



European Aviation Safety Agency

MINUTES OF MEETING - FINAL

Subject Sub SSCC ADR, 1-2012

Date 4 July 2012

Location **Sub-committee Aerodromes:** 19/012 (13.00 to 17.00)

Organised by EASA

List of Participants:

Attendees	Sub SSCC Members and Delegates	EASA staff
	Dick MEERMAN, ACI, Chairman Thomas Mayer, ERAC, representative Brad Bachtel, Boeing, representative	Gernot KESSLER Emmanouil VARDAKIS Vasileios STEFANIOROS Gilles GARDIOL Predrag SEKULIC, secretary
Apologies	Pierre MOREILLON, ERAC, member Ian Witter, BAA, ACI, member Jean Paul GENOTTIN, ASD-AIRBUS, representative Isa Alkalay, CANSO, Sub SSCC ATM, representative Øyvind HALLQUIST, ACI, moved to EC	

AGENDA		
SSCC Sub Committee Meeting – ADR		
4 July 2012		
Starting Time	13:00	
Ending Time	17:00	
Location	EASA meeting room No.: 19/012	
List of expected participants	SSCC Sub ADR members & delegates EASA Staff	
13.00	Topics for Discussion	Agency
1.	Welcome introduction	
2.	Adoption of the agenda (<i>Information paper, Agenda 23.5.2012</i>)	
3.	Adoption of the minutes of the previous meeting (<i>Working paper: Draft MoM 2-2011</i>)	
4.	4-year Rulemaking Programme <ul style="list-style-type: none">State of implementation of the 4-year Rulemaking Programme 2012 – 2015 (related to ADR),Feedback and opinion on the priorities of the 4-year	

	<p>Rulemaking Programme 2013-2016</p> <ul style="list-style-type: none"> • ADR Sub SSCC recommendations on tasks to be added, deleted, advanced, postponed <p><i>(Working paper: Rulemaking programme 2012 – 2015 Working paper: draft RMP 2013-2016 (to be posted on CIRCA prior to the meeting))</i></p>
5.	Conclusions on the main points to be reported by the Chair to the full SSCC meeting
6.	<p>Progress update on ADR tasks:</p> <ul style="list-style-type: none"> • NPA Aerodromes, thematic meetings, CRD preparations • Requirement for Apron Management Services • Requirements for Aerodrome equipment <ul style="list-style-type: none"> ▪ Discussion items: <ul style="list-style-type: none"> • EU Ground handling proposal • ICAO Annex 19 developments • Feedback from the Aerodrome Conference ▪ Sub-Committee opinion on future priorities
7.	<p>AOB:</p> <ul style="list-style-type: none"> ▪ Review of the Rulemaking Process – Review of the SSCC ▪ Future meetings of SSCC Sub Committee – ADR (5-6 December 2012, tbd) (28-29 November 2012, 26-27 June 2013)
17:00	End of the meeting
Schedule of the next meeting	<p>Date: 11/12 December 2012, 26/27 June 2013</p> <p>Location:</p> <p>Day 1: SSCC Sub ADR, EASA premises</p> <p>Day 2: full SSCC, Cologne (tbd)</p>

Welcome introduction

The Chairman opened the meeting and thanked participants for their attending to the fifth meeting of the Sub SSCC ADR committee.

2. Adoption of the Agenda

The Secretary of the sub-committee gave a brief presentation to the draft agenda of the meeting, which had been distributed prior to the meeting. The agenda was adopted, with no changes.

Conclusion/Action:	The agenda for the 5 th meeting was adopted.
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3. Adoption of minutes of the previous meeting

The minutes of the fourth Sub SSCC ADR meeting were adopted.

The Subgroup concluded that the participation of the SSCC members or their representatives at the Sub SSCC ADR meetings should be enlarged, especially after the publishing of the NPA ADR in December 2011.

Conclusion/Action:	At the next full SSCC meeting the Chairman to promote and invite SSCC members or their delegates to take more active participation in the work of Sub SSCC ADR.
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4. 4-year Rulemaking Programme Rulemaking programme 2012 – 2015 Draft Rulemaking programme 2013 – 2016

The group discussed about the 4 year Rulemaking programme in a view of the reviewed 4 years Rulemaking programme 2012 – 2015 and priorities in the rulemaking programme 2013 – 2016. The three foreseen airports rulemaking activities apron management, aerodrome equipment and heliports in the programme 2012 – 15, are kept also in the next 4 years rulemaking programme, 2013 – 16, however as there is no real 'heliport' in the scope of BR in Europe, the task is marked as 'low priority'. Other future ADR rulemaking activities are ICAO Annex 14 future amendments, PANS ADR, SMS and safety recommendations addressed to the Agency.

The ToR for the rulemaking task requirements for the apron management services have been prepared, the publication of the ToR are expected during the summer period, while the starts of the rulemaking group work is foreseen in August/September 2012. The milestones of the task are as follows: NPA containing the draft implementing rules and relevant AMC and GM is expected to be published by 2013/Q3, while the CRD and Agency's Opinion are expected to be published by 2013/Q4. The related Decision, containing the relevant AMC and GM will be issued in accordance with the Agency's rulemaking procedure, subsequently, once the relevant IR have been adopted.

The ToR for the task aerodrome equipment are under the internal consideration, the timeframe for the task is not yet proposed.

The group pointed out that close ATM / ADR coordination is needed at the on-going rulemaking tasks and also between Sub SSCC committees. The representative of the ATM subcommittee for the ADR side has been nominated, the same will be done by ADR committee.

Conclusion/Action:	The ADR Subgroup has been informed about the 4-year rulemaking
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	programme and related tasks to the 'aerodromes' rulemaking. The main subjects of the rulemaking programme related to aerodromes are: apron management and aerodrome equipment.
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5. Conclusions on the main points to be reported by the Chair to the full SSCC meeting

- Aerodromes regulation on AR, OR, OPS & DSN, on-going activity, no change as in programme, CRD, Draft Opinions/Decision to be published end of the year,
- Apron management services task, ToR to be published soon,
- Coordination of ATM/ADR activities has been established,
- Following activities: Requirements for aerodrome equipment (RMP 2012 – 2014), Requirements for Heliports (2013 – 2015), expected amendments to Annex 14 and adoption of PANS – ADR SMS,
- Chair to invite for participating to the ADR subcommittee on the full SSCC meeting.

Sub SSCC ADR noted and accepted the progress update as well as the following steps of the CRD ADR.

6. Rulemaking progress update and discussion

Progress update on ADR tasks:

- NPA Aerodromes, thematic meetings, CRD preparations

The presentation about the progress update on the ADR task has been given to the committee. The group has been informed about the main topics that were discussed during the Thematic review meetings with the experts, performed at EASA in June 2012. The main topics that were discussed during the meetings are:

- Authority requirements: Management system, Oversight programme, Issuance of certificate, Changes, Certificate and terms of approval,
- Operator requirements: Changes, Personnel requirements, Record keeping,
- Operations requirements: Aeronautical data, Data quality, Coordination between Aerodrome Operator, AIS and ANS, Aerodrome emergency planning, RFF, LVO, Aerodrome works safety, safeguarding of aerodromes, Handling of hazardous materials,
- Design: Runway turn pads, Safety of objects on runway strip, Runway guard lights, Road access, Location of installations, safety objectives to be included to some of CS, definitions.

- Requirement for Apron Management Services

The short presentation of the R5.2 new task, Requirements to apron management services has been given to the committee. The ToR require that the provision for AMS should be proportionate to the size, traffic and complexity of the aerodrome and nature and volume of operations, to consider the differences in the provisions of apron management services in member states and also, the possibility of a declaration of such services should be foreseen.

- Requirements for Aerodrome equipment

The inputs for the draft ToR have been given, the task will be performed as the joint ATM and ADR task. Provisions for aerodrome equipment should include the eligibility criteria, rights, responsibilities and privileges associated with certification of the equipment, taking into account existing interoperability regulations. Provisions should also define the responsibilities throughout the design, manufacture, implementation, operation and maintenance of systems and constituents used in ATM/ANS and ADR.

Discussion items:

- EU Ground handling proposal

No further activities from the R5.2 side is planned yet.

- ICAO Annex 19 developments

A short information about R5.2 involvement in the Annex 19 development has been given to the committee.

- Feedback from the Aerodrome Conference

EASA organised the 1,5 day conference on the future aerodrome rules in May in Cologne. There were around 200 participants involvement from the industry and NAAs. Among the presentations about the draft future EU aerodrome rules and progress update that were given to the participants, also 4 thematic workshops were offered on different subjects: Certification Basis development, Certificate conversion and acceptance, RWY safety and Hotspots: RESA, FUEL, EFOD. At the forums all participants had opportunity to discuss and exchange views on different subjects.

The overall conclusion of the conference is that the conference was successful and contributed to the better understanding of the future ADR rules.

Sub-Committee opinion on future priorities:

The members confirmed the previously established priorities on the rulemaking tasks as follows:

- Apron management,
- Aerodrome equipment,
- ICAO Annex 14 future amendments and PANS ADR,
- Safety recommendation addressed to the Agency,
- Implementing rules for heliport design and operation (lower priority).

Conclusion/Action:

The Subcommittee noted and accepted the progress of the work, as well as the following steps of the rulemaking activities.
The Apron management rulemaking task is on high importance.
The subcommittee confirmed such thematic conferences and workshops as the way of Agency's better informing/explaining about the future ADR rules.

6. AOB

- Dates of the next SSCC / Sub SSCC meeting are changed to 11/12 December 2012.
- Discussions are more efficient in the Sub-SSCC, but some overall questions have to be discussed on the full SSCC panel.
- New members are always welcome in the ADR Sub-SSCC committee, Chair to promote and invite new members at the SSCC meeting.

Conclusion/Action:

N/A

7. Closing

The chairman and the secretary thanked everyone for attending. The meeting closed at 17.00 h.

Conclusion/Action:

N/A

List of actions:

Item	Action (What)	Person Responsible (Who)	Deadline (When)	Status (Optional)	Comments
04-01-2011	The Sub SSCC ADR to participate at the Sub SSCC ATM committee	The Chairman		Open	