

European Aviation Safety Agency

**DECISION 2013/003/E
OF THE EXECUTIVE DIRECTOR OF THE AGENCY**

OF 07 FEBRUARY 2013

**ON THE CHARGES FOR TECHNICAL TRAINING SERVICES PROVIDED BY THE AGENCY
THROUGH EASA LEARNING GATEWAY SYSTEM**

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/EC¹ (hereinafter referred to as “the Basic Regulation”), and in particular Articles 38(3)(e), 38(3)(h) and 59(1)(d) thereof,

Having regard to the Commission Regulation (EC) No 593/2007 of 31 May 2007 on the fees and charges levied by the European Aviation Safety Agency², and in particular Articles 10 and 11 thereof,

WHEREAS

- (1) The Executive Director is entitled in accordance with Article 38(3)(e) of the Basic Regulation to take all necessary steps in order to ensure the functioning of the Agency;
- (2) Following Article 38(3)(h) of the Basic Regulation, the Executive Director has also the function to draw up estimates of the revenues and expenditure of the Agency pursuant to Article 59, and to implement the budget pursuant to Article 60.
- (3) Article 59(1)(d) of the Basic Regulation includes, among the revenues of the Agency, charges for training provided by the Agency;
- (4) The Commission has adopted Regulation (EC) No 593/2007 of 31 May 2007 on the rules governing the fees and charges levied by the European Aviation Safety Agency;
- (5) Article 10 of Commission Regulation (EC) No 593/2007 specifies that charges shall be levied by the Agency for all services other than those referred to in Article 3 (certification tasks);

¹ OJ L 79, 19.3.2008, p. 1.

² OJ L 140, 1.6.2007, p. 3.

- (6) Article 11 of Commission Regulation (EC) No 593/2007 specifies that the amount of the charges levied by the Agency shall be equal to the real cost of the service provided, including the cost of making it available to the applicant, and that the time spent by the Agency to provide the service shall be invoiced at the hourly fee referred to in Part II of the Annex to the Regulation;
- (7) ED Decision 2008/068/A of 22 April 2008 specifies the Charges to be applied for Technical Training Services provided by the Agency.

HAS DECIDED AS FOLLOWS

Article 1

Training Services using web-based delivery through the EASA Learning Gateway, shall be charged in accordance with the table in Annex I, unless otherwise defined in ad-hoc formal agreements.

Article 2

This Decision shall enter into force on the date of its signature.

Article 3

This Decision shall be published in the *Official Publication of the Agency*.

Done in Cologne, on 07 February 2013

P. GOUDOU

ANNEX

The present Annex provides a method to calculate the costs incurred by the Technical Training Department of the Agency in directly delivering ELG based training courses to external parties at their request, in order to be able to charge them at the real cost.

As a general rule, the cost of a course session is determined as follows:

$$C = (A + B + D + E) * H$$

Where:

e-Course development

A = (A₁+...+A_n) is the number of **hours** spent by each of the “n” trainers involved in e-course development. As an average, based on experience, we assume that for each training delivery day (6 hours), **one day** is needed for development and publication in ELG of the training modules, and ½ a day is needed for any additional day over the two days course duration (e.g. a 2 days e-course will require 15 hours for development and publication while a three days course will require 18.75 hours).

Course Adaptation and Preparation

B is the number of hours spent to adapt the e-course being published. It can vary from **0** (for already developed e-courses ready for publication in ELG) to the **actual** amount of time spent in the development of an ad-hoc e-course.

For standard courses and for calculation purposes based on measured average, such value is established in a flat rate of **7.5** hours per course.

e-Course delivery and assistance

D = (D₁+...+D_n) is the number of **hours** spent by each of the “n” trainers/system administrators involved in the e-course assistance for the allocated duration (2 days e-course requires 6 weeks of ELG usage by the candidate, therefore, based on experience, 11,25 hours of assistance are needed).

Other

H is the amount of the **hourly fee** referred to in Part II of the Annex to Commission Regulation (EC) No. 593/2007.

E is the amount of **other costs** as applicable (i.e. licence usage, time for registration of candidates, scheduling, uploading of supporting material, e-course resources definition, supporting material, mailing etc.) established as a flat fee corresponding at **7.5 hours**.

For calculation purposes, a **day** is equal to **7.5 working hours**.

Calculation Examples

Scenario 1: one-day e-course (6 hours module in ELG) (A=7.5)

In this case:

- A = 7.5, as the e-course is developed as part of the standard plan and for internal use by the Agency;
- B = 7.5 (one day in preparation/update and publication);
- D = 7.5 (one day in assistance);
- E = 7.5 (logistic and administrative tasks)

The result is (based on the currently applicable hourly fee of 254.02 €/h):

$$C = (7.5 + 7.5 + 7.5 + 7.5) * 254.02 = 7620 \text{ €}$$

Considering that the participation of applicants coming from different entities is the basis for this activity, then there is the need to determine the cost per participant.

For this purpose, it has been assumed an average number of attendees between **15** and **30**.

The resulting cost per participant would vary between **508 €** (7620/15 participants) and **254 €** (7620/30 participants).

Therefore, in such a case the average cost per attendee of **340 €** [rounded up] will be applied.

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Scenario 2: two-day e-course (12 hours module in ELG) (A=15)

Following the same methodology as above, where now A = 15 (two days for development), B = 7.5 (one day, in preparation/update and publication), and D = 11.25 (one and a half days), E = 7.5 (logistic and administrative tasks), the resulting cost is (based on the currently applicable hourly fee of 254.02 €/h):

$$C = (15 + 7.5 + 11.25 + 7.5) * 254.02 = 10478 \text{ €}$$

Similarly, the resulting **cost per participant** would vary between **698 €** (10478/15 participants) and **349 €** (10478/30 participants).

Therefore, in such a case the average cost per attendee of **470 €** [rounded up] will be applied.

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Scenario 3: *three-day* e-course (18 hours module in ELG) (A=18.75)

Following the same methodology as above, where now A = 18.75 (two and ½ days for development), B = 7.5 (one day, in preparation/update and publication), and D = 15 (two days), E = 7.5 (logistic and administrative tasks), the resulting cost is (based on the currently applicable hourly fee of 254.02 €/h):

$$C = (18.75 + 7.5 + 15 + 7.5) * 254.02 = 12383 \text{ €}$$

Similarly, the resulting **cost per participant** would vary between **825 €** (12383/15 participants) and **413 €** (12383/30 participants).

Therefore, in such a case the average cost per attendee of **555 €**[rounded up] will be applied.