Executive Director Decision

DETECTION n° 2018/077/ED
OF THE EXECUTIVE DIRECTOR OF THE AGENCY

OF 13th December 2018

ON CHARGES AND QUALITY ASSURANCE FOR TECHNICAL TRAINING SERVICES PROVIDED BY THE AGENCY


THE EXECUTIVE DIRECTOR OF THE EUROPEAN AVIATION SAFETY AGENCY,

Having regard to Regulation (EU) 2018/11391 and in particular Articles 92, 104(3) and 120 thereof,

Having regard to the Commission Regulation (EU) No 319/2014 of 27 March 2014 on the fees and charges levied by the European Aviation Safety Agency, and repealing Regulation (EC) No 593/2007, and in particular Articles 13(3) thereof,

WHEREAS:

(1) Acknowledging the importance of training for and by the Agency to promote best practices and uniformity in the implementation of Regulation (EU) 2018/1139 and its delegated and implementing acts;

(2) Observing Article 13(3) of Commission Regulation (EU) No 319/2014 and the fact that the development of training products need a relatively high initial investment of human and financial resources, which cannot be charged to the stakeholder who receives the first training as an hourly rate, but should be recovered pro-rata as a surplus to the variable costs of each training delivery;

(3) Ensuring that costs associated to the development and delivery of training services are laid down in a dedicated and transparent method;

HAS DECIDED AS FOLLOWS:

Article 1
Training Services subject to charges

1. Training services delivered by Agency staff within the exercise of their functions, other than those defined in Article 2 of this Decision, shall be charged in accordance with:

   a) The charges scheme provided in Annex I to this Decision, for classroom training, either in-house or on-site, and online training provided through the web-based EASA Learning Gateway System (ELG); or

   b) The hourly flat-rate provided in Annex I to this Decision, for other types of training services or related requests that cannot be adequately determined and charged through the charges scheme for classroom and online training; or

   c) The charges, which may be specified in special arrangements, such as working arrangements, bilateral agreements, partnership agreements with National aviation authorities or work programmes with Agency stakeholders.

2. Classroom training services delivered by contracted training service providers, either in-house or on-site, shall be charged based on the total cost of each course divided by the average class size. The Technical Training and ECQB section shall annually revise the applicable average class size in accordance with historical participation data correspondent to delivered trainings of contracted training service providers.

3. For training services outside of EASA premises, the organisation requesting the training should provide appropriate training facilities, otherwise, associated direct costs would be charged.

Article 2
Training Services exempted from charges

1. The Agency may decide to exempt the payment of charges provided in Annex I to this Decision for training services to:

   a) National aviation authorities, international organisations or other key stakeholders in exceptional cases and in the interest of the service;

   b) Public or private universities or similar organisations, if all of the following conditions are met:

      (i) The training services are part of a programme of study leading to an undergraduate or postgraduate qualification in an aviation related discipline;

      (ii) The programme of study has a minimum duration of 1 academic year;

      (iii) The main purpose or effect of the programme is not to provide initial or continuous training for professionals in aviation or related fields;

   c) Persons who support or participate in Agency activities and need the training to ensure knowledge of Agency processes and specialised tools.
Article 3
Reimbursement of travel expenses

1. Independent from a decision under Article 2, the recipient of training or training-related services delivered on-site shall reimburse the following travel and subsistence expenses of Agency staff delivering the training, if not otherwise agreed:

   a) Transport costs directly associated with the provision of training services;
   
   b) The daily subsistence allowance flat-rate sum to cover all expenses incurred by the expert on mission; and
   
   c) Accommodation expenses for services that require overnight stay, including local taxes, up to a maximum fixed nightly rate, on provision of supporting documents by the expert.

2. The total reimbursable expenses shall be calculated by the Agency in accordance with the internal missions and authorised travel policy.

Article 4
Duties and Obligations

1. In order to ensure consistency, appropriateness and overall quality of the content presented during training or training-related services provided by the Agency, the Technical Training and ECQB section, shall, in due coordination with the responsible technical unit:

   a) Receive and assess any training or training-related service request;
   
   b) Verify whether the instructional design and training material is consistent with the training objectives;
   
   c) Ensure that Agency experts providing training or training-related services meet the professional qualifications and experience required for the execution of the services assigned to them;

   d) Initiate and/or prepare contracts, when applicable, and initiate invoicing;
   
   e) Evaluate the delivered training services and include the training records in the central training records database.

Article 5
Repeal

Article 6
Entry into force and applicability

This Decision shall enter into force on the date of its signature. It shall apply from 1 January 2019.

Publicity

This Decision shall be published in the Official Publication of the Agency.

Done in Cologne, 13.12.2018

Patrick Ky
This Annex provides the applicable charges for training and training-related services delivered by the Agency. Training courses referred to in Article 2 of the present ED Decision are exempted from the application of this Annex.

### Class-room training

<table>
<thead>
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<th>Training duration in days</th>
<th>0.5</th>
<th>1</th>
<th>1.5</th>
<th>2</th>
<th>2.5</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<tbody>
<tr>
<td>Individual training charge</td>
<td>€440</td>
<td>€710</td>
<td>€925</td>
<td>€1,088</td>
<td>€1,263</td>
<td>€1,425</td>
<td>€1,725</td>
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<td>Session charge</td>
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<td>€8,700</td>
<td>€10,100</td>
<td>€11,400</td>
<td>€13,800</td>
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### Online training

<table>
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<th>Training duration in hours</th>
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<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual training charge</td>
<td>€50</td>
<td>€100</td>
<td>€150</td>
<td>€200</td>
<td>€250</td>
<td>€300</td>
<td>€350</td>
<td>€400</td>
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</tbody>
</table>

### Other training services

| Hourly rate | In accordance with Reg. 319/2014, Annex Part II, 2.² |

² COMMISSION REGULATION (EU) No 319/2014 of 27 March 2014 on the fees and charges levied by the European Aviation Safety Agency, and repealing Regulation (EC) No 593/2007; the current hourly rate is fixed at 221€.