



European Aviation Safety Agency

EASA

Brussels, Friday, 06 February 2004

Dear Member of the Safety Standards Consultative Committee (SSCC),

First SSCC meeting: 23.02.2004

I herewith invite you to the first meeting of the SSCC that will take place at EASA's Brussels offices on 23 February at 10.00 (room 08/045, Rue de Genève 12, Brussels). The meeting is expected to finish at 17.00.

Agenda

Please find below the agenda for the first meeting. The working documents to which the agenda refers are being posted on the CIRCA extranet.

How to access CIRCA

1. Your personal profile allowing you to access the meeting documents will be created shortly (for those members who have provided EASA with their contact details as requested). The associated username and password will be forwarded to you by automated e-mail (from circa@circa.europa.eu.int) together with some basic instructions on how to access the CIRCA site.
2. As an additional security measure, you are required to enter a transaction number for the first login only. This 'transaction number' will be sent to you shortly by e-mail from EASA. **Please do not attempt to login before you have received the transaction number.**
3. Visit the SSCC extranet at <http://forum.europa.eu.int/Members/irc/easa/sscc/home>. Use your username, password and transaction number to login to the site. The meeting documents will be available in the library/meeting documents section.

I trust that this system will prove satisfactory. Please do not hesitate to contact me should you have any questions.

I would be grateful if you could confirm your attendance to Simon Brain (contact details below) if you have not done so already.

I look forward to meeting you in Brussels on 23 February.

Yours sincerely,

Patrick GOUDOU

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European Aviation Safety Agency

SAFETY STANDARDS CONSULTATIVE COMMITTEE

23.02.2004 – AGENDA

1. Welcome by Patrick Goudou, EASA Executive Director

2. Development of SSCC operating procedures

- Adoption of SSCC operating procedures

[Working paper A: draft operating procedures]

- Election of chair

3. 2004 rulemaking programme

[Working paper B: introduction to draft rulemaking programme]

[Working paper C: draft 2004 rulemaking programme]

4. Advance planning for 2005-2007

[Working paper D: identified rulemaking tasks for 2005-2007]

5. Development of EASA rulemaking procedures

EASA Management Board Decision MB/7/03 requires the Agency to develop procedures for:

- the development, modification and publication of the rulemaking programme and consultation on its contents;
- the execution of regulatory impact assessments;

[Working paper E: JAA NPA 11-2]

[Working paper F: sample RIA#1]

[Working paper G: sample RIA#2]

- the publication of NPAs;
- the review of comments on NPAs;
- the operation of drafting groups;

[Working paper H: proposed rules and procedures for drafting groups]

- The retention of documents; and
- special procedures.

6. Any other business, including discussion of procedures for NPA 1/2004