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For ENPI East & Central Asia Countries

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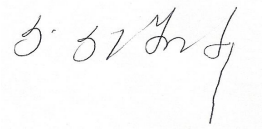
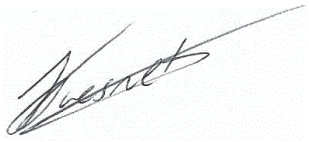
Kakhi Kvatashidze kakhi.kvatashidze@gmail.com	02/08/2012	
Jorg Guesnet jguesnet@yahoo.fr	02/08/2012	
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ACRONYMS

AC	Academic Course
ANS	Air Navigation Services
ANSP	Air Navigation Services Provider
AOC	Air Operator Certificate
ATC	Air Traffic Control
ATCO	Air Traffic Controller
ATM	Air Transport Management
CA	Central Asia
CAA	Civil Aviation Authority
C3A	Common Aviation Area Agreement
CNS	Communication Navigation Surveillance
DG MOVE	Directorate-General for Mobility and Transport
EASA	European Aviation Safety Agency
EC	European Commission
ECAA	European Common Aviation Area
ECAC	European Civil Aviation Conference
ENPI	European Neighbourhood and Partnership Instrument
ENV	Environment
ESARR	Eurocontrol Safety Regulatory Requirements
EU	European Union
FAB	Functional Airspace Block
FUA	Flexible Use of Airspace
IATA	International Air Transport Association
ICAO	International Civil Aviation Organisation
JAA	Joint Aviation Authorities
JAR	Joint Aviation Rules
KE	Key Expert (Long Term)
KOM	Kick Off Meeting
MAR	Market Access
MoT	Ministry of Transport
NS	National Secretariat
OJT	On the Job Training
PM	Project Manager
PMD	Progress Monitoring Document
RVSM	Reduced Vertical Separation Minimum
SAF	Safety
SARPs	Standards And Recommended Procedures
SEC	Security
SES	Single European Sky
SESAR	Single European Sky ATM Research
SMS	Safety Management System
SOC	Social – Consumer Protection
ST	Study Tour
STE	Short Term Experts
TA	Technical Assistance
TC	Training Course
ToR	Terms of Reference
TR	Training
TRACECA	Transport Corridor Europe Caucasus Asia
T_0	Start date of the Project (3 February 2012)
USOAP	Universal Safety Oversight Audit Programme
WP	Work Package
WS	Workshop

1 INTRODUCTION

This document is the 1st Interim Report achieved according to the Terms of Reference (chap. 7.1) and the General conditions of the Contract (Art.26).

It is issued six months after the launch of the Project on 3 February 2012, and four months after the Inception Report which was submitted and approved in April 2012.

It covers the period from 3 February 2012 (T0) to 2 August 2012 (T0+6).

The document includes:

- A **narrative section** (Chapter **2 & 3 & 4**) which describes: the last relevant developments in the beneficiary countries impacting the Project, the activities achieved per work package during the covered period and those planned in the next 6-month period, and the outcomes in terms of deviations and potential risks.

- A **financial section** (Chapter **5)** which gives information on the used manpower (Core Team and Short Term Experts) and the spent incidental expenditure (air tickets, per diem and other expenses) during the covered period and from the start of the Project.

- Chapter 6 is set of **annexes** which gather all significant documents and deliverables issued by the Project Core Team during the covered period.

2 POLITICAL, ECONOMICAL AND INSTITUTIONAL DEVELOPMENTS

Moldova

In the framework of the EU-Moldova Cooperation Council, the Republic of Moldova and the European Union have signed a comprehensive air services agreement on 26th of June 2012, which will make Moldova a full partner of the EU in aviation by gradually integrating the country into the European common market.

The Republic of Moldova and the EU will develop a "common aviation area" based on common rules in important areas such as aviation safety and security. The Republic of Moldova will harmonise its legislation with European standards and implement EU aviation rules also in such areas as environment, consumer protection, air traffic management, economic regulation, competition issues and social aspects.

The European Commission received a mandate to negotiate a "common aviation area" agreement with the Republic of Moldova in June 2011. Following two rounds of negotiations, the agreement was initiated in October 2011. Moldova and the EU have agreed that the agreement will be temporarily applied from the date of signature. The agreement still needs to be ratified before it will formally enter into force.

The State Civil Aviation Administration of Moldova (GAGA) no longer exists. The institution was liquidated and its duties were transferred to the new body - the Civil Aviation Bureau - subordinated to the Ministry of Transport and Road Infrastructure. Recently, GAGA was under the Government's authority. Its staff will continue working in the new institution.

The State Civil Aviation Administration reorganization was launched yet in 2008, and creating a new body was the final stage of the institutional reform in the Moldovan civil aviation. The reform was stipulated in a Government Roadmap on European integration, freedom, democracy and wellbeing 2011-2014, as well as by Moldova's commitment within an agreement on Moldova's accession to the European Common Aviation Area.

According to our methodology, the Road Map for all ENPI countries (WP 3.3) has to be ready by T0+18m so that technical assistance activities (WP 3.4) could start then. However, it is understood through exchanges with the EC that the ECAA agreement signed by Moldova in 26th of June 2012 is applicable, irrespective of the ratification process. Therefore the Project will contribute to this process through TA to Moldova in order to become ready with the implementation of the *EU acquis*. For this reason, it is proposed to shift forward the launch of the Road Map for Moldova by around T0+12m so technical assistance could thus start. The Road Map scheduling for the other countries remains unchanged and the lessons learnt from the previous experience with Georgia will be capitalized.

Uzbekistan

Two representatives from Uzbekistan welcomed into the EU TRACECA Civil Aviation II project opening session on the 14-16 February 2012. Project Team express its appreciation to the EU Delegation to Uzbekistan for supporting EU TRACECA Civil Aviation II project. An official confirmation from Uzbekistan to join the project is not received yet.

However, we expect soon that the Civil Aviation Authority of Uzbekistan will benefit from the awareness raising, training and technical assistance activities in the field of ATM and Security and keeps the project door opened and welcomes participants from the Uzbekistan.

3 ACTIVITIES ACHIEVED AND PLANNED

3.1 ASSESSMENT OF NEEDS (WP1)

This Chapter describes the significant activities carried out by the Core Team during the inception phase (03 February – 03 April 2012). They are sorted out according to the topics related to the sub work packages of the methodology. Note that as this WP1 is over, there are no longer planned activities but achieved results/implemented activities.

Analysis of the Traceca I achievements / remaining needs (sub WP1.1)

At the very beginning of the Project, the Core Team has reviewed the reports issued in the framework of the previous Traceca I to understand what has been achieved and by this way to get an overall picture of the situation in the beneficiary countries and their remaining needs. The Memo (Deliverable D.1.1) which was issued at T0+1month reflects the visible results and changes achieved during the Traceca I Project as well as lessons learnt and recommendations that will be duly taken into account during the unfolding of the current Project.

Nevertheless, as the scope in Traceca 2 is wider than in Traceca I, it has been only possible to capitalize on the outcomes of the latter in the technical domains of security and environment (Safety being now taken over by EASA). Market access, ATM and social/consumer protection are thus "new" domains which needs have to be assess through the questionnaires and the interviews to be conducted during the Regional Opening Event.

Another way to assess the needs for specific countries has been to rely on the ongoing of twinnings which scope interferes with the Project's, i.e the twinning with Ukraine and the one with Georgia (the one with Armenia turns out to be fully safety-related and therefore out of our scope). Exchanges of emails and meetings with the residence twinning advisor in Ukraine and Georgia have been performed to understand each other activities and coordinate them. These exchanges have also been fruitful to identify several needs in these two countries.

Preparation of the questionnaires (sub WP1.2)

The questionnaires were developed and disseminated within the TRACECA network on the 3rd of February. This activity was performed in the very first days of the Project so that representatives from the beneficiary countries could have the questionnaire ahead of the interviews and thus get prepared. These questionnaires cover the technical domains from the *EU acquis* divided into 5 parts: economical regulation and market access, ATM, security, environment, and other regulations (consumer/social protection). The *EU acquis* in this context stem from the EU regulations and directives reflected in the annexes of the C3A.

The questionnaires had to be re-sent to relevant beneficiaries through NS of TRACECA of Azerbaijan, Ukraine and Moldova on the "Other" directives and regulations from *EU acquis* on which relevant beneficiaries failed to provide project with the feedback in both aviation specific and non- aviation specific topics. This technical domain turns out to be quite difficult to deal with as it implies the involvement of other bodies than the CAAs, such as Agencies or

Ministries of Labour, of Tourism, etc… This issue of getting the appropriate body answering the questionnaire has not been fully solved and several answers are still pending.

They were issued (Delivery D.1.2) as an annex of the inception report.

Regional Opening Event (sub WP1.3)

The Regional Opening Event was held from the 14th to 16th February in Kiev, Ukraine. Minutes were issued and distributed on February 22nd. Representatives from all beneficiary countries attended this event and met the STEs in round table sessions. There were five sessions per ENPI country, one per technical domain, and two sessions per Central Asia country (regarding security and ATM).

The purpose for the STEs was to understand the situation and needs in the domain and country considered with the support of the questionnaire. The outcomes from these sessions were then used by the STEs as inputs to draft their respective report (one per technical domain).

Inception report / Draft Action Plan (sub WP1.4)

An inception report (Delivery D.1.3) was issued at T0+2 months. It provided an analysis of the current situation stemming from the outputs of the previous sub WP, such as reports of Traceca I, interviews and completed questionnaires by the beneficiaries, and STEs reports.

The two-step analysis highlighted first the initial findings per technical domain, including a status of implementation of the *EU acquis* in ENPI countries, where it is obvious that for all of them (but in a lesser extent in the case of Ukraine) the gap is significant. The second step of the analysis focused on the needs identified per beneficiary, making a distinction between ENPI countries – aimed at bridging the gap with the *EU acquis* -, and the CA countries which purpose is to align their security and ATM regulatory framework and skills with ICAO SARPs.

The inception report also contains a Draft Action Plan which addresses the needs identified in the analysis. It indicates the strategy adopted, the contents i.e the actions to be conducted per WP, and a tentative time framework. All the activities planned and achieved coming next in this interim report correspond to the components of this Draft Action Plan.

3.2 SUPPORT IN THE FIELD OF SECURITY (WP2)

Present chapter provides with a summarized list of completed and remaining activities in security area with the focus on those conducted in the reporting period or planned for the next reporting period:

Accomplished activities

A technical assistance mission was conducted in the scope of aviation security and delivered in Azerbaijan from the 8th to 11th of March 2012.

The purpose was to assist the Civil Aviation Authority in the areas of security and contingency planning when hosting the Eurovision song contest. The large number of passengers arriving in a short space of time presented a number of logistical and security issues and assistance was given based on the experts previous knowledge of arranging such events.

A technical assistance mission was conducted in the scope of aviation security package to Georgia from the 21st of May to 5th May of 2012.

The purpose of the mission was to assist the Georgian CAA in the restructuring process they are undergoing. The areas that were covered were the development of a corrective action plan following an ECAC thematic security audit, the requirements of EU decision 5862/2011 regarding air cargo security procedures, security protocols relating to The National Aviation Security Programme, airport licensing exercises and suggestions re staff development for newly appointed managers within the CAA security section.

Work Plan in Security which constitutes deliverable D.2.1 was developed and forwarded for approving to the EU Project Manager on the 4th of June. WP2, the work plan for the security element of TRACECA II, is divided between the ENPI countries and the Central Asian countries to ensure that the correct emphasis is placed on whether compliance should be focused on EU regulations or the requirements of ICAO Annex 17.

There will be some overlap in this area because there are occasions when Central Asian operators are operating to EU destination in which case they are required to comply with more restrictive procedures laid down by EU regulations.

The ENPI countries use ECAC Doc 30 (which is part of Reg. (EC) 300/2008) as the guide reference for the development and implementation of security measures whereas the Central Asian countries are bound by the requirements of ICAO Annex 17.

As a result of this a different approach is taken for each group and contact has been made with both ICAO and ECAC to harmonise the activities of the TRACECA project and ensure that there is no duplication of effort between the parties thus maximising the impact and ensuring financial efficiency.

Two sources of information were used to identify the beneficiary countries needs in relation to this area, the first was the security related work undertaken by the initial TRACECA project and the second was the three day opening seminar held in Kiev during which the security key expert and two short term security experts met with representatives of all the beneficiary countries.

This produced a comprehensive understanding of the legal and operational framework in relation to aviation security matters.

Planned activities

The following three training activities are already scheduled from August 2012 to February 2013:

COURSE	DATE
Management of training and training needs assessment	OCTOBER 2012
Management of cyber threat in aviation security	NOVEMBER 2012
Aviation security quality control programme	FEBRUARY 2013

There is a wide variety of areas where Technical Assistance is needed and this can only usually be provided on a one to one basis for specific beneficiary countries.

Following Technical Assistance activities are scheduled in next reporting period from August 2012 to February 2013:

DESCRIPTION	DATE
Security equipment seminar	SEPTEMBER 2012
Production of specific component of National Aviation Security Programme	NOVEMBER 2012

3.3 SUPPORT IN THE FIELD OF ATM (WP2bis)

Note that this WP2bis includes so far only an analysis as implementing activities/results achieved are subject to EASA approval.

Task share with EASA-led TRACECA aviation project regarding ATM-related activities

In the framework of the close coordination to develop between EASA and TRACECA II in order to ensure the full coverage and consistency of the actions towards the beneficiaries, it has to be defined who will perform what regarding ATM topics.

The Project has initially worked on and proposed a possible split between EASA and EC Project for ATM related activities for ENPI countries, as displayed below

Regulation	Implementing body
549/2004 – Framework regulation	**EASA or EU Traceca Project**
550/2004 - Service provision regulation	**EASA or EU**

	Traceca Project
1034/2011 - Safety oversight	**EASA**
1035/2011 - Common Requirements	**EASA**
805/2011 – ATCO regulation	**EASA**
551/2004 – Airspace regulation & related IRs	**EU Traceca Project**
552/2004 – Interoperability regulation & related IRs	**EU Traceca Project**
1070/2009 – SES II - Performance Regulation	**EU Traceca Project**

On the other hand, TRACECA II Team proposed to cover safety ATM for Central Asian countries.
For this area, the Project will bring the following advantages:

- Knowledge of the procedures and cultures for these ex-soviet countries
- Availability of Russian speaking experts for these countries where English is rarely spoken
- MAK and ICAO-based regulation

It is the first time that such a level of coordination is raised. Therefore EASA had first to discuss internally on which principles it will base its involvement regarding ATM/ANS before clarifying the sharing out of the related tasks among EASA and TRACECA II. It was nevertheless agreed that in the meantime TRACECA II will perform the needs assessment phase (WP1) including ATM/ANS and the further phases will be adjusted according to the clarified ATM/ANS scope EASA will take over.

On the 4th of June coordinating meeting was convened in Cologne to clarify and decide how different tasks were going to be allocated between EASA and Contractors for ATM related activities conducted as part of EU funded projects (such as MASC, EUROMED and TRACECA II).

The meeting agreed that there should be further coordination and information sharing between all EU projects for beneficiaries, including twinning and technical assistance projects, for aviation and aviation safety. DG MOVE will support EASA's enhanced role in this area. Minutes of the meeting are attached to this report (see annex **Ошибка! Источник ссылки не найден.**).

The following approach was adopted:

- There is no doubt that safety is a horizontal issue and cannot be addressed separately as being part of one regulation or the other as it was initially proposed by the Project.

- Furthermore, in terms of safety assessment, there is a need to identify the gaps in beneficiary's regulatory oversight systems in order to be able to recommend improvements.

On the 25th of July in Kiev EASA-led TRACECA Civil Aviation Safety project team hold a second round of coordinating meeting with EU TRACECA Civil Aviation II project team. EU Task Manger attended meeting.

TRACECA Civil Aviation Safety/EASA Project Team Leader highlighted importance of developing a generic assessment template in ATM applicable to both beneficiary country groups ENPI and CA. This is a new approach proposed by EASA impacting our previous understanding of splitting ATM related activities between EASA-led TRACECA and EU TRACECA II projects in 2 different groups of beneficiary countries (See chapter 3.2.3 of the Inception Report).

As a first step a generic assessment template will be developed to elaborate a clear picture and avoid duplication of work between projects. There is a need to develop a roadmap containing milestones for each country. EASA-led project will monitor and advise on the milestones and work plan.

3.4 SUPPORT RELATED TO THE ECAA (WP3)

Accomplished activities

The **Gap Analysis** constitutes the deliverable D.3.1 which is part of the WP3. The objective of this document is to highlight the findings related to the current situation of the ENPI countries against the set of EU regulations and directives to be implemented in the framework of the Common Aviation Area Agreement (C3A).

These findings stem from different sources: a) the questionnaires filled in by the beneficiaries, b) the interviews performed by the STEs during the Opening Seminar held in Kiev on 14-16 February 2012, c) the reports provided by the Twinning programs in Ukraine and Georgia, and d) the data collection during onsite mission in Tbilisi in May 2012 for preparing the Road Map of Georgia.

In spite of these different sources, it has nevertheless to be noted that we have not been able so far to get the full picture. Several countries either did not fill in the questionnaire sent, or did it only partially. Besides, the ATM/ANS domain has not been covered in this first version of the document as the approach to assess its current status in the ENPI status needs first to be clarified by EASA.

Therefore, the technical domains analyzed so far are:

- Market access
- Environment
- Other regulations – Social / Consumer protection.

Safety and security domains are not going to be part of the scope; the first falls within the scope of EASA, whereas the latter is handled separately in its specific work package (WP2).

The covered domains with their specific topics and regulations are analyzed per country. An overall view is also provided in the shape of a table to see at first glance the general situation. In this regard, a code of colors is used to categorize the status of regulatory implementation of the topic considered.

This document is a living tool that will evolve along the project lifespan and will reflect the progress achieved in terms of regulatory implementation towards the EU legal framework. Further versions are thus going to be released, and it is assumed that they will include the yet missing ATM/ANS domain as well as the topics which feed-back is expected from several beneficiaries.

The first version is delivered at T0+6m as planned according to the methodology.

The **ENPI training plan** constitutes the deliverable D.3.2 which is part of the WP3. It is based on the outcomes of the inception period and the ENPI gap analysis (deliverable D.3.1) which so far deals with the following technical domains: market access, environment, other regulations – social/consumer protection. It is issued six months after the launch of the Project on 3 February 2012 (T0+6).

Once approved by the EU Delegation, the training plan will apply to most of the remaining period of the project lifespan, more or less till the end of 2014 (T0+34). Nevertheless, it shall be reviewed to include the yet uncovered ATM/ANS technical domain once this pending question will have been clarified by EASA. This document could also be updated should additional training needs for ENPI countries arise as the project unfolds. If the case arises, further version(s) of this document will be issued to take into consideration this development.

The **Road Maps** (one per ENPI country) constitute the deliverable D.3.3 which is part of the WP3. The preparation of the Road Maps stems from the outputs of the ENPI Gap Analysis as it aims at partially or fully bridges the gaps. It defines the technical assistance actions to perform in order to reach scheduled objectives also identified and agreed with the beneficiary. These objectives and the stemming actions encompass the WP3 technical areas but not any safety-related topic that are kept under EASA responsibility.

Although it was initially planned to start the Road Maps at T0+18, it was decided that in the case of Georgia, this would start earlier once it has been approved at around T0+6 (see chapter 4.4).

In this regard, an onsite visit has been conducted in Tbilisi (21-25 May) to meet Georgian CAA representatives and to define together the actions to be implemented in the frame of the Road Map.

Planned activities

The components defined in this **training plan**, i.e. courses, workshops and the study tour are available to all ENPI countries on an equal basis. Nevertheless, part of these contents may also be reflected in the road map to be prepared and tailored to each ENPI country. Therefore, the different road maps, besides their own specific technical assistance actions, will also rely on this training plan to develop the Common Aviation Area.

The planned training courses for the upcoming 6 months are the following.

DATES		TD	TRAINING COMPONENT	FORMAT	DURATION	PLACE
OCT	.23-25	SOC	Denied boarding, cancellation or long delay	WS	3 Days	Kiev
NOV	.06-08	SOC	Rights of disabled/reduced mobility persons	WS	3 Days	Tbilisi
DEC	.03-07	MAR	Licensing & Insurance requirements	WS	5 Days	Tbilisi
JAN	.16-18	SOC	Air carrier liability in the event of accidents	WS	3 Days	Tbilisi

The follow-up actions for the **Road Map** in Georgia are as follows:

Who?	What?	When?	Status
Traceca II	Completition of the Road Map with detailed action in MS Project format	Jul.2012	OK
Traceca II	Sending of the Road Map to GCAA Focal points & Director	Jul.2012	OK, sent 01Aug2012
GCAA	Review & approval of the Road Map	Aug.2012	In progress
EU Deleg.	Review & approval of the Road Map	Sep.2012	
GCAA - Traceca II	Start of the implementation of the Road Map	Oct.2012	

Once reviewed and approved, the Road Map for Georgia will be delivered as the first one among the D.3.3 deliveries.

The planned technical actions for the upcoming 6 months in Georgia are the following.

Month	Week	Day	TD	TA Activities	Dates	Place
OCT	40	.01-05				
	41	.08-12				
	42	.15-19				
	43	.22-26				
	44	.29-02	ENV	Dir.93/2006 - Operation of aeroplanes-Chapter3 - GE	.30-01	Tbilisi
NOV	45	.05-09				
	46	.12-16				
	47	.19-23				
	48	.26-30				
DEC	49	.03-07				
	50	.10-14	SOC	Reg.261/2004 - Denied boarding, cancellation or long delay of flights - GE	.11-13	Tbilisi
	51	.17-21				
	52	.24-28				
JAN	1	.31-04				
	2	.07-11				
	3	.14-18				
	4	.21-25	SOC	Reg.1107/2006 - Rights of disabled/reduced mobility persons - GE	.21-23	Tbilisi
	5	.28-01	MAR	Reg.1008/2008-Op.air services + Reg.785/2004-Ins. Req.for air carriers - GE	.28-01	Tbilisi

3.5 AWARENESS, COMMUNICATION & VISIBILITY PROGRAMME (WP4)

- **Communication – Newsletter**

Newsletter N°1 was papered in its draft version, developing current information on the activities of the period. It will be completed after the Steering Committee meeting, for issue and distribution by next October in both English and Russian.

We plan to insert an interview with a representative of the European Commission in the first issue of the newsletter to be carried out during the steering committee meeting in September 2012. In this regard, we have prepared a set of questions to be addressed. We kindly addressed these questions to Mr. Klaus Winkler, Policy Officer, International Transport Affairs, DG MOVE, European Commission, who is already familiar with the EU TRACECA Civil Aviation II Project.

- **Communication – Press release**

A Press release with An Invitation Letter to the First Steering Committee Meeting and with the tentative agenda has been published on the on ENPI East Info center web portal: www.enpi-info.eu.

- ***Website***

Initial planning to use TRACECA web portal http://www.traceca-org-.org for publishing regular reports on the progress of the project activities has been not approved by EU Task Manager. Website design is pending, but will be made available through TRACECA IDEA project website starting on next reporting period August 2012-February 2013.

The experience has shown that the website is a very useful tool for the communication and dissemination of the TRACECA Civil Aviation Project activities and has clearly contributed to the success of the TRACECA 1 project.

- **Awareness-raising**

Team Leader participated to the 3rd Eastern Partnership Transport Panel on 9 July 2012 in Brussels and made a presentation of the EU TRACECA Civil Aviation II Project.

The main features of the Project were explained, including objective and scope of the project, services to be delivered, coordination with EASA.

This meeting was an excellent opportunity to communicate about the Project and to meet some officials of some countries whom the contact have not been clearly established with.

4 DEVIATIONS AND POTENTIAL RISKS

4.1 DEVIATIONS OF MILESTONES AND DELIVERABLES

The following table represents deviations of deliverables and milestones:

#	Deliverable /Milestone	Due date	Actual date
1	Deliverable 1.2 Questionnaire for regional events	T0+1	03/04/2012
2	Deliverable 3.3 Roadmap towards ECAA (Georgia)	T0+18	03/08/2012
3	Deliverable 4.1 Web site	Continuously updated	Not started
4	Deliverable 4.2 News letter	Every 3 month	Every 6 month

4.2 ADHERENCE TO THE CONTENTS OF THE ACTIVITIES

ATM is not explicitly mentioned in ToR as one of the separate activities, but discussions during the inception phase involving different stakeholders proved that such activities could become a part of the project, being a subject of agreement with EASA-led project. They have therefore been taken into account in the inception report which has been approved by EU Task Manager. ATM for Central Asian countries is thus considered as a component or work package "2bis" (WP2bis) so that the numbering of the initial components expressed in the ToR remains unchanged.

On the other hand ATM for ENPI countries remains a very sensitive issue. Furthermore, although the actual contents on safety vary within regulations in the field of ATM, safety always remains a key objective. It was initially proposed a basic split of tasks by safety / non-safety regulation but it turned out that it cannot be practically applied.

The TRACECA I project did not include ATM. There is only a brief list on ATM issues resulting from the initial workshop with all beneficiary countries. As a first step an assessment template has to be developed in cooperation with EASA to elaborate a clear picture and avoid duplication of work between EGIS and EASA-led projects. This might delay the elaboration of a gap analysis and a roadmap towards ECAA in ATM domain for Georgia.

For this reason it is understood that all ATM-related activities in both ENPI and CA countries TRACECA Civil Aviation II project is dealing with are now onwards within the scope of WP2bis. This implies that WP3 is, from now on, dealing exclusively with market access, environment and social-consumer protection in ENPI countries.

4.3 DEVIATIONS IN EFFORTS NEEDED

In line with the ToR and as described in the methodology proposed, the three Key Experts composing the Core Team have together an amount of 1350 man-days (KE1:550 /KE2:400 /KE3:400) while the short term experts (STEs) are selected among the experts of the consortium, or subcontracted by its members, up to 500 man-days. A grand total of 1850 man-days are thus available within for the Project.

The allocation of the Key Experts short Term Experts and KE1 remains thus so far unchanged. The addition of WP2bis implies allocation of man-days from the other work packages so that the grand total remains indeed equal.

The effort breakdown summary table below shows the current figures expressed in man-days.

Work Packages	KE1	KE2	KE3	STEs	TOTAL
WP 0: Project Management	200	40	40	0	280
WP 1: Assessment / Needs Analysis	40	40	40	60	180
WP 2: Support in Aviation Security	50	300	0	100	450
WP 2bis: Support in ATM/ANS in CA	120	0	0	80	200
WP 3: Support to ECAA in ENPI	80	0	300	260	640
WP 4: Awareness, Communication	60	20	20	0	100
GRAND TOTAL	**550**	**400**	**400**	**500**	**1850**

For the considered 6-month period (3Feb.-3Aug.2012), no deviations in efforts needed have to be reported.
Any further proposed change of this allocation in the future that would stem from an assessment impacting the workload will be submitted to the Contracting Authority.

4.4 SHIFTING OF THE OBJECTIVES AND PRIORITIES

Road Map for Georgia

According to our methodology, the Road Map for all ENPI countries (WP 3.3) has to be ready by T0+18m so that technical assistance activities (WP 3.4) could start then. However, it is understood through exchanges with the EC that the ECAA agreement signed by Georgia in Dec.2010 is applicable, irrespective of the ratification process. Therefore, the Project will contribute to this process through technical assistance to Georgia in order to become ready with the implementation of the *EU acquis*. For this reason, it was proposed and approved to bring forward the launch of the Road Map for Georgia by around T0+6m so technical assistance could then start. So far, the scheduling for the other countries remains unchanged and the lessons learnt from the previous experience with Georgia will be capitalized.

Nevertheless, it might be worth to re-consider the Road Map scheduling in the case of Moldova, by starting it earlier than planned, as this country also signed an ECAA agreement (see chapter 2).

Task share with EASA regarding ATM-related activities

See chapter 3.3.

4.5 UNEXPECTED DIFFICULTIES

Website

Initial planning to use TRACECA web portal http://www.traceca-org-.org for publishing regular reports on the progress of the project activities has not been approved by EU Project Manager. Website design is pending, but will make available through TRACECA IDEA project website starting next reporting period August 2012-February 2013.

Feed-back from the questionnaire

The questionnaire on the "Other" directives and regulations from EU *acquis* on which relevant beneficiaries failed to provide project with the feedback in both aviation specific and non- aviation specific issues has been re-distributed within relevant beneficiaries through National Secretaries of TRACECA. Despite of these efforts team failed either to collect missing data on "non-aviation specific" regulations and to identify authorities responsible for the transportation/implementation of mentioned regulations. Several ENPI countries demonstrated very low interest with regard to non-aviation specific issues.

5 FINANCIAL SECTION

5.1 MANPOWER

The Project is managed by a Core Team of 3 Key Experts (KEs):

- The Team Leader KE1 - Kakhi Kvatashidze - is assigned a total of 550 working days, i.e. full time during the 3 years of the Project.
- The Civil Aviation Security Expert KE2 – Peter Cooper- is assigned a total of 400 working days during the 3 years of the Project.
- The Civil Aviation Legal Expert KE3 - Jorg Guesnet - is assigned a total of 400 working days during the 3 years of the Project.

The Activities of the Project are implemented by Short Term Experts (STEs). The number of working days to be used during the Project is 500.

The working days (WD) spent by the KEs/Core Team and the STEs during the covered period (3 February 2012 – 2 August 2012) are according to the hereafter tables.

WORKING DAYS	WD* Feb2012	WD* Mar2012	WD* Apr2012	WD* May2012	WD* Jun2012	WD* Jul2012
KE 1	18	20	19	19	17	20
KE 2	14	14	12	8	9	15
KE 3	13	17	0	8	0	16
Total KEs	31	37	19	27	26	51
Total STEs	62	0	0	0	0	0

**WD are expressed from the 3rd of the month indicated till the 2nd of the next month*

WORKING DAYS	Total WD (Feb-July2012)	Total WD (Since Feb2012)	Scheduled WD (Feb2012-Jan2015)	Current Balance
KE 1	113	113	550	437
KE 2	72	72	400	328
KE 3	54	54	400	346
Total KEs	239	239	1,350	1,111
Total STEs	62	62	500	438

The corresponding monthly timesheets approved and signed by the Team Leader have been verified by the auditing company "Fiduciaire de la Tour".

5.2 INCIDENTAL EXPENDITURES

The Incidental Expenditures are all the expenses incurred during the implementation of the Project other than the fees of the manpower.

These expenses are for:

- **1. Missions**: travel costs and subsistence allowances (perdiem)
- **2. Meetings** and events: with stakeholders and/or beneficiaries
- **3. Training**: seminars, workshops, OJT, study tours
- **4. Communication**: translation, publication, dissemination, website
- **5. Rent** of the office in Kiev
- **6. Running cost** of the office in Kiev

The provision for incidental expenditure is **EUR 700'000** for the 3 years of the Project.

The following table indicates the amount of incidental expenditure (IEX) spent by the Project during the covered period (3 February 2012 – 2 August 2012) which is asked as refundable.

INCIDENTAL EXPENDIT.	IEX* Feb2012	IEX* Mar2012	IEX* Apr2012	IEX* May2012	IEX* Jun2012	IEX* Jul2012
1.Missions	0	9323	2221	1704	939	1316
2.Meetings	2205	38675	0	0	3143	0
3.Training	0	0	0	0	0	0
4.Communicat.	0	1084	0	0	1237	0
5.Rent	1200	1200	1200	1200	1200	1200
6.Running cost	0	0	0	109	0	6323
TOTAL	**3405**	**50282**	**3421**	**3013**	**6519**	**8839**

**IEX are from the 3rd of the month indicated till the 2nd of the next month*

INCIDENTAL EXPENDIT.	Total IEX (Feb-Aug2012)	Total IEX (Since Feb2012)	Scheduled IEX (Feb2012-Feb2015)	Current Balance
TOTAL	75 479	75 479	700'000	624 521

All the above expenses are detailed per month in the monthly incidental sheets which have also been verified by the auditing company "Fiduciaire de la Tour". All the supporting evidence has been presented.

6 ANNEXES

EASA MINUTES OF MEETING

WORK PLAN FOR SECURITY WP2

ENPI GAP ANALYSIS WP3

ENPI TRAINING PLAN WP3

ROAD MAP GEORGIA WP3

EASA MINUTS OF MEETING

European Aviation Safety Agency

MINUTES OF MEETING

Subject Workshare in ATM on EU funded projects
Date 04/06/12
Location EASA

Organised by **EASA International Cooperation**

List of Participants

Attendees	S. LAGNEL (SLA, Head of Cabinet, EASA) C. GANDOLFI (CGA, Policy Officer, EASA) E. FERRANDEZ (EFE, International Technical Cooperation Section Manager, EASA) D. GAUPMANN (DGA, International Cooperation Officer, EASA) J. MORALES (JMO, International Cooperation Officer, EASA) D. WALLER (DWA, International Cooperation Officer, EASA) K. WINKLER (Policy Officer, EC DG MOVE) A. BONNAUD (ATM Expert, EGIS AVIA) K. KVATASHIDZE (ATM Expert, EGIS AVIA) T. RAISSON (Project Manager, EGIS AVIA) A. SCHAEFFER (Project Manager, BUREAU VERITAS)
Apologies	-

MoM prepared by	J. MORALES	**Date**	**6 June 2012**
MoM reviewed by	E.FERRANDEZ	**Date**	**8 June 2012**

Purpose of the meeting

The meeting was convened to clarify and decide how different tasks are going to be allocated between EASA and Contractors for ATM related activities conducted as part of EU funded projects (such as MASC, EUROMED and TRACECA II)

Introductory presentation

EASA covers EU aviation safety regulations across all domains, encompassing a total system approach. It provides technical assistance for third countries, either by:

- Implementing its own projects (e.g. the SOFIA tool, the International Cooperation Forum (ICF))
- Implementing Commission funded projects by itself (e.g. MASC, TRACECA, IPA)
- Supporting Commission funded projects implemented by a third party consultant (e.g. EU-China by Bureau Veritas)

In order to support the Commission's objectives, a certain amount of coordination is needed between the projects managed by EASA and the projects implemented by consultants.

Furthermore, although the actual content on safety varies within regulations in the field of ATM, safety remains a key objective throughout. This means that a basic division of tasks by safety / non-safety regulation cannot be applied.

EASA, within the limit of its resources, therefore needs to ensure a certain amount of oversight or quality control on ATM activities conducted by the consultants.

Projects affected

The discussion during the meeting was focused on two projects where EASA is involved and has to share certain responsibilities in ATM related tasks for the beneficiary countries:

- MASC/EUROMED
- TRACECA II

However the same concerns remain applicable for other projects implemented by the EU, such as by the EU delegations.

Working Philosophy

For EASA there is no doubt that safety is an horizontal issue and cannot be addressed separately as being part of one regulation or the other.

Furthermore, in terms of safety assessment, there is a need to identify the gaps in beneficiaries regulatory oversight systems, recommend improvements and start to work with the existing information available.

The meeting agreed that a roadmap should be established for each country to avoid successive visits/audits. The best use of information should be made from the different sources available: EU projects, EASA Standardisation, Eurocontrol, USOAP, etc. Assessments conducted under technical assistance projects are different in objective and methodology from standardisation audits.

These roadmaps will form a sequence of different actions to implement and will be tailored to

each country.

MASC/EUROMED projects

EASA manages the MASC project, which covers safety, and is made up of a subset of EUROMED countries. These countries are harmonising themselves towards EU regulations.

The EUROMED II project covers additional countries and only covers safety components for those countries not covered by MASC. It started at the same time and is managed by BUREAU VERITAS. It also contains an ATM component.

The principles set forward by the meeting, namely to have an initial assessment, coordination between the projects and EASA oversight of the (ATM) safety tasks are already being applied. Coordination is enhanced as the same focal points apply at the Commission for each.

TRACECA II Project

For a clear approach to TRACECA II projects it is important to differentiate between those countries that are part of it:

	Former JAA	Twinning project	Eurocontrol member	Common Aviation Agreement
Georgia	✓	✓		signed
Ukraine	✓	✓	✓	pending
Moldova	✓		✓	Initialled
Azerbaijan	✓			
Armenia	✓	✓		
Central Asian Countries				

The former JAA countries are aiming at EU standards. The Central Asian countries are aiming at ICAO standards but where appropriate EU standards should be applied.

For the time being no assessment has been made on ATM. The TRACECA I project did not include ATM. There is only a brief list on ATM issues resulting from the initial workshop with all beneficiary countries. An assessment template could be developed to elaborate a clear picture and avoid duplication of work between projects.

There is a need to develop a roadmap containing milestones for each country. EASA should monitor and advise on the milestones and plan.

Coordination with EU Projects

The meeting agreed there should be further coordination and information sharing between all EU projects for beneficiaries, including twinning and EU delegations projects, for aviation and aviation safety. DG MOVE will support EASA's enhanced role in this area.

List of actions:				
Item	**Action**	**Person Responsible**	**Deadline**	**Status**
1	**Develop an appropriate template to recap the status of ATM for each country** - EASA International Cooperation Department to coordinate next meeting - EASA ATM Standardisation to be requested to nominate an expert - EGIS AVIA to nominate an expert - BUREAU VERITAS to nominate an expert	 Juan Morales S. Lagnel T. Raisson A. Schaeffer	 22/06/12 15/06/12 15/06/12 15/06/12	Open
2	**Develop the roadmaps on ATM and continuous monitoring** - Set-up of formal coordination group that will gather information all projects from TRACECA region - Write a note explaining the objectives for the meeting - Support EASA as the focal point for coordinating EU funded projects in aviation - Inform all EU funded projects in the region - EASA to organise the coordination meetings	 D. Gaupmann K. Winkler K. Winkler D. Gaupmann	 10/07/12 10/07/12 10/07/12 Will be set later	Open

The European Union's TRACECA Programme
For ENPI East & Central Asia Countries

EUROPEAID/131347/C/SER/MULTI

EU TRACECA CIVIL AVIATION II

Ref. Contract ENPI 2011/279-740

WORK PLAN FOR SECURITY

June 2012

This project is funded by
The European Union

A project implemented by Egis Avia in consortium
with AVSEC/AMEC/DGAC/ECORYS/ENAC/UCA

VERSION CONTROL

Version	Date	Status
v0	28/05/2012	Initial Draft
V1	04/06/2012	Final Version

VISAS

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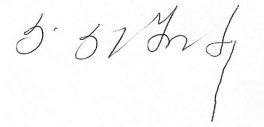
Kakhi Kvatashidze kakhi.kvatashidze@gmail.com	03/06/2012	

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ACRONYMS

ACI	Airports Council International
AGM	Advisory Group Meeting
ANS	Air Navigation Services
ANSP	Air Navigation Services Provider
AOC	Air Operator Certificate
ATC	Air Traffic Control
ATCO	Air Traffic Controller
ATM	Air Transport Management
BOT	Built Operate Transfer
CA	Central Asia
CAA	Civil Aviation Authority
CNS	Communication Navigation Surveillance
DG MOVE	Directorate-General for Mobility and Transport
EASA	European Aviation Safety Agency
EASTI	European Aviation Security Training Institute
EC	European Commission
ECAA	European Common Aviation Area
ECAC	European Civil Aviation Conference
ENPI	European Neighbourhood and Partnership Instrument
ENV	Environment
ESARR	Eurocontrol Safety Regulatory Requirements
EU	European Union
FAB	Functional Airspace Block
FUA	Flexible Use of Airspace
IATA	International Air Transport Association
ICAO	International Civil Aviation Organisation
JAA	Joint Aviation Authorities
JAR	Joint Aviation Rules
KE	Key Expert (Long Term)
KOM	Kick Off Meeting
MAR	Market Access
MoT	Ministry of Transport
NS	National Secretariat
OHS	Occupational Health and Safety
OJT	On the Job Training
PM	Project Manager
PMD	Progress Monitoring Document
RVSM	Reduced Vertical Separation Minimum
QA	Quality Assurance
SAF	Safety
SAR	Search And Rescue
SARPs	Standards And Recommended Procedures
SEC	Security
SES	Single European Sky
SESAR	Single European Sky ATM Research
SMS	Safety Management System
STE	Short Term Experts
TA	Technical Assistance
TC	Training Course
ToR	Terms of Reference
TRACECA	Transport Corridor Europe Caucasus Asia
T_0	Start date of the Project (3 February 2012)
USOAP	Universal Safety Oversight Audit Programme
WP	Work Package
WS	Workshop

1 OVERVIEW

WP2, the work plan for the security element of TRACECA 2, will be divided between the ENPI countries and The Central Asian countries to ensure that the correct emphasis is placed on whether compliance should be focused on EU regulations or the requirements of ICAO Annex 17.

There will be some overlap in this area because there are occasions when Central Asian operators are operating to EU destination in which case they are required to comply with more restrictive procedures laid down by EU regulations.

The ENPI countries use ECAC Doc 30 (which is part of Reg. (EC) 300/2008) as the guide reference for the development and implementation of security measures whereas the Central Asian countries are bound by the requirements of ICAO Annex 17.

As a result of this a different approach is taken for each group and contact has been made with both ICAO and ECAC to harmonise the activities of the TRACECA project and ensure that there is no duplication of effort between the parties thus maximising the impact and ensuring financial efficiency.

Two sources of information were used to identify the beneficiary countries needs in relation to this area, the first was the security related work undertaken by the initial TRACECA project and the second was the three day opening seminar held in Kiev during which the security key expert and two short term security experts met with representatives of all the beneficiary countries.

This produced a comprehensive understanding of the legal and operational framework in relation to aviation security matters.

The work to be undertaken in WP2 will be divided into the following categories:

2 TRAININGS

2.1 APPROVED AND MANDATORY SECURITY TRAINING

All staff involved in aviation security must receive initial training before taking up a post and must receive refresher training on a regular basis.

These courses can only be provided by approved training organizations using a regulated syllabus and include such topics as:

- X Ray screener certification
- Aviation security managers course
- Security awareness training for non security airport staff
- Search cone supervisor training
- Bomb threat assessment
- Security search procedures

2.2 MANAGEMENT OF TRAINING AND TRAINING NEEDS ASSESSMENT

These courses allow the beneficiary countries to build and develop their own in house training teams thus removing the need for security staff to be sent to approve training institutions in other countries.

It has the benefit of cost saving which is paramount in some countries and it also means that training needs can be dealt with in a timely fashion as opposed to staff being appointed to a post but then having to wait several months for a training course to be available.

The courses deal not only with the technical input but also on how to develop and deliver training and instructional and examination techniques, student motivation, the use of instructional aids and financial management.

2.3 ON THE JOB TRAINING

This type of training has the maximum benefit when it is used in conjunction with approved mandatory training where a newly approved security manager has yet to benefit from any operational experience and will develop more quickly and efficiently into their role by being 'shadowed' for a short period after qualification by an experienced instructor.

2.4 CATALOGUE OF PROPOSED AVIATION SECURITY TRAININGS

Course	Intended for	Content	Days
Management of training and training needs assessment	Aviation training centre managers and CAA regulators who issue training approvals		5
Management of Cyber Threat in Aviation Security	Airport security managers and CAA security regulators	Restricted	4
Aviation security quality control programme	CAA managers responsible for National Aviation Security Programme	Design of quality measures. Testing procedures, ECAC/ICAO compliance requirements.	4
Certification for National security Auditors/Inspectors	CAA security Inspectors	Audit procedures. Production of auditors' handbooks. Enforcement procedures	7
National Screener Certification Programme	Airport security managers and CAA managers who issue approval certification	Approval procedure. Image recognition testing. Threat Image projection. Equipment testing.	5
National Aviation Crisis management programme (inc. risk and threat assessment)	CAA managers responsible for National Contingency planning on a National basis	Production and updating of National aviation contingency plans. Mandatory testing and exercise procedures. Integration with other agencies in crisis management	7
Critical National Infrastructure in Aviation for ENPI Countries	CAA managers at strategic level	EU requirements. Identification of key points to be introduced into NASP. How to identify key points.	10
ATM and Key Points	Airport Security Managers and CAA managers responsible for the NASP	Identification of Key Points, development of enhanced security procedure for implementing into the NASP	

3 TECHNICAL ASSISTANCE

There is a wide variety of areas where technical assistance is needed and this can only usually be provided on a one to one basis for specific beneficiary countries.

3.1 EXAMPLE OF SPECIFIC TECHNICAL ASSISTANCE MISSIONS

Examples of where this type of activity is necessary are

- The development of a corrective action plan following a thematic security audit by ICAO or ECAC.
- The introduction of security screening systems that are unfamiliar to the beneficiary country such as the introduction of millimetric wave body scanners where there will be a need to amend the National Aviation security Programme as well as developing approved operating protocols.
- The introduction of new regulatory processes such as cargo screening and Known agent systems.
- How to introduce RASCO (random air sampling by canine olfaction) into the cargo security regime.

3.2 CONTINGENCY PLANNING

This is an area where there is a marked difference between the ENPI countries and the Central Asian countries because the Central Asian countries in the past had the benefit centralized expertise from Moscow which now is no longer as easily available.

It is mandatory under both ICAO and ECAC requirements and is often the subject of a finding in security audits and an area where a lot of work needs to be done to bring the beneficiary countries up to the internationally required standard.

The project has already received requests for assistance in this area and due to the sensitive nature of the work and the fact that it is specific to each country this domain will be conducted using technical assistance projects.

3.3 STUDY TOUR

A study tour will be arranged in 2013 as outlined in the inception report.

It will be to a carefully selected EU airport but at this stage it would be inappropriate to try and identify the airport because the progress of development of the beneficiary countries will influence the decision which needs to be made nearer the time.

3.4 SEMINARS

There are occasions when a seminar is the most effective way of dealing with an issue and these will be arranged according to the needs of the beneficiary countries and any regulatory changes that are introduced during the lifespan of the project.

The first seminar will be one dealing with the latest security technology and involve a number of Internationally approved manufacturers and suppliers because nearly all of the beneficiary countries are currently expanding or rebuilding their airport facilities and they need this up to date knowledge because they have a requirement under Annex 17 of ICAO to input into the design stage of any airport redevelopment.

4 DISPATCH OF WORK PACKAGE 2 ACTIVITIES PER COUNTRY

All the proposed action activities are linked to one of the following countries:

- Azerbaijan (AZ)
- Armenia (AM)
- Georgia (GE)
- Moldova (MD)
- Kazakhstan (KZ)
- Kyrgyzstan (KY)
- Tajikistan (TJ)
- Ukraine (UK)
- Uzbekistan (UZ)

Technical area: Aviation Security										
Type of action	Topic	Countries targeted								
		AZ	AM	GE	MD	KZ	KY	TJ	UK	UZ
Training	Management of Cyber threat in aviation security					KZ	KY	TJ	UK	UZ
	Aviation security quality control programme	AZ	AM	GE	MD	KZ	KY	TJ	UK	UZ
	Certification for National Auditors/Inspectors	AZ				KZ	KY	TJ		UZ
	National screener certification programme	AZ	AM			KZ	KY	TJ		UZ
	ATM and key points					KZ	KY	TJ	UK	UZ
	Management of Training and Training Needs		AM	GE		KZ	KY	TJ		UZ

	Assessment									
	Critical National Infrastructure in Aviation	ENPI countries only								
Workshop	Cargo security procedures and proposed regulatory changes due in 2014 by which time all operators to the EU must be compliant The introduction and approval of Regulated/Known consignor procedures which currently are not in place in any of the beneficiary countries Alternative approved screening systems such as canine olfaction	To be delivered separately to ENPI and Central Asian countries								
	Presentation of current trends in security equipment including input from approved suppliers Regulatory impact, and training and operational implications, of introducing technology not previously used.	AZ	AM			KZ	KY	TJ		UZ
	Development of a compliant National Aviation crisis management programme				MD	KZ	KY	TJ		UZ
	Threat and risk assessment procedures and how to incorporate them into The National Aviation Security Programme	AZ			MD	KZ	KY	TJ		UZ
	Production of one specific component of the National				MD					

assistance	Aviation Crisis									
	National security training programme and introduction of CBT screener certification in new aviation training school		AM							
	Production of a security thematic corrective action plan		AM							
	Physical airport survey procedures including lighting and fencing requirements. To be carried out on site with participants being assessed					KZ	KY	TJ		UZ
	Preparation process and pre audit procedures for ICAO thematic audit and development of subsequent corrective action plan		AM			KZ	KY	TJ		UZ
Study Tour	There will be one security study tour to an EU major airport using the newest approved technology to incorporate an input from The National CAA of the host country. To be arranged to dovetail into workshop covering security technology and equipment	To be discussed								

5 SCHEDULE FOR SECURITY TRAINING AND TECHNICAL ASSISTANCE

5.1 TRAINING

COURSE	DATE	KE2 DAYS	STE DAYS
Management of training and training needs assessment	OCTOBER 2012		8
Management of cyber treat in aviation security	NOVEMBER 2012		6
Aviation security quality control programme	FEBRUARY 2013		6
Certification for National security Auditors/Inspectors	MARCH 2013		9
National Aviation crisis management programme	MAY2013		9
National Screener certification programme	APRIL 2013		7
Critical National Infrastructure in Aviation for ENPI countries	JUNE 2013		11
ATM and Key Points	JULY 2013		5

5.2 TECHNICAL ASSISTANCE

DESCRIPTION	DATE	KE2 DAYS	STE DAYS
Cargo Security procedures workshop to be delivered separately to ENPI and Central Asian countries	SEPTEMBER 2013 OCTOBER 2013	4	4
Security equipment seminar	SEPTEMBER 2012	7	7
Production of specific component of National Aviation Security Programme	NOVEMBER 2012	5	
National security training programme and introduction of in house training academy	JANUARY 2014	7	7
Production of a security thematic corrective action plan	FEBRUARY 2014	5	
Airport survey procedures	MARCH 2014		7
Pre audit procedures for ICAO thematic security audit	APRIL 2014	7	

6 ADDITIONAL SEMINAR

The EU requirement for Critical National Infrastructure (aviation elements) to be properly identified, assessed and documented with protection measures is an area where The ENPI countries would benefit from additional information.

It is particularly relevant where areas such as ATM centres in beneficiary countries would be classified as being part of the European critical infrastructure because the loss of such a facility would impact on EU operations.

7 SELECTION PROCEDURE AND PROJECT FLEXIBILITY

In order to maximise the efficiency of the project when beneficiary countries are invited to nominate managers for these courses the project send a detailed description of the training being offered and a profile of the type of candidate that should be put forward.

In order to be able to respond to unforeseen requests for training and technical assistance during the lifetime of the project a number of days have been held back to deal with these issues.

The experience of TRACECA 1 has shown that such things as the introduction of liquid restrictions in hand baggage, the use of bodyscanners and increased threat levels have resulted in last minute, but very valid, requests for assistance in the area of security.

8 CONCLUSION

The total number of Short Term Expert days used remains within the constraints outlined in the terms of reference.

The study tour will be arranged in mid 2013 and will be the responsibility of the Security core team expert.

The European Union's TRACECA Programme
For ENPI East & Central Asia Countries

EUROPEAID/131347/C/SER/MULTI

EU TRACECA CIVIL AVIATION II

Ref. Contract ENPI 2011/279-740

ENPI GAP ANALYSIS WP3

August 2012

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V2		
V3		
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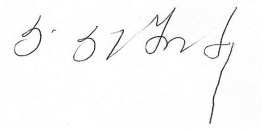
Kakhi Kvatashidze kakhi.kvatashidze@gmail.com		
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ACRONYMS

AGM	Advisory Group Meeting
AM	Armenia
ANS	Air Navigation Services
AOC	Air Operator Certificate
ATC	Air Traffic Control
ATM	Air Transport Management
AZ	Azerbaijan
BOT	Build Operate Transfer
CA	Central Asia
CAA	Civil Aviation Authority
C3A	Common Aviation Area Agreement
CNS	Communication Navigation Surveillance
DG MOVE	Directorate-General for Mobility and Transport
EASA	European Aviation Safety Agency
EBRD	European Bank for Reconstruction & Development
EC	European Commission
ENPI	European Neighbourhood and Partnership Instrument
ENV	Environment
EU	European Union
GE	Georgia
ICAO	International Civil Aviation Organisation
MAR	Market Access
MD	Moldova
MoT	Ministry of Transport
MTOM	Maximum Take-Off Mass
OJT	On the Job Training
PRM	Person with Reduced Mobility
SARPs	Standards And Recommended Procedures
SDR	Special Drawing Right
SES	Single European Sky
SESAR	Single European Sky ATM Research
SMS	Safety Management System
STE	Short Term Experts
TA	Technical Assistance
TC	Training Course
ToR	Terms of Reference
TRACECA	Transport Corridor Europe Caucasus Asia
T_0	Start date of the Project (3 February 2012)
UR	Ukraine
WP	Work Package
WS	Workshop

1 INTRODUCTION

The objective of this document, which constitutes the delivery D.3.1 within WP3, is to highlight the findings related to the current situation of the ENPI countries against the set of EU regulations and directives to be implemented in the framework of the Common Aviation Area Agreement (C3A).

These findings stem from different sources: a) the questionnaires filled in by the beneficiaries, b) the interviews performed by the STEs during the Opening Seminar held in Kiev on 14-16 February 2012, c) the reports provided by the Twinning programs in Ukraine and Georgia, and d) the data collection during onsite mission in Tbilisi in May 2012 for preparing the Road Map of Georgia.

In spite of these different sources, it has nevertheless to be noted that we have not been able so far to get the full picture. Several countries either did not fill in the questionnaire sent, or did it only partially. Besides, the ATM/ANS domain has not been covered in this first version of the document as the approach to assess its current status in the ENPI status needs first to be clarified by EASA.

Therefore, the technical domains analyzed yet are:

- Market access
- Environment
- Other regulations – Social / Consumer protection

Safety and security domains are not going to be part of the scope; the first falls within the scope of EASA, whereas the latter is handled separately in its specific work package (WP2).

The covered domains with their specific topics and regulations are analyzed per country. An overall view is first provided in the shape of a table to see at first glance the general situation. In this regard, a code of colors is used to categorize the status of regulatory implementation of the topic considered.

This document is a living tool that will evolve along the project lifespan and will reflect the progress achieved in terms of regulatory implementation towards the EU legal framework. Further issues are thus going to be released, and it is assumed that they will include the yet missing ATM/ANS domain as well as the topics which feed-back is expected from several beneficiaries.

It is not the purpose of this document to encompass the status of negotiations towards agreements carried out by the EC with the ENPI countries. Obviously EC knows much better than the contractor how these negotiations are evolving. This gap analysis simply aims at providing useful and updated information to support on the one hand the further elaboration of the training plan and road maps within the project, and on the other hand EC decision-makers involved in the negotiations processes.

2 OVERALL VIEW

Keys - Code of colors:

	According to the beneficiary country or the expert:
	There is no legislation at all and it is not under process of preparation; or
	There is a legislation but its approach strongly diverges from EU legal reference (many provisions are different)
	According to the beneficiary country or the expert:
	There is no legislation at all but it is under process of preparation in line with EU legal reference; or
	There is a legislation but its approach slightly diverges from EU legal reference (a few provisions are different)
?	**According to the beneficiary country:**
	There is a legislation prepared and/or already implemented in line with EU legal reference
	According to the the expert:
	There is a legislation prepared and/or already implemented in line with EU legal reference
	No information available

Overall view table – Status August 2012:

*	AREA/Topic	EU legal ref.	AM	AZ	GE	MD	UR
	MARKET ACCESS						
	Operation of air services (licensing)	Reg.1008/2008					
	Airport slot allocation	Reg.95/93 (as amended)					
	Ground handling market access	Dir.67/96					
	Insurance requirements for air carriers	Reg.785/2004					
	Airport charges	Dir.12/2009					
	ENVIRONMENT						
	Operation of aeroplanes - Chapter 3	Dir.93/2006					
	Noise-related operating restrictions	Dir.30/2002 (as amended)					
	Assessment and management of environmental noise	Dir.49/2002					
	OTHER REGULATIONS (SOCIAL - CONSUMER PROTECTION)						
	Working time of mobile workers in civil aviation	Dir.79/2000				?	
	Working time	Dir.88/2003					?
	Package travel/holiday/tour	Dir.314/90					
	Processing of personal data	Dir.46/95	?		?		?
	Air carrier liability in the event of accidents	Reg.2027/97 (as amended)	?				
	Denied boarding, cancellation or long delay of flights	Reg.261/2004	?			?	
	Rights of disabled/reduced mobility persons	Reg.1107/2006	?				
	Code of conduct for computerised reservation systems	Reg.80/2009					

Aviation specific topic
Non-aviation specific topic

3 ANALYSIS PER COUNTRY

3.1 ARMENIA

MARKET ACCESS

Topic	EU legal reference	Status
Operation of air services	Reg.1008/2008	

- Air transport authorizations are currently granted by the General Department of Civil Aviation (GDCA) to Armenian carriers owning a valid AOC for specific regions for passenger traffic as well as for cargo traffic. This approach is therefore different from the EU license system under regulation 1008/2008.
- There is nevertheless an oversight of the economic and financial situation of all licensed carriers.

Topic	EU legal reference	Status
Airport slot allocation	Reg.95/93 (as amended)	

- There are no congested airports in Armenia.
- A GDCA Order N 189-N dated 14.11.2007 "On the procedure of flight departure and arrival slots allocations at the airports" is in force.
- This Order is based on ICAO Circular 283-AT/119. Regulatory implications of the allocation of flight departure and arrival slot at international airports"; the specific provisions of the EU regulation are assumed not to be part of this Order.

Topic	EU legal reference	Status
Ground handling market access	Dir.67/96	

- This topic is so far not dealt at regulatory level. The existing provisions are reflected in the concession contracts of the two international airports.
- The ground handling activities need a permit based on technical skills but there is no regulation aiming at preventing monopoly situations and organizing fair and transparent competition.

Topic	EU legal reference	Status
Insurance requirements for air carriers	Reg.785/2004	

- There is in force a Law 156-N dated 10.06.2009 "On the minimum coverage of aircraft operators' legal liabilities" based on Montreal Convention requirements.
- This Law presents a significant gap regarding the minimum insurance cover applicable for liability in commercial operations in terms of Special Drawing Rights (SDRs) per passenger; whereas this minimum is set at 250'000 in the EU Regulation, the Law reflects a minimum of 113'000.
- There is also a gap in respect of liability for third parties where the minimum insurance cover per accident for each aircraft is sometimes less compared to EU Regulation in terms of SDRs depending on the MTOM of the aircraft considered.

Topic	EU legal reference	Status
Airport charges	Dir.12/2009	

- There is in force a Government Decree 2074-N dated 13.12.2002 "On the procedure for approval of airport and air navigation charges".
- Many of the provisions in this Decree are in line with the EU Directive: non-discriminatory principle, existence of deadlines to submit proposal of changes, transparency regarding the services and infrastructure with cost structure provided by the airport operator in return of the charges levied, intervention of the independent supervisory authority in case of disagreement.
- However, several provisions in the Decree deviate from the EU Directive: no modulation of charges for issues of public and general interest including environment issues, disagreed decisions are allowed to enter into force before any intervention of the independent supervisory authority, methodology to set airport charges not always provided by the airport operator.

ENVIRONMENT

Topic	EU legal reference	Status
Operation of aeroplanes – Chapter 3	Dir.93/2006	

- Aircraft have to be chapter-compliant according to the legislative driver Director General Order 192N (2004), which requires adherence to ICAO standards including that all aircraft have to be 'Chapter certified', but not specifically to Chapter 3.

- Therefore, no national regulation similar to Dir.93/2006 is yet in force. And no draft is currently under preparation yet.

Topic	EU legal reference	Status
Noise-related operating restrictions	Dir.30/2002	

- There is neither local regulation in place nor in preparation for noise-related restrictions at airports.

Topic	EU legal reference	Status
Assessment and management of environmental noise	Dir.49/2002	

- There is neither local regulation in place nor in preparation for assessment and management of environmental noise.
- No measures to manage/control noise have been implemented and no system exists for capturing noise complaint data. Furthermore no noise mapping has been completed.

OTHER REGULATIONS (SOCIAL – CONSUMMER PROTECTION)

Topic	EU legal reference	Status
Working time of mobile workers in civil aviation	Dir.79/2000	

- The provisions included in Directive 2000/79/EC are not the subject of an agreement between the social partners in civil aviation.
- A number of the EU Directive provisions are however addressed in the Labor Code and some are providing for a more favorable treatment of the workers' health protection as compared to the EU minimum protection standards.
- A separate legislation specifically ruling the occupational health and safety aspects related to the working time of aircrews is nevertheless missing.
- The Armenian delegation has expressed the need for relying upon technical assistance in order to ensure that the Armenian legal system fully complies with the EU requirements in this area.

Topic	EU legal reference	Status
Working time	Dir.88/2003	

- Some of the provisions of the EU directive are transposed in the Labor Code and possibly in other laws such as laws dealing more specifically with civil workers and personnel of public entities.
- The important issues of providing free health assessments to workers and adapting their tasks according to their specific working time such as night and shift work appear to be missing.
- The provisions for the maximum weekly working time, the minimum daily rest and the annual leave are generally compatible with the EU directive requirements.

Topic	EU legal reference	Status
Package travel / holiday / tour	Dir.314/90	

- The requirements of the EU directive seem to be addressed under different laws such as the Law on Tourism and touristic activities, the law on the Protection of Consumer Rights and a law on insolvency.
- Although the main principles of the EU directive may have been covered by these laws subject to a further analysis of their exact contents, the absence of a single legal instrument placing clear obligations on travel organizers and retailers would hardly achieve the level of consumer protection sought by the EU directive.

Topic	EU legal reference	Status
Processing of personal data	Dir.46/95	?

- A Law on Freedom of Information and a Law on Personal Data are in force in Armenia. The 2002 Law on Personal Data is a comprehensive legislation also available in English that addresses the key principles of the EU directive.
- This law would require in due course an in-depth assessment with the view of analyzing its full compliance to the EU requirements and possibly adjusting it to the most recent EU provisions on the protection of personal data.

Topic	EU legal reference	Status
Air carrier liability in the event of accidents	Reg.2027/97 (as amended)	?

- The 1999 Montreal Convention is in force in Armenia since June 2010.
- The requirements of the EU Reg.2027/97 (as amended) are also mostly transposed in a national regulation which entered into force in December 2010 ("Regulations of passenger, luggage and cargo check-in and handling").
- The contents of this national regulation and its compliance with EU Reg.2027/97 (as amended) have not been checked yet.

Topic	EU legal reference	Status
Denied boarding, cancellation or long delay of flights	Reg.261/2004	?

- Similar rules as the EU requirements appear to have been enforced since December 2010 as part of the regulations of passenger, luggage and cargo check-in and handling incorporating the EU rules on air carrier liability.
- Details of the exact contents of these rules are not known and would also need to be further assessed.

Topic	EU legal reference	Status
Rights of disabled/reduced mobility persons	Reg.1107/2006	?

- Similar rules as the EU requirements appear to have been enforced since December 2010 as part of the regulations of passenger, luggage and cargo check-in and handling incorporating the EU rules on air carrier liability.
- Details of the exact contents of these rules are not known and would also need to be further assessed.

Topic	EU legal reference	Status
Code of conduct for computerized reservation systems	Reg.80/2009	

- There is no legislation in force or in preparation in Armenia on a code of conduct regarding the use of computerized reservation systems in so far as they contain transport products.

3.2 AZERBAIJAN

MARKET ACCESS

Topic	EU legal reference	Status
Operation of air services	Reg.1008/2008	

- Air transport authorizations are granted by SCAA to Azerbaijan carriers owning a valid AOC on a route by route basis for passenger traffic and on a regional basis for cargo traffic.
- The system is therefore different from the EU license system under regulation 1008/2008.

Topic	EU legal reference	Status
Airport slot allocation	Reg.95/93 (as amended)	

- There are no congested airports in Azerbaijan.
- Slots not used during one month are withdrawn, according to a rule published in the AIP.
- There is neither local regulation in place nor in preparation for airport slot allocation in line with Reg.95/93 (as amended).

Topic	EU legal reference	Status
Ground handling market access	Dir.67/96	

- The ground handling activities need a permit based on technical skills but there is no regulation aiming at preventing monopoly situations and organizing fair and transparent competition.
- Nevertheless, there is one private ground handling operator in Azerbaijan, and a second one is in the process of being granted an operator certificate.
- There is neither local regulation in place nor in preparation for ground handling market access in line with Dir.67/96.

Topic	EU legal reference	Status
Insurance requirements for air carriers	Reg.785/2004	

- Insurance requirements are specified in the Aviation law. No more information available yet.

Topic	EU legal reference	Status
Airport charges	Dir.12/2009	

- There is neither local regulation in place nor in preparation for airport charges in line with Dir.12/2009.

ENVIRONMENT

Topic	EU legal reference	Status
Operation of aeroplanes – Chapter 3	Dir.93/2006	

- Azerbaijan would unlikely be to ban all Chapter 2 aircraft because this could compromise their aviation function. Merely it would be to limit and regulate the operation of Chapter 2 aircraft.
- Therefore, no national regulation similar to Dir.93/2006 is yet in force. And no draft is currently under preparation yet.

Topic	EU legal reference	Status
Noise-related operating restrictions	Dir.30/2002	

- Certain measures to decrease noise by reducing aircraft speed have previously been proposed in draft National Information Publications but none have been adopted.
- For a period of between 1-2 years ending in 2011, some night flights were banned from Baku International Airport because of noise complaints. All night flights have now resumed although it would appear that no new measures to manage/control noise have been implemented and no system exists for capturing noise complaint data.

Topic	EU legal reference	Status
Assessment and management of environmental noise	Dir.49/2002	

- No measures to manage/control noise have been implemented and no system exists for capturing noise complaint data. Furthermore no noise mapping has been completed.

OTHER REGULATIONS (SOCIAL – CONSUMMER PROTECTION)

Topic	EU legal reference	Status
Working time of mobile workers in civil aviation	Dir.79/2000	

- Health and pilots safety are regulated by the "AVIATION ACT", the Labor Code and the "Public health Law" of the Republic of Azerbaijan. It is not clear yet if these regulations also apply to other categories of mobile workers in the aviation industry.
- It seems that at least part of the EU Dir.79/2000, but it is yet unknown under which modalities.

Topic	EU legal reference	Status
Working time	Dir.88/2003	

- The analysis would be provided when the necessary information is made available for review.

Topic	EU legal reference	Status
Package travel / holiday / tour	Dir.314/90	

- The analysis would be provided when the necessary information is made available for review.

Topic	EU legal reference	Status
Processing of personal data	Dir.46/95	?

- The analysis would be provided when the necessary information is made available for review.

Topic	EU legal reference	Status
Air carrier liability in the event of accidents	Reg.2027/97 (as amended)	

- The 1999 Montreal Convention is not ratified yet by Azerbaijan.
- Limited liability of national air carriers is established by the Warsaw Convention from 1929 and its No. No. 1-4 Protocols, ratified by Laws AR from November 9, 1999.
- According to the Protocol No. 2, a sum of urgent payment of 16800 SDR, in line with EU Reg.2027/97.
- There is also a law of AR «On obligatory insurance» which requires air carriers to be insured up to a level that is adequate to ensure that the full amount of compensation can be paid to persons entitled to receive it.

Topic	EU legal reference	Status
Denied boarding, cancellation or long delay of flights	Reg.261/2004	

- Interests of the passenger are protected by Laws AR «About aircraft», and «About protection of interests of consumers».
- It is yet understood that the topics addressed by the EU Reg.261/2004 are also covered in these laws, but it is unclear yet to which extent they are similar.

Topic	EU legal reference	Status
Rights of disabled/reduced mobility persons	Reg.1107/2006	

- The rights of disabled/reduced mobility persons are specified under the “Rules of Airline about transportation of passengers, cargo and luggage”.
- There aren’t nevertheless specific rules to organize the responsibility of an airport for ensuring assistance and for the cost allocation to airport users in order to fund the assistance, nor to place obligations to compensate PRM for lost or damaged wheelchairs and other mobility devices. Besides, there isn’t a national body set up to enforce the required rules for protection and assistance of PRM and receive their complaints.

Topic	EU legal reference	Status
Code of conduct for computerized reservation systems	Reg.80/2009	

- The analysis would be provided when the necessary information is made available for review.

3.3 GEORGIA

MARKET ACCESS

Topic	EU legal reference	Status
Operation of air services	Reg.1008/2008	

- In the framework of the twinning with Georgia, a draft Air Code has been prepared and submitted to GCAA for discussion. This draft Air Code covers many provisions of Reg.1008/2008.
- GCAA Air Transport Dpt. disagrees with this draft Air Code and wants to keep at such level only the fundamental principle related to the obligation for an airline to apply for an operating license and to detail the modalities of its application at a secondary regulatory level.
- In this regard, GCAA Air Transport Dpt. has prepared a draft based on Reg.1008/2008 which still needs to go through the process of approval before being effective.
- GCAA Air Transport Dpt. has a good theoretical understanding of the provisions included in this regulation, but has not the experience on how to cope with an airline applying for the operating license.
- It has still to be decided if the application process for an operating license will be managed by the Ministry of Finance or directly by GCAA.

Topic	EU legal reference	Status
Airport slot allocation	Reg.95/93 (as amended)	

- There is neither local regulation in place nor in preparation for airport slot allocation.
- There are currently no airport capacity constraints and it should remain as such in the near term at least. Therefore, this topic is not considered as a priority.

Topic	EU legal reference	Status
Ground handling market access	Dir.67/96	

- This topic is so far not dealt at regulatory level. The main airport, Tbilisi, is managed since 2005 under a 25-year BOT concession which, in its current shape, grants a full

monopoly of the ground handling market to the operator TAV and prevents any market opening up even for self-handling.
- There is a will at GCAA direction to unblock this situation and open the ground handling market in line with Dir. 67/96.

Topic	EU legal reference	Status
Insurance requirements for air carriers	Reg.785/2004	

- As a Contracting State of the Montreal Convention (The 1999 Montreal Convention entered into force in Georgia only recently - February 2011) Georgia has to ensure that its air carriers are adequately insured to cover liability under that Convention.
- There is yet no effective regulation similar to Reg.785/2004, but its drafting is currently under process by GCAA Air Transport Dpt.

Topic	EU legal reference	Status
Airport charges	Dir.12/2009	

- There is neither local regulation in place nor in preparation for airport charges.

ENVIRONMENT

Topic	EU legal reference	Status
Operation of aeroplanes – Chapter 3	Dir.93/2006	

- Aircraft have to be chapter-compliant according to a national regulation (Order 60, only in Georgian language), but not specifically to Chapter 3.
- Therefore, no national regulation similar to Dir.93/2006 is yet in force. And no draft is currently under preparation yet.
- To register an aircraft, GCAA takes the noise-level figures from EASA database to reflect them in the certificate.
- In the registry, there are around 10 aircraft above 34'000 kg MTOM which fall within the scope of the Dir.93/2006. All are Chapter 3-compliant although part of them could be marginally compliant.
- There is also traffic from third countries such as cargo flights partly operated with Chapter 2 aircraft.

- GCAA is willing to make effective a national regulation in line with Dir.93/2006, but with room enough to allow a degree of flexibility for flights operated by Chapter 2 aircraft which may have a significant impact for local economy.

Topic	EU legal reference	Status
Noise-related operating restrictions	Dir.30/2002	

- In the current Air Code (Article 47), there are provisions aimed at reducing nose of aircraft operation, but they are not applying.
- There is indeed neither local regulation in place nor in preparation for noise-related restrictions at airports.
- Sensitive receptors are not overflown if they can be avoided and noise preferential routes (flight tracks) do already exist at some airports; however, they are not regulated.

Topic	EU legal reference	Status
Assessment and management of environmental noise	Dir.49/2002	

- There is neither local regulation in place nor in preparation for assessment and management of environmental noise.
- No measures to manage/control noise have been implemented and no system exists for capturing noise complaint data. Furthermore no noise mapping has been completed.

OTHER REGULATIONS (SOCIAL – CONSUMMER PROTECTION)

Topic	EU legal reference	Status
Working time of mobile workers in civil aviation	Dir.79/2000	

- The provisions included in Directive 2000/79/EC are not the subject of an agreement between the social partners in civil aviation.
- There is no specific legislation stimulating the social dialogue or addressing minimum standards to protect the occupational health and safety of travelling or flying personnel.
- Some of the EU Directive provisions are addressed in the context of operational safety regulations dealing with air crew flight and duty limitations and under the Labor Code.
- There is an Order in force n°5/16 Dec.2003 named "Flight time limitations of flight crew", which is similar to EASA Sub.Part Q. It is in line with part of the directive.

- GCAA Flight Standards Certification and Inspection Dpt., in charge of this topic, raised the need to bring Georgian regulation fully in line with all EU Directive provisions.

Topic	EU legal reference	Status
Working time	Dir.88/2003	

- The Labor Code appears to cover some of the provisions included in the Directive with exceptions regarding the health assessments to be provided by employers and the provisions for appropriate protection for night and shift workers.
- Although the interview has revealed that some provisions of the Labor Code could be more favorable than the EU requirements, the questionnaire contains no indication on the exact arrangements provided by the Code as compared to the EU rules.
- This would need further assessment based on the availability of the 2006 Labor Code as last amended and a correlation table between the provisions of a consolidated version of the Code and the respective EU directive provisions. The cooperation and involvement of the Ministry of Health, Labor and Social Affairs will be of the essence.

Topic	EU legal reference	Status
Package travel / holiday / tour	Dir.314/90	

- No specific legislation appears to be in force for enacting the requirements of this Directive, although some of the Directive elements might be covered partly in the Law of Georgia on Tourism and Health resorts.
- A further analysis of the situation would require the availability of an English version of the Law on tourism yet unavailable. The cooperation and involvement of the Dpt. of Tourism under the Ministry of Economy will be of the essence.

Topic	EU legal reference	Status
Processing of personal data	Dir.46/95	?

- In the wake of two EU funded projects to support capacity building of the Ministry of Justice in drafting the new law on Personal Data Protection, a law on the protection of privacy in respect of all personal data collected for or about citizens was adopted on December 28, 2011 and expected to enter partly into force in May 1, 2012, while remaining parts will be effective either in 2013 or in 2016.
- The provisions of the EU directive are also covered in part under other Georgian legislations such as the Constitution, the General Administrative Code of Georgia and other laws.
- The overall status of implementation of the EU provisions would need to be further investigated based on the relevant applicable laws in Georgia.

Topic	EU legal reference	Status
Air carrier liability in the event of accidents	Reg.2027/97 (as amended)	

- The 1999 Montreal Convention entered into force in Georgia only recently (Feb 2011)
- There is not yet a national regulation in line with this EU Regulation but it is considered by GCAA as a priority.
- Reportedly, GCAA is considering a legislative approach consisting in covering all required consumer protection rules into one single law.

Topic	EU legal reference	Status
Denied boarding, cancellation or long delay of flights	Reg.261/2004	

- A draft regulation including the various requirements of the EU regulation has been finalized and is currently under review in the GCAA legal department. A draft copy has also been sent to the main Georgian airline for information.
- GCAA Air Transport Dpt. plans to have such regulation as the first to be implemented, although there are still pending questions regarding its interpretation.
- GCAA Air Transport Dpt. raised the need of being trained to deal with this regulation.

Topic	EU legal reference	Status
Rights of disabled/reduced mobility persons	Reg.1107/2006	

- The transposition of Regulation (EC) No 1107/2006 into national law is currently under preparation by the GCAA Air Transport Dpt.
- A draft compatible with the requirements of this EU regulation should be available soon, although there are still pending questions regarding its interpretation.
- GCAA Air Transport Dpt. raised the need of being trained to deal with this regulation.

Topic	EU legal reference	Status
Code of conduct for computerized reservation systems	Reg.80/2009	

- No legislation has yet been enacted in Georgia transposing this EU Regulation into the national legal framework.
- As it is a non-aviation specific topic, it is yet not decided if the rulemaking task for this topic is to be taken over by GCAA.

3.4 MOLDOVA

MARKET ACCESS

Topic	EU legal reference	Status
Operation of air services	Reg.1008/2008	

;

- Each Air operator is granted an AOC based on technical and economic compliance. Operation authorizations are granted route by route in concordance with bilateral air service agreements. This approach is therefore different from the EU license system under regulation 1008/2008.

Topic	EU legal reference	Status
Airport slot allocation	Reg.95/93 (as amended)	

- There are no congested airports in Moldova.
- There is neither local regulation in place nor in preparation for airport slot allocation.

Topic	EU legal reference	Status
Ground handling market access	Dir.67/96	

- This topic is so far not dealt at regulatory level.
- Ground handling is carried out by Air Moldova and by a state-owned handling company under privatization.
- Ground handling activity is submitted to an operating permit based on technical qualification.

Topic	EU legal reference	Status
Insurance requirements for air carriers	Reg.785/2004	

- As a Contracting State of the Montreal Convention, Moldova has to ensure that its air carriers are adequately insured to cover liability under that Convention.

- There is no regulation in force for insurance requirements for air carriers in line with Reg.785/2004.

Topic	EU legal reference	Status
Airport charges	Dir.12/2009	

- Airport charges are approved by the MoT; they have to be compliant with provisions of the EBRD loan agreement aimed at financing construction of Chisinau airport.
- There is no regulation in force for airport charges in line with Dir.12/2009.

ENVIRONMENT

Topic	EU legal reference	Status
Operation of aeroplanes – Chapter 3	Dir.93/2006	

- Since 2005, Chapter 2 aircraft are not allowed.
- Nevertheless, there is neither local regulation in place for operation of aeroplanes – Chapter 3 in line with Dir.93/2006.

Topic	EU legal reference	Status
Noise-related operating restrictions	Dir.30/2002	

- There is neither local regulation in place nor in preparation for noise-related restrictions at airports.

Topic	EU legal reference	Status
Assessment and management of environmental noise	Dir.49/2002	

- There is neither local regulation in place nor in preparation for assessment and management of environmental noise.
- No measures to manage/control noise have been implemented and no system exists for capturing noise complaint data. Furthermore no noise mapping has been completed.

OTHER REGULATIONS (SOCIAL – CONSUMMER PROTECTION)

Topic	EU legal reference	Status
Working time of mobile workers in civil aviation	Dir.79/2000	?

- There are there legal texts in force protecting specifically the health and safety of flying personnel in relation to the work and the duties they carry out: 1) the Labor Code of the Republic of Moldova, 2) the Health and Safety Act No. 186-XVI of 10.07.2008, and 3) Aviation Regulations RAC-FTL «The requirements for the flight and working time and rest periods for crew members of civil aircraft", approved by Order of the State Civil Aviation Administration of 26.12.2006 No. 129/GEN.
- It is understood that these legal texts cover the scope of EU Dir.79/2000 and are in line with its provisions.
- Nevertheless, this compliance has not been checked yet.

Topic	EU legal reference	Status
Working time	Dir.88/2003	

- The analysis would be provided when the necessary information is made available for review.

Topic	EU legal reference	Status
Package travel / holiday / tour	Dir.314/90	

- The analysis would be provided when the necessary information is made available for review.

Topic	EU legal reference	Status
Processing of personal data	Dir.46/95	?

- The analysis would be provided when the necessary information is made available for review.

Topic	EU legal reference	Status
Air carrier liability in the event of accidents	Reg.2027/97 (as amended)	

- The 1999 Montreal Convention is in force in Moldova since May 2009 (Law No. 254-XVI of 05.12.2008).
- The Order of the Ministry of Transport and Road Infrastructure No. 177 of 17.06.2010 on approval of amendments to the Aviation Regulations RAC-AOC «Certification of

operators", sets insurance rates for operators in Moldova in accordance with the Montreal Convention.

- There is no provision in force such as in EU Reg.2027/97 (as amended) to oblige the air carrier to make an advance payment and to cover immediate economic needs, or to ensure that a written summary of the main provisions governing liability for passengers and their baggage or notice including the applicable liability limits for flights is made available to passengers at all points of sale.

Topic	EU legal reference	Status
Denied boarding, cancellation or long delay of flights	Reg.261/2004	?

- A draft Government Decree on Approving the Regulation on compensation and assistance to passengers in the event of denied boarding and of cancellation or long delay of flights has been elaborated, which is based on the provisions of the EU Regulation No. 261/2004
- It is understood that this draft is fully in line with the EU Regulation No. 261/2004, including the definitions, but this has not been checked.
- Besides, it is unknown yet when it will enter into force.

Topic	EU legal reference	Status
Rights of disabled/reduced mobility persons	Reg.1107/2006	

- The National program of facilitation, approved by Government Decision No. 1034 of October 16, 2000, covers the rights of disabled/reduced mobility persons.
- However, most of the provisions of the EU Reg.1107/2006 are not covered: no obligation on the management body of an airport to designate points at departure/arrival where PRM can request assistance, no rules for carriers' compulsory assistance free of charge to PRM, no rules to organize the responsibility of an airport for ensuring assistance and for the cost allocation to airport users in order to fund the assistance, no obligation placed on airports to set and publish quality standards for the assistance, no obligations to compensate PRM for lost or damaged wheelchairs and other mobility devices, no national body set up to enforce the required rules for protection and assistance of PRM and receive their complaints.

Topic	EU legal reference	Status
Code of conduct for computerized reservation systems	Reg.80/2009	

- The analysis would be provided when the necessary information is made available for review.

3.5 UKRAINE

MARKET ACCESS

Topic	EU legal reference	Status
Operation of air services	Reg.1008/2008	

- The new Air Code of Ukraine contains in articles 92-94 provisions regarding licensing of air carriers. According to article 92 an air carrier engaged in transportation of passengers, baggage and/or cargo for remuneration shall have a license for carrying out its activities.
- A general law gives the procedural requirements concerning licensing of economic activities. These requirements are applicable for licensing of all commercial activities. This law does not however give specific requirements concerning an air operator's license in line with the EU Regulation.
- Therefore, it is intended to create a specific law which implements the requirements of the EU Regulation. Such a law would supersede the general law on licensing and hence, allow for specific requirements applicable only to air carriers.
- In order to apply the provisions in the Air Code regarding licensing, detailed requirements need to be inserted in the national legislation. State Aviation Administration of Ukraine (SAAU) has already prepared a draft law *"On specific features of the state control of the activities of the air carriers occupied with the air transportation of passengers and cargo"* implementing the requirements of EU Regulation 1008/2008 in the Ukrainian national legislation. The draft law has been submitted to relevant stakeholders for comments and has also been published on the website of the SAAU for the public to comment upon. Comments were received from several stakeholders and a list of problematic issues was identified.
- The text of this draft law complies with the requirements of EU Regulation 1008/2008 to a large extent. The requirements of the draft law show some minor differences to the EU Regulation that, in case full implementation of the EU Regulation is aimed for, should be corrected.
- The Ukraine Twinning project has reviewed this draft law and provided recommendations to fully align it with the EU Regulation.
- Oversight remains a problematic issue as the authorities, according to Ukrainian legislation, may only require from operators business data only clearly established by law (which type of data, under which circumstances this information can be required). Therefore, further efforts to implement detailed rules that allow for sufficient oversight will be necessary.

Topic	EU legal reference	Status
Airport slot allocation	Reg.95/93 (as amended)	

- Currently, slot coordination is in place only at Boryspil airport, Kiev.
- According to the new air Code of Ukraine the coordinator shall be financed from the State budget to ensure independence.
- As the slot coordination currently follows the IATA guidelines on slot allocation, which is the foundation for the Union regulation no major obstacles are envisaged in this area.
- Ukrainian authorities have produced a draft regulation implementing the main part of provisions in the relevant EU Regulation.
- The Ukraine Twinning project has reviewed this draft and did not identify major discrepancies with the EU Reg., but only some minor issues to be rectified by SAAU by September 2012.
- The Ukraine Twinning project will also provide in September 2012 an OJT in which the procedures and day-to-day activities of coordination will be formalized.

Topic	EU legal reference	Status
Ground handling market access	Dir.67/96	

- Ground handling services are subject to compulsory certification to carry out its activity on the airport and aerodrome territory on the grounds of appropriate certificate, issued by the Civil Aviation Authority, as well as a contract concluded with the airport operator.
- According to the draft English version of the new air Code of Ukraine, the ground handling operators must be granted equal conditions in “using airports” (article 78, §1). It is assumed that this equality of treatment encompasses the previous access to the airport market.
- A list of specialized services that can be dealt only under monopolistic regime shall be established by the Cabinet of Ministers of Ukraine. A governmental control shall be ensured on these activities identified.
- A new regulation is under preparation.
- In the current regulation, the financial aspect is not expressed as it is in the EU Directive.

Topic	EU legal reference	Status
Insurance requirements for air carriers	Reg.785/2004	

- There is a regulation in place on carrier's insurance since 2009.
- The main difference with EU Reg.785/2004 applies to damages to third parties in case of accident.
- For other damages, the minimum amounts insured are based on Montreal Convention liability of carriers.

Topic	EU legal reference	Status
Airport charges	Dir.12/2009	

- Currently, there are different types of airport charges used in Ukraine; a take-off and landing charge, a passenger charge, a parking charge and a security charge.
- A decision on modification of charges involves several steps. The process is initiated when the airport supplies SAAU with a proposal for new charges, including the underlying calculations. SAAU checks the calculations to ensure they are satisfactory and in compliance with ICAO principles. If so, an inter-departmental consultation with relevant ministries is set, including the Ministry of Economy, and checks the underlying calculations. The draft decision is published on the webpage open for public consultation. After the completion of this procedure, the Minister of Transport issues an order reflecting the charges established, and delegates to SAAU the monitoring tasks.
- The Ukraine Twinning project has reviewed this current situation and has not identified major obstacles to harmonize the Ukrainian procedures for setting airport charges with EU legislation.
- Besides, the Ukraine Twinning project has proposed to SAAU in April 2012 a draft annotated law which follows the EU directive on airport charges quite closely in order to enable Ukrainian authorities to transpose it into the national regulatory framework.

ENVIRONMENT

Topic	EU legal reference	Status
Operation of aeroplanes – Chapter 3	Dir.93/2006	

- There is no legislative text in force in Ukraine that relates directly to the EU Directive considered.
- It is understood that a draft policy document has been produced which if implemented, would put in place a mechanism for banning Chapter 2 aircraft.
- However, there is currently little ambition currently at a senior level either in the State Aviation Administration of Ukraine or the Government for banning Chapter 2 which

still served an important commercial purpose. Besides, without noise mapping to show whether receptors were being adversely significantly affected by aircraft noise, there is no real driver for banning Chapter 2 aircraft.

Topic	EU legal reference	Status
Noise-related operating restrictions	Dir.30/2002	

- There is no legislative text in force in Ukraine that relates directly to the EU Directive considered.
- It is understood that a draft policy document has been produced which if implemented, would put in place a mechanism for mapping and managing airport noise.

Topic	EU legal reference	Status
Assessment and management of environmental noise	Dir.49/2002	

- There is no legislative text in force in Ukraine that relates directly to the EU Directive considered.
- It is understood that a draft policy document has been produced which if implemented, would put in place a mechanism for mapping and managing airport noise.

OTHER REGULATIONS (SOCIAL – CONSUMMER PROTECTION)

Topic	EU legal reference	Status
Working time of mobile workers in civil aviation	Dir.79/2000	

- There is in force an Order of Ministry of transport and communications of Ukraine № 279 from 02.04.2002 /№ (Ministry of Justice) 390/6678, which protects specifically the health and safety of flying personnel in relation to the work and the duties they carry out.
- This Order includes principles similar to the EU Directive, such as the maximum annual working time including flight time, health assessment, health and safety protection, days free of all duty.
- The figures are either not known or calculated on another basis; days free of all duty are per week (42 hours) whereas in EU Directive they are per calendar month (7 days).

- The minimum paid annual leave, 24 days, is reflected in the Law of Ukraine№ 505/96 BP from 15.11.96.

Topic	EU legal reference	Status
Working time	Dir.88/2003	?

- The Labor Code seems to cover the provisions of the EU Dir.88/2003, according questionnaire (which was not filled in by the department in charge of this topic). It has yet not been possible to get information on the exact figures to establish a comparison.

Topic	EU legal reference	Status
Package travel / holiday / tour	Dir.314/90	

- The analysis would be provided when the necessary information is made available for review.

Topic	EU legal reference	Status
Processing of personal data	Dir.46/95	?

- Article 32 of the Constitution of Ukraine states the human right on non-interference in private life of individuals. Besides, collecting, storage, use, distribution of confidential information on an individual without his/her consent, except the cases defined by the law, and only in interests of national security, economic welfare and human rights, isn't allowed.
- The law of Ukraine "About protection of personal information" which came into force since January 1, 2011, concretizes the human rights guaranteed by article 32 of the Constitution of Ukraine.
- The provisions in the EU Dir.46/95 are covered in this Law; there are guidelines to determine when the processing is lawful (art.6), guidelines to address the quality of the data content and the criteria for making their processing legitimate (art.7), rules for prohibiting the processing (art.15), obligations to inform the person whom data have been collected on the purposes of the processing (art. 8 & 12), the right of access to data including the right to obtain rectification/blocking from a responsible authority/controller (art.16 & 18), the right to object to the processing of data by the person concerned for certain purposes (e.g. for direct marketing) (art.20), rules to guarantee confidentiality at the level of those processing data as well as the protection of data such as against loss, alteration or unlawful disclosure or access (art.24), the obligation for notification of the data processing to a supervisory authority (art.22),

rules for a judicial remedy and compensation in case of the breach of the rights (art.28), a Code of Conduct available for the proper implementation of the legislation (art.23).
- The conformity of this Law with EU Dir.46/95 has not been checked yet.

Topic	EU legal reference	Status
Air carrier liability in the event of accidents	Reg.2027/97 (as amended)	

- The analysis would be provided when the necessary information is made available for review.

Topic	EU legal reference	Status
Denied boarding, cancellation or long delay of flights	Reg.261/2004	

- The analysis would be provided when the necessary information is made available for review.

Topic	EU legal reference	Status
Rights of disabled/reduced mobility persons	Reg.1107/2006	

- The analysis would be provided when the necessary information is made available for review.

Topic	EU legal reference	Status
Code of conduct for computerized reservation systems	Reg.80/2009	

- The analysis would be provided when the necessary information is made available for review.

4 CONCLUSION

The current status of the implementation of the EU acquis in ENPI countries regarding the three technical domains of market access, environment, and consumer/social protection can be sum up as follows.

MARKET ACCESS

Except in the case of Ukraine where there is a regulatory framework which partially diverges from the EU acquis, the remaining ENPI countries have in a large extent not implemented regulations in line with the EU acquis. It has nevertheless to be noted the case of Georgia which, having signed the C3A, is in process of drafting regulations. It is then expected that in the short term, i.e. within one to two years most of the topics will be implemented thanks to the GCAA efforts with the support of the Road Map and its related actions.

ENVIRONMENT

The outcomes of this analysis show that for environment, in noise-related issues, there is presently no regulation, or at least no regulation which provisions converge towards the EU acquis. Everything has to be started from scratch. The regulations to be drafted and implemented will have to take into account in a flexible manner the significant share – and its respective economic impact - of Chapter 2 or Chapter 3 marginally compliant aircraft (mainly from soviet-built production) in the traffic.

OTHER REGULATIONS (SOCIAL – CONSUMMER PROTECTION)

It turns out that for these technical domains there are already several legal frameworks ruling the different topics. A part of them diverges, whereas the other part seems in line with the EU acquis though it has not been verified. There is still a significant number of topics for which no necessary information has been made available for review yet. Interestingly, most of the lacking data stem from the non-aviation specific topic which are dealt by other bodies than CAAs. This reflects the difficulties the project is facing in getting data outside the scope of purely-related aviation topics.

*

The next issue of this gap analysis is to be released when noticeable progress will have been achieved in the collection of data, and in the preparation and implementation unfolding of the EU acquis.

The European Union's TRACECA Programme
For ENPI East & Central Asia Countries

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EU TRACECA CIVIL AVIATION II

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ENPI TRAINING PLAN WP3

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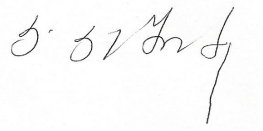
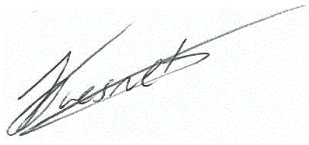
Kakhi Kvatashidze kakhi.kvatashidze@gmail.com	03/08/2012	
Jorg Guesnet jguesnet@yahoo.fr	03/08/2012	

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ACRONYMS

AC	Academic Course
AGM	Advisory Group Meeting
ANS	Air Navigation Services
ANSP	Air Navigation Services Provider
AOC	Air Operator Certificate
ATC	Air Traffic Control
ATM	Air Transport Management
BG	Bulgaria
CA	Central Asia
CAA	Civil Aviation Authority
CRS	Computerised Reservation System
C3A	Common Aviation Area Agreement
DG MOVE	Directorate-General for Mobility and Transport
EASA	European Aviation Safety Agency
EC	European Commission
ECAA	European Common Aviation Area
ECAC	European Civil Aviation Conference
ENPI	European Neighbourhood and Partnership Instrument
ENV	Environment
EU	European Union
IATA	International Air Transport Association
ICAO	International Civil Aviation Organisation
JAA	Joint Aviation Authorities
JAR	Joint Aviation Rules
KE	Key Expert (Long Term)
KOM	Kick Off Meeting
MAR	Market Access
MoT	Ministry of Transport
NS	National Secretariat
OJT	On the Job Training
PM	Project Manager
PMD	Progress Monitoring Document
PRM	Passenger with Reduced Mobility
RO	Romania
SARPs	Standards And Recommended Procedures
SOC	Social – Consumer Protection
ST	Study Tour
STE	Short Term Experts
TA	Technical Assistance
TC	Training Course
TD	Technical Domain
ToR	Terms of Reference
TRACECA	Transport Corridor Europe Caucasus Asia
T_0	Start date of the Project (3 February 2012)
WP	Work Package
WS	Workshop

1 INTRODUCTION

This ENPI training plan constitutes the deliverable D.3.2 which is part of the WP3. It is based on the outcomes of the inception period and the ENPI gap analysis (deliverable D.3.1) which so far deals with the following technical domains: market access (MAR), environment (ENV), other regulations – social/consumer protection (SOC). It is issued six months after the launch of the Project on 3 February 2012.

Once approved by the EU Delegation, the training plan will apply to most of the remaining period of the project lifespan, more or less till the end of 2014 (T0+34). Nevertheless, it shall be reviewed to include the yet uncovered ATM/ANS technical domain once this pending question will have been clarified by EASA, unless it is eventually decided to manage this domain as a separate entity in WP2bis. This ENPI training plan could also be updated should additional training needs for ENPI countries arise as the project unfolds. If the case arises, further issues of this document will be issued to take into consideration this development.

The components defined in this training plan, i.e. academic courses, workshops and the study tour are available to all ENPI countries on an equal basis. Furthermore, part of these contents may also be reflected in the road map to be prepared and tailored to each ENPI country (deliverables 3.3). Therefore, the different road maps, besides their own specific technical assistance actions, will also rely on this common training plan to get familiarized with the *EU acquis*.

This document includes:

- The **basic principles** (Chapter **2**) which frame the approach and management of these training activities.

- A description of the **training components** (Chapter **3)** that are part of this training plan with their respective fiche displayed per technical domain.

- A **planning** (Chapter **4**) of these training activities in the shape of a table covering the remaining period of the project lifespan and indicating for each component the dates, format, duration and place.

- An overview of the **manpower** (Chapter **5**) in terms of STE mandays to conduct these training activities.

2 BASIC PRINCIPLES

2.1 TRAINING DELIVERY

SCOPE

The training components focus on the regulations and/or directives of the *EU acquis* to be implemented in the framework of the Common Aviation Area. They are intended to familiarize in detail the attendees with the contents of these legal texts and the impacts their implementation and effectiveness would have on the tasks of the regulator and the industry.

The scope covers the regulations and/or directives of the EU acquis that are part of the C3A, each of them being defined here as a topic. Those considered as a priority will be proposed twice; the first session being mainly for regulatory bodies' representatives, whereas the second one will be open to industry representatives.

FORMAT

The training components proposed can be of three different formats:

- ***Academic Course (AC)***, which is a lecture followed by discussions to allow participants to raise questions and to express comments;
- ***Workshop (WS)***, which includes not only a lecture and discussions, but also hands-on exercises to allow participants to experiment by themselves;
- ***Study Tour (ST)***, which is an onsite visit with presentations, demonstrations and discussions to allow participants to learn in a real context.

Each of these components can be tailored to cover one or several topics (2-3) if the latters are closely intertwined. On the other hand, a defined topic can be proposed in different formats.

The table below shows the scope covered by the different formats of training components with their respective number of session(s).

*	TECHNICAL DOMAIN/Topic	EU legal ref.	AC	WS	ST	Remarks
	MARKET ACCESS (MAR)					
a	Operation of air services (licensing)	Reg.1008/2008		2		Combined with d
b	Airport slot allocation	Reg.95/93 (as ar	1			
c	Ground handling market access	Dir.67/96		2		
d	Insurance requirements for air carriers	Reg.785/2004		2		Combined with a
e	Airport charges	Dir.12/2009	1			
	ENVIRONMENT (ENV)					
f	Operation of aeroplanes - Chapter 3	Dir.93/2006			1	ST combined with g,h
g	Noise-related operating restrictions	Dir.30/2002 (as		1	1	WS with h /ST with f,h
h	Assessment and management of environmental noise	Dir.49/2002		1	1	WS with g / ST with f,g
	SOCIAL - CONSUMER PROTECTION (SOC)					
i	Working time of mobile workers in civil aviation	Dir.79/2000		1		
j	Working time	Dir.88/2003	1			
k	Package travel/holiday/tour	Dir.314/90	1			
l	Processing of personal data	Dir.46/95	1			
m	Air carrier liability in the event of accidents	Reg.2027/97 (as		1		
n	Denied boarding, cancellation or long delay of flights	Reg.261/2004		1		
o	Rights of disabled/reduced mobility persons	Reg.1107/2006		1		
p	Code of conduct for computerised reservation systems	Reg.80/2009	1			

Aviation specific topic - *Non-aviation specific topic*

INSTRUCTION

All training activities will be delivered by STEs hired by the contractor. It is indeed not planned for the three technical domains covered in the present scope (MAR, ENV, SOC) to delegate these tasks to training institutes. Nevertheless, it may be possible to use the premises of training institutes.

LANGUAGE

All training activities will be delivered only in English. No translation facilities will be provided as they are not appropriate in this context (limited groups of attendees). Therefore, participants going to attend these activities have to be able to understand and express themselves in English.

LOCATION

Except for the study tour that will take place in an indirect EU beneficiary country (Bulgaria or Romania), the remaining activities will be hold either in Kiev (Ukraine) or in Tbilisi (Georgia) due to their accessibility for all ENPI representatives.

2.2 REGISTRATION & LOGISTICS

REGISTRATION

Training invitation letters and a registration form will be sent by the Project team to the head of Civil Aviation Authority with copy to the focal point around two months ahead the start of the training. These letters will indicate the number of participants per country and their expected profile. Completed registration form should be sent back to the project office either by fax or by e-mail no later than the deadline mentioned in the invitation letter.

The number of participants will indeed be limited to offer an optimized quality of training and interaction between attendees. Nevertheless, if it turns out for a proposed training component that there is a higher demand from the beneficiaries than the capacity proposed, this will be taken in due consideration so that an additional session – if not already planned - could be organized, subject to budget constraint. The updates of the training plan will be reflected in further issues.

EXPENSES

The Project team will book and purchase flight tickets in economy class as well as single standard hotel rooms according to the names mentioned in the registration forms. The project pays for flight tickets, local transportation, visa (if applicable), accommodation, breakfast and lunch, coffee breaks, and provides perdiem of 30 Euro per night spent and per participant.

ONSITE ORGANISATION

All logistic information, electronic flight tickets and hotel booking confirmation will be sent to the training attendees by e-mail 3 to 5 days before the start.

At their arrival at the airport, participants will be met by the driver of a hired company or will take a taxi (expenditures which are reimbursable) to go to the hotel. The leaving day, the driver will meet the participants in the lobby of the hotel and take them to the airport according to their flight schedule.

The training activities may take place either in the same hotel where participants are staying, or in another place such as the premises of a training institute (in this case transportation will be organized).

3 TRAINING COMPONENTS

The fiches under this chapter provide in a standardized way for each component the characteristics of the training considered.

3.1 MARKET ACCESS

Subject :	**EU regulations on licensing and insurance of air carriers**
EU legal ref.	REGULATION (EC) No 1008/2008 of 24 September 2008 on common rules for the operation of air services in the Community; REGULATION (EC) No 785/2004 of 21 April 2004 on insurance requirements for air carriers and aircraft operators.
Purpose:	- Understand the EU regulations on licensing and insurance of air carriers; - Build up professional skills to draft and enforce similar regulations (rule-makers & auditors); - Build up professional skills to follow similar regulations (airlines).
Intended for:	- Representatives of bodies involved in economic rulemaking and oversight of air transport (Ministry in charge and/or CAA); - Management of airlines (at the second session).
Contents/Topics:	1. General introduction to financial analysis concepts referred to in annex 1 of EU regulation 1008/2008: o Business plan, Management accounts, Audited accounts, o Balance sheet, Profit and loss account, o Cash flow statements, Liquidity plans; 2. Detailed presentation of EU regulations 1008/2008 and 785/2004; 3. Examples and/or cases studies in the air transport industry; 4. Practical exercise to prepare and verify a business plan.
Format/support:	- Workshop
Duration:	- 5 days
Comments / prerequisite	- None

Subject :	**Ground Handling Market Access**
EU legal ref.	COUNCIL DIRECTIVE 96/67/EC of 15 October 1996 on access to the ground handling market at Community airports.
Purpose:	- Understand the EU regulation on ground handling market; - Build up professional skills to draft and enforce a similar regulation (rule-makers & auditors); - Build up professional skills to follow similar regulations (airports, ground handlers).
Intended for:	• Representatives of bodies involved in the regulation of ground handling activities (Ministry in charge and/or CAA); • Management of airports (at the second session); • Management of ground handling companies (at the second session).
Contents/Topics:	1. Detailed presentation of the provisions of EU Council Directive 96/67/EC 2. Introduction to the process of selection of providers referred to in article11 of EU Council Directive 96/67/EC: o Launch of a tender procedure, o Selection criteria (Standard conditions / technical specification), o Consultation with the airport users' committee; 3. Examples and/or cases studies in the industry; 4. Practical exercise to prepare and monitor a tender for selecting suppliers.
Format/support:	- Workshop
Duration:	- 4 days
Comments / prerequisite	- None

Subject :	**Airport Slot Allocation**
EU legal ref.	COUNCIL REGULATION (EEC) No 95/93 of 18 January 1993 on common rules for the allocation of slots at Community airports (as amended)
Purpose:	Understand the EU regulation on common rules for the allocation of slots
Intended for:	• Representatives of bodies involved in the regulation of slot allocation (Ministry in charge and/or CAA and/or airport management)
Contents/Topics:	1. Introduction to the IATA approach of airport slot allocation; 2. Detailed presentation of the provisions of the Council Regulation (EEC) 95/93 (highlighting the specificities in relation with IATA); 3. Examples and/or cases studies (reflecting how the independent status of the coordinator is ensured, how new entrants are considered, consultation process with airport users).
Format/support:	- Academic Course
Duration:	- 2 days
Comments / prerequisite	- None

Subject :	**Airport Charges**
EU legal ref.	DIRECTIVE (EC) NO 2009/12 of 11 March 2009 on airport charges
Purpose:	Understand the EU regulation on airport charges
Intended for:	• Representatives involved in economic regulation of airports (Ministry in charge and/or CAA) • Management of airports
Contents/Topics:	1. Detailed presentation of the provisions of the Directive (EC) NO 2009/12; 2. Introduction to the management of information to be held on the components serving as a basis for determining the level of charges; o Information to held by the airport to set the level of airport charges, o Information to be provided by the airport users (forecasts, development projects); 3. Examples and/or cases studies of setting airport charges.
Format/support:	- Academic Course
Duration:	- 2 days
Comments / prerequisite	- None

3.2 ENVIRONMENT

Subject :	**Noise-Related Issues**
EU legal ref.	DIRECTIVE 2002/30/EC on the establishment of rules and procedures with regard to the introduction of noise-related operating restrictions at Community airports DIRECTIVE 2002/49/EC relating to the assessment and management of environmental noise DIRECTIVE 2006/93/EC on the regulation of the operation of aeroplanes covered by part II, chapter III, volume 1 of ICAO Annex 16
Purpose:	- Review with the hosting indirect beneficiary EU Member State how legislation/policy was drafted and implemented; - Observe on the field (airports) how the balanced approach has manifested itself with respect to noise-related operating restrictions at airports; - Observe on the field (airports) how environmental assessment has manifested itself with respect to noise mapping and management at airports; - Understand the benefits that have arisen as a result of the introduction of noise-related operating restrictions and noise mapping and management; - Understand how non-compliant or marginally chapter III aircraft have been dealt with in relation with the local context.
Intended for:	- Representatives involved in environment from CAA - Environment managers from airport - Central and local government officials (MoT, Planning Authorities)
Contents/Topics:	Study tour programme with a set of presentations, observations and discussions with the representatives from the indirect beneficiary EU Member State (CAA environment dpt, visited airport environment manager , planning authorities). Agenda of the programme to be established.
Format/support:	- Study Tour
Duration:	- 3 days
Comments / prerequisite	Subject to the indirect beneficiary EU Member State willing to host a study tour of the type set out (either Bulgaria or Romania).

Subject :	**Noise Mapping/Modelling and Management**
EU legal ref.	DIRECTIVE 2002/30/EC on the establishment of rules and procedures with regard to the introduction of noise-related operating restrictions at Community airports DIRECTIVE 2002/49/EC relating to the assessment and management of environmental noise
Purpose:	- Gain a detailed understanding of the Directives and how they have been interpreted by EU Member States; - Understand the key relationships that need to be established if noise is to be successfully managed at an airport; - Gain an overview understanding on how noise at an airport is mapped and modelled; - Learn about noise management measures specifically related to the balanced approach; - Establish a Delivery Plan for progressing towards achievement of the *EU acquis*.
Intended for:	- Representatives involved in environment from CAA - Environment managers from airport - Central and local government officials (MoT, Planning Authorities)
Contents/Topics:	- Regulatory framework - The network of stakeholders - Noise mapping and modelling - Noise complaints - Balanced approach to aircraft noise management - Change on operational procedures to manage noise including preferential routes - Land use planning - Noise mitigation measures - Environmental Impact Assessment - Case Studies - Practical exercise to prepare a Delivery Plan
Format/support:	- Workshop
Duration:	- 3 days
Comments / prerequisite	- None

3.3 REGULATIONS – SOCIAL/CONSUMER PROTECTION

Subject :	**Working time of mobile workers in civil aviation**
EU legal ref.	DIRECTIVE 2000/79/EC of 27 November 2000 on the organisation of working time of mobile workers in civil aviation
Purpose:	Clarify the differences in scope and objectives between the EU legislation on aircrew occupational health and safety (working time directive) and: - the legislation on aircrew operational safety (EU-OPS flight time limitation rules), - the legislation on the organization of the working time of all workers; Provide guidance on the most appropriate approach to follow for ensuring the implementation of rules protecting the occupational health and safety of air crews taking also into account the feasibility of basing these rules on an agreement to be reached between the social partners at national level; Identify with the representatives whether the current legislative framework allows for a social dialogue in their respective country at national level which can lead to commonly agreed rules proposed for enforcement by law, as in the EU; Review with the representatives how and by which law(s) the provisions of the EU directive have been addressed in their respective country, identify the missing provisions and advise on further transposition rules compatible with all the EU directive provisions.
Intended for:	- Representatives from Ministries and/or CAA involved in the rulemaking of working time of mobile workers in civil aviation - Representatives from CAA involved in the oversight of working time of mobile workers in civil aviation
Contents/Topics:	1. Detailed presentation of the provisions of the Directive 2000/79/EC; 2. Recommendations in drafting and applying such regulation, including: o Split from legislation on aircrew operational safety and on organization of the working time of all workers, o Consultation process with industry prior to its implementation; 3. Exercise involving representatives to identify in their respective country the possibility of a social dialogue and to review the missing provisions; 4. Based on the outcomes of the exercise, recommendations to transpose further provisions and apply them.
Format/support:	- Workshop
Duration:	- 3 days
Comments / prerequisite	- Representatives should bring with them the applicable legislation texts in their country to perform the exercise.

Subject :	**Working time**
EU legal ref.	DIRECTIVE 2003/88/EC of 4 November 2003 concerning certain aspects of the organisation of working time
Purpose:	Understand the EU Directive on working time for all workers
Intended for:	- Representatives from Ministries of Health, Labor and Social Affairs
Contents/Topics:	1. Detailed presentation of the provisions of the Directive 2003/88/EC; 2. Recommendations in drafting and applying such directive; 3. Examples and/or cases studies showing how the provisions of this directive have been interpreted and implemented in the EU.
Format/support:	- Academic Course
Duration:	- 2 days
Comments / prerequisite	- None

Subject :	**Package travel / holidays / tours**
EU legal ref.	DIRECTIVE 90/314/EEC of 13 June 1990 on package travel, package holidays and package tours
Purpose:	Understand the EU Directive on package travel / holidays / tours
Intended for:	- Representatives from Ministries of Economic Development, Tourism
Contents/Topics:	1. Detailed presentation of the provisions of the Directive 90/314/EEC; 2. Recommendations in drafting and applying such directive; 3. Examples and/or cases studies showing how the provisions of this directive have been interpreted and implemented in the EU.
Format/support:	- Academic Course
Duration:	- 2 days
Comments / prerequisite	- None

Subject :	**Processing of personal data**
EU legal ref.	DIRECTIVE 95/46/EC of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data
Purpose:	Understand the EU Directive on processing of personal data
Intended for:	- Representatives from Ministries and/or agencies involved in rulemaking and oversight of the protection of individuals with regard to the processing of personal data
Contents/Topics:	1. Detailed presentation of the provisions of the Directive 95/46/EC; 2. Recommendations in drafting and applying such directive; 3. Examples and/or cases studies showing how the provisions of this directive have been interpreted and implemented in the EU.
Format/support:	- Academic Course
Duration:	- 2 days
Comments / prerequisite	- None

Subject :	**Code of conduct for computerised reservation system**
EU legal ref.	REGULATION (EC) 80/2009 of 14 January 2009 on a code of conduct for computerised reservation systems
Purpose:	Understand the EU Regulation on a code of conduct for computerised reservation systems
Intended for:	- Representatives from Ministries of Transportation and/or agencies involved in rulemaking and oversight of the computerised reservation systems
Contents/Topics:	1. Detailed presentation of the provisions of the Regulation (EC) 80/2009; 2. Recommendations in drafting and applying such regulation; 3. Examples and/or cases studies showing how the provisions of this regulation have been interpreted and implemented in the EU.
Format/support:	- Academic Course
Duration:	- 2 days
Comments / prerequisite	- None

Subject :	**Air carrier liability in the event of accidents**
EU legal ref.	REGULATION (EC) 2027/97 of 9 October 1997 on air carrier liability in the event of accidents
Purpose:	Clarify the differences between the two adopted EU regulations on air carrier liability; Identify the exact additional requirements of the EU regulation as compared to the Montreal Convention rules; Provide guidance on the most appropriate approach to follow for ensuring the implementation of rules on air carrier liability in the event of accidents; Determine with the representatives the most appropriate legal framework in order to implement at national level in their respective country all the requirements of the EU regulation; Review with the representatives how and by which law(s) the provisions of the EU regulation have been addressed in their respective country, identify the missing provisions and advise on further transposition rules compatible with all the EU regulation provisions.
Intended for:	- Representatives from Ministries and/or CAA involved in the rulemaking of air carrier liability - Representatives from CAA involved in the oversight of air carrier liability
Contents/Topics:	1. Detailed presentation of the provisions of the Regulation (EC) 2027/97; 2. Recommendations in drafting and applying such regulation, including: o Split from legislation on insurance requirements for air carriers (Reg. 785/2004), o Consultation process with industry prior to its implementation; 3. Exercise involving representatives to identify how to insert additional requirements of the EU regulation in their respective national framework and to review the missing provisions; 4. Based on the outcomes of the exercise, recommendations to transpose further provisions and apply them.
Format/support:	- Workshop
Duration:	- 3 days
Comments / prerequisite	- Representatives should bring with them the applicable provisions in their country besides the Montreal Convention to perform the exercise.

Subject :	**Denied boarding, cancellation or long delay of flights**
EU legal ref.	REGULATION (EC) 261/2004 of 11 February 2004 establishing common rules on compensation and assistance to passengers in the event of denied boarding and of cancellation or long delay of flights
Purpose:	Understand the exact requirements of the EU regulation; Provide guidance on the most appropriate approach to follow for ensuring the implementation of rules on compensation and assistance to passengers; Determine with the representatives the most appropriate legal framework in order to implement at national level in their respective country all the requirements of the EU regulation; Review with the representatives how and by which law(s) the provisions of the EU regulation have been addressed in their respective country, identify the missing provisions and advise on further transposition rules compatible with all the EU regulation provisions.
Intended for:	- Representatives from Ministries and/or CAA involved in the rulemaking and oversight of compensation and assistance to passengers - Industry representatives (airports, air carriers) having to deal with compensation and assistance to passengers
Contents/Topics:	1. Detailed presentation of the provisions of the Regulation (EC) 2027/97, including: - Information to be made available to passengers by airlines and at airports, - Procedures to follow in case of denied boarding, cancellation and long delays of flights, - Compensation and assistance to be provided in case of denied boarding, cancellation and long delays of flights, - Specific assistance to PRMs and unaccompanied children, - Role of the National Enforcement Body; 2. Recommendations in drafting and applying such regulation, including the consultation process with the industry; 3. Exercise involving representatives to identify how to insert the requirements of the EU regulation in their respective national framework and to identify the issues that may arise with the industry; 4. Based on the outcomes of the exercise, recommendations to transpose further provisions and apply them. Regulatory framework.
Format/support:	- Workshop
Duration:	- 3 days
Comments / prerequisite	- Representatives should bring with them the applicable provisions in their country regarding compensation and assistance to passengers to perform the exercise.

Subject :	**Rights of disabled/reduced mobility persons**
EU legal ref.	REGULATION (EC) 1107/2006 of 5 July 2006 concerning the rights of disabled persons and persons with reduced mobility when travelling by air
Purpose:	Understand the exact requirements of the EU regulation; Provide guidance on the most appropriate approach to follow for ensuring the implementation of rules on the rights of disabled/ reduced mobility persons; Determine with the representatives the most appropriate legal framework in order to implement at national level in their respective country all the requirements of the EU regulation; Review with the representatives how and by which law(s) the provisions of the EU regulation have been addressed in their respective country, identify the missing provisions and advise on further transposition rules compatible with all the EU regulation provisions.
Intended for:	- Representatives from CAA involved in the rulemaking and oversight of the rights of disabled/ reduced mobility persons - Airport managers and air carrier station managers having to deal with the rights of disabled/ reduced mobility persons
Contents/Topics:	1. Detailed presentation of the provisions of the Regulation (EC) 1107/2006, including: - Assistance to be provided to PRM by airlines and airports, - Information requirements regarding PRM needs, - Responsibility of the airport and airport quality standards, - Funding assistance to PRM and cost allocation, - Loss or damaged mobility equipment, - Role of the National Enforcement Body and infringement penalties; 2. Recommendations in drafting and applying such regulation, including the consultation process with the industry; 3. Exercise involving representatives to identify how to insert the requirements of the EU regulation in their respective national framework and to identify the issues that may arise with the industry and the airport terminal layout; 4. Based on the outcomes of the exercise, recommendations to transpose further provisions and apply them. Regulatory framework.
Format/support:	- Workshop
Duration:	- 3 days
Comments / prerequisite	- Representatives should bring with them the applicable provisions in their country regarding the rights of disabled/ reduced mobility persons to perform the exercise.

4 PLANNING

Y	Q	DATES		TD	TRAINING COMPONENT	FORMAT	DURATION	PLACE
2012	Q1	OCT	.23-25	SOC	Denied boarding, cancellation or long delay	WS	3 Days	Kiev
		NOV	.06-08	SOC	Rights of disabled/reduced mobility persons	WS	3 Days	Tbilisi
		DEC	.03-07	MAR	Licensing & Insurance requirements	WS	5 Days	Tbilisi
2013	Q2	JAN	.16-18	SOC	Air carrier liability in the event of accidents	WS	3 Days	Tbilisi
		FEB	.04-07	MAR	Ground handling market access	WS	4 Days	Tbilisi
		MAR	.05-07	SOC	Working time of mobile workers - civil aviation	WS	3 Days	Kiev
	Q3	APR	.16-18	ENV	Noise mapping/modelling & management	WS	3 Days	Kiev
		MAY						
		JUN	.18-19	MAR	Airport charges	AC	2 Days	Kiev
	Q4	JUL	*No training activities planned during this Summer period*					
		AUG						
		SEP	.17-19	ENV	Noise-related issues	ST	3 Days	BG or RO
	Q5	OCT	.07-11	MAR	Licensing & Insurance requirements	WS	5 Days	Kiev
		NOV						
		DEC	.03-04	SOC	Working time	AC	2 Days	Tbilisi
2014	Q6	JAN						
		FEB						
		MAR	*TBC*	SOC	Package travel/holiday/tour	AC	2 Days	Tbilisi
	Q7	APR	*TBC*	MAR	Ground handling market access	WS	4 Days	Kiev
		MAY						
		JUN	*TBC*	MAR	Airport slot allocation	AC	2 Days	Kiev
	Q8	JUL	*No training activities planned during this Summer period*					
		AUG						
		SEP	*TBC*	SOC	Processing of personal data	AC	2 Days	Kiev
	Q9	OCT						
		NOV	*TBC*	SOC	Code of conduct for CRS	AC	2 Days	Tbilisi
		DEC						

5 MANPOWER

The table below reflects the STE mandays to be used for the training components and their different phases, i.e. preparation (which also includes the training mission report), travel and onsite activities. Totals are shown per component (with both per session and as a whole by adding all sessions) and per phase. The overall total of STE mandays planned for this training plan amounts to 99 mandays.

KE mandays are not included in this table. It is nevertheless planned to have at least one member of the project team attending each training component. The mandays used for such purpose are part of the allocation of manpower resources defined per KE and per WP. The presence of the KE aims at monitoring the on-going and collecting feedback from the attendees and the instructors. This information will be useful to adjust the further activities if the case arises.

Format	Training component	INSTRUCTOR(S)	STE MANDAYS PER SESSION				SESSION(S)	STE MANDAYS ALL SESSION(S)			
			PREPAR	ONSITE	TRAVEL	TOTAL		PREPAR	ONSITE	TRAVEL	TOTAL
	MARKET ACCESS (MAR)					**TOTAL:**	**6**	**12**	**22**	**6**	**40**
WS	Licensing & Insurance requirements	1	3	5	1	9	2	6	10	2	18
AC	Airport slot allocation	1	1	2	1	4	1	1	2	1	4
WS	Ground handling market access	1	2	4	1	7	2	4	8	2	14
AC	Airport charges	1	1	2	1	4	1	1	2	1	4
	ENVIRONMENT (ENV)					**TOTAL:**	**2**	**7**	**9**	**3**	**19**
ST	Noise-related issues	1	3	3	1	7	1	3	3	1	7
WS	Noise mapping/modelling & management	2	4	6	2	12	1	4	6	2	12
	SOCIAL - CONSUMER PROTECTION (SOC)					**TOTAL:**	**8**	**12**	**20**	**8**	**40**
WS	Working time of mobile workers - civil aviation	1	2	3	1	6	1	2	3	1	6
AC	Working time	1	1	2	1	4	1	1	2	1	4
AC	Package travel/holiday/tour	1	1	2	1	4	1	1	2	1	4
AC	Processing of personal data	1	1	2	1	4	1	1	2	1	4
WS	Air carrier liability in the event of accidents	1	2	3	1	6	1	2	3	1	6
WS	Denied boarding, cancellation or long delay	1	2	3	1	6	1	2	3	1	6
WS	Rights of disabled/reduced mobility persons	1	2	3	1	6	1	2	3	1	6
AC	Code of conduct for CRS	1	1	2	1	4	1	1	2	1	4
			GRAND TOTAL:				**16**	**31**	**51**	**17**	**99**

The rationale to set the STE mandays is as follows:

- The number of STE instructor(s) is always one for each component, except for the ENV WS staffed with 2 instructors.

- Preparation is function of the format of the training component. It represents one day per instructor if it is an AC, and two or three days per instructor if it is a WS or a ST; this additional time is due to the extended length of the training and the significant interaction with participants requiring more material support and coordination.

- Onsite is the length of the training divided by the number of the instructor; it is always 2 mandays in the case of AC, and 3 up to 5 mandays for WS and ST depending on the contents.

- Travel is always one day per instructor for a return trip (half day per way) between Western Europe and the place of training.

- There is in most cases only one session per component, except for the topics considered as a priority. Nevertheless, the training plan can be updated y adding sessions to topics which expectation from beneficiaries turns out to be higher than the current proposed capacity.

The European Union's TRACECA Programme
For ENPI East & Central Asia Countries

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EU TRACECA CIVIL AVIATION II

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ROAD MAP GEORGIA WP3

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v1	01/08/2012	Draft Version 1
V2	17/09/2012	Draft Version 2
V3		
V4		
V5		
V6		
V7		

VISAS

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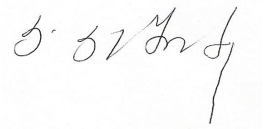
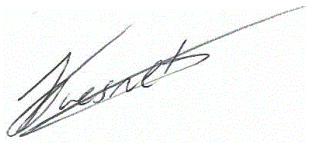
Kakhi Kvatashidze kakhi.kvatashidze@gmail.com	17/09/2012	
Jorg Guesnet jguesnet@yahoo.fr	17/09/2012	

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DISTRIBUTION LIST

For this 2nd draft version, the document is distributed to the persons highlighted in green. It will then be also distributed to the other persons of the list once approved.

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ACRONYMS

AC	Academic Course
AGM	Advisory Group Meeting
ANS	Air Navigation Services
ANSP	Air Navigation Services Provider
AOC	Air Operator Certificate
ATC	Air Traffic Control
ATM	Air Transport Management
BG	Bulgaria
CA	Central Asia
CAA	Civil Aviation Authority
C3A	Common Aviation Area Agreement
DG MOVE	Directorate-General for Mobility and Transport
EASA	European Aviation Safety Agency
EC	European Commission
ECAA	European Common Aviation Area
ECAC	European Civil Aviation Conference
ENPI	European Neighbourhood and Partnership Instrument
ENV	Environment
EU	European Union
GCAA	Georgian Civil Aviation Authority
GE	Georgia
IATA	International Air Transport Association
ICAO	International Civil Aviation Organisation
JAA	Joint Aviation Authorities
JAR	Joint Aviation Rules
KE	Key Expert (Long Term)
KOM	Kick Off Meeting
MAR	Market Access
MoE	Ministry of Economy
MoT	Ministry of Transport
NS	National Secretariat
OJT	On the Job Training
PM	Project Manager
PMD	Progress Monitoring Document
RO	Romania
SARPs	Standards And Recommended Procedures
SOC	Social – Consumer Protection
ST	Study Tour
STE	Short Term Experts
TA	Technical Assistance
TC	Training Course
TD	Technical Domain
ToR	Terms of Reference
TRACECA	Transport Corridor Europe Caucasus Asia
T_0	Start date of the Project (3 February 2012)
WP	Work Package
WS	Workshop

1 INTRODUCTION

This Road Map constitutes the deliverable D.3.3 for Georgia, which is part of the WP3. Its purpose is to support the efforts of the GCAA in building and implementing the legal framework that is part of the C3A signed in December 2010. It is based on the outcomes of the inception period, the onsite mission in Tbilisi (21-25 May 2012) and the ENPI gap analysis (deliverable D.3.1) which so far deals with the following technical domains: market access, environment, others regulations – social/consumer protection.
It is issued around six months after the launch of the Project on 3 February 2012, in accordance with the proposed advancement of its delivery reflected in the inception report (at around T0+6 instead of T0+18 as previously indicated in the methodology). This reschedule allows a one-year forward extension of the timeframe and thus fits better with the expectations of GCAA already working on the C3A legal framework.

In this current version (Draft V2 – 1st Issue) the Road Map is including the amendments made by the GCAA (Mr. Irakli Davitadze & Mr. Levan Karanadze) at the occasion of the 1st Traceca II Civil Aviation Project Steering Committee held in Astana on 12 September 2012. It has been sent to Mr. Irakli Davitadze & Mr. Levan Karanadze to make sure that the inserted amendments are in line with their expectations.. This version V2 – 1st Issue, once reviewed and amendments approved by Mr. Irakli Davitadze & Mr. Levan Karanadze will then be sent to the EU Delegation for final approval.

Once approved by the EU Delegation, the Road Map for Georgia will apply to most of the remaining period of the project lifespan, more or less till the end of 2014 (T0+34). Nevertheless, it might be reviewed to include the yet uncovered ATM/ANS technical domain once this pending question will have been clarified by EASA, unless it is decided to manage this domain as a separate entity in WP2bis. This document could also be updated should additional needs for Georgia arise as the activities unfold. If the case arises, further issues of this document will be issued to take into consideration this development.

The Road Map for Georgia is an overall document which frames and coordinates the actions to be carried out in order to implement selected C3A regulations considered as a priority. It describes the modalities of their undertaking, including a planning, and provides details of the technical assistance in the shape of fiches. It also refers to several training activities which are detailed in the Training Plan (deliverable D.3.2).

This document includes:

- The **basic principles** (Chapter **2**) which frame the approach and management of the activities undertaken in the framework of the Road Map.

- A description of the **activities** (Chapter **3)** to be undertaken displayed per technical domain and describing the background and the successive steps as part of a process, as well as a technical assistance fiche detailing the scope of intervention and the expected outcomes.

- A **planning** (Chapter **4**) of the Road Map activities organised by the Project, i.e training & technical assistance, in the shape of a table. A diagram in MS Project format is delivered separately to be used as a tool in order to update if necessary the on-going of the activities.

- An overview of the **manpower** (Chapter **5**) in terms of STE mandays to conduct the activities being part of the technical assistance.

2 BASIC PRINCIPLES

2.1 SCOPE

The Road Map encompasses selected C3A regulations from the *EU acquis* to be implemented in the Georgian legal framework. It is indeed not realistic to aim at covering the whole set of C3A regulations due on the one hand to time and budget constraints from the Project, and on the other hand to lack of available human resources from the GCAA.

Therefore, C3A regulations had to be prioritized in order to select them. This task was performed during the onsite mission in Tbilisi (21-25 May 2012) at which occasion through discussion with the GCAA representatives about their approach and achievements in drafting and implementing these regulations. The underlying purpose here has been to integrate in the Road Map the already-prioritized regulations decided and being drafted by GCAA. Besides, additional regulations have been selected due to their significance in relation with the local context and/or EC expectations.

Nevertheless, as the draft process of Reg. 261/2004 and Dir. 1107/2006 have been already achieved by GCAA, they have been removed from the scope of this 2nd version. Mandays saved from this removal have been reassigned to enhance the technical assistance related to Reg. 1008/2008 and Reg. 785/2004, with two onsite missions for each of them (instead of one as previously planned). Furthermore, the actions related to these two topics have been postponed upon request of GCAA which is coordinating these activities with an EASA plan.

The table below shows the overall scope and timeframe of C3A regulations covered by the Road Map and the related planned actions planned to be carried out in terms of technical assistance (TA) and/or training (TR) per quarter (Qx).

			12	2013				2014					
*	AREA/Topic	EU legal ref.	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	TR	TA
	MARKET ACCESS												
	Operation of air services (licensing)	Reg.1008/2008										Q1/5	Q4/6
	Airport slot allocation	Reg.95/93 (as an											
	Ground handling market access	Dir.67/96										Q2	Q3
	Insurance requirements for air carriers	Reg.785/2004										Q1/5	Q4/6
	Airport charges	Dir.12/2009											
	ENVIRONMENT												
	Operation of aeroplanes - Chapter 3	Dir.93/2006										Q4	Q1
	Noise-related operating restrictions	Dir.30/2002 (as a											
	Assessment and management of environmental noise	Dir.49/2002											
	OTHER REGULATIONS (SOCIAL - CONSUMER PROTECTION)												
	Working time of mobile workers in civil aviation	Dir.79/2000										Q2	Q3
	Working time	Dir.88/2003											
	Package travel/holiday/tour	Dir.314/90											
	Processing of personal data	Dir.46/95											
	Air carrier liability in the event of accidents	Reg.2027/97 (as										Q2	Q3
	Denied boarding, cancellation or long delay of flights	Reg.261/2004											
	Rights of disabled/reduced mobility persons	Reg.1107/2006											
	Code of conduct for computerised reservation systems	Reg.80/2009											

Aviation specific topic
Non-aviation specific topic

The selected C3A regulations covered by the Road Map are all based aviation specific topics, which means that the Georgian body in charge of drafting and implementing them will always be the GCAA. It has to be noted that the C3A regulations not covered by the Road Map are nevertheless subject to training activities independent from this scope (see the Training Plan, deliverable D.3.2).

2.2 MANAGEMENT

Each of the C3A regulations covered by the Road Map is going to be dealt with as a process. This means that in order to reach the objective of having them drafted, understood, approved and effective, successive steps to go through are defined and must be successfully completed before to start with the next one. This chaining allows to easily determine how we are progressing and where we stand in relation with the planned schedule.

Each of the links is to be performed either by the Project when it relates to training or technical assistance, or by the GCAA when it has to do with internal progress, or with external key players when it deals with consultation (industry involved) or approval (ministry involved).

Except at the steps when the process unfolding is run by the Project through training or technical assistance, the ongoing is under the control of the GCAA. A focal point within the GCAA has been designated for each process in order to monitor it. The Project thus provides the Road Map which contents have been agreed with GCAA, but it is then expect from this focal point to make sure that the actions are progressing as planned. Say otherwise, it is the responsibility of the GCAA focal point to manage and to appropriate him/herself what is supposed to become “his/her” Road Map.

In this regard, the focal point should immediately react when the ongoing activities deviate from the planned track. He/she should first investigate the reasons, ideally on a proactive way, and take corrective measures. If the latters have an impact on the established Road Map, it should be amended consequently. The Project team will of course keeps an eye on the ongoing activities and support the focal point in managing them. For this reason, a constant communication between the focal point and the Project team is of paramount importance.

The Road Map is thus a living document that should be adjusted when necessary. The diagram reflecting the planning of activities – which will be provided also as a stand-alone component - is a tool enabling updates so that it always sticks to the status of achieved and planned activities if properly used.

It has finally to be emphasized that the Project, in the framework of the Road Map, will not have any control to ensure the consistency and conformity with the corresponding EU regulation or directive of the final release to be implemented. The reason is that this outcome will be produced in Georgian language. Nevertheless, it is planned as part of the process that at least an intermediary drafts will be translated into English in order to be understood by the STE in charge of the technical assistance. The Project, through its training and technical activities, can thus only enable the GCAA to understand and draft its national regulations, but is not empowered to intervene at the last stage in particular if amendments are inserted by the body or parliament entitled to approve it.

3 ACTIVITIES

This chapter describes the activities undertaken for each topic within each technical domain.

A table is first provided to display:

- The title of the topic, i.e. the EU reg./dir. to implement,
- A brief view of the situation regarding the topic considered as it has been understood during the onsite mission in Tbilisi in May 2012 and then, when applicable, for amendment purpose in the wake of the discussion with GCAA in Astana in September 2012,
- The focal point in GCAA in charge of managing, coordinating and monitoring the on-going of the activities for the topic considered,
- The focal point in Traceca II Civil Aviation Project, supporting the monitoring the on-going of the activities,
- The list of the successive activities per deadline (expressed in quarters), action, modalities (how to implement the action), body in charge (who?), duration; additional comments are indicated when the case arises.

Then, a fiche detailing the technical assistance already mentioned in the previous table is displayed with the following information:

- Identification data (designation, place, dates, mandays),
- Objectives to reach,
- Action scope,
- Prerequisite, if any,
- Expected outcomes from this technical assistance.

It is reminded that the details regarding training can be found in separate training plan document.

3.1 MARKET ACCESS

The market access (MAR) technical domain is constituted of the following topics being part of the Road Map for Georgia:

- Operation of air services (licensing)
- Insurance requirements for air carriers
- Ground handling market access

Title:	**Reg.1008/2008 - Operation of air services (licensing)**
Status (May2012)	Draft prepared. Also in the draft Air Code prepared by Twinning expert, which is disapproved by GCAA (Draft Code has to be reviewed). Nevertheless C3A is above the Air Code. It is not decided yet (and it is not known when) if it is Ministry of Finance or GCAA who will take over OL management, but it is assumed that will be GCAA. No need expressed for external support except for practical training on how to deal with an application of an airline.
Status (Sep2012)	During meeting in Astana on 12 Sep 2012, it was asked by GCAA to put more efforts on this topic (that will offset the mandays suppressed from the topics removed). Besides, it was requested to postpone the activities in order to coordinate them with an EASA plan. Steps are: End 2013: consultation process with stakeholders, beginning 2014: submission for approval to the Ministry, beginning 2015: entry into force
Focal point GCAA:	Aleksandre Gachechiladze, Head of Air Transport Dpt., GCAA
Focal point TRACECA II:	Jorg Guesnet, Civil Aviation Legal Expert (KE3), Traceca II

Deadline	Action	How?	Who?	Duration	Comments
Q1 (2012)	Training (1st session)	Workshop (WS) on licensing & insurance req. to get familiarised with these topics	Traceca II STE	5 days	Common training between Ins.req. (Reg.785/2004) & OL (Reg.1008/2008)
Q2 (2013)					
Q3 (2013)					
Q4 (2013)					
	Draft translation into English	Internal AT coordination	GCAA - AT Dpt	4 weeks	Translation needed of the draft for STE understanding prior to the technical assistance
	Technical assistance (1st mission)	Review of all the provisions of the reg. & practical exercises on how to assess contents of an application	Traceca II STE	5 days	Common technical assistance between Ins.req. (Reg.785/2004) & OL (Reg.1008/2008)

Q5 (2013)	Draft review	Internal AT coordination to finalise the prepared draft based on the outcomes of the technical assistance.	GCAA - AT Dpt	2 weeks	
	Training (2nd session)	Workshop (WS) on licensing & insurance req. to get familiarised with these topics	Traceca II STE	5 days	This training is an opportunity to raise questions coming from the preparation of the draft - Common training between Ins.req. (Reg.785/2004) & OL (Reg.1008/2008)
	First round of consultation with industry		GCAA - AT Dpt	2 weeks	Has to include all airlines operating to Georgia, in particular non EU airlines
Q6 (2014)	Technical assistance (2nd mission)	Review of all the provisions of the reg. & practical exercises on how to assess contents of an application	Traceca II STE	5 days	Common technical assistance between Ins.req. (Reg.785/2004) & OL (Reg.1008/2008)
	Draft review	Internal AT coordination to finalise the reviewed draft based on the outcomes of the technical assistance.	GCAA - AT Dpt	2 weeks	
	Second round of consultation with industry		GCAA - AT Dpt	2 weeks	Has to include all airlines operating to Georgia, in particular non EU airlines
Q7 (2014)					
	Approval of the draft process		MoE	8 weeks	
Q8 (2014)	Issuance of the regulation	Publication in the Official Journal	MoE		With date of entry into force 6 months later
Q9 (2014)					
2015	Entry into force of the regulation	Publication in the Official Journal			

TECHNICAL FICHE - IDENTIFICATION					
CODE	LIC	**COUNTRY**	GE	**AREA**	MAR
DESIGNATION		Reg.1008/2008 - Operation of air services (licensing)			
PLANNED PERIOD		1st mission:02 Sep. 2013 – 06 Sep. 2013 2nd mission to be planned in Q6 (2014)			
EXPERT(S) / MANDAYS		1 expert – 16 mandays (combined and incl. TA INS)			
ONSITE MISSION(S)		2 missions – 5 days each, total 10 days (combined and incl. TA INS)			
PLACE / ORGANIZATION		GCAA HQ (Air transport Dpt)			

OBJECTIVES

- Make sure that the draft prepared by GCAA is compliant with Reg.1008/2008.
- Support GCAA counterpart(s) to understand how to apply the provisions.

ACTION SCOPE

- Review each provision of the draft prepared by GCAA and assess its compliance with Reg.1008/2008.
- Amend if necessary the provisions that need to be re-formulate in order to be compliant.
- Define and explain the procedures, if the case arises, to make applicable the provision of the draft prepared (and amended).
- Provide advices to support and to enhance:
  - The implementation of the provisions
  - The best practices to apply the provisions once effective

PREREQUISITE

- Version of the prepared draft translated into English and made available by the GCAA to the expert. GCAA should also provide beforehand any related document already in English that might be relevant for the preparation of the expert and his/her understanding of the context.

OUTCOMES

- Basic draft initially prepared by GCAA with the subsequent amendments proposed to bring it in line with Reg.1008/2008.
- Guidelines to make applicable the provisions of the draft prepared and amended.

Title:	**Reg.785/2004 - Insurance requirements for air carriers**
Status (May2012)	60% drafted by GCAA. Training needs expressed by GCAA to better understand this reg.
Status (Sep2012)	As this topic is closely coordinated with Reg.1008/2008 (common technical assistance & training), it has therefore also to be postponed
Focal point GCAA:	Aleksandre Gachechiladze, Head of Air Transport Dpt., GCAA
Focal point TRACECA II:	Jorg Guesnet, Civil Aviation Legal Expert (KE3), Traceca II

Deadline	Action	How?	Who?	Duration	Comments
Q1 (2012)	Training (1st session)	Workshop (WS) on licensing & insurance req. to get familiarised with these topics	Traceca II STE	5 days	Common training between Ins.req. (Reg.785/2004) & OL (Reg.1008/2008)
Q2 (2013)					
Q3 (2013)					
Q4 (2013)					
	Draft translation into English	Internal AT coordination	GCAA - AT Dpt	4 weeks	Translation needed of the draft for STE understanding prior to the technical assistance
	Technical assistance (1st mission)	Review of all the provisions of the reg. & practical exercises on how to assess contents of an application	Traceca II STE	5 days	Common technical assistance between Ins.req. (Reg.785/2004) & OL (Reg.1008/2008)

Q5 (2013)	Draft review	Internal AT coordination to finalise the prepared draft based on the outcomes of the technical assistance.	GCAA - AT Dpt	2 weeks	
	Training (2nd session)	Workshop (WS) on licensing & insurance req. to get familiarised with these topics	Traceca II STE	5 days	This training is an opportunity to raise questions coming from the preparation of the draft - Common training between Ins.req. (Reg.785/2004) & OL (Reg.1008/2008)
	First round of consultation with industry		GCAA - AT Dpt	2 weeks	Has to include all airlines operating to Georgia, in particular non EU airlines
Q6 (2014)	Technical assistance (2nd mission)	Review of all the provisions of the reg. & practical exercises on how to assess contents of an application	Traceca II STE	5 days	Common technical assistance between Ins.req. (Reg.785/2004) & OL (Reg.1008/2008)
	Draft review	Internal AT coordination to finalise the reviewed draft based on the outcomes of the technical assistance.	GCAA - AT Dpt	2 weeks	
	Second round of consultation with industry		GCAA - AT Dpt	2 weeks	Has to include all airlines operating to Georgia, in particular non EU airlines
Q7 (2014)					
	Approval of the draft process		MoE	8 weeks	
Q8 (2014)	Issuance of the regulation	Publication in the Official Journal	MoE		With date of entry into force 3 months later
Q9 (2014)	Entry into force of the regulation	Publication in the Official Journal			

TECHNICAL FICHE - IDENTIFICATION					
CODE	INS	**COUNTRY**	GE	**AREA**	MAR
DESIGNATION		Reg.785/2004 - Insurance requirements for air carriers			
PLANNED PERIOD		1st mission:02 Sep. 2013 – 06 Sep. 2013 2nd mission to be planned in Q6 (2014)			
EXPERT(S) / MANDAYS		1 expert – 16 mandays (combined and incl. TA LIC)			
ONSITE MISSION(S)		2 missions – 5 days each, total 10 days (combined and incl. TA LIC)			
PLACE / ORGANIZATION		GCAA HQ (Air transport Dpt - AT)			

OBJECTIVES

- Make sure that the draft prepared by GCAA is compliant with Reg.785/2004.
- Support GCAA counterpart(s) to understand how to apply the provisions.

ACTION SCOPE

- Review each provision of the draft prepared by GCAA and assess its compliance with Reg.785/2004.
- Amend if necessary the provisions that need to be re-formulate in order to be compliant.
- Define and explain the procedures, if the case arises, to make applicable the provision of the draft prepared (and amended).
- Provide advices to support and to enhance:
  - The implementation of the provisions
  - The best practices to apply the provisions once effective

PREREQUISITE

- Draft has to be initially prepared and completed by GCAA.
- Version of the prepared and completed draft translated into English and made available by the GCAA to the expert. GCAA should also provide beforehand any related document already in English that might be relevant for the preparation of the expert and his/her understanding of the context.

OUTCOMES

- Basic draft initially prepared by GCAA with the subsequent amendments proposed to bring it

in line with Reg.785/2004.

- Guidelines to make applicable the provisions of the draft prepared and amended.

Title:	**Dir.67/96 - Ground handing market access**
Status (May2012)	Since 2005, Airport BOT concession for 25 years granting full monopoly on GH services (selfhandling not allowed as well). This situation is in contradiction with Dir.96/67. There is a will from GCAA to overcome this situation in order to be able to implement the EU directive. The actions described below are thus subject to the outcomes that will allow to implement this EU directive.
Focal point GCAA:	Aleksandre Gachechiladze, Head of Air Transport Dpt., GCAA
Focal point TRACECA II:	Jorg Guesnet, Civil Aviation Legal Expert (KE3), Traceca II

Deadline	Action	How?	Who?	Duration	Comments
Q1 (2012)					
Q2 (2013)	Training	Workshop (WS) on Ground handing market access. to get familiarised with these topics	Traceca II STE	4 days	
	Draft preparation and review	Internal AT coordination	GCAA - AT Dpt	12 weeks	
Q3 (2013)	Draft translation into English	Internal AT coordination	GCAA - AT Dpt	4 weeks	Translation needed of the draft for STE understanding prior to the technical
	Technical assistance	Review of all the provisions of the directive	Traceca II STE	5 days	
	Draft review	Internal AT coordination to finalise the prepared draft based on the outcomes of the technical assistance.	GCAA - AT Dpt	2 weeks	

Q4 (2013)	Consultation with industry		GCAA - AT Dpt	2 weeks	
	Approval of the draft process		MoE	8 weeks	
	Issuance of the regulation	Publication in the Official Journal	MoE		With date of entry into force 6 months later
Q5 (2013)					
Q6 (2014)	Entry into force of the regulation	Publication in the Official Journal			
Q7 (2014)					
Q8 (2014)					
Q9 (2014)					

TECHNICAL FICHE - IDENTIFICATION					
CODE	GHM	**COUNTRY**	GE	**AREA**	MAR
DESIGNATION		Dir.67/96 - Ground handling market access			
PLANNED PERIOD		03 Jun. 2013 – 07 Jun. 2013			
EXPERT(S) / MANDAYS		1 expert – 8 mandays			
ONSITE MISSION(S)		1 mission – 5 days			
PLACE / ORGANIZATION		GCAA HQ (Air transport Dpt - AT)			

OBJECTIVES

- Make sure that the draft prepared by GCAA is compliant with Dir.67/96.
- Support GCAA counterpart(s) to understand how to apply the provisions.

ACTION SCOPE

- Review each provision of the draft prepared by GCAA and assess its compliance with Dir.67/96.
- Amend if necessary the provisions that need to be re-formulate in order to be compliant.
- Define and explain the procedures, if the case arises, to make applicable the provision of the draft prepared (and amended).
- Provide advices to support and to enhance:
  - The implementation of the provisions
  - The best practices to apply the provisions once effective

PREREQUISITE

- Present situation regarding monopoly of ground handling services monopoly will not prevent the implementation of the Georgian regulatory text in line with Dir.67/96 according to the proposed schedule.
- Draft has to be initially prepared and completed by GCAA..
- Version of the prepared and completed draft translated into English and made available by the GCAA to the expert. GCAA should also provide beforehand any related document already in English that might be relevant for the preparation of the expert and his/her understanding of the context.

OUTCOMES

- Basic draft initially prepared by GCAA with the subsequent amendments proposed to bring it in line with Dir.67/96.

- Guidelines to make applicable the provisions of the draft prepared and amended.

3.2 ENVIRONMENT

The environmental (ENV) technical domain is constituted of the following topic being part of the Road Map for Georgia:

- Operation of aeroplanes - Chapter 3

Title:	**Dir.93/2006 - Operation of aeroplanes-Chapter3**
Status (May2012)	There is an Order n°60 (only in Georgian) that requires to chapter compliant, but not only for chapter 3. There is also a draft procedure related to this Order to issue noise certificates. To register an aircraft, GCAA takes the noise-level figures from EASA database. In the registery, there are around 10 aircraft above 34'000 kg MTOM. There is also traffic from third countries such as cargo flights operated with chapter 2 aircraft. Support needed in preparing requirements in line with Dir. 93/2006. GCAA also raised the need to elaborate procedures for issuing noise certificates but this topics falls within EASA scope (Part 21, subpart I).
Focal point GCAA:	Tornike Jambazishvili, Head of Airworthiness and registration dpt, GCAA
Focal point TRACECA II:	Jorg Guesnet, Civil Aviation Legal Expert (KE3), Traceca II

Deadline	Action	How?	Who?	Duration	Comments
Q1 (2012)	Technical assistance	Drafting in English of an Order in line with Dir.93/2006	Traceca II STE	3 days	Traffic specificities of air traffic in Georgia with its economical impact will have to be balanced against noise restrictions.
	Draft review	Internal AW coordination to finalise the prepared draft based on the outcomes of the technical assistance.	GCAA - AW Dpt	4 weeks	
	Consultation with industry		GCAA - AW Dpt	2 weeks	
Q2 (2013)	Approval of the draft process		MoE	12 weeks	
Q3 (2013)	Issuance of the regulation	Publication in the Official Journal	MoE		With date of entry into force 18 months later
Q4 (2013)	Training	Study Tour (ST) on noise-related issues to get familiarised with these topics	Traceca II Project	3 days	
	Information to industry		GCAA - AW Dpt	2 weeks	

Q5 (2013)					
Q6 (2014)					
Q7 (2014)					
Q8 (2014)					
Q9 (2014)	Entry into force of the regulation	Publication in the Official Journal			

TECHNICAL FICHE - IDENTIFICATION					
CODE	CH3	**COUNTRY**	GE	**AREA**	ENV
DESIGNATION		Dir.93/2006 - Operation of aeroplanes - Chapter 3			
PLANNED PERIOD		30 Oct. 2012 – 01 Nov. 2012			
EXPERT(S) / MANDAYS		1 expert – 5 mandays			
ONSITE MISSION(S)		1 mission – 3 days			
PLACE / ORGANIZATION		GCAA HQ (Airworthiness & registration Dpt - AW)			

OBJECTIVES

- Prepare in English a draft compliant with Dir.93/2006.
- Support GCAA counterpart(s) to understand how to apply the provisions.

ACTION SCOPE

- Understand air traffic specificities in Georgia in terms of aircraft noise.
- Assess and balance economical impact against noise restrictions.
- Elaborate a draft allowing adequate flexibility for non-compliant and marginally compliant Chapter 3 aircraft in line with Dir.93/2006.
- Define and explain the criteria to admit, exempt and prohibit non-compliant and marginally compliant Chapter 3 aircraft in accordance with the elaborated draft.
- Provide advices to support and to enhance:
  - The implementation of the provisions
  - The best practices to apply the provisions once effective

PREREQUISITE

- Air traffic specificities in Georgia in terms of aircraft noise made available by the GCAA to the expert.

OUTCOMES

- Elaborated draft in line with Dir.93/2006.
- Criteria to admit, exempt and prohibit non-compliant and marginally compliant Chapter 3 aircraft in accordance with the elaborated draft..

3.3 OTHER REGULATIONS – SOCIAL/CONSUMER PROTECTION

The other regulations – social/consumer protection (SOC) technical domain is constituted of the following topics being part of the Road Map for Georgia:

- Air carrier liability in the event of accidents
- Working time of mobile workers in civil aviation

Title:	**Reg.2027/97 - Air carrier liability in the event of accidents**
Status (May2012)	No action undertaken yet.
Focal point GCAA:	Aleksandre Gachechiladze, Head of Air Transport Dpt., GCAA
Focal point TRACECA II:	Jorg Guesnet, Civil Aviation Legal Expert (KE3), Traceca II

Deadline	Action	How?	Who?	Duration	Comments
Q1 (2012)					
Q2 (2013)	Training	Workshop (WS) on air carrier liabilty in the event of accidents. to get familiarised with this topic	Traceca II STE	3 days	
	Draft completition & review	Internal AT coordination	GCAA - AT Dpt	6 weeks	
	Draft translation into English	Internal AT coordination	GCAA - AT Dpt	4 weeks	Translation needed of the draft for STE understanding prior to the technical assistance
Q3 (2013)	Technical assistance	Review of all the provisions of the draft completed, reviewed and translated into English	Traceca II STE	3 days	
	Draft review	Internal AT coordination to finalise the prepared draft based on the outcomes of the technical assistance.	GCAA - AT Dpt	2 weeks	
	Consultation with industry		GCAA - AT Dpt	2 weeks	
	Approval of the draft process		MoE	8 weeks	

Q4 (2013)	Issuance of the regulation	Publication in the Official Journal	MoE		With date of entry into force 3 months later
	Promotion/Information to public	Media campaign through media + leaflets issued and displayed on airlines counters	GCAA - AT Dpt	2 weeks	
Q5 (2013)	Entry into force of the regulation	Publication in the Official Journal			
Q6 (2014)					
Q7 (2014)					
Q8 (2014)					
Q9 (2014)					

TECHNICAL FICHE - IDENTIFICATION					
CODE	LIA	**COUNTRY**	GE	**AREA**	SOC
DESIGNATION		Reg.2027/97(as amd)- Air carrier liability in the event of accidents			
PLANNED PERIOD		02 Apr. 2013 – 04 Apr. 2013			
EXPERT(S) / MANDAYS		1 expert – 5 mandays			
ONSITE MISSION(S)		1 mission – 3 days			
PLACE / ORGANIZATION		GCAA HQ (Air transport Dpt - AT)			

OBJECTIVES

- Make sure that the draft prepared by GCAA is compliant with Reg.2027/97(as amd).
- Support GCAA counterpart(s) to understand how to apply the provisions.

ACTION SCOPE

- Review each provision of the draft prepared by GCAA and assess its compliance with Reg.2027/97(as amd).
- Amend if necessary the provisions that need to be re-formulate in order to be compliant.
- Define and explain the procedures, if the case arises, to make applicable the provision of the draft prepared (and amended).
- Provide advices to support and to enhance:
  - The implementation of the provisions
  - The best practices to apply the provisions once effective

PREREQUISITE

- Draft has to be initially prepared and completed by GCAA.
- Version of the prepared and completed draft translated into English and made available by the GCAA to the expert. GCAA should also provide beforehand any related document already in English that might be relevant for the preparation of the expert and his/her understanding of the context.

OUTCOMES

- Basic draft initially prepared by GCAA with the subsequent amendments proposed to bring it in line with Reg.2027/97(as amd).
- Guidelines to make applicable the provisions of the draft prepared and amended.

Title:	**Dir.79/2000 - Working Time - Mobile Workers**
Status (May2012)	Order in force n°5/16 Dec.2003 named "Flight time limitations of flight crew",which is similar to EASA Sub.Part Q. It is in line with part of the directive (see questionnaire). There is a need to bring Georgian regulation in line in this regard.
Focal point GCAA:	Dimitri Lomidze, Flight standards certification & inspection dpt, GCAA
Focal point TRACECA II:	Jorg Guesnet, Civil Aviation Legal Expert (KE3), Traceca II

Deadline	Action	How?	Who?	Duration	Comments
Q1 (2012)					
Q2 (2013)	Training	Workshop (WS) on Working Time - Mobile Workers in civil aviation to get familiarised with this topic	Traceca II STE	3 days	Training will stress on the necessary split with EASA SubPart Q which deals with operational safety
	Draft review	Internal OPS coordination	GCAA - OPS Dpt	4 weeks	
Q3 (2013)	Draft translation into English	Internal OPS coordination	GCAA - OPS Dpt	4 weeks	Translation needed of the draft for STE understanding
	Technical assistance	Review of all the provisions of the draft reviewed and translated into English	Traceca II STE	3 days	
	Draft review	Internal OPS coordination to finalise the prepared draft based on the outcomes of the technical assistance.	GCAA - OPS Dpt	2 weeks	
	Consultation with industry		GCAA - OPS Dpt	2 weeks	
	Approval of the draft process		MoE (Economy)	12 weeks	Have to make sure of compatibility with the

Q4 (2013)	Issuance of the Order	Publication in the Official Journal	MoE (Economy)		With date of entry into force 3 months later
Q5 (2013)	Entry into force of the Order	Publication in the Official Journal			
Q6 (2014)					
Q7 (2014)					
Q8 (2014)					
Q9 (2014)					

TECHNICAL FICHE - IDENTIFICATION					
CODE	WTM	**COUNTRY**	GE	**AREA**	SOC
DESIGNATION		Dir.79/2000 - Working time of mobile workers in civil aviation			
PLANNED PERIOD		06 May. 2013 – 08 May. 2013			
EXPERT(S) / MANDAYS		1 expert – 5 mandays			
ONSITE MISSION(S)		1 mission – 3 days			
PLACE / ORGANIZATION		GCAA HQ (Flight standards certification & inspection Dpt - OPS)			

OBJECTIVES

- Make sure that the draft prepared by GCAA is compliant with Dir.79/2000.
- Support GCAA counterpart(s) to understand how to apply the provisions.

ACTION SCOPE

- Review each provision of the draft prepared by GCAA and assess its compliance with Dir.79/2000.
- Amend if necessary the provisions that need to be re-formulate in order to be compliant, making sure that the draft is a stand-alone document split from EASA Subpart Q provisions.
- Define and explain the procedures, if the case arises, to make applicable the provision of the draft prepared (and amended).
- Provide advices to support and to enhance:
  - The implementation of the provisions
  - The best practices to apply the provisions once effective (if feasible, a visit to Tbilisi airport terminal should be organized to show on a down-to-earth way onsite the application of the provisions)

PREREQUISITE

- Draft has to be initially prepared and completed by GCAA.
- Version of the prepared and completed draft translated into English and made available by the GCAA to the expert. GCAA should also provide beforehand any related document already in English that might be relevant for the preparation of the expert and his/her understanding of the context.

OUTCOMES

- Basic draft initially prepared by GCAA with the subsequent amendments proposed to bring it in line with Dir.79/2000.

- Guidelines to make applicable the provisions of the draft prepared and amended.

4 PLANNING

A diagram in MS Project format detailing in a time framework each activity as part of a process is delivered as a separate document. Its purpose is to be used as a tool in order to update if necessary the on-going of the activities. *(To be adjusted once this draft version is approved)*

A table encompassing the Road Map activities organised by the Project, i.e training & technical assistance, is displayed in the following pages. This table reflects the activities from the start in Q1 till the end of 2013 (Q5). Further activities in 2014 will be reflected in a further version of this Road Map.

It has to be noted that in this table are reflected only the training activities being part of the processes of the Road Map. Other training components are indicated in the training plan (deliverable D.3.2).

Y/Q	Month	Week	Day	TD	TR	TA	Activities	Dates	Place
Q1 2012	OCT	40	.01-05						
		41	.08-12						
		42	.15-19						
		43	.22-26	SOC	x		Reg.261/2004 - Denied boarding, cancellation or long delay of flights - WS	.23-25	Kiev
		44	.29-02	ENV		x	Dir.93/2006 - Operation of aeroplanes-Chapter3 - GE	.30-01	Tbilisi
	NOV	45	.05-09	SOC	x		Reg.1107/2006 - Rights of disabled/reduced mobility persons - WS	.06-08	Tbilisi
		46	.12-16						
		47	.19-23						
		48	.26-30						
	DEC	49	.03-07	MAR	x		Reg.1008/2008-Op.air services + Reg.785/2004-Ins. Req.for air carriers - WS	.03-07	Tbilisi
		50	.10-14						
		51	.17-21						
		52	.24-28						
Q2 2013	JAN	1	.31-04						
		2	.07-11						
		3	.14-18	SOC	x		Reg.2027/97 - Air carrier liability in the event of accidents - WS	.16-18	Tbilisi
		4	.21-25						
		5	.28-01						
	FEB	6	.04-08	MAR	x		Dir.67/96 - Ground handing market access - WS	.04-07	Tbilisi
		7	.11-15						
		8	.18-22						
		9	.25.01						
	MAR	10	.04-08	SOC	x		Dir.79/2000 - Working Time - Mobile Workers - WS	.05-07	Kiev
		11	.11-15						
		12	.18-22						
		13	.25-29						

2013	APR	14	.01-05	SOC		x	Reg.2027/97 - Air carrier liability in the event of accidents - GE	.02-04	Tbilisi
		15	.08-12						
		16	.15-19	ENV	x		Dir.30/2002-Noise op.restrict.+Dir.49/2002-As.&mngmnt env.noise - WS	.16-18	Kiev
		17	.22-26						
		18	.29-03						
	MAY	19	.06-10	SOC		x	Dir.79/2000 - Working Time - Mobile Workers - GE	.06-08	Tbilisi
		20	.13-17						
		21	.20-24						
		22	.27-31						
	JUN	23	.03-07	MAR		x	Dir.67/96 - Ground handing market access - GE	.03-07	Tbilisi
		24	.10-14						
		25	.17-21	MAR	x		Dir.12/2009 - Airport charges - AC	.18-19	Kiev
		26	.24-28						
2013	JUL	27	.01-05						
		28	.08-12						
		29	.15-19						
		30	.22-26						
		31	.29-02						
	AUG	32	.05-09						
		33	.12-16						
		34	.19-23						
		35	.26-30						
	SEP	36	.02-06	MAR		x	Reg.1008/2008-Op.air services + Reg.785/2004-Ins. Req.for air carriers - GE	.02-06	Tbilisi
		37	.09-13						
		38	.16-20	ENV	x		Noise-related issues - ST	.17-19	BG or RO
		39	.23-27						

2013	OCT	40	.30-04						
		41	.07-11	MAR	x		Reg.1008/2008-Op.air services + Reg.785/2004-Ins. Req.for air carriers - WS	.07-11	Kiev
		42	.14-18						
		43	.21-25						
		44	.28-01						
	NOV	45	.04-08						
		46	.11-15						
		47	.18-22						
		48	.25-29						
	DEC	49	.02-06	SOC	x		Dir.88/2003 - Working time - AC	.03-04	Tbilisi
		50	.09-13						
		51	.16-20						
		52	.23-27						

5 MANPOWER

The table below reflects the STE mandays to be used for the technical assistance components and their different phases, i.e. preparation (which also includes the training mission report), travel and onsite activities. Totals are shown per component and per phase. The overall total of STE mandays planned for the technical assistance in Georgia amounts to 42 mandays.

KE mandays are not included in this table. It is nevertheless planned to have a member of the project, the KE3 Civil Aviation Legal Expert, following the activities as a focal point. The mandays used for such purpose are part of the allocation of manpower resources defined for WP3. The task of the KE aims at monitoring the on-going and collecting feedback from the attendees and the instructors. This information will be useful to adjust the further activities if the case arises.

		STE MANDAYS			
Code	Technical assistance component	PREPAR	ONSITE	TRAVEL	TOTAL
	MARKET ACCESS (MAR)	**TOTAL:**			**24**
LIC	Operation of air services (licensing)	4	10	2	16
INS	Insurance requirements for air carriers				
GHM	Ground handling market access	2	5	1	8
	ENVIRONMENT (ENV)	**TOTAL:**			**5**
CH3	Operation of aeroplanes - Chapter 3	1	3	1	5
	SOCIAL - CONSUMER PROTECTION (SOC)	**TOTAL:**			**10**
WTM	Working time of mobile workers - civil aviation	1	3	1	5
LIA	Air carrier liability in the event of accidents	1	3	1	5
	TOTAL	**9**	**24**	**6**	**39**

The rational to set the STE mandays is as follows:

- The number of STE expert is always one for each component.
- Preparation is function of the contents of the technical assistance component. It represents one day in most of the cases, but two days if the subject is sensitive (ground handling) and/or combined (licensing, insurance requirements) ; this additional time is also due to the extended length of the onsite technical assistance requiring more prior understanding to get prepared.
- Onsite is 3 days in most of the cases, except for the cases above-mentioned and for the same reasons.
- Travel is always one day per instructor for a return trip (half day per way) between Western Europe and Tbilisi.