

**EASA MANAGEMENT BOARD**

---

**MINUTES OF MEETING OF THE EASA MANAGEMENT BOARD  
HELD ON  
3 FEBRUARY 2004**

0. List of participants

The attending members or substitutes with voting rights were the following:

Austria:	Mr Karl PRACHNER
Belgium:	Mr Benoit VAN NOTEN
Denmark:	Mr Per VEINGBERG
Finland:	Mr Kim SALONEN
France:	Mr. Maxime COFFIN
Germany:	Mr. Thilo SCHMIDT
Greece	Mr Nicholas KAVADA
Ireland:	Mr. Robin MC KAY
Italy:	Mr. Alessandro CARDI
Luxembourg:	Mr Henri KLEIN
Netherlands:	Mr. Jules KNEEPKENS
Portugal:	Mr. José E. DA COSTA QUEIROZ
Spain	Mr. Luis RODRIGUEZ GIL
Sweden:	Mr Arne AXELSSON
United Kingdom:	Mr Michael SMETHERS
European Commission	Mr Michel AYRAL

## **1. AGENDA**

The Management Board unanimously adopted the following agenda:

### **For decision**

- (1) Adoption of the agenda
- (2) Adoption of the minutes
- (3) Adoption of the 2004 EASA Work programme
- (4) Adoption of the Certification procedures
- (5) Decision on Access to Documents
- (6) Adoption of 2004 budget
- (7) Decision on budget forward from 2003
- (8) Appointment of the Accounting Officer

### **For Discussion**

- (9) Report on the establishment of the Agency
- (10) Discussion on EASA 2005 draft preliminary budget
- (11) Assistance of the Agency to Member States related to their international obligations under the Chicago Convention and its Annex 8
- (12) AOB

*At the beginning of this meeting the Management Board welcomed the recently appointed directors of the Agency: Mr Markku Junkkari as administrative director, Dr Norbert Lohl as certification director, and Mr Probst as rulemaking director. The Executive Director specifically thanked the Board for having appointed Dr Lohl via written procedure in December.*

## **2. ADOPTION OF THE MINUTES**

The minutes of meeting number 01-2004 of the EASA Management Board were adopted with the following modifications:

Item 4 of the Agenda was reworded as follows : “The Board reached preliminary agreement on the EASA 2004 workprogramme as modified after reception of the comments from the Commission and from the ABIP. This work programme is subject to the Commission’s agreement”

Under AOB a mention of the debate on minor modifications approvals was introduced

## **3. ADOPTION OF THE 2004 EASA WORK-PROGRAMME**

The Management Board approved the work-programme subject to the opinion to be delivered by the Commission. All changes requested by the Commission at the meeting were welcomed by the Board.

## **4. ADOPTION OF THE CERTIFICATION PROCEDURES**

The Board adopted the procedures with very few changes. These procedures will be published.

## **5. DECISION ON ACCESS TO DOCUMENTS**

The ABIP had provided the Management board with their comments on the access to documents policy for the Agency. Their comments which were not compatible with Regulation 1049 could obviously not be taken into account. Nevertheless some changes dealing mainly with confidentiality and copyrights were taken on board, notably in Article 9.

The Board will be duly informed of guidelines that could be written for this policy.

The Management Board took good note of the explanations presented within the explanatory memorandum and adopted the Decision. It was agreed that the Decision will be forwarded to the ABIP together with an explanatory letter.

This Decision will be published.

## **6. ADOPTION OF 2004 BUDGET**

After adoption of the Budget of the European Union by the European Parliament, the Management Board was able to formally adopt the budget of the Agency for 2004. It was noted on that occasion that the uncertainty related to the adoption of the fees and charges Regulation may prevent the Agency from collecting the amount of fees that are provisioned in this budget.

The Board agreed that, because of the high translation costs, the future vacancy notices for recruitment shall be published in only one language in order to diminish the expenses of the Agency, and try to fit as much as possible to the existing budget. It was nevertheless agreed that, in case of necessity, the Agency would present a modified budget before July 2004.

The Management Board also requested that a budget report would be presented at each of its meetings.

## **7. DECISION ON BUDGET CARRY OVER FROM 2003**

The Management Board agreed to proceed to a carry over :

€2.519.014,30 in commitment appropriations.

€2.519.014,30 in payment appropriations.

This relates to a commitment made on title 3, and the transfer of commitment appropriations related to the contract signed with the JAA

## **8. APPOINTMENT OF THE ACCOUNTING OFFICER**

On the basis of a proposal from the Executive Director, the Management Board appointed M. Michel Metzger as Accounting Officer of the Agency. Mr Metzger has been hired as a temporary agent and additional to his experience within Community organisation, he is a chartered accountant.

## **9. REPORT ON THE ESTABLISHMENT OF THE AGENCY**

The Executive Director of the Agency presented a lengthy report on the establishment of the Agency. He notably presented the draft detailed organisational charts for the different directorates. The Board welcomed this definition of the lower layers of the chart, and requested a list of the positions to be opened in 2004 within EASA, in order to be able to echo this within their own national administrations.

The Executive Director also reported on the future move to Cologne noting that Agency's staff had started working on the issue, and highlighting that the support from the German authorities will be most helpful in order to allow for a prompt move to Cologne.

The kick off meetings of the AGNA and of the SSCC were also announced and welcomed as important steps in the elaboration of the future EASA rulemaking

programme. It is noted that Switzerland, Iceland and Norway have been accepted within AGNA.

#### **10. DISCUSSION ON EASA 2005 DRAFT PRELIMINARY BUDGET**

The Management Board discussed the guidelines of a draft budget for 2005. Uncertainty might jeopardise the figures presented in the document.

The amount of the rent to be paid by the Agency in 2004 in Cologne is still unknown, the contributions from the third countries have not been defined, and the fees and charges Regulation has not been adopted yet.

On the other hand the establishment plan foresees a doubling of staff, and hence of staff expenditure. The Agency suggests in the preliminary draft budget to modify slightly the structure of this establishment plan in order to allow for some savings, notably by not hiring all A3 initially foreseen.

This draft preliminary budget asks for an increase of the Community contribution

The Board agreed to ask each and all of their respective administrations to provide the Agency with all available data related to the pricing of certification tasks, in order to allow the definition of the most accurate fees formulas.

#### **11. ASSISTANCE OF THE AGENCY TO MEMBER STATES RELATED TO THEIR INTERNATIONAL OBLIGATIONS UNDER THE CHICAGO CONVENTION AND ITS ANNEX 8**

It was agreed that Member States would send their comments on the subject to the Agency, and that the Agency will provide facilities for a meeting if considered necessary after reception of these comments

#### **12. A.O.B.**

##### *(a) Ownership of databases*

The Executive Director reported on the wish from the JAA to be paid for transferring the ownership of their databases. Bearing in mind that these databases have already been paid for by Member States, and bearing in mind that the Agency does not object to JAA members that are not part of the European Union to access these data under the same conditions as EU member States, ie for free. There is no reason to pay twice for the same database

##### *(b) Composition of the ABIP*

The Management Board was notified on the request from the European Express Association which represent major express carriers to be represented within the ABIP. The Management Board took note of that request and agreed to take the decision at its future meeting.

##### *(c) Future Essential Requirements for Flight crew licensing and Operations*

A member underlined the need that the future Essential Requirements for flight crew licensing and operations to be very much alike to current JAR ops. It was answered and agreed that it was still too early to initiate the debate on the subject, and that draft Essential Requirements are being produced. One of the requirements in drafting these text was to take into account the need to create a basis for the future means of compliance not to be too far to JAR ops. It was also reminded that the and that the Regulation to be adopted by the European Parliament and the Council will be drafted by the Commission.

*(d) Co-operation with SAFA*

The Board agreed that the Agency shall initiate the reflection on the possible co-operation with SAFA programme

*On the occasion of his last participation to the meetings of the EASA Management Board, the chairman, in the name of all members, warmly thanked Michel AYRAL for his participation to the Management Board*

For the Management Board

The Chairman  
Thilo Schmidt