



JAAT Liaison Office

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REVISED 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 According to this Regulation, from 28 September 2003 for EU Member States, the national regulation has been replaced by EU Regulation and certification tasks have been transferred from National Authorities (NA) to EASA.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 Arrangements 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 be 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 Revised Business Plan is formulated and adopted by the JAAB. In view of the expected timeframe for the extension of Community competence this Revised 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 Revised Business Plan are as follows:

- Decisions of the JAAB and of ECAC's 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 Revised Business Plan. This will include a document about the rulemaking process indicating how the rulemaking goals fixed in this Revised 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.

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 Activities

No.	Action	Responsibility	Fulfilment Date	Budget influence
Rulemaking				
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 & 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>			

No.	Action	Responsibility	Fulfilment Date	Budget influence
<u>NPA-OPS 38</u>	Helicopter Performance (B)(C);		2007	
<u>D-NPA-26 2</u>	Type III Exits (access & ease of operation) (A);		2009	
<u>D-NPA-26 3</u>	Emergency exit access (access through bulkheads) (A);		2007	
<u>D-NPA-26 15</u>	Commercial Air Transport (Aeroplanes) fire protection (Class 'D' & 'C' cargo compartments) (A)(B)(D);		2008	
<u>D-NPA-26 17</u>	Thermal/Acoustic Insulation Mat'l (D);		2008	
<u>D-NPA-26 18</u>	Reinforced Cockpit Doors to Enhance Aeroplane Security - Double Pilot Incapacitation (A)(B);		2008	
<u>D-NPA-26 XX</u>	Class B/C Cargo Compartments (acceptable level of safety for aeroplanes equipped with class B cargo compartments) (A);		2008	
<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
	<u>NPA-OPS 39B1</u> HF (B)(C);		2007	
	<u>NPA-OPS 39B2</u> TAWS B		2007	
	<u>NPA-OPS 39B3</u> Pitot		2007	
	<u>D-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> Reqd. 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	

No.	Action	Responsibility	Fulfilment Date	Budget influence
	<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	
	Update Associated Administrative & Guidance Material		2007	
	<u>TGL 41 (New)</u> Passive RFID Devices (AGM Section 4 Ops)		2007	
	<u>TGL 11 (New)</u> Use of Footprint Tests in JAR-STD 1A Qualification Test Guide Submissions (AGM S6 STDs)		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 Fuel Management (B);		2008	
	<u>D-NPA-OPS 63</u> Cabin Baggage Weight (A)(B)(E);		2008	
	<u>Pitot Heat Syst</u> Applicability (B);		2008	
	<u>TGL 42 (New)</u> EVS/HUD (E);		2008	
	<u>TGL 26</u> MEL Policy Amdts (A)(B)(D)(E);		2008	
	<u>TGL XX (New)</u> DG Training (B);		2008	

No.	Action	Responsibility	Fulfilment Date	Budget influence
	Update Associated Administrative & Guidance Material		2008	
	<u>TGL 43 (New)</u> HEMS Mountain Ops (AGM Section 1 General or Section 4 Ops)		2008	
	<u>TGL 10 (Delete)</u> Precision RNAV (AGM Section 1 General) – Transposition into AMC 20-16 (Also refer NPA-OPS 57A)		2008	
	<u>TGL 20 (Delete)</u> <i>All Weather Operations HUD – To be deleted once associate text is published in JAR-OPS 1/EU-OPS (AGM Section 4 Ops)</i>		2008	
	<u>TGL 37 (Delete)</u> <i>Cabin Crew Training Icing Conditions – To be deleted once associated text is published in JAR-OPS 1/EU-OPS (AGM Section 4 Ops)</i>		2008	
	<u>TGL 12 (New)</u> EVS Simulator Qualification (AGM Section 6 STDs)		2008	
	<u>TGL 13 (New)</u> Old Visual Systems and New Visual Scenes for FSTs (AGM Section 6 STDs)		2008	
	<u>TGL 14 (New)</u> Qualification of Electrical Motion Systems for FSTDs (AGM Section 6 STDs)		2008	
	<u>TGL XX (New)</u> Transfer of FSTDs from 3 rd Countries to JAA MSs (AGM Section 6 STDs)		2008	

No.	Action	Responsibility	Fulfilment Date	Budget influence
	<u>TGL XX (New)</u> Qualification of New Visual Systems (e.g. LCOS & Laser) (AGM Section 6 STDs)		2008	
	<u>TGL XX (New)</u> Mass Properties (AGM Section 6 STDs)		2008	
	<u>TGL XX (New)</u> Use of Engineering Simulator Validation Data (AGM Section 6 STDs)		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> SE-IMC (C)(E);		Post-2008	
	<u>D-NPA-OPS 32</u> Oxygen (B);		Post-2008	
	<u>A-NPA-OPS 40B</u> LROPS (A)(B);		Post-2008	
	<u>D-NPA-OPS 47</u> JAR-OPS 1 Performance (E);		Post-2008	
	<u>A-NPA-OPS 48B</u> Data Link Recording Retrofit (C)(D);		Post-2008	
	<u>Loss of Control</u> Flight Crew Training (A);		Post-2008	
	<u>Loss of Control</u> Flight Crew Procedures (A);		Post-2008	
	<u>Loss of Control</u> FSTD (A);		Post-2008	
	<u>Loss of Control</u> Loading (A);		Post-2008	
	<u>TGL XX (New)</u> AWO Training (B);		Post-2008	
	<u>D-NPA-OPS XX</u> Runway Incursions (A);		Post-2008	

No.	Action	Responsibility	Fulfilment Date	Budget influence
	<u>Wts Survey</u> Adequacy of Specified Weights Survey, then NPA-OPS (A)(B)(E);		Post-2008	
	<u>A-NPA-OPS XX</u> Consideration for Power Controlled A/C Concept (total loss of primary cntrls) (A);		Post-2008	
	<i>New Tasks Since Adoption of Business Plan 14 Dec 06:-</i>			
	<u>D-NPA-26 20</u> Upper Torso Restraint (Or AD)		2008	
	<u>D-NPA-26 XX</u> Dynamic Seat Testing 16g		2008	
	<u>D-NPA-OPS 68</u> JAR-OPS 3 Use of Headsets (NPA-OPS 49 Alignment)		2007	
	<u>D-NPA-OPS 70</u> JAR-OPS 3 Dangerous Goods (NPA-OPS 46 Alignment)		2007	
	<u>JAR-OPS 3</u> Alignment with ICAO		2007	
	<u>JAR-OPS 3</u> Alignment with JAR-OPS 1 (General)		2007	
	<u>JAR-OPS 3</u> Alignment with JAR-OPS 1 (ACAS)		2007	
	<u>JAR-OPS 3</u> HEMS Performance		2007	
	<u>JAR-OPS 3</u> Single Piston Engine Ops Over Hostile Terrain		2007	
	<u>Actions Arising from NPA-STD 11 & 12</u> Comments from the public consultation which were outside the scope of the NPAs		2007	

No.	Action	Responsibility	Fulfilment Date	Budget influence
	<u>NPA-STD 11</u> Reformatting of JAR-STD 1A, 2A, 3A and 4A into JAR-FSTD A		2008	
	<u>NPA-STD 12</u> Reformatting of JAR-STD 1H, 2H and 3H into JAR-FSTD H		2008	
	<u>FSTD Catch Up Process</u>		2008	
	<u>JAR-OPS 1 Alignment with EU-OPS</u>		2008	
	<u>Monitor ICAO developments & take action if necessary</u>		2008	

Note: All tasks in italic are linked to JAR-OPS 1. As JAR-OPS 1 has been transposed into EC law, Member States may not act outside the EC system. EASA, in taking over rulemaking tasks of JAA 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
Rulemaking				

No.	Action	Responsibility	Fulfilment Date	Budget influence
	Additional tasks which may emerge during the period 2007/8 in response to developments within EASA and/or ICAO rulemaking, etc.			
Standardisation				
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 on a 2 yearly rolling programme	EASA/Ops Focal Point for non EASA members	2007 - 2008	Neutral
3.3	Providing standardisation visit reports towards recommendation for mutual recognition	JAA T		
Track developments outside of JAA				
4	Tracking of developments outside the JAA	Ops Focal		

No.	Action	Responsibility	Fulfilment Date	Budget influence
4.1	Monitor the implementation of the ICAO Ops panel recommendations through link with ICAO	Point/EASA for technical matters	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.
Other Matters				
5	Other Matters	Ops Focal Point	2007 - 2008	Negative/low - related to JAA T staff activity req'd.
5.1	Assistance to the European Commission		2007 - 2008	Neutral - costs paid by organisers.
5.2	Wake Vortex			

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 Activities

No.	Action	Responsibility	Fulfilment Date	Budget influence
EASA Integration				
1	EASA Integration	FCL Focal Point		
1.1	Preparation for handover of management of FCL Central Questions Bank (CQB): <ul style="list-style-type: none"> • Physical handover of the CQB database • Management of the Subject Expert Teams processes: <ul style="list-style-type: none"> - Multiple-choice questions production - Multiple-choice questions validation - Amendment and feedback from NAAs • Confidentiality issues • Continued participation of non-EASA NAAs 		2007-2008	
1.2	Participation in development of EASA Implementing Rules and associated procedures, on request		As agreed with EASA	
1.3	Interface with JAA TO <ul style="list-style-type: none"> - quality control training - publications 			

No.	Action	Responsibility	Fulfilment Date	Budget influence
Rulemaking				
2	Rulemaking	Sectorial Team 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"> • Powered Lift • Airships • Miscellaneous detailed changes including extension of competency based training to all licences and ratings; and extension of TEM principle to all licences and ratings 		Full year activity 2007 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 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 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 Planned NPA date: by mid-2008	

No.	Action	Responsibility	Fulfilment Date	Budget influence
2.6	JAR-FCL 3: 'omnibus' NPA (collection of small or minor changes to JAR-FCL 3 resulting from implementation experience of stakeholders)		Quarters 3 & 4 2007 Planned NPA date: by mid-2008	
2.7	Update of JAR-FCL 4 to maintain consistency with JAR-FCL 1 and 2 amendments		Quarter 4 2007 Full year activity 2007	
2.8	Update Associated Administrative & Guidance Material			
Standardisation				
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 2007 - 2008	
3.3	Providing standardisation visit reports towards recommendation for mutual recognition	JAA T		
Track developments outside of the JAA				
4	Track developments outside of the JAA	FCL Focal Point/ Sectorial Team		

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	Co-ordinator	Ongoing	
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	
Harmonisation in regard to licensing matters and JAR-FCL implementation issues				
5.1	Work with, advise, answer to enquiries, and mediate between: <ul style="list-style-type: none"> - NAAs; - flight training organisations; and - applicants or holders of pilot licensing, on matters regarding harmonisation of licensing.	FCL Focal Point/ Sectorial Team Co-ordinator	Full year activity 2007 & 2008	
5.2	Mediate discussions between LST members on harmonisation and implementation issues.	Sectorial Team Co-ordinator	Full year activity 2007 & 2008	
5.3	Provide information and advice to organisations and individuals from non-JAA member states in regard to the JAA licensing requirements and procedures.	FCL Focal Point/ Sectorial Team Co-ordinator	Full year activity 2007 & 2008	

No.	Action	Responsibility	Fulfilment Date	Budget influence
5.4	Co-ordinate activities for Multi-pilot Licence Advisory Board in co-operation with EASA	Sectorial Team Co-ordinator/ EASA	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
General Management				
1.1	General management <ul style="list-style-type: none"> - reporting - communication with JAA non-EASA MS - Liaise with EASA on all airworthiness issues - Fulfil "ambassador" roll with non-EASA MS - Implement FUJA and other related decisions 	Focal Point		Negative
1.2	Interface with JAA TO <ul style="list-style-type: none"> - quality control training - publications 			
1.3	Other, travel, etc.			
Transposition				
2	Transposition <ul style="list-style-type: none"> - identifying & inventory - create cover letters - publication cover letter 	Focal Point		Positive

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

5.4 Membership

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

No.	Action	Responsibility	Fulfillment date	Budget influence
JAA membership				
5	JAA Full Membership Moldova - Fact Finding Visit - Preparing recommendation for JAAC/JAAB	Assistant to Chief Executive	31 December 2007	Neutral
6	JAA Full Membership Ukraine - Fact Finding Visit - Preparing recommendation for JAAC/JAAB	Assistant to Chief Executive	31 December 2007	Neutral
7	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:

- 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
Training Administration				
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
General Management				
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
General Management				
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
IT, Telecom & Audio Visual Equipment				
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
Finance & Accounting				
6	Invoicing (Outbound)			
6.1	Outbound invoicing for JAA T as a whole.	Accounting Officer (50%)	Ongoing	Positive
7	Invoicing (Inbound)			

No.	Action	Responsibility	Fulfillment date	Budget influence
General Management				
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			Neutral
9.1	Preparation of JAA T monthly, quarterly and annual Financial Statements.	Accounting Officer (50%)		
General Affairs				
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
10.4	Office and other supplies	Receptionist	Ongoing	Negative
10.5	General (daily) housing affairs	Receptionist	Ongoing	Neutral

No.	Action	Responsibility	Fulfillment date	Budget influence
General Management				
11	Building matters			
11.1	Contractual matters building and facilities	Training Director	Ongoing	Negative
Publications & / NPA Administration				
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 Revised 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 Revised Business Plan.

As soon as decision will have been taken on the closing of JAA LO, this Revised Business Plan will be converted into an Action Plan containing all actions to be fulfilled by JAA T prior to the closure of JAA LO.

SECTION 8

Budget Implications

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

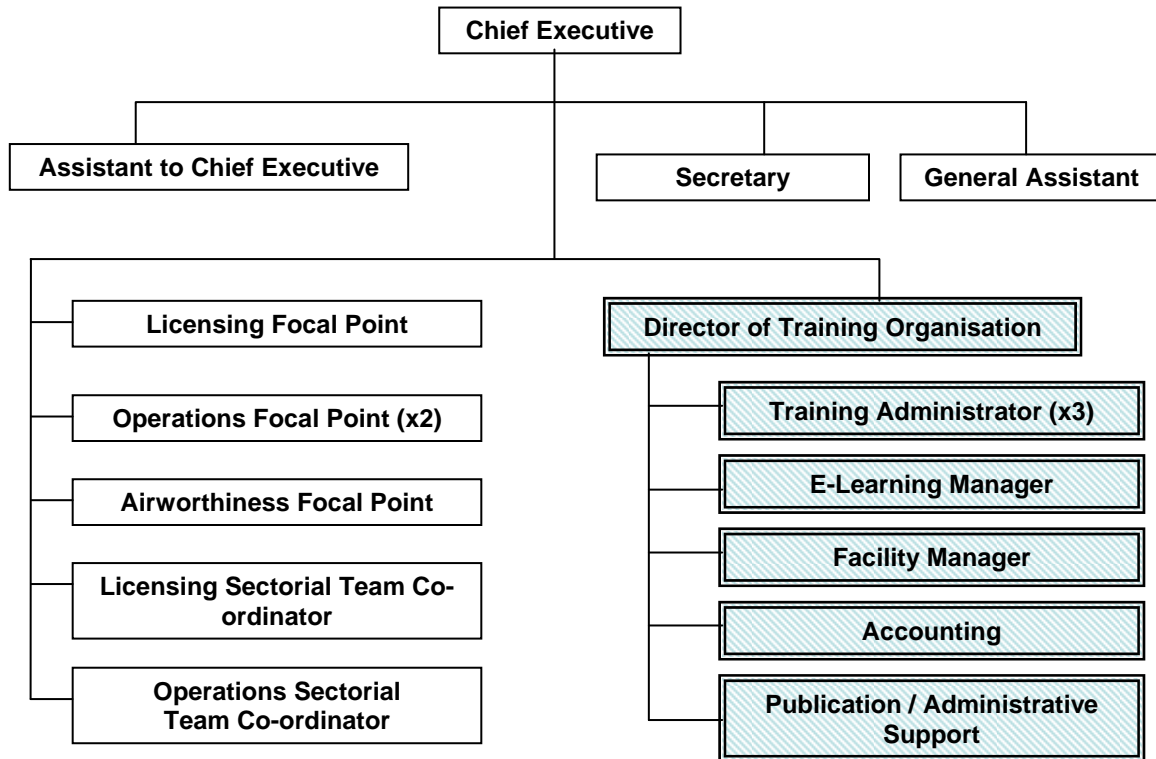
To fulfil its tasks during the period the JAA system will need funds covering annual costs between 2 and 2.5 million Euros. The main part of that amount has to be covered by Member State contributions. It is however believed that the JAA T will during the period receive income from training courses provided, from publication of JAA regulation material and from the services to be provided to EASA, as described in the 2007-2008 Budget proposal.

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

-----**END**-----

ANNEX 1

JAA T



Technical work to be provided by EASA
Shaded areas are located in Hoofddorp
The remainder in Cologne