

## Executive Director Decision

### DECISION N° 2015/118/ED OF THE EXECUTIVE DIRECTOR OF THE AGENCY

OF 23 JUNE 2015

**ON THE TRAINING SERVICES PROVIDED BY THE AGENCY AND RELATED CHARGES AND**

**REPEALING DECISION 2008/068/A AND DECISION 2011/076/E**

THE EXECUTIVE DIRECTOR OF THE EUROPEAN AVIATION SAFETY AGENCY

Having regard to Regulation (EC) No 216/2008 of the European Parliament and of the Council of 20 February 2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency, and repealing Council Directive 91/670/EEC, Regulation (EC) No 1592/2002 and Directive 2004/36/EC<sup>1</sup>, and in particular Articles 38(3)(e) thereof,

WHEREAS

- (1) Following Article 38(3)(e) of Regulation (EC) No 216/2008, the Executive Director has the function to take all necessary steps, including the adoption of internal administrative instructions and the publication of notices, to ensure the functioning of the Agency in accordance with the provisions of this Regulation;
- (2) Article 59(1)(d) of the Regulation (EC) No 216/2008 includes, among the revenues of the Agency, charges for training provided by the Agency;
- (3) Article 13(3) of Commission Regulation (EC) No 319/2014 of 27 March 2014 on the fees and charges levied by the European Aviation Safety Agency<sup>2</sup> specifies that costs that the Agency may incur in order to perform particular services that cannot be adequately determined and charged using the hourly rate shall be charged in accordance with internal administrative procedures;
- (4) It is necessary to establish an appropriate framework for the provision of training services by the Agency to third parties as well as the related charges for such services;
- (5) It is further necessary to support the provision of training by the Agency in the context of academic programmes that are of strategic value in achieving the objectives laid down in Article 2 of the Regulation (EC) No 216/2008.

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<sup>1</sup> OJ L 79, 19.3.2008, p. 1.

HAS DECIDED AS FOLLOWS

*Article 1*

*Training services subject to charges*

Training services delivered by the Agency's staff within the exercise of their functions other than those defined in Article 2 of this Decision, shall be charged as follows:

- in accordance with the method and prices described in the Annex to this Decision, or
- in accordance with ad-hoc special arrangements such as working arrangements bilateral agreement(s) or working programs with Agency's stakeholders;
- in addition, in case of training services delivered on-site (i.e. outside EASA's premises), the host organisation shall reimburse the travel and subsistence expenses of EASA lecturers in accordance with Article 5(2) of the Commission Regulation (EC) No 319/2014 and provide all the necessary services, supplies or equipment for the delivery of the commissioned training service (e.g. hand-outs printing, training room set-up, course equipment etc.) or bear the related costs.

*Article 2*

*Training services exempted from charges*

(1) The Agency may decide to offer training services for courses, lectures or other events organised by public or private universities or similar organisations without charging if the following conditions are met:

- the training services are part of a programme of study leading to an undergraduate or postgraduate qualification in an aviation related discipline;
- the programme of study has a minimum duration of 1 academic year;
- the main purpose or effect of the programme is not to provide initial or continuous training for professionals in aviation or related fields;
- the activity is relevant for the Agency's objectives or for promoting its activities and missions.

In such cases, the host university or organisation shall in principle bear only the following costs directly related to the provision of the training services:

- the travel and subsistence expenses of EASA lecturers to cover the travel and subsistence costs associated with the provision of training services; and
- costs of any associated services, supplies or equipment (e.g. hand-outs printing, training room lease and set-up, course equipment etc.)

(2) Training services provided by the Agency that are exempted from charges will be implemented via a pre-defined programme of courses contractually agreed with the university or similar organisation or, alternatively, via an individual request submitted and agreed on an ad-hoc basis.

*Article 3*

*Pool of trainers and training material*

(1) A dedicated pool of trainers shall be established and maintained for the purpose of implementing the training services on-site under Article 1 and 2 when organised by public or private universities or similar organisations. The pool shall be constituted of the Agency's staff members grouped by subject areas of expertise. For each training course, the assigned trainer will be drawn from the pool taking into account the course subject, the required profile and availability for the assignment. If no suitable or available trainer can be drawn from the pool, other staff members may be invited to provide the training as well. In all cases, the final decision shall remain with the Executive Director.

(2) The development of training material necessary for the activities under Articles 1 and 2 shall as appropriate be coordinated with the Technical Training Section of the Agency to ensure consistency, appropriateness and overall quality of the content presented within the training services provided by the Agency.

*Article 4*

*Repeal*

Decision N°2008/068/A of the Executive Director of the Agency of 22 April 2008 on the charges for technical training services provided by the Agency and Decision N°2011/076/E of the Executive Director of the Agency of 16 May 2011 on the charges for general training services provided by the Agency are hereby repealed.

*Article 5*

*Entry into force and publication*

This Decision shall be published on the website of the Agency and shall enter into force on the date of its publication.

Done in Cologne, on 18<sup>th</sup> June 2015

Patrick Ky

### ANNEX

The present Annex provides the pricelist of applicable charges for training services delivered by the Agency and the related calculation method. Training courses referred to in Article 2 of ED DECISION N° 2015/118/ED are exempted from the application of this Annex.

#### **Charges applicable to training services delivered by the Agency:**

<b>Course duration in days</b>	$\frac{1}{2}$	1	2	3	4	5
<b>IN-HOUSE COURSES Price per participant*</b>	€440	€710	€1160	€1400	€1690	€2000
<b>ON-SITE COURSES Price per course*</b>	€3500	€5700	€9300	€11200	€13500	€16000

(\*) Rounded up

#### **Underlying calculation method:**

The applicable charges are based on the real cost recovery method and are determined using a calculation model built on available statistic data while taking into consideration the following elements:

- The workload dedicated to the provision of training courses, including development and delivery hours as well as cross services hours, have shown a consistent and stable volume throughout the years;
- Calculations are based on development, delivery, adaptation, logistic and administrative cost data;
- Travel and subsistence costs are excluded from the calculations and shall be reimbursed separately by the host university / organisation;
- The average attendance is 8 attendees per course;
- Outsourcing of specific courses accounts for 15% of the total;
- A model of economy of scale is applied for courses of more than one day in order to allow for cost repartition;
- Costs and charges are decreasing due to economy of scale principles applied on productivity of resources;
- Charges for training services delivered in-house are calculated per participant to take into account the participation of attendees coming from different entities;
- Charges for on-site training services are calculated per course to ensure flexibility.