



European Aviation Safety Agency

MINUTES OF MEETING

Subject SSCC Meeting 01-2010
 Date 26th May 2010
 Location 04/049 EASA Cologne

Organised by EASA

List of Participants

	SSCC Members	SSCC Observers
	Martin Ambrose , SSCC Chair Les Aalders , AIAC Martin Ahrens , ACI Martin Alder , ECA Robert Alway , AEI Martin Ambrose , ERAA Daniel Coutelier , EFT Juan Alberto Cozar Maldonado , CANSO Phillippe De Gouttes , ASD Patrick Debuchy , IATA Walter Desrosier , GAMA Michael Erb , IAOPA Peter Feind , ASD Catherine Gathier , ASD Michel Gaubert , ASD Pierre Georges , ASD Belarmino Gonçalves Paradela , EBAA Øyvind Hallquist , ACI Jon Harris , AEI Michael Hickey , ELFAA Darryl Johnson , ASD Frank Kabuth , EAMTC Adrie Kraan , BCA Thomas Leoff , EAAPS Roderick McGregor , CANSO Dick Meerman , ACI Paulo Monteiro , AIAB Daniel Mooney , AIA Erik Moyson , IACA Bernard Pauly , ASD Michel Rocca , CANSO Rudolf Schuegraf , EAS Nuno Simões , ATCEUC Liam Sisk , ASD Lars Tjensvoll , ESAM Dany van der Biest , IFATSZA, Kris van der Plas , ECA Carlo Vergari , EIMG Bob Wilson , ASD	Gernot Kessler , EC Michael Sanders , ASD
		Experts or alternative attendees
Attendees		Dominique Bouvier for Jacques Renvier Zeljko Oreski for Alfred Vlasek
Apologies	Pierre Moreillon , ERAC Mark Prior , EHA	

Agenda 1-2010	
1	Welcome introduction
2	Adoption of the agenda
3	Adoption of the minutes of the previous meeting <ul style="list-style-type: none"> ▪ Adoption of meeting 3-2009 minutes ▪ Review of action table
4	General introduction <ul style="list-style-type: none"> ▪ Update on 1st extension ▪ Update on 2nd extension ▪ Agency Working with SESAR ▪ Update on “European Aviation Safety Programme” ▪ Better regulation for general aviation ▪ Volcanic Ash ▪ Review of the Rulemaking Process
5	Reports from the Subcommittee Chairs
6	4-year Rulemaking Programme 2010-2013 <ul style="list-style-type: none"> ▪ State of implementation of the 4-year Rulemaking Programme 2010-2013
7	Preparation of the 4-year Rulemaking Programme 2011-2014 <ul style="list-style-type: none"> ▪ Presentation on how to use the pre-RIAs and the relationship with the ranking list ▪ Review and discussion of the pre-RIAs for new tasks and the ranking list ▪ Recommendations from SSCC members on tasks to be deleted, advanced or postponed
8	Feedback on implementation of EASA rule
9	Adoption of SSCC Rules of Procedure

10	AOB Planning of future meeting
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MoM prepared by	Athanasios Tziolas	Date	Signature
MoM reviewed by		Date	Signature

FINAL

1. Opening and Welcome

The Chair, Martin Ambrose, opened the meeting by welcoming the participants to Cologne. He particularly commended their dedication to Rulemaking and underlined the expansion of the SSCC committee which now includes ATM / ANS and Airport.

2. Adoption of the Agenda

Both the agenda and the final draft minutes, dated 29 November 2009, were adopted without further changes.

Conclusion/Action:	N/A
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3. Adoption of meeting 1-2010 minutes + Review of action table

The action table was displayed and a verbal debriefing was given on each open item. The table has been amended accordingly.

Action 2-4-2008	The Agency answered that the review group will be created after the NPA is published. Action Open
Action 2-6-2008	In response, the Agency requested the committee to specify their communications need to the Chair. After which, focal points will be appointed accordingly. Action Closed
Action 1-01-2009	Action Closed
Action 1-07-2009	In order to address the need for interface between AGNA and SSCC a combined meeting between the two was suggested. ACTION: Chair to contact AGNA Chair to organise meeting. Action closed
Action 2-01-2009	Action closed.
Action 2-02-2009	Programme was published last year. Action closed.
Action 2-03-2009	Action closed.
Action 2-04-2009	There will be a presentation from Standardisation after the SSCC meeting, which will explain their activities and give the opportunity to ask questions. Action closed
Action 2-05-2009	A working group has been set up and is scheduled to start work this month. Action closed
Action 2-06-2009	Action closed
Action 2-07-2009	The Agency explained that controversial issued had to be dealt with first in order to allow for progress. Once solved, a draft amendment will be sent to SSCC and will be published in May. Action closed.
Action 2-08-2009	EASA fact book will be published on the EASA website. Action closed
Action 2-09-2009	Still in discussion. Action Open
Action 2-10-2009	The Agency indicated that the project is at internal preparation stage in order to review comments. There will be an initial issue in July and then a

	review group will be set up in September / October. Action Closed.
Action 2-11-2009	Action closed.
Action 2-12-2009	The issue was discussed at the last EAB meeting. In conclusion there was little support for the issue. No further action will be taken. Action Closed
Action 2-13-2009	Action closed
Action 2-14-2009	Action closed
Conclusion/Action:	1-4-2010: Chair to contact AGNA Chair to organise a combined meeting between AGNA and SSCC

4. General Introduction

- Update on 1st extension and 2nd extension

The Agency presented IP01 and proposed to answer eventual questions on the document under the Sub-committee report below. The SSCC accepted this format for reporting on progress of rulemaking activities.

- Agency working with SESAR

It was explained that there are two caveats in the RM programme, SESAR and SES II packages, which relates to ATM competencies and will lead to additional rulemaking work. It was further explained that the difficulty lies in that EASA's part within these two areas are yet to be defined.

Moreover, it was also reported that the Agency is working on agreements for cooperation with SESAR JU and EUROCONTROL support to EASA. The members will express their opinion on the EASA ATM rulemaking activities (linked to SESAR and SES II) once the programme reflects these activities.

- Update on of " European Aviation Safety Programme", EASAC

The SSCC received a presentation on EASAC. The scope and purpose of the organisation was explained. The ensuing discussion focused on below points:

Where the Agency interest came in investigating the relation between climate change impact and safety? The Agency responded that the effect of extreme weather may have an impact on the safety of aircraft hence the interest in this topic.

Can SSCC Members comment on any issue that the Agency might be treating, especially has it was felt that certain areas didn't get enough attention? The Agency responded that currently no formal process was in place for industry feedback because of tight timescale but the request will be reported and addressed. The Chair also reassured that all comments can be passed on to him and they will be directed to the relevant person.

Can the EASAC group be opened more to industry as the current participation seems to be limited? The Agency responded that this will be reported back to EASAC.

- Better regulation for general aviation

The Agency reported on the steps that have been taken in order to improve relationship with stakeholders. The SSCC asked for a more elaborated version of this document listing the areas of activities and the priorities.

The General Aviation representative commented that the steps taken where much appreciated.

- Volcanic Ash

The topic was combined with agenda item 8 and addressed under this point.

John Vincent, Head of Safety and Research Department, and Eric Moyson, IACA, reported in separate presentations on the current status of authorities' response to the Volcanic Ash crisis. John Vincent in particular outlined the challenges the Agency and its counterparts are facing in defining a safety zone in regards to volcanic ashes.

It was explained that the world map is divided in 9 VAAC areas in terms of volcanic presence and the Eyjafjallajokull volcano is attributed to the London VAAC. The current policy adopted at ICAO level is: avoid Volcanic Ash.

It was further explained, that in term of involvement the Agency was part of the crisis cell. And that on an individual basis the Agency has issued SIB 2010-17R1 on April 22 to give basic advice on inspections and actions that need to be taken when operating near volcanoes. SSCC was invited to provide comments on this SIB. Also a dedicated email was set-up to answer any queries stakeholders might have on the issue.

Nevertheless the challenges facing the authorities remain and are as follow:

- In a plethora of measuring system is the current model accurate?
- What is tolerable Ash concentration?
- With whom should the decision of safety lie with, the operators or authorities
- There is no certification of aircraft against hardening of aircraft due to Volcanic ash as there are against extreme weather.
- Establishment of new standards by ICAO.
- The actual levels of ash density to be understood by manufacturers. Tolerable limits which engage safety concerns.
- Standardised procedures for recognition / clearance flights.

Comments made:

A Member stressed the importance of observation platforms and that more work should take place in this area to strengthen advise to the industry.

General aviation representatives requested clarification on the impact of the calculated safe ash density to piston engine aircraft. The Agency responded that evidence has shown that piston engines are less vulnerable but that further information is being collected.

A Member asked, in respect to the calculation of ash concentration, how do they apply to different types of aircraft? The Agency responded that manufacturers should provide continuing airworthiness bulletins to allow for informed decision by the users.

It was concluded by Mr Moyson that it was a positive sign to see EASA involved in the volcanic crisis and having contributed in structuring the way of working. Also he welcomed the fact that Eurocontrol cross-referred for first time to an EASA bulletin, and that it is closely working with EASA on this matter.

However, Mr M.Hickey questioned the handling of crisis and expressed the extreme discontent of the Airline industry of having closed down operations. Also, the lacking capabilities of NAAs were considered a point of attention for eventual future cases. The stakeholders realise that these problems can not be dealt with anymore at national level and it is shown that coordination at European level is required and is now being designed.

In conclusion:

It was reported that coordination between EASA and NAA, Eurocontrol, Industry, Research Community, ICAO has improved. But there is a need for more reporting, coordination and contribution from all parties in this area to make it a success.

- Review of the Rulemaking Process

The Agency presented an update on the review of the Rulemaking process. It was reported

that the request was initiated by the Commission and the Management Board to shorten the rulemaking process; especially that there is increased pressure on ATM/ANS to produce all necessary rules by 2012. The schedule of the task was given as follows:

- First meeting on 2nd of June 2010 is on familiarisation with the current process.
- Second meeting in September where the group will review the proposals.
- Working group proposal will be submitted to AGNA and SSCC for comments when ready.
- Then submitted to Management Board in Feb 2011 and then final adoption in June 2011.

Main principles proposed in revising the RM process were:

- Balance between NAA and Industry. Introduction of structure through imposing deadlines to rulemaking groups.
- The continued input of the NAA's and Rulemaking.
- The explanation of the rules
- No change in quality of deliverables.
- Flexibility in processes in relation to nature of task and domain.

The Chair thanked the Agency for the presentation. However, concerns were expressed on the ability of the Agency to achieve new rulemaking tasks given the current resources.

The Agency responded that the Commission has allowed priority to the first extension rules which alleviates strain on resources. Furthermore there is also some leniency on the 2012 deadline thus all secondary priorities will be delivered beyond 2012. There is the implementation of the fast track process which will be a simple transposition of existing packages and also enables meeting the deadlines. Additionally, other activities surrounding the Rulemaking activities that are not bound by deadlines allow for flexibility in terms of resources. Though, the Agency noted stakeholders demand to continue maintaining rules to reflect latest developments.

Moreover, the Agency highlighted that an additional 12 staff members are expected in rulemaking as a result of re-allocation of 2010 budget.

The Chair requested that the report on the review group should be provided well in advance the next meeting to prepare for comments.

Conclusion/Action:	1-5-2010: The Chair requested that the report on the review group should be provided well in advance the next meeting to prepare for comments.
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5. Reports from the Sub-Committee Chairs

The Chair invited the Sub-Committee Chairs to present their reports of the previous day's meeting. General points, which have been noted by the Agency are included below, whilst specific items are recorded at an appropriate point later on in the minutes. Further information can also be found in the relevant Sub-Committee presentations.

Design and Manufacturing Sub-Committee

A report was given by the Sub-Committee Chair Philippe De Gouttes.

1. In relation to the 2010-2013 Rulemaking Programme, the following points were highlighted. Slippage in tasks MDM.002 (a), MDM.003 (a), MDM. 032 (e) that are important for Industry and where the Chair requested reassurance from Agency on completion of these tasks within 2010.
2. Preparation of the 4-year Rulemaking programme 2011-2014. The current draft was reviewed in light of comment. The format of the programme was appreciated and

thanks were expressed. Specific comments were raised on the below tasks.

- a. 20.016: publication delayed to the third quarter of next year is incompatible with the date contained in the flight standards
 - b. 20.010 & 25.026: are both on electronic check lists electronic check lists, thus consistency or overlapping issues should be addressed.
 - c. 25.044: Requested for a group
 - d. 20.070 - Draft TOR due on the 1st June comments are imminently requested.
 - e. Sub-tier DOA: Expressed disappointment on the fact that the task is delayed as it is considered a priority by the Industry. Agency informed that a workshop is planned for after summer.
 - f. MDM.055 and MDM.060: The Agency informed that a workshop will be organised in 2011 to explain the purpose of this task, and that it will produce a policy paper to guide stakeholders.
3. Feedback on Pre-RIA and ranking list. It was reported that there were a few questions concerning the matrix, about the rationale for the factor in each box. What is the rationale for the green, amber and red areas? The Agency responded on the questions raised and indicated that it will review feedback and come with a revised Pre-RIA template after the summer. It also stressed that the same weight is attributed to comments from AGNA and SSCC members.
 4. Discussion on the "*Framework for giving the lead to stakeholders on certain rulemaking tasks*", it was reported that the proposal is supported by the sub-committee but stretched industry resources can not be ignored. So this methodology should be used with priority task. It was also reported that the drafting organisation can be tailored to the subject. That those drafting the rule should represent those impacted by the rule. The Industry suggestions for Open Rotor tasks were agreed, which meant upgrading CS-E task from inventory to the programme, and launching a new CS-25 task.

Engineering and Maintenance Sb-Committee

A report was given by the subcommittee Chair Liam Sisk.

1. Review of RMP 2011-14: the Agency noted the feedback given by the Sub-Committee and will give follow-up on certain tasks presented where possible.
 - a. 145.017 – indicated supplier interest in assisting in this task.
 - b. 145.020 - task content and description requires amendment to reflect present types.
 - c. 147.004 - requested for task to be closed as it is no longer relevant, and since it can be handled as part of task MDM.082
 - d. 145.012 (b) – Noted that CRD due for issue in July 2010
 - e. 66.027 - would appreciate Agency accelerating the process.
 - f. M.009 - should be group task instead of Agency task as previously foreseen.
 - g. M.014 - task delayed which raises concern to Industry
 - h. MDM.055 - was concerned about lack of specific direction from Agency with respect to SMS implementation for continuing Airworthiness.
2. Review of "inventory" of Maintenance related tasks
 - a. 66.018 – What is the level of organisation and individual responsibility? There are different interpretations out there. Task needs to be looked at for clarification into RMP.

- b. M.020 - unclear as to its origin and the need. It could eventually be deleted from the programme.
 - c. M.028 and MDM.078 - overlap could be combined as they cover similar areas. Clarify requirement for airlines/ leasing companies due to NAA interpretations.
 - d. M.029 - Standardisation issue that should be included in Rulemaking Programme.
 - e. MDM.017 and MDM.081 – tasks can be combined.
 - f. MDM.075 - concept of organisational approval for painting, weighing and welding composites, de-icing supported.
 - g. MDM.076 - Agency to address interpretation.
 - h. MDM.079 - title and text to be amendments to clarify intent.
 - i. MDM.082 - task supported as rules need to be updated in the area.
3. Standardisations discussions: It was reported that Standardisation participated to the meeting, and welcomed the possibility for a dedicated discussion on this topic.
 4. Pre-Ria methodology: The concept was supported
 5. EU261 delays and compensations legislation*: concerns were expressed about the potential high cost incurred by airlines with this rule that indirectly affect decision making in regards to safety.
 6. Major type design changes: Cost of design changes to meet new CNS requirements stemming from SESAR is a concern for light business a/c.

Flight Standards Sub- Committee

A report was given by the newly elected Sub-Committee Chair Thomas Leoff.

- Clarification required for the advertised EASA workshop 19 Oct 2010 on Microlights.
- On the RMP 2010, concerns were expressed about the planned phased publication of inter-related opinions related to the 1st extension where a global picture is not available.
- Request for the pre-RIA scores to be visible. Proper weighing of scoring criteria and the input on stakeholders in setting priorities should be taken in to account. Pre-RIAs should be uploaded on CIRCA for easy access.
- Framework for giving lead to stakeholders was supported.
- Alternative means of compliance concept needs to be in place to complete the picture of the 1st extension rules.

Comments on tasks

MDM.064 - should be revised as the title does not reflect the core issue. It should be "Operations, training and equipment for high performance aircraft" as it is more reflective of the content.

RMP 2011-2014 - rationale understood in prioritisation.

MDM.072 - proposal to split the task into:

1. IR/AMC/GM to limit the number of PRMs/SCPs carried for the current design and certification of the aircraft
2. IR/AMC/GM for design and certification to increase the number of SCPs carried.

* Regulation (EC) No 261/2004 of the European Parliament and of the Council of 11 February 2004 establishing common rules on compensation and assistance to passengers in the event of denied boarding and of cancellation or long delay of flights, and repealing Regulation (EEC) No 295/91 (Text with EEA relevance)

This would be considered during the development of the ToRs for the task, which could handle the split in the form of sub-tasks to the main task. Mr Moyson offered to provide a proposal for the text for the sub-tasks.

ATM & ADR subcommittee reports

A good attendance was reported and apologies were made for administrative and organisational mishaps. The meeting focused on:

ATM & ADR ToR as there was a need for clarification. It was communicated that the election of Chair and vice Chair will take place in December 2010 meeting. The need to have coordination meeting between ATM and ADR was requested as there are overlapping issues. Written comments were invited on the Pre-Ria and ranking list. Next issue of the rulemaking programme should include the first extension and the impact of SESII/SESAR in the RMP should be accounted for.

The concept of framework for delegating certain tasks to industry was supported.

Agency responses to Sub-Committee reports

In response to the issues raised by the Sub- Committee Chairs, the Agency gave the following answers:

D&M Sub-Committee responses

MDM.001: Finalised at 95% and is currently at the stage of review. Additional resources were also provided, will be delivered on time.

MDM.032: Committed to deliver. CRD will be given in two steps and will be finished by the end of the year.

MDM.003: Concerning pilot requirement categories for flight testing. The FCL rule addressed pilots. Concerning the school providing training for flight test: FTO were looked at and discussed how they can be adapted to the flight test training school. Will be finished on time. Difficulty on flight test engineer certificate issue: How can their qualification be recognised since the Basic Regulation does not allow the Agency to do so? These are the reasons behind the delay.

MDM.060: Response to the request for a group. The Agency's suggestion is to wait until the workshops are done before going for a review group.

21.046: The Agency agreed for the organisation of a meeting with all concerned parties.

Sub-tier DOA task. Meeting with ASD last week on contentious issues for DOA. If there is clarification on the issue there will be a possibility to establish a solution for DOA. A workshop is scheduled for after summer and then a better answer would be available.

E&M Sub-Committee responses

21.039: A review on the coherence was done and in conclusion there is consistency between what has been proposed and what will come out as an opinion.

M.014: The Agency indicated that it is a contentious issue. There is an NPA currently on internal consultation. Next is internal safety committee and then be able to progress the issue. The Agency reassured that they are preparing toward internal meeting on sub contracting.

MDM.055: The Agency reassures that there will be a ToR and workshop for clarification.

Inventory: The Agency will look at the comments and make corrections.

EU261 (see Regulation quoted above). Asked if it is an action for Agency as it is a Commission lead issue. The industry related that EASA could advise CION on operators concerns. SSCC should redirect to EAB and the Commission.

Major type design changes/ fees and charges: The Agency will need to review the issue after having discussed with Certification to alleviate burden.

Flight Standards Sub-Committee responses

Microlights Workshop: The Agency agreed that the wording is unrepresentative. The Agency provided clarifications on the purpose of the study that aims at investigating what is done in this area and that the lessons learned could be used to better regulate light aircraft. There is no intention to take out "microlights" from Annex II.

Phasing of implementing rule: It was explained that the issue was answered and phased approach was accepted by the MB because the whole package would not otherwise be digestible.

Alternative means of compliance request: The group reached an agreement and it is given to the FCL and OPS groups. The concept would be described in the explanatory notes. There will be a workshop on AR/OR that will handle also this matter.

MDM.072: The Agency takes note of the suggestion to divide the task into sub-tasks when drafting the ToR in 2011.

The Chair addressed the issue of lack of transparency and that AGNA seems to have more weight than the SSCC. The Agency responded that it is a simple perception as all contributions to the Rulemaking Programme are treated with the same value.

Conclusion/Action:	<p>1-6-2010: The Agency will consider Committee feedback on the draft 2011-2014 rulemaking programme when finalising the programme.</p> <p>1-7-2010: Agency to adjust Pre-RIA methodology and ranking list.</p> <p>1-8-2010: Agency to upgrade Open Rotor and CS-E tasks from inventory to the programme, and to create the relevant CS-25 task.</p> <p>1-9-2010: Agency to launch elections for Chair and Vice-Chair of ADR and ATM Sub-Committees.</p>
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6. Agenda Item: 4-year Rulemaking Programme 2010-2013

Information Working paper 01: Progress report.
 No further comment as already covered under point 3.

Conclusion/Action:	N/A
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7. Preparation of the 4-year Rulemaking Programme 2011-2014

Information paper 02: Presentation on the use of new approach- Pre-RIA and Ranking List
Working paper 01a: list of Pre-RIAs
Working paper 01b: Draft 2011-2014 Rulemaking Programme
Information paper 04: Framework for giving the lead to stakeholders on certain rulemaking tasks.

The Agency thanked for the valuable feedback given under point 5 that will be taken into account where possible when finalising the programme. It reported that it will launch a task to test the concept of giving the lead to stakeholders on certain tasks.

The SSCC expressed a positive opinion on the draft 2011-2014 Rulemaking Programme provided that their comments are reflected in the final version.

Conclusion/Action:	N/A
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8. Feedback on Implementation of EASA Rule

IP 05: Question from IACA on Volcanic ash

This point was handled as part of point 4.

Conclusion/Action:	N/A
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9. Adoption of SSCC Rule of procedure

WP02: Draft SSCC Rules of Procedure

Chair explained that there is a minor redraft of the RoP due to the addition of the two new Sub-Committees. The Chair went through changes made.

Responding to comments from the ATM and ADR Sub-Committees on the "Membership" point 8.7, it was explained that the adaptation of the rule might lead to misunderstanding about participation to the full and Sub-Committee meetings. To mitigate the problem, it was suggested that the members should respect the rule and confirm their attendance (or alternates) two weeks before the meeting takes place.

Working paper 02 was adopted as a newly adopted procedure for SSCC committee.

Conclusion/Action:	1-10-2010: The Agency to adopt the adjusted SSCC RoP
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10. AOB

- Planning of Future meeting

The 1st and 2nd of December were confirmed.

The 16 and 17th June 2011 dates were changed to the 15 and 16th June 2011.

Post-meeting note: the meeting in 2011 were overlapping with the EU-US conference meeting dates, and agreement has been reached with SSCC to hold the meeting on 24-25 May 2011 instead.

- Technical Publications

Mr Moyson referred to the consolidated version of Part-M and expressed his thanks for facilitating industry by provision of user-friendly formats of Agency's rules. Chair thanked all members for their participation. The meeting closed at 15:46.

Conclusion/Action:	N/A
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Action list					
Action #	What	Who	When	Status	Comments
2-4-2008	Establish a review group for task 21.010	Agency	Before next meeting	O	A review group will be established is necessary based on comments received.
2-6-2008	Consider focal points for various disciplines within EASA for communication with industry.	Agency	Before next meeting	C	The committee is to specify their communication needs to the Chair, after which a focal point will be appointed.
1-01-2009	Provide SSCC with copy of its response to industry letters on sub-tier DOA issue	Agency		C	Agency has provided copies of sent letter, and is currently receiving replies to that letter.
1-07-2009	Agency to explore ways to enhance communication between AGNA and SSCC.			C	Chair to contact AGNA secretary to organise meeting between AGNA and SSCC.
2-01-2009	Review feed back and adjust the 4-year 2010-2013 Rulemaking Programme where appropriate	Agency	By the end of this year	C	
2-02-2009	Respond in written on the issues raised by the Chairpersons on the Rulemaking programme structure and format	Agency	ASAP	C	
2-03-2009	Include the advisory bodies in the distribution list of the Agency's newsletter	Agency	ASAP	C	
2-04-2009	Raise standardisation issues to the standardisation & Approvals Directorate for follow-up	Agency	ASAP	C	
2-05-2009	Accelerate B2 license issue if resource permit	Agency	ASAP	C	
2-06-2009	Consider the Chairs proposal for deletion of a number of tasks in the inventory	Agency	ASAP	C	
2-07-2009	Verify how to disconnect the strategic thinking on DOA privileges from	Agency	ASAP	C	

	rulemaking on the privilege for the changing the manuals				
2-08-2009	Make a list of planned studies available to SSCC	Agency	ASAP	C	Document will soon be received as an official publication
2-09-2009	Review the e-tool fee policy	Agency	ASAP	O	
2-10-2009	Establish a review group for the ANPA on cabin air quality	Agency	ASAP	C	
2-11-2009	Review the Rules of Procedure for the SSCC and the Sub-committee to reflect the decision made	Chair	ASAP	C	
2-12-2009	List the current issues on EU aircraft register	Chair	Before the next EAB meeting	C	
2-13-2009	Make a short inventory on EU aircraft register and inform Chair about the result upon completion of action 2-12-2009	Agency	ASAP	C	
2-14-2009	Give feedback on the Pre-RIAs and the draft 4 year 2011-2014 rulemaking programme	SSCC	By the end of March	C	
1-1-2010	provide SSCC with working group proposal on the Review of the Rulemaking Procedure.	Agency	when available	O	
1-2-2010	adjust Pre-Ria methodology	Agency		O	
1-3-2010	adjust the SSCC Rule of Procedure	Agency		O	
1-4-2010	contact AGNA Chair to organise a combined meeting between AGNA and SSCC	Chair		O	
1-5-2010:	The Chair requested that the report on the review group should be provided well in advance to the next meeting to prepare for comments.	Agency		O	

1-6-2010	consider Committee feedback on the draft 2011-2014 rulemaking programme when finalising the programme.	Agency		O	
1-7-2010	adjust Pre-RIA methodology and ranking list.	Agency		O	
1-8-2010	upgrade Open Rotor and CS-E tasks from inventory to the programme, and create the relevant CS-25 task	Agency		O?	
1-9-2010	Agency to launch elections for Chair and Vice-Chair (of ATM&ADR Sub-Committees)	Agency	ASAP	O	
1-10-2010	adopt the adjusted SSCC RoP	Agency		O	

Next meeting:

The next meeting is arranged for 1-2/12/2010 at EASA.