



# Notice of Proposed Amendment 201X-XX

## Title

RMT.XXXX (OLD.XXX) — DD/MM/201X

### EXECUTIVE SUMMARY

This Notice of Proposed Amendment (NPA) addresses a safety/environmental/economic/proportionality/ regulatory coordination issue related to ... [enter a high-level description of the main issue(s) to be addressed by this NPA].

[There is a safety recommendation ... This NPA is linked to the EASp safety action No .../ICAO State Letter ...]

The specific objective is to ... [mitigate the risks linked to .../maintain a high level of safety for .../achieve a smooth transition .../provide cost-efficient rules in the field of ...].

This NPA proposes [enter a high-level description of the changes introduced and the rule(s) affected].

The proposed changes are expected to increase/maintain safety/reduce regulatory burden/increase cost-effectiveness/improve harmonisation/ensure ICAO compliance...

[The EXECUTIVE SUMMARY must fit on this front page.

If a Pre-RIA is available, you can use its EXECUTIVE SUMMARY text as a starting point.]

Applicability		Process map	
Affected regulations and decisions:	[Copy from Pre-RIA and update as appropriate; see <a href="#">List of abbreviated rules &amp; regulations</a> ]	Concept Paper:	Yes/No
Affected stakeholders:	[Copy from Pre-RIA; indicate whether Member States are affected]	Terms of Reference:	[Enter date]
Driver/origin:	[See Pre-RIA]	Rulemaking group:	Yes/No
Reference:	[See Pre-RIA]	RIA type:	Full/Light/None
		Technical consultation during NPA drafting:	Yes/No/TBD
		Duration of NPA consultation:	1/2/3 months
		Review group:	Yes/No/TBD
		Focussed consultation:	Yes/No/TBD
		Publication date of the Opinion:	[Year/Quarter]
		Publication date of the Decision:	[Year/Quarter]



**Managerial guidance (for internal use)**

*[If applicable, indicate whether guidance was received from management related to this task.]*

**Contributors (for internal use; adjust as appropriate)**

	Name	Version No	Date
Prepared by:	Rulemaking Officer	0.1	dd/mm/yyyy
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RIA team:	Name		
Approved by:	Section Manager/HoD		
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## 1. Procedural information

### 1.1. The rule development procedure

*[Objective: Describe the steps of the rulemaking procedure as applied to this task in very simple terms.]*  
The European Aviation Safety Agency (hereinafter referred to as the 'Agency') developed this Notice of Proposed Amendment (NPA) in line with Regulation (EC) No 216/2008<sup>1</sup> (hereinafter referred to as the 'Basic Regulation') and the Rulemaking Procedure<sup>2</sup>.

This rulemaking activity is included in the Agency's Rulemaking Programme 20XX-20XX under RMT.XXXX (former task number XX.XXX) [Provide hyperlink to the document on the Agency's website].

The text of this NPA has been developed by the Agency [based on the input of the Rulemaking Group RMT.XXXX (XX.XXX)]. It is hereby submitted for consultation of all interested parties<sup>3</sup>.

The process map on the title page contains the major milestones of this rulemaking activity to date and provides an outlook of the timescale of the next steps.

### 1.2. The structure of this NPA and related documents

*[Objective: Describe the way this NPA is structured and where stakeholders can find which information. Adjust the below description as appropriate.]*

Chapter 1 of this NPA contains the procedural information related to this task. Chapter 2 (Explanatory Note) explains the core technical content. Chapter 3 contains the proposed text for the new requirements. Chapter 4 contains the Regulatory Impact Assessment showing which options were considered and what impacts were identified, thereby providing the detailed justification for this NPA.

### 1.3. How to comment on this NPA

### 1.4. The next steps in the procedure

The Agency will publish the CRD with the Opinion/Decision [amend as appropriate].

The Opinion contains proposed changes to EU regulations and it is addressed to the European Commission, which uses it as a technical basis to prepare a legislative proposal.

The Decision containing Certification Specification (CS), Acceptable Means of Compliance (AMC) and Guidance Material (GM) [will be published by the Agency when the related Implementing Rule(s) are adopted by the Commission]. [Adjust as appropriate.]

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<sup>1</sup> Regulation (EC) No 216/2008 of the European Parliament and the Council of 20 February 2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency, and repealing Council Directive 91/670/EEC, Regulation (EC) No 1592/2002 and Directive 2004/36/EC (OJ L 79, 19.3.2008, p. 1), as last amended by Commission Regulation (EU) No 6/2013 of 8 January 2013 (OJ L 4, 9.1.2013, p. 34).

<sup>2</sup> The Agency is bound to follow a structured rulemaking process as required by Article 52(1) of the Basic Regulation. Such process has been adopted by the Agency's Management Board and is referred to as the 'Rulemaking Procedure'. See Management Board Decision concerning the procedure to be applied by the Agency for the issuing of Opinions, Certification Specifications and Guidance Material (Rulemaking Procedure), EASA MB Decision No 01-2012 of 13 March 2012.

<sup>3</sup> In accordance with Article 52 of the Basic Regulation and Articles 5(3) and 6 of the Rulemaking Procedure.



## 2. Explanatory Note

*[The Explanatory Note has to be concise and limited in number of pages. The shorter, the better. It is recommended to have less than 10 pages, in any case not more than 20 pages. Of course, there may be exceptions for particularly complex tasks.]*

*[If adequate/necessary for the understanding of the NPA, background information (e.g. origin, related activities) may be provided between headings 2 and 2.1.]*

### 2.1. Overview of the issues to be addressed

*[Objective: explain the reasons behind the proposal in a very concise manner. This section is a brief summary of the issues identified in section 4.1. 'Issues to be addressed'.]*

*[To avoid duplication, develop first section 4.1 taking the Pre-RIA as a starting point, if available. Chapter 4 contains further guidance on the issue analysis and how to develop it.]*

*[If there are issues/considerations that are not analysed in the RIA section, you can add them here. For more detailed analysis, refer to the RIA.]*

For more detailed analysis of the issues addressed by this proposal, please refer to the RIA section 4.1. 'Issues to be addressed'.

### 2.2. Objectives

The overall objectives of the EASA system are defined in Article 2 of the Basic Regulation. This proposal will contribute to the achievement of the overall objectives by addressing the issues outlined in Chapter 2 of this NPA.

The specific objective of this proposal is to ...

*[Copy-paste from the ToR; if adjustments are necessary, this may require a change to the ToR.]*

This is the format for your text...

### 2.3. Summary of the Regulatory Impact Assessment (RIA)

*[Brief summary of Chapter 4. Describe briefly the options that were analysed and the main reasons for the preferred option without going into detail.]*

*[For light RIAs, when there is only very short qualitative assessment necessary, it is sufficient to provide the information in this section and omit the RIA in Chapter 4. In this case, the subheadings from Chapter 4 should be used in this section.]*

This is the format for your text...

### 2.4. Overview of the proposed amendments

*[Objective: explain the main technical changes proposed.]*

*[The term 'amendments' in the heading can be replaced by the exact name of the rule, e.g. 'Overview of the proposed new CS-31 TGB'.]*

*[What is proposed? Summarise the main changes proposed in this NPA. Avoid duplication by referring to the RIA for justification in terms of safety, economics and level playing field, environment, proportionality and regulatory harmonisation.]*

This is the format for your text...



### 3. Proposed amendments

The text of the amendment is arranged to show deleted text, new or amended text as shown below:

- (a) deleted text is marked with ~~strike through~~;
- (b) new or amended text is highlighted in grey;
- (c) an ellipsis (...) indicates that the remaining text is unchanged in front of or following the reflected amendment.

#### 3.1. Draft Regulation (Draft EASA Opinion)

*[Please draft the resulting text in accordance with the initial structure of the rule. The cover Regulation and its articles should always follow the structure as given in the respective template. New cover regulations may be necessary. Please contact [RPS@easa.europa.eu](mailto:RPS@easa.europa.eu) for the latest Word version of the rule and guidance on the specific format and numbering of the rule.]*

#### 3.2. Draft Certification Specifications (Draft EASA Decision)

*[Please draft the resulting text in this NPA in accordance with the initial structure of the rule].*

*Please contact [RPS@easa.europa.eu](mailto:RPS@easa.europa.eu) for the latest Word version of the rule and guidance on the specific format and numbering of the rule.]*

#### 3.3. Draft Acceptable Means of Compliance and Guidance Material (Draft EASA Decision)

*[Please draft the resulting text in this NPA in accordance with the initial structure of the rule].*

*Please contact [RPS@easa.europa.eu](mailto:RPS@easa.europa.eu) for the latest Word version of the rule and guidance on the specific format and numbering of the rule.]*



## 4. Regulatory Impact Assessment (RIA)

[Internal documentation and support on RIAs is available on the [EASA intranet](#).]

### 4.1. Issues to be addressed

[Check if a Pre-RIA is available for this issue. If it exists, you can copy-paste the text from the corresponding section 'Issue analysis' and amend it as required.]

[Explain the issue which the proposal is intended to address. Describe its nature and its extent. If the main issue is safety, refer to section 'Safety risk assessment'.]

[What are the underlying root causes/drivers of the issue? Possible causes/drivers: safety, environmental, economic, social or regulatory harmonisation issues.]

[Are there any implementation problems identified? Is there uneven implementation across EASA Member States?]

[To ensure consistency and completeness, the questions from the baseline assessment in the Pre-RIA template can be considered.]

This is the format for your text...

#### 4.1.1. Safety risk assessment

[Check if a Pre-RIA is available for this issue. If it exists, you can copy-paste the text from the corresponding section 'Issue analysis' and amend it as required.]

[What information is available on the probability/frequency of the safety risk? Quote available data and sources on which the proposal is based. As regards safety issues, probability is defined as the likelihood that an unsafe event or condition may occur. In other words, list the events that are related to the issue. Contact RIA team and/or Safety Analysis & Research team for available data if required. Use the safety analysis request form available on the [intranet \(guidance documents\)](#).]

[How effective are the existing mitigating measures (safety barriers), including existing rules and requirements?]

What is the scale/severity of the problem? As regards safety, severity can be defined as the possible consequence of an unsafe event or condition, taking as a reference the worst plausible foreseeable situation. For safety data (number of fatal accidents, number of fatalities, cost of accidents) contact RIA team / Safety Analysis & Research team as above.]

This is the format for your text...

#### 4.1.2. Who is affected?

[Check if a Pre-RIA is available for this issue. If it exists, you can copy-paste the text from the corresponding section 'Issue analysis' and amend it as required.]

[Which sectors, groups and stakeholders are affected by the issue? Give additional information on the cover sheet. Do the current situation and regulatory conditions raise public concern or stir controversy among the general public? Do the current situation and regulatory conditions raise stakeholders' concern or stir controversy among stakeholders?]

[Types of aircraft, systems, constituents or equipment affected. Give additional information on the cover sheet, e.g. more detailed breakdown, number of products affected, etc.]

This is the format for your text...



**4.1.3. How could the issue/problem evolve?**

*[How will the situation develop in the future if the regulatory framework is not changed? For example, no action may be required right now because there are only few operations, but if the rules are not changed, there will be problems in the future due to an increase in operations.]*

This is the format for your text...

**4.2. Objectives**

*[Copy from Section 2.2 'Objectives' above. Elaborate further if necessary].*

This is the format for your text...

**4.3. Policy options**

*[What are the possible options for meeting the objectives and tackling the problem?]*

*Any options for dealing with the issue shall be identified. The option of 'doing nothing' (option 0) shall be considered as the reference scenario. Non-rulemaking options should be considered wherever possible. Although it is important to attempt to identify a range of options, only those reasonably practicable shall be further analysed.*

*Very often you will find a large number of possible technical options. For a RIA, you **do not** need to analyse each and every one of them, but you need to perform a screening of the options — possibly with the help of stakeholders — to reduce the number of options to a practical level. These options should include the ones where you expect impacts with the highest significance (e.g. in terms of safety improvement, costs, and impacts on people's personal or professional lives). Frequently, these are also the options that trigger the most intense discussions in rulemaking groups.*

*A pre-screening and bundling of options may be necessary. Which options have been discarded at an early stage and why? Refer to the pre-screening criteria (e.g. poor effectiveness or inconsistency with other objectives and policies). Be particularly specific and precise for discarded options enjoying significant support among stakeholders.]*

This is the format for your text...

**Table 1: Selected policy options**

<b>Option No</b>	<b>Short title</b>	<b>Description</b>
0		Baseline option (no change in rules; risks remain as outlined in the issue analysis).
1		Specify as appropriate
2		Specify as appropriate
3		Specify as appropriate
...		...





#### 4.4. Methodology and data (only for a full RIA)

##### 4.4.1. Applied methodology

*[If a full RIA was conducted, please describe the methodology applied (e.g. cost-benefit analysis (CBA), cost-effectiveness analysis (CEA), multi-criteria analysis (MCA)). The RIA team in R.6.2 can provide standard texts to describe the methodology applied.]*

*There are several possibilities to analyse the impacts and to compare the options:*

- If all the required data are available, then a CBA can be performed which quantifies all impacts in monetary terms: e.g. safety in terms of avoided fatalities and injuries, compliance costs for the industry, environmental costs. The outcome can be expressed in terms of net present value or benefit-cost ratio.*
- CEA can be performed if the (safety) target is given and the choice of options is limited to choosing the cheapest one.*
- If no full monetisation is possible, MCA allows comparing all options by scoring them against a set of criteria. Each criterion needs to receive a certain weight.*
- If the implementation of the previous methodologies failed (no provision of sound justifications), at least a range of case studies has to be quantified.*

*For the most recent RIAs, the Agency applied MCA; for examples check the 'Best practice' module on the RIA pages (<http://intranet.easa.local/R/PSU/RIA/Pages/Best-practiceandfeedback.aspx>)]*

This is the format for your text...

##### 4.4.2. Data collection

*[What are the data requested for the analysis of the options? Are these data publicly available? If yes, indicate the sources; if no, indicate how they were collected. What is the methodology used to reach the different estimates?]*

*If data have to be estimated, indicate the underlying assumptions set out.]*

*When questionnaires are used to collect information which is not easily available, indicate date of launch of the questionnaire, deadline for responses, and number of reminders.*

*Provide an overview of the data coverage:*

- indication of the number of stakeholders (Member States, NAAs, companies, etc.) for which information was collected (e.g. number of answers, etc.),*
- estimation of the amount of missing information (e.g. X Member States did not respond to the questionnaire),*
- indication of how missing data, if any, could render the analysis unreliable.]*

This is the format for your text...

#### 4.5. Analysis of impacts

*[The evaluation shall identify all possible impacts resulting from implementing the considered options on all sectors concerned. The sections below can be combined or omitted if, for example, there is no social impact expected for any of the options.]*

*The evaluation shall identify the sectors of the civil aviation community (including authorities) within the regulated domain which will be affected and, if appropriate, the number of organisations,*



individuals and/or aircraft affected by the options. These sectors include manufacturers, operators, maintenance, crew, organisations, training organisations, consumers, aircraft owners, etc. Special attention is given to effects on General Aviation. If a specific category of persons, small enterprises or regional groups are likely to be differently affected, this shall be identified for further evaluation and quantification. Only those sectors that are directly affected by the intended measure need to be considered.

Please pay particular attention to the following parameters:

- Specify uncertainties and how impacts may be affected by changes in the parameters.
- Include impacts within the EU and outside the EU.
- Specify which impacts are likely to change over time and how; this is very important in order to be able to propose appropriate transitional period(s) before a rule is fully implemented.
- Use the baseline situation described in Chapter 1 as a reference: How can each option contribute to improving the baseline situation and to what extent? How can the risks identified be mitigated by this option?
- What are the potential obstacles to compliance cost-wise?

#### 4.5.1. Safety impact

[All safety impacts of the considered option shall be identified and, wherever possible, quantified. The evaluation shall include identification of hazards and classification of risks taking into account the probability of occurrence and the severity of effects in relation to the baseline option as described in section 'Issue analysis'. If there is no expected impact on safety, a statement to that effect shall be made.]

This is the format for your text...

#### 4.5.2. Environmental impact

[Aircraft noise and emissions.]

This is the format for your text...

#### 4.5.3. Social impact

[Social impacts may include:

- impacts on employment and on labour market,
- working hours and working conditions,
- movement of personnel,
- health,
- social inclusion and protection of particular social groups,
- gender equality, equal treatment and equal opportunities, non-discrimination, and/or
- access to social protection.]

This is the format for your text...

#### 4.5.4. Economic impact

[Compliance costs/savings for the industry, licence holders, staffing, or consumers?

Administrative burden.



*Is there a possibility for simplification?*

*Implementation costs (transitional period with additional costs impacts)/savings for the NAAs.*

*Do the current situation and regulatory conditions induce a competitive disadvantage for certain economic entities?]*

*Consider the economic impacts on the following as appropriate:*

- *Member States,*
- *internal market and competitiveness,*
- *administrative burden,*
- *EU budget.*

This is the format for your text...

#### **4.5.5. General aviation and proportionality issues**

*[Impacts on SMEs and/or on General Aviation.*

*Assess and consider if the proposal duly takes into account the guidelines presented in the European GA safety strategy<sup>4</sup>.*

*Are there any sectors that will be particularly negatively affected by the proposal?]*

This is the format for your text...

#### **4.5.6. Impact on "Better Regulation" and harmonisation**

*[Are there any implementation problems expected for the proposed options?*

*Does the proposal take the opportunity to simplify the existing rules and introduce "smart regulation in line with EU requirements"<sup>5</sup>?*

*Is there an option where national action is considered instead of EASA rulemaking? Is the issue within the EU competence?*

*Is any other Union legislation affected?*

*Is there a danger of duplication at national level?*

*Does the proposal have an impact on Member States' obligations towards ICAO?*

*Does the proposal harmonise the requirements with third-country requirements?*

*Is any simplification possible?*

*Are there any potential obstacles to and incentives for compliance?]*

This is the format for your text...

### **4.6. Comparison and conclusion**

#### **4.6.1. Comparison of options**

*[The options are to be compared and a final assessment shall be made stating the main reasons for choosing the recommended preferred option. Discuss why the preferred option was chosen and what*

<sup>4</sup> [http://intranet.easa.local/R/Important%20Files/European%20General%20Aviation%20Safety%20Strategy\\_final\\_edit.pdf](http://intranet.easa.local/R/Important%20Files/European%20General%20Aviation%20Safety%20Strategy_final_edit.pdf)

<sup>5</sup> [http://ec.europa.eu/governance/better\\_regulation/index\\_en.htm](http://ec.europa.eu/governance/better_regulation/index_en.htm)



*the main drivers behind this choice are. If a CBA was used, an overview table of costs and benefits should be provided here. If an MCA was used, an overview table is to be presented with scores of the respective options. For further guidance, consult the RIA pages on the EASA intranet (<http://intranet.easa.local/R/PSU/RIA/Pages/GettingStarted.aspx>) and contact the RIA team.]*

This is the format for your text...

#### **4.6.2. Sensitivity analysis (optional)**

*[Describe the main uncertainties of the outcomes of the options.]*

This is the format for your text...

#### **4.6.3. Monitoring and ex post evaluation**

*[Monitoring and ex post evaluation have to be decided on a case-by-case basis, depending on the complexity and the controversy of the proposed changes. Describe indicators to monitor the implementation so that the Agency can react in time.]*

This is the format for your text...



## 5. References

### 5.1. *Affected regulations*

[Full legal reference]

This is the format for your text...

### 5.2. *Affected CS, AMC and GM*

[Full legal reference]

This is the format for your text...

### 5.3. *Reference documents*

[Reference documents may include regulatory material, which is relevant to the task, but will not be changed by the task. Reference documents may also include non-regulatory material.]

This is the format for your text...



## 6. Appendices

[As the NPA is consulted through CRT, all parts of the text (including the appendices) need to be part of this document (i.e. no separate document to be attached).]

