

European Aviation Safety Agency

SAFETY STANDARDS CONSULTATIVE COMMITTEE

15.11.2007 – MINUTES OF 2ND MEETING 2007

Opening and round table

The Chair, Martin Ambrose, opened the meeting and invited participants to introduce themselves. He thanked Fons Schaefer for his creative leadership during the two years of his chairmanship.

Adoption of the Agenda

The agenda was adopted.

Adoption of minutes of the previous meeting and actions arising – WP 00

The final minutes 1-2007 were adopted as written.

The action table was displayed and a verbal debrief was given on each individual item. The discussions are described in the action table.

Information paper 01: D&M Subcommittee paper on industry & norms

Mr De Gouttes presented the origin of this paper and pointed out that industry resources are usually taken by day to day business which does not leave much room for such an activity. The paper therefore proposed to keep the current regulatory framework. The Agency replied that foreign regulators rely on industry standards for certain sectors, and gave as examples the US system for light sport aircraft where airworthiness standards are produced by a standardisation association, ASTM, as well as the numerous technical standards written by organisations such as the Society of Automobile Engineers (SAE). The Agency expressed its desire to continue encouraging the self-regulation concept and further promote co-operation with standardisation bodies (i.e. EUROCAE).

Information Paper 09: Lessons learned regarding Rulemaking Task 21.039.

The Agency presented the conclusions of the paper and that the group is progressing its work. One member said that manufacturers' views are well reflected but wished further reviewing the paper. As a result of this, the SSCC was invited to provide eventual observations on the paper to the group members or the secretary of this group.

Action required:

1. The Committee to provide eventual observations on the Agency's position paper with regard the lessons learned on task 21.039;
2. Mr Claude Schmitt will provide the secretary the response letter from the Commission to ASD with regard the conversion of non-SI into metric units (Re. 2-16-2006);

1. Report from the Sub-Committee chairpersons

The Chair gave the floor to the Sub-Committee Chairs to present their meeting conclusions (reports/presentations from the Sub-Committee meetings are available separately). Specific issues raised during this review are outlined below:

Design and Manufacturing

- *Reviewed the 2007 and 2008 rulemaking programmes:* Concerns were expressed about the perceived cascading delays on significant tasks; industry wish to get a better insight on the EASA-FAA co-operation process; recommendation to use project management systems for the monitoring of its rulemaking programmes.
- *Preparation of the 2009 rulemaking programme:* A meeting is scheduled in March to review future priorities; requested to advance rulemaking work on small jets (Part 23) to 2008 and follow the respective FAA rule.
- *Revised RoP of Subcommittee:* The draft paper was endorsed. But they suggested remaining flexible and open to contributions from non-SSCC members.
- *Reported on the functioning of the D&M subcommittee:* Presented the conclusions of the paper that suggest focussing on strategic matters; avoiding putting recurrent issues on the agenda; and the Agency giving early and substantiated responses.
- *Open Rotor Powerplant presentation:* The Committee invited the Agency to initiate work for regulating this type of engine.
- *MDM.020 - Definition of critical systems:* The Agency was advised to adjust the terms of reference to take into account the work of the respective FAA CAST team.

The Agency replied that the scarce resources in the product safety department are the main reason for the encountered delay in the implementation of its programmes. It explained that the first years focus was on its certification task and therefore priority was given to the recruitment of staff in this area. Now that the fees & charges system is in place, the budgetary authority accepted an increase of resources in this department, from 9 persons in 2007 to 16 in 2008. But also the complexity and controversiality of some tasks, requires further work to find some sort of compromise to lessen public opposition and yet still serve the need of aviation safety. This affects the date originally set in the programmes.

In terms of capacity, the Agency reported that it can deliver on average 2 rules per officer on a yearly basis, or about 40 rules with the current workforce, whilst also ensuring all its other tasks. Furthermore, it pro-actively manages its programmes and takes remedial actions whenever feasible.

As to the subcommittee concerns of not being heard, the Agency replied that the Committee views were sought on issues of strategic nature, and gave as example the GERT paper where the Agency consulted and took into account the views of its advisory bodies. The Committee was invited to make suggestions on how to improve the communication with the Agency.

With respect to the harmonisation of rules, the Agency advised that it had agreed with FAA a rulemaking co-operation agreement, now being implemented, and that negotiations are currently going on with TCCA. These documents provide for collaboration during the planning and the implementation phases, though they are of a voluntary nature. As a result, authorities might deviate on a particular rule if they decide so. This is the case for Part-23, where the Agency has decided to produce its own standard. Furthermore, the Agency pointed out that the draft terms of reference on task MDM.020 is also compatible with the said co-operation process.

Engineering and Maintenance

The Committee was informed of the election of the Chair, Liam Sisk, and the Vice Chair, Thor Johansen. The Agency referred to the Rule of Procedure that only provides the possibility for SSCC members to be elected as Vice Chair. The subcommittee agreed to review its decision at its next meeting.

- *Action items from last meeting:* Replying to the subcommittee Chair, the Agency referred to the discussions that took place during the review of the action table.
- *Review of drafting groups:* Task 145.012 on *single/multiple releases*, they advised of a divergence of the draft rule from the adopted Terms of Reference, which the Agency agreed to examine. As to 145.020 on *the use of operators work cards*, the subcommittee will await the study findings before recommending discontinuation of work.
- *Top five tasks & 2009 rulemaking inventory:* The Agency was invited to give a status update on their top five tasks; to explain why many of their suggestions were not acted upon; include a new task on light B2 license (B4) in the rulemaking programme; and expressed concerns about the De/Anti-icing issues and the related A-NPA, concerns which were shared by the majority of the SSCC.
- *Applications to join SSCC:* Expressed support to the Agency's proposal. The subsequent discussion is reported under the respective agenda point.
- *Industry meetings:* The Agency was invited to re-instate this forum.
- *Revised RoP of Subcommittee:* The Subcommittee was in support of the revised paper and advocated for access to CIRCA for the alternates.
- *ED decision:* The Agency was requested to clarify the legal basis of the various ED decisions and whether they are of mandatory or voluntary compliance.
- *Regulatory Impact Assessment (RIA):* Advocated for RIAs with hard numbers on impacts and solid arguments to substantiate the course to be taken.
- *Airworthiness Directives:* The Agency ADs lack background information that is normally contained in foreign regulators ADs.

The Agency reported that the subcommittee's top five priorities are already addressed by rulemaking and that it is producing position papers on significant issues raised by the Committee. The Agency desire is to listen to its stakeholders and therefore it had regularly organised face to face meetings with concerned parties and/or workshops for wider audiences. Finally, the Agency pointed out that most of the airworthiness tasks listed in the presentation were JAA legacy tasks and that they were not considered urgent that time. As a result of this, as well as the concerns expressed by the other subcommittees, the Agency proposed to review the priority list and take a position on each individual task during the subcommittee's March meetings.

In relation to impact assessments, the Agency recognised that they are far from being convincing and that an economist is going to be hired to set-up this capability.

As to other points, the Agency will convey the message for re-instating the industry meetings; the Certification Directorate representative will assess whether the reported AD issue needs to be addressed; the Agency explanation on the legal value of ED decisions is reported under AOB.

Flight Standards

- *2007 and 2008 rulemaking programmes:* Were not satisfied with the overall 2007 programme implementation and requested for improvements in 2008. Tasks 20.002 & 20.003 were considered high priority tasks. They agreed with the priorities as expressed in information paper 06.
- *2009 Rulemaking Programme:* A meeting is scheduled in March to review priorities on the basis of the preliminary RIAs.
- *Functioning of the subcommittee:* Advised taking the subcommittee comments expressed at the last meeting; the 21 day notice for participation to a meeting may cause problems. Furthermore, it was suggested to be consistent in the use of the term substitute/alternate/representative throughout the document.
- The Vice-Chair expressed concerns about possible confusion within the aviation community during the transition from the JAA to the EASA system on OPS/FCL. He advocated for an equivalence table between the Community rules, including the related implementing rules and JAR rules to facilitate the introduction of the new rules. Furthermore, he advocated for user-friendly and understandable rules.

The Agency said that priorities will be reviewed and reported during the March meeting, as explained above. In relation to the Vice-Chair concerns, the Agency explained that the revised Basic Regulation and its implementing rules would when finalised replace the JAA rules, include grandfathering provisions. Furthermore, the Agency is discussing with the Publication Office in Luxemburg for added-value publications for all its final rulemaking products.

Action required:

3. The Agency to consider initiating rulemaking for the “open rotor powerplant” engine;
4. The Committee to make suggestions on how to improve the communication with the Agency on issues of strategic nature;
5. The E&M subcommittee to review its decision with respect the election of the Vice-chair;
6. The Agency to examine whether the draft NPA on *single/multiple releases (task 145.012)* diverges from the terms of reference objectives;
7. The Agency to consider including a task on light B2 license (B4) in the future rulemaking programme;
8. The Agency to review the priority list and take a position on each individual task during the subcommittee’s March meetings;
9. The Agency to convey the message for re-instating the industry meetings;
10. The Agency to assess whether the reported AD issue needs to be addressed;

2. 2007 and 2008 rulemaking programmes

Status of implementation of the 2007 and 2008 rulemaking programmes; adjustments as appropriate, including debate on OPS & FCL tasks – WP01, IP02, IP02a & IP02b

The Agency presented IP02 that lists the active rulemaking groups.

The Agency went on explaining its efforts in delivering the rulemaking programmes. The rate of implementation of the 2007 programme is evidently not at an acceptable level due to the reasons explained above. It has therefore identified in IP02b the tasks that are on track; tasks that are slipping and for which remedial actions have to be taken to ensure the related NPA is published before Easter 2008; and tasks for which no remedial action can be taken and which will shift to the following year.

The ensuing debate on rulemaking tasks and clarifications provided by the Agency are summarised below:

21.024 (a) (Subpart J DOA): The Agency explained that it is trying to find a reasonable balance between the Agency involvement and the privileges granted to Design organisations. The comments received on the public consultation will be addressed by a review group. The Agency anticipates delivering the rule in summer 2008.

20.006 (a) (AMC 20 for ADS-B in NRA): The Agency advised the Committee that it co-operates with EUROCONTROL Cascade group on this task. Work is delayed because of the receipt of many controversial comments that are now being handled. The Agency anticipates delivering the final product in Q2 2008.

M.007 (Rule amendment for non-complex aircraft not engaged in commercial activities): The Comment Response Document is ready. However, the Agency decided publishing all related material (Re. tasks M.005, M.017 and M.007) as a package to facilitate implementation by regulated persons.

66.004 (66.A.10): The Comment Response Document was issued in October 2007 but removed from the website after the Agency had realised that some steps of the procedure were not correctly followed. A review group is now being created to handle the comments.

MDM.032 (b) Regulation of aircraft other than complex motor powered aircraft, used in non-commercial activities: The Agency explained that this task was moved to the 2008 programme.

66.022 (b) License for non complex aircraft maintenance engineers: The Agency cannot deliver the AMC material in 2008 as it does not control the comitology process. Therefore, the task is anticipated to be delivered in 2009 or later.

OPS and FCL tasks included in the 2008 advance planning - WP01

The Agency explained that this document lists all tasks transferred from the JAA in summer of 2007, almost one year later than originally envisaged; for some of them, moreover only a title without any detailed description was made available to the Agency. It is envisaged therefore to produce preliminary RIAs for all the tasks by early March 2008 so that informed decision can be taken on whether to keep or withdraw the tasks from future programmes. The FS Chair suggested EUROCONTROL involvement in the runway incursion task (Re. OPS.009).

The Agency informed that it think possible to initiate in 2008 about 20 tasks, in addition to the finalisation of the implementing rules on OPS/FCL. It must therefore concentrate on truly urgent ones. It invited then the Committee to indicate the tasks that shall be initiated immediately after the publication of the NPA on OPS/FCL implementing rules so that there is a chance to deliver them by 2010. Such opinions

should be made available to the Agency before the end of the year so that it can start work as soon as possible in 2008.

Action required:

11. The Committee to indicate, preferably before the end of the year, JAA OPS/FCL tasks that need to be initiated as a matter of priority after the publication of the NPA on OPS/FCL implementing rules.

3. Preparation of the 2009 rulemaking programmes

Presentation of the inventory, including the timetable for comments, proposals for the addition or deletion of tasks – WP02

The Agency presented the inventory and recalled the process/timetable for the development of the 2009 rulemaking programmes. As mentioned above, the Agency has now, thanks to the adopted Business Plan, a better view of the recruitment process and of the number of tasks it can deliver. To support prioritisation, the Agency will produce preliminary RIAs for all the tasks scheduled to start in 2009. These are going to be published between now and early March. With this information, the Committee will be able to progressively build its view with regards future rulemaking priorities.

Responding to the D&M Chair request that the Agency's identifies its proposal for priorities, the Agency recalled that it had done so by indicating in the inventory those it considered should start in 2009.

The FS Chair advised the Agency to delete task FCL.005. He furthermore felt that two different issues were mixed up in task OPS.025 and recommended to progress the issues in two separate tasks. As mentioned above, the Agency will produce preliminary-RIA to decide on whether to keep or delete tasks; and adjust the tasks' scopes as necessary.

On these bases, the Agency invited the Committee to submit inputs on priorities by the end of March 2008; it was also agreed that members will report at the same time on rules being developed by foreign authorities for which harmonisation is needed.

Action required:

12. The Committee to submit inputs on priorities by end of March 2008;
13. Committee members to indicate rules that need to be harmonised with foreign authorities.

4. Functioning of the sub-committees

Review of the paper on the functioning of the D&M Subcommittee

Adoption of the revised ToR and RoP of the SSCC Subcommittees – WP03a & WP03b

The Chair noted the comments made under agenda point 1 and concluded that there is a majority view in favour of his draft subject to a few changes. He proposed making another attempt to reflect those points in a revised paper. Following is a summary of the ensuing discussion:

- The D&M Chair wished formalising the possibility for the subcommittee Chairs/Vice Chairs to meet before the full SSCC meeting; and considered the introduction of thresholds for alternates a bureaucratic issue that would limit the efficiency of subcommittees;

- The Agency advised respecting the current rule that foresees the nomination of only one representative in a subcommittee chosen by the member; to avoid appointing non-SSCC members as subcommittee Chair or Vice Chair; and revising the SSCC ToRs to accept that subcommittee Chairs be assisted by secretaries entitled to also attend the SSCC meetings as observers because this would be more sound than a de facto progressive extension of SSCC membership;
- The FS Chair requested guidance on how to refuse participation to meetings;
- The Chair stressed the need for consistency in attendance throughout all subcommittees;

As a result of this discussion, it was determined that subcommittee Chairs provide comments by March 2008 so that the Chair can finalise revised ToRs for the SSCC and its subcommittees.

Action required:

14. The subcommittee Chairs to provide comments on revised ToRs for the SSCC and its subcommittees by March 2008.

5. Rulemaking procedure

Discussion of a lighter rulemaking process for integrating approved deviations into rules (action 1-7-2007) - IP04

The Agency explained that the inventory contains all special conditions that could possibly be transposed into the Airworthiness Codes. The list was too long to be reviewed at the meeting. The Agency therefore proposed identifying the ones that shall be retained for transposition between now and the next meeting so as to support discussions on the need for a lighter procedure; such need will largely depend of the number of special conditions to be transposed. The Agency advised that it does not consider it appropriate to change too often the Rulemaking Procedure.

The Agency invited the Committee to review the list and submit inputs by March 2008.

Action required:

15. The Committee to provide its views by March 2008 on the special conditions to be transposed into the CSs.

6. AOB

Future meeting – IP05

The 19 and 20 November 2008 were agreed as a future SSCC meeting dates.

Responding to the FS Chair about whether he can participate to the workshop on implementing rules on OPS/FLC, the Agency explained that dedicated meetings with stakeholders can take place once the NPA is published. It however planned to organise road shows in the form of central and regional workshops to present the NPA to the stakeholders at large, also open to SSCC members.

One member felt that the Committee has an interest in the participation to the workshop on task 21.039. The Agency explained that this workshop will provide the possibility for SSCC members to attend with experts.

The Agency informed that a Safety Management System workshop will take place on the 15-16 January 2008, open to any interested person.

Consolidated list of top 10 policy issues – IP06

The Agency advised that it had created a matrix structure of all inputs received from the subcommittees at their previous meetings to better reflect the top 10 policy issues. It went on reiterating the origin of this paper that aims to list all the tasks progressed through rulemaking on which the Agency is willing to support a strategic debate with its advisory bodies. The Agency intends to structure the process for such debates that will focus on policy matters rather than drafting issues. The latter has to be dealt with during the drafting of the rule by the Agency or the rulemaking groups.

The Committee agreed on the revised short list of policy issues as indicated in the respective information paper.

On the Committee advice, the Agency will add a column in the draft programmes to indicate the top 10 policy tasks.

Applications to become member of the SSCC – IP07 and related annexes

The Agency explained that it had received 6 new applications for membership. Moreover the Committee has to be expanded to encompass aviation sectors and professions that will be soon included in the EASA system, so that they can provide advice on rulemaking content, planning and priorities. Therefore the information paper was prepared to recall the principles for the determination of membership in order to facilitate today's discussion and propose extending the SSCC by one member representing air traffic controllers. This seems to have been supported by two Sub-SSCCs, subject to one reservation by Mrs Enger.

- Mrs Enger recalled the reasons for not having filled the second seat that was offered to ETF in 2004. She also explained that ETF is representing employees' organisations in a variety of sectors, ranging from various ground handling groups including Maintenance to ATC and ATM staff, and therefore needed the second seat to better reflect all those areas. The Agency recognised that ETF represents a large audience but was not convinced that it could speak on behalf of Air Traffic Controllers. The Agency does not however exclude that ETF can appoint a second member if and when the extended Basic regulation applies to other categories of workers, such a ground handling and RFFS staff;
- One member asked whether the Agency was approached by EUROCONTROL for membership to its advisory bodies. The Agency responded that this organisation is not really a regulated person and do not qualify for SSCC membership. It however recognised the need for establishing proper links with EUROCONTROL; the possible re-organisation of the JAA CSN/ATM steering group to align to the latest developments may provide a good opportunity therefore;
- The D&M subcommittee did not take any position but advocated for the current flexibility and efficiency of the Committee.

The Agency noted the majority position on its proposal to extend the SSCC by one member representing air traffic controllers, nominated by IFATCA, and to refuse all other applications.

Information on rulemaking studies – IP08

The Agency presented the paper informing its advisory bodies on studies in support of rulemaking it had contracted during the last two years. It also indicated that it had some budget to contract studies in 2008. It was further explained that when decisions are supported by facts and proper risk assessments, it is difficult for any one to oppose them. It therefore invited the Committee to identify possible future study topics, accompanied with a brief justification.

Responding to a member request for copy of the reports, the Agency explained that such reports are an ownership of the Agency. Only when a study is used to support rulemaking then the results will become available and interested persons would be able to obtain a copy.

The FS Chair advised the Agency that it had made some suggestions for studies in its presentation.

One member asked what happened to the JAA Research Committee which was doing a similar kind of work. The Agency responded that it had agreed with JAA to take over the co-ordination of the short-term research tasks. This is under the responsibility of the Agency's Safety Analysis & Research Department. The various operational departments of the Agency continue to contribute to this work with an indication on priorities that will result to the short-term research inventory.

As regards long-term research activities, funding comes from the industry, the European Commission and Member States' research departments. When such research leads to products/concepts that need to be certified, the Agency needs to be involved to identify and follow the risk-assessments, which have to be carried out in support of future rulemaking activities.

Another member asked whether the Agency coordinates with FAA and TCCA on the research activity. The Agency replied that it is doing so for short-term research; for long-term research, co-operation is governed by arrangements between sponsor organisations taking into account industrial interests.

The Agency invited the Committee to submit ideas for possible short-term studies, with a short explanation, by the end of February 2008.

The legal basis of Executive Director Decisions'

The Agency explained the two types of Agency's decisions. At one hand, the Agency issues certification decisions addressed to individuals, which are legally binding for those persons, and gave as example the Type Certificates. On the other hand, the Agency issues decisions recommending best practices, such as CSs and AMCs, or providing GM, which are explanations on the content of regulations, CSs and AMCs. CSs and AMCs are not binding; they however provide a presumption on compliance with the legal requirements. Industry and NAAs may deviate from them but then they have the burden of proof. As a consequence CSs and AMCs, which have been produced after the rulemaking process, provide a certain comfort and are likely to be widely used; they have then almost the same force as laws: they are called soft law.

Action required:

16. The Agency to add a column in the draft programmes to indicate the top 10 policy tasks;
17. The Agency to inform applicants for membership to the Committee on its decision;
18. The Committee to submit ideas for possible short-term studies, with a short explanation, by the end of February 2008;

Date of next meeting

The next meeting of the Sub-committees and the Committee will be held on 18 and 19 June 2008 at EASA premises in Cologne.

Actions table

Action #	What	Who	When	Status	Comments
1-11-2006	Provide the Agency with an inventory of all possible consequences of the new regulatory framework (GERT).	Committee		O	<p>The Agency clarified that the GERT was only an attempt to propose a logical structure for the future set of Community implementing rules; in view of the reactions it was concluded so far that the best was to ask the OPS.001 and FCL.O001 groups to propose a format for such rules, including a regulatory impact assessment thereof. Any possible adaptation of existing rules' format is not urgent and will be considered as appropriate. It considered therefore the issue as closed</p> <p>The Committee prefers to keep the action open and discuss the issue after having reviewed the OPS/FCL NPAs.</p>
2-3-2006	Issue a Safety Information Notice on serious corrosion of U/C brakes	Agency		O	<p>Agency follows work of SAE G12 working group that is pursuing an amendment to AMS 1435 and 1431 so as to introduce corrosion protection against carbon oxidation. Subsequently, the Agency will issue a notice. Additionally, the Agency met with GASR to bring this matter to their attention.</p>
2-5-2006	Organise a workshop on "online maintenance data"	Agency	In 2007	O	<p>The Agency pointed out that Part 21 correctly reflects the design holder obligations in this regard. In addition, the Agency consulted the Commission who considers this to be a competition issue (eg abuse of dominant position) if OEMs withhold maintenance information, which hinders competition. Such issues should be dealt with on a case by case basis and brought to the national courts or competition authorities. Similar situations exist in other manufacturing sectors, so that jurisprudence certainly exists. About OEM website waivers, the Commission considers that</p>

					<p>they have the right to protect their IPR and therefore to publish such disclaimers. Furthermore, the OEM may sign contracts with interested parties for the sharing of such information but the contract value should reflect the value-added brought by the OEM to such documentation.</p> <p>The Chair said that this issue was also addressed in E&M Subcommittee presentation. Another member said that there is a commercial element and practical ones. When data is made available on the website such caveats should disappear. Another member said that some times OEMs apply national regulations that prevent the distribution of such information.</p>
2-6-2006	Revisit the possibility to publish a consolidated list of all Part 145 approved organisations	Agency	Next meeting	C	The Agency discussed this point at the EASA-NAA partnership meeting. It was concluded to establish such a database on a pragmatic basis.
2-16-2006	Investigate matter with the Commission on the situation in other sectors as regards the implication of the conversion of non-SI into metric units	Agency	Next meeting	C	The Agency sent a letter to the Commission to outline the problem. The Commission communicated the renewal of the exemption for an in definitive period of time for the aviation sector. The industry wished resolving the problem permanently. ASD representative will provide the secretary the response letter from the Commission to ASD on the issue at stake.
1-1-2007	Submit a paper on the functioning of the D&M Subcommittee	D&M Chair	At the next meeting	C	A presentation on the issue was made by the D&M Subcommittee Chair
1-2-2007	Submit a policy paper on "industry & norms"	D&M Chair		C	Reference to IP 01
1-3-2007	Consider the publication of certification middle management contact details on the website	Agency	Asap	C	This point is addressed in the presentation of the E&M Subcommittee Chair
1-4-2007	Make a legal analysis of the TC holder obligations regarding continuing airworthiness	Agency		C	See action point 2-5-06
1-5-2007	Organise a meeting with Commission on intellectual property rights (linked to action point 1-4-2007)	Agency		C	See action point 2-5-06
1-6-2007	Make an inventory of the adopted Special Conditions	Agency		C	Reference to IP04
1-7-2007	Examine a lighter rulemaking	Agency		C	The Agency said that a paper

	process for integrating approved deviations into rules (linked to action point 1-6-2007)				has been produced on the most important deviations to allow for a preliminary discussion under agenda point 5. A substantive discussion can take place when debating the 2009 rulemaking programme. The issue will now remain on the agendas of SSCC meetings until a proper follow up is given. One member thanked the Agency for the production of this paper.
1-8-2007	Adjust the terms of reference of task 21.039 and expand the group's composition	Agency	Asap	C	The Agency advised that it had consulted the advisory bodies and adjusted the Terms of Reference accordingly.
1-9-2007	Prepare a position paper to draw conclusions from the lessons learned as a basis for further work of 21.039 group (linked to action point 1-8-2007)	Agency		C	Reference to IP09
1-10-2007	Publish the programmes with focal points' names in CIRCA for advisory bodies information	Agency	Asap	C	The document is published in CIRCA under follow-up document to meeting 1-2007
1-11-2007	Make comments on the 2008 Advance Planning by September at last	SSCC members	Before September	C	
1-12-2007	Publish on CIRCA the "cabin air quality" documentation presented in the D&M Sub-Committee	Secretary	Asap	C	The documents are published in CIRCA under follow-up document to meeting 1-2007
1-13-2007	Ask the consultant for the reasons of some questions it put to stakeholders for the execution of its contract on work cards/sheets (linked to task 145.020)	Agency		C	The Agency reported that the consultant excluded questions of commercial nature and that the final report will be available towards end of the year.
1-14-2007	Verify and align the terms of reference for task 147.004	Agency	Asap	O	
1-15-2007	Make proposals for OPS and FCL future tasks	Agency	At the next SSCC meeting if possible	C	Reference to WP01
1-16-2007	Revise the RoP of the Sub-Committees on the basis of Sub-Committees' input and the Committee's discussions	E&M Chair	At the next meeting	C	Reference to WP03
1-17-2007	Review and re-circulate the consolidated list of top 10 policy issues on the basis of the indications provided by the Sub-Committees	Secretary	Before the next meeting	C	Reference to IP03
2-1-2007	Provide eventual observations on the Agency's position paper with regard the lessons learned on task 21.039	SSCC	Before the next meeting	O	

2-2-2007	Provide the secretary the response letter from the Commission to ASD with regard the conversion of non-SI into metric units (Re. 2-16-2006)	Mr Claude Schmitt		O	
2-3-2007	Consider initiating rulemaking for the “open rotor power plant” engine	Agency		O	
2-4-2007	Make suggestions on how to improve the communication with the Agency on issues of strategic nature	SSCC	Before the next meeting	O	
2-5-2007	Review the decision with respect the Vice-Chair	E&M subcommittee	At the next meeting	O	
2-6-2007	Examine whether the draft NPA on single/multiple releases (task 145.012) diverges from the terms of reference objectives	Agency	Asap	O	
2-7-2007	Consider the inclusion of a task on light B2 license (B4) in the future rulemaking programme	Agency	Asap	O	
2-8-2007	Review the priority list and take a position on each individual task during the subcommittee’s March meetings	Agency	Before the next meeting	O	
2-9-2007	Consider re-instating the industry meetings	Agency	Before the next meeting	O	
2-10-2007	Assess whether the reported AD issue needs to be addressed	Agency	Before the next meeting	O	
2-11-2007	Indicate JAA OPS/FCL tasks that need to be initiated as a matter of priority after the publication of the NPA on OPS/FCL implementing rules	SSCC	preferably before the end of the year	O	
2-12-2007	Submit inputs on priorities for future rulemaking	SSCC	Before end of March 2008	O	
2-13-2007	Indicate rules that need to be harmonised with foreign authorities	SSCC	Before end of March 2008	O	
2-14-2007	Provide comments on revised ToRs for the SSCC and its subcommittees	Subcommittee Chairs	by March 2008	O	
2-15-2007	Provide its views on the special conditions to be transposed into the CSs.	SSCC	by March 2008	O	
2-16-2007	Add a column in the draft programmes to indicate the top 10 policy tasks	Agency		O	
2-17-2007	Inform applicants for membership to the Committee on the Agency’s decision	Agency	Asap	O	

2-18-2007	Submit ideas for possible short-term studies, with a short explanation	SSCC	Before end February 2008	O	
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Legend & codes

O: Open

C: Closed (The items indicated as closed will disappear from the table in the next minutes)

~: Continuous

WP: Working Paper

IP: Information Paper

X-X-200X: meeting reference – item - year

List of participants

Members

Martin AMBROSE (SSCC Chair)

Jean-Marc CLUZEAU

Patrick DEBUCHY

Walter DESROSIER

Inger-Helene ENGER

Wolfgang ENGLER

Michael ERB

Catherine GATHIER

Frank KABUTH

Eric MANDEMAKER

Robert MATHER

Dick MEERMAN

Paulo MONTEIRO

Olivier RAGOT

Hans-Ulrich RAULF

Fons SCHAEFERS

Rudolf SCHUEGRAF

Liam SISK

Michel VEDRENNE

Carlo VERGARI

Bob WILSON

Dieter ZECKAI

Alternates

D. Bouvier (alternate Jacques RENVIER)

Adrie Kraan (alternate Gerald MACK)

Observers

Jens HENNIG

Alexe andre BIANCHI

Claude SCHMITT

Philippe DE GOUTTES

Secretary

Athanassios TZIOLAS