



**DRAFT**

## **CEN Workshop Business Plan**

### **“Car-Adaptations for Drivers and Passengers of Motor Vehicles” (WS 69 - WS CAPI)**

#### **1. Background to the CEN Workshop 69**

Driving is an essential part of our life! However, some people may encounter physical or cognitive limitations that give reason to drive adapted vehicles. This might become apparent during the application for a first driving license, or after many years because of changes in the health situation.

At EU level, vehicles are subject to a stringent regime of automotive directives with which all standard vehicles have to comply. Most legislation for car-adaptation is at national level and differs across the EU member states. Part of the car-adaptation industry has worked hard and consciously to design and manufacture products that fall within the national legislation(s), and comply with industry and/or in-house standards for product performance and product liability. This requires in-depth knowledge and qualified personnel.

Being aware of the importance of making car-adaptations safe, and also realising that the expertise in this field is relatively scarce, the leading car-adaptation companies in the EU joined efforts to make the existing knowledge available by developing industry protocols for the adaptation of vehicles for drivers with physical and/or cognitive limitations. The aim of this so-called Car-Adaptation Protocol Initiative (CAPI) is to ensure mobility, independence and safety for disabled and elderly persons using adapted motor vehicles. For the development of the protocols, CAPI could draw upon existing knowledge within the industry as well as available standards, (national) best practice documents, (voluntary) accreditation schemes around the world and the results of the European Commission funded QUAVADIS project.

Car-adaptation is complex engineering. On one hand, the car-adaptation manufacturers and/or installers have to be creative and innovative to find affordable solutions to compensate for the disability of the driver, whilst on the other hand these solutions have to fit the legislative context of the rigid automotive benchmark testing methods that are written from the viewpoint of crystallized standard situations only.

Within current automotive legislation and regulations, the driver is only present in the form of a dummy to test the passive safety, whilst the driver is the centre point of attention in car-adaptation. This leads to the odd situation that Vehicle Inspection can test and approve adaptations and/or adapted vehicles without any detail on the driver's specific needs and the human machine interface between the two for which the car is adapted. Thus, the responsibility to assess whether the product fits the disabled driver is left to the car-adaptation manufacturer or installer.

Automotive legislation is written for the validation of particular types and models of vehicle, whilst car-adaptations have usually to fit a wide variety of cars. Whenever possible the disabled customer will be given the same wide choice of make, type and model of vehicle as for other vehicle customers. In practice, this puts the responsibility of judging a "worse case" scenario on the shoulder of the car-adaptation manufacturer or installer, since otherwise it would lead to excessive testing and approval costs and thus unacceptable prices for car-adaptations.

The challenge of the car-adaptation industry is to keep the disabled driver and his/her capabilities as the centre point of all activities. It has yet to make sure that the solution fits within the automotive legislative context in a way that the manufacturer and/or installer can bear the responsibility of any (legal) questioning of the safety, suitability or reliability of the product as delivered to the customer.

## **2. Workshop proposers and Workshop participants**

The Workshop is proposed by the Car-Adaptation Protocol Initiative (CAPI). CAPI is an international not-for-profit organisation with the objective to improve the mobility of European citizens with physical and/or cognitive limitations, through the promotion of availability and use of modified vehicles offering an equivalent level of safety to that offered by similar standard vehicles without modifications. The encouragement of Europe-wide application of safety and quality guidelines for vehicle adaptations is one of the activities of CAPI to achieve its objective.

The Workshop will be open to the participation of an interested party paying the required fee. Categories of parties that might be interested:

- car-adaptation industry
- automotive industry
- vehicle inspection
- insurance companies
- social security
- fleet owners

The involvement of drivers and/or passengers with physical and/or cognitive limitations will be encouraged throughout the Workshop process. This might be done by other means than through attendance at the Workshop.

## **3. Workshop objectives**

The objective of the Workshop is to agree on an accepted framework to assess the manufacture, installation and performance of car-adaptations for drivers and passengers with physical and/or cognitive limitations, in cases where the existing procedures, regulations and/or legislation are not applicable because of the different abilities or constraints of the disabled drivers or passengers and/or the variety of vehicles the adaptation(s) will be used in.

For the (end) customer the framework should lead to a suitable and affordable driving situation whereby the risks are at an acceptable level if compared to the risks covered in the non-adapted situation. For the car-adaptation industry, the framework should support the manufacturer and/or installer and their responsibility for the safety, suitability and reliability of the product as delivered to the customer.

#### 4. Workshop programme

The language used for the Workshop and the corresponding documents will be English. Translation of the final document by the European National Standardization Bodies is allowed if done at their own costs and kept up to date in case of future amendments and revisions.

The following activities and time schedule are envisaged:

Work Item	Involved	Target Dates
Kick-off meeting	PT	Kick-off, 22 October 2012
preparation of CWA content outline	DT	2 months before kick-off
invitation for 1 <sup>st</sup> Workshop plenary meeting	WS, CCMC, proposers	2 months before 1 <sup>st</sup> plenary
participants registration	WS	10 days before 1 <sup>st</sup> plenary
circulation CWA content outline to participants	WS	2 weeks before 1 <sup>st</sup> plenary
1 <sup>st</sup> Workshop plenary meeting	Chair + all	1 day after Kick-Off meeting
preparation of CWA draft	DT	directly after 1 <sup>st</sup> plenary
public consultation (start)	WS + all	1 month after 1 <sup>st</sup> plenary (60 days)
compilation and implementation of comments	WS + DT	directly after end consultation period (60 days after start)
circulation of consultation outcome and revised draft to participants	WS	2 weeks before 2 <sup>nd</sup> plenary
2 <sup>nd</sup> Workshop plenary meeting	Chair + all	1 month after consultation period (end January/February 2013)
finalizing draft	DT	1 month after 2 <sup>nd</sup> plenary
circulation of final draft for publication	WS	1 month after finalizing draft (April 2013)

DT - drafting team

PT - project team

Chair - workshop chairman

WS - workshop secretariat

#### 5. Workshop structure

The proposer has provided a working document as starting point for draft development: (CAPI - Car-Adaptations for Disabled Drivers, Best practice guideline).

At the Kick-Off meeting, the following proposals have to be approved:

- appointment of NEN, the Dutch CEN member, to hold the Workshop Secretariat of the CEN Workshop. The following activities will be carried out:
  - coordination with CCMC and chairperson
  - registration of CEN Workshop participants
  - electronic document distribution
  - producing CEN Workshop meeting reports and action lists
  - managing CEN Workshop membership lists
  - managing CEN Workshop document registers
  - follow-up of action lists
  - advice on consensus building mechanisms
  - distribution of comments, resolutions and reports to participants

- checking conformity of the draft to CEN rules
- advisory role on structure of document
- organise and administer the contractual framework as needed
- appointment of as the Workshop Chairman with the following responsibilities:
  - to preside the CEN Workshop meetings
  - to coordinate the consensus building process
  - to coordinate the decision process on the appropriateness of the final draft
- appointment of CAPI as project management for the following activities:
  - invoicing the workshop participants
  - provide the necessary secretarial support to the WC and the PT
  - facilitate proper cooperation between the DT and the WSec.
- appointment of the Drafting Team (see 8 for proposed experts), responsible for:
  - preparation of the draft for 1<sup>st</sup> Workshop plenary meeting
  - to deal with the comments on the 1<sup>st</sup> Workshop draft
  - preparation of revised draft for 2<sup>nd</sup> Workshop plenary meeting
  - prepare the final draft based on the outcome of the 2<sup>nd</sup> Workshop plenary meeting
  - proper use of CEN standardization template in all drafts

It is expected from CCMC that they will:

- make the preparations for the Kick-off meeting (preparation, registration, announcements, etc.)
- chair the Kick-off meeting
- provide meeting facilities in Brussels for the Kick-off meeting and Workshops
- do all necessary announcements and promotional activities related to the CWA

The CWA will be published and distributed in line with all CEN standard publications.

## **6. Resource requirements**

All costs related to the participation of interested parties in the Workshop's activities have to be borne by themselves.

Organisations will be required to pay a fee of Euro 250 as a contribution to the costs of the Workshop, which will allow for the participation of one representative in the Workshop consensus process. Additional individuals from registered organisations will be admitted to attend the Workshop and be included on the mailing for a fee of Euro 100. However, the number of participants by registered organizations in meetings may be limited for logistical reasons.

The project costs for the CWA process as far as not covered by the Workshop fee will be provided by CAPI. CAPI will raise the necessary funding through sponsoring of the car-adaptation industry, the automotive industry and other organizations that are willing to invest in the mobility, independence and safety for disabled and elderly persons using adapted motor vehicles.

## **7. Related activities, liaisons, etc.**

The CWA Business Plan was discussed at the plenary meeting of CEN/TC 301 at 30 September 2011 in Paris. CAPI has given a short presentation of the background, intentions and content of the CWA during this meeting. It was concluded that CEN/TC 301 supports the CWA and that a liaison is mutually indispensable. With pleasure this Business Plan version 1 has been expanded with an liaison with TC301 "Road Vehicles".

## 8. Contact points

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### Project Team

CAPi

Drafting Team