

## **EASA MANAGEMENT BOARD**

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**29 January 2003**

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### **Minutes of the 5<sup>th</sup> meeting of the EASA Management Board**

#### **0. LIST OF PARTICIPANTS**

The list of the members of the Board or their alternates represented are the following:

Austria:	Dr. Karl Prachner
Belgium:	Mr. Erik Van Nuffel
Denmark:	Mr. Henning Christensen
Finland:	Mr. Yrjö Mäkelä
France:	Mr. René Gaudin
Germany:	Mr. Thilo Schmidt
Greece:	Mr. Athanassios Theodoropoulos
Ireland:	Mr. Robin McKay
Italy:	Mr. Ing. Salvatore Sciacchitano
Luxembourg:	Mr. Henri Klein
Netherlands:	Mr. Jules Kneepkens
Portugal:	Mr. Eng. José E. da Costa Queiroz
Spain:	Mr. D. Luis Rodriguez Gil
Sweden:	Mr. Arne Axelsson
United Kingdom:	Mr. Michael Smethers
European Commission:	Mr. Michel Ayrat

The list of all participants is attached.

#### **1. AGENDA**

The Management Board adopted unanimously the following agenda:

##### Administrative part (for decision):

- 1) Adoption of the agenda [WP 1]
- 2) Adoption of the minutes of 4<sup>th</sup> meeting of the Management Board [WP 2]

- 3) Appointment of the Executive Director
- 4) Continuation of work on the structure of the Agency [WP 3]
- 5) 2003 Budget and establishment plan [WP 5]
- 6) Confirmation of next meetings

For discussion:

- 7) Implementation of 2002 Budget (oral report)
- 8) Work programme until September 2003 [WP 4]
- 9) State of play of work on the rule-making process
- 10) Staffing policy: Employment conditions [WP 6]
- 11) Financial Regulation: State of play
- 12) A.O.B. (invitation of third countries, EASA MB/4/02 WP 6)

## **2. MINUTES OF THE PREVIOUS MEETING**

The introduction of the minutes of the 4<sup>th</sup> meeting of the Board, as set out in document WP 2 dated 6 January 2003, has been modified as follows:

- “The Swiss Representative, *on behalf of the three countries*, responded and thanked...”.
- “*One Member recalled the anniversary of the first flight of Orville and Wilbur Wright, on 17 December 1903.*”

The modified minutes have been adopted, with reservation of one Representative who stated that his option for a swift short-term transition from JAA to EASA was not mentioned; he agreed however that this point could best be discussed under item 9 of the agenda.

The final text will be published.

### **3. APPOINTMENT OF THE EXECUTIVE DIRECTOR**

The Management Board took note of the fact that the Commission was not yet in a position to make its proposal. Most of its Members referred to their previous calls for a list of candidates and justifications which would allow them to really have a choice. They acknowledged the need to act quickly, since many decisions could not be made without the opinion of the Executive Director; further delays could compromise the establishment of the Agency by the date set in the regulation.

### **4. STRUCTURE OF THE AGENCY**

As regards the structure of the Agency, the Management Board does not intend to anticipate the decisions of the Executive Director, but to lay down a general framework limited to the Directorates and to the key functions, the Executive Director could use as guidelines. That would allow anticipating as much as feasible the final decision to be made on the structure and staffing of the Agency and so expedite their implementation.

From the views expressed during its 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> meetings, the favoured structure should reflect the main tasks of the Agency and could be described as follows:

- An Executive Director.
- An Administrative Directorate.
- A Regulation Directorate, a Certification Directorate and a Quality and Standardisation Directorate, which correspond to EASA main tasks, the latter to ensure that standards are consistently maintained across the whole EASA system, both within and outside the Agency.

Such a functional structure would lead to a distribution between the Directorates of sectorial tasks in fields such as maintenance, airworthiness, operations.... So, among other consequences, there would not be a Maintenance Directorate.

This structure should lead to a real team work - no single entity being able to catch the overall picture for each sector by its own - with the benefit of harmonisation of best practices across the various sectors. But it could also lead to weaknesses due to the absence of a centralised responsibility for each sectorial field.

The Board therefore asked the Secretariat to refine its working document, to take into account its deliberation and to provide, for the second and third layers of organisation, alternative options which could allow for a comprehensive matrix organisation.

## **5.2003 BUDGET, ESTABLISHMENT PLAN AND WORK PROGRAMME**

Due to the uncertainties of this first year, the Board agreed unanimously that these documents could be modified whenever necessary.

- The work programme has been recalled, in a more appropriate way, “List of tasks to be undertaken until September 2003”. The importance to assure the quality of the first rules to be adopted by the Agency, which would also be the most important ones (the Implementing Rules) was stressed.

- As for the 2003 budget, three Members stressed that they had to verify whether Central JAA services to the Agency could be provided for free. They were answered that this assumption had been made on the basis of the approved JAA work programme and budget for 2003.

With these comments in mind, the Board:

- adopted unanimously the EASA 2003 budget and the EASA 2003 establishment plan contained in Chapter II, Chapter III, Annex 4 and Annex 5 of the document EASA MB/1/2003 WP 5 dated 21 January 2003.

- decided unanimously to request the Director General of DG TREN to commit expenditure and make payments as authorising officer of the Commission's budget line dedicated to EASA budget for 2003, on the basis of the above mentioned 2003 budget, until the Executive Director can take over all of the responsibilities of the EASA budget.

- took note of the list of tasks to be undertaken until September 2003 outlined in the document EASA MB/1/03 WP 4 dated 21 January 2003.

## **6. CONFIRMATION OF NEXT MEETING**

The Management Board will meet on 25 February in Brussels.

## **7. IMPLEMENTATION OF 2002 BUDGET (ORAL REPORT)**

The secretariat indicated that unfortunately, despite all the efforts of all involved in the Commission, it had not been able to use that budget appropriations.

## **8. RULE –MAKING PROCESS – STATE OF PLAY**

This point of the agenda allowed the secretariat to report on the establishment of the ABIP which will have its first meeting on 24th February. The rule-making process will be discussed on this occasion.

## **9. STAFFING POLICY – EMPLOYMENT CONDITIONS**

A consensus emerged on the recruiting of temporary personnel, with either fixed 5 years contracts which become indefinite in the first renewal or indefinite duration contracts, according to the nature of the post and the profile of the candidate.

## **10. FINANCIAL REGULATION – STATE OF PLAY**

On the basis of a working paper to be provided by the Secretariat for the next meeting, the Management Board will be able to begin discussing the Agency financial Regulation, in order to adopt it in March.

## **11. A.O.B.**

- Invitation of third countries: postponed to the next meeting
- Euro-American discussions: the Commission reported on the works of the two working parties currently discussing with the Americans transition issues in the field of airworthiness and maintenance. It agreed to continue to inform the Board of ongoing works, but reminded that the right forum to discuss these issues was the Council.

**Members of the Management Board of the EASA**  
**List of participants, 5<sup>th</sup> meeting, 29.01.03**

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