

Meeting ADB(M)011

Minutes (ADB(M)011-Final MoM)

Date of the Meeting : 24 September 2009

Time : 10:00-14:00

Place : SESAR Joint Undertaking, av. de Cortenberg, 100 - 1040 Brussels

Board members and other participants

SJU Members	Representative	
European Commission (EC)	Mr Daniel Calleja (DCC)	Chairman
	Mr Marco De Sciscio (MDS)	Former Acting Secretary of the Board
EUROCONTROL (ECTL)	Mr Bo Redeborn (BR)	Deputy Chairman
AENA	Ms Mariluz De Mateo (MDM)	Alternate
Airbus	Mr Patrick Schuster (PS)	Alternate
ALENIA Aeronautica (Alenia)	Ms Alessandra Saroglia (AS)	Alternate
DFS	Mr Dieter Kaden (DK)	
	Mr Gerhard Taus (GT)	Observer
DSNA	Mr Thierry Liabastres (TL)	Alternate
ENAV	Mr Iacopo Prissinotti (IP)	
Frequentis	Mr Johannes Prinz (JP)	Alternate
Honeywell	Mr Alexandre Laybros (AL)	Alternate
INDRA	Mr Ramón Tarrech Masdeu (RTM)	Alternate
NATMIG	Mr Aage Thunem (AT)	
NATS	Mr Andrew Dobson (AB)	Alternate
NORACON	Mr Niclas Gustavsson (NG)	Alternate
SEAC	Mr Giovanni Russo (GR)	
SELEX S.I. (SELEX)	Mr Stefano Porfiri (SP)	Alternate
Thales	Mr Luc Lallouette (LL)	Observer

Stakeholder representatives	Representative	
Military (MIL)	Gp Capt. John Clark (JC)	
Civil users of airspace (CUA)	Mr Pedro Vicente Azua (PVA)	Alternate
Air Navigation Service Providers (ANSP)	Ms Marie Desseaux (MD)	
Equipment manufacturers (EM)	Mr Patrick de Prévaux (PDP)	Alternate
Airports (APT)	Mr Roland Krieg (RK)	
	Mr Marc Baumgartner (MB)	
Staff in the ATM sector (STAFF)	Mr Jean-Pierre Etienne (JPE)	Alternate
Scientific community (SC)	Prof. Peter Hecker (PH)	

Other participants		
SJU Executive Director	Mr Patrick Ky (PKY)	
SJU Director Admin & Finance	Mr Carlo Borghini (CMB)	
SJU Internal audit	Mr Ross Walton (RWA)	
Secretary of the Board	Mr Federico Grandini (FGR)	

Distributed meeting documents

SJU-AB-011-09-DOC-01 - Appointment of the Board's Secretary	Item 2
SJU-AB-011-09-DOC-02bis - Revised 2009 Budget	Item 3
SJU-AB-011-09-DOC-03 - Charter of the SJU Internal auditor.....	Item 4
SJU-AB-011-09-DOC-04 - Internal Audit work Programme 2010	Item 4
SJU-AB-011-09-DOC-04bis - Draft decision for the Adoption of the Charter of the SJU Internal auditor and of the Internal Audit work Programme 2010.....	Item 4
SJU-AB-011-09-DOC-05 - Principles governing Members' cash contributions	Item 5
SJU-AB-011-09-DOC-06 - 2010 Communication plan	Item 6
SJU-AB-011-09-DOC-06bis - Draft decision for the Adoption of the 2010 Communication plan	Item 6
SJU-AB-011-09-DOC-07 - Statute of "SJU Associate"	Item 7

Item 1 Introduction

1. The Chairman welcomed all the participants in the premises of the SJU in Av. de Cortenbergh.
2. He informed the Board of the appointment of new representatives by Airbus (Mr Bernard Rontani), DSNA (Mr Maurice Georges), NATS (Mr Ian Hall as Member and Mr Andrew Dobson as Alternate Member).
3. Both the representative and the alternate of Thales could not be present at the meeting. Therefore, Mr Luc Lallouette participated as observer on behalf of Thales. Consequently, Thales was not considered in the establishment of the voting quorum.

Verification of the voting quorum

- ▷ 4. The Chairman noted that the meeting had the required voting quorum.

Adoption of the agenda

5. The Chairman reviewed the agenda. PKY informed of a minor change in the order of sub-point of agenda item No 8 for practical purposes.
- ▷ 6. The Board adopted the agenda.

Disclosure of conflicts of interests

7. The Chairman asked if there were no items which could give rise to conflicts of interests. He asked the members to fill in the relevant declaration and inform the Chairman if any conflict subsisted. Board members and participants were required to sign the declaration in accordance with Article 2.4 of the Board's decision on conflict of interest ADB(D)10-2008. The new representatives present to the meeting were also required to sign the declaration of commitment and confidentiality in accordance with Article 2.2 of the same decision.
- ▷ 8. The Chairman noted that no participants had declared a conflict of interest on

any agenda item and that all participants had completed the declarations on independence, confidentiality, where applicable, and of conflict of interest.

Item 2 Appointment of the Board's Secretary

1. PKY recalled that the function of Secretary to the Board was ensured by the Head of Legal Service. However, since this position was vacant, the function has been ensured ad interim by Mr Marco De Sciscio (Commission). The Board was consequently requested to approve the proposal of the Executive Director to appoint Mr Federico Grandini, new member of the staff of the SJU (document circulated: SJU-AB-011-09-DOC-01), as Board's Secretary.
2. The Chairman welcomed the proposal and stressed the importance that the Board's Secretary is a member of SJU staff.



Conclusions on item 2

Decision ADB(D)20-2009

3. The Board agreed to the proposal and so adopted the decision ADB(D)20-2009 to appoint Mr Grandini Secretary to the Administrative Board. The Chairman wished to thank Mr De Sciscio for his commitment as Acting Secretary.

Item 3 General Administrative and Budget issues

1. CMB informed the Board on the proposal for the Revised Budget 2009; the document was not circulated before the meeting, because the Board will be requested to approve by written procedure. CMB highlighted the main reasons for a Revised Budget 2009.
2. CMB provided information on the transition of the SJU towards full Community Body; almost all the actions have been completed. In particular:
 - a. all SJU staff is now employed under Staff Regulation, with savings evaluated around 300.000 Euros per month (considering taxes and social costs);
 - b. on 18 September the Commission agreed on the draft decisions implementing the staff regulation - they will be sent for adoption by written procedure by the end of the week;
 - c. most of the VAT paid in the last quarter 2008 has been recovered, and also the process to recover taxes on bank accounts interest has been started (0.3 million recovered so far).
3. The Chairman stressed the economic value of the transition towards the status of Community Body, which allowed savings and recovery of budget which can be so employed for R&D activities.
4. CMB informed that the SJU Data Protection Officer was also appointed.



Conclusions on item 3

5. The Chairman recalled that the adoption of the Revised Budget 2009 and of the Implementing Rules of the Staff Regulations will be by written procedure. Any query on this matter should be addressed to CMB.

Item 4 Internal audit

1. Two documents were circulated in view of their adoption at the meeting: the Charter of the SJU Internal auditor (SJU-AB-011-09-DOC-03) and the Internal Audit Work Programme 2010 (SJU-AB-011-09-DOC-04).
2. Following the presentation by RWA, the Chairman highlighted the importance of the internal audit function and requested the Board to approve the Charter and the Work Programme.

**Conclusions on item 4****Decision ADB(D)21-2009**

3. The Board agreed to the proposal and so adopted the Charter of the SJU Internal auditor and the Internal Audit Work Programme 2010 through the decision ADB(D)21-2009.

Item 5 Principles governing Members' cash contribution

1. As a result of the introduction of the new Financial Rules and in order to further clarify the MFA, the Executive Director submitted to the Board a document explaining the concept of "total contribution" used as base for the calculation of the cash contribution. Furthermore, some members requested clarification for the calculation of cash contribution on in-kind contribution going beyond those eligible for co-financing.
2. EUROCONTROL and the Commission requested minor modifications to the tabled document.
3. The Chairman, after an exchange of views, requested the Board to approve the document as modified during the meeting.

**Conclusions on item 5****Decision ADB(D)22-2009**

4. The Board adopted the revised document SJU-AB-011-09-DOC-05_version2.

Item 6 2010 Communication plan

1. The 2010 Communication plan was circulated as document SJU-AB-011-09-DOC-06. The Chairman stressed that it was conceived to respond to the need of ensuring a good communication strategy, following the request from the Council. A strategic discussion and an exchange of views were needed.
2. Mr Eric Platteau, SJU Chief of Communication, conducted a presentation of the plan. In particular, he stressed the need for a more visible, regular and proactive communication, enhanced joint activities with members and stakeholders, as well as a close coordination with communication teams of members within budgetary constraints - 300.000 Euros per year (0,1% of total budget).
3. Comments from Members indicated the need to stress the global interoperability of SESAR, the core-values of the membership, and the federative role of the SJU.
4. The Chairman expressed appreciation for the plan, underlining the fact that the plan should be considered a living document to be adapted to the programme developments. He emphasized the importance of communicating ambitious but

consistent targets and confirmed the availability of the Commission services to provide support in communicating activities.

5. PKY highlighted the importance to communicate with figures, consistent with the political and operational targets and in line with the programme of the Commission. He re-assured the Board on the importance of the involvement of the stakeholders and the Members in the communication processes. In particular he underlined the idea of a SESAR Label, to become an instrument of cohesion around the Programme development.



Conclusions on item 6

6. The Chairman, after having conveyed the appreciation of the Board and the common consensus around the Communication Plan, requested the SJU to update the document to take into account the different comments and to submit it for approval by written procedure without delay.

Item 7 Statue of "SJU associate"

1. PKY presented the main content of the draft paper and the concepts behind the two forms of Associates presented, i.e. associate to the SJU - research centres, universities, SMEs - and associate to the SJU members - subcontractors, long term partners or affiliates.
2. PKY explained that the concept of associate to a SJU member was introducing more flexibility and enlarged the access to the Programme, allowing entities which have a long term relation with one of the member to find a more appropriate status to participate to the programme than that of subcontractor only.
3. The proposal received the general support of the Members, in particular since it would allow the participation of entities (such as research organisation, small companies, non-Community companies) strategically important for the development of the programme. It was stressed the need to take into consideration aspects such as data protection, reciprocity, as well as the number of possible associates.
4. Different members requested clarifications on the different aspects of the proposal, which were provided in detail.
5. The Chairman recalled two accepted key concepts (flexibility, and filling-the-gaps) and the fact that two different ideas are discussed (limited associates, and a subcontracting improved mechanism for the Members). He mentioned that on the Commission side, some legal and institutional issues needed to be solved.



Conclusions on item 7

6. The Board, agreed on
 - a. the performance of a gap analysis to assess the need for further entities - research centres, universities, etc - to participate as "Associate to the SJU" in the Programme;
 - b. a more detailed paper to be submitted by next Board on the "Associate to a Member of the SJU".

Item 8 Information on on-going activities

1. Mr Florian Guillermet, SJU Chief Programme Officer, carried out a presentation on Development activities, with a focus on the Initiation Phase (objectives, schedule, status); about 130 R&D projects and 43 Management activities have been kicked-off in 2009.
2. Mr José Calvo, SJU Chief Regulatory Affairs, offered a presentation on the ATM Master Plan first update. The Board was informed of the creation of a working group, composed of representatives of the members, airspace users, staff, and military, to work on this update. The Chairman stressed that the update of the Master Plan did not mean its reopening but the introduction of minor modifications at this stage. The Board agreed on the modus operandi proposed.
3. Mr Calvo also carried out a short presentation on OPTIMI (Oceanic Position Tracking Improvement and Monitoring). The Chairman recalled that this initiative - very important following recent accidents - was launched in the previous AB meeting. He also informed the Board that is being proposed by a Member State that this initiative becomes an EU proposal at the next ICAO Safety Conference of March 2010.
4. CMB updated the Board on the ongoing IBAFO 2.
5. PKY reported on the next calls concerning WP11, WP E and Staff associations: on WP11 Eurocontrol launched, on behalf of the SJU, a call of expression for interest (a meeting will be held next Tuesday 29 September at SJU premises); WPE will be also launched by Eurocontrol on behalf of the SJU by end October, following the first meeting of the Scientific Committee which will review part of the call (Research Network); on staff associations, a common view is being reach on contractual terms, so as to allow a signature of the contract before the end of October.

Item 9 AOB**9(a) Next meeting of the Administrative Board**

- The next meeting of the Administrative Board will be on Monday 14 December 2009 at 14 hours.

9(b) Publication of the minutes of the meeting

- A Board member requested clarifications on the policy for the distribution of the Board minutes. The former secretary of the Board reminded the decision of the Board requesting the publication of the minutes, decision that will be operationally implemented starting with this meeting. For the past, all the Board decisions will be published. Nevertheless, the Chairman stressed the duties with regard to confidentiality with respect to the content of the detailed discussions during the meetings.

9(c) Distribution of the Board's meeting documents

- The Board was reminded that, in order to facilitate the distribution of meeting documents, these will be made available on a secured SJU website accessible to Board members. The accounts for all representatives have been created and the system should be in place very shortly.

Closing of the meeting

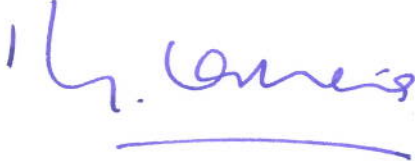
The next meeting of the Board is scheduled for Monday 14 December 2009 at 14 hours.

Annexes

- Annex 1 Board members attendance list
- Annex 2 Declarations on conflicts of interest

Done in Brussels, 12/10/2009

Chairman



Secretary

