

**EASA MANAGEMENT BOARD**

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**8 October 2003**

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**MINUTES OF THE FIFTEENTH MEETING OF THE  
EASA MANAGEMENT BOARD**

**0. LIST OF PARTICIPANTS**

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

Austria:	Mr Karl PRACHNER
Belgium:	Mr Benoît VAN NOTEN
Denmark:	Mr Kurt LYKSTOFT LARSEN
Finland:	Mr Kim SALONEN
France:	Mr. René GAUDIN
Germany:	Mr. Thilo SCHMIDT
Ireland:	Mr. Robin MCKAY
Italy:	Mr. Salvatore SCIACCHITANO
Luxembourg:	Mr Henri KLEIN
Netherlands:	Mr. Sijbrand VEENSTRA
Portugal:	Mr. José E. DA COSTA QUEIROZ
Spain	Mr Luis RODRÍGUEZ 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

### **For discussion**

- (3) Ongoing budgetary procedure in the European Parliament
- (4) First reactions after 28 September
- (5) Cyprus Arrangements
- (6) Certification procedure
- (7) Reciprocal acceptance of certification findings in the field of civil aviation safety and environmental compatibility
- (8) Access to documents, official publication and linguistic arrangements
- (9) Boards of Appeal
- (10) Any other business:
  - (a) financial autonomy of the Agency
  - (b) update on the recruitment of Directors

*The Management Board decided to proceed in the following order: 3, 1, 2, 4, 5, 6, 7, 8, 9 & 10.*

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

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

- under item 3: the exact status of the newly-appointed accounting officer was added: “*auxiliary agent*”
- under item 4, the following sentence was added after the first paragraph: “*It will be presented to the Commission for final adoption*”.

The minutes will be published.

## **3. DISCUSSION ON THE ONGOING BUDGETARY PROCEDURE IN THE EUROPEAN PARLIAMENT**

The EASA Management Board examined with great interest and concern the amendment to the agency’s establishment plan proposed by the European Parliament’s budget committee. This amendment would impact the grading of Agency staff in the future, imposing a flatter structure with relatively more junior grades than foreseen.

The Management Board expressed its very strong concern that if approved, this amendment would mean that the Agency’s staff would not possess sufficient experience to certify aircraft to the required safety level. The Board also expressed its concern that the proposed amendment would oblige the Agency to re-advertise the Directors’ positions at a lower grade, and consequently delay their recruitment with the Agency.

The Management Board wishes to emphasise that the proposed grading would imperil the level of aviation safety in Europe as well as the credibility of the Agency. The Board remains confident that the final staffing plan to emerge from the budgetary procedure will allow for the appropriate grading of Agency staff.

## **4. FIRST REACTIONS AFTER 28 SEPTEMBER**

The Executive Director of the Agency presented a report to the Management Board on the first reactions after 28 September 2003, *i.e.* after the effective entry into force of the Basic Regulation and Regulation 1702/2003 on certification. The very first requests for certification had been received by the Agency, as well as the first requests for approvals. A meeting had been held with representatives from national authorities in order to define the practicalities for handling these approvals. The only principal problem to emerge so far concerns the complexity of delegating the Executive Director’s signing authority to anyone who is not employed by the Agency. According to the Basic Regulation, even the delegation of this authority among Agency staff requires consultation of the EASA Committee. In this connection, the Management Board invited the Commission to convene rapidly a meeting of the committee in order for the latter to examine the procedures for such a delegation inside the Agency.

The members of the Board also agreed to check whether within their respective authorities there might be staff that could be seconded to the Agency in order to provide assistance during the first few months of its operations.

## **5. DISCUSSION ON CYPRUS ARRANGEMENTS**

A clear majority of the Board felt that signing the Cyprus Arrangements is the proper way for the Agency to interface with non-EU Member States. Nevertheless certain other members expressed some reservations over such a solution. The Chairman Board invited the latter to check whether they would veto this signature in the JAA.

## **6. DISCUSSION ON CERTIFICATION PROCEDURE**

Some guidelines for the certification procedures to be followed by the Agency were presented to the Management Board. The Board provided initial comments, which, together with the comments of ABIP, will allow the Agency to provide an updated version of these guidelines to be examined at a future meeting.

## **7. DISCUSSION ON RECIPROCAL ACCEPTANCE OF CERTIFICATION FINDINGS IN THE FIELD OF CIVIL AVIATION SAFETY AND ENVIRONMENTAL COMPATIBILITY**

The Management Board examined a text on reciprocal acceptance of certification findings, but could not comment due to a lack of time.

## **8. DISCUSSION ON ACCESS TO DOCUMENTS, OFFICIAL PUBLICATION AND THE AGENCY'S LINGUISTIC ARRANGEMENTS**

### **Access to documents**

The Agency presented the draft Decision on access to documents to the Board. In particular, the Board was reminded of the Agency's obligation to comply with EU rules on access to documents (in the form of Regulation 1049/2001).

The main points raised during the discussion were as follows:

- Clarification is required as to the scope of the register of documents (explanatory memorandum and article 7). It was felt that the register should include all documents, whilst respecting the need to protect the confidentiality of protected documents. The list of documents to be included in the register of documents in article 7 should also include the Decisions of the Executive Director (7.2.h.)
- In view of the general applicability of the procedure, it was felt that it would be preferable to publish this Decision in all Community languages.
- Regarding the setting of fees for voluminous documents (article 6.3), the Board believed that it would be more appropriate for the Executive Director to set the level of the charge, rather than fixing this in the Decision itself. Care should be taken that this article does not prejudice the forthcoming Commission Regulation on fees and charges, which covers publications.

A revised text shall be presented for Decision at a future meeting of the Management Board

### **Publications**

Due to a shortage of time, it was agreed that discussion of this item would be postponed.

### **Linguistic arrangements**

The Board held a discussion on the subject of linguistic arrangements on the basis of a paper prepared by the Agency. Whilst appreciating the need for the Agency to obtain guidance on the Board's opinions on this issue, it was agreed that it was inappropriate at this stage to take a decision on the subject. However, the remarks made on certain points will serve as guidance for the Agency as it plans its communications and publications activities in the coming months.

## **9. DISCUSSION ON BOARD OF APPEAL**

On the basis of proposals contained in a working paper presented by the Commission, the Management Board agreed that the function of the members of the Board and of its Chairman should be a part time function. It was agreed that members would receive an allowance per each actual day of work that would vary according to their status within the Board as follows:

- The chairman : 500 €,
- The rapporteur 500 €,
- The other member 400€

Their total remuneration per case examined should not exceed the following amounts: €5,000 for the chair, €5,000 for the rapporteur and €4,000 for ordinary members.

In addition to this remuneration, they will be entitled to:

1. a daily allowance to cover accommodation expenses and
2. reimbursement of travel costs

in accordance with the rules in force at the Agency.

One member stressed that the proposed maximum reimbursement of travel costs of €1,000 per journey would not be sufficient to cover travel expenses for certain countries (such as the Nordic countries). This has to be checked and if necessary this maximum amount should be raised accordingly.

## **10. A.O.B**

### **(a) Financial autonomy for the Agency**

The Board received a brief report on the setting up of the financial autonomy of the Agency, and it was agreed that the Agency would set up a procedure for the reimbursement of travel costs for Board members.

**(b) Update on the recruitment of Directors**

The Executive Director presented an update on the recruitment of the Directors. A very large number of applications was received for each post, and the initial screening shows that these are of a very high quality. The Board expressed its wish to be able to interview several candidates for each post at the next meeting.

**11. NEXT MEETING**

The Board agreed to hold its next meeting in Brussels, on 19 and 20 November.

For the Management Board

Thilo SCHMIDT  
Chairman