Economic Commission for Europe

Inland Transport Committee

Working Party on the Transport of Dangerous Goods

8 July 2013

Joint Meeting of the RID Committee of Experts and the Working Party on the Transport of Dangerous Goods

Geneva, 17-27 September 2013 Item 10 of the provisional agenda **Any other business**

Request for consultative status by the Dangerous Goods Trainers Association (DGTA)

Note by the secretariat

The secretariat has received a request for consultative status from DGTA as reproduced hereafter





June 15, 2013

Olivier Kervella
Chief, Dangerous Goods and Special Cargoes Section
Secretariat, Economic Commission for Europe
Inland Transport Committee Transport of Dangerous Goods
Office: 418
Policie des Nations

Palais des Nations, CH - 1211 Geneva 10 Switzerland

Dear Mr. Kervella,

The Dangerous Goods Trainers Association, Inc. (DGTA) is a non-profit organization with a global membership that promotes and develops exceptional competencies in dangerous goods professionals and instructors worldwide. The DGTA membership achieves this through education, communication, networking and voluntary professional certification. DGTA's ultimate goal is to enhance the safe transportation of dangerous goods through effective training and the development of highly competent dangerous goods professionals. DGTA maintains observer status and is an active participant at the United Nations Transport of Dangerous Goods Sub-Committee meetings.

DGTA requests consultative status to the ADR/RID/ADN Joint Meeting. Please find attached an application for consultative status which will enable DGTA to contribute to the work of the Economic Commission for Europe's Inland Transport Committee, Joint Meeting of the RID Committee of Experts and the Working Party on the Transport of Dangerous Goods.

We believe the enclosed application should be adequate for the Joint Meeting to consider, however, if it can be arranged, with your assistance, a member of DGTA would like to attend the next session to respond to any questions that may arise. If you do have any questions concerning our application, please do not hesitate to contact me.

Yours faithfully,



Leffe Soderman DGTA Chairperson

Application Form for Consultative Status.

1. Name of organisation

Dangerous Goods Trainers Association (DGTA)

2. Contact information

Dangerous Goods Trainers Association, Inc.

info@dgta.org P. O. Box 9111 Reston, VA 20195 E-mail: info@dgta.org Tel: +1-703-668-0737

3. Affiliated organisations

DGTA is a non-profit organization with global membership that promotes exceptional competencies in dangerous goods professionals and instructors worldwide. The mission of DGTA is to promote and develop exceptional competence in dangerous goods professionals and trainers worldwide through education, communication, networking and voluntary professional certification. DGTA's ultimate goal is to enhance the safe transportation of dangerous goods through effective training and the recognition of highly competent dangerous goods professionals. Members are located in countries worldwide and membership is open to any individual that seeks to enhance their professional skills and promote the recognition of certified dangerous goods professionals and instructors.

DGTA is a non-profit organization registered in the Commonwealth of Virginia, United States of America. The operation of this Association is directed by its Bylaws and guided by operating policies and procedures adopted by the DGTA Board of Directors.

4. Activities of the organization.

DGTA sponsors and promotes the development of an independent worldwide voluntary certification system for professionals and instructors involved in dangerous goods transportation. The Association provides a forum for its members, who subscribe to published standards, a professional code of ethics, and demonstrate expert subject knowledge and superior communication skills.

DGTA is an international organization whose members provide training in over 70 countries across five (5) continents. DGTA membership is not exclusive to trainers. Membership is open to all persons working or having an interest in dangerous goods transportation training.

DGTA seeks to establish a global standard for certified dangerous goods professionals and instructors. All dangerous goods transportation professionals are offered the opportunity to attain certified recognition of their expertise by the successful completion of proven examinations that cover the core regulations as published in the UN Recommendations on the Transport of Dangerous Goods, International Civil Aviation Organization's Technical Instructions on the Safe Transport of Dangerous Goods by Air, the International Maritime Dangerous Goods Code as well as specialty areas for specific modal requirements and/or State regulations. Furthermore, dangerous goods instructors may choose to apply for recognition as a certified instructor by demonstrating an understanding of the recognized principles of instructional technology.

Shippers and carriers of dangerous goods can be confident that DGTA certified professionals and instructors:

- Have proven competencies in the core dangerous goods regulations;
- Have demonstrated expertise in the regulations and relevant standards as are applicable to their areas of work;
- Meet the standards required by recognized instructional best practices.

By working with a DGTA Certified Professional, companies and regulators can expect a person who has a commitment to safety, quality training and their own professional growth. Better quality training improves the level of safety and the efficiency of all operations.

Certified Dangerous Goods Professional and Instructor Voluntary Certification Program

The mission of the Dangerous Goods Trainers Association, Inc. (DGTA) is to promote and develop exceptional competencies in dangerous goods professionals and instructors worldwide through education, communication, networking and voluntary professional certification.

DGTA's accredited certification program covers the following regulations that govern the transportation of dangerous goods:

- United Nations Recommendations on the Transport of Dangerous Goods
- International Civil Aviation Organization Technical Instructions
- International Maritime Organization IMDG Code

Certified Dangerous Goods Professional (CDGP)

The minimum criteria for a CDGP are:

- Proof of eligibility, acquired through education and/or experience that includes at least five (5) years direct
 experience in dangerous goods transportation
- Three (3) professional references attesting to the applicant's skill and knowledge in the dangerous goods transportation field
- Successful completion of the CORE exam (UN Modal Regulations) and at least one specialty area (modal or State regulations)

The CDGP must recertify in the CORE and their specialty(s) every five (5) years by means of a new examination process.

Certified Dangerous Goods Trainer (CDGT)

DGTA has an established certification program that requires all Certified Dangerous Goods Trainers (CDGT) prove expertise in the dangerous goods regulations as well as competency in Instructional Technology. The minimum criteria for a CDGT are:

- · Certification as a CDGP
- Proof of eligibility, acquired through education and/or experience that includes at least three (3) years direct experience in developing and/or delivering dangerous goods training
- A minimum of 270 hours in delivering and/or designing training
- Three (3) professional references attesting to the applicant's skill as an instructor
- Successful completion of the CET exam or equivalent standard as recognized by the CDGT Exam Committee.

DGTA maintain a Board of Certification (BOC) that sets and maintains the criteria, qualifications and procedures for certifying dangerous goods professionals and trainers based on nationally and internationally recognized standards.

These standards include the American National Standards Institute (ANSI)/American Society of Safety Engineers (ASSE) American National Standard Z490.1, Criteria for Accepted Practices in Safety, Health and Environmental Training, and the International Board of Standards for Training, Performance and Instruction (IBSTPI) Instructor, Instructional Design, and Training Manager Competencies. The dangerous goods trainer examinations overseen by the BOC are Core (based on UN Recommendations, ADR, IMO, ICAO, TDG and 49CFR)

DGTA offers courses to assist instructors and professionals to design and deliver effective training. DGTA offers a three-day course designed for personnel responsible for developing, delivering, evaluating, and managing dangerous goods training. The workshop covers concepts of instructional technology and methodologies used in adult education. Attendees learn how to identify training needs, develop training to meet those needs, and maintain training records. Attendees develop effective presentation skills through participation in the preparation, and delivery of short DG-based programs.

5. Confirmation of interest in the goals and objectives of the Joint Meeting.

DGTA members have made valuable contributions to improving the safe transport of dangerous goods particularly in relation to enhancing the quality of dangerous goods training and professional development. Several members have participated in past sessions of the Joint Meeting and follow the work closely providing pertinent input to their respective competent authorities. Many of our members are certified Dangerous Goods Safety Advisors or Certified Dangerous Goods Professionals as well as holding other certifications related to dangerous goods transport. Some have served as members of expert delegations and one member served as the chairman of the TDG Subcommittee and also represented the United States at many sessions of the Joint Meeting. The work currently being undertaken by DGTA is consistent with the Joint Meeting's ultimate goal of enhancing the safe transport of dangerous goods. DGTA strives to enhance the knowledge and competencies of dangerous goods professionals and instructors. This in turn leads to enhanced compliance and safety. DGTA participation as a consultative member will serve to enhance the effectiveness of the Joint Meeting in meeting its strategic goals.

Appropriate training is one of the most important and fundamental components that contributes to the safe transport of dangerous goods and the prevention of incidents that result in harm to the public and the environment. Instructors must have subject matter expertise and be able to effectively communicate the critical components of the subject matter to their audience. A quality dangerous goods training program should thoroughly cover the current regulations and any impending regulatory changes. DGTA members are dedicated to ensuring that the transportation community receives the highest quality of training and subscribe to the DGTA Code of Ethics and Professional Conduct. This Code emphasizes the safety and security of people, property and the environment. It defines the obligations, professional conduct, and personal practices necessary to promote the highest standards within our professions. Consistent with members of the UN TDG Subcommittee, DGTA members hold paramount the safety and security of people, the protection of the environment and protection of property in the performance of professional duties; exercise their obligation to advise employers, clients, employees, the public, and appropriate authorities of danger and unacceptable risks to people, the environment, or property.

DGTA coordinates meetings to engage regulators, educate dangerous goods professionals and trainers and provide networking for the exchange of information and ideas for enhancing safety. DGTA held its first annual conference in Copenhagen, Denmark, from April 3 to 5, 2013 with the aim of attracting an international audience to help promote excellence in training standards. More than 20 countries were represented in the conference room. Those attending the conference included trainers, regulators and industry representatives, along with members of the specialist press. The standard of the conference can be gauged by some of the speakers who attended, including Jeff Hart, chairman of the UN Sub-committee of Experts on the Transport of Dangerous Goods, Gudula Schwan, chair of the IMO Dangerous Goods, Solid Cargoes and Containers (DSC) Sub-committee, Ross McLachlan from the UK Civil Aviation Authority and Nicole Barrette from ICAO. Presentations focused on the role of trainers in improving standards in the transport of dangerous goods. Regulators spoke about what they want from the training community and DGTA representatives gave some advice on effective training.

6. Copies of the financial statements.

The following publications are attached: Financial Statement

7. The governing body of the organization.

The operation of DGTA is managed by an elected board of directors. The current board comprises:

Colleen Tieman, Chair [effective 1 July, 2013] Purolator, Inc.

Rhonda Jessop, Vice Chair LabelMaster

Leif Soderman, Past Chair Optimal Assistans

Debbie Hape, Treasurer Pfizer Inc

Peter MacKay Hazardous Cargo Bulletin

Pierre Boies CFT Canada

Jim Powell Transportation Development Group

8. Constitution and/or by-laws of the organization

A copy of DGTA's By-Laws, policies and procedures is attached and is also available on the DGTA web site at: http://www.dgta.org/policies-and-procedures.php

9. Publications of relevance to the work of the Sub-Committee

DGTA has developed resources to assist dangerous goods professionals and instructors that can be found on our website at: http://www.dgta.org/training-tips.php



The Dangerous Goods Trainers Association, Inc. (DGTA) sponsors and promotes the development of an independent worldwide voluntary certification system for professionals and instructors in dangerous goods transportation. The Association provides a forum for its members who subscribe to published standards, a professional code of ethics, and demonstrate expert subject knowledge and superior communication skills.

DGTA is a non-profit organization. The operation of this Association is directed by the Bylaws and guided by operating policies and procedures adopted by the DGTA Board of Directors.

This is a compilation of the DGTA by-laws, operating policies and procedures and is intended to educate DGTA members and ensure smooth association business.

- Article I Offices
- Article II Board of Directors
- Article III Officers
- Article IV Contracts, Checks and Deposits
- Article V Books and Records
- Article VI Fiscal Year
- Article VII Seal
- Article VIII— Waver of Notice
- Article IX— Amendments to Bylaws
- Article X--- Antitrust Policy
- Article XI--- Conflict-of-Interest Policy

Article I. Offices

<u>Section 1</u>. <u>Principal Office</u>. The principal office of the corporation in the Commonwealth of Virginia (hereinafter, "the Commonwealth") shall be located in the County of Fairfax. The corporation may have such other offices, either within or without the Commonwealth, as the board of directors may determine or as the affairs of the corporation may require.

<u>Section 2</u>. <u>Registered Office</u>. The corporation shall maintain in the Commonwealth a registered office and a registered agent whose office is identical with the registered office as required by the laws of the Commonwealth. The registered office of the corporation may be, but need not be, identical with the principal office in the Commonwealth, and the address of the registered office may be changed from time to time by the board of directors.

Article II. Board of Directors

<u>Section 1</u>. General Powers. The affairs of the corporation shall be managed by its board of directors. Directors need not be residents of the Commonwealth.



<u>Section 2</u>. <u>Number, Tenure and Qualifications</u>. The number of directors of the corporation shall be seven. Each director shall hold office until his or her successor shall have been elected and qualified. Directors elected before 2012 shall serve an initial term that expires December 31, 2012.

Directors elected at the expiration of each term shall serve a term of four years. The Directors shall as necessary, at the regular annual meeting or at a special meeting elect one of their number to serve as Chair and another to serve as Vice Chair and another to serve as Secretary/Treasurer of the board for a period of at least one year.

Section 3. Regular Meetings. A regular annual meeting of the board of directors shall be held on the 1st day in the month of April in each year, beginning with the year 2011, at the hour of 1:00 o'clock, p.m. without other notice than required by this bylaw. If the day fixed for the annual meeting shall be a legal holiday in the Commonwealth, the meeting shall be held on the next succeeding business day. The board of directors may provide by resolution the time and place, either within or without the Commonwealth, for the holding of additional regular meetings of the board of directors without other notice than such resolution.

<u>Section 4.</u> <u>Special Meetings.</u> Special meetings of the board of directors may be called by or at the request of any two directors. Those directors may fix any place, either within or without the Commonwealth, as the place for holding any special meeting of the board of directors called by them.

Section 5. Notice. Notice of any special meeting of the board of directors shall be given at least two days previously thereto by written notice delivered personally or sent by postal or electronic mail. Any director may waive notice of any meeting. The attendance of a director at a meeting shall constitute a waiver of notice of such meeting except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the board of directors need be specified in the notice or waiver of notice of such meeting.

<u>Section 6. Quorum.</u> A majority of the number of directors fixed by section 2 of this Article II shall constitute a quorum for the transaction of business at any meeting of the board of directors, but if less than such majority is present at a meeting, a majority of the directors present may adjourn the meeting from time to time without further notice.

<u>Section 7</u>. <u>Manner of Acting</u>. The act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the board of directors, unless the act of a greater number is required by law or by these bylaws.

<u>Section 8. Vacancies.</u> Any vacancy occurring in the board of directors and any directorship to be filled by reason of an increase in the number of directors, shall be filled by the affirmative vote of a majority of the remaining directors though less than a quorum of the board of directors. A director elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.



<u>Section 9. Compensation.</u> Directors as such shall not receive any stated salaries for their services, but by resolution of the board of directors, a fixed sum and expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the board of directors. No such payment shall preclude any director from serving the corporation in any other capacity and receiving compensation therefore.

<u>Section 10</u>. Informal Action. Any action required by law to be taken at a meeting of directors, or any action which may be taken at a meeting of the board of directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the directors.

Article III. Officers

<u>Section 1</u>. <u>Number</u>. The officers of the corporation shall be a secretary, a treasurer and such other officers as may be elected by the board of directors in accordance with the provisions of this article. The board of directors may elect or appoint such other officers as it shall deem desirable, to have the authority and perform duties prescribed by the board of directors. Any two or more offices may be held by the same person.

Section 2. Election and Term of Office. The officers of the corporation shall be elected annually by the board of directors at the regular annual meeting of the board of directors. If the election of officers shall not be held at such meeting, it shall be held as soon thereafter as is convenient. Each officer shall hold office until his successor shall have been duly elected and shall have qualified or until his death or until he shall resign or shall have been removed in the manner hereinafter provided.

<u>Section 3</u>. <u>Removal</u>. Any officer or agent may be removed by the board of directors whenever in its judgment the best interests of the corporation will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Election or appointment of an officer or agent shall not of itself create contract rights.

<u>Section 4. Vacancies.</u> A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the board of directors for the unexpired portion of the term.

Section 5. The Treasurer. If required by the board of directors, the treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the board of directors shall determine. The treasurer shall: (a) have charge and custody of and be responsible for all funds and securities of the corporation; (b) receive and give receipts for moneys due and payable to the corporation from any source, and deposit all such moneys in the name of the corporation in such banks, trust companies or other depositaries as shall be selected in accordance with the provisions of Article V of these bylaws; and (c) in general perform all of the duties incident to the office of treasurer and such other duties as from time to time may be assigned to him or her by the president or by the board of directors.



Section 6. The Secretary. The secretary shall: (a) keep the minutes of the proceedings of the

board of directors in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; (c) be custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents the execution of which on behalf of the corporation under its seal is authorized in accordance with the provisions of these bylaws; and (d) in general perform all duties incident to the office of secretary and such other duties as may be assigned by the president or by the board of directors.

Article IV. Contracts, Checks and Deposits

<u>Section 1</u>. <u>Contracts</u>. The board of directors may authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

<u>Section 2. Checks, Drafts, Etc.</u> All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation shall be signed by the officers or agents of the corporation and in such manner as shall be determined by resolution of the board of directors. In the absence of this determination by the board of directors, the instrument shall be signed by the treasurer and, where the amount exceeds \$2,500, countersigned by at least one other director of the corporation.

<u>Section 3</u>. <u>Deposits</u>. All funds of the corporation shall be deposited to the credit of the corporation in such banks, trust companies or other depositaries as the board of directors may select.

<u>Section 4</u>. <u>Gifts</u>. The board of directors may accept on behalf of the corporation any contribution, gift, bequest or devise for the general purpose or for any special purpose of the corporation.

Article V. Books and Records

The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its board of directors and committees having any of the authority of the board of directors. All books and records of the corporation may be inspected by any member of the board of directors, or their agents or attorneys for any proper purpose at any reasonable time.



Article VI. Fiscal Year

The fiscal year of the corporation shall begin on the 1st day of January and end on the 31st day of December in each year.

Article VII. Seal

The board of directors shall provide a corporate seal which shall be circular in form and shall have inscribed thereon the name of the corporation and the Commonwealth of Virginia and the words "Corporate Seal."

Article VIII. Waiver of Notice

Whenever any notice is required to be given under the provisions of these bylaws or under the provisions of the articles of incorporation or under the laws of the Commonwealth, a waiver in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Article IX. Amendments to Bylaws

These bylaws may be altered, amended or repealed and new bylaws may be adopted upon the two thirds vote of the board of directors at any regular or special meeting, if at least two days written notice is given of intention to alter, amend or repeal or adopt new bylaws at the meeting.

Article X. Antitrust Policy

The board shall, with advice of counsel, adopt a written policy for strict compliance with the antitrust laws of the United States and the business competition laws of other nations. Each meeting of the board shall begin with a reminder of the need for strict compliance with such laws.

Article XI. Conflict-of-Interest Policy

The board shall, with advice of counsel, adopt a written conflict of interest policy and shall require each member of the board of directors, upon election and at least annually thereafter, to certify in writing their compliance with such policy.



DGTA Financial Report in US Dollars

June 30, 2011 - May 31, 2013

	June 2011	2012	May 2013
Revenues			
Membership Dues	8,775	13,418	4,875
Workshops/Conferences	0	3,755	16,815
Certification Fees	0	700	0
Other		(100)	0
Total Revenues	8,775	17,773	21,690
Direct Expenses			
Contract Labour: Exec. Dir., Atty, Web	0	10,837	3,290
Meetings/Conference	486	1,165	19,258
Supplies/Printing	447	440	58
Travel	658	0	0
Bank/PayPal/Tax Fees	0	1,330	525
Total Direct Expenses	1,591	13,772	23,130
Sub Total	7,184	4,001	(1,441)
Overhead Allocation	1,316	0	0
Net Profit/(Loss)	5,868	4,001	(1,441)

These are unaudited financial summaries. Some expenses are estimates based on good faith best knowledge.

DGTA Membership List (Current as of 25 June, 2013)

-	DG 1A Membership List (Current as of 25 June, 2013)				
Member Name	Company	Country			
Alston, Michael D.	Transportation Compliance Associates, Inc.	USA			
Artime, Nina Ximena	Hazardous Control, Inc.	USA			
Bäckström, Mats	DHL Aviation	Denmark			
Baird, Harold	ATP Training, Inc. (AllTransPack)	USA			
Bartley, Cliff	Horizon Lines, LLC	USA			
Beerbower, Joyce	Safety & Compliance Services, Inc.	USA			
Boehringer, James E	JEB Environmental Services, LLC	USA			
Boies, Pierre	CFT Canada	Canada			
Borak, Svetlana	DG Safety Advisors Group	Sweden			
Bowen, Michael	Bureau of Dangerous Goods, Ltd.	USA			
Cohen, Lulu	Agan Chemical Manufacturers Ltd.	Israel			
Cook, Candy L.	DGI Training Center	USA			
Coté, Patrick	Purolator Courier, Ltd.	Canada			
Creighton, David	Saf-T-Pak, Inc.	Canada			
Croker, John	WISAG FMO Cargo Services GmbH & Co. KG	Germany			
Dambek, Paul	Hazmateam, Inc	USA			
Davis, Raymond	RL Environmental Consulting & Training, Inc.	USA			
Fearn, Haldis	HMF2, LLC	USA			
Grant, James		USA			
Gregier, Joel	G III Hazmat Training & Consultation	USA			
	Lion Technology Inc. Pfizer Inc	USA			
Hape, Debbie					
Harrison, Jeremy	Purolator Courier, Ltd.	USA			
Henry, James	ICC, The Compliance Center, Inc.	Canada			
Hooper, Debora	The Lubrizol Corporation	USA			
Hoover, Michael	BAE Systems, Inc.	USA			
Hunt, Steve	Shipmate, Inc.	USA			
Irusta, Sonia	Hazardous Materials Compliance, Inc.	USA			
Jessop, Rhonda	Labelmaster HighO LLC	Canada USA			
Johnston, Barry Jones, David	HighQ, LLC Federal Express	USA			
Leonard, James	Energy Solutions	USA			
Mackay, Peter	HCB Publishing, Ltd.	UK			
Mohr, Nicholas	Peter East Associates, Ltd.	UK			
Mullen, Brian	Dow Chemical Canada ULC	Canada			
Powell, Jim	Transportation Development Group	USA			
Richard, Robert	Labelmaster Service, Inc.	USA			
Ritchie, David	*	UK			
	Ritchies Training Centre	Venezuela			
Rodriguez, Domingo E.	HazMat School				
Ronnecke, Birgit	DG Safety Advisors Group	Sweden			
Sanders, Gene	W.E. Train Consulting	USA			
Satkowski, Leonard	C&L Risk Management Solutions, LLC	USA			
Skolnik, Howard	Skolnik Industries, Inc.	USA			
Soderman, Leif	Optimal Assistans	Sweden			
Stokes, Ronald Strobel, Todd	RJS RegCompliance LLC 3M Center	USA USA			
Swinden, Kevin	Global HazMat, Inc.	Canada			
Tieman, Colleen	Purolator Courier, Ltd.	Canada			
Traverse, Leo	Hazmateam, Inc	USA			
Varan, Monica	The Norwegian Fire Protection Association	Norway			
Wagner, Timothy	Transportation Management Group, Inc.	USA			
Waight, Desmond	DanGoods Training and Consultancy, Ltd.	UK			
Walsh, Richard	Trident Safety Group	Ireland			
Weston, Michael S.	Purolator Courier, Ltd.	Canada			
Withrow Bill	Baxter Healthcare	USA			