

## Meeting ADB(M)013

### Minutes ADB(M)013- MoM

Date of the Meeting..... : 30 April 2010  
 Time ..... : 09:30-14:00  
 Place ..... : SJU, av. de Cortenbergh, 100 - 1040 Brussels

#### Board members and other participants

SJU Members	Representative	
European Commission (EC)	Mr Luc Tytgat	Alternate - Acting Chairman
	Mr Marco De Sciscio (MDS)	Observer
EUROCONTROL (ECTL)	Mr Bo Redeborn (BR)	Deputy Chairman
AENA	Ms Mariluz De Mateo (MDM)	Alternate
Airbus	Mr Pierre Bachelier (PB)	Alternate
ALENIA Aeronautica (Alenia)	Ms Alessandra Saroglia (AS)	Alternate
DFS	Mr Georg Dickhaut (GD)	Alternate
DSNA	Mr Thierry Liabastres (TL)	Alternate
ENAV	Mr Iacopo Prissinotti (IP)	
Frequentis	Mr Johannes Prinz (JB)	Alternate
Honeywell	Mr Jean-Luc Derouineau (JLD)	
INDRA	Mr Ramón Tarrech Masdeu (RTM)	Alternate
NATMIG	Mr Aage Thunem (AT)	
NATS	Mr Andrew Dobson (AD)	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)	Alternate

Stakeholder representatives	Representative	
Military (MIL)	Gp Capt. John Clark (JC)	
Civil users of airspace (CUA)	Mr Vincent De Vroey (VDV)	
Air Navigation Service Providers (ANSP)	Mr Karsten Tilenda (KT)	Expert
Equipment manufacturers (EM)	Mr Patrick de Prévaux (PDP)	Alternate
Airports (APT)	Mr Philippe Ahrens (PA)	
Staff in the ATM sector (STAFF)	Mr Jean-Pierre Etienne (JPE)	
	Mr Joël Cariou (JC)	Alternate
Scientific community (SC)	Prof. Peter Hecker (PH)	

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

## Distributed meeting documents

SJU-AB-013-10-DOC-01	- ATM Master Plan update - Report of the working group ....Item 2
SJU-AB-013-10-DOC-02	- Audit matters - Report of the SJU Internal Auditor.....Item 4
SJU-AB-013-10-DOC-03	- Submission of the provisional accounts 2009.. ..... Item 5a
SJU-AB-013-10-DOC-04	- Adoption of the Internal Control System of the SJU.....Item 5b
SJU-AB-013-10-DOC-05	- Approval of the new SJU organisational chart.....Item 5c
SJU-AB-013-10-DOC-06	- Dismissal of obsolete office equipment .....Item 5d

## Item 1 Introduction

1. The Chairman welcomed all the participants in the premises of the SJU.
2. In particular, he welcomed the new alternate representative of Airbus, Mr Pierre Bachelier, as well as Mr Karsten Tilenda attending as an expert for ANSPs.

### Verification of the voting quorum

- ▷ 3. The Chairman noted that the meeting had the required voting quorum.

### Adoption of the agenda

4. The Chairman presented the agenda and requested the Board members to present their suggestions for changes.
    - a. Group Capt. Clark inquired about Chairmanship of the meeting in the absence of Mr Calleja. The Board Secretary and the SJU Internal Auditor clarified that in accordance with Article 4 of the Rules of Procedure, the Board is chaired by the representative of the EU or his alternate. Furthermore, SJU Statutes Article 3.2 states that "The Administrative Board will be chaired by the representative of the Community".
    - b. Following AENA's request, the Chairman clarified that the Report of the working group for the update of the European ATM Master Plan was presented to enable its adoption by written procedure, which would be launched after consultation by the European Commission of the Single Sky Committee.
  5. The Chairman proposed the addition of two points under AOB: information on the volcanic ashes crisis and the status of the negotiations with FAA.
- ▷ 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 conflict of interest. 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.



9. The Chairman requested the SJU to provide some clarifications with regard to the voting rights. CMB indicated that the voting rights will be re-assessed after the signature of the MAs. In this respect, every representative of a member was provided with two originals of the MA and one original of the MFA to be signed and returned to the SJU without delay in order to allow for the execution phase of IBAFO II projects.
10. Furthermore, CMB informed the Board that the table annexed to the draft decision on assets was corrupted and that the correct table was made available to each participant at the start of the meeting.

## Item 2 ATM Master Plan Update - Report of the working group

- José Calvo Fresno (JCV), SJU Chief Regulatory Affairs and Chairman of the Working Group, presented the results of the proposal of update of the European ATM Master Plan. JCV recalled the origin and the process which led to the constitution of a WG, as well as the outcomes of the WG with respect to the different contexts (IP1, Regulatory Roadmap, Standardisation Roadmap, Risk Management Plan); he highlighted that the proposed update should be considered non-significant, given the technical nature of the modifications proposed and for the lack of any substantial impact on the overall SESAR budget, performance or timescale.
- General support and appreciation for the results achieved by the WG was expressed by all participants, with some further comments:
  - a. DSNA, AENA, DFS and ENAV indicated the need to perform a gap analysis within a clear deadline, to have all the processes and content aligned (ATM MP levels 1, 2 and 3), and to be ready for the next ESSIP/LSSIP cycle. Furthermore, they expressed concerns to streamline the approach to the following steps, including the need to complete the regulatory roadmap;
  - b. The Civil Airspace Users highlighted the risk of the change of economic environment, which should be duly taken into account;
  - c. The Professional Staff Associations (JPE) commented that human factors could be better developed and structured;
  - d. Following a question by ALENIA on representation of military representatives in the WG, the Military recalled that they were represented in the WG by ECTL.
- In answer to the comments raised by the different participants, PKY answered the following:
  - a. While a gap analysis may be recognized as necessary, he underlined the amount of resources required for something that is a minor technical update to the Master Plan. Furthermore he noted the need to avoid having more than one group working on the subject;
  - b. The update showed one of the grey areas concerning the role of SJU and its members. In fact, while the SJU is clearly in charge of MP and of the monitoring of its execution, the detailed implementation of the MP appears not to be under the direct SJU responsibility. Furthermore, PKY highlighted the clear risk of inconsistencies with the ESSIP if kept as a separate process;
  - c. The next update is likely to have a significant impact on business plans and may absorb a considerable amount of resources to be carried out.
  - d. PKY also recalled that one of the values of the SESAR partnership is that it enables everybody to participate in the different processes and working groups. Therefore, discussions should take place at the working level and if necessary, be escalated to the Board only when there is a significant divergence of views.
- In answer to point b. above, Eurocontrol agreed with PKY on the need of convergence of the ATM MP and ESSIP, and mentioned that it was initially in Eurocontrol's proposed contribution. BR agreed also on the non-significant changes introduced by the update, and stated that from ECTL standpoint the Agency would



consult the SCG.

- Considering that the next update is likely to be more substantial, ECTL proposed to plan at least two “check points” to inform the Board on the work done before presenting a proposal.
- The Chairman conveyed the congratulations to the WG; he expressed the agreement, in principle of the Commission with the conclusions of the WG, without changes, subject to the opinion of the Single Sky Committee, which was expected to be given on 7 May. The Chairman mentioned some important lessons to be drawn from the update exercise:
  - a. Call for integrated roadmap;
  - b. Need to reconcile MP updates with ESSIP/LSSIP approach;



## Conclusions on item 2

- The Board expressed a general support to the report of the WG including the first update of the European ATM Master plan and agreed that it did not constitute a significant change to the initial version. The update will be adopted by written procedure following the consultation by the European Commission of the Single Sky Committee.

## Item 3 Report of the Executive Director - Progress of the Programme

- The Chairman stressed the importance of informing the Board systematically not only on the progress made by the SJU but also on the problems encountered or which may arise in the course of the programme. Whilst recognising that the role of the Board was not to micro-manage the programme, he stated that the Board should be informed in due time on issues which may require a Board decision to be taken. He then invited PKY to present the status of the SJU programme:
  - a. Overall projects situation (Programme launched in 2 phases), out of 300 projects 75% have started, 24% have not yet started, and 1% (representing 4 projects) is suspended; the target is to achieve 100% of the Programme operational by the end of 2010;
  - b. Current Top Topics: validation strategy (validation is done close to operations), SWIM and the assessment of the level of maturity of Step 1 through a consistency review in June;
    - i. Following ECTL request for special presentation to the ADB of the Industrial Support Methodology, in particular relating to coherence of the deliverables, PKY suggested having it at the ADB September meeting, in order to make available to the ADB more consistent and appropriate information, in particular with lessons learned from the June review;
  - c. The first expected results for 2010 include the achievements of key projects identified as early delivering as well as fast track projects;
  - d. On the volcanic ash crisis, PKY stated that there are some relevant projects that could be accelerated (“fast-tracked”), in particular in WP7 and WP13 which deal with Network Management Operations and Systems, and some other issue could be addressed such as how the flow management system can recover from crisis situations.

Referring to the Council's request to accelerate the implementation of the Single European Sky, the Commission suggested that the SJU, reflecting on the lessons learnt, make an assessment of the actions that could be envisaged to address the issues raised by the volcanic ash cloud and the crisis it created over the European airspace. However, these actions should not require extra budget and avoid any duplication.

Some Board members - ANSPs and Civil Airspace Users in particular - stated that it was too early to draw conclusions, but it was indeed necessary to



reflect on the recovery process taking into account the roles of the NSAs and the FAB dimension.

- e. Communication study (as asked by the Board): 2 Lots, both kicked-off in January 2010 with results expected in May and July 2010;
- f. AIRE: the first call for tender was launched in 2008. In 2009 1152 trial flights performed, with 400 t of CO2 saved. First gate-to-gate green flights operated on 6-7 April 2010; a second call was launched with a deadline for submitting proposals fixed at 10 May.
- g. Contracts with staff associations have been signed (ECTL for SJU), first work order in progress;
- h. Strategic Performance Partnership: this body, recommended by the Definition Phase, is now fully operational and started its work on the first ATM MP update
- i. OPTIMI: 5 Lots, second deliverable to be finished in the next days; The incompatibility of FANS with SES is an issue to be addressed by the OPTIMI Supervisory Committee (next meeting: 12/05/2010);

The Board took note of the request, channelled through the Executive Director, of the meteo entities for more resources to be dedicated to the meteo projects included in WP11 following the volcano ashes crisis and its consequences.

- The Chairman requested PKY to provide additional explanations on the following subjects:
  - a. **Involvement of SMEs in the Programme** - PKY mentioned that at this stage the level of involvement of SMEs is quite limited. Nevertheless, the ADB has already agreed for the launch of a call for the Associates to the SJU which should ensure a larger involvement of SMEs, research centres, universities, etc in the Programme with a possible higher level of co-financing in line with FP7 rules (up to 75% max). The call should be launched before the end of 2010;
  - b. **Status of the Calls for Associates to SJU Members** - PKY mentioned that based on informal exchanges with the members to anticipate the potential number of proposals, it appeared that there could be around 37 candidate associates versus the maximum number of 15 that had been fixed by the Board. In order to be able to comply with the Board's guidelines, the following approach was agreed at PC level: the candidate associates should be of the same stakeholder category as their respective fostering members (ANSPs and airports should propose ANSPs or airports, industrial members should propose industry, etc); SMEs, research centres, etc should be considered for the participation to the call as Associates to the SJU, and the reciprocity aspects should be considered where the proposed associates are from a third country (for US entities, this issue is linked to a successful outcome of the on-going negotiations for the Memorandum of Cooperation between the EU and US in the field of civil aviation R&D). CMB recalled that the deadline of the call has been postponed to 26 May.
  - c. **Industrial support contract:** The contract supports the engineering methodology and is going well. It has provided input in the PIR process. More information will be provided in September. The SJU is applying a strict management on compliance with requirements on absence of conflict of interests.



### Conclusions on item 3

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- The Board took note of the report of the Executive Director and the additional information provided. The SJU should make an assessment of any possible actions it could take within its work programme to address the issues raised by the volcanic ash crisis.

**Item 4 Audit matters - Report of the SJU Internal Auditor**

- RWA presented his report, which informs the Administrative Board about the work carried out by the Internal Auditor, in accordance with Article 72(4) of the Financial Rules. It is based on the SJU internal audit and consulting work finalised in 2009 and follows the format of the Commission's Internal Auditor's report to the Budgetary Authority of the European Union.
- RWA recalled that in 2009 the internal audit function was largely engaged in providing consulting advice as well as oversight of the tender opening and evaluation procedures for IBAFOs 1 & 2.
- RWA also indicated that comments were received from the Commission. The comments were welcomed as constructive and valuable feedback and would be taken fully into account in preparing the 2010 report on internal audit activity.

▷ **Conclusions on item 4**

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- The Board formally received and noted the Annual Report to the Administrative Board on internal audit activity on 2009 SJU-AB-013-10-DOC-02.

**Item 5 General Administrative and budget issues****5(a) Submission of the provisional accounts 2009**

- CMB presented the provisional accounts for the year 2009, highlighting the key elements: the change of the approach in the reporting of costs, following the adoption of new accounting standards by the EC Accounting Officer, the results of the accrual accounting compared to budget accounting, the financial position of the SJU at year end 2009. CMB mentioned that the final version of the Annual Accounts will be submitted to the ADB for approval together with the ECA report expected for end of October 2010.

▷ **Conclusions on item 5 (a)**

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- The Board took note of the Provisional Annual Accounts 2009 without comments.

**5(b) Adoption of the Internal Control System of the SJU (in accordance with the SJU Financial Rules Article 38.4)**

- CMB explained that, on the basis on the SJU Financial Rules, the ADB shall adopt an Internal Control System - a set of key elements which contribute to provide assurance to the members, the Board and the Budgetary Authority on the sound financial management of the SJU. The proposed document is derived from the Internal Control Standards (ICS) of the Commission, slightly adapted to the SJU needs. Comments have been received from the EC and consequently it is proposed to submit the revised ICS for approval through written procedure.

Following a question from AENA on the relationship between Standards No. 7, No. 15 and No. 17, CMB informed that Standard No. 17 contains the necessary elements concerning the follow up and actions plan related to the assessment of the KPIs. Nevertheless, it appears correct to further clarify the approach also in ICS 15.

▷ **Conclusions on item 5 (b)**

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- The Chairman concluded that the SJU shall revise the document taking into account



the comments received and submit the document for adoption by written procedure.

#### 5(c) Approval of the updated SJU organisational chart

- CMB presented the updated SJU organisational chart, which is coherent with the Multi-annual Staff Policy plan and 2011 Budget: 39 positions approved by the Board in 2009, plus 2 additional ones as seconded national expert; a total of 10 staff will be seconded from SJU members, and contractual agents will be employed for short term and specific tasks; all other positions are covered by temporary agent contracts.
- PKY clarified that the PSO is a unit of ECTL working in the SJU premises, and it is not paid by SJU; it is therefore absent from this organisational chart which goes to the budgetary authorities for approval; the PSO will be of course integrated in the updated functional organisational chart. He also clarified that Michael Standar (Chief Operational concept and Validation) had now full authority also on the technical aspects of the programme (e.g. architecture).

#### ▷ Conclusions on item 5(c)

- The organisational chart as updated by the Executive Director has been approved by the Board.

#### 5(d) Dismissal of obsolete office equipment

- CMB recalled that the SJU bought for 6.000 Euros remaining office equipment from the Galileo Joint Undertaking to start up its activities; the value of these assets was written-off immediately. Part of the equipment which is now broken, obsolete and/or not functioning has been put aside. The SJU asks the Board to be able to dispose, possibly at no cost, all the assets not working; in addition, the draft decision includes a proposal to empower the Executive Director to write off items having a residual value of less than EUR 1.000, when the concerned items are broken or obsolete, and to report in the Annual Accounts the list of items written off under this delegation.

#### ▷ Conclusions on item 5(d)

- The Board adopted the decision.

### Item 6 AOB

#### 6(a) Volcanic ashes crisis

The Commission reported on the recent volcanic ashes crisis, which led to the closure of the European airspace for several days and caused severe disruptions to the air transport. Possible scenarios have been discussed for helping Member States and airlines, taking into account the constraints of the single market, passenger rights. An extraordinary meeting of Transport Ministers took place on Monday 19 April.

## 6(b) Negotiations with US FAA on

The Commission reported on the status of the negotiations with the US, with particular regard to the good progress made on aspects of reciprocity and interoperability between SESAR and NextGen.

The negotiations should be concluded before the summer break, with last meeting probably on 18 June; the Commission asked the Board whether there was any disagreement on defining the participation of the SJU in the Memorandum of Cooperation and in particular in the SESAR-NextGen interoperability Annex. No disagreement was expressed within the Board.

PKY recalled that the negotiations taking place are at high-level, not at technical level and do not interfere with the current SJU work programme. They are meant to set the principles of reciprocity and how to monitor it.

## Closing of the meeting

The Chairman summarized the main points discussed during the meeting, in particular highlighting the consistent and recognized progress towards the achievement of the Programme objectives.

The next meeting of the Board is scheduled for Monday 12 July 2010. It is expected to be at CEO level.

## Annexes

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

Done in Brussels, 04/05/2010

  
Luc Tytgat  
Acting Chairman

  
Federico Grandini  
Secretary

  
Daniel Calleja  
Chairman



**Annex 1**  
**Attendance list**

**Annex 2**  
**Declarations on conflicts of interest**