

EASA MANAGEMENT BOARD

MINUTES OF MEETING OF THE EASA MANAGEMENT BOARD

**HELD ON
16 DECEMBER 2003**

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 Athanassios THEODOROPULOS
Ireland:	Mr. Robin MCKAY
Italy:	Mr. Alessandro CARDI
Luxembourg:	Mr Henri KLEIN
Netherlands:	Mr. Jules KNEEPKENS
Portugal:	Mr. José E. DA COSTA QUEIROZ
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) Report on the establishment of the Agency
- (4) Adoption of the 2004 EASA Workprogramme (WP 3)
- (5) Adoption of the Certification procedures (WP 4)
- (6) Next dates for the Board meetings

For Discussion

- (7) Discussion on fees and charges (WP 5)
- (8) AOB
 - (a) Report on staffing of the Agency

2. ADOPTION OF THE MINUTES

The minutes of the fifteenth meeting of the EASA Management Board were adopted with the following modifications:

- List of attendees : Mr Jules Kneepkens attended the meeting and represented the Netherlands.
- During the meeting the Commission representative announced that the Outsourcing guidelines had been approved by the Commission without change. The Management Board hence decided to formally accept that procedure.

3. REPORT ON THE ESTABLISHMENT OF THE AGENCY

The European Council having decided on the location of the Agency in Cologne, the German delegation expressed its satisfaction for that decision, and its strong wish that the settlement of the Agency in there could be as rapid as possible. A joint task force from the City of Cologne, the Land and the ministry of transport and the various concerned administration, had been set up in order to provide assistance to the Agency in its arrival in Cologne. Preliminary work has already been undertaken.

The Management Board also requested that a report on the settlement of the Agency, would be presented at each of its meeting. The current settlement of the Agency going mainly through the appointment of staff, the Executive Director reported on the arrival of the future Directors of the Agency, expected between January and February, and on the recruitment of technical and administrative staff. The current rhythm for recruitment allows for the arrival of some 60 persons before July 2004.

4. ADOPTION OF THE 2004 EASA WORKPROGRAMME (WP 3)

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.

5. ADOPTION OF THE CERTIFICATION PROCEDURES (WP 4)

The Management Board reviewed carefully the proposed certification procedures as amended after the reception of comments from the ABIP. The Board amended the documents on a very few points, and agreed that the Agency shall review the document one last time in the light of these changes. Two delegations offered their support for the review of some articles.

6. NEXT MANAGEMENT BOARD MEETINGS

The Management Board agreed to hold its next meetings :

- 3 February 2004 in Brussels

- 30 March 2004 in Cologne
- 2nd June 2004
- 8 September 2004

7. DISCUSSION ON FEES AND CHARGES

The Agency presented a working paper on the agency's system of fees and charges. This gave rise to a detailed discussion among the Board on the approach to be adopted by the agency in this regard and, more particularly, the balance between the different sources of revenue available (certification fees and subsidy from the Community budget).

A number of clarifications were requested for a revised version of the text, which should enshrine the following principles:

- Given the strong linkage between certification activity and rulemaking activity, the Agency should not commit to too strict a separation in the financing of these two activities.
- Any transport costs should be absorbed within the general fee, so that clients located further from the agency's headquarters are not disadvantaged financially.
- The overall financial impact of any new system should not be negative for industry

The agency shall revise the paper and circulate it accordingly so that it may be forwarded to ABIP for comments before the end of the year.

8. AOB

The point was covered during the report from the Executive Director on the establishment of the Agency

For the Management Board

The Chairman
Thilo Schmidt