



# MINUTES OF THE 13<sup>th</sup> ETAP/ETAC STEERING BOARD (SB)

Salzburg, 26/27 Apr 23 organised by AUT

**Participants:** The participating representatives are listed in Annex 1.

**Chairman:** Col Juan Gonzalo Fernández González (CM)

**Secretary:** LtCol Alex v. Lengriesser (vL, Sec)

**Annexes:**

1. - List of Participants
2. - Action Item (AI) list
3. - Agenda
4. - Briefing (available only at [www.etac-mil.eu](http://www.etac-mil.eu))

**Start:** 26/14:15loc

**End:** 27/11:55loc

These SB-meeting minutes have been created based on handwritten notes supported by an audio record made. The minutes follow the sequence of the adopted agenda numbered by day and topic (e.g. 1-1 = Day 1, first topic on first day), thus record the sequence of events and actions and present at the same time the meeting results.

However, 'coffee breaks' are not considered in the subsequent enumeration.

<b>0.</b>	<b>Verification of attendance</b>
	The SB-representative of the Netherlands is prevented from attending the 13 <sup>th</sup> ETAP/ETAC SB. vL welcomes all SB-representatives and informs them that the meeting will be voice-recorded. No objections are raised by any representative.
<b>1-1</b>	<b>Welcome by the Chairman/ETACCOM</b>
	Col Fernández (ETACCOM) is glad to be able to conduct the 13 <sup>th</sup> ETAP/ETAC SB since a long time again as a live meeting and welcomes the representatives for this face-to-face SB-edition in Salzburg (AUT). He thanks the AUT SB-representative for having kept upheld the offer to conduct a SB in Austria since some years. He expects next to a fruitful official course of the meeting some exchange of ideas alongside on the occasion of the coffee breaks and scheduled social event in the evening.
<b>1-2</b>	<b>Welcome by the BG Prieler / AUT SB rep</b>
	Prior to the welcome words by BG Prieler (CoS AUT Airforce) the AUT-representative takes the floor to welcome all attendees and to advise them about the administrative set-up. BG Prieler thanked all representatives as well for their presence and congratulated all for being Participant to this initiative. He states that once the AUT C-130 fleet has been upgraded by a new Mission Planning System (MPS), he expects a more frequent participation in the programme by the AUT Air Force.

1-3	<b>Welcoming of the new LTU representative and introduction to the LTU Air Transport (AT)-fleet capabilities and possibilities</b>																										
	<p>The Lithuanian representative introduces himself, thanks the Participants for accepting LTU to join the circle of Participants to the ETAP and presents the capabilities of the transport forces of the LTU Airforce. (Presentation embedded in the presentation file.) On the current occasion he approaches all SB-representatives and kindly requests to investigate in their nation, should they be able to support LTU at ETAP-C 23-3 Bezmer, BGR in Sep 2023 by providing a TacIP. (AI 13/01)</p> <p>After the Lithuanian presentation a 'tour de table' was performed to allow all other representatives to introduce themselves.</p>																										
1-4	<b>Validation of the minutes of the '12<sup>th</sup> ETAP/ETAC SB' + Action Items (AI) review</b>																										
	<p>On ETACCOM's request concerning any comment to the 12<sup>th</sup> ETAP/ETAC SB minutes no representative speaks up. By that the minutes dated of 31 Jan 2023 are approved.</p> <p>Concerning the Action Items (AI) he continues presenting an overview about all AIs, open and closed ones.</p> <table border="1" data-bbox="319 784 1396 1747"> <tr> <td>AI 07/04</td> <td><i>Consideration/establishment of the project ETAP-I TacILM</i></td> </tr> <tr> <td>AI 09/03</td> <td><i>ETAC to conduct a Site Survey (SiSu) with Receiving Participant (RP) ESP at Salamanca AFB for the implementation of an ETAP-I TacILM course</i></td> </tr> <tr> <td>AI 09/09</td> <td><i>PRT to present a formal request to the SB for sponsoring Brazil to participate in one (1) project in 2022 or 2023 with KC-390</i></td> </tr> <tr> <td>AI 10/01</td> <td><i>To consider a suitable way (method) of coordinating and to formulate ETACCOM's mandate until the 11th ETAP/ETAC SB</i></td> </tr> <tr> <td>AI 10/02</td> <td><i>To provide an answer to the point paper about legal service required to SB/ETAC: No proposals received. AI stays open.</i></td> </tr> <tr> <td>AI 10/03</td> <td><i>To give Feedback to the 'ETAP related draft documents' of ETAC (to be found on ETAC's website)</i></td> </tr> <tr> <td>AI 11/07</td> <td><i>Proposal for modification of ETAC's TacIP Job Descriptions (JD)</i></td> </tr> <tr> <td>AI 11/08</td> <td><i>Consideration and announcement of intention to send personnel to ETAC iaw the presentation</i></td> </tr> <tr> <td>AI 11/09</td> <td><i>Investigation on the offer to continue to host the ETAC after 04/2025</i></td> </tr> <tr> <td>AI 11/10</td> <td><i>All to investigate on the desire to extend the TA iaw TA Sec 20.2</i></td> </tr> <tr> <td>AI 12/01</td> <td><i>All representatives to state their official national position regarding an extension, amendment or new edition of the ETAP/ETAC Technical Arrangement (TA)</i></td> </tr> <tr> <td>AI 12/02</td> <td><i>All representatives to investigate on the possibility to attach personnel to ETAC or to state presently excluding matters, which prevents the nations from doing so.</i></td> </tr> <tr> <td></td> <td></td> </tr> </table> <p style="text-align: center;"> <span style="margin-right: 100px;"><i>closed</i></span> <span><i>open</i></span> </p> <p>He continues counting up the closed ones:  <i>The closed AIs are:</i>  07/04 - <i>Consideration/establishment of the project ETAP-I TacILM</i>  =&gt; The conditions regarding a dedicated stand-alone project aiming to offer a level of an appropriate/required advanced training environment are not found yet.</p>	AI 07/04	<i>Consideration/establishment of the project ETAP-I TacILM</i>	AI 09/03	<i>ETAC to conduct a Site Survey (SiSu) with Receiving Participant (RP) ESP at Salamanca AFB for the implementation of an ETAP-I TacILM course</i>	AI 09/09	<i>PRT to present a formal request to the SB for sponsoring Brazil to participate in one (1) project in 2022 or 2023 with KC-390</i>	AI 10/01	<i>To consider a suitable way (method) of coordinating and to formulate ETACCOM's mandate until the 11th ETAP/ETAC SB</i>	AI 10/02	<i>To provide an answer to the point paper about legal service required to SB/ETAC: No proposals received. AI stays open.</i>	AI 10/03	<i>To give Feedback to the 'ETAP related draft documents' of ETAC (to be found on ETAC's website)</i>	AI 11/07	<i>Proposal for modification of ETAC's TacIP Job Descriptions (JD)</i>	AI 11/08	<i>Consideration and announcement of intention to send personnel to ETAC iaw the presentation</i>	AI 11/09	<i>Investigation on the offer to continue to host the ETAC after 04/2025</i>	AI 11/10	<i>All to investigate on the desire to extend the TA iaw TA Sec 20.2</i>	AI 12/01	<i>All representatives to state their official national position regarding an extension, amendment or new edition of the ETAP/ETAC Technical Arrangement (TA)</i>	AI 12/02	<i>All representatives to investigate on the possibility to attach personnel to ETAC or to state presently excluding matters, which prevents the nations from doing so.</i>		
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	<p>A TacILM module embedded in projects to provide such training to TacILM-candidates is the so far employed and working solution.</p> <p>09/03 - <i>ETAC to conduct a Site Survey (SiSu) with Receiving Participant (RP) ESP at Salamanca AFB for the implementation of an ETAP-I TacILM course</i> =&gt; Any plans to activate the project are presently in a dormant status.</p> <p>09/09 - <i>PRT to present a formal request to the SB for sponsoring Brazil to participate in one (1) project in 2022 or 2023 with KC-390</i> =&gt; A Brazilian KC-390 aircrew participated in ETAP-S 22 and Brazilian military personnel will observe the project ETAP-T 23 in Beja (PRT).</p> <p>10/01 - <i>To consider a suitable way (method) of coordinating and to formulate ETACCOM's mandate until the 11<sup>th</sup> ETAP/ETAC SB meeting.</i> =&gt; The provision of a mandate to ETACCOM as stated in the Terms of Reference (TOR) approved on the occasion of the 9th SB meeting, has despite the several reminders directed to the SB representatives has not yet happened. The representatives decide that their decisions, made on the occasion of each SB-edition, are to be considered by ETACCOM as such guidance. ETACCOM replies that in his opinion a mandate is considered to be something different. In order not to keep this item open any longer, he, however, accepts the interpretation of the SB-representatives. The AI is requested to be closed.</p> <p>11/09 - <i>Investigation on the offer to continue hosting the 'Centre' (ETAC) after 04/2025</i> =&gt; ESP had communicated an offer to the Participants to continue hosting the ETAC for nine (9) years following the conclusion of the active ETAP/ETAC TA.</p> <p>Pending AIs:</p> <p>10/02 - <i>To provide an answer to the point paper about the legal service required for the SB/ETAC</i> =&gt; The representatives suggests to contact ESP, EATC and/or EDA formally and to ask for legal service in single cases there. (AI 13/02)</p> <p>10/03 - <i>To give Feedback to the 'ETAP related draft documents' of ETAC (to be found on ETAC's website)</i> =&gt; No feedback has been received by ETAC concerning this AI.</p> <p>11/07 - <i>Proposal for a modification of ETAC's TacIP Job Descriptions (JD).</i> =&gt; ETACCOM informs that multiply JD drafts have been presented to each representative to clarify the Tactical Instructor flying duties /requirements, they all have been approved by all the nations except one. He suggests a new wording of such JDs in order to reach a broader consensus. Updated JDs will be presented at a later stage.</p> <p>11/08 - <i>Consideration and announcement of the intention to attach personnel to the 'Centre' (ETAC) in accordance with (iaw) the presentation</i></p> <p>12/01 - <i>All representatives to state their official national position regarding an extension, amendment or new edition of the ETAP/ETAC Technical Arrangement (TA).</i></p> <p>12/02 - <i>All representatives to investigate on the possibility to attach personnel to ETAC or to state presently excluding matters, which prevents their nation from doing so.</i></p> <p>12/03 - <i>All representatives to contact the 'Centre' upon their willingness to receive an ETAP-project in the year 2024.</i></p> <p>Topics concerning AI 11/08, and 12-01 until 12-03 will be discussed later the day.</p>
1-5	<b>PoW 23 - review/outlook</b>
	<p>ETACCOM informs the representatives about those projects, which have already been accomplished in 2023 (ETAP-C 23-1 a/b and ETAP-I 23-1 to -4) and those ones, which are in planning (ETAP-C 23-2, -3, -4 a/b, ETAP-T 23 and ETAP-I 23-5 and -6). Meanwhile all scheduled projects in 2023 have been launched by a Letter of Activation (LoAct). Based on the limited slots available a prioritisation had to be applied for the project ETAP-C 23-4 a/b.</p>

	<p>As important issues affecting the management of most projects, the following points are highlighted by ETACCOM:</p> <ul style="list-style-type: none"> <li>- National POCs need to anticipate any update to formerly declared participation intentions.</li> <li>- Coordination with European Air Group (EAG) has been started on the occasion of ETAP-T 23, in order to receive some assistance to better coordinate and integrate potential AMPT participation in this project and depending on the outcomes other projects.</li> <li>- Actions need to be taken in order to correct delays for sending LoAct.</li> <li>- Specific paragraphs have been included in the LoAct to facilitate the understanding of force generation requirements.</li> <li>- The importance for anticipating crew details in the Application Forms, in order to enable the 'Centre' to better plan each project and, provided required, to coordinate potential waivers, where appropriate. An ETAP-S 23 is not planned in 2023. A decisive reason for that is to find in the undermanned Peacetime Establishment (PE), which does not match with the workload resulting from PoW 23.</li> </ul> <p>After that ETACCOM presents a summary of all projects performed since 2014 (inauguration of ETAC took place in 06/2017), in order to provide some data for an assessment about of the performance and capabilities of the 'Centre', as well as about the training demands and expectations of the Participants in regard to ETAP. Despite the effects of the pandemic, a clear rise in trend regarding the numbers of projects and Project Participants (PP) is noticeable. Although occasionally not all the planned slots had been allocated in every project, in general the statistics show a growing number of slots used in flying courses (ETAP-C), which is in line with the rising demand of the Participants to graduate their crews. The raise in slots is mainly based on the combined day/night projects offered by ESP, held in Zaragoza (LEZG).</p> <p>Overall, with this trend the by the manning limited planning and preparation capabilities of the Centre are reached. Apart from that, another trend which becomes very apparent, is the intention of the Participants to not only have trained their aircrews, but to get trained personnel that is involved in fields of airlift operations, as there are e.g.: para, AMPT, CATO, etc. .However, ETAP-Cs so far concentrate on aircrew training. A merge of training audiences during ETAP-Cs so far cannot be provided since a multinational standardisation has not yet fully happened in these domains, and thus integrated activities for both training audiences are difficult to implement. Currently ETAP-Ts offer more possibilities to get this kind of audiences and training involved with the expected effect that required documents describing multinational agreed on procedures might become a game-changer in the future. However, the 'Centre' does not have any expertise reflected in its PE regarding the side training, which is considered to be a limiting factor.</p>
1-6	<p><b>PoW 24 - status</b></p>
	<p>ETACCOM presents the draft of PoW 24. Solely FRA and DEU have replied as requested by the 'Centre' on the occasion of the 12<sup>th</sup> ETAP/ETAC SB (AI 12/03). At the moment of presentation only one (1) Element Lead project (ETAP-C) and four (4) ETAP-I TacIP (two (2) each by FRA and DEU) can be offered.</p> <p>The PoW for the upcoming year by the TA needs to be approved by the SB in the next 4 days by 30 April. ETACCOM explains again the importance of having a PoW for the upcoming year reflecting the needs of the Participants (° and kinds of projects), but as well of being tailored to the capabilities of the 'Centre'.</p> <p>The ESP-representative offers to receive a combined Day and Night/NVG project (ETAP-C) in Zaragoza either in January (15-26) or March (10-22) 2024 and an ETAP-C or T from 23 Sep - 04 Oct, pending the acceptance by the SB. The PRT representative regrets that PRT will not be able to receive any flying project in 2024. The BGR representative offers to receive an ETAP-C Sg Day from 29 Sep - 11 Oct, however, is aware of the timely conflict with</p>

	<p>the Spanish offer. (please note information given from the BGR-representative under AOB 2-5).</p> <p>The ITA representative regrets that due to long-term planned upgrades of the simulators at ITC Pisa in 2024 no offers to receive ETAP-Is can be made at this point. He will continue to investigate once he's back home. DEU and FRA are encouraged by vL to investigate on the chances to increase the number of ETAP-Is conducted at their locations. (AI 13/03)</p> <p>Due to conflicting offers and wanting consultation with ETAC's TrngSec a provision of a final draft PoW 24 at this point is impossible. The SB representatives decide to delay the approval of a PoW 24 until 15 June. After a short unfruitful discussion about the type and maximum number of projects, the majority of representatives prefer PoW 24 to focus more on ETAP-Cs. The 'Centre' will - based on the received offers and the SB discussions - put together a draft and will circulate it for approval by the SB in due time. (AI 13/04 and 13/05)</p>
<b>1-7</b>	<p><b>Projects financial provisions (ETAP/ETAC TA Sec 6.1.)</b></p>
	<p>ETACCOM informs the SB that presently the different projects - based on the cost sharing mechanism stipulated by the TA and reflected in the LoAct - are completely shared by those Project Participants (PP) attending the project with aircrews and flying assets. Nations participating with personnel only (e.g. AMPT, INTEL, CATO etc.) are not considered for any financial share. The determination of the total estimated project costs is a matter of each Receiving Participant (RP), the share of these costs a matter of the SB. The 'Centre' considers it to become difficult to contemplate a fair share of costs in accordance with the different levels of participation. As well are the borders between augmentation and training of personnel not very clear. After a short discussion the SB decides to continue with the present way of cost-sharing (flying Participants only) and not to modify the practise.</p> <p>However, the 'Centre' is in favour to send out and expects to receive back from all nations, no matter whether intending to participate in projects with aircrew or as non-flying Project Participant (PP), a Letter of Acceptance (LoAcc) prior to participate as a PP, starting with the project ETAP-T 23. The obligation to sign a LoAcc results from the necessary agreement to the provisions mentioned in the TA and the acceptance of Annex E to the TA by the potential PP. (AI 13/06)</p>
<b>1-8</b>	<p><b>ETAC PE 23-25 Bidding process</b></p>
	<p>ETACCOM presents a graphical overview about the Peacetime Establishment (PE) evolution divided in filled and vacant positions. Even at the declaration of FOC the PE had not been filled completely. Presently two (2) positions (Plans, Support) are vacant, three (3) other ones (CIS, Admin, Cmdr's Asst) will become vacant as of the end of this year. The out-rotating PRT TacIP is already replaced by a DEU TacIP, who is already attached to the 'Centre'. A replacement for the NLD TacILM, has been found in the same nation. The handover will be done this summer. The Spanish Admin will leave in summer, a replacement is not yet identified by ESP.</p> <p>A further personnel rotation is to be expected in summer 2024 when two (2) TacIPs will rotate out, replacements are to be determined (tbd).</p> <p>Bare numbers of vacant positions in the PE presently show that the performance of the 'Centre' solely based on the twelve (12) positions will be affected drastically by four (4) vacant positions as of summer 2023. vL sees, provided no action is taken, the execution of the tasks by the 'Centre' as stipulated by the ETAP/ETAC TA jeopardised.</p> <p>For none of the actual vacant/becoming vacant positions the representatives make a concrete offer to attach personnel to the 'Centre'. Vague intentions are stated regarding the filling of the Plans (PE05) position by NOR. The PRT representative states the possibility to attach an additional TacIP (PE 08/09) after the summer of 2023, required needed and/or approved by the SB. The FRA representative assures contingency in filling one (1) TacIP position until 2025. In general many SB-representatives suggest to accept an 'overcrowding' of the TrngSec by TacIPs and a redistribution of tasks – even so this personnel is not specialized for the to be expected work, since the work is not related to the field of expertise. ETACCOM is not convinced regarding the success of this move, as not being totally in line with the initial</p>

	<p>concept of the Centre. (Rmk: As a small managing unit with some permanent personnel, to be augmented during projects by personnel of the Receiving Participant (RP) or other personnel generated from the PPs. Such may be more difficult to find, like instructors.</p> <p>Upon ETACCOM's renewed requests to fill the positions of the Cmdr's Asst, Plans, CIS and Support no offer is raised by the representatives. The DEU representative points out that for DEU the evidence of an extension of the TA is mandatory prior to the initiation of a national staffing process.</p>
<b>1-9</b>	<b>Presentation of the intentions regarding the way-ahead of ETAP</b>
	<p>At the beginning of this agenda item ETACCOM does a 'tour de table' among the representatives asking about their official national position regarding the Spanish offer made in February to extend the active TA for nine (9) years following the conclusion of the active TA. The FRA and PRT representatives refer to a wanting decision of their leadership. The representatives of CZE, DEU, LUX, NOR, ROU and LTU state the agreement of their nations to this potential plan of an extension. All other nations (AUT, BEL, BGR, ESP, ITA, NLD) had already stated their agreement via email in advance. The FRA and PRT representatives are challenged by the SB to search for a decision in their nation as soon as possible.</p> <p>A short discussion comes up about the format of the extension process, provided the missing two (2) nations will provide an agreement in close time. vL states that the decision taken today at the time of the 13<sup>th</sup> SB is not unanimous. With that the minutes cannot be used for the purpose of unanimously declaring the extension of the TA as being decided.</p>
<b>2-1</b>	<b>SB discussion on the future of the ETAP/ETAC TA</b>
	<p>To pave the road for meeting the requirements of the TA ETACCOM proposes as a potential way ahead to release based on the information received a short letter urging the representatives to answer on the offer to extend the active TA for nine (9) years latest mid of May allowing each representative a two (2) week time period to reply. Since all representatives are expected to have received by their Ministry of Defence (MoD) the 'appropriate national approval' to do so, with fourteen (14) positive answers the extension could be considered as to be unanimously agreed on.</p> <p>Potential amendments to the TA will have to be a matter of further future consultations.</p>
<b>2-2</b>	<b>ETAP/ETAC TA extension alternatives</b>
	No other proposal regarding a 'way ahead' of the ETAP is made.
<b>2-3</b>	<b>Standardisation Board considerations</b>
	<p>LtCol Viltart, Head of EATC's Training Branch (TrEx) and Chairman of the Standardisation Board (StBd) presents information regarding the history, the task and the modus operandi of the StBd, stressing out the necessity of such a Board within ETAP (Presentation embedded in the presentation file.).</p> <p>Whether the Terms of Reference (ToR) of this StBd after their creation needs to be agreed on by the ETAP/ETAC SB has not been finally decided by the representatives.</p>

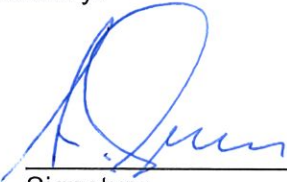
<b>2-4</b>	<b>Presentation of the Budget Execution Statement (BES) for the ETAC Multinational Budget (MB) 2022 and considerations for a 2024 3<sup>rd</sup> party fee estimate</b>
	ETACCOM gives information about the Budget Execution Statement (BES). He will release by email more detailed information to the Participants following this SB-edition. (AI 13/08 and 13/09) Despite all projects with the exception of ETAP-C 22-2 in BGR had been

	<p>accomplished in 2022 a Final Balance of +79.386€, the revenues of 37.500€ from 3rd party nation participation included, is left over. The amount of the Final Balance will be shared equally to the Participants to the ETAP based on the status of 2022.</p> <p>Referring to the in the Budget and Financial Regulation (BFR) listed Annex B (FINANCIAL LIMITS FOR TRAVEL AND ACCOMODATION COSTS) ETACCOM states that this list and the prices are outdated and require an urgent update and alignment. Until the list and the prices are up to date, he requests the SB to approve in exceptional cases the exceeding, provided necessary, of the stated limits. The approval was given.</p> <p>Furthermore he informed the SB on this occasion that the 'Centre' (ETAC) is considered to move on Zaragoza Air Base in 2024. He informs the representatives that potentially the ETAC MB might become effected by that.</p>
<b>2-5</b>	<b>Any Other Business (AOB)</b>
	<p>The BGR representative states that after consultation with his national HQ the new proposed dates for the reception of a potential ETAP-C in Bulgaria could be 20 Oct – 01 Nov 2024.</p> <p>On an exact date for the next (14<sup>th</sup>) ETAP/ETAC Steering Board (SB) nor its format (Live/virtual) no decision has been made.</p>
<b>2-6</b>	<b>Wrap up/new Item Action review</b>
	<p>Cmdr's Asst pointed out the Action Items (AI) to be expected to be released together with the minutes. (see AI-list attached as Annex 2)</p>
<b>2-7</b>	<b>Farewell</b>
	<p>Not to exceed the scheduled time more as necessary ETACCOM thanks all representative for having been present and communicative and says goodbye.</p>

50001 Zaragoza, in Sep 2023  
 Approved by Chairman:

\_\_\_\_\_  
 Signature  
 Col G. Fernández

50001 Zaragoza, 06 Sep 2023  
 Conference content compiled  
 by Secretary:

  
 \_\_\_\_\_  
 Signature  
 LtCol v. Lengriesser (vL)

