European Aviation Safety Agency

DECISION 2008/068/A
OF THE EXECUTIVE DIRECTOR OF THE AGENCY

OF 22 APRIL 2008

ON THE CHARGES FOR TECHNICAL TRAINING SERVICES PROVIDED BY THE AGENCY

THE EXECUTIVE DIRECTOR OF THE EUROPEAN AVIATION SAFETY AGENCY

Having regard to Regulation (EC) No 216/2008 of the European Parliament and of the Council of 20 February 2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency, and repealing Council Directive 91/670/EEC, Regulation (EC) No 1592/2002 and Directive 2004/36/EC[1] (hereinafter referred to as "the Basic Regulation"), and in particular Articles 38(3)(e), 38(3)(h) and 59(1)(d) thereof,

Having regard to the Commission Regulation (EC) No 593/2007 of 31 May 2007 on the fees and charges levied by the European Aviation Safety Agency[2], and in particular Articles 10 and 11 thereof,

WHEREAS

(1)   The Executive Director is entitled in accordance with Article 38(3)(e) of the Basic Regulation to take all necessary steps in order to ensure the functioning of the Agency;

(2)   Following Article 38(3)(h) of the Basic Regulation, the Executive Director has also the function to draw up estimates of the revenues and expenditure of the Agency pursuant to Article 59, and to implement the budget pursuant to Article 60.

(3)   Article 59(1)(d) of the Basic Regulation includes, among the revenues of the Agency, charges for training provided by the Agency;

(4)   The Commission has adopted Regulation (EC) No 593/2007 of 31 May 2007 on the rules governing the fees and charges levied by the European Aviation Safety Agency;

(5)   Article 10 of Commission Regulation (EC) No 593/2007 specifies that charges shall be levied by the Agency for all services other than those referred to in Article 3 (certification tasks);

(6)   Article 11 of Commission Regulation (EC) No 593/2007 specifies that the amount of the charges levied by the Agency shall be equal to the real cost of the service provided, including the cost of making it available to the

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[1] OJ L 79, 19.3.2008, p. 1.
[2] OJ L 140, 1.6.2007, p. 3.

applicant, and that the time spent by the Agency to provide the service shall be invoiced at the hourly fee referred to in Part II of the Annex to the Regulation

HAS DECIDED AS FOLLOWS

Article 1

Technical training services provided by the Agency shall be charged in accordance with the criteria described in the Annex to this Decision.

Article 2

This Decision shall enter into force on the date of its signature.

Article 3

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

Done in Cologne, on 22 April 2008

P. GOUDOU

ANNEX

The present Annex provides a method to calculate the costs incurred by the Technical Training Department of the Agency in directly delivering training courses to external parties at their request, in order to be able to charge them at the real cost.

As a general rule, the cost of a course session is determined as follows:

$$C = (I + P + D + T) * H + A + O$$

Where:

Course development

I is the number of hours globally spent to develop the course being delivered. It can vary from **0** (for already developed courses, needing only minor adaptations to be ready for external delivery) to the **actual** amount of time spent in the development from scratch of a new training course.

Course Adaptation and Preparation

P = (P_1+...+P_k) is the number of **hours** spent by each of the "**k**" trainers involved in course adaptation and preparation. As an average, based on experience, we assume that for each training delivery day, **one additional day** is needed for adaptation of the training material and preparation of the trainer.

Furthermore, whenever an ad-hoc delivery is required (typically off-site to a specific audience), an **additional half-day** is required, in order to take into account the need for a higher level of adaptation of the training material.

Course delivery

D = (D_1+...+D_n) is the number of **hours** spent by each of the "**n**" trainers involved in course delivery.

Off-site delivery

T = (T_1+...+T_n) is the **travel time** spent by each of the "**n**" trainers involved in course delivery. It can vary from **0** (for courses delivered at the Agency premises, or in nearby locations) to the **actual** travel time required to reach the training location (for courses delivered at the premises of the applicant).

A = (A_1+...+A_n) is the **daily allowance** to be paid to each of the "**n**" trainers involved in course delivery, based on the number of days spent for delivery and travel. This is applicable only for courses delivered outside the Agency's premises. Furthermore, it is assumed that <u>travel and accommodation costs for the trainer(s) will always be borne by the Applicant</u>.

Other

H is the amount of the **hourly fee** referred to in Part II of the Annex to Commission Regulation (EC) No. 593/2007.

O is the amount of **other costs** as applicable (i.e. rental of a meeting room, beamer, other logistical support, lunch for trainees when requested, etc.).

For the sake of calculations, we assume that a **day** is equal to **7.5 working hours**.

Cost calculation examples

Scenario #1: one-day course at the Agency's premises (T=0 and A=0)

Delivery of an already developed course, for which one trainer is in charge of both course adaptation/preparation and course delivery.

In this case:

- I = 0, as the course has already been developed for internal use by the Agency;

- P = 7,5 (one day, same as D);

- D = 7,5 (one day);

- O = 0, assuming that no other costs apply.

The result is (based on the currently applicable hourly fee of 225 €/h):

$$C = (0 + 7,5 + 7,5 + 0) * 225 + 0 + 0 = \mathbf{3.375\ €}$$

If the participation of applicants coming from different entities is foreseen, then there is the additional need to determine a cost per participant.

For this purpose, we assume an average number of attendees between **10** and **12**.

The resulting cost per participant would vary between **281 €** (3.375/12 participants) and **338 €** (3.375/10 participants).

Therefore, in such a case it appears reasonable to assume an average cost per attendee of **300 €**.

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Scenario #2: two-day course at the Agency's premises (T=0 and A=0)

Delivery of an already developed course, for which *one trainer is in charge of both course adaptation/preparation and course delivery.*

Following the same methodology as above, where now P = 7,5*2 (two days, same as D), and D = 7,5*2 (two days), the resulting cost is (based on the currently applicable hourly fee of 225 €/h):

$$C = (0 + 7,5*2 + 7,5*2 + 0) * 225 + 0 + 0 = \mathbf{6.750\ €}$$

Similarly, the resulting **cost per participant** would vary between **563 €** (6.750/12 participants) and **675 €** (6.750/10 participants).

Therefore, in such a case it appears reasonable to assume an average cost per attendee of **600 €**.

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Scenario #3: **one-day** course at the **Applicant's location *(T > 0 and A > 0)***

Delivery of an already develop course,, for which one trainer is in charge of both course adaptation/preparation and course delivery.

In this case:

- I = 0, as the course has already been developed for internal use by the Agency;

- P = 7,5 + 3,75 (= D plus the additional half-day for ad-hoc course deliveries);

- D = 7,5 (one day);

- T = 7,5 (based on an average travel time of ½ day + ½ day);

- A = 2*100 € (average daily allowance of 100 € for both delivery and travel time);

- O = 0, assuming that no other costs apply.

The result is (based on the currently applicable hourly fee of 225 €/h):

C = (0 + (7,5 + 3,75) + 7,5 + 7,5) * 225 + 2*100 + 0 = **6.106 €**

Therefore, in such a case it appears reasonable to assume an average cost per session of **6.000 €**.

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Scenario #4: **two-day** course at the **Applicant's location *(T > 0 and A > 0)***

Delivery of an already developed course, for which one trainer is in charge of both course adaptation/preparation and course delivery.

In this case:

- I = 0, as the course has already been developed for internal use by the Agency;

- P = 7,5*2 + 3,75 (= D plus the additional half-day for ad-hoc course deliveries);

- D = 7,5*2 (two days);

- T = 7,5 (based on an average travel time of ½ day + ½ day);

- A = 3*100 € (average daily allowance of 100 € for both delivery and travel time);

- O = 0, assuming that no other costs apply.

The result is (based on the currently applicable hourly fee of 225 €/h):

C = (0 + (7,5*2 + 3,75) + 7,5*2 + 7,5) * 225 + 3*100 + 0 = **9.581 €**

Therefore, in such a case it appears reasonable to assume an average cost per session of **9.500 €**.