

Markus Goernemann
Head of Design Organisations Department
Certificate Directorate

Cologne, 16 September 2016
EASA D(2016)/MGO/CTO/CERT&DOAWORKSHOP/54785

**Subject: Product Certification & Design Organisation Approval Workshop on 22nd -23rd
November 2016**

Dear Sir/ Madam,

We are pleased to invite you to attend a Product Certification and Design Organisation Approval Workshop, to be held at the KÖLN MARRIOTT Hotel, "Ballroom Tünnies" Marriott conference Room, Johannisstrasse 23, D-50668 Cologne, Germany on 22nd -23rd November 2016.

The objective of the workshop is to provide Industry representatives and Authorities staff involved in EASA DOA with an update on DOA working methods and related Product Certification topics and with an overview of ongoing rulemaking activities.

The format of this new workshop will allow the participants to have more time for discussions and questions & answers.

Welcome of participants will start at 08.30 AM on the first day; the second day the meeting will start at 08.30 AM and is scheduled to finish at 16.00 PM.

The Agenda of the event is already available here:

<http://www.easa.europa.eu/newsroom-and-events/events/product-certification-and-design-organisation-approval-workshop>

SIDE MEETING DAY

Prior the workshop plenary session a Side Meeting day will be organised on 21/11/2016.

This Side Meeting event will take place at EASA premises and is free of charge for the participants.

During this day 6 specific thematic groups will be organised with the following purpose:

- to better focus on subjects of interest within a specific community of DOA's;
- to enhance the interaction and exchange of information among participants, and
- to take into consideration the feedback from last year session, mainly to allow/ encourage small DOA's also to present their views.

The 6 different thematic groups will be moderated by a team of moderators; for additional information on the thematic groups and the moderators see:

<http://www.easa.europa.eu/newsroom-and-events/events/side-meeting-day-prior-product-certification-and-design-organisation>

The outcome of this Side Meeting will be presented during the workshop plenary session.

The participants are invited to contribute to the organisation of these side meetings through:

- Proposing subjects of wide interest to our community for the thematic groups;

- Actively participating at these side meetings (with general papers, presentations of own experience in implementation of specific requirements, practical solutions to challenges encountered in day by day business etc.);

If you are interested please send your request to participate to the Side Meeting event and the proposed topic(s) to relevant group focal point starting on 16.09.2016 but not later than 07.10.2016.

REGISTRATIONS

The registrations will be opened on 16 September 2016.

The Industry representatives and National Aviation Authorities staff are invited to complete the online registration using the EASA tool Webshop (under our DOA event on the EASA website) before 16/10/2016.

Deadline for submissions: 16/10/2016.

Using the online tool you will be able to register yourself. An administrative fee of €80,00 will be charged per person and per day. After the payment you will receive an email confirmation of participation.

We remind you that only 2 representatives maximum per organisation can be registered to the workshop. Any additional representative(s) working for the same organisation and registered to this workshop will see his/her registration cancelled before the workshop.

Queries concerning your registration should be addressed to Ms. Christina Tolis at christina.tolis@easa.europa.eu

For additional information, please contact Ms. Carmela Bosso by email at carmela.bosso@easa.europa.eu

I hope that you will find this event of interest and we look forward to welcoming you in Cologne.

Yours sincerely,

Markus Goernemann
Head of Design Organisations Department