

European Aviation Safety Agency

SAFETY STANDARDS CONSULTATIVE COMMITTEE

14.06.2007 – MINUTES OF 1ST MEETING 2007

Opening and round table

The Chair, Fons Schaefer, opened the meeting and welcomed all the participants. A round table followed giving the participants the possibility to present themselves. Apologies for absence received in advance of the meeting were reported.

Adoption of the Agenda

The agenda was adopted.

Adoption of minutes of the previous meeting and actions arising – WP 00

The final draft minutes 1-2007 were adopted subject to some minor changes.

The action table was displayed and a verbal debrief was given on each individual item, as described in the attached action table.

1. Report from the Sub-Committee chairpersons

The Chair gave the floor to the Sub-Committee Chairs to present their meeting conclusions (reports/presentations from the Sub-Committee meetings are available separately). The Sub-Committee's observations on the tasks of the various programmes are reported under the respective agenda points. Specific issues raised during this review are outlined below:

Design and Manufacturing

- Expressed concerns about possible de-harmonisation with FAA;
- Worried about the lack of rulemaking resources;
- Advised making more use of certification staff expertise in rulemaking activities;
- Supported the proposed revised sub-committee's terms of reference and agreed to provide a report on the sub-committee functioning at the next meeting;
- Agreed to submit a consolidated paper on "industry & norms" at the next meeting;
- Concluded that the current "cabin air quality" requirements are sufficient to regulate the matter and that industry largely meets the necessary standards.

Engineering and Maintenance

- Expressed satisfaction with the progress of tasks that are of interest to the Sub-Committee;
- Informed that the proposed revised terms of reference were agreed with minor changes and suggested providing SSCC alternates with permanent access to CIRCA;
- Wished receiving the Agency's experts' contact details as publishing Project Certification Manager (PCM) details seems to create difficulties;

- In relation to “online maintenance data” considered necessary to address and solve the issue;
- Expressed concerns about the high number of findings raised against NAAs following standardisation inspections;
- Asked for clarifications on the Agency’s handling of AIB recommendations, in particular how they find their way into rulemaking;
- Requested clarifications on the legal basis for ED decisions.

Flight Standards

- Established criteria for the identification of top 5 policy issues;
- On the revised Sub-Committees’ terms of reference, proposed to use “alternate” to show that it is a permanent replacement; to have at least 14 day’s advance notice on participation so that chairs can organise the meeting; nomination of the alternate should only be possible if SSCC member participates in another sub-committee. Considering an equal distribution of the members and their alternates in Sub-Committees, concerns were expressed about the possibility of members becoming a minority in some meetings.

Agency’s reaction to Sub-Committee’s presentations/observations were as follows:

- PCM List: The Agency is open to pre-certification advice and suggested contacting management that will put forward the question to the experts as appropriate. The E&M Chair believes that such an approach would overload higher management and advocated for the publication of expert lists. The Agency will consider the publication of middle management contact details.
- Online maintenance data: The Agency reported that it had approached the Commission to have a clear view of the set of rules related to Intellectual Property Rights. Following a debate, the Agency agreed to carry out a legal analysis of the TC holders’ obligations with regard to the provision of design data for continuing airworthiness and to consult the Commission on precedents in other sectors. Subsequently, the Agency will organise a meeting with Commission and industry specialists to examine the issue.
- Standardisation inspections: The Agency described the standardisation process which does not foresee any open distribution of reports; they are only submitted for follow-up to the Commission, which decides whether to initiate infringement procedures. Members were also briefed about debates in the Management Board about circulating all the reports to all Member States.
- Harmonisation with third country authorities/lack of rulemaking resources/use of certification staff expertise: As specified in previous meetings, the Agency planned to hire 7 officers in the Product Safety Department but due to budget constraints the number had to be reduced to 3 and the recruitment delayed to the beginning of 2008. The resulting shortage of resources do not allow satisfying all the expectations of stakeholders, such as integrating deviations (i.e. special conditions and equivalent safety findings) into the rules to provide for legal certainty to the regulated persons; following on time FAA work; executing the rulemaking programme as envisaged.... On their side certification experts cannot devote enough time to rulemaking work for the same reasons as some one has to pay for their time. If industry wishes increased involvement of these experts, it

may have to consider financing such activities through certification fees & charges.

The Agency updated the Committee on the status of the EASA/FAA rulemaking co-operation process where both authorities agreed on the final text of an arrangement that aim at maintaining and further enhancing harmonisation while making best use of common resources when feasible. The procedure is already implemented to exchange rulemaking inventories, identify items of common interest and establish continuous co-operation between the focal points in charge of such tasks. The arrangement also provides for one authority taking the lead in a specific rulemaking task and for the other to take over that work for conducting its own consultation so that both authorities can make best use of the available resources.

A member commented that Canadian industry sees harmonisation as a tool for continuous improvement. The Agency responded that that this is also the purpose of the above described rulemaking co-operation as pulling resources allows getting access to wider and better expertise.

Following a member's insistence on the need to regularly incorporate deviations into the rules, the Agency agreed in principle that this should be done. Considering resources and the fact that such deviations are public and can be used by all applicants, such rulemaking has not got a high priority so far. Taking into account that such deviation have been subject to an open consultation it might be possible to envisage a lighter rulemaking process for including them into the rules on a regular basis by means of consolidated package. The Agency agreed to make an inventory of the adopted SC and examine how to slim the adoption process to facilitate the requested update.

Responding to E&M Sub-Committee request for clarifications on the handling of Accident Investigation Bodies' recommendations, the Agency briefed participants on the internal process for addressing and responding to these recommendations. It further stated that it had put all the AIB recommendations in the inventory to provide for transparency to the interested parties and gave examples of some recommendations that had already found their way into rulemaking such as the task on fuel indicator and icing.

Action required:

1. The D&M sub-committee to submit a paper on its functioning;
2. The D&M sub-committee to submit a policy paper on "industry & norms";
3. The Agency to consider the publication of certification middle management contact details on the website;
4. The Agency to make a legal analysis of the TC holder obligations regarding continuing airworthiness;
5. The Agency to organise a meeting with Commission on intellectual property rights;
6. The Agency to make an inventory of the adopted SC;
7. The Agency to examine a lighter rulemaking process for integrating approved deviations into rules.

2. Revised 2007 Rulemaking Programme(s)

State of implementation of the 2007 rulemaking programme

The Agency said that it will not be able to fully deliver its programme due to the resources constraints explained previously. It has therefore identified the task that can actually be finalised in 2007 and revised their timing. The other tasks initially included in the 2007 rulemaking programme will shift to 2008 and 2009.

The ensuing debate focused on the following tasks:

MDM.001(a) (ETOPS): The industry wished accelerating this task and harmonising it with FAA. The Agency said that related NPA will be issued next month; it contains requirements for “extended range” harmonised with those of the FAA. It however has a different view as regards the need for “long range” requirements; this will be addressed in due time through an Advance-NPA.

MDM.003 (Flight testing): This is a priority task that should be expedited. The Agency will do its best to stick to the revised schedule.

MDM.032 (Regulation of aircraft other than complex motor powered aircraft, used in non-commercial activities): This is a priority task for the Flight Standards Sub-Committee and must be delivered as planned.

25.005 (Flight crew error/flight crew performance): The Agency noted SSCC advice to co-ordinate timing with FAA. The Agency explained that the delays are due to human factors issues.

25.010 (Doors and mechanical systems): Industry recommended limiting the differences with the related FAA rule.

The Agency noted a member’s advice to identify the tasks that will move to the 2008 Advance planning.

Following the above debate, the Committee provided a positive opinion on the revised 2007 Rulemaking Programme subject to comments received during the meeting.

3. 2008 Rulemaking Programme

Discussion and opinion on the 2008 rulemaking programme

BR.003 (Essential requirements and basis principles of air traffic management and air navigation services): The Committee considered that the tasks should be prepared by a group to increase transparency. It further recommended expanding the SSCC to include members from the aerodromes and air navigation services community and, subsequently, to consider the creation of a dedicated sub-committee.

The Agency responded that there is not enough time to establish a group due to the urgency of this task. The Commission asked for an opinion by February 2008 to be able to launch the legislative process in the first quarter of 2008 as the High Level Group on the future of aviation safety regulation, will recommend centralising all safety regulatory aspects under the EASA system.

Considering the tight schedule and that the opinion will only cover the essential requirements, the Committee agreed with the proposed way forward.

MDM.004 (Consistency of organisation approvals): Responding to D&M Sub-Committee, the Agency indicated that this task will be progressed as part of MDM.044 task on Safety Management Systems.

MDM.039 (Harmonisation of enforcement means): The D&M sub-committee questioned the priority of this task and wished having a discussion in a meeting with SSCC/AGNA members. The Agency recalled that the Committee supported the task during its previous meeting.

21.027 (Changes and repairs to ETSO article): This is a priority item for the E&M Sub-Committee.

21.039 (Airworthiness specifications for a given type of aircraft and type of operation): The Committee expressed concerns about this task whose title possibly creates confusion on what exactly should be done. It then advised adjusting the terms of reference to better reflect the purpose of the task. It also recommended expanding the group to operators and improving the communication with all concerned stakeholders.

The Agency recalled that the objective was to be able to give a legal status to the result of the MRB and JOEB processes so as to improve uniformity in the implementation of the related safety requirements. It agreed that involvement of operators was necessary but they did not offer any nominations at the time they were consulted. In between they seem to be now willing to join. This is also the case with FAA and TCCA, which asked to be involved. With this in mind, the Agency will revise the task's terms of reference and the group's composition to accommodate the recommendations made.

Mr Claude Schmitt clarified that the interested parties' concerns are not related to the new procedural approach but to the possible results of this task in terms of liability of designers, operators and regulators. Presently the engineers/training syllabus and the maintenance programme are "owned" by the operators; manufacturers cannot administer such documents. While he was in support of harmonisation and uniform application of rules, he could not accept that this be done at the detriment of the flexibility. The Agency responded that it is not its intention to transfer the responsibility to the manufacturers but simply to transpose the current process into the Community framework and create means of control of the flexibility to avoid over- or under-regulation. One of the members commented that care should be given not to change the role and responsibilities between the manufacturers and the regulators.

Following the discussion, the Agency stated that it will expand the group and adjust the task's terms of reference. It is also its intention to prepare a position paper to draw conclusions from the lessons learned and the concerns raised by stakeholders to serve as a basis for the work of the group.

21.040 (Noise certificate): The D&M Sub-Committee' expressed concerns with regards to the pre-RIA conclusion that favours ICAO option 1. Such an approach may put European carriers at a disadvantage with their foreign competitors.

The Agency responded that ICAO provided three options and that a majority of stakeholders that commented on the A-NPA were in favour of Option 1. As a consequence another option has little chance being support by Member States in the comitology process. It further stated that its noise certification has not for objective to assist in implementing local charging schemes or operating restrictions. This should

be done using other means than the noise certificate whose objective is only to attest that best technology for environmental protection has been used.

25.006 (Thermal/Acoustic Insulation material): The D&M Sub-Committee commented that the Agency is lagging behind FAA and that the industry needs sufficient advance-notice to prepare for the implementation of the rule.

The Agency recalled that in a previous SSCC meeting it was asked to put the rule on hold until FAA resolved some outstanding issues. Now that such issues are solved, the Agency will launch in the coming weeks an NPA in line with the FAA rule.

27&29.012 (AC Revision): The D&M Sub-Committee expressed concerns about the encountered delays in delivering the rule and the deviation from the FAA rule, especially as JAA harmonised material already exists on the issue.

The Agency clarified that it had to update the rule to include latest technological developments in the sector. This being said, the Agency will align timing and content with FAA.

20.002 (Airworthiness and operational approval of electronic flight bags): The Flight Standards Sub-Committee advised accelerating work on this task.

20.003 (b) (Airworthiness and operational approval of on board equipment required for RNP-RNAV approach operations): The Flight Standards Sub-Committee advised accelerating work on this task.

145.012 (145.A.50 Multiple releases): The Agency briefed members that the NPA will be published end of June and, subsequently, will organise a workshop to exchange views on the subject. It therefore called the Committee to review the NPA and provide inputs to allow finalise this long awaited task.

OPS.001 (Implementing rules for air operations of the extended Basic Regulation, based on JAR-OPS 0,1,2,3 and 4, “EU-OPS” and the input from the group MDM.032): This is a priority item for the Flight Standards Sub-Committee.

FCL.001 (Implementing rules for pilot licensing of the extended Basic Regulation, based on JAR-FCL 1, 2 and 3, JAR-STD and the input from the group MDM.032): This is a priority item for the Flight Standards Sub-Committee.

With respect to the OPS and FCL tasks, the Agency explained that no additional task is foreseen in 2008 as any urgent change to related JARs would be handled as JAA tasks.

One of the members asked to have the names of the focal points in charge with executing individual tasks; the Agency agreed to include such data in the documents published in CIRCA

Action required:

8. The Agency to adjust terms of reference of task 21.039 and expand the group's composition;
9. The Agency to prepare a position paper to draw conclusions from the lessons learned as a basis for further work of 21.039 group;
10. The Agency to publish the programmes with focal points' names in CIRCA for advisory bodies information;

4. 2008 Advance Planning

Comments on the 2008 advance planning

The D&M sub-committee Chair stated that it will review the document and provide inputs by September 2007. The Agency clarified that it can wait for some weeks before adopting the 2008 advance planning and invited all members to make comments by September at last.

The ensuing debate focused on the following tasks:

MDM.006 (Inspection requirements for CofA and ARC): The Agency noted the E&M Sub-Committee's wish to establish a group.

MDM.040 (Ground De/Anti icing): The E&M sub-committee wished advancing the task from the 2008 advance planning to the 2008 programme. The Agency responded that it has not enough elements to immediately produce an NPA. It has therefore drafted an A-NPA listing the various options so as to get reactions from the public. The A-NPA is ready to be published the next few weeks.

Responding to a member's request to change the working method to a group, the Agency agreed to consider doing so depending on the results of the A-NPA.

21.046 (Replacement Parts): The Agency confirmed that this covers the possibility for European PMA parts.

25.026 & 20.010 (Electronic Check lists, smart alerting and automatic altitude call-outs & Approval of electronic checklists): The Flight Standards Sub-Committee expects the Agency to give a high priority to these issues.

25.035 (Cabin environment – air quality): One of the members thanked the D&M Sub-Committee for the attention given to this longstanding matter but felt that the follow-up given so far was not fully addressing the concerns of the cabin crew community. She further stated that reports from maintenance organisations, accident investigation bodies and flight crew, indicate that filters are not working properly; this results in poor cabin air quality. She therefore proposed to establish a dedicated working group to thoroughly review existing data and the recommendations put in place in other parts of the world. Another member stated that any action should include retrofit measures.

The D&M Sub-Committee Chair recalled the results of its investigation that showed that industry is fully compliant with currently applicable requirements. Another member said that it is very difficult to address the problem without being in a position to exactly measure what pollutants cause problems.

The Agency confirmed that it is not opposed to working on the issue provided sufficient proof that aviation safety is compromised can be put together to substantiate a change to the current rules. The Flight Standards Chair said that health issues are equally important as they can affect safety when not controlled.

The Agency will progress task taking into account the various recommendations. Meanwhile, it will post on CIRCA the documents presented in the D&M Sub-Committee.

145.020 (Possibility for operators to use work cards/sheets): The Agency noted the wish of the E&M Sub-Committee to delete this task. It also took note of the concern that the questionnaire sent by its consultant on the subject included many

commercially based questions whose justification may be doubtful. The Agency will ask the consultant for the reasons of such questions.

147.004 (Training aircraft/components): The E&M Sub-Committee believes that the present rule sufficiently addresses the matter and asked the Agency to clarify the purpose of this task. The Agency agreed to verify and adjust accordingly the task.

OPS.005 & FCL.002 (improvements to the future implementing rules of the extended Basic regulation): The Agency explained that these tasks were placed there as a reminder until more is known about progress of the JAA rulemaking programme and the content of the future implementing rules of the extended Basic Regulation. It is expected that this will be the case by the end of the year and that detailed proposals for future tasks in these fields can be made for the next SSCC meeting in November.

Action required:

11. All members to make comments on the 2008 Advance Planning by September at last;
12. The Agency to publish on CIRCA the “cabin air quality” documentation presented in the D&M Sub-Committee;
13. The Agency to ask the consultant for the reasons of some questions it put on stakeholders for the execution of its contract on work cards/sheets (linked to task 145.020);
14. The Agency to verify and align the terms of reference for task 145.004;
15. The Agency to make proposals for OPS and FCL tasks, if possible for the next SSCC meeting.

5. Functioning of the sub-committees

The E&M Sub-Committee Chair presented a summary of the views expressed under agenda point 1, which were generally in support of the proposed changes subject to minor changes. He proposed having one representative from each sub-committee to conclude on the revised terms of reference. The D&M Sub-Committee Chair advised not creating bureaucratic rules that would make the functioning of sub-committees too difficult.

The Agency explained that it was supporting pragmatic approaches but was hesitant as regards the concept of permanent alternates as it seems to lead to their systematic participation in the SSCC meetings.

Action required:

16. The E&M Sub-Committee Chair to revise his proposal on the basis of sub-committees’ input and Committee’s discussions.

6. AOB

Future meeting – IP01

The 18 and 19 June 2008 were agreed as future SSCC meeting dates.

Consolidated list of top 10 policy issues – IP02

The Chair asked the Secretary to adjust the paper on the basis of the indications provided by the sub-committees and submit it for the Committee’s review.

Action required:

17. The Secretary to review and circulate IP02;

Election of SSCC Chair

The Chair thanked the members and the Agency for the support provided during his chairmanship. He wished handing over this task as his professional obligations do not allow him devoting to this chairmanship the necessary time. He said that Mr M. Ambrose had expressed interest in this function and invited members to come forward with other candidatures. Following a brief discussion, the Committee unanimously elected Mr M. Ambrose as the new Chair and confirmed Mr J. Renvier as the Vice-Chair.

Escape slides

The Chair presented the background of this matter and said that a UK-CAA paper exists on this issue. Some members confirmed that occurrence reports show that almost half of the escape slides do not function properly after repacking. One of the members explained that NAAs probably have data and should be able to provide material on the issue at hand. He further stated that the TC holder collects such information in the framework of their continuing airworthiness activities.

The D&M Sub-Committee Chair stated that manufacturers are continuously improving the design and maintenance instructions of their products. Consequently, he did not really see the need for additional regulation to address the issue.

Having heard these views, the Agency concluded that the issue seems to be of a continuous airworthiness nature rather than one for regulation. It is therefore more appropriate to rely on the existing certification and continuing airworthiness processes to correct the identified deficiencies.

Date of next meeting

The next meeting of the Sub-committees and the Committee will be held on 14 and 15 November 2007 at EASA premises in Cologne.

Post meeting note: These dates seem to clash with important events in Cologne's area: the Agency will look at alternative locations.

Actions table

Action #	What	Who	When	Status	Comments
3-1-2005	Prepare policy paper on "industry & norms"	D&M Chair	Next meeting	O	The SC D&M Chair informed SSCC during its 1-2006 meeting that it would be difficult for the industry to proceed with the proposed concept in the current context but accepted to evaluate and report back to the Committee. The Subcommittee Chair will submit a paper on the subject the next few weeks.
1-1-2006	Submit supplementary data on "cabin air quality" and "deep vein thrombosis" to allow the D&M sub-committee getting a better understanding of the subject.	Committee D&M Chair		C	D&M Chair presented and discussed the conclusions of the sub-committee work. This is reflected under agenda point 1.
1-11-2006	Provide the Agency with an inventory of all possible consequences of the new regulatory framework (GERT).	Committee		O	The Agency clarified that the GERT was only an attempt to propose a logical structure for the future set of Community implementing rules; in view of the reactions it was concluded so far that the best was to ask the OPS.001 and FCL.O001 groups to propose a format for such rules, including a regulatory impact assessment thereof. Any possible adaptation of existing rules' format is not urgent and will be considered as appropriate. It considered therefore the issue as closed The Committee prefers to keep the action open and discuss the issue after having reviewed the OPS/FCL NPAs.
1-12-2006	Consider establishing a working group to examine effects on the industry (GERT).	D&M SC		C	The proposal for the creation of a working group is not supported by the D&M subcommittee.
1-13-2006	Conduct an evaluation of possible effects/benefits and consider transitional arrangements (GERT).	Agency		C	See above action 1-11-2006
1-14-2006	Keep as much as possible the current building blocks and to consider users friendly presentations privileging self understandable set of letters rather than hermetical numbering (GERT).	Agency		C	See above action 1-11-2006

1-16-2006	Communicate to SSCC its position on important third country authorities draft rules.	Agency		C	<p>This is a continuous action point to inform the Committee on Agency position to foreign authority regulatory material.</p> <p>The Agency submitted three additional position papers:</p> <ul style="list-style-type: none"> - FAA certification policy for turbine engine lubricating oils - FAA draft AC 333.201 - FAA policy for diesel engine certification <p>The Committee agreed to close this point provided the Agency's continues submitting such position papers.</p>
2-1-2006	Circulate Agency's position paper on FAA AC on vibration, linked to task E.004	Agency	Asap	C	Agency's position paper was circulated by e-mail on 15 January to SSCC
2-2-2006	Consider a study on the implications of "sonic boom" to allow for policy decision being taken as regards future supersonic light jets.	Agency		C	The Agency reported that it had reviewed material and had a meeting with concerned industry representatives in December 2006. The Agency proposed to monitor work undertaken by ICAO working groups and not to launch a study on the subject. This approach was supported by the Committee.
2-3-2006	Issue a Safety Information Notice on serious corrosion of U/C brakes	Agency		O	Agency follows work of SAE G12 working group that is pursuing an amendment to AMS 1435 and 1431 so as to introduce corrosion protection against carbon oxidation. Subsequently, the Agency will issue a notice.
2-4-2006	Further consider the publication of the PCM contact details list	Agency	Next meeting	C	Agency position paper posted on CIRCA under follow-up documents to meeting 2-2006 outlining the constraints for such an approach.
2-5-2006	Organise a workshop on "online maintenance data"	Agency	In 2007	O	The Agency will prepare a legal evaluation of the obligations of design approval holders and organise a meeting with the Commission experts to discuss IPRs issues.
2-6-2006	Revisit the possibility to publish a consolidated list of all Part 145 approved organisations	Agency	Next meeting	O	Agency will put this point on the agenda of a next EASA-NAA partnership meeting.
2-7-2006	To create a consolidated list of each sub-committee priority list	Agency	May 2007	C	IP 02 posted on CIRCA and included a point under AOB
2-8-2006	To examine and confirm whether the list constitutes the top ten list of main policy issues	Committee	Next meeting	C	This is linked to action point 2-7-2006

2-9-2006	Produce and adopt the revised 2007 rulemaking programme taking into account SSCC remarks.	Agency	December 2006	C	Agency adopted and published the amended programme on the website in December 2006.
2-10-2006	Consider the organisation of a workshop on “harmonisation of enforcement means” with external experts and advisory bodies members and their experts	Agency	In 2007	O	The Agency awaits the outcome of the legislative process on the extension of the Agency’s remit to OPS/FCL and will consider organising such a workshop when the outcome of discussions between the Parliament and the Council is known.
2-11-2006	Indicate priorities on 2008 Rulemaking Inventory	Committee	Before end of March 2007	C	The Agency received inputs from all sub-committees.
2-12-2006	Submit the revised 2008 rulemaking inventory to Committee	Agency	Before May	C	Published version 6 of the rulemaking inventory on 15/03/2007
2-13-2006	Put the revised rulemaking procedure on the agenda of a next meeting of the Management Board	Agency	Next MB meeting	C	The Agency reported that the revised rulemaking procedure was adopted by the Management Board at its June meeting
2-14-2006	Communicate meeting conclusions to IFA, EHAC and EEATA	Agency	Asap	C	The Agency communicated the Committee position on 23 January 2007. Agency will promote the approach agreed in the last meeting.
2-15-2006	Circulate paper, drawn in 2004, on the “EASA Units of Measurement Conversion Policy”	Agency	Asap	C	Papers were circulated on 15 January 2007
2-16-2006	Investigate matter with the Commission on the situation in other sectors as regards the implication of the conversion of non-SI into metric units	Agency	Next meeting	O	Agency expressed its views on the Commission consultation regarding this matter. There seems to be strong reactions from aerospace industry. The Committee will liaise with the Commission to express its views.
1-1-2007	Submit a paper on the functioning of the D&M Sub-Committee	D&M Chair	At the next meeting	O	
1-2-2007	Submit a policy paper on “industry & norms”	D&M Chair		O	
1-3-2007	Consider the publication of certification middle management contact details on the website	Agency	Asap	O	
1-4-2007	Make a legal analysis of the TC holder obligations regarding continuing airworthiness	Agency		O	
1-5-2007	Organise a meeting with Commission on intellectual property rights (linked to action point 1-4-2007)	Agency		O	
1-6-2007	Make an inventory of the adopted Special Conditions	Agency		O	

1-7-2007	Examine a lighter rulemaking process for integrating approved deviations into rules (linked to action point 1-6-2007)	Agency		O	
1-8-2007	Adjust the terms of reference of task 21.039 and expand the group's composition	Agency	Asap	O	
1-9-2007	Prepare a position paper to draw conclusions from the lessons learned as a basis for further work of 21.039 group (linked to action point 1-8-2007)	Agency		O	
1-10-2007	Publish the programmes with focal points' names in CIRCA for advisory bodies information	Agency	Asap	O	
1-11-2007	Make comments on the 2008 Advance Planning by September at last	SSCC members	Before September	O	
1-12-2007	Publish on CIRCA the "cabin air quality" documentation presented in the D&M Sub-Committee	Secretary	Asap	O	
1-13-2007	Ask the consultant for the reasons of some questions it put to stakeholders for the execution of its contract on work cards/sheets (linked to task 145.020)	Agency		O	
1-14-2007	Verify and align the terms of reference for task 147.004	Agency	Asap	O	
1-15-2007	Make proposals for OPS and FCL future tasks	Agency	At the next SSCC meeting if possible	O	
1-16-2007	Revise the RoP of the Sub-Committees on the basis of Sub-Committees' input and the Committee's discussions	E&M Chair	At the next meeting	O	
1-17-2007	Review and re-circulate the consolidated list of top 10 policy issues on the basis of the indications provided by the Sub-Committees	Secretary	Before the next meeting	O	

Legend & codes

O: Open

C: Closed (The items indicated as closed will disappear from the table in the next minutes)

~: Continuous

WP: Working Paper

IP: Information Paper

X-X-200X: meeting reference – item - year

List of participants

Members

Martin AMBROSE

Jean-Marc CLUZEAU

Patrick DEBUCHY

Walter DESROSIER

Inger-Helene ENGER

Wolfgang ENGLER

Michael ERB

Catherine GATHIER

Frank KABUTH

Thomas LEOFF

Gerald MACK

Robert MATHER

Paulo MONTEIRO

Olivier RAGOT

Hans-Ulrich RAULF

Fons SCHAEFERS (SSCC Chair)

Rudolf SCHUEGRAF

Liam SISK

Michel VEDRENNE

Carlo VERGARI

Bob WILSON

Dieter ZECKAI

Alternates

D. Bouvier (alternate Jacques RENVIER)

Fred Bruggeman (alternate Robert ALWAY)

Observers

Jens HENNIG

Alexandre BIANCHI

Claude SCHMITT

Jim Howard GIBBONS

Philippe DE GOUTTES

Secretary

Athanassios TZIOLAS