

# Business Plan



2007/2008

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The Joint Aviation Authorities (JAA) is an associated body of the European Civil Aviation Conference (ECAC) representing the civil aviation regulatory authorities of a significant number of European States who have agreed to co-operate in developing and implementing common safety regulatory standards and procedures. This co-operation is intended to provide high and consistent standards of safety and a "level playing-field" for competition in Europe and to avoid duplication of work and facilitate the exchange of products, services and persons.

Membership of the JAA is based on signing the JAA Arrangements, originally signed by the then current Member States in Cyprus in 1990.

With the adoption of Regulation (EC) No. 1592/2002 by the European Parliament and the Council of the European Union (EU) and the subsequent set up of the European Aviation Safety Agency (EASA) a new regulatory framework was created in European aviation. According to this Regulation, from 28 September 2003 for EU Member States, the national regulation has been replaced by EU Regulation and certification tasks have been transferred from National Authorities (NA) to EASA. Non EASA Member States keep their responsibility in all fields.

In order to reach the goal as set by ECAC Directors General in Yalta in August 2002 indicating that the so called option 4 is the ultimate goal (option 4 foresees all JAA members as members of or properly associated to the Agency), the need to design an orderly scaling down of JAA with clearly fixed milestones was foreseen. A working group was set up and subsequently a report delivered, called the "FUJA Report" which led to the following decisions by the JAA Board (JAAB) and by ECACs Directors General in August 2005 :

- The integration of the current JAA activities into EASA will take place on 1 January 2007.
- To support the interests of the non EASA JAA members a new organisation, "JAA T" will be established. JAA T will cover the requirement for liaison with the Agency and the requirement to uphold the current training activity (JAA LO and JAA TO).
- It is planned to disband JAA LO at the latest on 31 December 2010.
- The Cyprus Arrangement will be kept without changes. Should adjustments be required, this would be done through a decision of the JAAB. In the meantime, such a decision has been taken through approval of the Agenda of the JAA T.

In May 2006 an amendment to the FUJA Report was adopted by which JAA T was asked to continue with the task of general management of JAA's rulemaking activities whereby the technical work would be provided by EASA until Community competence is fully established in the fields of Operations and Licensing. An appropriate arrangement has been found between JAA T and EASA on the related sharing of tasks and responsibilities.

It is essential that the quality of the JAA work is maintained during the transition period and that complete and solid packages are provided to EASA. This shall not be detrimental to appropriate justification, consultation and discussions in all processes.

To enable the JAAT to ensure a consistent level of safety, to provide to the Agency with all necessary support, to ensure a best possible transition into EASA this Business Plan is formulated and adopted by the JAAB. In view of the expected timeframe for the extension of Community competence this Business Plan covers the years 2007 and 2008. It also takes into account the establishment of Community competence for commercial air transport by large aeroplanes on the basis of the extension of Regulation 3922/91.

All those involved in the JAA system should take note of the plan and work towards meeting its objectives.

The JAA T organisational chart is attached (please see Annex 1).

The main assumptions for this Business Plan are as follows:

- Decisions of the JAAB and of ECACs Directors General on FUJA issues will be fully implemented in a timely manner;
- National political support for the JAA T and its work is maintained;
- Long term forecasts for growth in commercial aviation remain valid;
- The SAFA Programme will be ensured by EASA. No role for JAA T with the exception of training regarding the SAFA Programme;
- Community competence has been established for commercial air transport by large aeroplanes on the basis of the extension of Regulation 3922/91. This implies that from the date of entry into force of this extension, the Commission must steer the process, assisted by the Aviation Safety Committee and EASA. Appropriate co-ordination must however take place to maintain non-EASA States in the loop, as this is done in the field of airworthiness.
- The next step of the European Legislator in the field of aviation safety is a proposal to amend the current Regulation 1592/02/EC to extend the common rules to operations and licensing. It is assumed that the responsibility in these fields will be transferred to EASA by the end of 2007.
- Working arrangements will be established between JAA and EASA in order to ensure the best possible implementation of this Business Plan. This will include a document about the rulemaking process indicating how the rulemaking goals fixed in this Business Plan shall be accomplished.
- The fact has to be taken into account that with the adoption of Annex 3 to EC 3922/91 JAR-OPS 1 will be replaced by EU OPS.

**1) Aviation Safety**

To ensure, through co-operation amongst Member States, that JAA members achieve a high, consistent level of aviation safety.

**2) Co-operation with EASA**

To co-operate with the European Aviation Safety Agency in performing its functions and tasks in accordance with an agreed programme ensuring the involvement of the JAA non-EASA countries with the aim of maintaining the present unity in regulations on a pan-European dimension and the mutual acceptance/recognition of certificates/approvals and of implementing the FUJA decisions.

**3) Business Effectiveness**

To achieve a cost effective safety system so as to contribute to an efficient civil aviation industry.

**4) Consolidation of Common Standards**

To contribute, through the uniform application of the highest possible common standards and through regular review of the existing regulatory situation, to fair and equal competition within Member States.

**5) International Co-operation**

To co-operate with other regional organisations or national authorities of States playing an important role in Civil Aviation in order to reach at least the JAA safety level, and to foster the world-wide implementation of harmonised safety standards and requirements through the conclusion of international arrangements and through participation in technical assistance programmes without affecting community competence.

## SECTION 4

## Priorities

Being able to fulfil the Strategic objectives as mentioned in Section 3 and taking into consideration the limited resources, the actual work of JAA requires prioritisation. Work programmes are required to adhere to these priorities:

### 1) **Partnership with EASA**

This partnership is characterised by the following main priorities:

- a. To prepare and hand over to EASA all current activities in the field of OPS and LIC;
- b. To perform all function and tasks agreed in the work programme with EASA in a timely manner;
- c. To ensure that all tasks mandated to EASA are fulfilled in a timely manner.

### 2) **Operations and Licensing (inclusive of Standardisation)**

To develop and maintain all necessary rules and advisory/guidance material that are necessary in the field of operations and licensing.

### 3) **Airworthiness**

To develop and maintain all necessary rules including advisory/guidance material in the field of airworthiness (initial and continuing) on behalf of the JAA non-EASA states. Fulfill an effective liaison function between EASA and the JAA non-EASA states.

### 4) **Standardisation**

Ensure the continuing standardisation programmes are fulfilled in partnership with EASA.

### 5) **Membership issues**

To carry out the Fact Finding Visits for those members wishing to obtain full membership.

### 6) **Training**

To ensure the uniform application of common standards through the training programme by the JAA TO and to continue to further develop EASTO.

### 7) **Any other tasks**

To perform any other tasks given to JAA T.

This section presents the detailed task and work programme for JAA LO including influence on the budget.

### **5.1 Operations**

The main business plan aim for operations is to contribute to the JAA's objective of achieving a seamless and successful integration of JAA activities into EASA avoiding any safety gap.

Activities will focus on the following tasks:

- Proceed with a programme of rulemaking taking account of the JAR stabilisation criteria to provide EASA with the highest possible quality of requirements leading to the handover.
- Standardisation: involving the conduct of OPST and STD ST visits to facilitate the continuing recommendation for mutual recognition afforded to suitable JAA Member States as agreed with the EASA Quality and Standardisation Directorate.
- Co-ordination with EU Commission and EASA with regard to Annex 3 to EC 3922/91 (EU OPS) as required by non-EASA JAA members.
- The tracking of developments outside the JAA.
- The accomplishment of miscellaneous tasks related to a safe development of civil aviation in Europe.

## Operations Division Activities

| No.               | Action  | Responsibility                    | Fulfilment Date | Budget influence |
|-------------------|---|-----------------------------------|-----------------|------------------|
| <b>Rulemaking</b> |   |                                   |                 |                  |
| 2                 | Rulemaking  | Sectorial Team Co-ordinator/ EASA |                 | Neutral          |
| 2.1               | <p>NPA activity to improve the quality of JAR-OPS 3, JAR-STD, JAR-MMEL &amp; JAR-26 using the following stabilisation criteria:</p> <p>(A) Significant Safety Improvement (Including responses to AAIB reports):</p> <p>(B) Improvement of JARs - based on implementation experience:</p> <p>(C) Response to amendments to ICAO SARPs:</p> <p>(D) Response to new technology/requirements:</p> <p>(E) Alignment with other rulemaking and mandates to facilitate harmonious activity:</p> |                                   |                 |                  |
|                   | <u>NPA-OPS 38</u> Helicopter Performance (B)(C);  |                                   | 2007            |                  |

| No. | Action              | Responsibility   | Fulfilment Date | Budget influence |
|-----|---------------------|--|-----------------|------------------|
|     | <u>NPA-26 2</u>     | Type III Exits (access & ease of operation) (A);   | 2007            |                  |
|     | <u>NPA-26 3</u>     | Emergency exit access (access through bulkheads) (A);  | 2007            |                  |
|     | <u>NPA-26 15</u>    | Commercial Air Transport (Aeroplanes) fire protection (Class 'D' & 'C' cargo compartments) (A)(B)(D);                  | 2007            |                  |
|     | <u>NPA-26 17</u>    | Thermal/Acoustic Insulation Mat'l (D);   | 2007            |                  |
|     | <u>NPA-26 18</u>    | Reinforced Cockpit Doors to Enhance Aeroplane Security - Double Pilot Incapacitation (A)(B);                           | 2007            |                  |
|     | <u>NPA-26 XX</u>    | Class B/C Cargo Compartments (acceptable level of safety for aeroplanes equipped with class B cargo compartments) (A); | 2007            |                  |
|     | <u>D-NPA-OPS XX</u> | JAR-OPS 3 Radio Altimeter Audio Warnings (A);  | 2008            |                  |
|     | <u>D-NPA-OPS XX</u> | JAR-OPS 3 VHM (A)(C)(D);   | 2008            |                  |
|     | <u>D-NPA-OPS XX</u> | JAR-OPS 3 Type IVA FDRs (B)(C);  | 2008            |                  |
|     | <u>D-NPA-OPS XX</u> | JAR-OPS 3 Hoist Operations (B);  | 2008            |                  |
|     | <u>D-NPA-OPS XX</u> | JAR-OPS 3 Rec't Trng/Checking (E);   | 2008            |                  |
|     | <u>UAVs</u>         | (A)(D);  | Post-2008       |                  |
|     | <u>TGL XX (New)</u> | Upgrades and updates of FSTDs (B);   | Post-2008       |                  |

| No.               | Action  | Responsibility | Fulfilment Date | Budget influence |
|-------------------|---|----------------|-----------------|------------------|
| <b>Rulemaking</b> |   |                |                 |                  |
|                   | <u>NPA-OPS 39B</u> TAWS B, Pitot, HF (B)(C);                                |                | 2007            |                  |
|                   | <u>NPA-OPS 39C</u> Type IA FDRs & Fuel Codes (B)(C);                        |                | 2007            |                  |
|                   | <u>D-NPA-OPS 40A</u> ETOPS (A);   |                | 2007            |                  |
|                   | <u>NPA-OPS 41</u> Subpart E AWO (A)(D)(E);                                  |                | 2007            |                  |
|                   | <u>NPA-OPS 45</u> Req'd. Cabin Crew on Grnd (A)(B);                         |                | 2007            |                  |
|                   | <u>NPA-OPS 49</u> Use of Headset (A)(B);                                    |                | 2007            |                  |
|                   | <u>D-NPA-OPS 50</u> Helicopter Ltd Icing Operations (B);                    |                | 2007            |                  |
|                   | <u>NPA-OPS 51</u> FAK/EMK (A)(E);   |                | 2007            |                  |
|                   | <u>NPA-OPS 52</u> Cabin Crew Trng Icing Cond'ns (A);                        |                | 2007            |                  |
|                   | <u>NPA-OPS 53</u> Noise Abatement (C);                                      |                | 2007            |                  |
|                   | <u>NPA-OPS 54</u> Cabin Crew Medical Aspects and First Aid Training (A)(E); |                | 2007            |                  |
|                   | <u>NPA-OPS 57A</u> Elec Nav Data Mgt (C);                                   |                | 2007            |                  |
|                   | <u>NPA-OPS 58</u> Terminology & Fuel (B);                                   |                | 2007            |                  |
|                   | <u>D-NPA-OPS 59</u> Aerodromes (RFFS) - (A)(B);                             |                | 2007            |                  |
|                   | <u>D-NPA-OPS 62</u> Snr Cab Crew Member Incap'n (B);                        |                | 2007            |                  |
|                   | <u>D-NPA-OPS 65</u> Subpart N ICAO Amt 29 Alignmt (C);                      |                | 2007            |                  |
|                   | <u>D-NPA-OPS 66</u> SMS (C);  |                | 2007            |                  |
|                   | <u>D-NPA-OPS XX</u> De/Anti-icing Proposals (A/B/C/D/E);                    |                | 2007            |                  |
|                   | <u>D-NPA-OPS XX</u> A-ELTs;   |                | 2007            |                  |
|                   | <u>RTF (Lang Prof'y)</u> NPA-OPS & Manual (A)(B)(C)(D);                     |                | 2007            |                  |
|                   | <i>Update Associated Administrative &amp; Guidance Material</i>             |                | 2007            |                  |
|                   |   |                |                 |                  |
|                   | <u>D-NPA-OPS 43</u> Circuit Protection Devices (B);                         |                | 2008            |                  |
|                   | <u>NPA-OPS 48A</u> Data Link Recording Fwd Fit (C)(D);                      |                | 2008            |                  |
|                   | <u>D-NPA-OPS 57B</u> RVSM (C);  |                | 2008            |                  |
|                   | <u>D-NPA-OPS 61</u> Selection of Aerodromes and In Flight                   |                | 2008            |                  |

| No. | Action  | Responsibility | Fulfilment Date | Budget influence |
|-----|---|----------------|-----------------|------------------|
|     | <i>Fuel Management (B);</i>   |                |                 |                  |
|     | <u>D-NPA-OPS 63</u> <i>Cabin Baggage Weight (A)(B)(E);</i>  |                | 2008            |                  |
|     | <u>Pitot Heat Syst</u> <i>Applicability (B);</i>  |                | 2008            |                  |
|     | <u>TGL 42 (New)</u> <i>EVS/HUD (E);</i>   |                | 2008            |                  |
|     | <u>TGL 26</u> <i>MEL Policy Amdts (A)(B)(D)(E);</i>   |                | 2008            |                  |
|     | <u>TGL XX (New)</u> <i>DG Training (B);</i>   |                | 2008            |                  |
|     | <i>Update Associated Administrative &amp; Guidance Material</i>   |                | 2008            |                  |
|     |   |                |                 |                  |
|     |   |                |                 |                  |
|     |   |                |                 |                  |
|     | <i>Work which may take place during 2007/8 on the following tasks with post-2008 fulfilment dates:-</i> |                |                 |                  |
|     | <u>NPA-OPS 29</u> <i>SE-IMC (C)(E);</i>   |                | Post-2008       |                  |
|     | <u>D-NPA-OPS 32</u> <i>Oxygen (B);</i>  |                | Post-2008       |                  |
|     | <u>A-NPA-OPS 40B</u> <i>LROPS (A)(B);</i>   |                | Post-2008       |                  |
|     | <u>D-NPA-OPS 47</u> <i>JAR-OPS 1 Performance (E);</i>   |                | Post-2008       |                  |
|     | <u>A-NPA-OPS 48B</u> <i>Data Link Recording Retrofit (C)(D);</i>  |                | Post-2008       |                  |
|     | <u>Loss of Control</u> <i>Flight Crew Training (A);</i>   |                | Post-2008       |                  |
|     | <u>Loss of Control</u> <i>Flight Crew Procedures (A);</i>   |                | Post-2008       |                  |
|     | <u>Loss of Control</u> <i>FSTD (A);</i>   |                | Post-2008       |                  |
|     | <u>Loss of Control</u> <i>Loading (A);</i>  |                | Post-2008       |                  |
|     | <u>TGL XX (New)</u> <i>AWO Training (B);</i>  |                | Post-2008       |                  |
|     | <u>D-NPA-OPS XX</u> <i>Runway Incursions (A);</i>   |                | Post-2008       |                  |
|     | <u>UAVs</u> <i>(A)(D);</i>  |                | Post-2008       |                  |
|     | <u>Wts Survey</u> <i>Adequacy of Specified Weights Survey, then NPA-OPS (A)(B)(E);</i>                  |                | Post-2008       |                  |
|     | <u>A-NPA-OPS XX</u> <i>Consideration for Power Controlled</i>   |                | Post-2008       |                  |

| No. | Action   | Responsibility | Fulfilment Date | Budget influence |
|-----|--|----------------|-----------------|------------------|
|     | <i>A/C Concept (total loss of primary cntrls) (A);</i> |                |                 |                  |

Note: All tasks in italic are linked to JAR-OPS 1. As JAR-OPS 1 is likely to be transposed into EC law before the adoption of this Business Plan or soon thereafter, Member States lose their ability from that moment on to act outside the EC system. EASA in taking over rulemaking tasks of CJAA in accordance with the agreed rulemaking process during transition will provide support directly to the Commission and the Aviation Safety Committee.

| No.                    | Action   | Responsibility                            | Fulfilment Date | Budget influence |
|------------------------|--|---|-----------------|------------------|
| <b>Rulemaking</b>      |  |   |                 |                  |
|                        | Additional tasks which may emerge during the period 2007/8 in response to developments within EASA and/or ICAO rulemaking etc.   |   |                 |                  |
| <b>Standardisation</b> |  |   |                 |                  |
| 3                      | Standardisation  |   |                 |                  |
| 3.1                    | Programming  | JAA T                                     |                 |                  |
| 3.2                    | Co-ordinate the OPST and FSTD ST standardisation tasks, as agreed with the EASA Quality & Standardisation Directorate; initial visits to increase the number of mutually recognised JAA states and re-visits | EASA/Ops Focal Point for non EASA members | 2007 - 2008     | Neutral          |

| No.                                      | Action   | Responsibility                             | Fulfilment Date | Budget influence  |
|--|--|--|-----------------|---|
| 3.3                                      | on a 2 yearly rolling programme<br>Providing standardisation visit reports towards recommendation for mutual recognition | JAA T                                      |                 |   |
| <b>Track developments outside of JAA</b> |  |  |                 |   |
| 4  | Tracking of developments outside the JAA   | Ops Focal Point/EASA for technical matters |                 |   |
| 4.1                                      | Monitor the implementation of the ICAO Ops panel recommendations through link with ICAO                                  |  | 2007 - 2008     | Neutral   |
| 4.2                                      | Maintain liaison with Eurocontrol  |  | 2007 - 2008     | Negative/low – related to extent of JAA-T staff activity required.  |
| 4.3                                      | Continue harmonisation activities with non-JAA parties   |  | 2007 - 2008     | Negative/low – related to extent of JAA-T staff activity required.  |
| 4.4                                      | Participation at relevant national and international conferences   |  | 2007 - 2008     | Negative/low - related to extent of JAA-T staff activity required and provided costs paid by conference organisers. |
| <b>Other Matters</b>                     |  |  |                 |   |
| 5  | Other Matters  | Ops Focal Point                            |                 |   |
| 5.1                                      | Assistance to the European Commission  |  | 2007 - 2008     | Negative/low - related to   |

| No. | Action           | Responsibility | Fulfilment Date | Budget influence   |
|-----|------------------|----------------|-----------------|--|
| 5.2 | A380 Wake Vortex |                | 2007 - 2008     | JAA-T staff activity req'd.<br>Neutral - costs paid by organisers. |

## 5.2 Licensing

The main business plan aim for Licensing is to contribute to the JAA's objective of achieving a seamless and successful integration of JAA activities into EASA avoiding any safety gap.

Activities will focus on the following tasks:

- Proceed with a programme of rulemaking taking account of the JAR stabilisation criteria to provide EASA with the highest possible quality of requirements leading to the handover.
- Co-ordinate the LIST and MEST standardisation tasks, as agreed with the EASA Quality & Standardisation Directorate;
- Conduct a number of JAR-FCL and Medical training courses to promote a better knowledge and understanding of the licensing requirements throughout the JAA Member States both in Industry and the National Authorities.
- Track developments outside of the JAA through contact with ICAO and through other harmonisation opportunities with non-JAA partners.
- The accomplishment of miscellaneous tasks related to a safe development of civil aviation in Europe.

## Licensing Division Activities

| No.                     | Action   | Responsibility  | Fulfilment Date     | Budget influence |
|-------------------------|--|-----------------|---------------------|------------------|
| <b>EASA Integration</b> |  |                 |                     |                  |
| 1                       | EASA Integration   | FCL Focal Point | End Feb 2007        |                  |
| 1.1                     | Preparation for handover of management of FCL Central Questions Bank (CQB): <ul style="list-style-type: none"> <li>• Physical handover of the CQB database</li> <li>• Management of the Subject Expert Teams processes:               <ul style="list-style-type: none"> <li>- Multiple-choice questions production</li> <li>- Multiple-choice questions validation</li> <li>- Amendment and feedback from NAAs</li> </ul> </li> <li>• Confidentiality issues</li> <li>• Continued participation of non-EASA NAAs</li> </ul> |                 | As agreed with EASA |                  |
| 1.2                     | Participation in development of EASA Implementing Rules and associated procedures, on request  |                 |                     |                  |
| 1.3                     | Interface with JAA-TO <ul style="list-style-type: none"> <li>- quality control training</li> <li>- publications</li> </ul>   |                 |                     |                  |

| No.               | Action  | Responsibility                      | Fulfilment Date  | Budget influence |
|-------------------|---|-------------------------------------|--|------------------|
| <b>Rulemaking</b> |   |                                     |  |                  |
| 2                 | Rulemaking  | Sectorial Team<br>Co-ordinator/EASA |  |                  |
| 2.1               | JAR-FCL 1: Transposition of the ICAO FCLTP recommendations in subjects other than the MPL, including: <ul style="list-style-type: none"> <li>• Powered Lift</li> <li>• Airships</li> <li>• Miscellaneous detailed changes including extension of competency based training to all licences and ratings; and extension of TEM principle to all licences and ratings</li> </ul> |                                     | Full year activity 2007<br>Planned NPA date: by mid-2008 |                  |
| 2.2               | Detailed specification of applicable FSTDs to be used for training and testing as currently indicated in JAR-FCL 1 and 2 (co-ordination with FSTD International Working Group)  |                                     | Full year activity 2007<br>Planned NPA date: by mid-2008 |                  |
| 2.3               | Publication of JAR-FCL 1 amendment incorporating NPA FCL-31 (MPL)   |                                     | Quarter 1 2007   |                  |
| 2.4               | JAR-FCL 1: 'omnibus' NPA (collection of small or minor changes to JAR-FCL 1 resulting from implementation experience of stakeholders)   |                                     | Full year activity 2007<br>Planned NPA date: by mid-2008 |                  |
| 2.5               | JAR-FCL 2: 'omnibus' NPA (based on the implementation experience of NPA-FCL 25)   |                                     | Quarters 3 & 4 2007<br>Planned NPA                       |                  |

| No.  | Action   | Responsibility                           | Fulfilment Date   | Budget influence |
|--|--|--|---|------------------|
| 2.6  | JAR-FCL 3: 'omnibus' NPA<br>(collection of small or minor changes to JAR-FCL 3 resulting from implementation experience of stakeholders) |  | date: by mid-2008<br><br>Quarters 3 & 4<br>2007<br>Planned NPA<br>date: by mid-2008 |                  |
| 2.7  | Update of JAR-FCL 4 to maintain consistency with JAR-FCL 1 and 2 amendments  |  | Quarter 4 2007  |                  |
| 2.8  | Update Associated Administrative & Guidance Material   |  | Full year activity<br>2007  |                  |
| <b>Standardisation</b>                       |  |  |   |                  |
| 3  | Standardisation  | JAA T                                    |   |                  |
| 3.1  | Programming  |  |   |                  |
| 3.2  | Initial visits to increase the number of mutually recognised JAA states and re-visits on a 2 yearly rolling programme                    | EASA/FCL Focal Point for non-EASA States | Full year activity<br>2007 - 2008   |                  |
| 3.3  | Providing standardisation visit reports towards recommendation for mutual recognition  | JAA T                                    |   |                  |
| <b>Track developments outside of the JAA</b> |  |  |   |                  |
| 4  | Track developments outside of the JAA  | FCL Focal Point                          | Ongoing   |                  |

| No. | Action  | Responsibility | Fulfilment Date                | Budget influence |
|-----|---|----------------|--------------------------------|------------------|
| 4.1 | Monitor developments in ICAO for their impact on JAR-FCL and take account of any amendments to ICAO Annex 1                         |                |                                |                  |
| 4.2 | Maintain link with Eurocontrol and ICAO particularly with reference to implementation of the ICAO Language Proficiency requirements |                | Ongoing                        |                  |
| 4.3 | Continue harmonisation activities with non-JAA partners (especially FAA and Transport Canada)                                       |                | Full year activity 2007 & 2008 |                  |
| 4.4 | Participate as present at relevant national/international conferences   |                | Full year activity 2007 & 2008 |                  |

### **5.3 Airworthiness**

The business plan aim related to airworthiness is to ensure a successful interface between EASA and the non-EASA JAA Member States whereby:

- EASA airworthiness rulemaking products are transposed into JARs.
- Standardisation activities are undertaken and mutual recognition is maintained.
- Member States are consulted on EASA airworthiness rulemaking products.
- Timely and adequate information is dispatched to the Member States.

## Airworthiness Activities

| No.                       | Action  | Responsibility | Fulfilment Date | Budget influence |
|---------------------------|---|----------------|-----------------|------------------|
| <b>General Management</b> |   |                |                 |                  |
| 1.1                       | General management <ul style="list-style-type: none"> <li>- reporting</li> <li>- communication with JAA non-EASA MS</li> <li>- Liaise with EASA on all airworthiness issues</li> <li>- Fulfil "ambassador" roll with non-EASA MS</li> <li>- Implement FUJA and other related decisions</li> </ul> | Focal Point    |                 | Negative         |
| 1.2                       | Interface with JAA-TO <ul style="list-style-type: none"> <li>- quality control training</li> <li>- publications</li> </ul>  |                |                 |                  |
| 1.3                       | Other, travel, etc.   |                |                 |                  |
| <b>Transposition</b>      |   |                |                 |                  |
| 2                         | Transposition <ul style="list-style-type: none"> <li>- identifying &amp; inventory</li> <li>- create cover letters</li> <li>- publication cover letter</li> </ul>   | Focal Point    |                 | Positive         |
| <b>Consultation</b>       |   |                |                 |                  |

| No.   | Action   | Responsibility | Fulfilment Date | Budget influence |
|---|--|----------------|-----------------|------------------|
| 3   | Consultation <ul style="list-style-type: none"> <li>- review NPAs</li> <li>- review comments from MS</li> <li>- drafting consolidated position document</li> <li>- consolidated position to EASA</li> <li>- produce cover note on CRD</li> <li>- information to non-EASA MS</li> <li>- issue cover letter</li> <li>- publication of JAR</li> </ul> Reconciliation <ul style="list-style-type: none"> <li>- consensus process</li> </ul> issue document | Focal Point    |                 | Negative         |
| <b>Standardisation and Mutual Recognition</b> |  |                |                 |                  |
| 4   | Standardisation & Mutual recognition <ul style="list-style-type: none"> <li>- standardisation issues</li> <li>- membership (non EASA – EASA)</li> </ul>  | Focal Point    |                 | Negative         |
| <b>Participation in meetings</b>              |  |                |                 |                  |
| 5   | Participation in meetings<br>RST, JAAC, EU, etc.   | Focal Point    |                 | Negative         |

## 5.4 Membership

| No.                   | Action   | Responsibility               | Fulfillment date | Budget influence |
|-----------------------|--|------------------------------|------------------|------------------|
| <b>JAA membership</b> |  |                              |                  |                  |
| 1                     | JAA Full Membership Albania<br>- Fact Finding Visit<br>- Preparing recommendation for JAAC/JAAB              | Assistant to Chief Executive | 31 December 2008 | Neutral          |
| 2                     | JAA Full Membership Armenia<br>- Fact Finding Visit<br>- Preparing recommendation for JAAC/JAAB              | Assistant to Chief Executive | 31 December 2008 | Neutral          |
| 3                     | JAA Full Membership Bosnia & Herzegovina<br>- Fact Finding Visit<br>- Preparing recommendation for JAAC/JAAB | Assistant to Chief Executive | 31 December 2007 | Neutral          |
| 4                     | JAA Full Membership Macedonia<br>- Second Fact Finding Visit<br>- Preparing recommendation for JAAC/JAAB     | Assistant to Chief Executive | 31 December 2007 | Neutral          |

| No.                   | Action  | Responsibility               | Fulfillment date | Budget influence |
|-----------------------|---|------------------------------|------------------|------------------|
| <b>JAA membership</b> |   |                              |                  |                  |
| 7                     | JAA Full Membership Moldova<br>- Fact Finding Visit<br>- Preparing recommendation for JAAC/JAAB | Assistant to Chief Executive | 31 December 2007 | Neutral          |
| 8                     | JAA Full Membership Ukraine<br>- Fact Finding Visit<br>- Preparing recommendation for JAAC/JAAB | Assistant to Chief Executive | 31 December 2007 | Neutral          |
| 9                     | EU/EASA support new Member States   | Assistant to Chief Executive | 31 December 2007 |                  |

## **SECTION 6**

## **JAA TO Tasks and Work Programme**

This section presents the detailed task and work programme for JAA TO including influence on the budget.

The JAA-TO organisation shall be responsible for the day to day management of the training activities of JAA T, the financial and accounting management of JAA T as well as for the publications process of JAA T. The JAA TO shall be located in Hoofddorp, there will however be regular communication with the JAA T Chief Executive and the JAA LO staff in Cologne.

The tasks and responsibility of JAA TO will focus on the following tasks :

- Further development of the JAA T training programme
- Delivery of training courses for JAA members and beyond, at an acceptable cost level.
- Delivery of training courses at the highest achievable quality level.
- Supporting EASA in its effort to obtain common standards for training in general and SAFA Inspector Training Courses in particular.

## 6.1 Training

| No.                            | Action  | Responsibility          | Fulfillment date | Budget influence |
|--------------------------------|---|-------------------------|------------------|------------------|
| <b>Training Administration</b> |   |                         |                  |                  |
| 1                              | Administration  |                         |                  |                  |
| 1.1                            | Registrations of participants and initiating invoicing.               | Training Administrators | Ongoing          | Positive         |
| 1.2                            | Scheduling of training courses  | Training Administrators | Ongoing          | Positive         |
| 1.3                            | Updating CRM system   | Training Administrators | Ongoing          | Positive         |
| 1.4                            | Co-ordinating production, editing and ordering of training materials. | Training Administrators | Ongoing          | Positive         |
| 2                              | Marketing & Sales   |                         |                  |                  |
| 2.1                            | Preparations of quotations for on-site training courses.              | Training Administrators | Ongoing          | Positive         |
| 2.2                            | Negotiating framework contracts for training courses.                 | Training Administrators | Ongoing          | Neutral          |
| 2.3                            | Initiating marketing and promotion activities.                        | Training Administrators | Ongoing          | Positive         |

|     |                                   |                         |         |         |
|-----|-----------------------------------|-------------------------|---------|---------|
| 3   | Trainer Co-ordination             |                         |         |         |
| 3.1 | Co-ordinating/Scheduling trainers | Training Administrators | Ongoing | Neutral |

## 6.2 Administration

| No.                       | Action   | Responsibility    | Fulfillment date | Budget influence |
|---------------------------|--|-------------------|------------------|------------------|
| <b>General Management</b> |  |                   |                  |                  |
| 1                         | General Management   |                   |                  |                  |
| 1.1                       | Day to day management of JAA TO organisation.  | Training Director | Ongoing          | Neutral          |
| 2                         | Human Resources Management   |                   |                  |                  |
| 2.1                       | Managing secondment contracts JAA T staff. Including financial settlements with seconding authorities. | Training Director | Ongoing          | Neutral          |
| 2.2                       | Managing consultancy contracts for JAA T.  | Training Director | Ongoing          | Neutral          |
| 2.3                       | Managing trainer contracts on the basis of consultancy.  | Training Director | Ongoing          | Neutral          |
| 3                         | Contract Management  |                   |                  |                  |
| 3.1                       | Contracts with suppliers and sub-contractors   | Training Director | Ongoing          | Positive         |

| No.   | Action   | Responsibility           | Fulfillment date | Budget influence |
|---|--|--------------------------|------------------|------------------|
| <b>General Management</b>                       |  |                          |                  |                  |
| 3.2   | Contracts with EASA for Housing and Services.                      | Training Director        | Ongoing          | Neutral          |
| 4   | Internal Communication   |                          |                  |                  |
| 4.1   | Communication with CE of JAA T                                     | Training Director        | Ongoing          | Low              |
| <b>IT, Telecom &amp; Audio Visual Equipment</b> |  |                          |                  |                  |
| 5   | Support IT, Telecom & Audio Visual                                 |                          |                  |                  |
| 5.1   | Assistance users with equipment                                    | Training Administrator   | Ongoing          | Neutral          |
| 5.2   | First line trouble shooting IT, Telecom and Audio Visual Equipment | Training Administrator   | Ongoing          | Neutral          |
| 5.3   | Managing second line support contracts                             | Training Administrator   | Ongoing          | Neutral          |
| <b>Finance &amp; Accounting</b>                 |  |                          |                  |                  |
| 6   | Invoicing (Outbound)   |                          |                  |                  |
| 6.1   | Outbound invoicing for JAA-T as a whole.                           | Accounting Officer (50%) | Ongoing          | Positive         |

| No.                       | Action   | Responsibility           | Fulfillment date | Budget influence |
|---------------------------|--|--------------------------|------------------|------------------|
| <b>General Management</b> |  |                          |                  |                  |
| 7                         | Invoicing (Inbound)  |                          |                  |                  |
| 7.1                       | Preparing weekly payments JAA-T as a whole.                              | Accounting Officer (50%) | Weekly           | Negative         |
| 8                         | Travel Services  |                          |                  |                  |
| 8.1                       | Preparing travel for JAA-TO staff and Trainers.                          | Accounting Officer (50%) | Ongoing          | Negative         |
| 9                         | Periodic Financial Statements  |                          |                  |                  |
| 9.1                       | Preparation of JAA T monthly, quarterly and annual Financial Statements. | Accounting Officer(50%)  |                  | Neutral          |
| <b>General Affairs</b>    |  |                          |                  |                  |
| 10                        | Reception  |                          |                  |                  |
| 10.1                      | Staffing reception   | Receptionists            | Ongoing          | Negative         |
| 10.2                      | General administrative matters   | Receptionists            | Ongoing          | Negative         |
| 10.3                      | Co-ordination/booking meeting & Training rooms                           | Receptionist             | Ongoing          | Negative         |

| No.   | Action  | Responsibility                | Fulfillment date | Budget influence |
|---|---|-------------------------------|------------------|------------------|
| <b>General Management</b>                     |   |                               |                  |                  |
| 10.4  | Office and other supplies   | Receptionist                  | Ongoing          | Negative         |
| 10.5  | General (daily) housing affairs                                     | Receptionist                  | Ongoing          | Neutral          |
| 11  | Building matters  |                               |                  |                  |
| 11.1  | Contractual matters building and facilities                         | Training Director             | Ongoing          | Negative         |
| <b>Publications &amp; /NPA Administration</b> |   |                               |                  |                  |
| 12  | NPA Administration  | CE office                     |                  |                  |
| 12.1  | Administrative tasks regarding NPA process                          | NPA/Pubs Administrator (50 %) | Ongoing          | Neutral          |
| 12.2  | Managing JAA T website for NPA & publications matters               | NPA/Pubs Administrator (50 %) | Ongoing          | Neutral          |
|   | Managing publications contractual arrangements with publisher (IHS) | NPA/Pubs Administrator (50 %) | Ongoing          | Positive         |
| 13  | Preparing recommendation for JAAC/JAAB                              |                               |                  |                  |

## **SECTION 7**

## **Review and Reporting**

The work to be undertaken by JAA T will be reviewed on a regular basis. Where EASA is concerned this will be done in close partnership with them.

To meet the need for a reporting mechanism to the JAA governing bodies on the status of actions set out and objectives reached/not reached in this Business Plan, a periodic report (every 6 months) by the Chief Executive to the JAA governing bodies shall include information on status, progress and obstacles related to objectives and actions set out in the Business Plan.

## **SECTION 8**

## **Budget Implications**

All actions listed in the Business Plan will, where applicable, be executed in accordance with the procedures agreed with EASA.

To fulfil its tasks during the period the JAA system will need funds covering annual costs of 2.105 million Euro. The proposed budget is based on those figures. The main part of that amount has to be covered by Member State contributions. It is however believed that the JAA T will during the period receive income from training courses provided, from publication of JAA regulation material and from the services to be provided to EASA, as described in the 2007 Budget proposal.

On the other hand there are potential cost implications for services provided by EASA to JAA T.

A separate Budget 2008 will be submitted in due time during 2007.

-----END-----

ANNEX 1

# JAA T

