European Aviation Safety Agency

MINUTES OF MEETING

Subject	**TAG ADR, 1-2012**
Date	12 September 2012
Location	EASA, meeting room 4/049
Organised by	EASA

FINAL

List of participants:					
Members list:					
Title	**Name**	**Surname**	**Organisation**	**Country**	**Remark**
Mr	Thomas	Liebert	Ministry of Transport	Austria	√
Mr	Kris	Clarysse	Civil Aviation Authority	Belgium	√
Mr	Mihail	Bozheryanov	DG CAA	Bulgaria	√
				Cyprus	to be nominated
Mr	Vladimír	Nekvasil	Civil Aviation Authority	Czech Republic	√
Mr	Simon	Espensen	Transport Authority	Denmark	√
Mr	Nikolas	Jorgensen	Transport Authority	Denmark	√ alternate
Mr	Oyvind	Hallquist	Directorate General for Mobility and Transport, European Commission	EC - DG MOVE	√
Mr	Alfonso	Arroyo	Directorate General for Mobility and Transport, European Commission	EC - DG MOVE	apologise
Mr	Andres	Lainoja	Civil Aviation Administration	Estonia	apologise
Mr	Kari	Siekkinen	Transport Safety Agency	Finland	√
Ms	Carole	Lenck	Direction Generale de l'Aviation Civile	France	apologise
Mr	Thierry	Lempereur	Direction Generale de l'Aviation Civile	France	√
Ms	Marina	Köster	Bundesministerium fuer Verkehr, Bau und Stadtentwicklung	Germany	√
Mr	Angelos	Beliyiannis	Civil Aviation Authority	Greece	√
Mr	István	Mudra	National Transport Authority - Aviation Authority	Hungary	√
Mr	Gudjon	Atlason	Civil Aviation Administration	Iceland	√
Mr	Thomas	Regan	Aviation Authority	Ireland	apologise
Mr	Claudio	Eminente	ENAC	Italy	√
Mr	Raivo	Bisenieks	Civil Aviation Agency	Latvia	√
				Liechtenstein	to be nominated
Mr	Arūnas	Stankevičius	Civil Aviation Administration	Lithuania	√

Mr	David	Greisch	Direction de l'Aviation Civile	Luxembourg	√
Mr	Clive	Finn	Civil Aviation Directorate - Transport Malta	Malta	√
Mr	Robbert	Van den Heuvel	DGCA, Ministry of Infrastructure and Environment	Netherlands	√
Mr	Jörn	Seljeaas	Civil Aviation Authority	Norway	√
Mr	Piotr	Łaciński	Civil Aviation Office	Poland	√
Mr	Gil	Wojciech	Civil Aviation Office	Poland	√ alternate
				Portugal	to be nominated
Mr	Traian	Comşa	Civil Aeronautical Authority	Romania	√
Mr	Ľudovít	Gábriš	Civil Aviation Authority	Slovak Republic	√
Mr	Damjan	Horvat	Ministry of Infrastructure and Spatial Planning	Slovenia	√
Ms	Raquel	Lobato Galeote	Aviation Safety Agency	Spain	√
Mr	Jan	Jardmark	Transport Agency	Sweden	√
Mr	Martin	Schilt	Fed. Office of Civil Aviation	Switzerland	√
Mr	Graeme	Ritchie	Civil Aviation Authority	United Kingdom	√

Observers list

Title	**Name**	**Surname**	**Organisation**	**Country**	**Remark**
Mr	Martin	Biba	Civil Aviation Agency	Albania	√
				Armenia	to be nominated
Mr	Arif I.	Mammadov	State Civil Aviation Administration	Azerbaijan	apologise
				Bosnia and Herzegovina	to be nominated
Mr	Daniel	Galic	Civil Aviation Agency	Croatia	√
Mr	Levan	Moseshvili	Civil Aviation Agency	Georgia	√
Mr	Dushan	Popchevaliev	Civila Avation Agency	The former Yugoslav Republic of Macedonia	apologise
Mr	Vladimir	Buinitki	Civil Aviation Authority	Republic of Moldova	apologise
				Monaco	to be nominated
Mr	Milan	Kuc	Civil Aviation Agency	Montenegro	apologise
				San Marino	to be nominated
Mr	Djordje	Brdarski	Civil Aviation Directorate	Serbia	apologise
Mr	Hüseyin	Akdoğan	Min. of Transport, directorate Gen. of Civil Aviation	Turkey	apologise
				Ukraine	to be nominated
Mr	Marc	Deboeck	Eurocontrol	EUROCONTROL	apologise

Mr	Olivier	Mrowicki	Eurocontrol (MAB)	EUROCONTROL/ MAB	apologise
Mr	Eric	Billard	Eurocontrol	EUROCONTROL	√ alternate
Mr	Jürgen	Stegmeir	European Defense Agency	EDA	apologise

EASA staff

Title	Name	Surname	Organisation	Country	Remark
Mr	Jussi	Myllarniemi	EASA		√
Mr	Gernot	Kessler	EASA		√
Mr	Predrag	Sekulic	EASA		√

12 September 2012 **TAG Aerodromes meeting**	
Starting Time	9:30H
Ending Time	16:30H
Location	EASA meeting room 04.049, Ottoplatz 1, 50679 Cologne
List of expected participants	Aerodromes TAG Members & Observers, EASA Staff

9:30-16.30H	**Topics for Discussion**
1	Welcome
2 **Opinion**	Adoption of the agenda
3 **Information**	**Introduction to the Rulemaking Process** **The processes, working approaches and role of TAG will be presented** **(presentations will be distributed as follow-up documents)**
10:45 – 11:00H	**Coffee break - may be adapted to the course of the discussions**
4 **Information/Opinion**	**TAG rules of Procedure** ▪ Presentation of the Procedure ▪ Opinions of the ADR TAG members **Information Paper 01: Rules of Procedure for RAG & TAGs** **(presentations will be distributed as follow-up documents)**
13:00 – 14:00H	**Lunch Break**

5 **Information and** **Opinion**	**4-year Rulemaking Programme**[*] ▪ State of implementation of the 4-year Rulemaking Programme 2012-2015 (for ADR related tasks), including information on on-going Rulemaking groups and activities ▪ Information on the ADR related tasks of the 4-year Rulemaking Programme 2013-2016 ▪ Milestones for the development of the draft 4-year Rulemaking Programme 2014-2017 **Working Paper 01: Rulemaking Programme 2013-2016** **(presentations will be distributed as follow-up documents)**
15:30-15:45H	**Coffee break - may be adapted to the course of the discussions**
6 **Feedback**	**Technical issues**[†] ▪ Technical ADR matters ▪ Feedback on implementation of EASA rules
7 **Information**	**AOB** ▪ Planning of future meetings **Information paper 02: Future meetings calendar**
16:30H	**End of the meeting**

Schedule of the next meeting	Date: ~~21 March 2013~~ (Tbd) (post meeting note: this date is cancelled!) Location: (Tbd)	
Prepared by	R6 Rulemaking Process Support R5.2 Airports Rulemaking Section	30/08/2012

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[*]   The Rulemaking Programme 2012-15 has been published and is available on the Agency website under:
      http://easa.europa.eu/rulemaking/annual-programme-and-planning.php
[†]   This will be a permanent agenda point.

1. Welcome introduction

Jussi MYLLARNIEMI, the Chair of the group and on behalf of the ATM/ADR rulemaking department welcomed the participants and asked for a tour de table.

2. Adoption of the Agenda

The Chair gave a brief presentation to the draft agenda of the meeting, which had been distributed prior to the meeting. The agenda was adopted without changes.

Conclusion/Action:	The agenda for the 1st TAG ADR meeting was adopted.

3. Introduction to the Rulemaking Process

4. TAG Rules of Procedure

The Agency has presented the Rulemaking procedure and the role of the thematic Advisory Groups and the work instruction 'RAG and TAG Rules of procedure'.

The presentation contains the explanations on the Programming phase and Rule development phase of the Rulemaking procedure and the role of the Thematic Advisory Groups and the Rulemaking advisory group.

The Revised rulemaking procedure was adopted by the EASA Management Board Decision on 13 March 2102.

The main contribution of the TAGs in the rulemaking procedure is in the programming phase of the process, where the TAG members are asked to overview the rulemaking needs and propose new rulemaking tasks, to give the comments on the Pre RIAs, to advise on the priorities that are needed and to give comments on the Rulemaking Programme. During the rule development phase TAGs are invited to comment the ToRs and Rulemaking groups' compositions and the Concept paper. The objective of the Concept paper is to give an explanation on the rulemaking task and emphasise on certain complex and controversial issues. The TAGs are invited to give written reaction on the Concept paper.

The roles of the Rulemaking Advisory Group (RAG) are to provide guidance on the rulemaking programme, advice on strategic and horizontal rulemaking issues, to give clear guidance on controversial issues and to provide guidance when there are significant differences among member states.

At last, the Agency's expectations from TAG members were presented, being to provide feedback on rule implementation among States, to support the Agency at ICAO level and to provide good communication and coordination among stake holders.

After the presentation and based on some questions raised by the participants there were open discussions on issues such as explanation why the initial review of the rulemaking tasks is important, needs on transparency and flexibility in the rulemaking process, concept paper content and requirements, proposal on having 'back to back' meetings between consultative bodies: authorities (TAG ADR) and stake holders (Sub SSCC ADR), etc.

It has been agreed to have a thematic discussion on how to deal with 'controversial issues' raised during the rulemaking procedure.

Some of the questions raised during the presentations:

Who should attend the TAG meetings: the members of the TAGs should be made up of representatives of the National Aviation Authorities and the Commission and they should have expertise in aerodromes domain.

Agency wanted to know if and how many States established an internal NAA coordination

between RAG and different TAGs. After the discussion it has been agreed that establishment of the RAG/TAG coordination body should contribute to the better efficiency of the work. The NAAs are advised to establish the RAG/TAGs coordination body.

EASA and ICAO relationship, EFOD: EASA will support the Member States to identify differences between ICAO and EASA requirements, EASA will coordinate/support Member States with regard to ICAO.

Status of the ICAO SL041 in the NPA: The new aerodrome rules/requirements will not contain any new proposal from the SL041 until it is adopted by the Council as final. Changes by ICAO will be addressed in the future Rulemaking Programs as new rulemaking tasks.

The draft paper on declaration of no conflict of interest for the members of the Rulemaking groups has been discussed. It has been explained that the issue is still in developing phase by the Agency and will be presented to members on one of the forthcoming meetings.

Apron Management Services: Though referred to in the NPA the requirements for AMS will be a new rulemaking task.

Members list will be published on the web page for the members who signed the consent form, regarding the protection of the personal data policy.

The online platform for the group will be established, until that time the group has been invited to communicate among members via emails.

Conclusion/Action:	-

5. 4-year Rulemaking Programme

The information and updates have been given on the RMP 2012 – 2015 and on the following RMP 2013 – 2016. The new RMP 2013 – 2016 will contain new tasks as: ATM/ANS systems and constituents and ADR equipment, Apron management services, Requirements for Heliports and update of the ICAO amendments.

The Rulemaking Programmes are available on the following link on the Agency's web site:

http://easa.europa.eu/rulemaking/annual-programme-and-planning.php

There was a discussion concerning the differences between ICAO SARPS and European rules and how the Agency is handling this fact. RMP reflects what is needed to help that MS are in compliance with ICAO.

Conclusion/Action:	The TAG ADR has been informed about the 4-year rulemaking programme and related tasks to the 'aerodromes' rulemaking. A discussion on the differences between ICAO SARPS and European rules concluded in putting this subject as well as thematic issues on the fix agenda for the next meetings of the group.

6. Technical issues

- Technical ADR matters

There were no specific discussions on technical aerodrome issues. The members are invited to propose the technical ADR question / issues to be discussed on the TAG ADR meeting and to send it in advance to the secretariat of the group to be included in the agenda.

- Progress update and discussion on ADR tasks

The group has been informed about the progress of the Aerodrome rules development and in drafting the Comments Respond Document. The revision of the comments received during the consultation period is on-going, the CRD is foreseen to be published before the end of the year 2012.

A question on surroundings was asked, concluding that any action to surroundings is left to the MS and will be removed from the proposed requirements.

Conclusion/Action	-

7. AOB

- Planning of future meetings

The previously proposed meeting date on 21 March 2013 is cancelled.
The next meeting dates for the TAG ADR in 2013 are confirmed as follows:
2nd meeting: **20 June 2013**,
3rd meeting: **10 October 2013,**
Location: Cologne, exact place to be confirmed.

Conclusion/Action:	-

Closing

The chairman and the secretary thanked everyone for attending. The meeting closed at 17:00.

Conclusion/Action:	-