



TERMS OF REFERENCE

- Task Nr:** RMT.0485 & RMT.0465
- Issue:** 1
- Date:** 20 July 2012
- Regulatory reference:**
 - Regulation (EC) No 216/2008¹
- Reference documents:**
 - ICAO Annexes 2, 11 and 14
 - NPA 2011-20 on 'Authority, Organisation and Operations Requirements for Aerodromes'
 - ICAO Doc 9137 Part 8, Airport Services Manual – Aerodrome Operational Services
 - ICAO Doc 9476, Manual of Surface Movement Guidance and Control Systems
 - ICAO Doc 9830 Advanced Surface Movement Guidance and Control Systems (A-SMGCS) Manual
 - ICAO Doc 9859, Safety Management Manual

<p>1. Subject: Requirements for apron management services for aerodromes</p>
<p>2. Problem/statement of issue and justification; reason for regulatory evolution (regulatory tasks):</p> <p>Regulation (EC) No 216/2008 was amended, with the adoption of Regulation (EC) No 1108/2009 by the European co-legislators, in order to include the safety regulation of aerodromes and ATM/ANS into the European aviation safety regulatory system (hereafter referred to as the 'EASA system'). Therefore, a series of implementing measures have to be prepared by the European Aviation Safety Agency (hereafter referred to as the 'Agency') within a defined timeframe for the field of aerodrome safety.</p> <p>The Agency published the NPA 2011-20 which includes Implementing Rules (IRs) and the related Acceptable Means of Compliance (AMC) and Guidance Material (GM) to provide the means for all regulated organisations and persons to comply with the requirements for aerodrome operator organisations and aerodrome operations. According to Article 11 of the draft Regulation included in the NPA 2011-20, any provisions regarding apron management services shall not apply until the Implementing Rules regarding the provision of apron management services shall come in effect.</p>
<p>3. Objective:</p> <p>3.1. Overall objective</p> <p>The overall objective is to develop safety requirements to be followed by providers of apron management services and its personnel, as follows:</p> <ul style="list-style-type: none">• under RMT.0485 the Implementing Rules (IRs); and

¹ 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. (OJ L 79, 19.03.2008, p. 1). Regulation as last amended by Regulation 1108/2009 of the European Parliament and of the Council of 21 October 2009 (OJ L 309, 24.11.2009, p. 51).

- under RMT.0465 the necessary Acceptable Means of Compliance (AMC) and Guidance Material (GM), as appropriate.

The IRs, AMCs as well as GM on the provision of the apron management services will:

- be proportionate to the size, traffic and complexity of the aerodrome and nature and volume of operations;
- consider the differences in the provision of apron management services in the Member States; and
- take into account par. 2.(e) of Article 8a of Regulation 1108/2009 where the possibility of a declaration of such services is foreseen.

4. Specific tasks and interface issues (deliverables):

Development of an Opinion containing draft IRs for amending Commission Regulation (EU) No.../... 'laying down requirements and administrative procedures related to aerodromes' and a Decision of the Executive Director of the Agency containing AMC and GM following the Agency's rulemaking procedure. More specifically, the following implementing measures will be developed under RMT.0485 and RMT.0465:

- operational requirements and processes for the provision of apron management services including, but not limited to:
 - coordination and definition of responsibilities between the provider of apron management services and air traffic control services;
 - definition of areas of responsibility between apron management services and air traffic control services;
 - aircraft taxiing guidance;
 - aircraft stand allocation;
 - dissemination of information;
 - availability of emergency services;
 - apron discipline;
 - aircraft parking/docking guidance, including marshaling service;
 - leader van service; and
 - radio communication procedures.
- revision of authority/organisation requirements for the providers of apron management services;
- training, qualification and checking requirements to ensure the continuing competence for relevant apron management services staff;
- requirements for the facilities and equipment² required for the provision of apron management services;

The IRs, AMC as well as GM on the provision of apron management services will:

- consider the guidance material relevant to apron management services contained in the above-mentioned reference documents;
- integrate best practices from among the EASA Member States or other regulatory systems;

Agency deliverables:

² The rulemaking group is expected to identify the necessary equipment required for the provision of these services and to develop related operational requirements, where necessary.

- 1) Opinion on draft IRs for the requirements (authority, organisation and operations) necessary for the provision of apron management services;
- 2) Decision of the Executive Director of the Agency on the AMC and GM accompanying the proposed IRs in the Opinion above.

5. Working methods (in addition to the applicable Agency procedures):

The applicable Agency rulemaking procedures shall apply.

A light RIA will be performed.

The Agency proposes to make use of a **rulemaking group** to assist in accomplishing the task. It is the responsibility of the Agency to prepare the drafts for the NPA, CRD and Opinion/Decision taking into account the inputs provided by the rulemaking group experts.

The rulemaking group composition will be defined based on the rulemaking procedure of the Agency and, in particular, will reflect the complexity of the related issues and will require the necessary expertise of the potentially affected stakeholders, including the provision of Air Traffic Service (ATS).

The Agency will provide the necessary secretarial support and facilities for the work of this group.

The rulemaking group meetings will be held at the Agency's premises in Cologne.

Meetings are expected to last 3 full days.

6. Timescale, milestones:

- The group is expected to deliver its proposals (draft IRs, AMC and GM) in **2013/Q1**.
- The **Notice of Proposed Amendment (NPA)** containing the draft Implementing Rules and relevant AMC and GM is to be published by **2013/Q3**.
- The **Comment Response Document (CRD)** and the Agency's **Opinion** will be issued subsequently and in accordance with the Agency's rulemaking procedure by **2013/Q4**.
- The related **Executive Director Decision(s)** containing the relevant AMC and GM will be issued in accordance with the Agency's rulemaking procedure, subsequently, once the relevant Implementing Rules have been adopted by the European Commission.