

## INTERNAL MEETING GUIDELINES for ITTAB

(International Meeting of Technical Authorities for Cableways)

(Internationale Tagung der technischen Seilbahnaufsichtsbehörden)

### **Preamble**

ITTAB is an international, confidential, non-public, non-commercial meeting of technical supervisory authorities and bodies in charge of ensuring the safety of aerial ropeways (or cableways). Its objective is to exchange experience and information on the application of regulations and standards in the aerial ropeway sector. In particular, ITTAB focuses on:

- (1) The analysis of and conclusions drawn from accidents and incidents with the aim of raising the safety of aerial ropeways; and
- (2) The promotion of open exchange of opinions among supervisory authorities in a spirit of partnership.

The members of ITTAB gather statistical data, analyse them and inform each other. This exchange of practical experience helps promote a harmonised approach to their activities.

The meeting is also intended for discussion of international safety standards, technical problems and any questions relating to the organisation of operation (incl. maintenance, recovery and passenger evacuation), and recent technical developments in the area of cableways and their consequences for safety and regulations, as well as new or existing methods of surveillance and practice of the Supervisory Authorities.

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### **1. Aim and scope**

This document defines the regulations necessary for preparing and arranging the ITTAB.

The organisers of the meeting and the heads of the delegations undertake to follow these internal guidelines.

The aim is to have a common understanding about the scope and expectations to the meeting, and to give the organiser guidelines for what has to be taken care of.

The internal meeting guidelines have to be updated by the last organiser according to decisions during the meeting, and delivered to the coming organiser.

ITTAB has no secretariat and the organising of the meetings is taken care of by the member countries. Former and planned meetings are given in para 7.1.

## 2. Members of ITTAB

All countries with interest in cableways can participate in ITTAB. A list of participating countries with the name and e-mail-address to the last known head of delegation, including the maximum size of the delegation, follows in para 7.2. **(To be updated every year by the last organiser.)**

If a country / delegation is contacted in vain without receiving any response for at least two years, it may be deleted from the list of participants.

Every country, in particular the organising country, may invite new countries interested to take part in ITTAB meetings.

The number of participants per country is defined according to the importance of the cableway sector in each country. Each participant may enrol one accompanying person.

The delegations may consist of representatives from responsible ministries, supervisory authorities, universities, notified bodies, inspection and test bodies, and others having statutory responsibilities, if they have an official mandate of national supervisory authority.

**Manufactures, suppliers, consultants, operators, media and user representatives are not allowed to participate.**

The meeting shall be held yearly, normally in the 3<sup>rd</sup> or 4<sup>th</sup> week of September.

## 3. Meeting preparations

### 3.1. Information and documents to be published from the organiser

The organiser shall, within **6 months** before the meeting, establish e-mail contacts with each head of delegation to update the list in para 7.2 and for early information, please refer to item [1] below.

Within **5 months** before the meeting the organiser shall send out the official invitation to participating countries together with necessary information about the meeting, incl. expectations and responsibilities for the preparation of the meeting put on the head of delegation, and deadlines for return of documents, please refer to

items [2] below.

The documents for use in preparation will normally consist of:

- Contact e-mail to the Head of Delegations [1]
- Official invitation to ITTAB [2]
- Form for Composition of delegation [2]
- Forms for hotel booking for delegates and accompanying persons, incl. reference to practical information about the hotel [2]
- Statistics forms: [2]
  - Form A - Statistic-sheet of the installations,
  - Form B - INCIDENTS AND ACCIDENTS, see para 7.3
- Instructions referring to the compilation of the ITTAB statistical data, see para 7.4 [2]
- Form for presentations [2]
- Form for technical questions [2]
- Contact addresses by the organiser [2]
- Internal Meeting Guidelines [2]
- Preliminary program for the coming ITTAB [2]
- Preliminary program for accompanying persons (if the organiser has the possibility or resources to arrange such a program) [2]
- How to find the destination of the meeting [2]
- What to see if you stay longer than the meeting. [2]

### **3.2. Documents to be send the organiser from head of delegation**

Within **4 months** before the meeting, the head of delegation shall confirm participation and composition of the delegation, and do the booking of hotel rooms, please refer to items [3] below.

Within **3 months** before the meeting, the head of delegation shall deliver the items [4] below.

Within **2 months** before the meeting, the head of delegation shall deliver the items [5] below.

The following documents shall be delivered from each delegation:

- Composition of delegation [3]
- Booking of hotel rooms - Delegates [3]
- Booking of hotel rooms – Accompanying persons [3]

- Statistic – Statistic-sheet of the installations [4] – Period 01.01 – 31.12 of the previous year
- Statistic – INCIDENTS AND ACCIDENTS [4] – Period 01.01 – 31.12 of the previous year
- Technical questions (for further distribution from the organiser to all heads of delegations for written answers) [4]
- Presentations of results from investigations of incidents and accidents [5]
- Presentations on special topics decided in the former meeting [5]
- Presentations of analyses and research results [5]
- Presentations of other technical or administrative matters [5]
- Written answers to technical questions from other delegations [5]

The electronic formats of delivered files can be: \*.doc, \*.xls, \*.ppt, \*.jpg, \*.wmv. Other formats must in advance be accepted by the organiser.

**All written documents shall be presented in English** (versions in other languages can **in addition** be delivered according to the wish of each delegation). Each delegation will be responsible for translation of documents in their own language according to the need.

### **3.3. Handling of documents received before the meeting**

The organiser shall gather all received documents and give them to each delegate in memory sticks at the registration, before the start of the meeting. **Each delegate has to bring their own PC to the meeting to handle the documents. No paper version will be available for the delegations.**

**The organiser shall send all the documents received to the interpreters two weeks before the meeting at the latest. Documents only made available during the meeting shall be given to the interpreters on paper.**

Additionally, the organiser must prepare:

- A summary of statistical data on installations
- A summary of statistical data on incidents and accidents
- A list of the technical questions and a summary of the answers from the other delegations
- A list of received presentations on incidents and accidents
- A list of other received presentations
- A list of participating delegates

## **4. Meeting execution**

### **4.1. Agenda**

The agenda shall cover the following areas:

- Changes made in the Internal Meeting Guidelines
- Statistical overview – installations
- Statistical overview - Accidents and incidents last period
- Answers to technical questions
- Presentations prepared by the delegations on incidents and accidents
- Special topics decided in the former meeting
- Other presentations prepared by the delegations
- Presentations from invited speakers
- Special topics to be prepared for the next meeting
- Improvements in the Internal Meeting Guidelines to be implemented next meeting, incl. the updated member list.
- Time and place for ITTAB the next four years.

Additionally, the organiser can offer excursions and a social program for presentation of local cableway installations and culture.

### **4.2. Convening the meeting**

Normally each meeting lasts 4 days, and approximately 20 hours are set for working sessions.

The organiser nominates the president for the meeting.

The verbal meeting languages are German and French with consecutive interpretation between them. Additionally, English can be used by speakers who are more familiar with this language, and the organiser shall arrange a simultaneous interpretation via head phones.

The technical capacity for simultaneous interpretation to other languages must be made available for delegations bringing their own interpreter.

### **4.3. Minutes of meeting and other documents**

**Each delegate has to take his own notes from the meeting. There will be no written minutes of meeting or audio recording of the discussions during the**

**meeting.** Photos from the meeting, presentations and other documents delivered or corrected during the meeting will be distributed through e-mail to each delegate as soon as possible.

## **5. Handover to the next organizer**

To help the next organiser in his preparations, the last organiser of the meeting must as soon as possible, and not later than 3 months after the last meeting, send an updated version of the Internal Meeting Guidelines with appendices by e-mail to the next organiser. Templates for the following documents should be enclosed:

- Contact e-mail to the Head of Delegations
- Invitation to ITTAB
- Registration form for the meeting
- Hotel reservation forms for the meeting
- Form for Written Report on incidents and accidents
- Form for presentations
- Form for technical questions
- Form for summery of statistical data on installations
- Form for summery of incidents and accidents

Additionally, the table flags for each member country shall be given to the next organiser after closing the meeting.

## **6. Equipment for Translation**

By tradition, translation is provided for English, German and French in a mix of consecutive and simultaneous translation. Therefore, the translators need the equipment that is usually installed in interpretation booths plus standard table-top microphones, and the participants need headsets allowing them to choose the channel with the language they understand.

For practical reasons, the translators should be positioned near the chairperson but they must not sit next to each other.

## **7. Appendices:**

- 7.1. Former and planned meetings**
- 7.2. Member countries**
- 7.3. Form A and B for statistical data**
- 7.4. Instructions referring to the compilation of the ITTAB statistical data**