding level in a company, without a training course, or
 - for people with higher educational diploma including specialised courses in logistics, without a training course.
- The certificate for middle-management logistician could also be available for people having acquired the certificate of junior logistician and having at least 2 years of work experience in the position of a junior logistician in a company.
- The certificate for senior management logistician could be available, after passing an examination, for people
 - who have worked for at least 5 years at a corresponding level in a company, or
 - who have acquired a certificate for middle-management logistician and have worked for 3 years at the corresponding level in a company, or
 - who have a diploma from a higher educational establishment with specialised courses on logistics and have worked for at least 2 years at a company at the level of middle-management in logistics.

The study will present the findings in a clear format that could be transferred into a framework (such as a Directive).

4.2 Transport freight integrators (companies/commercial operators)

Task 5: Quality Standards

Towards awarding companies managing transport logistics an EU certificate of transport logistics quality, the study will identify and assess what standards,

certificates and/or certification processes are available today for demonstrating service quality and whether they could be directly or indirectly used to benchmark transport logistics service quality in transport and other companies. Would existing standards and certificates, if available, be sufficient in this respect?

The study will examine the appropriate ISO standards (9000 and 14000 series) and CEN standards (e.g. CEN EN 13011 and EN 13876) and conclude whether these could be used directly or indirectly to benchmark/certify logistics quality at company level. The study could conclude, if needed, that new European standardisation efforts might be needed to reach a more suitable quality standard for benchmarking/certifying logistics quality. In such a case, the study would give guidance to the areas to be examined under such a new standard and make references, when appropriate, to existing standards.

What further aspects could be added to the criteria for a company to receive an EU certificate of logistics quality? Good reputation and solid financial standing would have to be amongst these aspects. Professional competence will also be examined. One further aspect that might be possible in this respect could be for the companies to be certified to use people in key positions that have acquired the above certificates for logisticians. Another aspect could be qualities of “secure operators” proposed under the Commission proposal for a Regulation on enhancing supply chain security. A third aspect might be the use of certified companies when subcontracting work or services. These suggestions would need to be evaluated and the study could suggest further practical criteria.

The impact on small to medium enterprises (e.g. small haulage companies) and how the burden of certification can be minimized will also be considered. This will lead to recommendation of a process by which small to medium enterprises can achieve certification at minimum cost.

4. DESCRIPTION OF METHODOLOGY & STANDARDS

The above data collection and analysis involve assessment of current status in all EU member states; and interviews with Education and training institutions, professional institutions, various sectors of the industry, competent administrations, classification societies, shipping companies and other shore based organisations, etc.

5. TIMESCALE AND REPORTING

Upon approval of the proposal by DGTREN study will commence, and will last for 5 months, (March 2006 to July 2006).

Task / Month	Partner	March	April	May	June	July	Aug
Project Monitoring	MTS						
Meetings with DGTren	MTS	O		O		O	
Project Meetings	All						
Task 1							
Task 2							
Task 3							
Task 4							
Task 5							
Draft final Report					O		
Final Report						O	

6. DELIVERABLES

The table above indicates timing for meetings as well expected timing for interim reports, which will be used to form the final report for the study.

7. FINANCIAL INFORMATION

Task / Month	Man days
Project Monitoring	6
Project meetings	8
Meetings with DGTren	3
Task 1	10
Task 2	10
Task 3	10
Task 4	10
Task 5	14
Draft final Report	7
Final Report	4
Total	82

Staffing	41,000
Travel and Subsistence	5,000
Total	46,000

8. REPORTING (INDICATIVE)

- An initial meeting will be held with DG TREN shortly after their approval of this ToR.
- Within one week the MTCP team will submit a detailed working plan outlining the work to be carried out and the timetable for completion of the work
- DG TREN will have one week to assess and submit any comments. A signed copy indicating DG TREN's approval will be required before work begins.
- Regular meetings between the team and DG TREN will be included in the work plan. At these meeting information collected will be presented and structure and content of the report discussed and agreed.
- An interim report will be submitted on 31th July 2006.
- DG TREN will provide their comments within two weeks of receiving the report.
- The draft final report will be submitted 2 weeks after receiving DG TREN's comments.
- DG TREN will have two weeks to assess the draft final report.

9. RESEARCH TEAM

Organization	Contact Person	email
Marintech South	J Williams	Jonathan@marinetech.co.uk
AMRIE	M Lloyd	mlloyd@amrie.org
Port Authority of Gijon	H Moyano	hmoyano@puertogijon.es
ISL	F Arendt	arendt@isl.org
SEQUOYAH	F Knoors	f.knoors@sequoyah.be