



Process a rulemaking task

Doc #

PR.RPRO.00001-001

Approval Date

25/03/2010

## Process a rulemaking task

**PR.RPRO.00001-001**

	Name	Validation	Date
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**DOCUMENT CONTROL SHEET**

**Process Area** Rules development  
**Main Process** Process a rulemaking task  
**Main Process Owner** Eric SIVEL

**Reference documents****a) Contextual documents**

Commission Regulation (EC) 1049/2001 - Regarding public access to European Parliament, Council and Commission documents  
 Commission Regulation (EC) 216/2008 - Regulation of European Parliament and of Council of 20 Feb. 2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency and repealing Council Directive 91/670/EEC, Regulation (EC) 1592/2002 and Directive 2004/36/EC  
 Commission Regulation (EC) 45/2001 - Regulation of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data  
 ED Decision 2008/015/E - Decision of the Executive Director of EASA of the 1st September 2008 on the delegation of powers of the Executive Director to the Director Rulemaking (Mr Jules Kneepkens) with respect to certain rulemaking tasks  
 MB Decision 01-2004 - Decision of the Management Board concerning the arrangements to be applied by the Agency for public access to documents as last amended.  
 MB Decision 08-2007 - Decision of the Management Board on Rulemaking Procedure as last amended

**b) Internal documents**

FO.RPRO.00028 - Contact details of candidate for rulemaking group  
 TE.GEN.00100 - Letter  
 TE.GEN.00300 - Note  
 TE.RPRO.00034 - Notice of Proposed Amendment (NPA)  
 TE.RPRO.00035 - ED Decision for Rulemaking  
 TE.RPRO.00036 - Opinion of EASA  
 TE.RPRO.00037 - Rulemaking Terms of Reference  
 TE.RPRO.00038 - Composition of Review Group  
 UG.RPRO.00033 - Rulemaking style guide  
 WI.DRM.00013 - Archiving and filing of rulemaking deliverables

**Abbreviations**

AGNA: Advisory Group of National Authorities  
 A-NPA: Advance-Notice of Proposed Amendment  
 CdT: Centre de Traduction  
 CRD: Comment Response Document  
 DG-TREN: Directorate General Transport & Energy  
 FRA: Foreign Regulatory Authority (i.e. FAA)  
 GC: Group Composition  
 JAALO: Joint Aviation Authorities Liaison Office  
 MB: Management Board (Decision)  
 MoM: Minutes of meeting  
 MS: Member State of the EU  
 NAA: National Aviation Authority  
 NPA: Notice of Proposed Amendment  
 NRT: Non Rulemaking Task  
 R: Rulemaking Director  
 R.6: Process Support



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RG: Review Group  
RIA: Regulatory Impact Assessment  
RP: Rulemaking Programme  
RUO: Rulemaking Officer  
SSCC: Safety Standards Consultative Committee  
ToR: Terms of Reference  
WI: Work Instruction

Log of issues		
Issue	Issue date	Change description
001	25/03/2010	First issue, Migration of R.P002-00 and related QMS work instructions



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## INTRODUCTION

### Purpose and scope

The execution of a Rulemaking task is composed of steps to be followed in a chronological order. This basically starts with the initiation of the task by the drafting of the Terms of Reference and finishes with the publication of the rule.

The entire process can be broken down into 7 basic phases:

- Development of the Terms of Reference;
- Composition of a Rulemaking Group;
- Drafting of the Notice of Proposed Amendment;
- Public consultation;
- Composition of a Review Group;
- Review of comments; and
- Adoption and publication of the rule.

NOTE: As defined in MB 08/2007, rule means the issuing of an Opinions, Certification Specifications and Guidance Material.

This procedure is applied for each rulemaking task contained in the Rulemaking Programme and the Advance Planning.

### Legal framework

MB Decision 08/2007 prescribes the procedure for the development and issuing of Opinions, Certification Specifications and Guidance Material by the Agency, as defined in the EASA Regulation Article 43.

This procedure covers MB 08/2007 Articles 4 "Initiation", 5 "Drafting", 6 "Consultation", 7 "Review of Comments", 8 "Adoption and publication", 11 "Co-operation with Third Countries and International Organisations", 12 "Access to documents" and 13 "Retention of documents" and the requirement of the EASA Regulation to translate its Opinions as set out in Article 23.

### Basic Principles

The processing of rulemaking tasks follows several main phases: initiation, drafting, consultation, reviewing and adoption and publication. With regard to initiation it is important that clear parameters are set for each specific rulemaking task identified in the rulemaking programme and accorded a priority as a function of the preliminary regulatory impact assessment and the Agency resources available. Therefore considerable importance is attached to the terms of reference as described in Article 4.2 of MB/8/07, including fixed timetables for the rulemaking process and the content of the deliverable in question.

Regarding the means selected for the drafting of individual rules, the Director should be provided with sufficient flexibility and autonomy in line with the independence of action accorded to him or her in the EASA Regulation. However, in the interests of workable and satisfactory rules, the Agency is also obliged to draw on expertise available in national aviation authorities and interested parties (article 43.1.a/b of the EASA Regulation). To facilitate a reasoned and informed decision by the Executive Director on the need for, and composition of a rulemaking group, he or she is required to seek the opinion of the SSCC and the AGNA. This should also allow him or her to secure the help of these parties in terms of individuals with the expertise necessary to contribute to a successful rulemaking outcome.

The Agency shall provide rulemaking groups with guidance on their working methods in the form of standard operating procedures to be drawn up by the Executive Director (these are included in the list of implementing procedures to be established under article 16.2).

The drafting phase is deemed to start after the drafting mechanism has been chosen and, in those cases where a rulemaking group is set up, when working methods have been agreed and work proper can start. The criteria for rule drafting are set out in Article 5.2 of MB/8/07. Article 5.3 obliges the Agency to continue with the initial regulatory impact appraisal conducted at the programming phase as an integral part of the drafting of rules.

The NPA mechanism described in Article 6.4 of MB/8/07 provides for completely open consultation on proposed rules for a period of three months. Article 6.5 and 6.6 grant the Executive Director with the flexibility necessary to adapt this provision.

Article 43.2 of the EASA Regulation requires the Agency to establish a special procedure for consulting the member states in those cases where the latter are to apply the proposed rules. This is reflected in 6.3 and, at the review stage, in article 7.6. (see below). Article 6.5 and 6.6 grant the Executive Director with the flexibility necessary to adapt the procedure in the circumstances described.

With respect to the review of comments received, means are provided for a review of comments also involving experts who have not directly participated in the drafting of the rule in question. This has been included as an additional means of reducing the chance of valid comments not receiving the attention they deserve due to 'interests'



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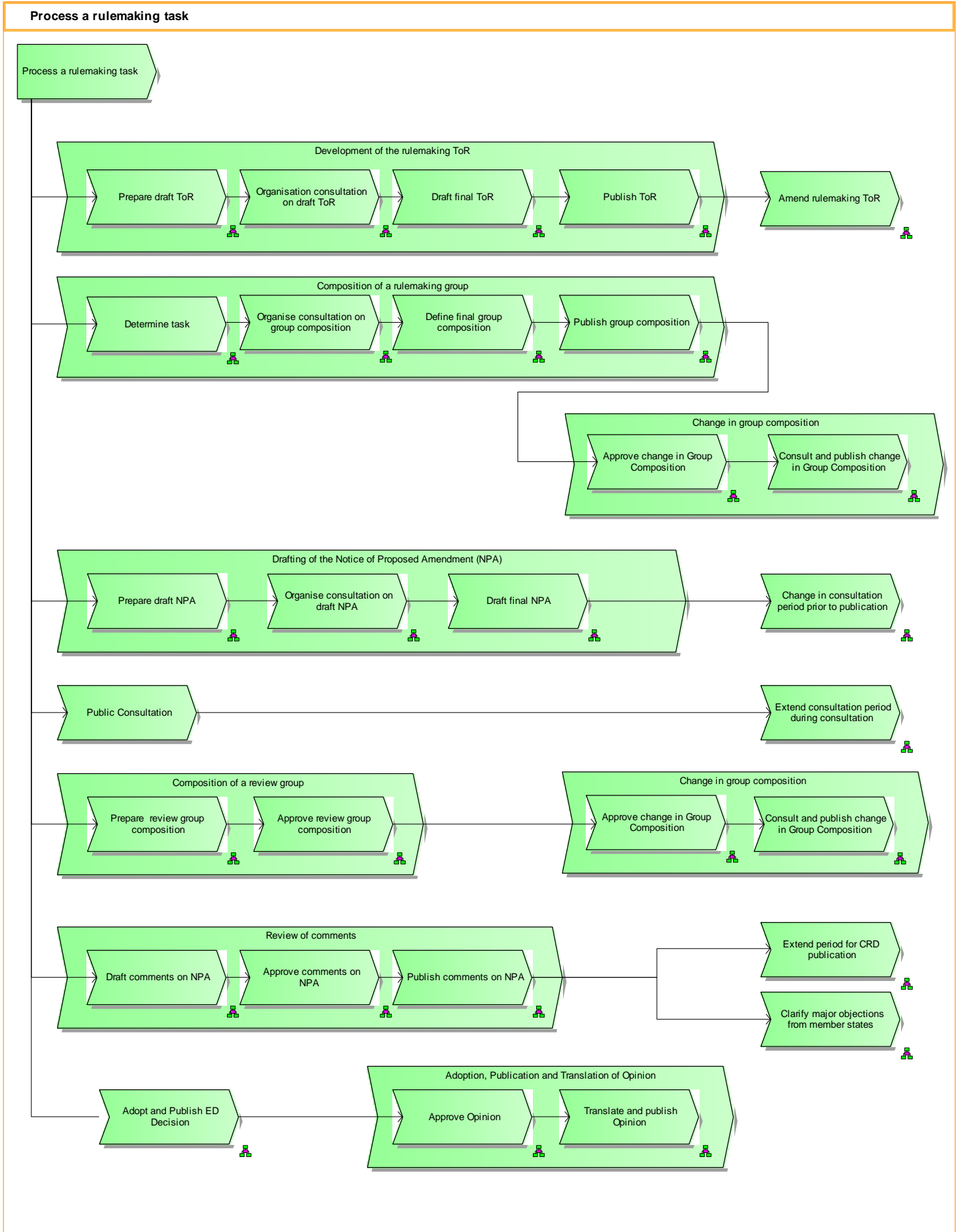
of those drafting the rules conflicting with those of consultees. In the interests of transparency, the Director is obliged to publish a formal response to the consultation process in the Agency's official publication in accordance with a clear, but flexible, timetable. This flexibility takes into account situations where an NPA elicits several hundred comments, such as has occurred in the past.

Article 7.6 obliges the Director to follow a special procedure with respect to rules to be applied by the member states where the latter raise major objections to the proposed rule. In such cases the Advisory Group of National Authorities is tasked with providing the Executive Director a forum through which to consult on the issues in so far as they relate to aviation safety issues falling within the Agency's remit. In those cases where disagreement relates to issues which fall outside the Agency's field of competence (e.g. impact on NAA revenues, staffing) these disagreements will be set out in full in the Director's consultation report document. The Agency must retain its credibility in the field of aviation safety by referring these issues to the political bodies competent to resolve these disagreements.

The two-month minimum period between publication of the consultation summary and adoption and publication of any decision is intended to allow sufficient time for responses to the Executive Director's consultation response document prior to the finalisation of any decision.

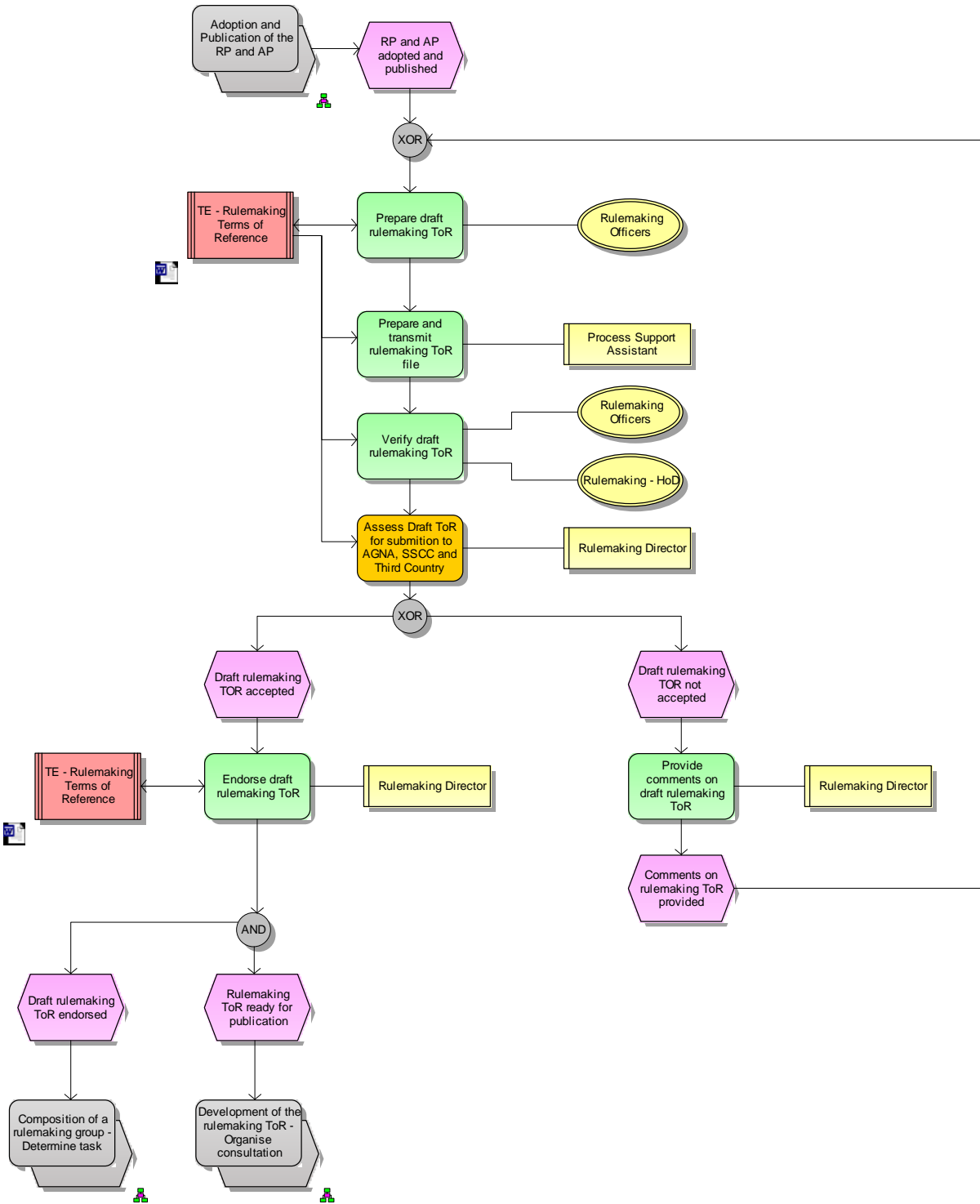


Structure of process charts





Development of the rulemaking ToR - Prepare draft ToR





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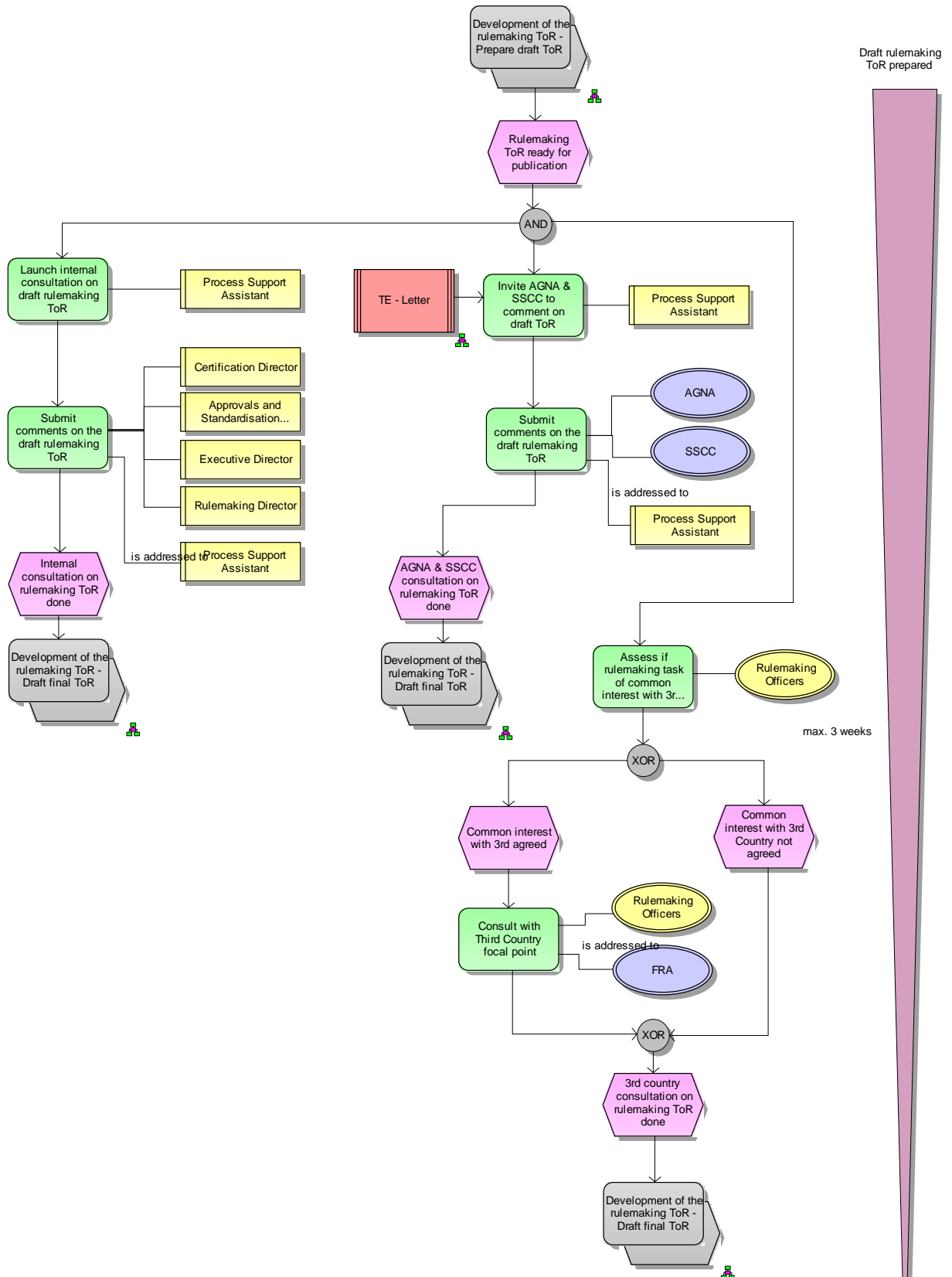
Activity	Description to the process activity
Prepare draft rulemaking ToR	Draft rulemaking task ToR i.a.w. priorities of the Rulemaking Programme and transmit to R.6
Prepare and transmit rulemaking ToR file	Prepare transmission file and transmit to RUO, Head of Unit and Director
Verify draft rulemaking ToR	---
Assess Draft ToR for submission to AGNA, SSCC and Third Country	Draft ToR appropriate to be submitted to AGNA, SSCC and Third Country for consultation
Endorse draft rulemaking ToR	---
Provide comments on draft rulemaking ToR	Provide reasoning, justification and instruction on further action for draft rulemaking ToR update.

**Internal Process Interfaces**

Adoption and Publication of the RP and AP  
Composition of a rulemaking group - Determine task  
Development of the rulemaking ToR - Organise consultation



Development of the rulemaking ToR - Organise consultation





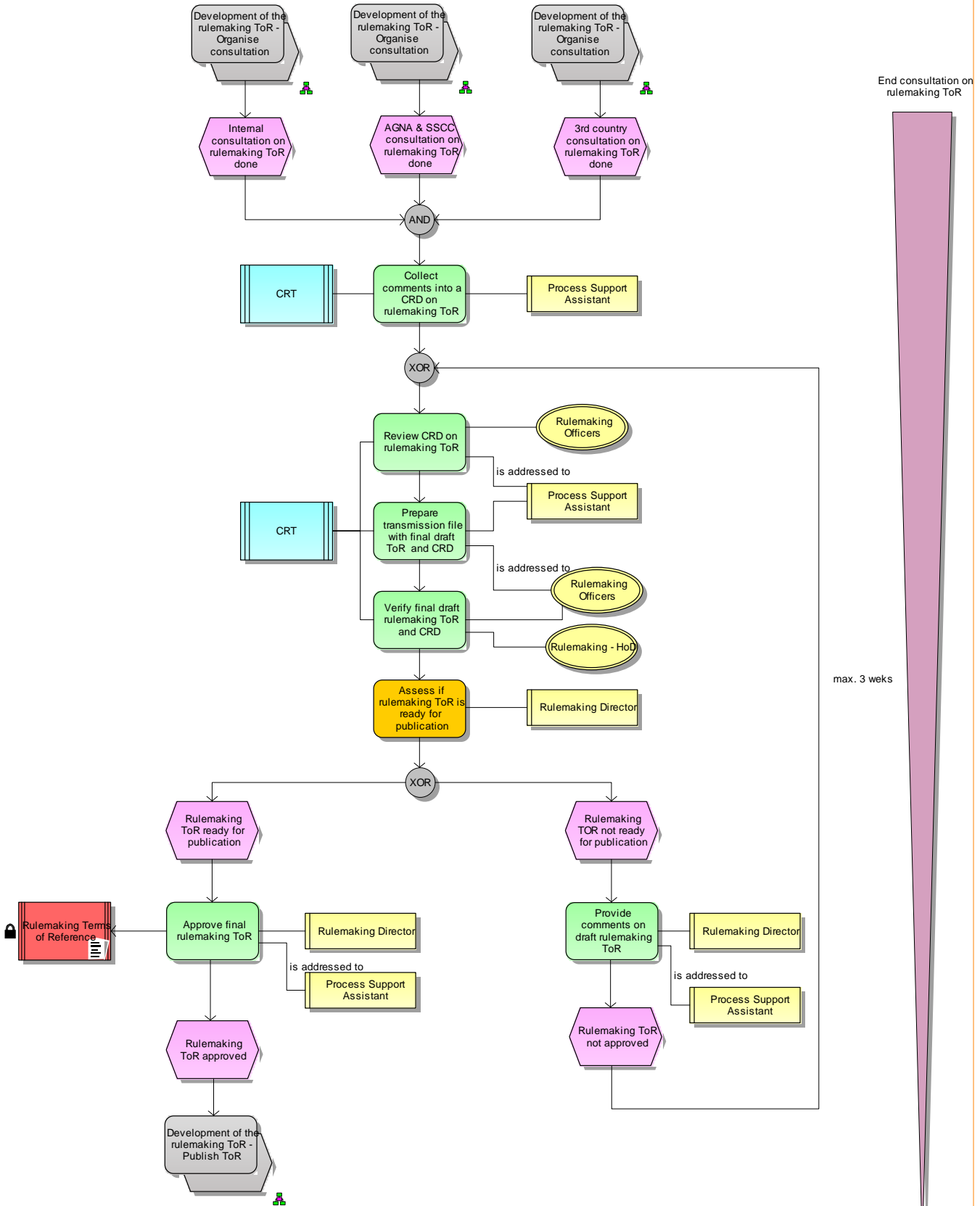
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Activity	Description to the process activity
Launch internal consultation on draft rulemaking ToR	Send draft rulemaking ToR to R, C, S, and E for internal consultation.
Submit comments on the draft rulemaking ToR	---
Invite AGNA & SSCC to comment on draft ToR	---
Assess if rulemaking task of common interest with 3rd Country	---
Consult with Third Country focal point	---

Internal Process Interfaces
Development of the rulemaking ToR - Prepare draft ToR Development of the rulemaking ToR - Draft final ToR



Development of the rulemaking ToR - Draft final ToR





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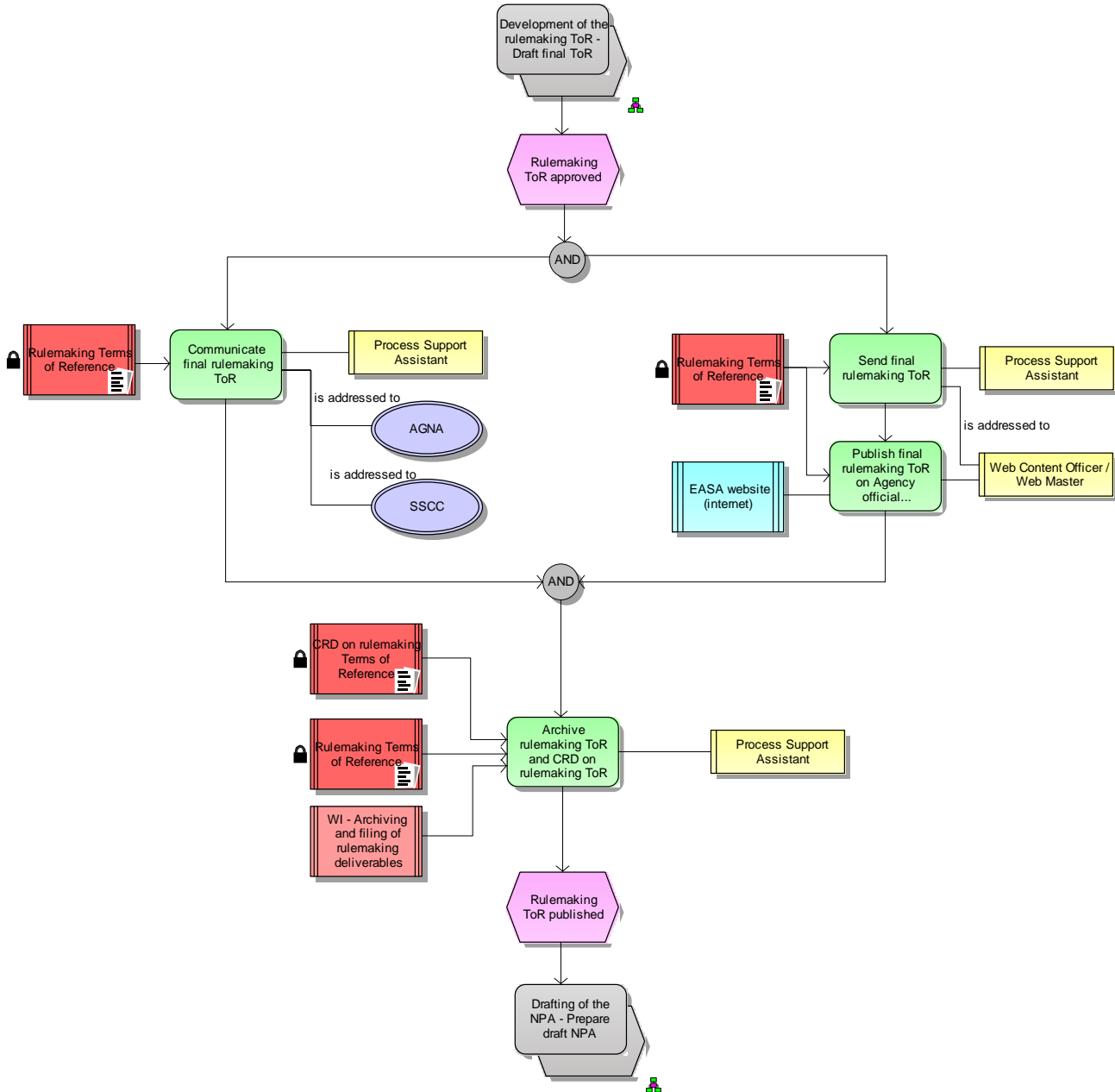
Activity	Description to the process activity
Collect comments into a CRD on rulemaking ToR	---
Review CRD on rulemaking ToR	Review comments in CRD, provide responses and adjust rulemaking ToR as necessary. Transmit final draft ToR and CRD on rulemaking ToR to R.6
Prepare transmission file with final draft ToR and CRD	---
Verify final draft rulemaking ToR and CRD	---
Assess if rulemaking ToR is ready for publication	---
Approve final rulemaking ToR	---
Provide comments on draft rulemaking ToR	Provide reasoning, justification and instruction on further action for draft rulemaking ToR update.

**Internal Process Interfaces**

Development of the rulemaking ToR - Organise consultation  
Development of the rulemaking ToR - Publish ToR



Development of the rulemaking ToR - Publish ToR





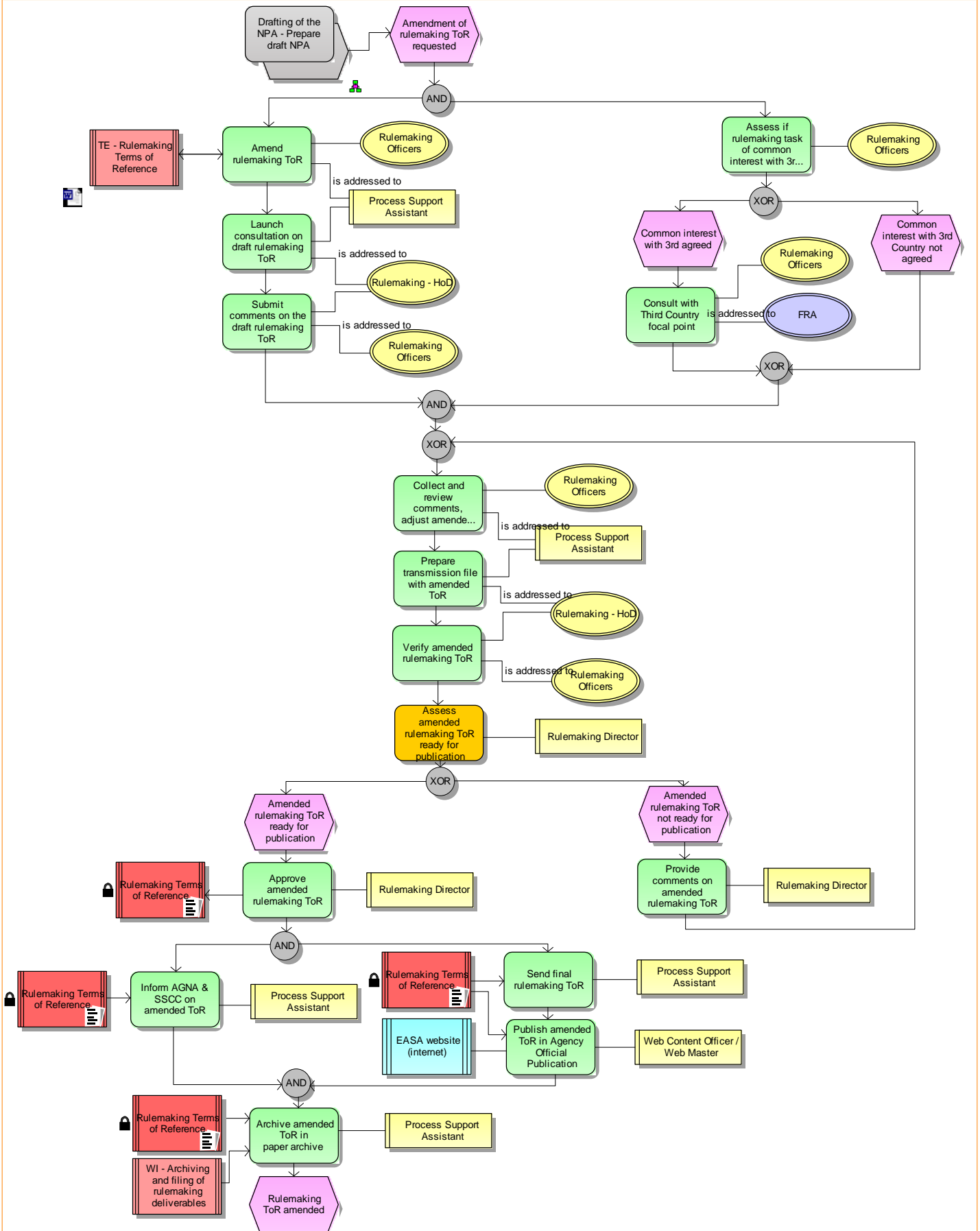
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Activity	Description to the process activity
Communicate final rulemaking ToR	---
Archive rulemaking ToR and CRD on rulemaking ToR	---
Send final rulemaking ToR	Send final rulemaking ToR to Communications department.
Publish final rulemaking ToR on Agency official publication	---

Internal Process Interfaces
Development of the rulemaking ToR - Draft final ToR Drafting of the NPA - Prepare draft NPA



Amend rulemaking ToR





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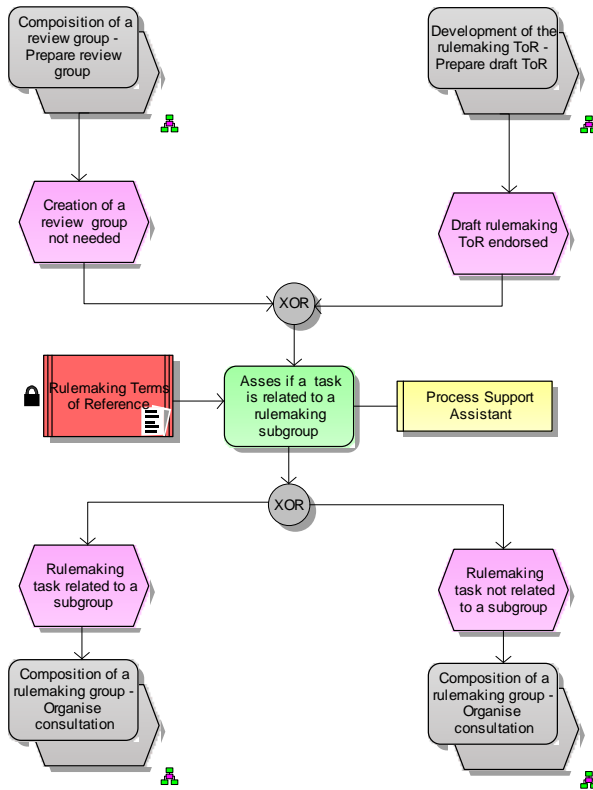
Activity	Description to the process activity
Amend rulemaking ToR	Amend ToR as appropriate in light of progress with Rulemaking task and transmit to R.6
Launch consultation on draft rulemaking ToR	Launch interdepartmental consultation on draft rulemaking ToR (Send draft ToR to R.2, R.3 and R.4)
Submit comments on the draft rulemaking ToR	---
Collect and review comments, adjust amended ToR	---
Prepare transmission file with amended ToR	---
Consult with Third Country focal point	---
Assess if rulemaking task of common interest with 3rd Country	---
Verify amended rulemaking ToR	---
Assess amended rulemaking ToR ready for publication	---
Approve amended rulemaking ToR	---
Inform AGNA & SSCC on amended ToR	---
Provide comments on amended rulemaking ToR	---
Send final rulemaking ToR	Send final rulemaking ToR to Communications department.
Publish amended ToR in Agency Official Publication	---
Archive amended ToR in paper archive	---

**Internal Process Interfaces**

Drafting of the NPA - Prepare draft NPA



Composition of a rulemaking group - Determine task





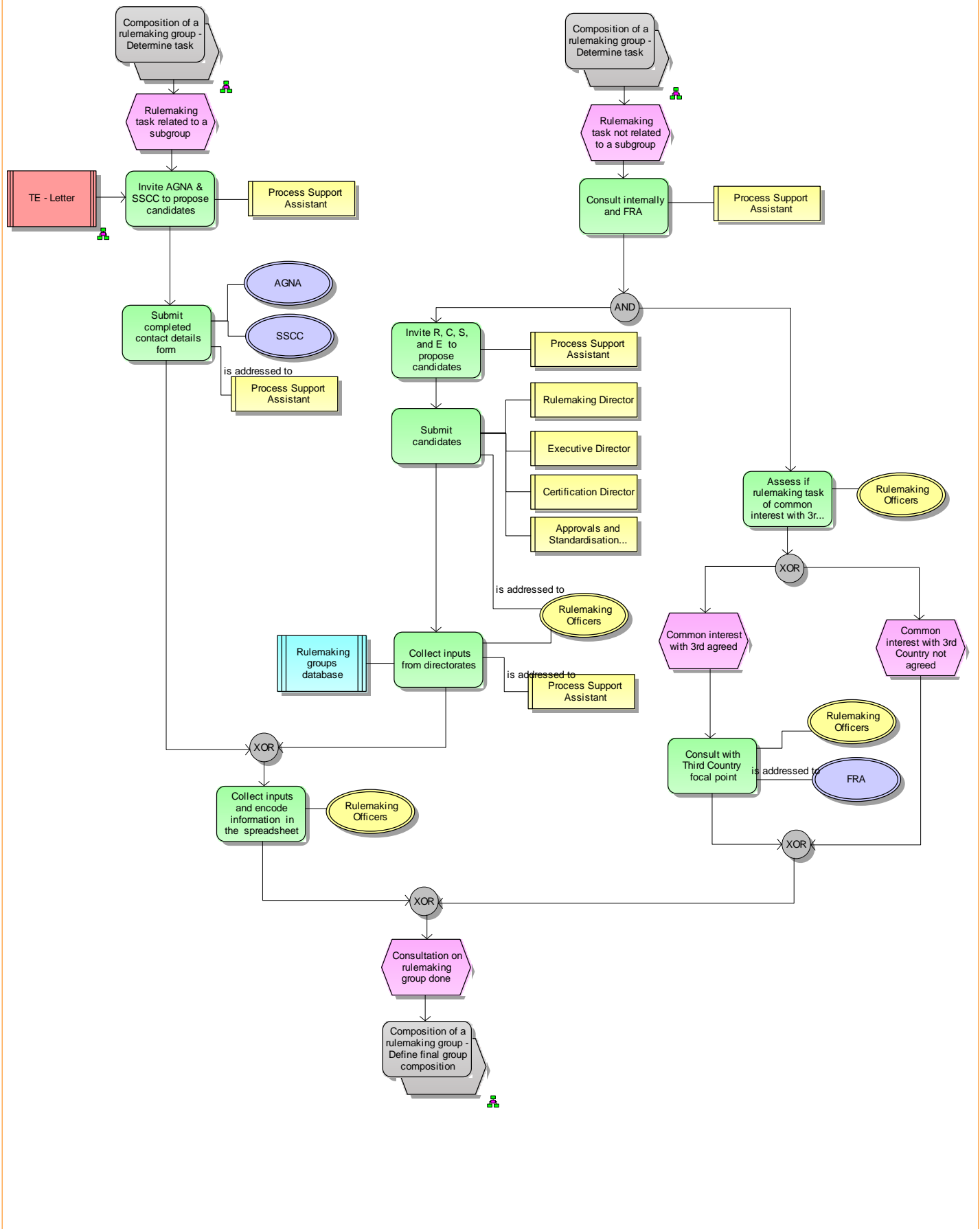
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Activity	Description to the process activity
Asses if a task is related to a rulemaking subgroup	---

Internal Process Interfaces
Compoisition of a review group - Prepare review group Development of the rulemaking ToR - Prepare draft ToR Composition of a rulemaking group - Organise consultation



Composition of a rulemaking group - Organise consultation





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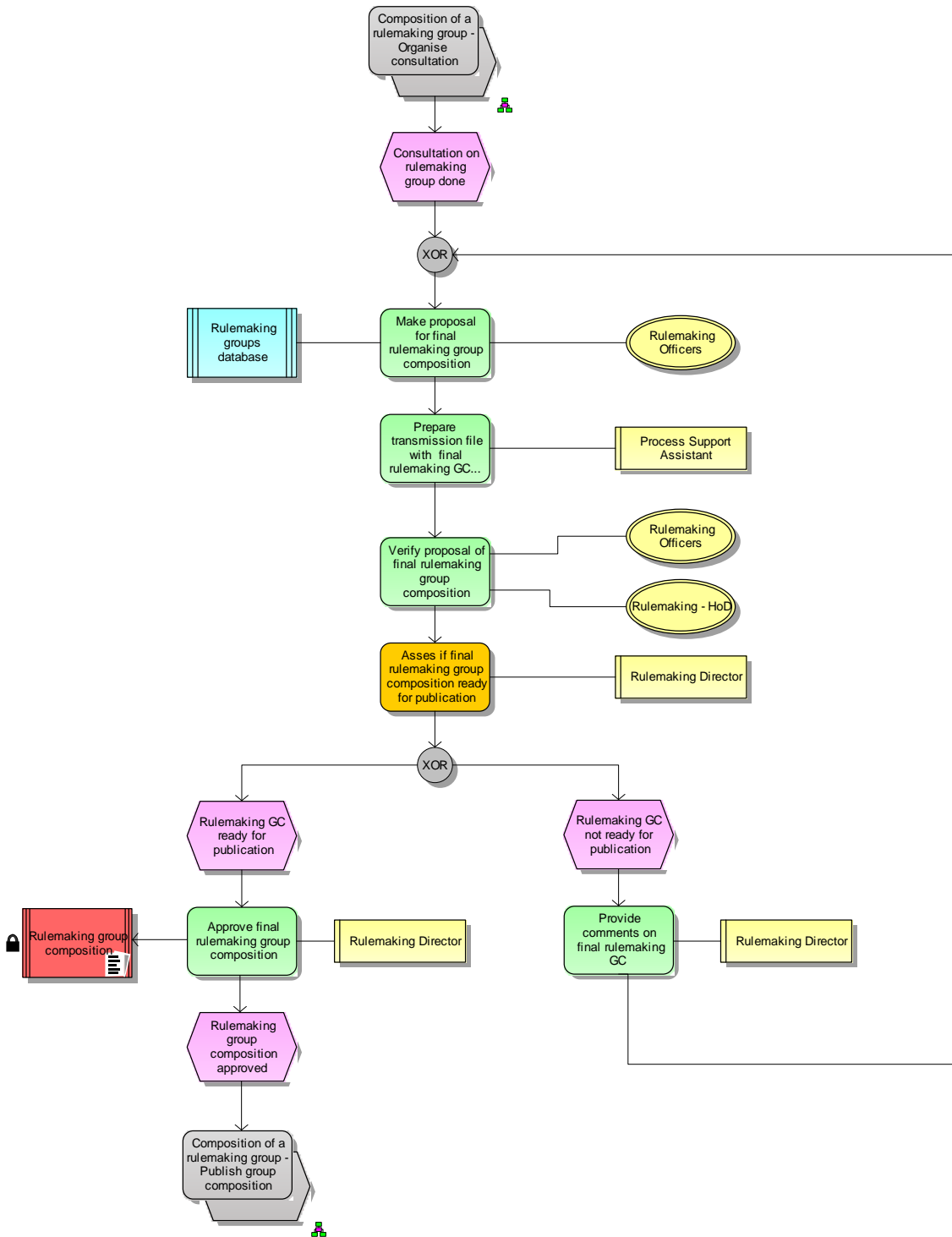
Activity	Description to the process activity
Invite AGNA & SSCC to propose candidates	---
Submit completed contact details form	---
Invite R, C, S, and E to propose candidates	---
Submit candidates	---
Consult internally and FRA	---
Collect inputs from directorates	---
Collect inputs and encode information in the spreadsheet	---
Assess if rulemaking task of common interest with 3rd Country	---
Consult with Third Country focal point	---

**Internal Process Interfaces**

Composition of a rulemaking group - Determine task  
Composition of a rulemaking group - Define final group composition



Composition of a rulemaking group - Define final group composition





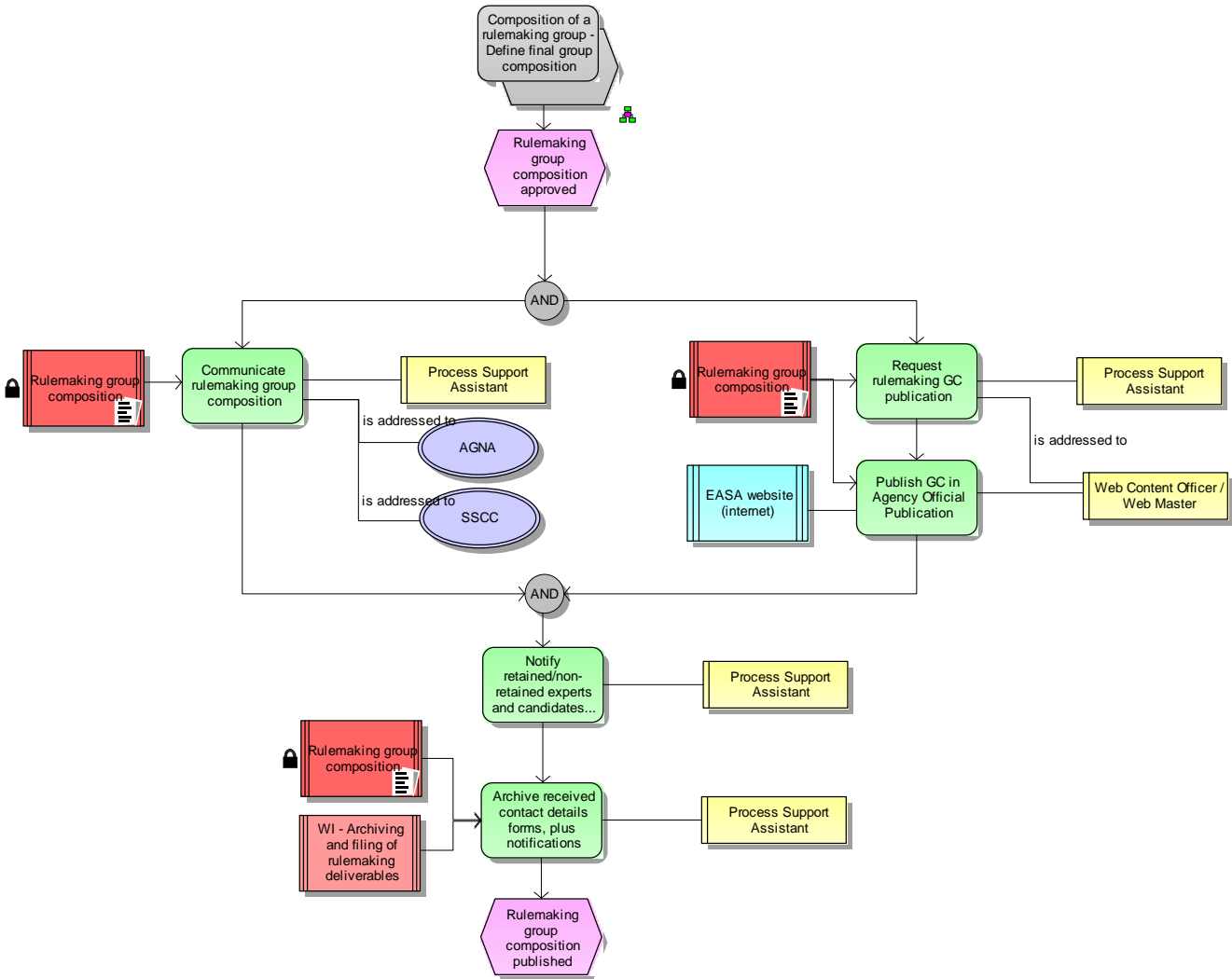
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Activity	Description to the process activity
Make proposal for final rulemaking group composition	Review the candidates' list and make proposal for nomination.
Prepare transmission file with final rulemaking GC proposal	---
Verify proposal of final rulemaking group composition	---
Asses if final rulemaking group composition ready for publication	---
Approve final rulemaking group composition	---
Provide comments on final rulemaking GC	---

Internal Process Interfaces
Composition of a rulemaking group - Organise consultation Composition of a rulemaking group - Publish group composition



Composition of a rulemaking group - Publish group composition





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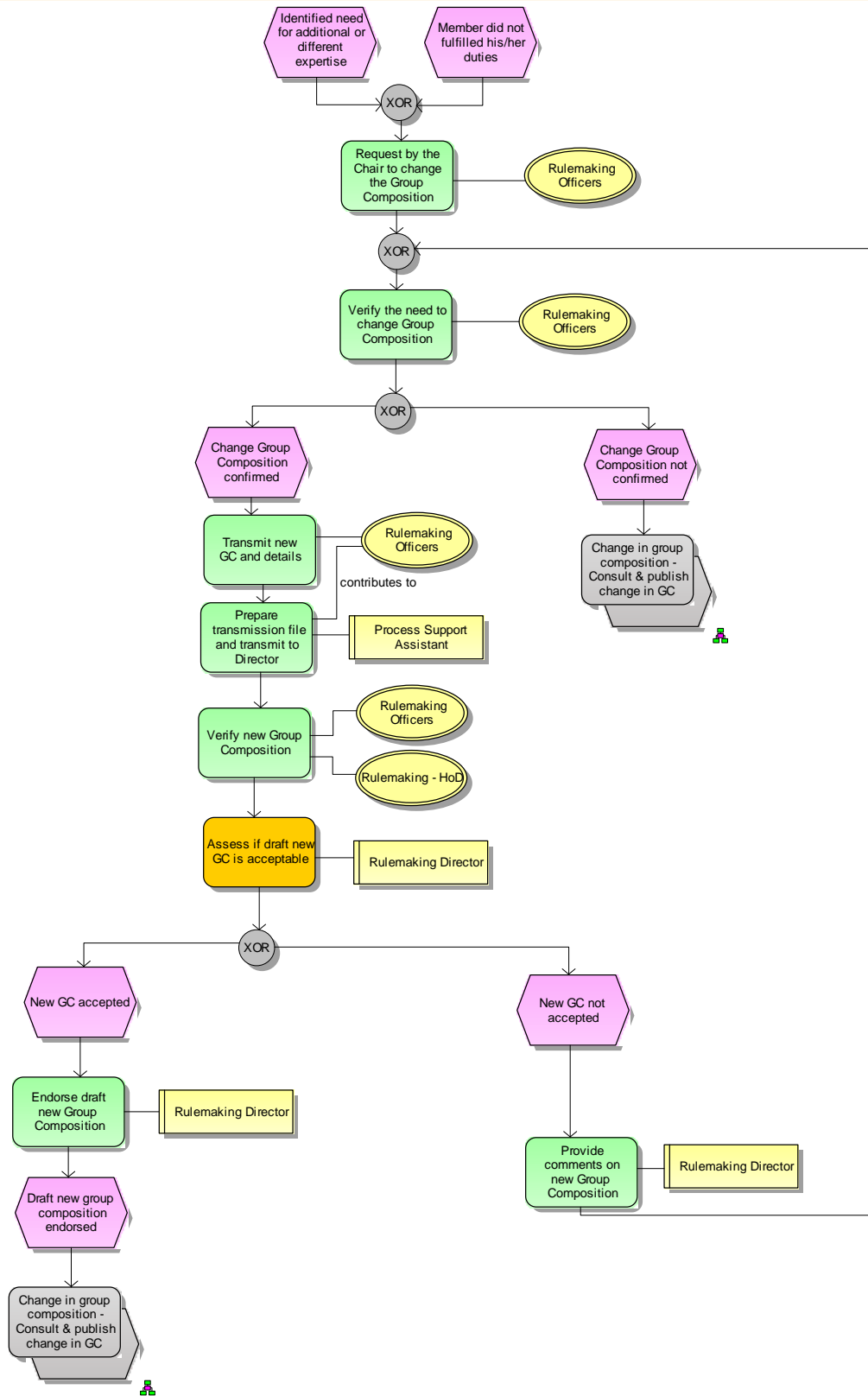
Activity	Description to the process activity
Communicate rulemaking group composition	---
Notify retained/non-retained experts and candidates' proposers	---
Request rulemaking GC publication	---
Archive received contact details forms, plus notifications	Archive paper and electronic version
Publish GC in Agency Official Publication	---

**Internal Process Interfaces**

Composition of a rulemaking group - Define final group composition



Change in group composition - Approve change Group Composition





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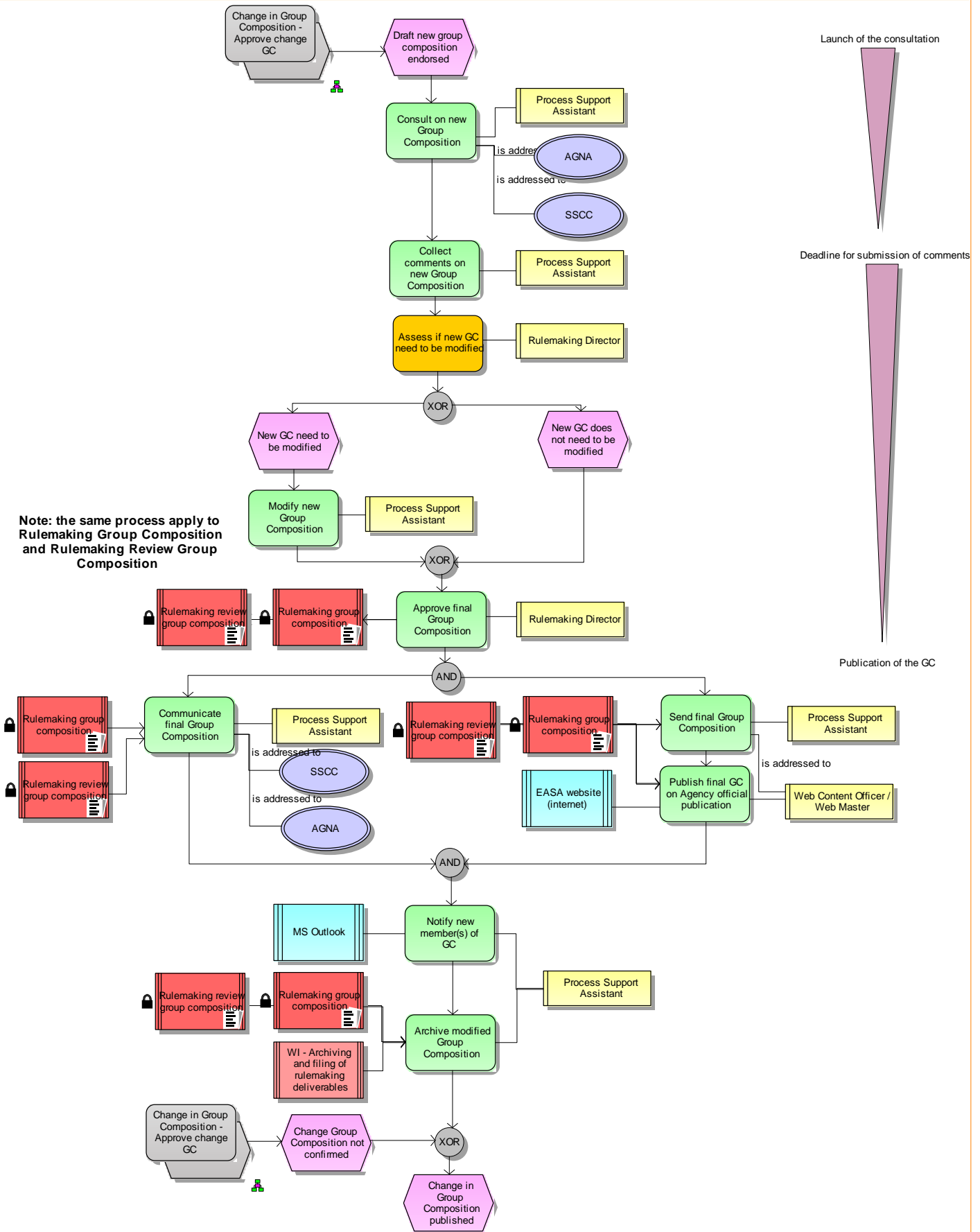
Activity	Description to the process activity
Request by the Chair to change the Group Composition	---
Verify the need to change Group Composition	---
Transmit new GC and details	Transmit new GC and details, if applicable to R.6
Prepare transmission file and transmit to Director	---
Verify new Group Composition	---
Assess if draft new GC is acceptable	---
Endorse draft new Group Composition	---
Provide comments on new Group Composition	Provide reasoning, justification and instruction on further action

**Internal Process Interfaces**

Change in group composition - Consult &amp; publish change in GC



Change in group composition - Consult and publish change Group Composition





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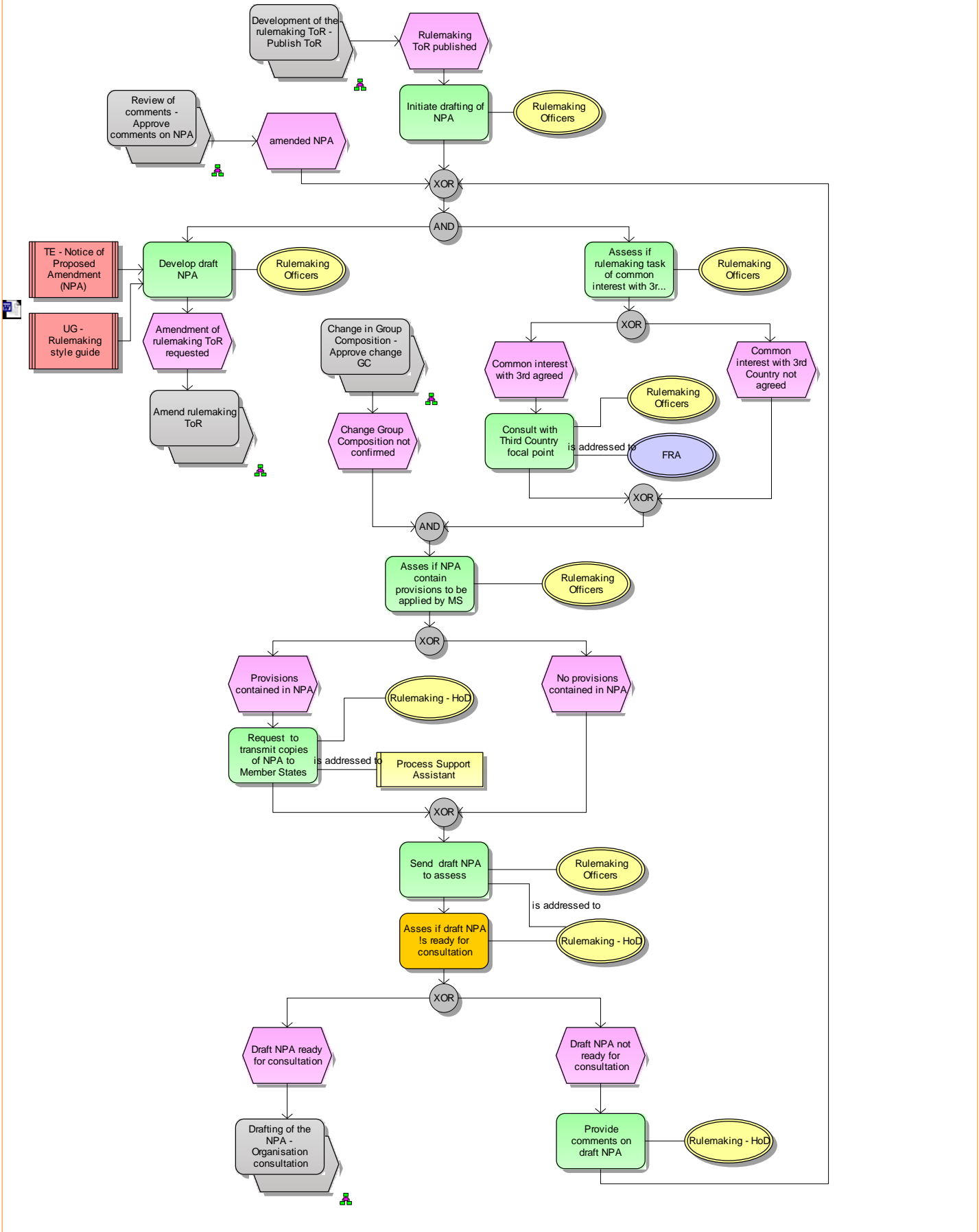
Activity	Description to the process activity
Consult on new Group Composition	---
Collect comments on new Group Composition	---
Assess if new GC need to be modified	---
Modify new Group Composition	Modify new GC i.a.w. R decision
Communicate final Group Composition	---
Approve final Group Composition	---
Send final Group Composition	---
Notify new member(s) of GC	---
Publish final GC on Agency official publication	---
Archive modified Group Composition	Archive modified Group Composition + notification

**Internal Process Interfaces**

Change in Group Composition - Approve change GC



Drafting of the NPA - Prepare draft NPA





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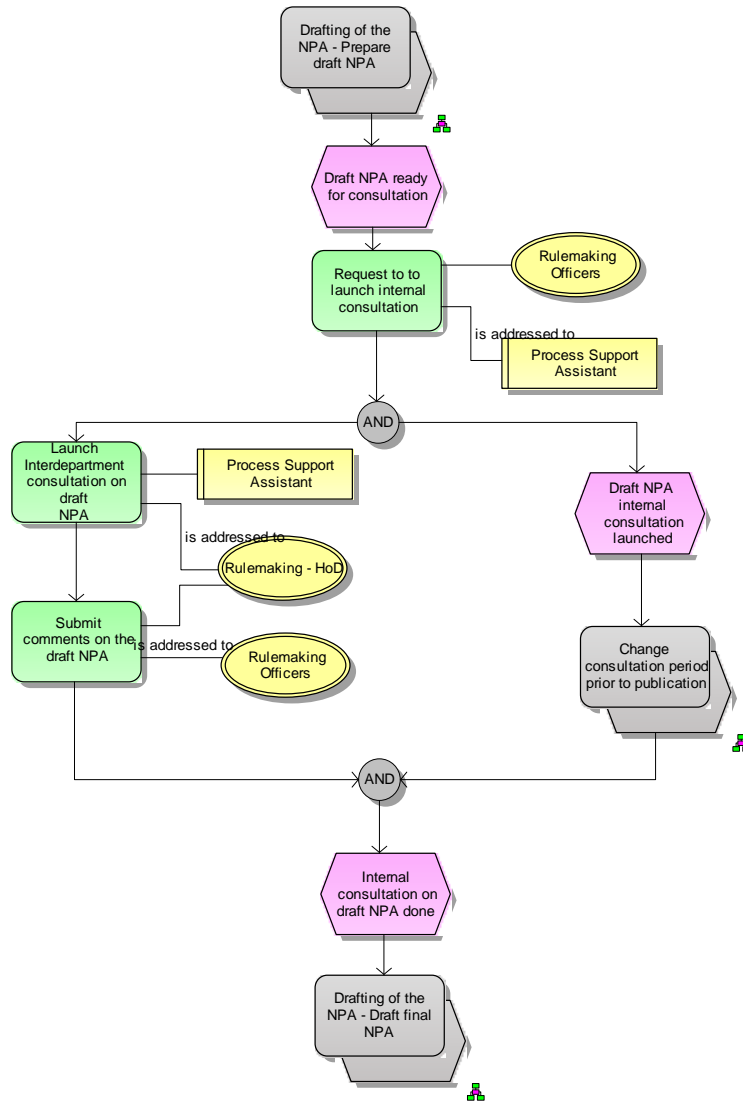
Activity	Description to the process activity
Develop draft NPA	---
Initiate drafting of NPA	Initiate drafting of NPA i.a.w. rulemaking ToR
Assess if rulemaking task of common interest with 3rd Country	---
Consult with Third Country focal point	---
Asses if NPA contain provisions to be applied by MS	---
Request to transmit copies of NPA to Member States	Request R.6 to transmit copies of NPA to Member States (HoD R.2; R.3; R.4)
Send draft NPA to assess	---
Asses if draft NPA !s ready for consultation	Asses if draft NPA !s ready for consultation (HoD R.2; R.3; R.4)
Provide comments on draft NPA	---

**Internal Process Interfaces**

Review of comments - Approve comments on NPA  
Development of the rulemaking ToR - Publish ToR  
Amend rulemaking ToR  
Change in Group Composition - Approve change GC  
Drafting of the NPA - Organisation consultation



Drafting of the NPA - Organise consultation





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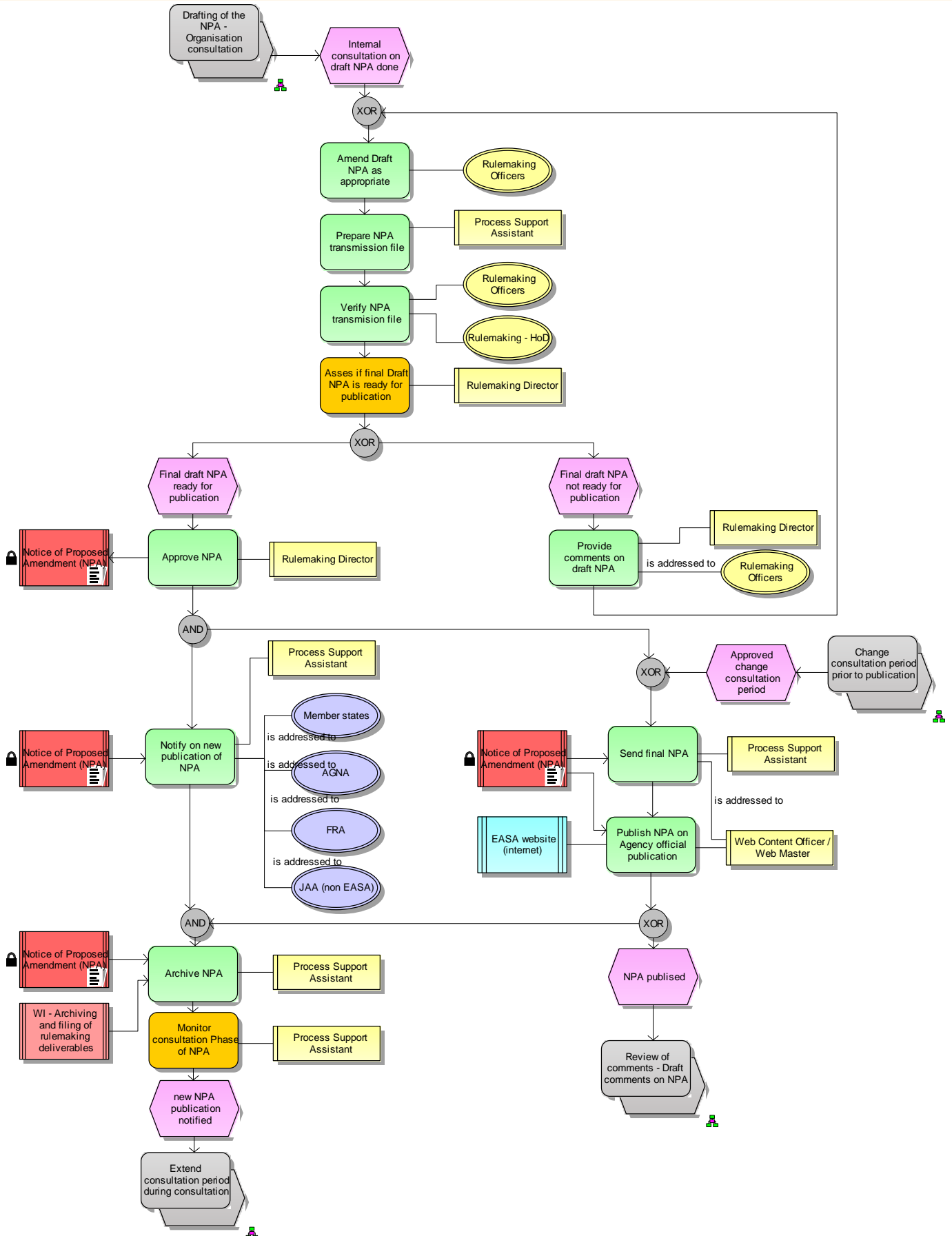
Activity	Description to the process activity
Launch Interdepartment consultation on draft NPA	---
Request to launch internal consultation	Request to R.6 to launch internal consultation (HoD R.2; R.3; R.4)
Submit comments on the draft NPA	---

**Internal Process Interfaces**

Drafting of the NPA - Prepare draft NPA  
Change consultation period prior to publication  
Drafting of the NPA - Draft final NPA



Drafting of the NPA - Draft final NPA





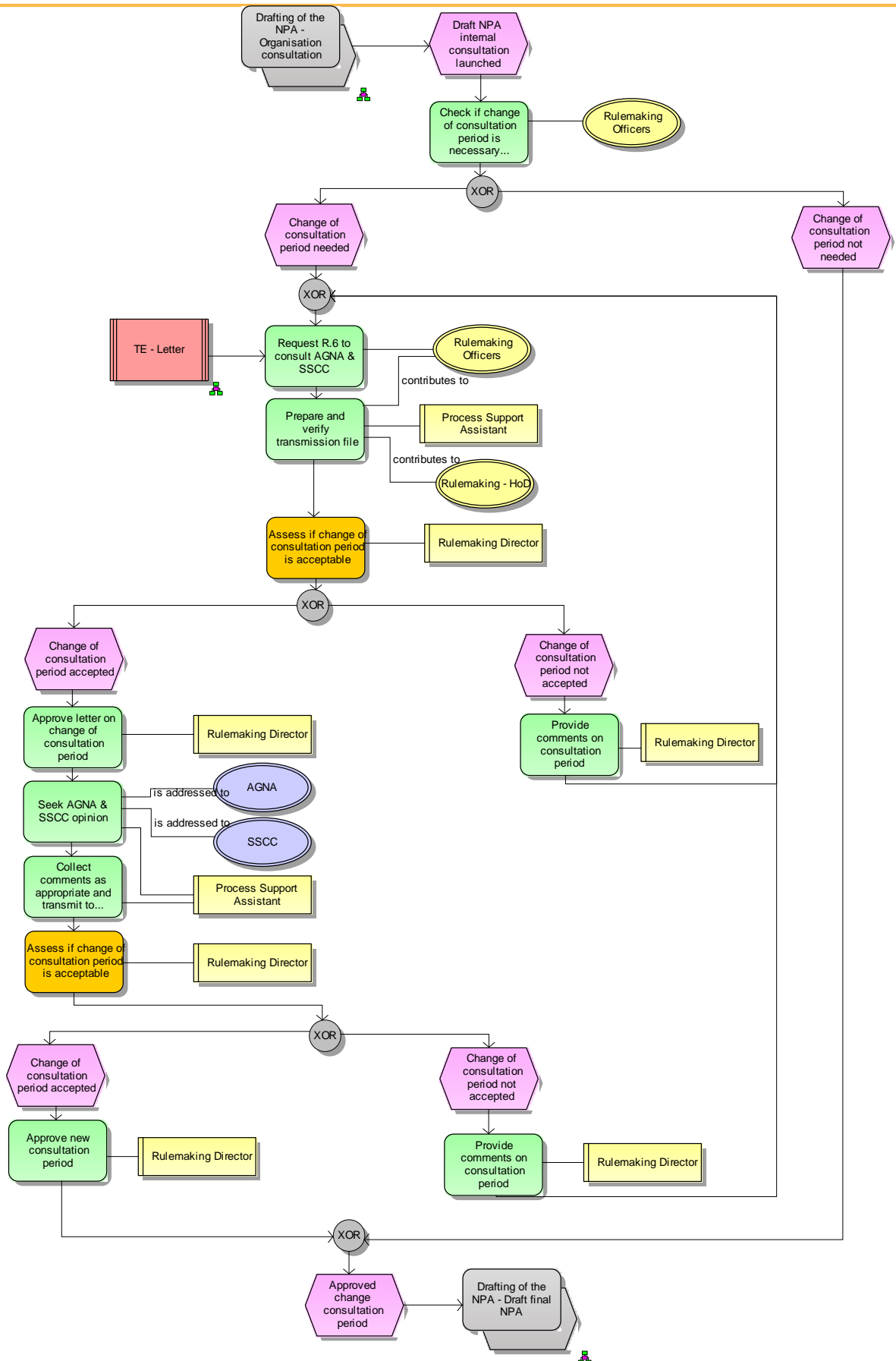
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Activity	Description to the process activity
Amend Draft NPA as appropriate	Collect and review comments, Amend Draft NPA as appropriate. Send to R.6 for publication and notification.
Prepare NPA transmission file	---
Verify NPA transmission file	---
Asses if final Draft NPA is ready for publication	---
Approve NPA	Approve NPA + letter for notification of MS (later only if applicable)
Notify on new publication of NPA	Notify MS on new publication of NPA transport Attaché + AGNA (only if applicable)
Provide comments on draft NPA	---
Send final NPA	---
Archive NPA	Archive progress reports, any correspondance with rulemaking group, published.
Publish NPA on Agency official publication	---
Monitor consultation Phase of NPA	Monitor the consultation phase. Collect review comments. Request for extension of consultation of period if necessary.

Internal Process Interfaces
Drafting of the NPA - Organisation consultation Change consultation period prior to publication Extend consultation period during consultation Review of comments - Draft comments on NPA



Change consultation period prior to publication





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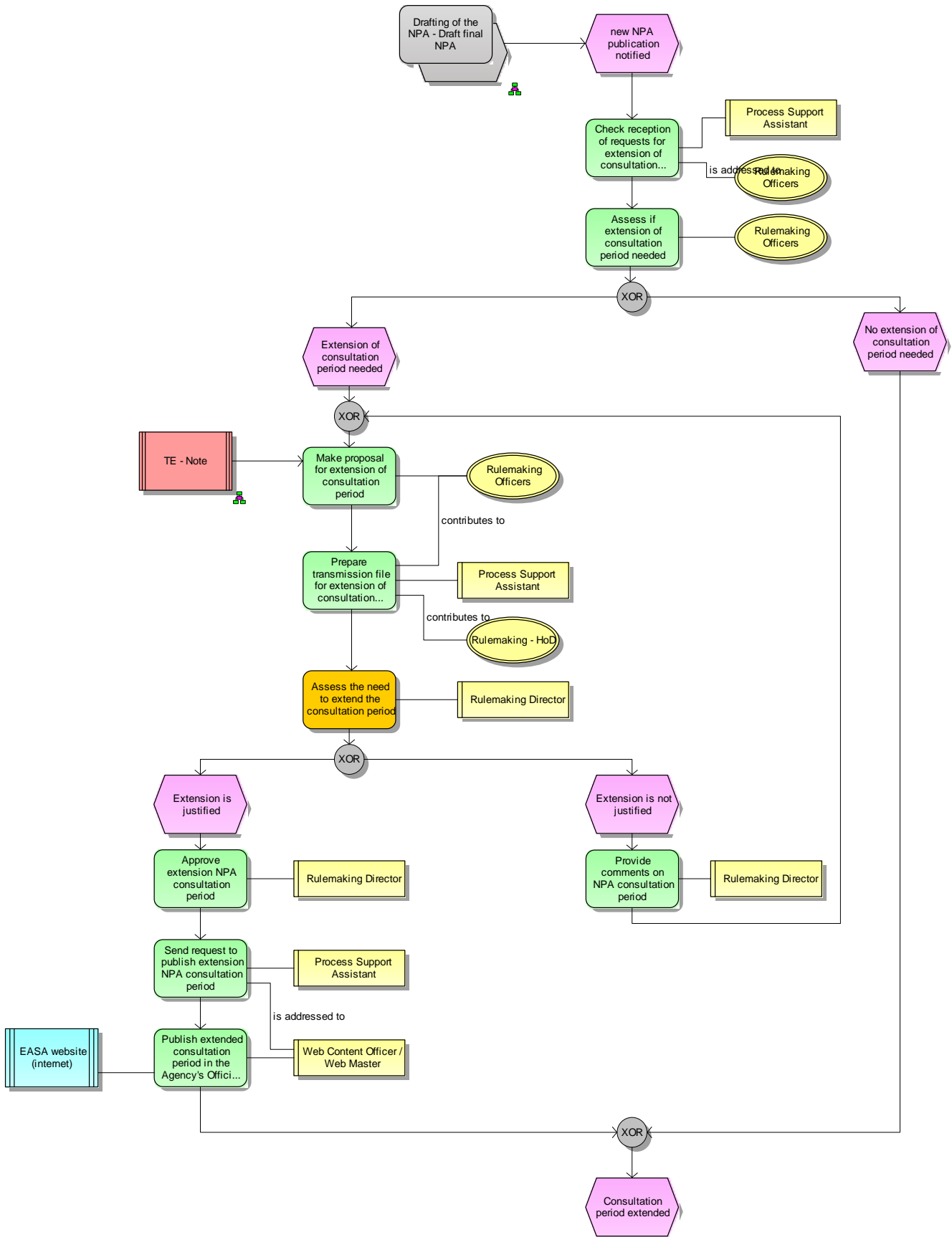
Activity	Description to the process activity
Request R.6 to consult AGNA & SSCC	Provide justification and request R.6 to consult AGNA & SSCC
Prepare and verify transmission file	Prepare transmission file and transmit to RUO, Head of Department for verification. Once verified, transmit to Rulemaking director for assessment.
Check if change of consultation period is necessary	---
Assess if change of consultation period is acceptable	---
Approve letter on change of consultation period	---
Seek AGNA & SSCC opinion	---
Collect comments as appropriate and transmit to RUO, HoD and R	---
Provide comments on consultation period	Provide reasoning, justification and instruction on further action
Approve new consultation period	---

**Internal Process Interfaces**

Drafting of the NPA - Organisation consultation  
Drafting of the NPA - Draft final NPA



Extend consultation period during consultation





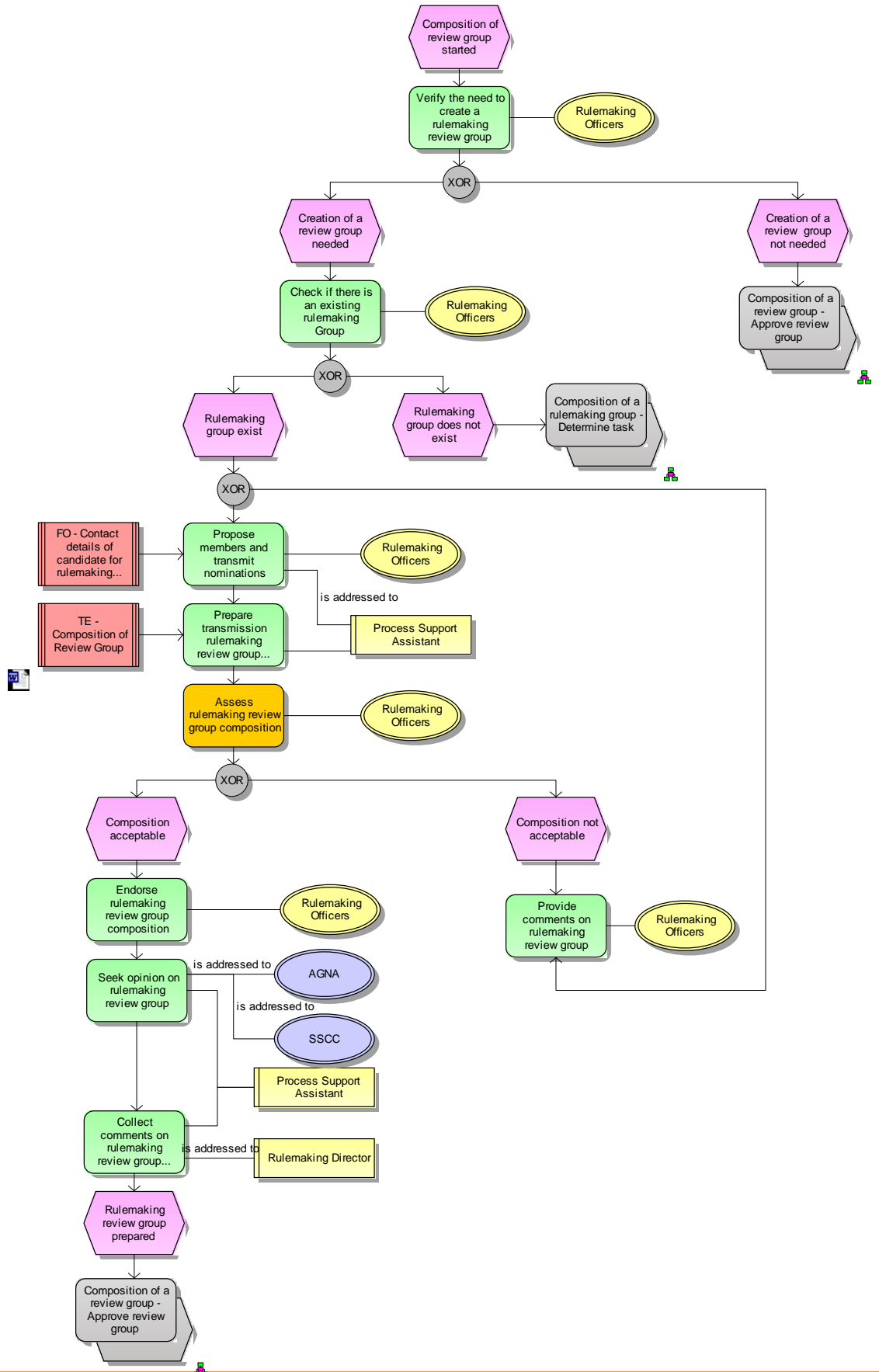
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Activity	Description to the process activity
Make proposal for extension of consultation period	Make proposal for extension of consultation period and transmit to R.6
Check reception of requests for extension of consultation period	Check if requests for extension of consultation period have been received and transmit to RUO in R.2; R.3; R.4 departments.
Assess if extension of consultation period needed	---
Prepare transmission file for extension of consultation period	Prepare transmission file. RUO and HoD of R2, R3 and R4 verify the transmission file
Assess the need to extend the consultation period	---
Approve extension NPA consultation period	---
Send request to publish extension NPA consultation period	Send request to extend consultation period to E.1, specifying the NPA number
Publish extended consultation period in the Agency's Official Publication	---
Provide comments on NPA consultation period	Provide reasoning, justification and instruction on further action

Internal Process Interfaces
Drafting of the NPA - Draft final NPA



Composition of a review group - Prepare review group composition





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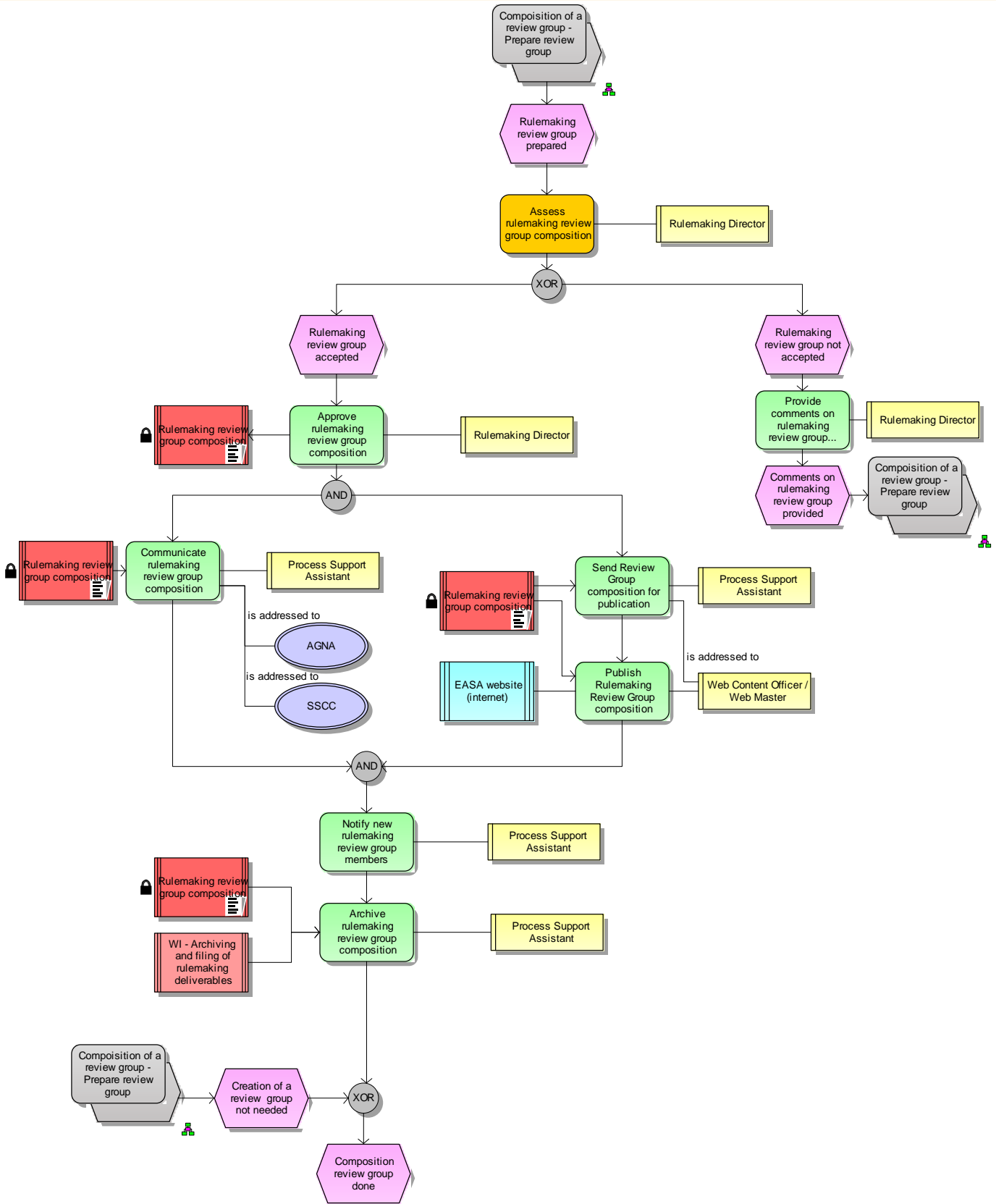
Activity	Description to the process activity
Check if there is an existing rulemaking Group	Check if there is an existing Rulemaking Group for the task.
Verify the need to create a rulemaking review group	Verify the need to create a Review Group to dispose comments on NPA.
Propose members and transmit nominations	---
Prepare transmission rulemaking review group composition file	---
Assess rulemaking review group composition	---
Endorse rulemaking review group composition	---
Seek opinion on rulemaking review group	---
Provide comments on rulemaking review group	---
Collect comments on rulemaking review group composition	---

**Internal Process Interfaces**

Composition of a rulemaking group - Determine task  
Composition of a review group - Approve review group



Composition of a review group - Approve review group composition





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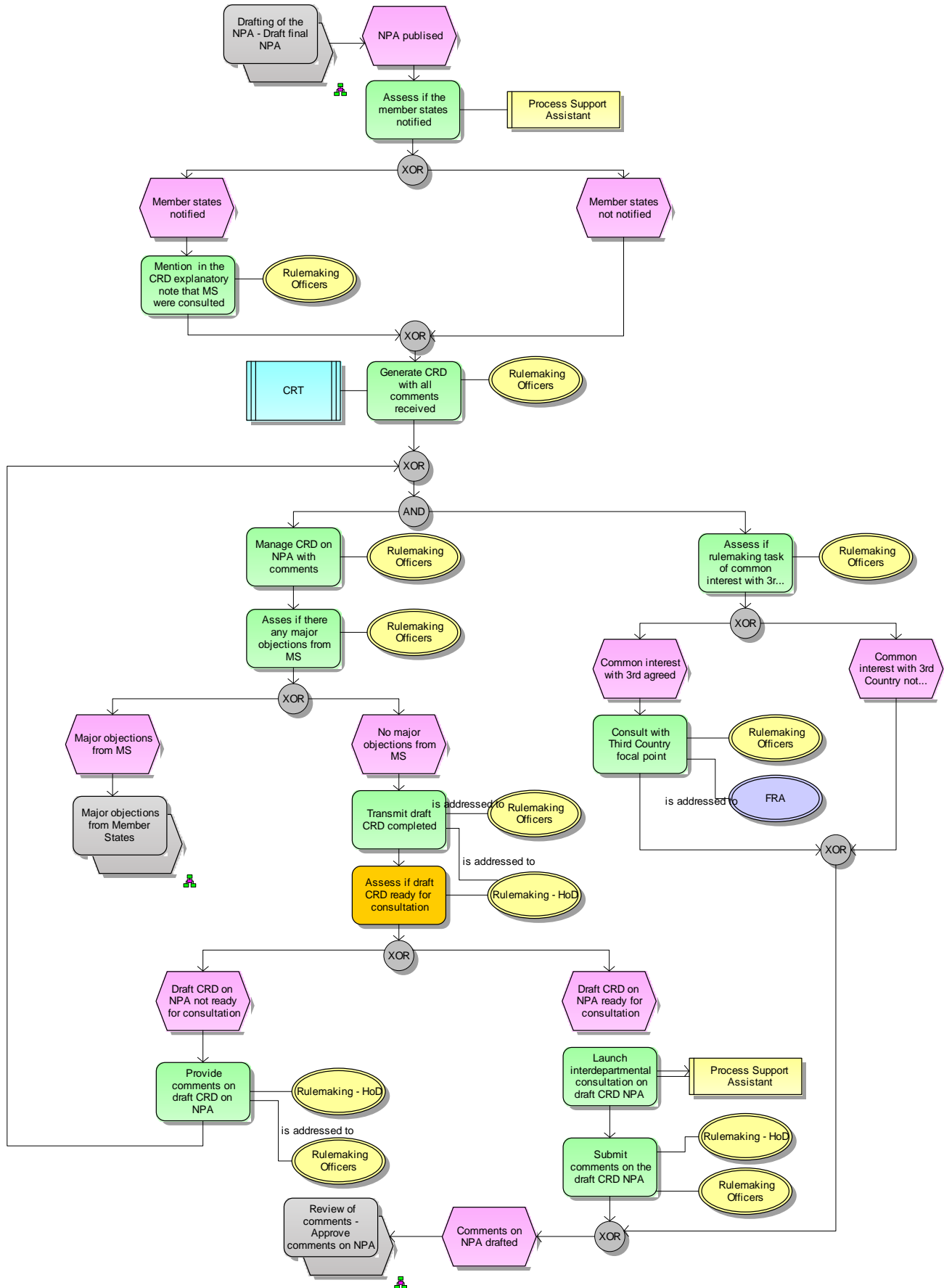
Activity	Description to the process activity
Approve rulemaking review group composition	---
Assess rulemaking review group composition	---
Communicate rulemaking review group composition	---
Send Review Group composition for publication	---
Provide comments on rulemaking review group composition	Provide reasoning, justification and/or instruction for replacement of propos...
Notify new rulemaking review group members	---
Publish Rulemaking Review Group composition	Publish Review Group composition in Agency's Official Publication
Archive rulemaking review group composition	Archive Review Group composition i.a.w application Work Instruction on Rulemaking records management.

**Internal Process Interfaces**

Composition of a review group - Prepare review group



Review of comments - Draft comments on NPA





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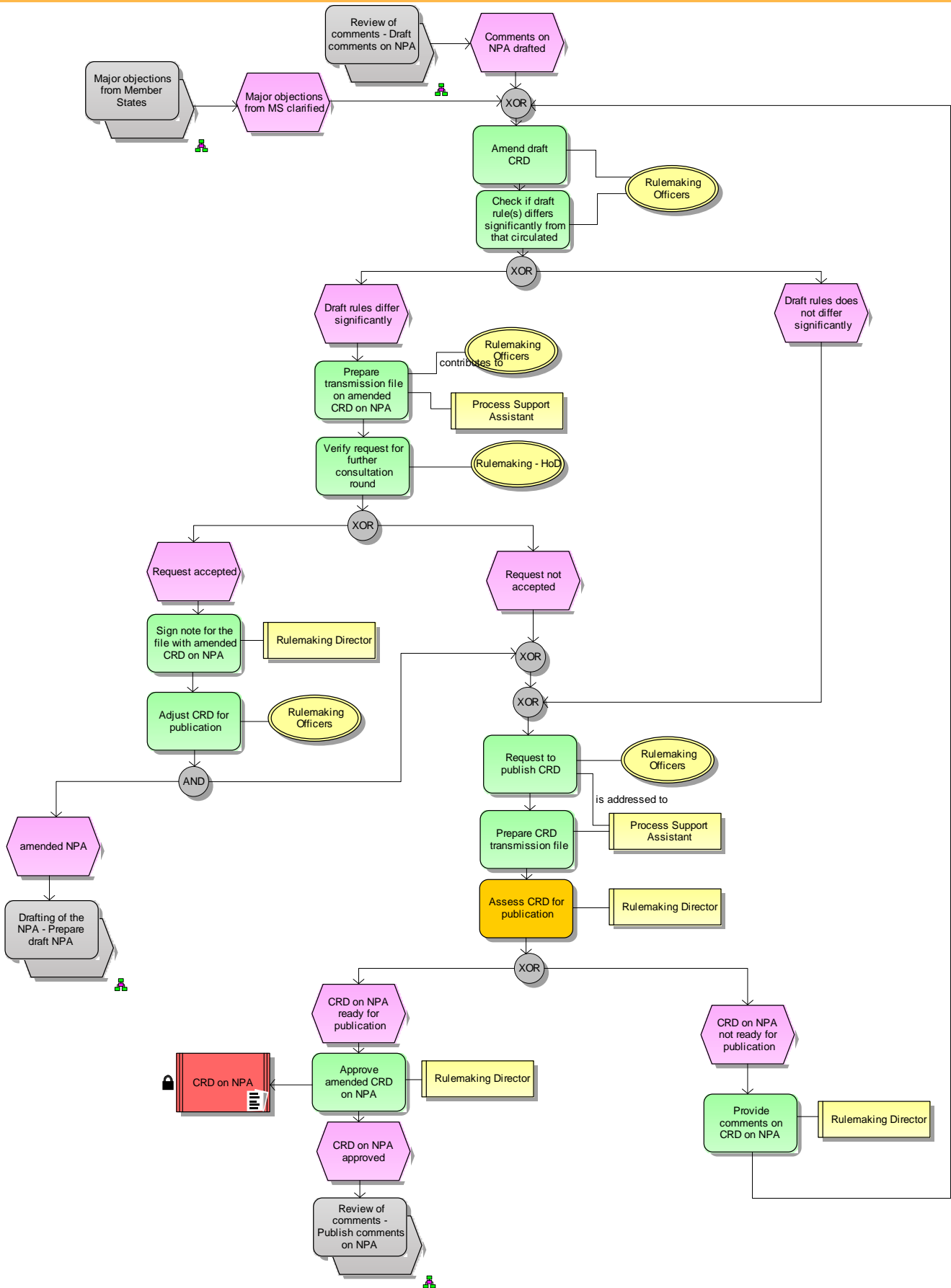
Activity	Description to the process activity
Mention in the CRD explanatory note that MS were consulted	---
Assess if the member states notified	---
Generate CRD with all comments received	---
Manage CRD on NPA with comments	Handle comments, provide Agency response, adjust draft rule.
Asses if there any major objections from MS	---
Transmit draft CRD completed	When draft CRD completed send to the respective Head of Department
Assess if rulemaking task of common interest with 3rd Country	---
Consult with Third Country focal point	---
Assess if draft CRD ready for consultation	HoD of R2, R3 and R4 assess if draft CRD ready for consultation.
Provide comments on draft CRD on NPA	HoD of R2, R3 and R4 provide justification and instructions to RUO.
Launch interdepartmental consultation on draft CRD NPA	Launch interdepartmental consultation on draft CRD NPA following request to R.6 from HoD R2, R3 and R4.
Submit comments on the draft CRD NPA	---

#### Internal Process Interfaces

Drafting of the NPA - Draft final NPA  
 Major objections from Member States  
 Review of comments - Approve comments on NPA



Review of comments - Approve comments on NPA





Process a rulemaking task	Doc #	PR.RPRO.00001-001
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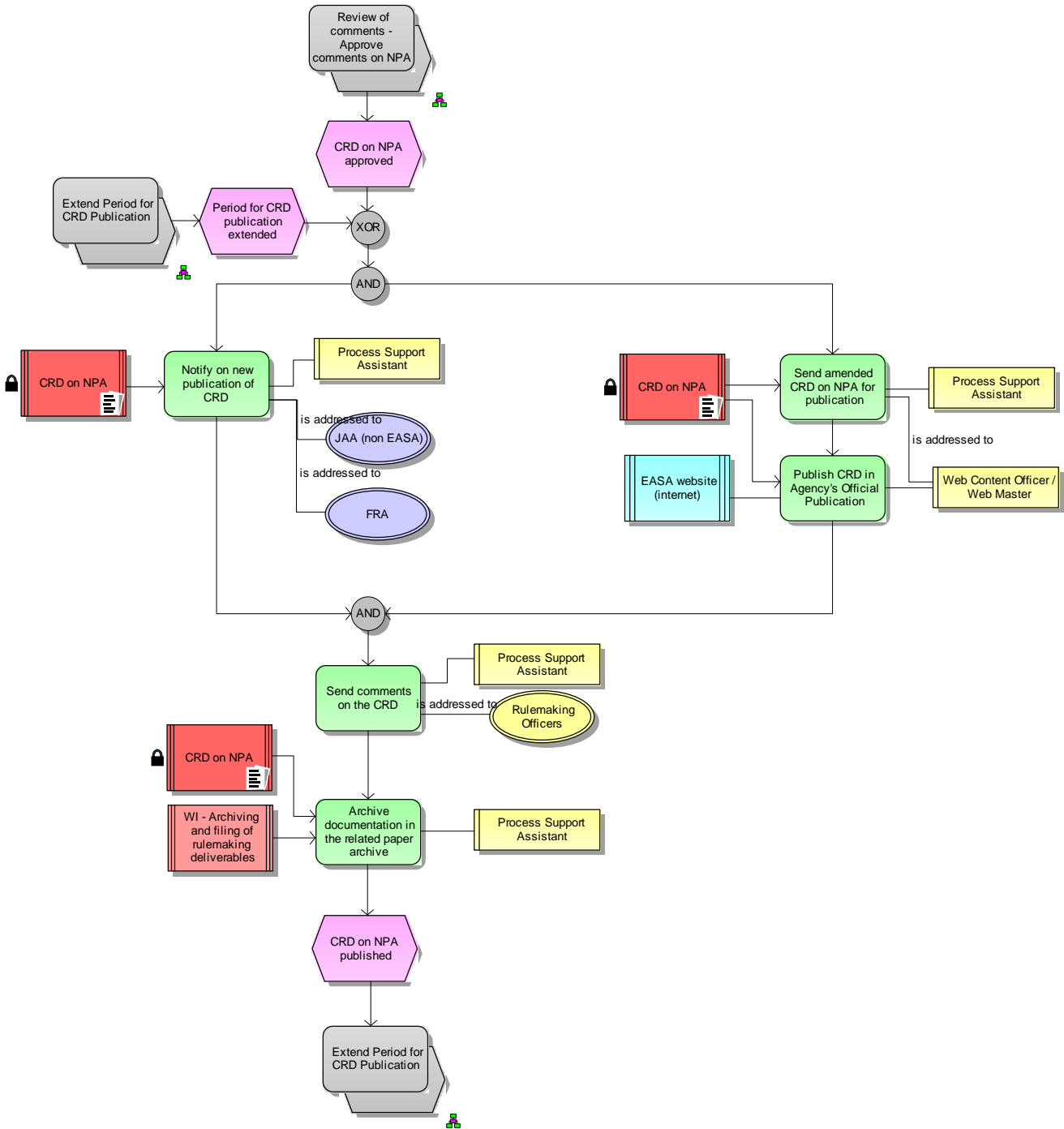
Activity	Description to the process activity
Prepare transmission file on amended CRD on NPA	Prepare transmission file on amended CRD on NPA and amended NPA upon request from RUO for further public consultation.
Amend draft CRD	Collect and review comments, and amend draft CRD as appropriate and adjust draft NPA rule if necessary
Check if draft rule(s) differs significantly from that circulated	---
Verify request for further consultation round	---
Sign note for the file with amended CRD on NPA	---
Adjust CRD for publication	---
Request to publish CRD	---
Prepare CRD transmission file	Prepare transmission file and forward version 01 of year N Rulemaking Programme and Advance Planning + CRD to RI to R.2, R.3 and R.4 Head of Department.
Assess CRD for publication	---
Approve amended CRD on NPA	---
Provide comments on CRD on NPA	---

#### Internal Process Interfaces

Major objections from Member States  
Review of comments - Draft comments on NPA  
Drafting of the NPA - Prepare draft NPA  
Review of comments - Publish comments on NPA



Review of comments - Publish comments on NPA





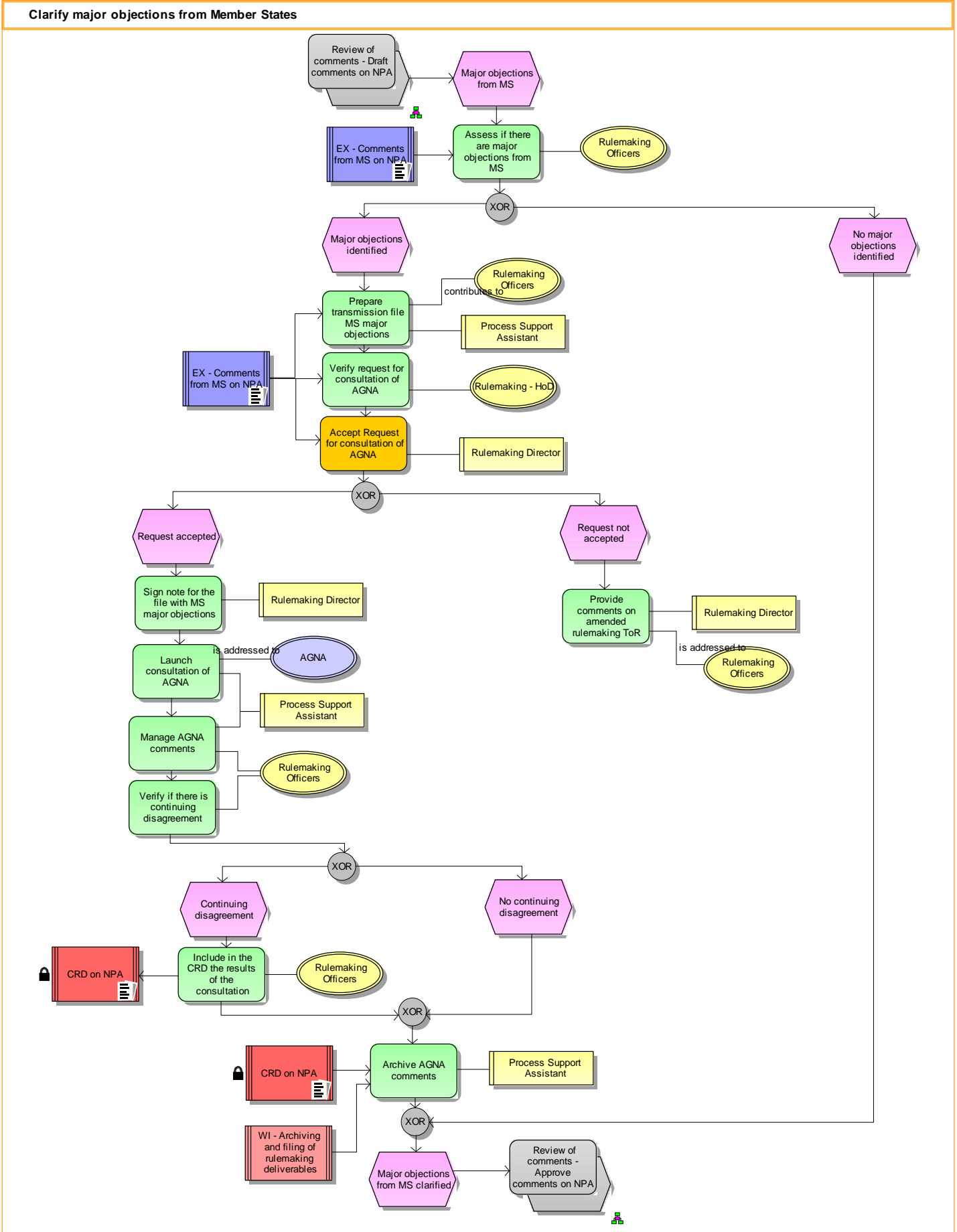
Process a rulemaking task	Doc #	PR.RPRO.00001-001
	Approval Date	25/03/2010

Activity	Description to the process activity
Notify on new publication of CRD	---
Send comments on the CRD	R.6 send reactions to the CRD (if received during the 2 months period) to RUO.
Send amended CRD on NPA for publication	---
Archive documentation in the related paper archive	---
Publish CRD in Agency's Official Publication	---

Internal Process Interfaces
Extend Period for CRD Publication Review of comments - Approve comments on NPA



Clarify major objections from Member States





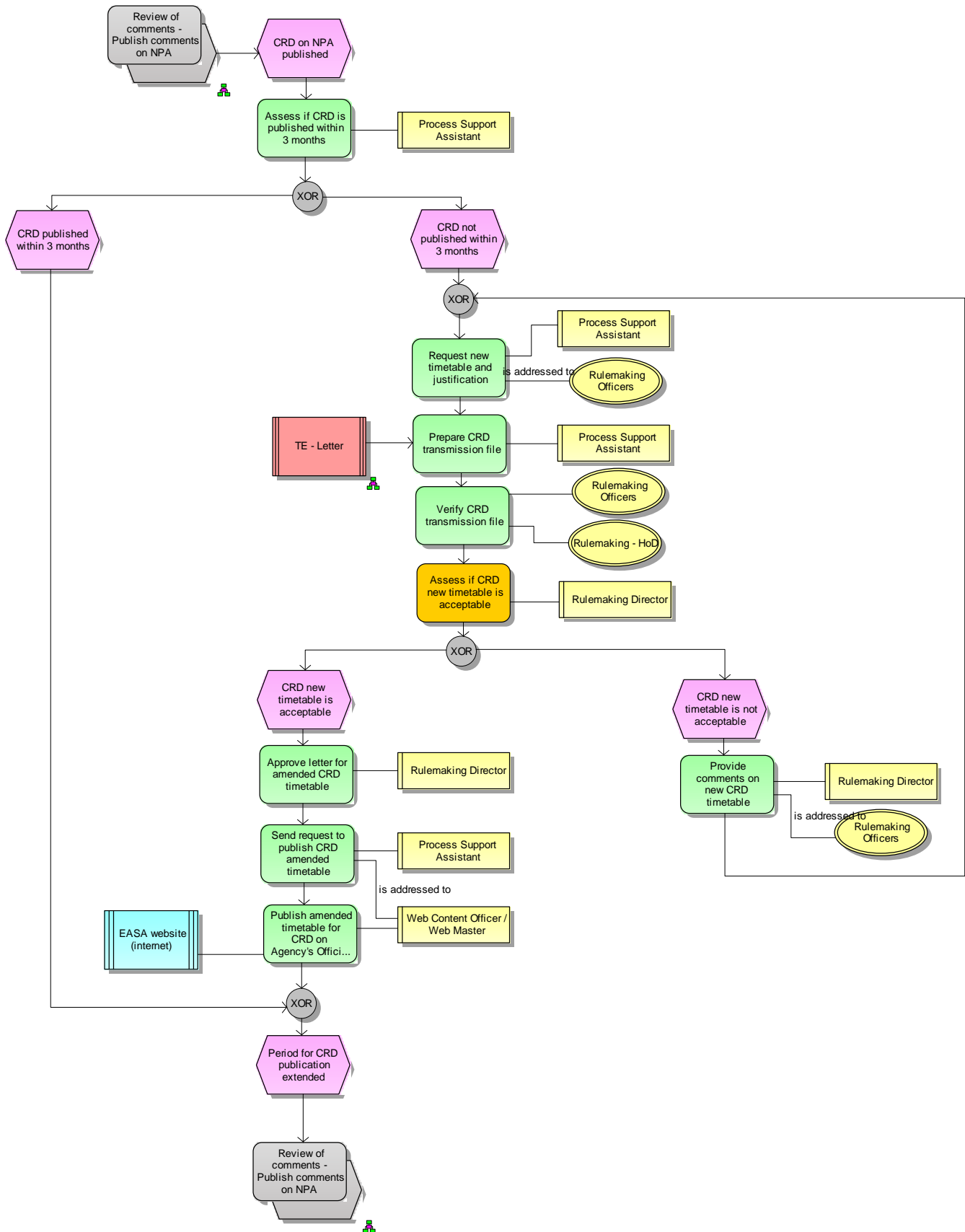
Process a rulemaking task	Doc #	PR.RPRO.00001-001
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Activity	Description to the process activity
Prepare transmission file MS major objections	Prepare transmission file with MS major objections upon request from RUO for AGNA notification.
Assess if there are major objections from MS	Check if CRD containing MS comments indicates major objections to the proposed rule
Verify request for consultation of AGNA	---
Accept Request for consultation of AGNA	---
Sign note for the file with MS major objections	---
Launch consultation of AGNA	---
Manage AGNA comments	Collect and handle AGNA comments
Verify if there is continuing disagreement	Verify if there is continuing disagreement regarding the rule
Provide comments on amended rulemaking ToR	---
Include in the CRD the results of the consultation	Include in the CRD the results of the consultation and the impact of Agency's decision on NAAs
Archive AGNA comments	---

Internal Process Interfaces
Review of comments - Draft comments on NPA Review of comments - Approve comments on NPA



Extend period for CRD publication





Process a rulemaking task	Doc #	PR.RPRO.00001-001
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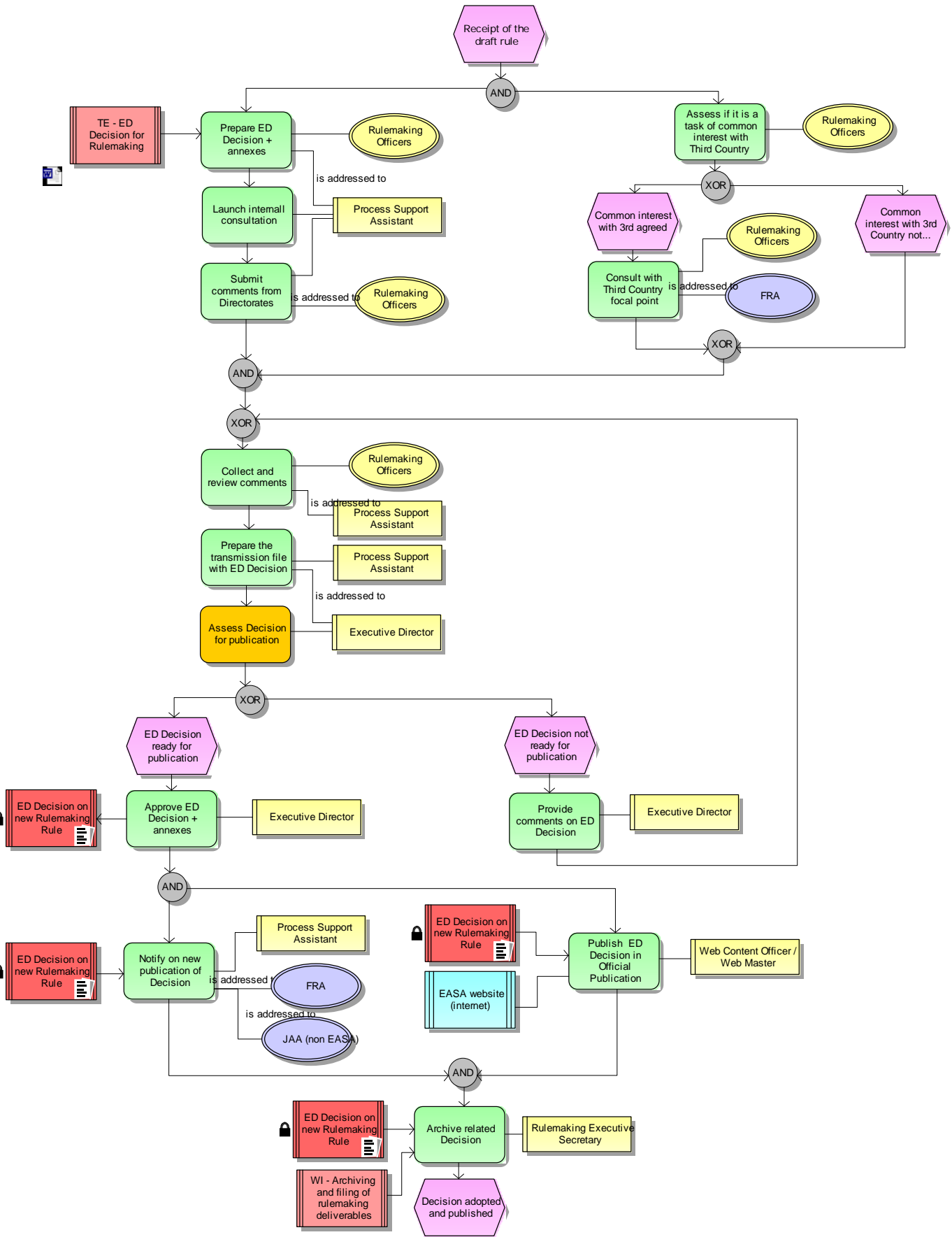
Activity	Description to the process activity
Assess if CRD is published within 3 months	---
Request new timetable and justification	Request to provide new timetable and justification for the delay
Prepare CRD transmission file	Prepare transmission file and forward version 01 of year N Rulemaking Programme and Advance Planning + CRD to RI to R.2, R.3 and R.4 Head of Department.
Verify CRD transmission file	---
Assess if CRD new timetable is acceptable	---
Approve letter for amended CRD timetable	---
Send request to publish CRD amended timetable	---
Publish amended timetable for CRD on Agency's Official Publication	---
Provide comments on new CRD timetable	Provide justification and instructions to RUO in R2,R3 and R4 departments.

**Internal Process Interfaces**

Review of comments - Publish comments on NPA



Adopt and Publish ED Decision



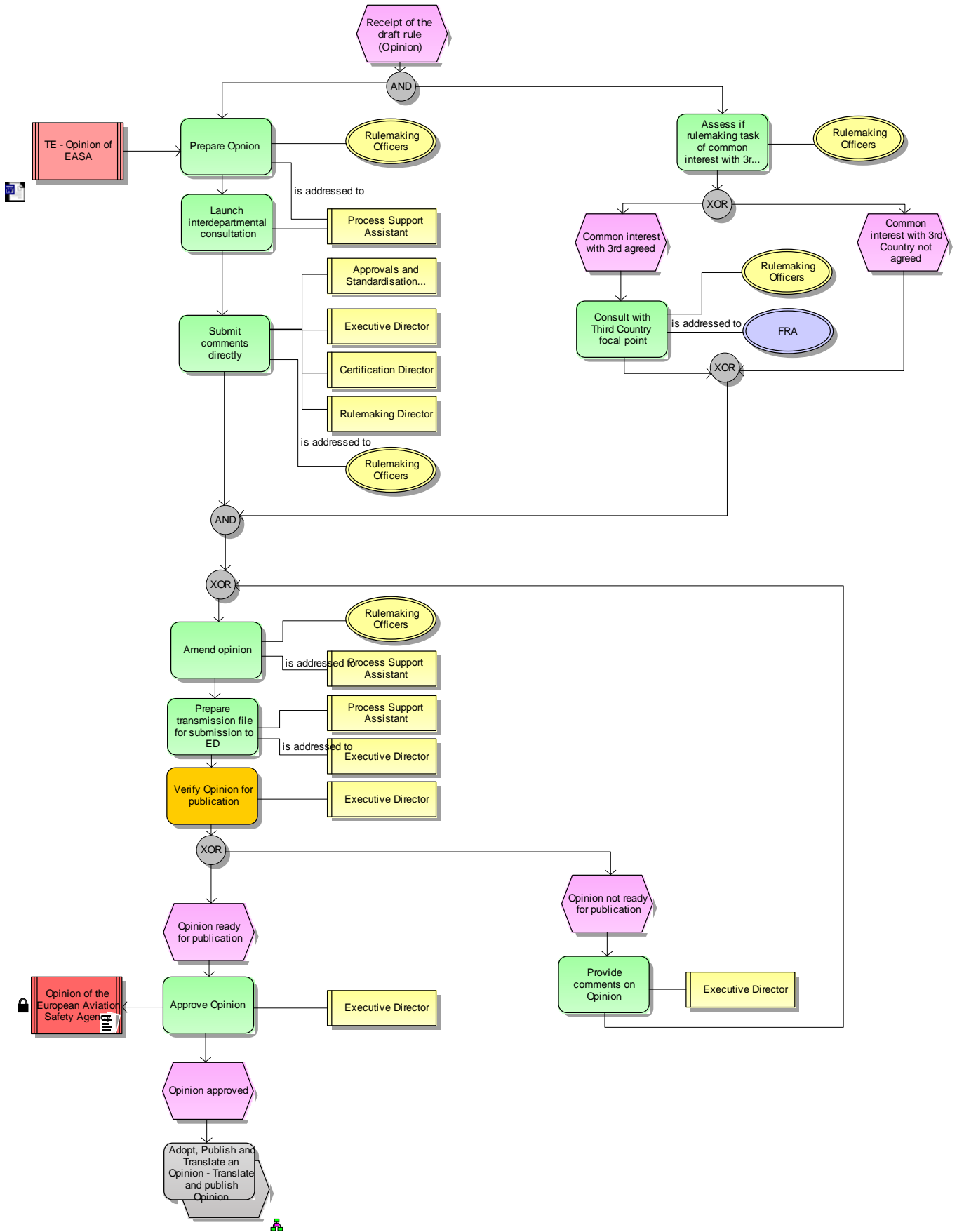


Process a rulemaking task	Doc #	PR.RPRO.00001-001
	Approval Date	25/03/2010

Activity	Description to the process activity
Prepare ED Decision + annexes	Prepare ED Decision + annexes taking into account the received reactions to the CRD and send to R.6
Launch internal consultation	Send to R, C, S and E for consultation
Submit comments from Directorates	Comments from C, S and R directorates are submitted to the Rulemaking Officer.
Collect and review comments	---
Prepare the transmission file with ED Decision	Amend ED Decision + Annexes as appropriate. Prepare the transmission file for submission to ED.
Consult with Third Country focal point	---
Assess Decision for publication	---
Assess if it is a task of common interest with Third Country	---
Approve ED Decision + annexes	---
Provide comments on ED Decision	Provide reasoning, justification and instruction on further action
Notify on new publication of Decision	---
Publish ED Decision in Official Publication	Publish ED Decision + annexes in Official Publication (on Agency's website)
Archive related Decision	Electronic and in paper archive



Adopt, Publish and Translate an Opinion - Approve Opinion





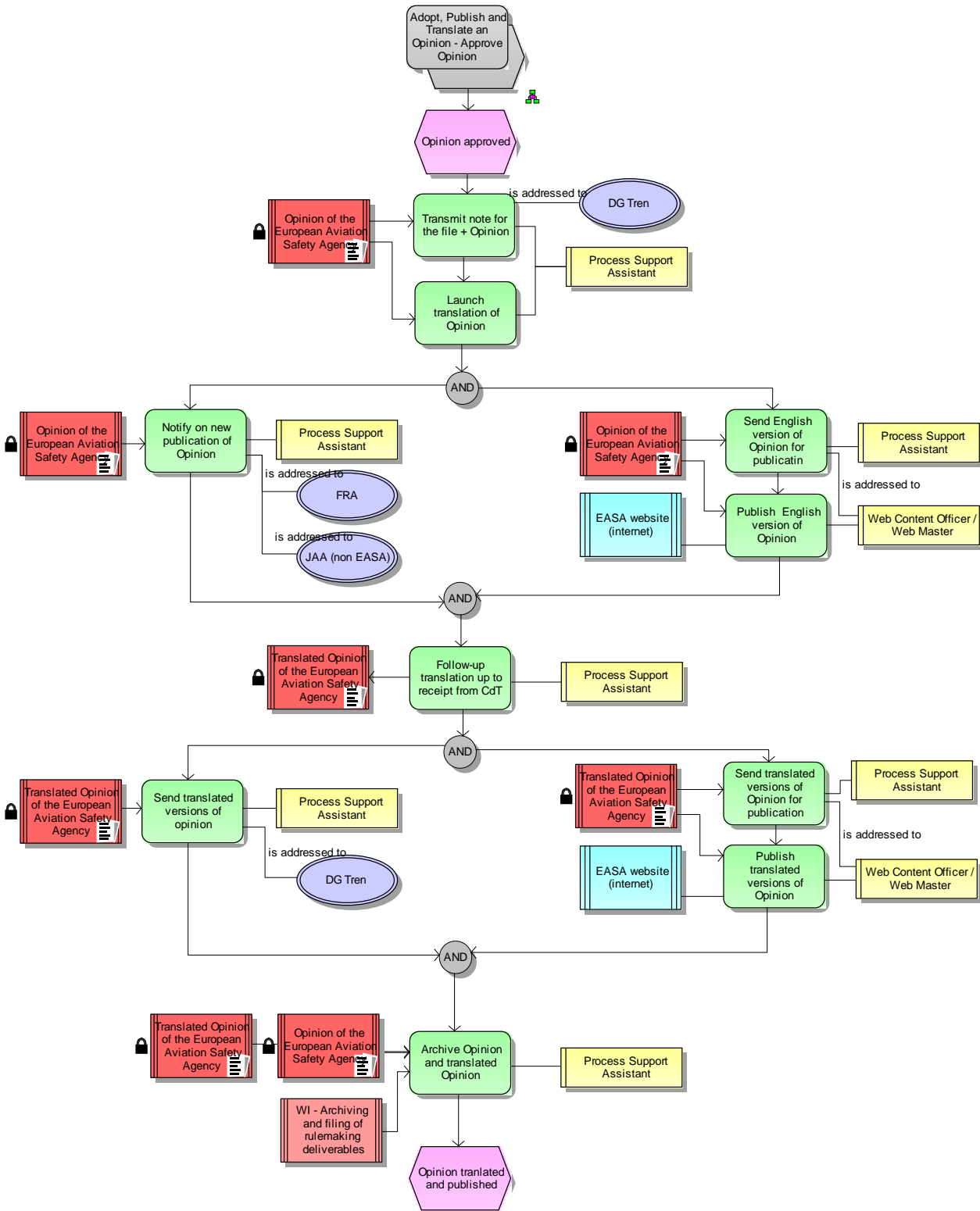
Process a rulemaking task	Doc #	PR.RPRO.00001-001
	Approval Date	25/03/2010

Activity	Description to the process activity
Prepare Opinion	Prepare Opinion + annexes taking into account the received reactions to the CRD and send to R.6.
Launch interdepartmental consultation	Launch interdepartmental consultation (Send to R, C, S and E)
Submit comments directly	R,C and E Directorates submit comments directly to RUO
Amend opinion	Amend opinion + annexes as appropriate and transmit to R.6.
Consult with Third Country focal point	---
Assess if rulemaking task of common interest with 3rd Country	---
Prepare transmission file for submission to ED	Prepare the Opinion and transmission file for submission to the Executive Director.
Verify Opinion for publication	---
Approve Opinion	---
Provide comments on Opinion	Provide reasoning, justification and instruction on further action on Opinion

<b>Internal Process Interfaces</b>
Adopt, Publish and Translate an Opinion - Translate and publish Opinion



Adopt, Publish and Translate an Opinion - Translate and publish Opinion





Process a rulemaking task	Doc #	PR.RPRO.00001-001
	Approval Date	25/03/2010

Activity	Description to the process activity
Notify on new publication of Opinion	---
Transmit note for the file + Opinion	par post and e-mail
Launch translation of Opinion	---
Follow-up translation up to receipt from CdT	---
Send translated versions of opinion	---
Send English version of Opinion for publicatin	Send English version of Opinion and annexes if necessary for publication on EASA website.
Publish English version of Opinion	---
Send translated versions of Opinion for publication	Send translated versions of Opinion and annexes for publication
Archive Opinion and translated Opinion	Archive Opinion and translated Opinion i.a.w the Work Instruction on Rulemaking records WI.RPRO-00029
Publish translated versions of Opinion	Publish translated versions of Opinion and annexes

**Internal Process Interfaces**

Adopt, Publish and Translate an Opinion - Approve Opinion



Process a rulemaking task

Doc #

PR.RPRO.00001-001

Approval Date

25/03/2010

**RECORDS****Appendix A : Operational Documents**

<b>Development of the rulemaking ToR - Draft final ToR</b>	
<b>Record</b>	<b>Activity</b>
Rulemaking Terms of Reference	- Approve final rulemaking ToR

<b>Amend rulemaking ToR</b>	
<b>Record</b>	<b>Activity</b>
Rulemaking Terms of Reference	- Approve amended rulemaking ToR

<b>Composition of a rulemaking group - Define final group composition</b>	
<b>Record</b>	<b>Activity</b>
Rulemaking group composition	- Approve final rulemaking group composition

<b>Change in group composition - Consult and publish change Group Composition</b>	
<b>Record</b>	<b>Activity</b>
Rulemaking review group composition	- Approve final Group Composition
Rulemaking group composition	- Approve final Group Composition

<b>Drafting of the NPA - Draft final NPA</b>	
<b>Record</b>	<b>Activity</b>
Notice of Proposed Amendment (NPA)	- Approve NPA

<b>Composition of a review group - Approve review group composition</b>	
<b>Record</b>	<b>Activity</b>
Rulemaking review group composition	- Approve rulemaking review group composition

<b>Review of comments - Approve comments on NPA</b>	
<b>Record</b>	<b>Activity</b>
CRD on NPA	- Approve amended CRD on NPA

<b>Clarify major objections from Member States</b>	
<b>Record</b>	<b>Activity</b>
CRD on NPA	- Include in the CRD the results of the consultation

<b>Adopt and Publish ED Decision</b>	
<b>Record</b>	<b>Activity</b>
ED Decision on new Rulemaking Rule	- Approve ED Decision + annexes

<b>Adopt, Publish and Translate an Opinion - Approve Opinion</b>	
<b>Record</b>	<b>Activity</b>
Opinion of the European Aviation Safety Agency	- Approve Opinion

<b>Adopt, Publish and Translate an Opinion - Translate and publish Opinion</b>	
<b>Record</b>	<b>Activity</b>
Translated Opinion of the European Aviation Safety Agency	- Follow-up translation up to receipt from CdT

**Appendix B : External Documents**