

## Summary of Conclusions



### MAB 2-2016 meeting

25-26 October 2016

Berlaymont, salle Jean Rey, rue de la Loi 200, 1040 Brussels,  
Centre Albert Borschette, room 4B, rue Froissart 36, 1040  
Brussels, room 4B

Organised by

Strategy and Safety Management Directorate- Strategy and  
Programmes Dept. -Safety Programmes Section, SM 2.1

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<b>MoM Distribution:</b>			
All participants			
<b>MoM prepared by</b>	Kirsti Reinartz-Krott	<b>14 11 2016</b>	<b>Signature</b>
<b>MoM reviewed by</b>	Luc Tytgat	<b>14 11 2016</b>	<b>Signature</b>



## DAY 1

### 1. Welcome and Introduction

*Presented by: Chair, Luc Tytgat, EASA Strategy & Safety Management Director*

The Chair, Luc Tytgat, EASA Strategy & Safety Management Director, welcomed Joachim Lücking, the new Head of Unit of DG MOVE E.3. He mentioned that the MAB agenda, which is currently still driven by Rulemaking issues is being converted to a more and more strategic exchange of views and reflection on challenges. This was shown at the present meeting with the discussion on the Safety Programmes (RMP and EPAS), the conclusions of the 39<sup>th</sup> ICAO assembly and the presentation on the Agency's international cooperation activities and further strategic items.

This evolution was highly welcomed by the MAB.

### 2. Adoption of the agenda

*Presented by: Chair, Luc Tytgat, EASA Strategy & Safety Management Director*

The draft agenda was presented. The Chair inquired if Members had any further AOB items. The DE MAB member asked to have further info on the action item regarding supervision of operation of aircraft registered in a Third country, a clarification on the FCL TeB Rules of Procedure (RoPs) concerning coordination and medical input, and an explanation on the future of the Standardisation meetings.

**Post-meeting note:** *The supervision of operation of aircraft registered in a Third country was discussed under agenda item 7. The clarification on the FCL TeB RoPs was not dealt with at this meeting. The question could be submitted in writing to Marcel Kompare, Regulations Coordinator, or at the next meeting*

*At the end of the meeting, there was a query on the EASA conference fees, which was answered under item 15.*

**Conclusion: The Agenda was adopted as presented to the MAB at the meeting.**

### 3. Adoption of the minutes of the previous meeting, review of action table

*Presented by: Chair*

The latest draft minutes were approved.

*The following Action item remains open:*

*2-2-2015 (RAG) Agency to better link SES committee to ATM tasks in programmes.*

**Conclusion: The minutes were agreed.**

### 4. Safety Programmes 2017-2021

*Presented by Kai Bauer, Safety Programmes Section manager*

The Member States **gave very positive feedback on the overall Safety Programmes** especially as regards the new strategic orientation given. To further strengthen strategic orientation MS volunteered (IRE, NL, FR, DE, AT, UK, FI/SWE and HR (latter following the meeting)) nominations to participate in the Strategy Working Group, which would design the 'programme for the programmes'. A number of improvement suggestions were given including the need to implement the 'cooling down period', to draft consistent rules applied in the same way in different fields (AR/OR), to clarify in the cases concerned that the accelerated procedure is used and why, making sure the performance based orientation has a safety benefit, as well as giving more criteria for the impact assessments. More focus on Safety Promotion tasks was also requested. The Agency therefore asked for more MAB support for the Safety Promotion Network (SPN) in order to make safety promotion an effective tool. The MAB should be copied in the invitation for the SPN.

The MAB saw the AWO project as a good example of cross domain interaction to cover interface issues.

The evaluation plan in the RMP-EPAS was very much appreciated and supported. An additional area of concern for MS is implementation feedback and standardisation.

The Agency thanked the MS for the constructive comments received so far and pointed to the upcoming new TeB meetings where rulemaking and standardisation issues can be discussed together.



The consultation on RMP-EPAS is closing 2 November. The Rulemaking and Safety Promotion Programme is then expected to be adopted in December. The EPAS will be submitted to the Management Board Meeting in December.

Following EPAS, the next step is the SSP. In that context we need to ensure the connection between the SSP and EPAS. Now SM TeB takes over the role of the 'EASp summits'.

**Conclusion: The MAB gave a positive opinion on the proposed WP 01a.**

**Action 1-2-2016: Agency to copy MAB members in the Safety Promotion Network invitations**

**2-2-2016: Member States to nominate members for 'Strategy Working Group'**

**3-2-2016: Member States to provide feedback on effective SPN implementation.**

## 5. Oversight of Declared Organisations

*Presented by: Claudio Trevisan, Head of Air Operations Department*

The MAB raised concerns about enforcement of declarations/taking action (and going to court) in particular against specific natural persons, mentioned resource issues and the lack of tools, the workload as high number of operators concerned, as well as requested guidance and additional prescriptions. Some of the solutions proposed on both sides were publication of declarations, repositories, sharing of best practises, cooperative oversight and ramp inspections. Specific interest/proliferation of declarations from states operating foreign aircraft were also mentioned.

The Agency believes that there are no significant differences between oversight and enforcement of certified and declared organisations, but a framework at national administrative level is necessary. Further discussion may take place at the upcoming Air OPS TeB meeting on 29 – 30 November.

**Conclusion: N/A**

## 6. Cost sharing web based platforms

*Presented by: Claudio Trevisan, Head of Air Operations Department*

The Agency stated that it could not issue a positive recommendation with regard to the Art. 14(1) notification issued by DGAC-FR due to lack of information to justify the mitigation measures, and that it had put the notification process on hold until further input was received from DGAC. Some detailed correction/clarification on the FR position followed (VFR condition, experience flight hours, common rules and national rules). To assess the possible risks of this activity and to propose adequate mitigation measures, if necessary, the Agency explained it had recently set up a Safety Action group with NAAs, GA representatives and web-based flight sharing platforms, which met for the first time beginning of October and will meet again twice before the end of the year. The Agency is striving for common rules. MAB members are welcome to join or to nominate a member to this group.

The Commission announced it has been following up on the action item from last meeting to review COM Reg. 1008/2008, but has not yet come to a firm position, which might be the case before February 2017.

**Conclusion: N/A**

**Action 4-2-2016: MAB is invited to nominate members to the Safety Action group**

## 7. Feedback on implementation of EASA rules

*Presented by: Marcel Kompare, Flight Standards Regulations Coordinator and AWO Project Manager*

### • Update on the 'All Weather Operations' project

The Agency reminded the MAB of the AWO Workshop on 9-11 November, which would give MS and industry a further opportunity to contribute to this project. MAB members appreciated the open relationship and the effort to transfer prescriptive rules to performance based as well as the aim to simplify and lower the administrative burden.

### • Supervision of operation of aircraft registered in Third Country

The German MAB member requested an update on this action item. The Agency reported that the issue was not brought up for discussion in the context of the on-going revision of the Basic Regulation, neither



by the Commission nor by the Council. MS reported being under pressure in terms of resources; the Agency's help was requested. The Agency remarked that the current situation is the outcome of a political decision, which cannot be changed at technical level; the issue at stake may be better addressed through other means, e.g. by introducing requirements on aircraft registration. The Agency agreed to raise this question to the Commission.

**Conclusion: N/A**

**Action 5-2-2016: Agency to raise the issue of supervision of operation of aircraft registered in Third Country to the Commission**

## 8. International Cooperation issues

*Presented by: Sergio Carpe-Garcia, International Cooperation Officer  
David Waller, Technical Cooperation Regional Manager  
Chair, Luc Tytgat, EASA Strategy & Safety Management Director*

### • International Cooperation

The Agency gave an overview of its current China/Japan BASA and Working arrangement (e.g. Singapore) activities, as well as other projects it was involved in. The MAB supported this agenda item (which will be recurrent in the future) and were particularly interested in the 'confidence building process' with China and the size of this BASA task.

The Agency reminded the MAB that the Council of the EU issued a mandate for negotiation of agreements on civil aviation safety with China and Japan that the Commission leads the negotiation of both agreements and therefore it could not disclose much information on the talks, as it was also not directly involved.

The Agency reminded the MAB that it had representations in Washington, Montreal, Beijing, soon in Singapore and in future possibly in the Gulf region and South America.

### • 39<sup>th</sup> ICAO Assembly conclusions and impacts

Furthermore, the Agency gave a short report on the conclusions and impact on the Agency of the 39<sup>th</sup> ICAO Assembly, in particular in the areas of Standardisation, Climate change, cybersecurity, drones (recognition of JARUS). The Finnish MAB member pointed out that an ICAO State letter had been sent out by the Legal bureau.

**Conclusion: N/A**

## 9. Forthcoming Opinions /NPs

*Presented by: Chaouki Chabbi, Deputy Head of Air Crew & Medical Department  
Marcella Miano, Germanwings Action Plan Project manager  
Claudio Trevisan, Head of Air Operations Department*

### • Outcome of the AB consultation on the changes to the Air OPS regulation (RMT.0700) and next steps

The MAB very much appreciated the Agency efforts in this project. Several concerns were raised about alcohol testing during ramp inspections. Such concerns are related to the integration of the proposed rule with the national legislations. Concerns were raised on the proposed threshold, the timing of the alcohol testing at ramp inspection, and the necessary implication to coordinate with the police in some States.

The Agency pointed out that the proposed rule simply aim to create enablers for performing the alcohol testing during ramp inspections, without reducing the benefits of existing systems. A technical meeting with authorities and industry will take place on 3 November to discuss about this and the other agency proposals related to random drug and alcohol testing.

### • Draft (Omnibus) Opinion (RMT.0516 & 517) Update of the rules on air operations (Air OPS regulation)

The MAB supported the document but asked for some clarifications regarding a.o. the consequences of removing the requirement for prior approval of dry lease-out to third country operators (including possibly to operators included in the Air Safety List) and the fact that the 'accountable manager' did not need to 'be



knowledgeable on technical matters'. Several MAB members stressed the importance of ensuring consistency of Authority requirements across the various domains (horizontal approach).

The Agency answered to the concerns on the removal of the prior approval by highlighting the need to notify the Competent Authority before entering into any dry lease-out agreement, took note of the safety list concern and replied that the 'accountable manager's' role was not technical.

**Conclusion: N/A**

#### **10. Survey structure of general authority and organisation requirements**

*Presented by: Kai Bauer, Safety Programmes Section manager*

Most MAB members strongly supported this initiative and found issues with the current regulatory design, however some (FR, ES) did not consider this urgent or necessary to act in the near future. Some voiced necessity for simpler questions. The Agency explained that this is a first step to analyse the impacts to better understand the costs and benefits. Depending on the outcome of the survey and further analysis an A-NPA may be needed. Impacts on all stakeholders need to be taken into account to make an informed decision.

**Conclusion: N/A**

#### **11. Horizontal issues**

*Presented by: Chair, Luc Tytgat, EASA Strategy & Safety Management Director*

- **Update on EASA activities on Unmanned Aircraft (UA)**

The Agency mentioned the recent deliverables drafted by the Agency – Prototype regulation to support discussion in Council and the reports of the two taskforces ('geofencing', 'collision between UA and manned aircraft') as well as the two workshops on 14 and 24 October. This activity was in response to the high pressure from industry and the safety concerns from CAT and GA, which resulted in the effort to merge internal market and safety requirements. The Agency promised to involve the ABs in the future NPA and expert group, if interested.

**Conclusion N/A**

**Action 6-2-2016: Agency to involve interested AB members in the future UAV NPA and expert group: provide draft NPA and letter of invitation.**

#### **12. Preliminary Impact Assessment**

*Presented by: Kai Bauer, Safety Programmes Section manager*

The Agency explained the significance of this assessment tool for the addition of new actions to the next programming cycle and announced the upcoming AB consultation of a first package of PIAs in January 2017, which would give the ABs the first opportunity to work with real examples and understand the exercise instead of just receiving information on the process. Member States very much welcomed the approach.

**Conclusion: N/A**

#### **13. Implementation of EASA Safety Risk Management Process**

*Presented by: John Franklin, Safety Analysis & Research Section Manager*

- **Collaborative Analysis Groups (CAGs)**

The Member states were keen to get more information on these groups, in particular who they were, their links to ABs and the reporting lines. They welcomed the interaction and good work they did. MAB members asked for the legal foundation of the work of the CAGs. There was a certain concern that CAGs were taking over some of the (decision-making) tasks of the ABs, but the Agency reassured that this was not the case, as the three steps of the 'data driven' approach the CAGs were involved in to support the EPAS were also to help the AB decision-making process by providing adequate information and to let the ABs determine



the strategic processes. The CAG draft ToRs to be given to MAB for review till 9 December 2016. **Post-meeting note: attached to this SoC as Annex 1.**

**Conclusion:** N/A

**Action 7-2-2016: Agency to provide the terms of reference of the CAGs for MAB review (see Annex 1).**

#### **Closing DAY 1**

The Chair gave the MAB an idea of what to expect at the workshop on Day 2. The various papers provided input to the workshop and possible solutions would be looked at during a break-out session for which the Irish MAB member and Austrian alternate had volunteered to be 'rapporteurs', to feed back the discussions to the plenary.

The Chair thanked the attendees for a fruitful meeting. **The meeting closed at 18.15h.**

#### **Meeting continued on Day 2, 26 October 2016**

##### **DAY 2**

##### **14. Workshop on Simplification**

*Presented by: Kai Bauer, Safety Programmes Section manager  
Marcella Miano, Rulemaking Process Officer*

The Chair explained again the reason for the Workshop: for the MAB to reflect in the breakout sessions on the proposed solutions that had been distributed in advance of the meeting and to provide concrete suggestions how to simplify the processes that the ABs are involved in.

The German MAB member reminded not to forget the ex-post evaluations in the discussions. Also, he suggested to postpone to the next meeting the discussion on his paper concerning the 'Dissemination of safety information'.

The Spanish member pointed out that one of the complexities behind the process was the difficulty to apply certain regulations because of regional/geographical/cultural differences and various conditions.

The Irish member was of the opinion that it was important to keep track of short/medium term objectives while having in mind a definite long term goal.

The Finnish member asked for the EASA vision regarding the role of the TeBs and the Standardisation meetings.

The Chair stated that some of the above points were over the scope of today's workshop, but that the items could be put on the future meeting agenda.

At the breakout sessions that followed and at the final plenary, MAB members developed under the lead of the two rapporteurs (AT, IRE) and concerned Agency staff the proposals to improve issues related to the high volume and frequency of regulatory changes, complexity of the consultation process and the resource limitation when implementing new rules.

A plenary 'conclusion' session was held afterwards, presenting the outcomes of discussions. Proposals include the further development of the "cooling down" concept, alignment of applicability dates, further streamlining of processes (consultations, surveys), improving consolidated versions and working towards digital workspaces. The Agency will develop a paper to turn the proposals in concrete actions and consult the paper with MAB before the next MAB meeting; further consultation with the SAB are also foreseen.

**Conclusions:** N/A

**Action 8-2-2016: Agency to put DE paper on 'Dissemination of safety information' on the agenda of the next meeting.**

**Action 9-2-2016: Agency to draft a Working Paper (WP) on outcomes of the Simplification Workshop, proposing concrete actions with a specific timeframe.**



**Action 10-2-2016: Agency to consult the WP on outcomes of MAB Simplification Workshop with MAB and Industry.**

**Action 11-2-2016: Agency to present at next MAB meeting the Art 15 and 16 processes for rule development, including the list of project which are currently making use of that processes, and to clarify which AB are expected to contribute to Art 15 and 16 processes.**

**Action 12-2-2016: Agency to provide a detailed overview of the Agency advisory and collaborative bodies, their scope, how they interface each other, how their work is or can be coordinated, how they contribute to the different phases of the programming process as well as of the rulemaking and safety promotion processes.**

#### 15. AOB items

Presented by: *Kai Bauer, Safety Programmes Section manager*

A MAB asked for more information on the Agency's new approach to charging for meetings. The Agency promised it would look into the criteria for the fees and provide some explanations. **Post-meeting note: attached to this SoC as Annex 2.**

Regarding the scheduling of next MAB meetings, the Agency wanted to know if the current 'back to back' ('b/b') solution for the MAB meetings and EASA committee meetings were still supported. Pros were that the two meetings could be attended with one trip and one person attending both meetings, and the risk was lower that same issues were discussed twice. Those who preferred the 'separation' (by at least two weeks) of both meetings argued that the quality of the discussions and results suffered due to a lack of time to prepare for both meetings, quasi at the same time. To make either option manageable, MAB members requested to have the documents sent earlier so as to be able to collect consolidated positions from their administrations, to possibly reduce the amount of documents and the number of items on the agendas.

A survey during the meeting resulted in (those who expressed themselves) 4 members preferring 'back to back, 3 preferring separation and 4 undecided.

**Conclusion:** The chair concluded that there is currently no clear mandate to change the meeting modus. The item will be on the Agenda of the next MAB meeting to revisit the arguments.

**Action 13-2-2016: Agency to provide information on the fees for EASA Workshops (see Annex 2)**

**Action 14-2-2016: Agency and MAB to clarify future meeting modus**

#### 16. Planning of future meetings

Presented by: MAB secretariat

The IP with the calendar of events had been sent in advance of the meeting.

#### Closing DAY 2

The Chair thanked the attendees for a fruitful meeting. The meeting closed at 12.50h.

Date and location of next meeting	Next meeting will be held on 14-15 February (TBC), back to back with the EASA committee.
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<b>Updated List of actions from MAB meeting 1-2016 and previous (if needed): as at 14 11 2016</b>				
<b>Item</b>	<b>Action (What)</b>	<b>Responsible (Who)</b>	<b>Deadline (When)</b>	<b>Status (Optional)</b>
2-2-2015 (RAG)	Better link SES committee to ATM tasks in programmes	Agency	Report to the next meeting	Open. Ongoing.
1-2-2016 (MAB)	Copy MAB members in the Safety Promotion Network invitations	Agency	permanently	Closed. Informed Safety Promotion colleagues.
2-2-2016 (MAB)	Nominate members for 'Strategy Working Group' (send nominations to <a href="mailto:kirsti-verena.reinartz@easa.europa.eu">kirsti-verena.reinartz@easa.europa.eu</a> )	MAB	by 4 11 2016 Extended to 18 11 2016	Closed. Reminder sent with post-meeting docs on 30 10 2016 (Nominations received so far from DE, IT, FI, UK, ES)
3-2-2016 (MAB)	Provide feedback on effective SPN implementation	MAB	For next meeting	Closed. On agenda item of next meeting.
4-2-2016 (MAB)	Nominate members to the Safety Action group (send nominations to <a href="mailto:julia.egerer@easa.europa.eu">julia.egerer@easa.europa.eu</a> )	MAB	ASAP	Open.
5-2-2016 (MAB)	Raise the issue of supervision of operation of aircraft registered in Third Country to the Commission	Agency	Before next meeting	Open.
6-2-2016 (MAB)	Involve interested AB members in the future UAV NPA and expert group: provide draft NPA and letter of invitation.	Agency	When needed	Closed. The expert group invitation to nominate was circulated via CIRCABC on 27 10 2016
7-2-2016 (MAB)	Provide the terms of reference of the CAGs for MAB review (send comments to <a href="mailto:john.franklin@easa.europa.eu">john.franklin@easa.europa.eu</a> )	Agency/MAB	By 9 December 2016	Ongoing. Attached as an Annex 1 to this summary of conclusions for MAB review.
8-2-2016 (MAB)	Add DE paper on 'Dissemination of safety information' on the agenda of the next meeting.	Agency	For next meeting	Closed. On agenda of next meeting.
9-2-2016 (MAB)	Draft a Working Paper on outcomes of the Simplification Workshop, proposing concrete actions with a specific timeframe	Agency	Before next meeting	Open.
10-2-2016 (MAB)	Consult the WP on outcomes of MAB Simplification Workshop with MAB and Industry.	Agency	Before next meeting	Open.
11-2-2016 (MAB)	Present at next MAB meeting the Art 15 and 16 processes for rule development, including the list of project which are currently making use of that processes, and to clarify	Agency	For next meeting	Open.



	which AB are expected to contribute to Art 15 and 16 processes			
12-2-2016 (MAB)	Provide a detailed overview of the Agency advisory and collaborative bodies, their scope, how they interface each other, how their work is or can be coordinated, how they contribute to the different phases of the programming process as well as of the rulemaking and safety promotion processes.	Agency	For next meeting	Open.
13-2-2016 (MAB)	Provide information on the fees for EASA Workshops	Agency	Post-meeting doc	Closed. Attached as an Annex 2 to this summary of conclusions.
14-2-2016 (MAB)	Clarify future meeting modus	Agency, MAB	At next meeting	Closed. On agenda of next meeting

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## Annex 1

### DRAFT TERMS OF REFERENCE FOR THE COLLABORATIVE ANALYSIS GROUPS

#### Context and Objective:

- **Objective.** The objective of the Collaborative Analysis Groups (CAGs) is to provide a collaborative mechanism for EASA, NAAs and the wider aviation industry to work together to improve safety through the sharing of safety data or intelligence on a voluntary basis, and through the identification and analysis of systemic safety issues, within a Safety Risk Management framework.
- **Framework:** The CAGs exist as domain level Collaborative Groups to support the decision making for the European Plan for Aviation Safety (EPAS) and the EASA Annual Safety Review. The CAGs the Network of Analysts (NoA), which is formally tasked within Article 14 of Regulation (EU) 376/2014 with analysis of safety at European Level to support decision making for the EPAS. The Collaborative Groups are not making decisions on the definition and programming of Safety Actions. The NoA and the supporting domain CAGs exist to support the EPAS, and by default the Advisory Bodies, by providing analysis to enable informed decision making.
- **The Safety Risk Management (SRM) Process:** The SRM process provides a structured approach to the management of Key Risk Areas (Outcomes) and the associated Safety Issues (concerns) in each operational aviation domain, which are then captured within a Sector Safety Risk Portfolio. The SRM process has the following key steps:



#### Main Tasks of the Collaborative Groups:

The CAGs contribute to the below listed tasks by providing expertise and / or safety data or intelligence:

- Identification of emerging and candidate safety issues from available sources of safety intelligence and safety data (Accidents and Serious Incidents investigated by Safety Investigation Authorities and their resulting recommendations, as well as other sources of data and information available to the CAG members). This includes the routine monitoring of safety performance indicators in the specific aviation sector to support the identification of emerging safety issues.
- Sharing of safety data and safety intelligence on a voluntary basis between the CAG members to support analysis activity. The sharing and subsequent use of data and results through a CAG should be clearly identified and captured with the Terms of Reference of any task carried out. In principle any data shared



within a CAG is confidential, unless agreed otherwise and should be protected by the group. Only aggregated results should be provided and in a format agreed.

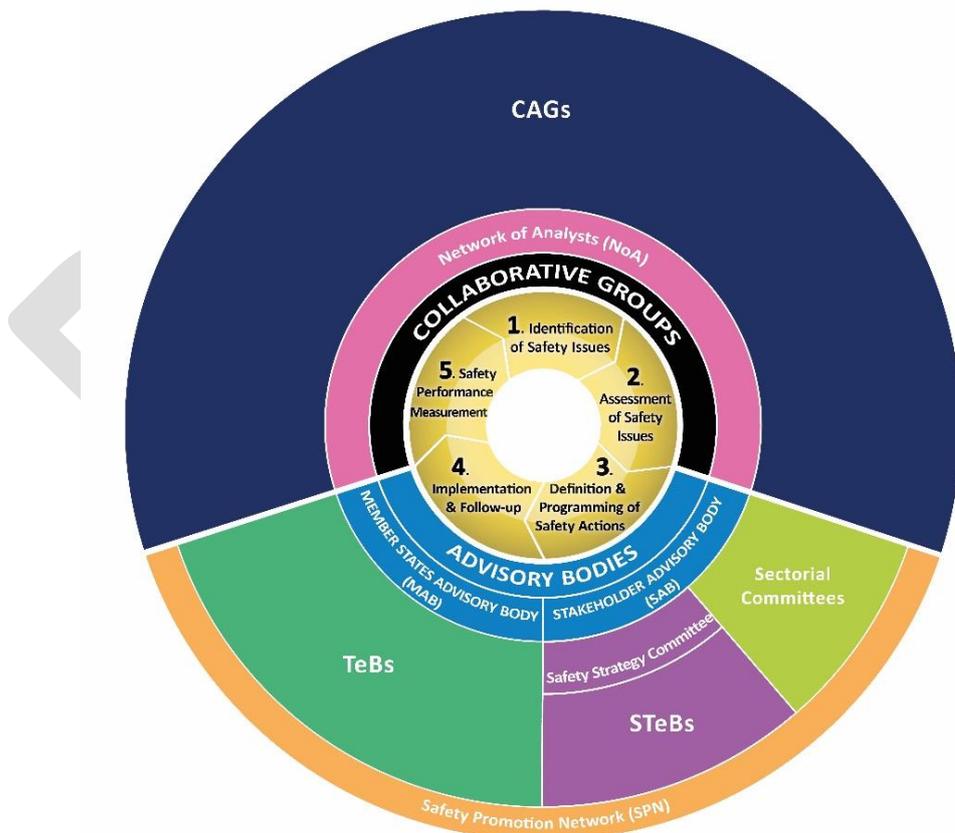
- Considering the results of analysis for new safety issues to consider whether they should be included in the Sector Safety Risk Portfolio.
- The assessment of safety issues for inclusion within the relevant Sector Safety Risk Portfolio.
- Identifying and proposing safety actions to reduce the risk associated to the identified safety issues
- The development of performance metrics and methodologies to monitor identified safety issues.
- Review/Validation of any specific safety communication products.
- **Inputs to CAG Activities:** The CAGs would take inputs from the Advisory Bodies on Safety Issues. In addition they would take safety intelligence inputs from a wide range of sources to support their work. Such sources include (but are not limited to): Accidents and Serious Incidents, Reportable Occurrences (from European Central Repository), Other Occurrence Information (from SMS' of organisations), Intelligence brought by organisations.
- **Outputs:** The CAGs would support the SRM Process through the following outputs:
  - Identification of Safety Issues, which results in the production of the domain Safety Risk Portfolios).
  - Completed Safety Issue Assessment for the individual Safety Issues culminating in proposals for prioritised actions for the EPAS. The results of the Assessment of Safety Issues will be made available to all the CAGs members for their benefit and provided to the Advisory Bodies, who would then work with the Agency to make decisions for the EPAS as part of the normal planning cycle. Once approved, the Safety Issue Assessment would be made available to the wider aviation industry.
  - Monitoring of Safety Performance is carried out by the collaborative groups and the resulting output will support the making of the EASA Annual Safety Review.

#### Governance:

- **Membership:** EASA, a limited number of NAAs (as agreed in the NoA), industry representatives (agreed within the Group and other relevant forums/ bodies). In order to carry out their work effectively, the CAGs should be maintained at a manageable size (approx. 20-25 members maximum). Normally, decisions on CAG involvement from Member States will be agreed in the NoA but where agreement cannot be reached (e.g. if large numbers of countries wish to participate in a group, the MAB will be consulted). Industry participation in the CAGs will normally be discussed with the relevant domain STeBs and Sectorial Committees.
- **Co-Chairmanship:** Each CAG would be co-chaired by the Agency and an industry representative agreed by the group where considered relevant.
- **Levels of Collaborative Activities:** The level of involvement in all tasks would be agreed before the start of tasks and follow the principles below:
  - **Level 1 – Review:** The 1st level was the minimum level of involvement that would see the Collaborative Groups consulted on the task planning at the start and asked to review and comment on the final assessment report.
  - **Level 2 – Review and Data:** The 2nd level would involve members of the relevant Collaborative Groups (e.g. CAT CAG) providing data in addition to the review element at Level 1.
  - **Level 3 – Review, Data and Task Team Member:** The next level would also involve the group members being formally part of a collaborative task team.



- **Level 4 – External Task Lead:** The final level involves leadership and general management of the task being performed by a member of the relevant Collaborative Group.
- **Work Programme:** The CAG will establish and agree on its work programme based on the following inputs:
  - Internal input from the NoA and CAGs.
  - Prioritisation from the Safety Risk Portfolios and the EPAS.
  - Through strategic direction from the Advisory Bodies (MAB/ SAB/ STeBs/ TeBs and Sectorial Committees).
- **How Decisions are Taken:** Whilst the Collaborative Groups are free to work on tasks proposed from within the collaborative framework, the Advisory Bodies are also able to make requests for Collaborative Groups to perform specific tasks identified by them and to comment on the work programme of the collaborative groups. The outputs from the Collaborative Groups will be provided to the Advisory Bodies for decision making in the EPAS planning cycle. EASA’s Safety Intelligence and Performance Department (SM1) will coordinate between the Collaborative Groups and provide regular updates to the Advisory Bodies. The roles of the Collaborative Groups and Advisory Bodies in the SRM process is outlined in the diagram below.



- **Long Term Development in the Context of Data4Safety.** Recognising the on-going development of the Data4Safety programme, a European data exchange and analysis programme that will take advantage of the Big Data technologies, in a voluntary collaborative partnership, the CAGs will review its ToR and to support the merging into this wider programme as the programme reaches maturity. The Governance of the



Collaborative Groups will be provided by the Data4Safety programme Steering Board that will be co-chaired by the industry.

- **Extended Collaborative Networks:** The wider collaborative network will be used to enable wider communication of safety messages and more general participation where relevant.

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## Annex 2

Follow-up to 12-2-2016 – Agency to provide information on the fees for EASA Workshops

### Events management policy (extract)

*‘The EASA conference centre provides the opportunity to host the majority of corporate events in-house that had previously been organised externally due to lack of appropriate facilities. In 2015, for conferences organised by EASA where the majority of participants were external, an average participation fee of 80,00 EUR per person per day was charged. Based upon this information, a decision was taken by the MOVE Steering Committee on 8<sup>th</sup> April 2016 that certain corporate events would attract a participation fee.*

*The objective of this policy is to harmonise the fees applicable to external stakeholders when participating in EASA Corporate Events to ensure fairness and equity and to guarantee a consistent and coordinated experience within EASA.*

#### ***This policy applies to all corporate events with the following criteria:***

- *Full day conference or event*
- *Minimum number of  $\geq 50$  external participants for whom payment of a fee is applicable (see “Exemptions from Fees”)*

#### ***Exemptions from Fees***

- *EASA staff members*
- *Participants whose attendance at the conference or event are eligible for reimbursement by EASA*
- *Advisory Body meetings*
- *Speakers contributing to the agenda/content*
- *Journalists/Press*

#### ***Fees***

*Based on the 2015 average price charged it was decided by the MOVE Steering Committee to charge a price of **80,00 EUR per day** per fee paying participant (which includes catering, room rental and technical equipment). For example,*

- *1 day = 80,00 EUR*
- *1½ days = 120,00 EUR (i.e. 1 day @ 80,00 EUR + ½day @ 40,00 EUR)*
- *2 days = 160, 00 EUR*

*The fee applies to all conferences or events that meet the criteria described above whether held internally or externally.*

*It is important to note that an external venue should only be chosen after all possibilities to house the conference or event internally have been exhausted.’*



## Annex 3

### Acronyms used:

AB – Advisory Body  
Air OPS – Air Operations  
A-NPA – Advanced Notice of Proposed Amendment  
AOB – Any Other Business  
AR – Authority Requirements  
AT - Austrian  
ATM – Air Traffic Management  
AWO – All Weather Operations  
BASA – Bilateral Aviation Safety Agreement  
CAG – Collaborative Analysis Group  
CAT – Commercial Air Transport  
COM – (European) Commission  
DE – German  
DGAC-FR – Direction Générale aviation civile  
EASp – European Aviation Safety plan  
EPAS - European Plan for Aviation Safety  
ES - Spain  
EU – European Union  
FCL – Flight Crew Licensing  
FI - Finnish  
FR - French  
GA – General Aviation  
HR - Croatian  
ICAO – International Civil Aviation Organisation  
IRE - Ireland  
JARUS - Joint Authorities for Rulemaking on Unmanned Systems  
MAB – Member States' Advisory Body  
MS – (EASA) Member States  
NL - Netherlands  
NPA – Notice of Proposed Amendment  
OR – Organisation Requirements  
PIA – Preliminary Impact Assessment  
RoPs – Rules of Procedure  
RMP – Rulemaking Programme  
RMT – Rulemaking Task  
SES – Single European Sky  
SM – Safety Management  
SPN – Safety Promotion Network  
SSP – State Safety Programmes  
STeBs – Stakeholder (technical) Body  
SWE - Swedish  
TeB – (Member States') Technical (Advisory) Body  
UA – Un-manned Aircraft  
UK – United Kingdom  
VFR – Visual Flight Rules  
WP – Working Paper



**Annex 4**

**List of Participants**

Attendees	Ms	Karin	Puleo-Leodolter	Ministry of Transport	Austria
	Mr	Franz	Graser	Austrocontrol	Austria
	Mr	Marc	De Smet	Civil Aviation Authority	Belgium
	Ms	Eleonora	Dobрева	Civil Aviation Administration	Bulgaria
	Ms	Ana	Kapetanovic	Civil Aviation Agency	Croatia
	Mr	Christian	Thorhague	Transport Authority	Denmark
	Mr	Nikolas	Jørgensen	Transport Authority	Denmark
	Mr	Joachim	Lücking	DG for Mobility and Transport, European Commission	EC – DG MOVE
	Mr	Alfonso	Arroyo	DG for Mobility and Transport, European Commission	EC - DG MOVE
	Mr	Richard	Miller	DG for Mobility and Transport, European Commission	EC - DG MOVE
	Ms	Ana	Kapetanovic	Civil Aviation Agency	Croatia
	Mr	Christian	Thorhague	Transport Authority	Denmark
	Mr	Nikolas	Jørgensen	Transport Authority	Denmark
	Ms	Susanna	Metsälampi	Transport Safety Agency	Finland
	Mr	Georges	Thirion	Direction Générale de l'Aviation Civile	France
	Ms	Carole	Lenck	Direction Générale de l'Aviation Civile	France
	Mr	Dirk	Sajonz	Luftfahrt Bundesamt	Germany
	Mr	Sotirakis	Stamou	Hellenic Civil Aviation Authority	Greece
	Ms	Halla	Sigurdardottir	Transport Authority	Iceland
	Mr	Kristin Helga	Markusdottir	Transport Authority	Iceland



	Mr	Brian	Skehan	Aviation Authority	Ireland
	Mr	Marco	Silanos	ENAC	Italy
	Mr	Stephane	Vallance	Civil Aviation Administration	Luxemburg
	Mr	Leonard	Boer	Ministry of Infrastructure and Environment	Netherlands
	Ms	Hege	Aalstad	Civil Aviation Authority	Norway
	Ms	Anna	Kolmas	Civil Aviation Authority	Poland
	Mr	Victor	Rosa	ANAC	Portugal
	Mr	Martin	Němeček	Civil Aviation Authority	Slovak Republic
	Ms	Melita	Pristov	Ministry of Infrastructure	Slovenia
	Mr	José María	Ramírez Ciriza	AESA, Spanish Aviation Safety Agency	Spain
	Mr	Magnus	Molitor	Transport Agency	Sweden
	Ms	Francine	Zimmermann	Federal Office of Civil Aviation	Switzerland
	Mr	Marcel	Kägi	Federal Office of Civil Aviation	Switzerland
	Mr	Neil	Williams	Civil Aviation Authority	United Kingdom
	Mr	Peter	Green	EUROCONTROL	
	Mr	Marinko	Šimunović	Directorate of Civil Aviation	Bosnia and Herzegovina
	Mr	Sergiu	Marzac	Civil Aviation Authority	Moldova
	Ms	Olja	Čokorilo	Civil Aviation Directorate	Serbia
	Mr	Adem	Karslioglu	Directorate General of Civil Aviation	Turkey
	Mr	Muhammed Seyda	Akdag	Directorate General of Civil Aviation	Turkey
<b>Apologies</b>	Mr	Radu	Bezniuc	Civil Aviation Authority	Moldova
	Mr	Mileta	Nikolic	Civil Aviation Agency	Montenegro
	Ms	Marijana	Vukcevic	Civil Aviation Agency	Montenegro



<b>Apologies</b>	Mr	Bob	Rieder	Ministry of Infrastructure and Environment	Netherlands
	Ms	Nina Beate	Vindvik	Civil Aviation Authority	Norway
	Mr	Marcin	Szczygieł	Civil Aviation Authority	Poland
	Mr	Muhammed Seyda	Akdag	Directorate General of Civil Aviation	Turkey
	Mr	Padhraic	Kelleher	Civil Aviation Authority	United Kingdom
<b>Further Participants</b>	Mr	Christopher	Anderton	Ministry of Infrastructure and Environment	Netherlands

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