

Mandate of the subgroup on electronic transport documents of the Digital Transport and Logistics Forum

THE EUROPEAN COMMISSION EXPERT GROUP ON DIGITAL TRANSPORT AND LOGISTICS (DTLF)

Having regard to the European Commission Decision of 9.4.2015 setting-up the DTLF,

Having regard to the rules of procedure adopted for the DTLF,

Whereas:

- (1) with the consent of the Chair, the DTLF may set up subgroups to examine specific questions on the basis of a mandate proposed by the Commission;
- (2) the Members of the subgroup shall be appointed by the Commission;
- (3) the subgroup shall be chaired by a representative of the Commission;
- (4) the Commission shall provide the secretarial support for the subgroup;
- (5) the Chair of the subgroup may invite representatives of specific national administrations of the Member States to participate to the work of the subgroup;
- (6) the Chair of the subgroup may invite outside experts with specific competence in the subject to participate in the work of the subgroup on an ad-hoc basis, invited experts shall only take part in the work on the particular subject for which their attendance is requested.
- (7) the Chair of the subgroup may initiate the election of a 'rapporteur' for a subgroup, for one or more meetings, the subgroup will elect the 'rapporteur' by simple majority from its members.
- (8) the sub-group shall be dissolved as soon as its mandate is fulfilled.
- (9) the sub-group shall report to the DTLF.

HAS ADOPTED THE FOLLOWING MANDATE FOR THE SUBGROUP ON ELECTRONIC TRANSPORT DOCUMENTS:

1. Objectives and tasks

The objective of the subgroup on electronic documents (the e-document subgroup) is to promote and facilitate the use of transport documents in an electronic format.

The first specific objective of the subgroup is to ensure the acceptance of electronic transport documents by all stakeholders, in particular national authorities. To that extent, the subgroup will 1/ identify best practices (authorities accepting e-documents as well as available tools), 2/ identify what authorities still do not accept e-documents and what are the obstacles to it, 3/ facilitate exchange of best practices and of information on available tools, and identify any further support measures that would be needed to support the implementation of e-transport

documents. The subgroup may also look into the acceptance of e-transport documents by other parties, such as banks and insurances.

The second specific objective of the subgroup is to reach better harmonisation of transport documents across modes. To that extent, the subgroup will 1/ look into similarities between the (e-) transport documents used in the different modes, 2/ focus on a possible harmonisation of the data elements used in those documents as well as possibly on common infrastructures / environments for data transmission.

The two first specific objectives are focused on waybills.

The third specific objective of the subgroup is to widen the analysis to other transport-related documents with a view to further facilitating electronic exchange of information in transport and logistics and of removing technical, operational and administrative barriers between and within transport modes. To that extent, the subgroup will prepare an inventory of other documents used during transport / other information requirements by authorities (e.g. on vehicles, drivers, etc.) and look into their possible digitalisation.

The subgroup shall aim to provide qualitative and/or quantitative facts and figures to support its findings and proposals.

The subgroup shall first define the methodology and a time plan for the work on the specific objectives.

The subgroup shall provide a progress report to the DTLF Plenary by 1 March 2016 and submit the final draft report to the Forum members in September, 2016, for validation. The latter dates can be changed if seen necessary by the DTLF.

2. Composition

The Commission will appoint the members of the subgroup. Due to budgetary and practical reasons the Commission maintains the right to limit the size of the group, if necessary.

The subgroup can meet in smaller teams on specific issues, if considered necessary.

The Commission may initiate the election of a 'rapporteur' for a subgroup, for one or more meetings. In that case, the subgroup will elect the 'rapporteur' by simple majority from its members.

The rapporteur will:

- lead and encourage the discussions in the subgroup,
- monitor the progress of the subgroup,
- ensure the integration of the discussions into subgroup deliverables, either by drafting these deliverables him/herself, or by distributing the drafting tasks to the subgroup members, possibly with the help of the secretarial support provided by the Commission,
- present the deliverables of the subgroup in the Forum,

- co-ordinate with other subgroups,
- report to and coordinate the work of the group with the Commission.

The Commission may also initiate the appointment of 'team leaders' for the work on specific issues.

3. Meetings

Meetings of the subgroup shall be called by the Commission who will provide the meeting facilities.

4. Online collaboration server

The subgroup will have a dedicated discussion group and document sharing set-up in the DTLF online collaboration server.

In order to facilitate participation and increase transparency, the subgroup should aim to use this service for the elaboration and drafting of deliverables.