



European Aviation Safety Agency

## MINUTES OF MEETING

Subject SSCC Meeting 02-2010

Date 2 December 2010

Location Dorint Hotel an der Messe, Cologne

Organised by EASA

### List of Participants

	SSCC Members	SSCC Observers
	<b>Attendees</b> <b>Les Aalders, AIAC</b> <b>Philipp Ahrens, ACI</b> <b>Martin Alder, ECA</b> <b>Dany van der Biest</b> <b>Dominique Bouvier, SNECMA</b> <b>Daniel Coutelier, EFT</b> <b>Phillippe De Gouttes, ASD</b> <b>Patrick Debuchy, IATA</b> <b>Walter Desrosier, GAMA</b> <b>Michael Erb, IAOPA</b> <b>Pierre Georges, ASD</b> <b>Belarmino Gonçalves Paradela, EBAA</b> <b>Øyvind Hallquist, ACI</b> <b>Michael Hickey, ELFAA</b> <b>Darryl Johnson, ASD</b> <b>Frank Kabuth, EAMTC</b> <b>Adrie Kraan, BCA</b> <b>Thomas Loeff, EAAPS</b> <b>Roderick McGregor, CANSO</b> <b>Dick Meerman, ACI</b> <b>Paulo Monteiro, AIAB</b> <b>Pierre Moreillon, ERAC</b> <b>Erik Moyson, IACA</b> <b>Zeljko Oreski, IFATCA</b> <b>Kris van der Plas, ECA</b> <b>Michel Rocca, CANSO</b> <b>Rudolf Schuegraf, EAS</b> <b>Liam Sisk, ASD</b> <b>Carlo Vergari, EIMG</b> <b>Roland Vermeiren, ESAM</b> <b>Bob Wilson, ASD</b>	<b>Alfonso Arroyo Fernandez, EC</b> <b>Todd Sigler, AIA</b>
		<b>Experts or alternative attendees</b>  <b>Fred Bruggeman, AEI</b> <b>Alexandre Bianchi, AIA Brazil</b>
<b>Apologies</b>	Martin Ambrose, SSCC Chair, ERA Tim Glasspool, EHA Bob Wilson, ASD Michael Sanders, ASD	

<b>Agenda 2-2010</b>	
1	<b>Welcome introduction</b>
2	<b>Adoption of the agenda</b>
3	Adoption of the minutes of the previous meeting Review of action table <b>Working paper 00: Minutes of meeting 1-2010</b>
4	<b>General introduction</b> <ul style="list-style-type: none"> <li>▪ Election of Vice-Chair for full SSCC</li> <li>▪ Reply to Chair on fast track mechanism on the 2<sup>nd</sup> extension</li> </ul>
5	<b>Reports from the Subcommittee Chairs<sup>1</sup></b> <ul style="list-style-type: none"> <li>▪ Announcement on Chair/Vice Chair of ATM and Aerodromes Sub-Committees</li> </ul>
6	<b>4-year Rulemaking Programme</b> <ul style="list-style-type: none"> <li>▪ State of implementation of the 4-year Rulemaking Programme 2010-2013 <ul style="list-style-type: none"> <li>▪ Existing remit</li> <li>▪ First extension</li> <li>▪ Second extension</li> </ul> </li> <li>▪ Update on the adopted 4-year Rulemaking Programme 2011-2014 <ul style="list-style-type: none"> <li>▪ Extension of ACAS II mandate</li> </ul> </li> <li>▪ Working schedule for the 4-year Rulemaking Programme 2012-2015 <ul style="list-style-type: none"> <li>▪ Presentation of the key milestones for development of the 4 year Rulemaking Programme <ul style="list-style-type: none"> <li>▪ Timeframe for main Deliverables (Pre-RIAs, Ranking List)</li> <li>▪ Multidisciplinary measures – preparing for the Total System Approach</li> <li>▪ Further Drivers (EASAC, ICAO GA, SESAR)</li> </ul> </li> <li>▪ Task 25.035 Cabin environment - Air quality – way forward</li> <li>▪ Suborbital Airplanes</li> </ul> </li> <li>▪ <b>Information paper 01: Progress report</b></li> <li>▪ <b>Information Paper 02: Extension of ACAS II mandate</b></li> <li>▪ <b>Information Paper 03: Presentation on Task 25.035 Cabin environment</b></li> <li>▪ <b>Information Paper 06: Multidisciplinary measures</b></li> <li>▪ <b>Information Paper 07: Presentation on Impact of EASP and</b></li> </ul>

<sup>1</sup> For efficiency reasons, Subcommittee Chairs are invited to present recommendations/observations that are relevant to the full SSCC

	<b>of SESAR on RMP</b> <ul style="list-style-type: none"> <li>▪ <b>Information Paper 08: Presentation on Outcome of ICAO Assembly</b></li> <li>▪ <b>Information Paper 09: Presentation on Suborbital Airplanes</b></li> </ul>
7	<b>Feedback on implementation of EASA rules<sup>2</sup></b> <b>Information paper 04: reflecting eventual input from the Members</b>
8	<b>Update on Review of Rulemaking Procedure</b> <b>Information paper 05: Update on the work of the group</b>
9	<b>Alternative Means of Compliance – change of MB procedure</b> <b>Working paper 01: Paper on the subject</b>
10	<b>AOB</b> <ul style="list-style-type: none"> <li>▪ Planning of future meetings</li> </ul> <b>Information paper 10: Future meetings</b> <ul style="list-style-type: none"> <li>▪ Concept of Common Session</li> </ul>

MoM prepared by	Kirsti Reinartz	Date	Signature
MoM reviewed by	Athanassios Tziolas	Date	Signature

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<sup>2</sup> A permanent agenda point on the feedback on the implementation of EASA rules (difficulties in interpretation, implementation or harmonisation, identification of inconsistencies or regulatory vacuums) is added as a follow-up to the NETS implementation.

<b>1. Opening and Welcome</b>
The SSCC Chair - Martin Ambrose – was excused. It was decided during the pre-briefing meeting that Liam Sisk would act as Chair for this meeting. Mr. Sisk welcomed the participants and asked for a tour de table.

<b>2. Adoption of the Agenda</b>
The item "Safety information Bulletins – SSCC consultation" was added to Agenda item 10 "AOB". The Agenda was adopted with no further changes.
Conclusion/Action: N/A

<b>3. Adoption of meeting 2-2010 minutes + Review of action table</b>
The minutes were accepted.
The action table was displayed and a verbal debriefing was given on each open item. The table has been amended accordingly.
Action 2-4-2008 Action remains open.
Action 2-9-2009 The Agency will examine the issue and communicate the results to SSCC. To clarify, it was stated that the "e-tool" and the "Rulemaking Handbook" are the same application. Action remains open.
Action 1-01-2010 Action closed (linked to action 1-05-2010).
Action 1-02-2010 After feedback from the advisory bodies the methodology of pre-RIA and template adapted. Action closed.
Action 1-03-2010 Latest version of SSCC RoPs has been uploaded on Agency website. New composition reflected in ED decision, which has been published as well. Action closed.
Action 1-04-2010 Action remaining open.
Action 1-05-2010 Action remaining open. Agency to make sure the report on the review group is provided well in advance of next SSCC meeting.
Action 1-06-2010 Feedback from the advisory bodies taken into consideration. 4-year Rulemaking Programme 2011-2013 finalised and published in August 2010. Action closed.
Action 1-07-2010 Agency to update after drafting ToRs. Action closed.
Action 1-08-2010 Tasks have been upgraded from inventory and combined in one single task. Agency will elaborate during meeting. Action closed.
Action 1-09-2010 Elections have been held. Action closed.
Action 1-10-2010 Linked to Action 1-03-2010. Action closed.
Conclusion/Action: N/A

<b>4. General Introduction</b>
<ul style="list-style-type: none"> <li><u>Elections of Vice-Chair for full SSCC</u></li> </ul> <p>Mr Sisk informed that there were no candidates proposed for this position. During the meeting, a possible candidate's name did come up, but finalisation of election procedure was suggested to take place at next meeting.</p>

- Reply to Chair on fast track mechanism

Agency provided background to the issue. The Chair expressed concerns as to the fact that there was no usual consultation of stakeholders. The Agency answered that the fast track procedure had been requested by Commission and Member States through the SSC. It did not alter the substance and was used to transpose existing rules. The procedure had been agreed to by the MB. Input from NAAs and Industry had been collected and the existing working groups used, so the relevant experts had been consulted. After publication of the Agency's opinions a Workshop was organised in Cologne to inform about the process followed and get Industry and NAAs feedback. The Agency has forwarded a report with the conclusions from the Workshop to the Commission for discussion in the SSC and EASA Committees. An internal service consultation has been launched as well as a written procedure with Members States for the adaption of the ATCO proposed Implementing Rule. There will be a formal position on it in the beginning of the year. As regards other ANSPs and Safety Oversight in ATM/ANS proposed IRs, SSC will debate on 3 December, thereafter the Commission will put up for vote, with a slight delay.

Conclusion/Action:	2-1-2010: Agency to relaunch a reminder for SSCC vice-Chair elections in order to prepare the vote at next meeting.
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## 5. Reports from the Sub-Committee Chairs

The Sub-Committee Chairs briefly presented their reports of the previous day's meeting, the Chair reminding them to keep to points of full SSCC interest for efficiency reasons. General points are noted by the Agency and included below, whilst specific items are recorded at an appropriate point later on in the minutes. The Agency notes the feedback given by the Sub-Committee and will give follow-up on certain tasks presented where possible. Further information can also be found in the relevant Sub-Committee presentations.

### Design and Manufacturing Sub-Committee

A report was given by the Sub-Committee Chair Philippe De Gouttes, where following issues were presented.

1. Sub-Tier DOA remains on-hold although identified as the No.1 priority by industry, not progressing and Workshop due to be delayed until 2011.
2. State of implementation RMP 2010-2013: A specific comment was raised on MDM.003(a): support separate handling of Flight Test engineer license question under Advance-NPA to allow progress on other aspects of flight testing NPAs
3. Update on adapted RMP 2011-2014: A specific comment was raised on 20.002 – request earlier completion since it requires only limited resources.
4. Planning of future meetings: Specific request to Agency – avoid date conflicts between CMT and SSCC
5. Working schedule RMP 2012-2015: Noted that in Initial airworthiness domain, 14 pre-RIAS to be submitted in January 2011.
6. Expressed support to the proposal for a framework for stakeholders to take the lead on certain rulemaking tasks such as "Open rotor" and proposal for "special airworthiness requirements for aircraft with executive interiors".

### Flight Standards Sub-Committee

A report was given by the Sub-Committee Chair Thomas Leoff, where following points were highlighted:

1. State of implementation of RMP 2010: FCL.008 Group work completed and task on hold for resource reasons. Restart planned 1st Q 2011. This delay will result in difficulties for those pilots that either hold UK IMC rating or a Third Country IR rating.

2. Work schedule for the RMP 2012-2015:

- a. Timeframe for pre-RIAs, Ranking List, draft RMP: A transitional period is anticipated. In this period no complete ranking list possible due to variations in pre-RIAs format. In addition, peak workload in Flight Standard Department; therefore catch-up for all pre-RIAs will take place in the RMP 2013-2016 preparation.
  - b. Further drivers (EASAC, SESAR, ICAO): Support for data driven approach for deriving future RM activities.
  - c. SESAR developments must be reflected in the training requirements for pilots and ATC controllers.
  - d. Task 25.035 - Cabin environment: will it be removed from RMP by ED Decision? To the knowledge of the FS Sub-Committee there is no scientific evidence that would support any further RM activity.
  - e. Suborbital airplanes: regarded as low priority task compared to EFB task which is really urgent.
3. Part-FCL Opinion – Basic LAPL/LAFI: the technical expertise inherent in the draft FCL gained over 3 years should be duly recognised.
4. Third country licenses (e.g. US/FAA): Supports the envisioned bilateral EU/US as the final solution. However, with FCL.008 being delayed and bilateral not expected in place in time, suitable transition measures are required. Otherwise, negative safety implications are expected especially for those pilots using a 3rd country instrument rating.

Mr. Leoff also pointed out that the FS Sub-Committee did not foresee a need to meet in March 2011, as the pre-RIA review could be achieved by written process.

ATM subcommittee report

A report was given by the newly elected Sub-Committee Chair Michel Rocca. The report contained in particular following points:

1. Need for harmonisation of safety rules in order to facilitate FAB implementation.
2. FAB - Signature of FABEC Treaty by 6 States in Brussels, considered as a big step for the implementation of Functional Airspace blocks by the deadline, Dec. 2012.
3. Full involvement of EASA in preparation of SPIs for ATM for the implementation of the Performance Scheme IR.
4. The industry will provide data to EASA for the impact assessment of 'principle place of business' v.s. 'principle place of operation' and would be ready to be involved in this debate.
5. Progress update
  - ATM.005 – future new rulemaking group, link to the interoperability (IOP) Regulation.
  - ATM.010 – Pre-RIA needed to assess the safety benefits and associated priority.
6. SES II third pillar – new technologies - suggests liaising with SSCC to determine tasks for drafting the rules required for the deployment of SESAR.
7. Need for reasonable transitional period for the forthcoming proposed ATM/ANS IRs.
8. Most welcomed: the development and further enhancement of Rulemaking Handbook (e-tool)

The following comments were made:

- FCL.008 – considers task with ATM/ANS aspects, therefore asks to be ensured the ATM/ANS involvement.

Concern for the use of Accronyms, homonyms concerning “alternative”, “additional” means of compliance. No distinction possible. To this Mr Sisk replied that the subtleties of the use were not yet known and suggested therefore to refrain from using the acronyms in ATM until AOR rules are extended to ATM.

#### ADR subcommittee report

A report was given by the newly elected Sub-Committee Chair Dick Meerman.

Mentioned that Philipp Ahrens was vice Chair of the Sub-Committee.

The following points were presented:

1. Group composition - it was expected that CANSO and Boeing experts concerning airport equipment would be joining the groups eventually.
2. It was stressed that SESAR may become a “main additional driver” for future ADR rulemaking tasks.
3. Bird strikes were mentioned as an important future factor.
4. future rulemaking plans and initial prioritisations:
  - Apron management (higher priority)
  - Aerodrome equipment (higher priority)
  - Expected amendments to Annex 14 and adoption of PANS-ADR (middle priority)
  - Safety recommendations (middle priority)
  - Heliports (lower priority)

#### Engineering and Maintenance Sub-Committee

A report was given by the Sub-Committee Chair Liam Sisk, highlighting the following issues:

1. Inventory Tasks:
  - a. 66.013 – still listed in inventory, what will happen?
  - b. M.020 – Origin and intent of task is unclear – Agency to clarify / justify or delete from depository (no change from May meeting).
  - c. M.028 - Could possibly be combined with MDM.078 – now deleted from “Inventory” – see later
  - d. MDM.017 and MDM.081 - very similar tasks – combine? MDM.017 in “Inventory”, MDM.081 deleted – Low priority.
  - e. 147.004 - requested for task to be closed as it is no longer relevant, and since it can be handled as part of task MDM.082.
2. Standardisation new discussion items
  - a. Value of Permit to Fly (PtF) privilege for CAMO when Flight Conditions approved by TC holder still required NAA approval – this applies when TC holder is not Part 21 approved.
  - b. NAAs making audit findings against AMCs when stated position from EASA is that audits must be conducted per the rule – on-going debate.
3. Progress
  - a. EU261: concerned about potential for high costs incurred by airlines to directly affect decision making – AEI to write to DG MOVE.
  - b. Major type design changes/ fees and charges: high costs a concern for light business aircraft.
4. General new discussion item – ICAO Article 83 bis transfers of aircraft

New Agency interpretation is that “partial” transfers of airworthiness responsibility not possible – would create a problem for many existing arrangements. Understood that consultation with affected NAA has been initiated.

5. MEL - airplanes inappropriately using this framework

To conclude, Mr Sisk pointed out that standardised templates for the presentations would be needed.

Agency responses to Sub-Committee reports

The presentation was followed by a brief answers session:

Responses to D&M Sub-Committee

Sub-Tier DOA: Agency highlighted the need for a comprehensive approach and suggested waiting for the outcome of the workshop where a more solid position would be made available afterwards.

Meeting calendar: Calendar issues of the various Agency’s events will be better coordinated.

20.002 (EFB): Agency committed to deliver NPA by end of 2011. The Chair noted that this was a critical issue for development of new aircraft and urged for earlier publication. The Agency replied that certification was not really the issue here.

Responses to Flight Standards Sub-Committee

FCL.008: urgency of task was acknowledged.

SESAR development – Agency needs to assess this matter carefully. It needs to define the impact on its activities and the contribution expected from the Agency. The Agency informed that a letter has been sent to competent organisations to get more information. The Agency had therefore not included the SESAR related rulemaking tasks, at this stage, in the Rulemaking Programme and indicated that it would not start the planning until sufficient progress is made on the negotiations between EASA and SESAR JU.

Suborbital airplane – Agency informed that this task is bound to come up as Member States are asking which rules to apply. Agency intends to assess the responsibilities of all relevant bodies and make an inventory of implications. Industry has offered help, so one solution would be to outsource task in accordance with the framework for stakeholders to take the lead on certain rulemaking tasks. A pre-RIA will be produced to allow for an informed decision on the way forward.

Basic LAPL/LAFI – Agency informed that it will conduct internal discussions and coordinate with the Commission on this matter. It would inform SSCC on the results at the next meeting.

Third country licenses – The Agency informed that this issue is well known and that it is linked to the adoption of the Bilateral Aviation Safety Agreements (BASAs). It provided a status update on the ratification process of the various BASAs. The Agency will need to wait for the outcome of this process before taking further action.

Responses to ATM Sub-Committee

Further analysis and internal coordination will take place in order to arrive at a viable solution on the definition.

In response to the request for a better coordination with PRB, the Agency informed that it has been nominated a focal point in that body. In all areas, the Agency’s involvement is with the parts that impact the safety related tasks.

Agency takes note of stakeholders request for the inclusion of appropriate transition measures in the forthcoming draft implementing rules.

Responses to ADR Sub-Committee

The Agency thanked for the support from the aerodrome stakeholders in its rulemaking

activities.

Responses to E&M Sub-Committee

ICAO Article 83 bis – Agency reported on the discussions with NAAs and that it still needs to study the matter internally. It will also consult with the Commission and report on the outcome of its assessment.

The Agency invited AEI to report any issue that affects safety to the Agency. The Agency is aware that there are confidential aspects that need to be taken into account, but the Agency cannot work on presumptions.

Conclusion/Action:	<p>2-2-2010: Agency to prepare templates for the Sub-Committee meeting reports</p> <p>2-3-2010: – Agency to conduct internal discussions on Basic LAPL/LAFI and coordinate with the Commission on this matter. It would inform SSCC on the results at the next meeting.</p> <p>2-4-2010: Agency to ensure ATM/ANS involvement in the case of FCL.008.</p> <p>2-5-2010: Agency to analyse and eventually outsource task.</p>
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## 6. Agenda Item: 4-year Rulemaking Programme

Mr Sisk suggested skipping the points which had been discussed at the Common Session and Sub-Committee meetings on 1 December. This was agreed.

Information Working paper 01: Progress report + presentation

Agency thanked for collegial support and contributions to achieving 100%

Information paper 02: Extension of ACAS II mandate

Agency proposed to do a pre-RIA and then let Sub-Committees take position on priorities.

Information paper 06: Multidisciplinary measures paper + presentation

Agency provided the background related to the numbering of the tasks. The main issue now is to make visible which Agency department has the lead on a certain task and the associated resources on tasks of transversal nature. It therefore analysed the situation and made proposals for better planning and more transparency to advisory bodies. In response to Mr. Sisk who expressed certain doubts as regards the new method, Agency specified that, depending on the solution, all tasks were the object of this re-numbering, not only MDM. On the whole, most Members seemed to support the new numbering idea combined with D&M proposal, namely:

- adding a new column to affected Regulations
- having two columns with new and old numbering

It was suggested that the Agency takes these comments on board and comes forward with a final proposal for the new rulemaking programme.

Information Papers 7 and 8:

No comments were provided by the meeting.

Information paper 03: Presentation on Task 25.035 Cabin environment

Agency stated that its investigation showed that there is no safety implication, at this stage, and that therefore no rulemaking task was envisaged. A member reported that there are two relevant fora for this issue: the Chief Medical Officers of Aviation Authorities and the Scientific Advisory Board, and neither association has raised concerns.

The SSCC agreed with the Agency proposal.

Mr Sisk and SSCC and Members joined in thanks and expressions of gratitude to Yves Morier, who will no longer be working for Rulemaking.

Information paper 09

no comments

Conclusion/Action:	2-6-2010: Agency to propose new numbering of tasks (including adding additional columns to the table), taking into consideration suggestions and concerns of SSCC.
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## 7. Feedback on implementation of EASA rules

Information paper 04: reflecting eventual input from the Members

*no contributions were made by member in advance or during the meeting.*

Conclusion/Action:	N/A
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## 8. Update on Review of rulemaking Procedure

IP 05: Update on the work of the group

The Agency presented the working approach followed and the timeframes for consultation of the various concerned bodies.

In response to the Chair question, the Agency informed that the new process will most likely be applicable as of 2012 and indicated that the concrete proposals shall be discussed with SSCC in the May meeting and comments will be taking into consideration for drafting the final proposal that will go to the EAB and then to MB.

Conclusion/Action:	2-7-2010: Agency to draft a report on review of Rulemaking Procedure and present the outlines of this report to SSCC in May.
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## 9. Alternative Means of Compliance – change of MB procedure

WP01: Paper on the subject + presentation

The Agency presented the purpose and the scope of the Working Paper and explained that a change of the Rulemaking Procedure is necessary in order to apply the new workflow for alternative MoCs.

Several aspects of this paper were discussed and feedback received from SSCC, summarised as follows:

- Difference of interpretations may cause difficulties for standardisation.
- A “quality control” by the Agency of Alternative MoCs would raise acceptability.
- Proposed to have the proposal of Alt MoCs be incorporated into the proposal for a change of the Rulemaking Procedure.
- The Aerodromes Sub-Committee welcomed the use of Alternative/additional MoCs in their sector.
- The FS Sub-Committee supported the proposed changes to the RM Procedure, but warned that a 6-week consultation period might become critical during holiday periods.
- To ensure level playing field, it was suggested to publish all existing EASA AMCs, Alt and/or Add MoC on the website.

In response to questions from SSCC, the Agency provided the following information:

- What happens at Agency level with Additional, Alternative MoC once they reach the Agency? Process will initially be applicable to 1st extension rules only, and not affect the ATM/ADR or AW rules.
- AMCs should always have an Implementing Rule, which has to be specific enough to have a safety objective and to have an addressee who needs to apply it.
- Will the change also apply to book 2 of Certification Specifications in the airworthiness field? The Agency recognised the legacy in this field and indicated that the change would not affect Certification Specifications (CS) since there is already a slightly different procedure used.
- Legally, the Agency has no competence for approval of Alt MoCs - these have to be approved by NAAs
- One Member suggested that Alt MoC and Add MoCs developed by the NAAs should be treated as priority during the standing Rulemaking task (and not 'a posteriori').
- A Member asked why a list of all Alt MoCs could not just be published? The Agency responded that this was currently the task of the NAAs, which should publish their Alt MoC on their websites.
- The issue was raised that published Alt MoCs would appear in the national languages only. According to the Agency this was not a problem since only those organisations, which asked for the specific Alt MoCs were allowed to use them. Only once it was published on the EASA website, this AMC could it be used by everyone.
- A clarification was made by the Agency on the various types of AMCs:
  1. The "Alternative Means of Compliance" are those which are alternatives to existing published (by the Agency) AMCs. The Agency plans to introduce a standing rulemaking task to ultimately publish Alt MCs as EASA AMCs.
  2. The "Additional Means of Compliance" do not have a published Agency counterpart, but can be developed by the NAAs. NAAs do not have the right to impose additional requirements, but they have the right to interpret. This interpretation is formalised in the form of Additional MoCs.

Mr Sisk summarised the discussion as follows:

He sensed the committee to be sceptical about the publication of Alt MoCs and Add MoCs by NAAs. EASA should play a central role in this issue.

The Agency thanked for the valuable feedback and accepted to update the Working Paper with inputs received from the Committee. Any member wishing to contribute can react to the CRD to AR/OR until the closing date of 6 Dec 2010.

Conclusion/Action:	2-8-2010: Agency to update WP01 with feedback from Committee
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## 10. AOB

- Planning of Future meeting

The 24th and 25th of May 2011 were confirmed.

Tentative meeting dates 30.11.2011 and 1.12.2011 were agreed, but these remain to be confirmed at the next meeting.

The Agency informed of the organisation of Volcanic Ash workshop in January 2011. It also informed that it was investigating the possibility for participants to pay for participation in order for the Agency to recover some of its costs.

- Concept of Common session

Agency explained the background of this new format of sub-committee meetings applied for

the first time. The aim was to highlight certain issues of relevance to all sub-committees to allow for discussions thereafter at Sub-Committee level to prepare decisions/comments in full group. Mr Sisk agreed to this process if presentations were kept under 2 hours in total.

– Safety information bulletins:

This additional point on the agenda was agreed under item 2. Agency provided background information on the subject matter. The SIBs are non-binding and aimed at raising awareness of industry on certain issues. A review of this process became necessary because of the extensions to OPS, FCL and ATM. Some Members asked why the consultation would be restricted to those issues concerning extension of remit and asked why SSCC hadn't been consulted before. The Agency answered it should be able to decide if the issue should be commented, so no systematic consultation would take place on all SIBs.

Since all industry sectors are represented in SSCC, Agency suggest to SSCC if they could agree to be consulted on this issue on an ad-hoc basis. The Agency would provide a draft and would give 4 week deadline for comments.

The Chair indicated that as a principle this is a good initiative and that it would raise the quality of SIBs.

Overall agreement on the Agency's proposal was noted.

Conclusion/Action:	N/A
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Action list					
Action #	What	Who	When	Status	Comments
2-4-2008	Establish a review group for task 21.010	Agency	Before next meeting	O	A review group will be established after publication of NPA.
2-09-2009	Review the e-tool fee policy	Agency	ASAP	O	Still under discussion. To clarify. E-tool and "handbook" are same application.
1-1-2010	provide SSCC with working group proposal on the Review of the Rulemaking Procedure.	Agency	when available	C	Linked to 1-5-2010, which is still open.
1-2-2010	adjust Pre-Ria methodology	Agency		C	Methodology of Pre-RIA changed, template to be used for new cycle adapted.
1-3-2010	adjust the SSCC Rule of Procedure	Agency		C	New RoPs and ED Decision with group composition published on Agency website.
1-4-2010	contact AGNA Chair to organise a combined meeting between AGNA and SSCC	Chair		O	To be kept open.
1-5-2010	The Chair requested that the report on the review group should be provided well in advance to the next	Agency		O	Agency to make sure documents are provided at least 2 weeks in advance

	meeting to prepare for comments.				
1-6-2010	consider Committee feedback on the draft 2011-2014 rulemaking programme when finalising the programme.	Agency		C	Rulemaking Procedure finalised
1-7-2010	adjust Pre-RIA methodology and ranking list.	Agency		C	Linked to 1-2-2010
1-8-2010	upgrade Open Rotor and CS-E tasks from inventory to the programme, and create the relevant CS-25 task	Agency		C	Have been upgraded from inventory
1-9-2010	Agency to launch elections for Chair and Vice-Chair (of ATM&ADR Sub-Committees)	Agency	ASAP	C	Elections held
1-10-2010	adopt the adjusted SSCC RoP	Agency		C	Linked to 1-3-2010
2-1-2010	relaunch a reminder for SSCC vice-Chair elections in order to prepare the vote at next meeting.	Agency	Before next meeting	O	
2-2-2010	prepare templates for the Sub-Committee meeting reports	Agency	Before next meeting	O	
2-3-2010	conduct internal discussions on Basic LAPL/LAFI and coordinate with the Commission on this matter. Inform SSCC on the results at the next meeting.	Agency	Before next meeting	O	
2-4-2010	ensuring of ATM/ANS involvement in the case of FCL.008	Agency		O	
2-5-2010	analyse and eventually outsource tasks of requesting inventory of implications of suborbital airplane	Agency		O	
2-6-2010	propose new numbering of tasks, taking into consideration suggestions and	Agency		O	

	concerns of SSCC				
2-7-2010	draft a report on review of Rulemaking Procedure and present outlines to SSCC	Agency	Next meeting	O	
2-8-2010	update WP01 with feedback from Committee	Agency		O	

Next meeting:
The next meeting is arranged for 24-25/05/2011 in Cologne.