

DECISION
ADB(D) 2-2008

2007-2008 SJU work programme

THE ADMINISTRATIVE BOARD OF THE SESAR JOINT UNDERTAKING (SJU)

Having regard to

1. the Statutes annexed to the Council Regulation (EC) No 219/2007 of 27 February 2007, establishing the SESAR Joint Undertaking and, in particular, Articles 5.1(c), 15 and 16.1(b) thereof;
2. the proposal of the Executive Director for the "Annual work programme for 2007-2008" (Document ref. SESAR JU-ADB-2008-1 rev2 - February 2008);

In its ordinary meeting of 21 February 2008, has adopted the following decision:

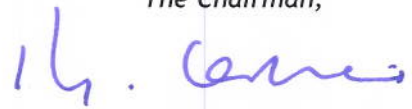
Article 1

The Annual work programme for 2007-2008 attached to this decision with the reference "SESAR JU-ADB-2008-1 rev2 - February 2008" is approved.

This decision shall enter into force on the date of its approval.

Done in Brussels, 21 February 2008

The Chairman,



Daniel Calleja

ADMINISTRATIVE BOARD

OF THE SESAR JOINT UNDERTAKING

Fifth Meeting

Annual work programme for 2007-2008

The Administrative Board is invited to approve the annual work programme for 2007-2008.

Annual work programme for 2007-2008

February 2008

I. Legal basis:

Article 16.1 (b) of the SJU Statutes

II. 2007-2008 work programme

II.1 INTRODUCTION

The SESAR Joint Undertaking was established on 3.03.2007, the date of entry into force of Council Regulation (EC) 219/2007. The Council of the European Union authorised the formal establishment of the SJU on 8.06.2007 and the first formal meeting the Administrative Board took place on 3.07.2007. For the purpose of facilitating planning and reporting, the first year of activity of the SJU as well as the first financial year (Article II.5 of the financial regulation) cover the activities starting from the creation of the SJU up to 31.12.2008 and constitute the subject of the present annual work programme.

The year 2008 will be mostly devoted to the ramp up of SJU operations on the basis of the preparatory activities launched in 2007. The SJU will continue to build up its administrative structure and its infrastructure and will gradually build up its technical competency. These preparatory activities will culminate with the signing of the first membership agreements, which is aggressively scheduled to take place after the summer break.

As a priority and in cooperation with the founding members, the SJU will seek to obtain the most advantageous fiscal status from the Belgian Authorities in accordance with Article 2.2 of the SESAR Regulation. The objective is to align the SJU legal status with those of similar initiatives based on Article 171 of the Treaty. This alignment may have an impact on the internal financial procedures of the SJU and on the status of its staff.

In the course of 2008, it will also be fundamental for the SJU to establish its position not only on the European scene, but also worldwide, in order for it to defend properly the interest of the programme.

This work programme has been organised under 6 sets of activities. They are not presented by order of priority, although some activities are clearly higher priority than others.

The Joint Undertaking's R&D programme will be launched in 2009. In order to assure a seamless transition from the definition phase and effectively initiate operations, a substantial effort will need to be deployed in 2008 in order to organise the work programme and its management structure and finalise the membership agreements which shall establish the roles and contributions of the SJU members for the duration of the development phase.

II.2 SETTING UP OF SESAR JU

1. Human resources

The SJU recruitment policy is to employ directly only the minimum amount of internal resources and to rely heavily on out-sourcing tasks (either to members or to external contractors) for all non-core business.

The objective is to have a total of 23 staff employed by the end of 2008. (See the staff establishment plan in the budget document ref SESAR JU-ADB-2008-2 rev3)

In 2008 the SJU will:

- a. Finalise recruitments on the vacant posts opened in 2007; timing?
- b. Launch the recruitment of a second “package” of posts, taking into account the skills and experiences of recruited staff, and the complements needed (notably for admin) to run the JU.
- c. Implement the basic HR processes including pay rolls, health insurances, etc...

Timetable	11/2007-31.12.2008	
Milestone/deliverables	- Signing of employment contracts for posts published in 2007 by 31/03/2008 - Signing of employment contracts for posts published in 2008 by 31/12/2008	
Budget Reference	Title II, chapter 1, A1	
Estimated cost	CA	4.8 M€
	PA	4.8 M€

2. Financial processes

- a. Revision of the financial regulations and establishment of the implementing rules;
- b. Setup of the SJU accounting system, the internal control process;
- c. The SJU shall prepare for audits seeking to establish, as far as possible, a coordinated approach to respond to the audit requirements which result from its Statutes and financial regulation;
- d. The SJU will seek to obtain the most advantageous fiscal status from the Belgian Authorities.

Timetable	11/2007-31.12.2008	
Milestone/deliverables	- Revision of financial regulations by 30/06/08 - Establishment of implementing rules: 30/06/08	
Budget Reference	Title II, chapter 1, A2	
Estimated cost	CA	Included in overall running expenditure
	PA	Included in overall running expenditure

3. Logistics, including IT

- a. Finalise the logistic arrangements in order to provide staff with an adequate work environment
- b. Implement video-conferencing facilities, in order to reduce SJU mission expenses.
- c. Implement a complete IT infrastructure, including the development of a SESAR portal (e.g. e-room) for exchange of technical documents and other files (including those necessary for the Administrative Board). EUROCONTROL will be asked to propose IT support to the JU This approach has three major benefits:
 - The SJU lowers its direct operating cost and need for cash;
 - The SJU can benefit of levels of prices for hardware and services applicable to larger clients;
 - The SJU does not need to invest into costly technical expertise (in particular for the portal services).

Timetable	11/2007-31.12.2008	
Milestone/deliverables		
Budget Reference	Title II, chapter 1, A2, A3, A4	
Estimated cost	CA	3.4 M€
	PA	2.7 M€

II. 3 SIGNATURE OF MEMBERSHIP AGREEMENTS

After the agreement of the Board, individual and multilateral negotiations will be carried out between March and September 2008. The JU will steer discussions, but rely on the willingness of partners to work together to reach a common agreement on the attribution of roles and responsibilities in carrying out the work programme. It is expected nevertheless that conflicts may still arise that will need arbitration by the Executive Director, or the organisation of an internal competition.

1. Legal and financial issues

Negotiations of membership agreements will require in depth discussions on difficult subjects such as IPRs, initial and intermediate evaluation of in kind contributions, liabilities, responsibilities and attribution of voting rights o members. These issues require specific and independent expertise. The Executive Director will be assisted by external experts contracted under a framework contract (call for tender launched in February 2008).

Timetable	11/2007-31.10.2008	
Milestone/deliverables	- Presentation of results of exploratory discussions.. - Framework contract signed by : 31/05/2008 - end of negotiations: 30/09/2008 - presentation of negotiation results to Board October 2008 - Signing of Membership agreements: November 2008	
Budget Reference	Title II, chapter 2, A5	
Estimated cost	CA	2.4 M€
	PA	2.4 M€

II.4 SET UP OF THE WORK PROGRAMME MANAGEMENT STRUCTURE

The responsibility for the SESAR work programme management rests with the SJU. However, the level of resources needed to effectively manage a 2.1 B€ programme exceeds by far the 20 technical staff of the SJU. Moreover, such programme management activities may need specific types of resources on an ad-hoc basis for which the SJU may not need to hire staff for the whole duration of the programme.

The SJU will therefore need to be supported by two activities:

1. Industrial support

The main task of the industrial support will be to ensure the overall technical consistency across the 70+ work packages by using common industrial programme engineering methodologies and coordinating “system of systems” tasks. A call for tender was launched on December 27, 2007, with a deadline for submission of tenders on 29 February 2008. Evaluation and selection should be finalised by end of May 2008.

2. Programme management support

This activity includes all the support to contractual acceptance of deliverables, including recommendations on quality assurance and risk management processes. It is proposed that this activity be discussed in the framework of negotiations with EUROCONTROL and possibly other candidate members. In particular, reassurance must be given by EUROCONTROL that any programme management support activities would be performed under the direct responsibility and management of the JU and be totally isolated from the rest of EUROCONTROL work.

Timetable	12/2007-31/12/2008	
Milestone/deliverables	- Signature of the industrial support contract (June 2008) - Signature of membership agreements (November 2008)	
Budget Reference	Title II, chapter 2, A5 & A6	
Estimated cost	CA	67.4 M€
	PA	19.2 M€

II.5 ESTABLISH STAKEHOLDERS' PARTICIPATION MODALITIES

- Some stakeholders will not be SJU members but need to be involved in the work. Discussions will need to be held with airspace users, national authorities and EASA, military authorities, staff organisations and the scientific community (including universities and research centres), in order to secure their involvement in the programme at different levels:
 - At a management level, in order to identify potential risks and opportunities
 - At a technical level, in order to secure the participation of interested parties

Timetable	2008	
Milestone/deliverables		
Budget Reference	Title II, chapter 2, A5	
Estimated cost	CA	2.4 M€
	PA	1 M€

II.6 ESTABLISH THE FRAMEWORK FOR INTERNATIONAL COOPERATION

- The international dimension of SESAR is essential. The JU will lead and coordinate all international discussions on SESAR, but will also rely on its members to perform international activities on its behalf.

In particular, the SESAR/NEXTGEN ICAO workshop (September 08) is seen as a critical event.

Timetable	N/R	
Milestone/deliverables	N/R	
Budget Reference	N/R	
Estimated cost	CA	N/R
	PA	N/R

II.7 LAUNCH SPECIFIC TECHNICAL ACTIVITIES

1. Studies need to be launched in subjects which were not sufficiently covered in the definition phase. Communications and GNSS have been identified as such topics on which decisive actions are needed. Environment (AIRE) is also seen as a key domain where SESAR could deliver quick wins.
2. The SJU will launch calls for tenders for these topics, before 30/07/2008.
3. Innovative research needs to be organised and calls, according to the proposed organisation, will be launched.

The EUROCONTROL Agency will be asked to reflect on and propose an organization scheme for long-term innovative research. The amount of related resources shall be determined on the basis of EUROCONTROL's proposal. Such a scheme is expected to be delivered to the SJU before end of March 2008.

Timetable	2008	
Milestone/deliverables	- Calls for tenders on COM, GNSS and AIRE (30/07/2008) - Organisation scheme for innovative research (30/04/2008)	
Budget Reference	Title II, chapter 2, A5	
Estimated cost	CA	2.4 M€
	PA	1.2 M€

II.8 LAUNCH COMMUNICATION ACTIVITIES

1. The SESAR JU needs to find its place in the existing bodies in the air transport sector and in particular with a an ATM relevance such as:
 - Single European Sky bodies and working groups (SSC and ICB);
 - EUROCONTROL working arrangements (PC and SCG notably, but also all Teams);
 - EUROCAE/RTCA working arrangements
 - ICAO and other relevant international bodies

Participation should be limited to groups where there is an added-value and/or a need for formal SJU participation. It is expected SJU will be most of the time (in technical groups notably) be represented by some of its members (who then speak on SJU's behalf, not their own company).

2. A communication policy (internal and external) will be implemented

Timetable	2008	
Milestone/deliverables	- Communication plan (30/10/2008)	
Budget Reference	Title II, chapter 1, A2	
Estimated cost	CA	300 K€
	PA	300 K€

The mentioned figures are indicative at this stage and some flexibility is introduced in the budget presented to the Administrative Board.

