

## Meeting ADB(M)030

### Minutes ADB(M)030- MoM

Date of the Meeting .....: 26 June 2014  
 Time .....: 10:00 - 14:00  
 Place .....: SJU, av. de Cortenbergh, 100 - 1040 Brussels

#### Board members and other participants

SJU Members	Representative		
European Union represented by the European Commission (EC)	Mr Matthew Baldwin	Alternate	
	Mr Maurizio Castelletti	Observer	
	Mr Marco De Sciscio	Observer	
	Mrs Christel O	Observer	
EUROCONTROL (ECTL)	Mr Philippe Merlo	Alternate	
AENA	Ms Mariluz de Matteo	Alternate	
Airbus	Mr Pierre Bachelier	Alternate	
ALENIA Aermacchi	Mr Fabio Ruta	Alternate	
DFS	Mr Ralf Bertsch	Alternate	
DSNA	<i>Excused</i>		
ENAV	Mr Cristiano Baldoni	Alternate	
Frequentis	Mr Cristian Pegritz	Alternate	
Honeywell	Mr Sander Roosendaal	Alternate	
INDRA	Mr Ramon Tarrech	Alternate	
NATMIG	<i>Excused</i>		
NATS	Mr Peter Whysall	Alternate	
NORACON	Mr Niclas Gustavsson	Alternate	
SEAC	Mr Giovanni Russo	Member	
SELEX ES	Mr Giuliano d'Auria	Alternate	
Thales	Mr Luc Lallouette	Alternate	

Stakeholder representatives	Representative		
Military (MIL)	Mr Per Coulet	Alternate	
European Defence Agency (EDA)	<i>Excused</i>		
Civil users of airspace (CUA)	Mr Vincent de Vroey	Member	
Air Navigation Service Providers (ANSP)	Mr Guenter Martis	Member	
Equipment manufacturers (EM)	Mr Jan Pie	Member	
Airports (APT)	Mr Andreas Eichinger	Alternate	
Staff in the ATM sector (STAFF)	Mr Loïc Michel	Member	
	Mr Theodore Kiritsis	Alternate	
Scientific community (SC)	<i>Excused</i>		

**Other participants**

SJU Executive Director	Mr Florian Guillermet	Member	
SJU Deputy Executive Director Administration and Finance	Mr Carlo M. Borghini	Member	
SJU Internal Audit Capability	Mrs Véronique Haarsma	Observer	
Secretariat of the Board	Mrs Edita Barauskaitė		
	Ms Tove Björnström		

**Distributed meeting documents**

SJU-AB-030-14-DOC-00	Draft Agenda	Item 1
SJU-AB-030-14-DOC-01	Allocation of voting rights to Board Members	Item 2
SJU-AB-030-14-DOC-02	Appointment of the Board's Vice-Chairperson	Item 6
SJU-AB-030-14-DOC-03	Adoption of organizational chart	Item 6
SJU-AB-030-14-DOC-04	Final Annual Accounts 2013	Item 6
SJU-AB-030-14-DOC-05	Revised Budget 2014	Item 6
SJU-AB-030-14-DOC-06	Appointment of SJU Accounting Officer	Item 6
SJU-AB-030-14-DOC-07	Implementing rules following EC Staff Regulation	Item 6
SJU-AB-030-14-DOC-08	SJU IAC Annual Activity Report 2013	Item 6

**Item 1 Introduction**

The Chairperson informed the Board that the present meeting was the last meeting to be held under the old Statutes. The Chairperson added that the SJU Regulation does not introduce major changes apart from the extension, the EU budget allocation and some technical adjustments. One change concerns the fact that the Board will only be required to meet 3 times a year.

The Chairperson proceeded by noting the many changes in terms of Board composition that had occurred. He relayed Mr Machado's (the new DG MOVE Director General and consequently the new Chairperson of the Board) greetings and apologies for not being able to attend the meeting. He also noted that it was the first meeting of Mr Guillermet as the Executive Director of the SJU.

The Chairperson drew the Board's attention to the fact that it was the last meeting for Mr Borghini and underlined Mr Borghini's efforts, hard work during his time at the SJU and his significant contribution to the success of SESAR. The Chairperson thanked him wholeheartedly in the name of the entire Board.

The Chairperson then welcomed the new members of the Administrative Board:

- **Mr Sander Roosendaal**, alternate representative of **Honeywell**
- **Mr Thomas Buchanan**, alternate representative of **the ANSP**
- **Mr Marco Protti**, representative of **Alenia**
- **Mr Peter Whysall**, alternate representative of **NATS**
- **Mr Giuliano d'Auria**, alternate representative of **Selex**

The Chairperson also noted that, following these changes, Mr Hocquard (NATS) and Mr Porfiri (Selex) had been appointed as the principal representatives of their respective organisations.

He informed the Board that Mrs Vazzoler, Secretary of the Board was on maternity leave and that she was replaced by Mrs Edita Barauskaitė as Acting Secretary and Ms Tove Björnström, as Assistant Secretary of the Board.

The Chairperson also informed the Board that EDA's observers, Mrs Tarja Jaakkola and Mr Denis Bouvier, were not able to attend due to the ongoing air traffic controllers' strike.

Mr Martis (Air Navigation Service Providers) stated he had planned to introduce Thomas Buchanan to the Administrative Board; however, due to the strike he was unfortunately not able to attend, for which he sent his apologies.

#### Verification of the voting quorum

- DFS brought to the Board's attention to the fact that DFS at this meeting would also be representing DSNA in accordance with the submitted delegation of votes from DSNA to DFS.

▷ The Chairperson declared that the meeting had the required voting quorum.

#### Adoption of the agenda

The Chairperson stated that due to the late submission of some of the meeting documents and to EC internal rules - requiring that the EC must have a two week consultation period before it can establish the position of the EU -, the EC requested that the following agenda items not be put to a vote in this meeting:

- Revised Budget 2014
- Final Annual Accounts 2013
- General Implementing rules following the new EC Staff Regulation
- Call for expressions of interest to become candidate member of the SJU

▷ The Board adopted the agenda with the proposed changes.

#### Disclosure of conflicts of interests

The Chairperson reminded the participants of their obligation to declare any real or potential conflict of interest on any agenda items. Board members and participants were required to fill in and sign the relevant declaration in accordance with Article 2.4 of the Board decision on conflict of interest ADB(D)-10-2008 as modified by Decision ADB(D)-03-2012. Copies of the complete text of the decision were available in the meeting room in order to allow participants to better understand their obligations in terms of declaration of conflict of interest.

In particular the Chairperson highlighted the potential Conflict of Interest with regard to

the agenda items related to the SESAR Programme 2020 and in particular to the call for expression of interest for the new Membership 2020. Most of the Board Members would be in Conflict of Interest where the discussion would have taken a tenure not compatible with the provisions on the matter, therefore the necessary safeguards must be activated.

- ▷ The Chairperson noted that all participants had completed the declarations on conflict of interest.

## Item 2 Voting rights

- Before addressing this item Mr Borghini thanked the Chairperson and all the Board members for their kind words and for the experience he had in the SJU and with the Board in the last 6 years.
- Mr Borghini stated that the voting rights of the members are decided yearly at the first ordinary meeting of the year, recalling that the meeting which took place last February was an ad-hoc meeting.
- Mr Borghini added that voting rights had to be adjusted as a result of "Reallocation 2013" and "IBAFO III" exercises.
- The proposed changes do not affect the voting rights of the EU, which at the end of 2013 had provided the last instalment of its total contribution of EUR 700 million, in terms of commitments. However, they do affect EUROCONTROL and the other Members.
- For EUROCONTROL, the in-kind contribution as well as the cash contribution, which is estimated to reach EUR 670 million by the end of 2016, have been considered. For the other Members, following IBAFO III and reallocation, the total amount of contributions is lower than the one initially awarded with IBAFO I and IBAFO II. This is reflected in the new table of voting rights on page two of the document distributed to the Board.
- The Chairperson stated that the proposal was supported by the EC and opened the floor to questions and comments.
- The Chairperson noted that there was a consensus in favour of the proposed decision.

## ▷ Conclusions on item 2

Decision ADB(D)02-2014

- The Board adopted decision ADB(D)02-2014 revising the Members' voting rights.

## Item 3 Report on the progress of the Programme and other on-going key activities

- Mr Guillermet reported on the progress of the Programme and on the on-going key activities.
- Mr Guillermet mentioned that under Release 3 there were two SESAR solutions confirmed and that only a limited number of exercises have been either cancelled or postponed to Release 4 or Release 5, which were already presented at the December 2013 meeting.
- He pointed out that under the Release 4 execution plan there are three exercises already completed related to i4D and CTA, one of which involves flight tests, which are still on-going regarding advanced LPV. Mr Guillermet mentioned the significant engagement from the Airspace Users under Release 4, which constitutes a significant improvement from previous years.

- Mr Guillermet informed the Board of the SJU's policy to publicly promulgate SESAR Solutions. The dissemination of information started at the World ATM Congress this year and a dissemination event on Remote Towers was also held. So far 17 SESAR solutions have been presented.
- Conops Step 2: Mr Guillermet emphasized that extensive work has been conducted to review operations in terms of cost effectiveness and fuel efficiency. As a result, a number of new improvements have been identified such as: CNS infrastructure rationalization, Sectorless ATM operations and Dynamic departure and arrival routes. The process to implement the outcome and the re-prioritization exercise in the Programme has started.
- Programme alignment with the PCP: the SJU is on track with the plan, there are however a number of critical elements that are currently being clarified at Programme Committee level, in particular regarding the preparation of standardization activities.
- Mr Guillermet stated his intention to bring more visibility to the Board on international activities. He mentioned the EU-US NextGen coordination, the State of Harmonization Document and the activation of coordination plans, RPAS ATM integration, SWIM Cyber-security and High Level functional Architecture. Mr Guillermet informed the Board that SESAR SWIM demonstrations are being planned with global actors such as China, Singapore, Japan, Canada, Australia and the UAE and that there are other ongoing relationships with global actors such as China, Japan, Singapore and Israel.
- Furthermore, Mr Guillermet referred to the cyber-security study whose outcome, which is attended in 2015, will support the next SESAR developments in particular in relation to SWIM, the decisions on the strategies to be implemented and the identification of possible issues. A steering group led by the Mr Guillermet is about to be put in place to ensure that key actors are provided with information on the study.
- For Datalink and the performance issues of VDL/2, EASA conducted an investigation under the mandate of the EC. The report identifies a ten point action plan to be implemented through a phased approach. The first phase is to be carried out under the current SJU Programme and the second phase as part of SESAR 2020. The first phase is split in two parts: re-orientation of the ongoing datalink study; and the launch of a new call for proposals dedicated to performing further simulations and flight test campaigns.
- Mr Guillermet gave the floor to Mr Borghini who presented the PC Tiger Team Master Plan update, which includes the success criteria for the European ATM Master Plan edition 2015:
  - alignment with SESAR 2020
  - focus on performance needs
  - perimeter of future CPs
  - evolution in terms of architecture
  - increase of predictability and confidence
  - focus on RPAS and cybersecurity and
  - emphasizing the achievements of SESAR to build further momentum
- Mr Borghini informed the Board of the overall planning for the 2015 Master Plan campaign. A launch event is planned for 16 December 2014 in which Mr Machado and the new Transport Commissioner are expected to be the key speakers. The draft proposal of the European ATM Master Plan should be ready to be submitted to the Board either before or immediately after summer 2015. This would most probably lead to a decision by the Board at the end of 2015.
- He highlighted the recommendations stemming from the work of the Tiger Team to further improve the ATM Master Plan and the need to identify mechanisms to perform the transition to deployment for R&D that is ready for industrialization, recognizing

the role of Very Large Scale Demonstrations. Stronger coupling of ATM Master Plan/Common Projects definition cycles was also highlighted. Mr Borghini emphasized the need for necessary arrangements to ensure an efficient ATM Master Plan monitoring process, which builds on the reporting mechanisms for the future SESAR Deployment Manager. He also proposed that the campaign be led by a steering group, for which Members are requested to appoint key persons before September.

- The call for tenders for the Definition Phase related to civil RPAS did not lead to the award of the contract. Mr Borghini assured the Board that the SJU remains committed to the core importance of RPAS integration and to launch the related activities, which will be conducted differently.
- Furthermore, Mr Borghini informed the Board that the call for proposals for Very Large Scale Demonstrations has been awarded and the formal notification of the awards would be sent out in the following days.
- The Chairperson thanked Mr Guillermet and Mr Borghini for the presentations and expressed satisfaction about the state of international cooperation and the excellent work the SJU was carrying out. He especially noted a step change in terms of the relations with the US, in particular at the level of Deputy Administrator of FAA. The Chairperson also expressed appreciation of the international coordination with China, Japan, Singapore and Israel.
- The Chairperson opened the floor for questions.
- Mr de Vroey (**Civil Users of Airspace**) commented that the datalink situation was unfortunate. He stressed that it would be good if the plans of more simulations and flight trials could be accelerated so that the right solutions would be in place as quickly as possible to avoid a greater loss of investments.
- Mr Bachelier (**Airbus**) commented on datalink stating that there is a capability to go quicker and speed up the process, using benefits from the existing work. Regarding datacom, Mr Bachelier stated that even with a long term political agreement with the US, there is a risk of no convergence. He emphasised the need for synchronized activities with NextGen within SESAR 2020.
- Mr Lallouette (**Thales**) asked the EC for clarifications regarding the role of EUROCONTROL versus the SJU for datalink. He also expressed that he would eventually like some clarifications in terms of the budget to be dedicated to these activities, where it would be taken and also whether the approach would be co-funding or full-funding. Regarding the ATM Master Plan, Mr Lallouette voiced a concern for a disconnect between the ATM Master Plan update and the work that has been done in preparing for SESAR 2020 and the setup of the Deployment Manager, mainly in terms of sequencing. He added that most of the Members would face problems of resources to complete the existing Programme by 2016 and dedicate resources before 2016 to SESAR 2020.
- Ms de Mateo (AENA) commented that once the Deployment Manager is selected, it would be essential for the SJU, concerning level 3 and the monitoring mechanisms of the ATM Master Plan, to take into account the need for a transition between the existing reporting mechanisms to the new ones under the management of the SESAR Deployment Manager.
- Mr Martis (Air Navigation Service Providers) thanked Mr Guillermet and Mr Borghini for the reporting on the development of the Programme. Regarding datalink, Mr Martis underlined that one is still working on the system which was originally meant to serve as a transitional system until the new technology be put in place, stating that it was essential for Europe, as well as the US, that an alternative solution for datalink would be developed.
- The Chairperson stressed that it was important to learn from the lessons of datalink, to look forward and do as much as possible to accelerate the work.
- Mr Guillermet stated that on datalink there was a clear need to move things forward and make it right by being careful to not add to the confusion. The objective for the

new call for tenders is to be launched in July so that the activities could start before the end of the year. Regarding the budget, Mr Guillermet clarified that this was part of the proposal for the Revised Budget 2014 which would be discussed later in the meeting.

- Mr Guillermet also welcomed the comment of Mr Martis, expressing that there was an issue to address regarding the immediate situation of implementation of VDL mode 2, knowing that the limit of technology would be reached at one point and some limitations can already be seen today. This is a key topic for the SESAR 2020 Programme. Regarding the comments on the Master Plan, Mr Guillermet stated that a number of them were addressed in the new edition.
- Mr Borghini confirmed what was said by Ms de Mateo. The Tiger Team report was distributed to the Programme Committee and could also be distributed to the Board. Mr Borghini also added that he agreed on the point raised by Mr Lallouette earlier, that there was a need to carefully assess the phasing-in and phasing-out of the Programmes 2020 and 2016. He agreed it is extremely delicate to find the correct balance between the use of resources during the transition phase.
- The Chairperson supported the points raised by Mrs de Mateo and Mr Lallouette.
- Mr Merlo (EUROCONTROL) agreed with the Chairperson on the fact that we should draw the right conclusions from the datalink issue, stating that in order to avoid making the same mistakes in the future, it would be important to identify the reason why the major recommendations were not followed. Mr Merlo also mentioned that some small Air Navigation Service Providers were still investing money on datalink antennas and that it would be important they know if and how to proceed.
- Mr Bertsch (DFS) also stressed the point regarding investments, adding that there was a need to decide on practical issues such as new antennas, a possible replacement of the ARINC radios etc. He asked the EC to clarify its position to avoid losing further investments as the implementation rule has not changed and while there is a problem with deploying the old technology and single frequency.
- The Chairperson stated that the EC was still reflecting on how to proceed exactly on this matter and that the position of the EC would be clarified. However, it seemed unlikely that there would be an immediate risk of further investment being committed at this stage as the involved parties are aware of the situation.

### ▷ **Conclusions on item 3**

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- The Board took note of the information provided by the SJU.

## **Item 4 SESAR Extension - Status update**

### **Item 4a Updated Calendar for launch of SESAR 2020**

- The Chairperson informed the Board that on 16 June the Council had adopted the amending Regulation for the extension of the SJU and that it would soon be published in the Official Journal of the European Union. The Chairperson then gave the floor to Mr Guillermet and Mr Borghini to inform the Board of the updated calendar for the launch of SESAR 2020.
- Mr Guillermet introduced the second Draft of the SESAR Programme 2020, which will be the basis to move towards the next step, which is the call for expression of interest to become a member of the SJU. Mr Guillermet thanked all the Members and the involved parties for their active contribution highlighting the significant achievement, considering that preparations were launched at the end of March.

- In the high level structure of the Programme there are four main elements: *High Performing Airport Operations, Optimised ATM Network Services, Advanced Air Traffic Services* and *Enabling the Aviation Infrastructure*.
- There are three research phases: *Exploratory Research*, focusing on early maturity Excellent Science and initial applications to ATM; *Industrial Research & Validation*, focusing on maturing and validating through Applied Research, Pre-Industrial Development and Validation of high benefit applications for ATM, and; *Very Large Scale Demonstrations*, focusing on taking the concepts and technology to a wider geographic and stakeholder application to reduce deployment risk.
- Mr Guillermet explained the work breakdown structure of the Programme stating that, compared to the current Programme, it is more coherent and simpler in terms of management, interaction and coordination, which was one of the main objectives of the Programme Committee.
- Mr Borghini presented the next steps for the draft SESAR Programme 2020. He mentioned that the SJU was not asking the Board to approve the call for expressions of interest to become candidate member of the SJU (the CEI) due to the existence of conflict of interest, but to endorse the draft SESAR Programme 2020 as a basis for the launch of the CEI. The approval of the CEI would be reserved for the EC in time for the JTIs launch event on 9 July, when the CEI is also envisaged to be launched. Mr Borghini informed the Board that Mr Massimo Garbini (ENAV) would represent the SJU at the event to which all the Members have been invited.
- Mr Borghini clarified that the final SESAR Programme 2020 would be the result of the negotiation phase after the CEI, where the candidate members will be given the opportunity to propose any necessary adjustments.

#### **Item 4b Call for expression of interest for new membership of the SJU\*\***

- Mr Borghini informed the Board that the CEI would not only include the requirements needed to apply for the call, but also a document defining the governing principles of the Programme and a summary of the current MFA with the necessary adjustments to take into account Horizon 2020 rules. The answers to the CEI are expected by the end of September 2014. The Board will therefore be asked to select the candidate members to participate in the negotiation process at its meeting of 23 October 2014.
- Mr Borghini stated that a lighter procedure is foreseen for the existing Members in the CEI, in particular regarding the administrative documentation. Candidates are also requested to indicate their linked third parties, affiliates etc., as well as providing any type of additional information that could help to better shape the Programme and facilitate the negotiation phase.
- The planned timeframe for the negotiation process is October-December 2014, with the launch of "IBAFO" in January 2015 and the evaluation of final proposals estimated to take place in May 2015. The selected proposals will be submitted to the Board for a decision in June and the SESAR Programme 2020 should officially be launched in July 2015.
- The Chairperson opened the floor for questions.
- Mrs de Mateo (AENA) expressed her overall support to the SJU and the work that had been done, agreeing that the Programme 2020 had become very much streamlined with a focus on the performance of activities. Mrs de Mateo also stated that some work remained to be done, especially in terms of governance aspects and bodies, i.e. the Board and the Programme Committee and asked for clarifications regarding the future structure of these bodies.
- Mr Tarrech (INDRA) supported the draft Programme 2020, stating that the SJU would now

be in a position to be more efficient as the overall structure was better adapted to address the set priorities. Mr Tarrech raised the issue of what impact the Horizon 2020 rules would have on the negotiation process, asking for clarifications in this respect.

- Mr Bachelier (Airbus) thanked the SJU, expressing Airbus' satisfaction with the outcome in terms of the Programme 2020 definition, and also the reduction of the number of projects. He stated that there was a need for visibility and knowledge of the contribution from the Members at an early stage of the process. Mr Bachelier also inquired what the status of Associate Partners would be for SESAR 2020.
- Mr Russo (SEAC) took note with satisfaction that the draft Programme 2020 would be finalized after negotiations, leaving the possibility to insert certain topics into the Programme.
- Mr Lallouette (Thales) asked for clarifications on when the EC would ask the SJU or other organizations to make recommendations for the second Common Project (CP2), stating that the draft CP2 would be essential in defining the priorities for the SESAR Programme 2020.
- The Chairperson referred to the Master Plan as the overarching reference, adding that the EC was ready to fully endorse the SESAR Programme 2020, however, remembering that the Programme is not at its final stage and it will be further refined during the new membership process.
- Mr Guillermet recalled that after the selection of the candidate members a steering committee dedicated to the negotiation with the candidate Members for the definition of the DoW and resource allocation will be set up.
- Mr Borghini clarified that there would only be one Administrative Board. The SJU remains the same legal entity up to 2024, simply with new "shareholders" joining. Until there is the formal decision on the admission of new Members and confirmation of already existing Members, the Board will continue in its present constitution.
- In the October meeting the Board would need to decide if the candidate members should be allowed to participate in the Board meetings as observers and also decide on the steering committee for the negotiation process. The steering committee would be composed of the representatives of the candidate members, who will bear their own costs. Once the membership process is completed, the selected candidate members will become Members and officially take seat in the Board. It should however be kept in mind that the SJU should be a manageable organization and the number of seats in the Board should remain reasonable.
- Regarding the Horizon 2020 rules, Mr Borghini stated that he agreed on the need to have clarity on the rules for the negotiation process, in order to facilitate the process as far as possible.
- Mr Baldoni (ENAV) asked what the implications would be if a current Member would not be a Member of SESAR 2020.
- Mr Borghini answered that the membership of those Members who choose not to participate in SESAR Programme 2020 will be terminated, by law, on 31 December 2016 in accordance with the amended SJU Regulation.
- Mr Tarrech (INDRA) asked whether there are changes foreseen in terms of transparency and recognizing all relevant stakeholders in the process of opening up for new Members to the SJU, in particular bearing in mind potential disruptions of the balance and the work.
- Mr Castelletti (EC) stated that transparency and openness in the process of selection for new Members are important and that the perception of restricted approach to membership should be avoided.
- Mr Pegritz (Frequentis) asked if there were any specific criteria for the potential new Members, which areas would be preferred and how many they would be.
- Mr Borghini replied that all the conditions and requirements are covered by the CEI. The criteria for Members are defined in Article 1 of the SJU Statutes that requires a contribution to the execution of the Master Plan, experience in ATM, financial soundness

as well as the management of conflicts of interest. A few entities already expressed their interest: some ANSPs as well as some third country entities. Regarding the number of members, Mr Borghini reiterated that in order to keep the organization manageable a maximum of 4-5 new members would appear reasonable.

- The Chairperson supported the point that the SJU needs to be a manageable organization. The Chairperson again stated that the text of the CEI would not be distributed to the Board to avoid any conflict of interest. The EC will deliver its final position by 4 July, in time for the launch event on 9 July.



#### Conclusions on item 4

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- The Board recognized the pertinent conflict of interest of a number of Board Members regarding the call for expressions of interest to become member of the SJU and took note of that the text of the call would not be distributed to the Members other than the EC.
- The Board took note of the information provided by the EC and the discussion on SESAR extension.
- The Board endorsed the second draft SESAR Programme 2020.
- The EC committed to provide its opinion on the draft CEI text by 4 July.

#### Item 5 SESAR deployment - status update

- The Chairperson announced a very significant progress on the SESAR Deployment setup, stating that the PCP would be adopted by the College the day after the Board meeting and that a call for proposals to set up the SESAR Deployment Framework Partnership and the establishment of the Deployment Manager was planned to be launched by next week.
- These two events represent very important milestones for the SESAR Project and the SES. It also times quite well with the first call under the CEF (Connecting Europe Facility), scheduled to be launched by mid-September, which will also cover the PCP.
- Five years after the endorsement of the ATM Master Plan, the SESAR deployment is becoming a reality. He thanked the SJU for the significant role it has played in this process as well as the Members, stakeholders and everyone who contributed thereto.
- The Chairperson highlighted that from a stakeholder's perspective the Deployment framework Partnership is a natural evolution of the partnership that has been built in SESAR since the definition phase.

The Chairperson also addressed the point raised by Mr Lallouette on when the next Common Project was expected, saying that he could not give a definite answer. It would also depend on the maturity of the research carried out by the SJU. It would not, however, be before 2015. He expects that the Deployment Manager will be in place early next year and that the DM may also be able to contribute on this subject.

- Mr Lallouette (Thales) asked Mr Guillermet to comment on the maturity of SESAR Solutions currently under development in view of their consideration for future Common Projects. Mr Lallouette stated that, as a Member, they were ready to identify the functions and ATM capabilities to be deployed in the timeframe up to 2024. The process of identifying future priorities on top of the PCP could already be initiated.
- Mr Guillermet agreed that it was a valid point stating that he anticipates that the SJU should have the mechanisms, in particular through the Master Plan aspects, to at least outline, if not to define up front, the future sequence of deployment and to a certain extent shape the future CPs. Mr Guillermet also stated that there is an awareness regarding the level of maturity of projects and that some have been left out of the PCP

because they will reach maturity towards 2015-2016. However, the content of the PCP represents the current status of the Programme.

- The Chairperson inquired how damaging one year would be in terms of investment efforts.
- Mr Tarrech (INDRA) expressed that 1 year would not be important for the process; however, certainty of knowing where we are heading and when would be important. The manufacturing industry would appreciate the clearest possible view on the timeframe.
- Mr Bertsch (DFS) stated that both the SJU and the Deployment Manager would be required for the implementation of the next CP, especially the field experience of the Deployment Manager would be needed.
- Mr Lallouette (Thales) stated that having a mandate from the EC to the SJU to make an initial draft would not mean that the draft was fully endorsed. The approval process is a very long process and having a mandate as quickly as possible would enable the community to anticipate and give it some orientation.
- The Chairperson affirmed that the setup of CP2 would require both the involvement of the SJU and the Deployment Manager. He stated that as long as the risk of decoupling from the Master Plan is avoided, the EC would gladly receive a written notification from the SJU indicating which projects are becoming sufficiently mature in order to consider them at an early stage for the next CP.
- Mr Bachelier (Airbus) stressed the connection between SESAR Programme 2020 and CP2, supporting the SJU as the right forum mentioning the success of the PCP, which has been managed by the SJU.
- The Chairperson commented that in the proposed success criteria for the Master Plan edition 2015 the perimeter of future CPs should be indeed identified as there is a need to look ahead, to think about what should be done in the future.

#### ▷ Conclusions on item 5

- The Board took note of the information provided by the EC and the discussion on SESAR deployment.

### **Item 6 General Administrative and budget issues**

#### **Item 6a Appointment of the Board's Vice-Chairperson**

- The Chairperson reminded the Board of that in accordance with Article 4.2 of the Rules of Procedure of the Administrative Board, the Vice-Chairperson holds the office for one year. It was noted that EUROCONTROL's representative Mr Frank Brenner was appointed one year ago and proposed to re-appoint Mr Brenner for one more year.

The Chairperson noted the Board's agreement on the proposal.

#### ▷ Conclusions on item 6a

Decision ADB(D)03-2014

- The Board adopted decision ADB(D)03-2014 to appoint the representative of EUROCONTROL as the Vice-Chairperson of the SJU Administrative Board for an

additional year.

#### **Item 6b Adoption of organizational chart**

- Mr Guillermet presented the organizational chart. He clarified that the situation was "transitional" because of two main factors: the first being related to the departure of Mr Borghini, the second being the final shaping of the Programme 2020, for which Mr Guillermet expected to have much more clarity towards the end of the current year.
- Mr Guillermet informed the Board of that the recruitment process to replace Mr Borghini had started, however, depending on the actual profile of the selected person there might be changes in the organisation.
- He stated that it was his intention to review the proposed organizational changes by the end of the year.
- Mr Guillermet explained that the organizational changes were proposed with the main governing principles of the organisation in mind:
  - the execution of the Master Plan
  - delivery accountability and content accountability
  - quality management & corporate support
  - administration & finance
  - institutional & stakeholder relations and communication
  - global outreach
- The Chairperson opened the floor to questions.
- Mrs de Mateo (AENA) stated that she believed the main lines of actions were understood, however, there were some aspects and titles whose terminology was not clear, perhaps giving a misleading perception of what the content behind the principles and positions were.
- Mr Guillermet took note of Mrs de Mateo's point and said that he would look further into it to make job titles clearer; he reiterated that he would propose an organizational update by the end of 2014.
- The Chairperson pointed out that a small organization such as the SJU requires some flexibility.



#### **Conclusions on item 6b**

- The Board adopted the SJU organisational chart and requested the Executive Director to submit an update addressing the Board's comments by the end of the year.

#### **Item 6c Final Annual Accounts 2013**

- Mr Borghini recalled that the Final Annual Accounts had been distributed to the Board but that the Board was not requested to adopt them at this stage but only after receiving the European Court of Auditors (ECA) report on the SJU Final Accounts 2013, which is expected in October-November at the latest.
- The Final Annual Accounts 2013 are modified compared to the Provisional Annual Accounts submitted to the Board on 1 March 2014 due to the fact that seven Members have submitted their IFS (Intermediate Financial Statements) and the figures have been updated accordingly.

- The accruals have been revised in terms of cost estimates for 2013, which are now based on the final reporting. In addition, a previous wrong double accounting has been corrected. The most important aspect is that the Board is requested to agree on the use of the budget outturn resources, which were made available from last year.
- Mr Borghini proposed to launch a Written Procedure for the Final Annual Accounts 2013 with particular regard to the outturn, as the EC did not have sufficient time to consider the documents provided for this meeting. He suggested a shortened response period for the Written Procedure of seven calendar days, in accordance with Article 9.1 of the Administrative Board Rules of Procedure.
- The Chairperson supported the proposal of Mr Borghini.



#### Conclusions on item 6c

Written Procedure 2014-03

- The Board took note of the information provided by Mr Borghini on the Final Accounts 2013 and agreed to launch a Written Procedure for approving the use of 2013 outturn.

#### Item 6d Revised Budget 2014

- Mr Borghini stated that the proposal was not a revised budget as such, but rather a proposal to use EUR 5 million that were not allocated in the call for large scale demonstrations, where the award of activities were lower than initially foreseen, and in the call for tender for the Definition Phase related to the civil RPAS integration in the European Air Traffic system, which was not awarded at all.
- To maximize the use of available resources Mr Borghini proposed that: EUR 3 million be dedicated to Datalink VDL Step 1b, for a new call for tender to be launched during the summer, EUR 1 million for expert support to the SJU in the Definition Phase of civil RPAS integration, and EUR 1 million to be dedicated to speed up the setup of the technical support for the SESAR R&I Programme 2020.
- As the documentation was provided at a late stage before the meeting, the EC did not have sufficient time to assess the proposal. Consequently, Mr Borghini proposed to include also this item in the Written Procedure to be launched following the meeting.
- The Chairperson declared that the EC had no formal position on the matter yet, and that would be provided after the internal consultation process had been completed. He then opened the floor for questions.
- Mr Tarrech (INDRA) asked Mr Borghini for clarification regarding the use of resources planned for RPAS.
- Mr Borghini stated that regarding the expert support for RPAS the SJU has an open call for experts, which is continued up to 2016. The intent is to make use of available experts from this call or new ones registering in the database to support the SJU in the Definition Phase of RPAS. Furthermore, he stated that the SJU was also intending to invite the members of the consortium that applied for the un-fruitful call to suggest the names of potential experts.



#### Conclusions on item 6d

Written Procedure 2014-03

- The Board took note of the information provided by Mr Borghini and agreed to launch a Written Procedure for the Revised Budget 2014.

#### Item 6e Appointment of the SJU Accounting Officer

- As a result of the departure of Mr Borghini the SJU had to appoint a new Accounting Officer. The SJU proposed Mr Marcel Dedic, Head of Finance & Budget Sector, as its candidate. Furthermore, in order to ensure continuity of operations, the proposal also included the possibility for the Accounting Officer to appoint a delegated Accounting Officer.
- The Chairperson opened the floor to questions.



#### **Conclusions on item 6e**

Decision ADB(D)06-2014

- The Board adopted Decision ADB(D)06-2014 appointing Mr Marcel Dedic as the SJU's new Accounting Officer.

### **Item 6f Presentation of IAC Annual Report 2013 and Annual Work Programme 2014**

- The Chairperson welcomed back Mrs Haarsma, Internal Audit Capability of the SJU, and gave her the floor to present the IAC Annual Report and Work Programme 2014.
- Mrs Haarsma explained that the IAC Annual Activity Report 2013 mainly summarizes what has been done the previous year, but also includes the work of the EC's internal auditor as well as a summary of the work performed by ECA.
- The report also recalls the main recommendations of the previous report and describes how they have been followed up by the SJU. She provided a summary of the four main audit activities that took place in 2013: the validation of ABAC authorizations; audit on procurement and the contract management; the audit on the closing of the projects performed by internal audit service of the EC and finally; a risk assessment on information technology and IT technology.
- The audits from 2010 and 2011 have all been closed. The seven recommendations resulting from a large audit on project management done by the EC in 2012 have all been closed by the EC.
- With regard to the Annual Work Programme 2014, Mr Haarsma informed the Board that this year the exercise on ABAC access rights will be repeated. There will be two follow-up audits: one on the ethics, processes and procedures, business continuity and document management and the other on contract management. Furthermore, there will be an IAC audit on the application of internal control standards for effective management. Consultancy engagement on processes and procedures and a follow-up audit on the closing of projects will be performed as well.
- The Chairperson thanked Mrs Haarsma for her presentation and the work done and stated that there seem to be no major issues concerning the SJU.



#### **Conclusions on item 6f**

- The Board took note of the report and the IAC Annual Work Programme 2014.

### **Item 6g General implementing rules following the adoption of the new EC Staff Regulation applicable to the SJU as of 1 January 2014**

- Mr Borghini presented the proposal adapting the SJU implementing rules on Staff matters. This proposal follows the adoption of the new EC Staff Regulation and concerns:
  - annual leave, maternity leave and leave in general
  - provision for classification

- outside activities
- rules on teleworking
- educational allowance and
- determination of the place of origin
- Mr Borghini explained that the SJU had decided to opt out from the introduction of the “flexytime” concept in force in the EC, due to the impact this may have on the functioning of such a small organization and considering the measures already implemented to ensure an adequate work-private life balance for the SJU staff.
- As the documentation was provided at a late stage before the meeting, the EC did not have sufficient time to assess the proposal. Consequently, Mr Borghini proposed to include also this item in the Written Procedure to be launched following the meeting.
- The Chairperson supported the proposal for the item to be included in the Written Procedure and opened the floor to questions.
- Mr Bertsch (DFS) inquired about the impact that the new SJU Regulation would have on the SJU.
- Mr Borghini clarified that there would be no additional impact on the function of the organization as it was today.



#### Conclusions on item 6g

Written Procedure 2014-03

- The Board agreed to launch a Written Procedure for the General Implementing Rules following the adoption of the new EC Staff Regulation applicable to the SJU as of 1 January 2014, which are subject to possible comments from the Commission's HR Department.

#### Item 6h IPRs

#### Item 6h i) 2<sup>nd</sup> Annual Report on the SJU monitoring of the implementation of the IPR provisions

- Mr Borghini introduced the report, which indicates the activities that the SJU has put in place to monitor and implement the IPR provisions as stipulated in the MFA. He clarified that the Board was not asked to approve it, but only to take note of it as it would be reported to the ECA.



#### Conclusions on item 6h i)

- The Board took note of the 2<sup>nd</sup> Annual Report on the SJU monitoring of the implementation of the IPR provisions.

#### Item 6h ii) Foreground dissemination process

- Mr Borghini explained the process under the MFA and the current deadlines for the SJU to react once a Foreground dissemination request is submitted for the SJU's approval.
- He stated that some Members considered the MFA response period was too long.
- Mr Borghini also noted that the dissemination requests were almost always endorsed by the SJU.
- With this in mind, Mr Borghini informed the Board that the SJU intended to make the

process more automatic, i.e. a specific mailbox for this purpose shall be created for the dissemination requests and the SJU's response period would be reduced to 15 days instead of 30 days. Without any reaction from the SJU within these 15 days, the Member could disseminate the Foreground under its own responsibility and ensuring full compliance with the MFA rules governing IPRs. Mr Borghini stated that the SJU would maintain the right to come back to the extended contractual deadlines of the MFA in particular in cases where in depth analysis of the relevant request might be needed.

▷ Conclusions on item 6h ii)

- The Board took note of the information provided.

**Item 6h iii) Results of IP audit 2013 and procedure for its dissemination**

- Mr Borghini explained that according to the IP audit carried out in 2013 all the deliverables that had been submitted to the SJU and that were considered to be SJU Foreground were compiled in a list and sent to the Members for their approval. Due to the fact that the approval of one Member was still missing and that around 50 items were currently open, the document would not yet be proposed for decision.
- Mr Borghini stated that the the SJU would seek the Board's approval of the document either through a Written Procedure or at the Board meeting in October, at the earliest, depending on the progress of this process.

▷ Conclusions on item 6h iii)

- The Board took note of the information provided.

**Item 7 Any Other Business**

**Item 7a Reimbursement of costs incurred for members of the Administrative Board**

- Mr Borghini wished to remind the Administrative Board about the changes introduced in 2012 regarding the applicable rules for reimbursement of Board Members' costs incurred for participating in the Administrative Board meetings.

▷ Conclusions on item 7a

- The Board took note of the information provided by Mr Borghini.

**Item 7b Implementation of transparency measures, publication of the CVs of the Board Members**

- The Chairperson pointed out that this was both an important and delicate point that was raised by the European Parliament when voting on the discharge of the SJU annual accounts. The Parliament requested that the SJU implement certain transparency measures, one of them being that the CVs of the Board Member be made public. The Chairperson therefore asked the Members to submit their CVs to the Secretary of the Board for publication on the SJU's website.

- Mr Borghini clarified that the information to be included in the CVs could be limited to the current position as well as the expertise in the SJU related matters, for which one or two paragraphs would be considered sufficient.
- Members were also asked to submit a signed declaration, together with their CV, stating that they are giving their express agreement to publish the personal data on the SJU's public website.
- The deadline to submit the requested documents was the end of September 2014. Mr Borghini stated that this applied for the alternates as well.



### Conclusions on item 7b

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- The Board took note of the information provided and agreed to provide the Members' CVs.

### Item 7c Requests for access to SJU Foreground requiring ad hoc agreement of the ADB

- Mr Borghini submitted to the Board the approval of the three requests for dissemination of the SJU Foreground. These requests needed to be brought to the Board's attention based, on the one hand, on provisions of Article 15.2.3.1 of the MFA, setting forth that the SJU Administrative Board may grant to the Member States of the European Union and of EUROCONTROL, free of charge access rights to the SJU Foreground for their own and non-commercial purposes; and, on the other hand, based on the fact that one request aimed to disseminate Foreground to a Third Party, established outside the Member States of the EU and of EUROCONTROL.
- Following the first request for dissemination, Mr Borghini explained that NATS requested to disseminate SJU Foreground from Project 12.4.1 - D03 Requirement Specification - for the "DPI Project" raised on behalf of the UK Future Airspace Strategy Deployment Steering Group (FASDSG) and approved by the Transport Systems Catapult, that was about to make an open tender for solution suppliers. Being able to use and/or refer to the detailed work developed as part of SESAR Project 12.4.1, it would save re-invention of this work and allow the SESAR concept to be implemented at a number of UK regional airports.
- The second request for dissemination originated from LFV who requested to disseminate various material considered as SJU Foreground to MONALISA 2.0, a project replicating SESAR in the sea traffic management sector, TEN-T funded and co-financed by the Swedish Maritime Administration.
- The third request, initiated by EUROCONTROL, for dissemination of SESAR Human Performance Reference Material (P 16.6.5) to New Zealand Airways for information and knowledge transfer. Mr Borghini stated that the SJU has no objection to the request from EUROCONTROL, however under the specific conditions and the strict compliance with the provisions of the MFA.
- Mr Borghini emphasised that these three requests appeared in line with the promotion of the results and activities being performed by the SJU.
- Mr Bachelier (AIRBUS) expressed the need to verify the final approved deliverable, dissemination of which to New Zealand Airways is sought within the framework of the third request. He suggested one week being sufficient for such verification.
- The Chairperson noted that there was a consensus in the Board to agree on the first two requests presented by the SJU and to go on with the request of Mr Bachelier with regard to the third request.
- Mr Borghini confirmed that the documentation once available will be sent to the Members, with a response period of one week for feedback.

▷ **Conclusions on item 7c**

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- The Board took note of the information provided and agreed on the requests submitted by NATS and LFV and to wait for verification of the relevant final deliverable before agreeing on the request presented by EUROCONTROL.

**Closing of the meeting**

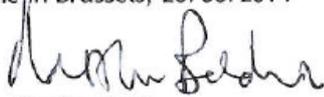
- Mr Michel (Staff Association) stated that this would be his last meeting as a member of the Administrative Board and therefore took the opportunity to thank the Board for the good cooperation and stressed that the Staff Associations were committed to actively contribute to the next phase of SESAR development.
- On behalf of the Board and the EC, the Chairperson thanked Mr Michel for his contributions to the Administrative Board stating that Mr Michel had been a symbol for good cooperation and constantly bringing thoughtful input to the discussions of the Board.
- The Chairperson also thanked the Board members and the other participants for their active participation and their contribution to the meeting.
- The Chairperson reminded the Board that the next meeting would take place on 23 October.

**Annexes**

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

Done in Brussels, 26/06/2014

  
Chairperson

  
Secretary

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

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