

ES Col. Javier Fernández

Chairman

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Final minutes of the 3rd ETAP/ETAC STEERING BOARD – Zaragoza, 22 Sep 2016

A. Participants :

1. Participants: BE, BG, CZ, DE, ES, FR, IT, NO, PT, EDA, EATC. Detailed list of participants is in Annex B.

B. Welcome & Introduction

1. Welcome & Introduction

Col Fernández (ES Air Force Staff/Plans & Policy Division), former PMG Chairman, welcomed the Participants and reminded that the meeting will focus on the PE manning and the commitment of the nations; 2017 PoW; 2016/2017 Budget approval/review; and the new roadmap for the ETAC IOC.

A tour de table followed to introduce the participants to each other.

C. Agenda

The agenda was approved as follows:

- PE Manning Nations Commitment
 - 2017 Programme of Work
 - ETAP-I Financing
 - Approval/review of the 2017 ETAC Budget
 - New Roadmap to ETAC IOC
 - IT Support (Flight Pro, Wise...)
 - AOB
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- PE Manning Nations Commitment

The Chairman informed about the letters that ESP Air Chief sent to nations asking for the commitment on the ETAC manning in order to be able to maintain the schedule of handover between EDA and the Centre in September 2016. Due to time constraints, only Italy was able to send an SME in autumn this year. ESP Air Chief proposed a one-year delay, but he remarked that Spain would help as much as possible to run most of the Projects included in the 2017 PoW.

In the 3rd ETAP/ETAC SB Nations confirmed their commitment as shown in the following chart:

POSTS	PREFERENCES	COMMITMENT								
		16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25
Centre Commander										
Admin										
Assistant	GE					GE	GE			
Course Director										
Training Supervisor										
Chief Ops										
IT Manager	CZ				CZ	CZ	CZ			
CIS/Sup NCO										
Chief Tac Instructor	FR, PT				PT	PT	PT	FR	FR	FR
Tactical Instructor	FR, GE, PT, BE					FR	FR	GE	GE	GE
Chief Intel	BE	DORMANT						BE	BE	BE
Tactical Instructor LM	NL BE	DORMANT			NL	NL	NL			

Norway cannot send personnel to the Centre before 2019. Germany offered flexibility in the positions to cover if that could help other nations to commit to specific posts. Czech Republic will try to post an SME in 2018 (one year prior than planned) in order to help with the IT Manager post, considered very important for the quality of the Projects.

EDA has confirmed its commitment to support the 2017 PoW manning and financial contribution. EDA budget will not be approved prior to January 2017, but its draft includes provisions for ETAP Projects, including the EATIC (European Air Transport Instructor Course) financing. Therefore, EDA will most probably provide the same level of economic support to run the ETAP Projects as in 2016.

EATC will support as well, with some limitations regarding the ETAP-T. The commitment of Nations that was sent to Spain in response to the Air Chief's letter was confirmed, as well as the commitment of EDA and EATC with the ETAP/ETAC.

An update of the Job descriptions was requested and it will be done by EDA/EATC/EATC Com within the framework of the EATF AHWG Operations and Training.

The Chairman asked Bulgaria and Norway representatives to confirm their commitment, according to the responsibility stated with the signature of the TA.

- 2017 Programme of Work

The 2017 PoW was approved (Annex C) as presented by the AHWG Operations and Training, except for the June NVG course in Zaragoza. The difficulty to run this event in June in parallel with the ETAP-C, taking into consideration that the Centre will not be ready to support the Project, brought Spain to the conclusion to cancel it.

For FY 2017 Projects that are put in place using a Letter of Activation issued by the ETAC, Third Parties taking part in such Projects will be charged a fee as laid down in the BFR. An exception was agreed for the symposium that will take place in October 2017, if it is hosted in Sweden.

It was decided that the Projects will be activated with specific TA's, until the ETAP-T that will be hosted by Portugal.

Portugal was then asked to choose the formal step to be followed for the reception/hosting of the EATT17:

- a Technical Arrangement (TA), or alternatively;
- a Letter of Activation (this one with the new designation ETAP-T, under ETAP/ETAC);

After meeting information:

Portugal has informed the decision to continue the formal process to receive/host the EATT17 with TA, and regarding that, PT considers that all currently relevant Entities will maintain and assume the responsibilities in relation to this exercise, the EATT17.

- ETAP-I Financing

As stated before, EDA will continue to financially contributing the ETAP-I in 2017.

- Approval/review of the ETAC 2017 Budget

The draft ETAC Budget FY 2017 (Annex D) was presented to SB for approval. It was noted that the figures have not changed since December 2015 due to the following circumstances:

- Great uncertainties about the final date in which the Centre will start to run and about what activities will be developed during 2017.
- The possibility to make the appropriate adjustments in FY 2019, in accordance with the TA and BFR.
- The use of this budget as a basis to calculate the amount to be paid by the French Participant in its initial instalment.

The ETAC Budget for FY 2017 was approved by SB as presented.

It was then agreed that Call for Funds of each Participant (including the "special" one for France with the 9-year calculation) based on the approved FY 2017 Budget should be forwarded within the first week of November. Therefore, taking into account the 60-day period for payment, each Participant will have the flexibility to pay its Call for Funds using its national 2016 or 2017 fiscal year budget (or a combination of both). In order to expedite the process of forwarding the Calls for Funds, all Participants took an action item to provide the Spanish POC NLT 31Oct2016 with the information about postal address and email address where such Calls for Funds should be sent. France stated that they required a firm commitment about the date in which the ETAC would be opened by the time the Calls for Funds are forwarded.

- New Roadmap to ETAC IOC

It was decided to differentiate the IOC of the Centre (that will be reached in September 2017) from the Opening of the Centre. The Chairman informed that Spain is working on the legal framework to create this new international Centre in Spain. It is expected that this will occur not later than February 2017, so February is the expected time for the opening of the Centre. This will help the staffing process to all Nations, especially Italy and France.

The Italian expert could be posted in early 2017 and it is requested to France and Germany to cover their posts in July 2017 to help the in-processing and the establishment of IOC of the Centre.

It was proposed to take advantage of the next EURAC meeting that will be held in Berlin in May 2017 to run a shoulder meeting and present the ETAP/ETAC roadmap to Air Chiefs. This will help to give visibility to this important achievement without bothering Air Chiefs with a dedicated Ceremony. The German representative will explore this possibility.

In September 2017 a Ceremony for the IOC of the Centre could be run at Air Mobility Command level.

- IT Support (Flight Pro, Wise...)

EDA presented the situation of the IT support, highlighting that there is no issue related to hardware, and the efforts have to be put on the software. The "WISE" software is developed by EATC therefore it is not an issue. The challenges are related to the "Flight Pro" program, considered a good IT tool that could save human resources when running ETAP-T. Currently 240.000 € have been spent by EDA. Software licensing contract will be in place until March 2019. Annual maintenance fee is about 20.000 € per year, budget that currently is not available under EDA framework. One option will be to include maintenance support for flight Pro in the overall cost on the single project and then to be divided by the participants. In any case EATC SB need to take a decision for 2018 and beyond.

It was then agreed that the ETAC should ensure that this IT tool is really necessary. ETAC Commander could assess about this. Nations will request EDA to keep supporting economically the ETAP/ETAC IT tool.

Talking about the IT Manager Post, EATC confirmed his support for skills handover until June 2017. The Spanish NCO that will support the IT Manager, if selected with IT manager skills, could help as an interim solution. Otherwise, SB should decide to outsource this post, considering that this would have an impact in the budget.

- AOB/Closing Remarks

EATC representative presented the need of EATC to be recognized as a certification body for course syllabi, taking into consideration their responsibility in writing the syllabus. It was agreed by the SB.

EATC requested to review all the processes to prepare the ETAP-T, from the EDA invitation to the different conferences. This will be done in the next AHWG Operations & Training.

3RD ETAP/ETAC SB

EATC proposed to evaluate the possibility of the designated COM ETAC to act as the Exercise Director for EATT 2017.

EATC proposed to use the new terminology for the different Projects as stated in the TA: ETAP-C for EAATTC, ETAP-T for EATT, ETAP-S for Symposiums and ETAP-I for EATIC.

The Chairman thanked the SB representatives for their participation, and proposed to hold the next meeting by April 2017, wishing that by that time it would be run by the ETAC Commander.

ES Col Javier Fernández

DECISIONS TAKEN		
Nr	SB DECISIONS	RMKS
D-01	Job Descriptions update	AHWG Operations & Training
D-02	BU and NO to confirm their commitment with the manning	ASAP
D-03	Provide the Spanish POC NLT 31Oct2016 with the information about postal address and email address where Calls for Funds should be sent	ALL
D-04	Send Call for Funds 1st week of November	ES
D-05	Confirm the date of the opening of the Centre	ES ASAP
D-06	Explore the possibility to present ETAC in the next EURAC	GE
D-07	ETAC COM assess necessity of Flight Pro	ETAC COM
D-08	SB ask EDA to support economically the IT Tool	Next SB if clear previous action
D-09	Review all the process to prepare next ETAP-T	AHWG Operations & training
D-10	Confirm the possibility of the designated COM ETAC to act as the Exercise Director for EATT 2017	

NEXT EVENTS		
Nr	EVENT	RMKS
E-01	Opening of the ETAC	February 2017
E-02	4th ETAP/ETAC SB	April 2017 Madrid
E-03	Presentation of the project in EURAC	May 2017
E-04	IOC of the ETAC	September 2017 Zaragoza

3nd ETAP/ETAC SB Participants

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The following personnel were also present:

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EDA	Laurent Donnet	Laurent.DONNET@eda.europa.eu

ETAC BUDGET FY 2017				
Chapter	Item	Sub-Item	CISI DESCRIPTION	Credits/Authorizations
				Euros
1	PERSONNEL			0,00 €
	1000	Course fees for training of ETAC staff		0,00 €
	GENERAL ADMINISTRATIVE, OPERATING AND MAINTENANCE			146.250,00 €
		2100	Office Accommodation	16.350,00 €
		2110	Water and sewage	900,00 €
		2120	Electricity	8.000,00 €
		2130	Heating	4.000,00 €
		2140	Pest Control	150,00 €
		2150	Cleaning of ETAC facility	2.300,00 €
		2160	Minor Maintenance of ETAC facility and equipment	1.000,00 €
		2200	General Supplies	13.000,00 €
		2210	Consumable supplies (paper, minor equipment and supplies)	3.500,00 €
		2219	Staff Vehicle	8.000,00 €
		2220	Postage/Freightage	300,00 €
		2230	Copying, Printing & Publication of ETAC products	1.200,00 €
		2300	Travel Transportation and accommodation for travel of ETAC staff	101.000,00 €
		2400	Hospitality Hospitality for ETAC related and other events in accordance with Annex C of the BFR	2.500,00 €
		2500	Communication & Information technology	13.400,00 €
		2510	Rental/lease of telephone lines for local exchange services and long distance services	6.500,00 €
		2520	AIS	
		2521	Hardware, software	5.000,00 €
		2522	Maintenance and development of hard and software	1.900,00 €
	CAPITAL INVESTMENTS			
	Purchase of furniture and equipment subject to write-off and residual value procedure:			0,00 €
		3100	AIS General AIS new The credits required for new IT (HW for ETAC staff, notebooks, etc.)	0,00 €
		3200	Furniture	0,00 €
TOTAL EXPENDITURES				
	REVENUES			
		4100	Reimbursement for services provided to Third Parties	0,00 €
		4200	Third Parties fees	0,00 €
TOTAL REVENUES				0,00 €
TOTAL ETAC BUDGET				146.250,00 €

The amount to be paid by the French Participant in its initial installment will be calculated as follows: French Participant Initial Installment amount = (146.250,00 / Number of Participants that Sign the ETAP ETAC TA)*9*1,06214797