

## **TWINNING PROJECT FICHE**

**Approximation of the Legislation of Ukraine in the Fields of  
Certification of Aerodromes/ Airports and Airworthiness  
With the Relevant EU Norms and Standards**

## List of abbreviations

PAO	Project Administration Office
SAAU	The State Aviation Administration of Ukraine
EASA	European Aviation Safety Agency
JAR	Joint Aviation Requirements
SES	Single European Sky
ENPI	European Neighbourhood and Partnership Instrument
EC	European Commission
ENP	European Neighbourhood
EU	European Union
ECAA	European Common Aviation Area
ICAO	International Civil Aviation Organisation
BC	Beneficiary Country
STE	Short Term Expert
PSC	Project Steering Committee
CMU	Cabinet of Ministers of Ukraine
PL	Project Leader
MS	Member State
MIU	Ministry of Infrastructure of Ukraine
RTA	Resident Twinning Advisor
SARPs	Standards and Recommended Practices
SMS	Safety Management System
PCA	Partnership and Co-operation Agreement
TA	Technical Assistance
ARU	Aviation Rules of Ukraine
RAG	Rulemaking Advisory Group
TAG	Thematic Advisory Group
PCM	Project Certification Manager

## **1. BASIC INFORMATION**

**1.1 Programme:** European Neighbourhood and Partnership Instrument (AAP 2012, 2012/ 023-714)

**1.2 Twinning Number:** UA/48b

**1.3 Title:** Approximation of the legislation of Ukraine in the fields of certification of aerodromes/ airports and airworthiness with the relevant EU norms and standards

**1.4 Sector:** Transport

**1.5 Beneficiary Country:** Ukraine

**1.6 Beneficiary Body:** The State Aviation Administration of Ukraine

## **2. OBJECTIVES**

### **2.1 Overall Objective**

The overall objective of the projects is to support the sustainable development of civil aviation of Ukraine and its integration into EU transport system, while guiding the process of approximation of aviation rules of Ukraine with the corresponding EU acquis acts and assisting their implementation in the fields of certification of aerodromes/ airports and airworthiness of aircraft and related products, parts and appliances as well as for the certification of design and production organisations<sup>1</sup>.

### **2.2 Project Purposes**

a) Specific purpose:

At the end of the project all aviation rules of Ukraine mentioned in this project are harmonised with the relevant EU aviation legislation acts (or with the standards and recommended practices of ICAO) and are prepared for entry into force in accordance with the existing national legal procedures. Moreover, SAAU personnel shall understand the developed harmonised requirements and be aware of how they should be implemented and applied. In addition, relevant aviation organisations, subjected to the new requirements (e.g. aerodromes/ airports operators, DOA, POA, etc.), should be aware of how they affect their work when adopted. The project will also mean to prepare the implementation of the EU – Ukraine Common Aviation Area Agreement.

b) Scope of the project:

The project will cover the EU aviation legislation specified in Annex 3 to this twinning fiche.

Drafting of aviation rules of Ukraine and related procedures should be supported by:

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<sup>1</sup> Since DOA (Design Organisation Approval) is part of EASA's exclusive competence its involvement in certain activities is essential where possible and accepted by the Agency (see also footnote 14).

- (a) Intensive training measures of SAAU personnel, including on-the job training in the MS and professional advice by qualified experts of MS aimed at adequate understanding how to perform routine tasks within the new working environment;
- (b) Development of practical recommendations for required changes related to SAAU organisational structure and sufficient number of personnel, following the adoption of drafted requirements and procedures.

### **2.3 Contribution to the PCA (Partnership and Co-operation Agreement), ENP (European Neighbourhood Policy) and EU- Ukraine Association Agreement and Agenda**

Ukraine is a priority partner country within the European Neighbourhood Policy (ENP) and the Eastern Partnership. The current legal framework for EU-Ukraine relations is set by the Partnership and Co-operation Agreement (PCA). The ambitions of both the EU and Ukraine to enhance their relationship created an opportunity to move beyond cooperation towards gradual economic integration and deepening political association.

The Eastern Partnership (EaP) represents a specific Eastern dimension within the European Neighbourhood Policy (ENP). It has been launched on 7 May 2009 during the EaP summit in Prague. All 28 EU Member States and Armenia, Azerbaijan, Belarus (depending on the development of its relations with the EU), Georgia, Republic of Moldova and Ukraine participate in the EaP.

The Eastern Partnership is the reply of the EU to the challenges and aspirations of the partner countries. The EU is proposing to its partners new association agreements, including deep and comprehensive free trade agreements with those countries willing and able to enter into a deeper engagement, gradual integration in the EU economy and easier travel to the EU through gradual visa liberalisation, accompanied by measures to tackle illegal immigration.

The Partnership would also promote democracy and good governance; strengthen energy security; promote sector reform and environment protection; encourage people to people contacts; support economic and social development; offer additional funding for projects to reduce socio-economic imbalances and increase stability.

The EaP offers both bilateral and multilateral measures for enhanced cooperation. The partner countries will come closer to the EU depending on their individual capabilities and timeframe and together Eastern partners will cooperate more on issues related to the EU, share their experience and best practices among themselves.

In 2014 signature of the EU-Ukraine Association Agreement marked a new stage in the EU – Ukraine cooperation. According to the Agreement cooperation shall aim at facilitation of the restructuring and modernisation of Ukraine’s transport sector and gradual convergence towards operating standards and policies comparable to those in the EU. This means that a number of measures stipulated in the EU legislation enclosed with the Agreement shall be implemented by Ukraine to achieve this goal.

### 3. DESCRIPTION OF THE TWINNING PROJECT

#### 3.1 Background and Justification

After signing the political chapters of the EU-Ukraine Association Agreement at the EU summit of 21 March 2014, both parties signed the remaining sections of the Agreement, including the Deep and Comprehensive Free Trade Area (DCFTA), in the framework of the EU summit of 27 June 2014. On 16 September 2014 the Association Agreement was ratified by EU and Ukraine in simultaneous ceremonies and its certain provisions started to apply provisionally from 1 November 2014.

Title 4 of the Association Agreement (which establishes a Deep and Comprehensive Free Trade Area (DCFTA)) is planned to enter into force on 31 December 2015. In order to maintain its support for Ukrainian exporters, the EU will extend its autonomous trade measures up to the same date. It must be said that, in general, integration of Ukraine's transport network into the EU TEN-T transport network is seemed important since Ukraine plays a significant role for the trans-European transport corridors in the region<sup>2</sup>.

In the aviation sector the European Union and Ukraine plan to sign an agreement on a European Common Aviation Area (hereinafter – ECAA agreement) at the earliest possible date. After 8 rounds of negotiations an agreement between Ukraine and the EU on a European Common Aviation Area which would set a new level of relations between Ukraine and the EU in the sphere of aviation, was initialled in the city of Vilnius November 28, 2013. It is worth noting that implementation of ECAA agreement is envisaged by the EU – Ukraine Association Agreement that has been signed in June 2014 and “is an important part of the EU-Ukraine transport agenda”. Importantly, that conclusion of an agreement on ECAA is set as one of the priorities of the Transport Strategy of Ukraine up to 2020<sup>3</sup>.

Currently, the signing of the ECAA Agreement by the EU side awaits the approval by the Council of the EU, which appears to depend on an agreement by Spain and the United Kingdom on the definition of its territorial application to the airport of Gibraltar. In its turn, Ukraine is completely ready for the signing of the ECAA agreement and awaits the decision of the EU. Reconfirming the importance of concluding the EU – Ukraine Agreement on a Common Aviation Area, as referred in the Association Agreement, at the earliest possible date in 2015 was also reflected in the Joint Statement of the 7<sup>th</sup> EU –Ukraine Summit on 27 April 2015.

The agreement on ECAA aims to unite air transport markets of Ukraine and the EU and will ensure more efficient use of air transportation market, opening new opportunities for national carriers and improve the quality of services, development of transit potential of Ukraine, strengthening the authority of the country on the basis of common aviation standards.

It must be said that simultaneously with ECAA agreement the arrangements between the Ministry of Infrastructure of Ukraine and the European Commission on convergence of certification systems will be signed. This resulted from the fact that Ukraine decided to remain the state of design and manufacture of aircraft and when commonly agreed it was appropriately reflected in the ECAA agreement text. Implementation of these arrangements will become a foundation for future possible bilateral aviation safety agreement between EU and Ukraine.

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<sup>2</sup> [Joint Press Release following the first Association Council meeting between the European Union and Ukraine of 15 December 2014](#)

<sup>3</sup> <http://zakon4.rada.gov.ua/laws/show/2174-2010-%D1%80>

Presently Ukrainian aviation transport faces both technical and administrative bottlenecks for a smooth integration in the EU transport system and requires extensive support to be prepared for the comprehensive ECAA agreement implementation. This being said means to speed up an adaptation process of its aviation legislation including administrative, technical and other rules to those of the EU. Though some progress in this area has been already achieved it should be noted that totally more than 60 legal acts are listed in the ECAA, and thus to be implemented by Ukraine<sup>4</sup>. To this end, further assistance to the State Aviation Administration of Ukraine in transposition of the most urgent and relevant EU/EC Directives shall be ensured.

Reinforcing technical assistance to Ukraine this new Twining project is targeted to start at the beginning of 2016 covering areas of aerodromes/ airports and airworthiness.

### **3.1.1 The Situation of Civil Aviation of Ukraine**

In 2014 and nowadays civil aviation industry in Ukraine is experiencing severe difficulties. In light of complicated political and economic situation a stable decline in demand for air transportation is being observed. There is decline of GDP (-6,7% in 2015)<sup>5</sup>; depreciation of national currency (devaluation of 62% since the beginning of 2014)<sup>6</sup> resulted in deterioration purchasing power.

Recent events directly in civil aviation, namely, disaster of Malaysian Airlines Boeing 777-200ER, and beyond civil aviation domain, as the annexation of the Crimea by the Russian Federation, contributed to exacerbation of negative tendencies. Airports in Donetsk and Luhansk are destroyed; Crimea airports are out of the actual control of Ukraine, domestic and foreign airlines are cutting the number of flights on certain routes or even cancel them, the number of flights in the airspace of Ukraine has significantly reduced.

SAAU statistics says that in 2014 passenger traffic through airports in continental Ukraine reduced by 28% to 10,9 million compared to 2013<sup>7</sup>.

Aviation industry of Ukraine is also facing difficult time. The main design and production organisations of aviation products have to refocus markets outside the Russian Federation that requires considerable efforts, including in a view of certification against other modern, particularly the European standards.

Therefore, it is necessary to take into account the state of play in civil aviation of Ukraine regarding aerodromes/ airports and design and production organisations of aircraft and related products, parts and appliances focusing on the following issues:

- supporting SAAU to become closer to EASA certification and standardisation environment;
- training of SAAU personnel in accordance with the procedures used in the EU;
- creation of the necessary organisational structures of units/ departments concerned;
- developing training system of SAAU inspector staff;
- familiarisation of aviation enterprises with future changes in national aviation legislation.

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<sup>4</sup> <http://avia.gov.ua/uploads/documents/9148.pdf>

<sup>5</sup> According to the National Bank of Ukraine

<sup>6</sup> According to the National Bank of Ukraine

<sup>7</sup> <http://avia.gov.ua/uploads/documents/9458.pdf>

### 3.1.2 Relationships with EASA

SAAU cooperates with EASA almost since the Agency's foundation.

In November 2007 and December 2012 EASA conducted assessment visits of SAAU. Based on the latest visit corrective measures aimed at ensuring compliance with Article 8 (2) of Regulation (EU) No. 748/2012 were developed.

Importantly, SAAU as the competent authority of the state of design, manufacture, registration and operator performs independently all imposed functions and tasks of certification and supervision, which by the Regulation (EC) No 216/2008 of the European Union are accordingly shared between EASA and the competent authorities of the EU Member States.

Amongst the most significant projects of Ukraine's cooperation with EASA the project related to continuing operation of Antonov 26 airplane by EU registered air operators can be mentioned. In the European Union Antonov 26 was granted with EASA Restricted Type Certificate (RTC) on September 28, 2009<sup>8</sup>. In this context annual meetings with participation of the SAAU and EASA representatives on continuing airworthiness of aircraft Antonov 26 are being held at Antonov's offices.

Currently relationships with EASA are governed by the following documents:

- Working Arrangement between the European Aviation Safety Agency (EASA) and the State Aviation Administration of the Ministry of Transport and Communications of Ukraine on collection and exchange of information on the safety of aircraft using Community and Ukrainian airports of 07 March 2007<sup>9</sup> (SAFA), and
- Working Arrangement between the European Aviation Safety Agency (EASA) and the State Aviation Administration of the Ministry of Transport and Communications of Ukraine of 9 December 2009<sup>10</sup>.

The next grade of integration of Ukraine into the European aviation community can become a deeper involvement in working activities of the Agency. For example, Article 66 of Regulation EC No. 216 / 2008 dedicated to participation [in the agency] of European third countries says: "The Agency shall be open to the participation of European third countries which are contracting parties to the Chicago Convention and which have entered into agreements with the European Community whereby they adopted and apply Community law in the field covered by this Regulation and its implementing rules. Under the relevant provisions of these agreements, arrangements will be developed which shall, *inter alia*, specify the nature and extent of, and the detailed rules for, the participation by these countries in the work of the Agency, including provisions on financial contributions and staff".

In the context of the twinning project it is important that paragraph 2 «Acquirement of observer status in the EASA» Annex VI «Procedural Rules» agreement between the EU and Ukraine on Common Aviation Area notes that *observer status in EASA entitles Ukraine to participate in technical groups and bodies of EASA* open for the EU Member States and other partner countries in the European neighbourhood subject to established conditions for such participation.

In addition, pursuant to Annex 1 Section C "Aviation Safety", which deals with the application of the Basic Regulation No. 216/2008, paragraph 1, *Ukraine shall be subject to standardisation inspections* conducted by EASA under Article 54 of Regulation (EC) No 216/2008. These

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<sup>8</sup> [http://easa.europa.eu/system/files/dfu/EASA-TCDS-A.351\\_%28IM%29\\_Antonov\\_26-02-15102009.pdf](http://easa.europa.eu/system/files/dfu/EASA-TCDS-A.351_%28IM%29_Antonov_26-02-15102009.pdf)

<sup>9</sup> <http://easa.europa.eu/system/files/dfu/Ukraine.pdf>

<sup>10</sup> <http://easa.europa.eu/system/files/dfu/WA%20EASA%20-%20SAAU%20en.pdf>

inspections are conducted by the Agency when Ukraine believes that the relevant requirements and standards have been incorporated into Ukrainian legislation and accordingly implemented.

### **3.1.3 The Need for This Twinning Project**

For Ukraine, it is necessary to be prepared gradually and in advance for accession to the Common Aviation Area with the EU, particularly in terms of harmonisation of national legislation with its further standardisation. The process is long, complicated and takes considerable efforts from SAAU as well as external focused assistance since it requires systemic changes and readiness for working inside a new sustainable aviation European environment.

In this regard the twinning project has been identified as the most appropriate tool of efficient assistance for the areas of airports/ aerodromes and airworthiness of aircraft and related products, parts and appliances as well as for the certification of design and production organisations through close cooperation with relevant partner aviation authorities from the EU Member States.

## **3.2 Linked Activities**

### **3.2.1 On-going Regional Technical Assistance and Completed Twinning Projects**

#### **1. TWINNING «Harmonisation with EU Norms of the Legislation and Standards of Ukraine in the Field of Civil Aviation» (2007-2009)**

The first twinning project "Harmonisation with EU norms of the legislation and standards of Ukraine in the field of civil aviation" was completed in June 2009. The purpose of this project was to contribute to the harmonisation of Ukraine's legislation, the procedures and enforcement mechanisms in the civil aviation sector with international and EU standards. Initial mandatory results held that SAAU would be in full compliance with EU/JAA safety requirements, including promulgation of all relevant EU requirements/JARs as part of Ukrainian law before the end of the project. The efforts necessary to reach this objective were underestimated and led to a revision of the mandatory results. The revised mandatory results were focused on the elaboration of a roadmap for the full implementation of the EU/JAA Air safety regulations, including the schedule of implementation, the description of the transition periods and transition provisions prepared after consultation with the industry. At the end of the project a major focus was made at preparing a Roadmap for further JARs adaptation process. The roadmap was prepared by State Aviation Administration of Ukraine and approved and signed by the SAAU's Chairman, stating the steps towards the elaboration/ implementation of the new Air Code and ordering for the organisational improvements and for the implementation of JARs/ Parts. This constituted the reference for further actions on revision of the Ukrainian civil aviation legal system, further legal implementation of EU air safety legislation and elaboration of procedures in compliance with EU standards. The project was the first attempt for Ukraine of quick transition to apply European standards, and although it was not hundred per cent successful, it laid a good foundation for further approximation of Ukrainian legislation to EU standards.

#### **2. TWINNING «Support the Implementation of the Norms and Standards of the EU in the Spheres of Airport/ Aerodromes and Air Traffic Management/ Air Navigation Services (ATM/ANS)» (2011-2013)**

The project resulted in following results:

- A number of legal acts regarding certification of aerodromes/ airports Ukraine in accordance with the ICAO standards and recommended practices was drafted (Rules for registration and certification of aerodromes of Ukraine, aerodrome (Heliport) Manual, parts of procedures for the introduction of safety management in the airport);
- Ukrainian National Action Plan on Emissions was prepared and submitted to ICAO;
- Guidelines and manuals for auditing, licensing of air traffic controllers, and action plan for implementation of the navigation based on the characteristics (PBN) was developed;
- Draft legal acts for the implementation of EU legislation on ground handling at airports, the allocation of slots, on airport charges, licensing of air carriers were developed.

This twinning project is of particular importance in the context of the preparation of the twinning project in question, as it was directly dedicated to areas of airports and aerodromes, and therefore its results are used as a kind of "input" for upcoming twinning project.

### **3. TRACECA «Civil Aviation Safety and Security II», EGIS AVIA (2012-2015)**

The EGIS AVIA project supported the Civil Aviation Authorities and Oversight (CAA) of the beneficiary countries (5 Eastern Partnership and 5 Central Asian countries) to harmonize regulations and working practices of those countries to comply with international standards (ICAO) and to prepare them for the implementation of international standards and EU regulations concerning aviation security, market access and environmental performance, and, partially, air traffic management/air navigation services (ATM/ANS) (for the Central Asian countries). Three main sets of activities were distinguished: support in aviation security, support in ATM and support to the Eastern Partnership countries in the context of the European Common Aviation Area.

1. Strengthening aviation security: overall progress regarding security issues, particularly in Central Asian countries, was envisaged. In Eastern Partnership countries, having signed ECAA agreements, 6 EU regulations and directives regarding security are to be or are being implemented. The contents and formats of National Aviation Security Programmes of Georgia and Moldova were improved. A number of training sessions in such issues as management of cyber threat in aviation security, Screener Certification Programme, development of the National Aviation Crisis Management Programme and National Aviation Security Control Programme, development of Critical National Infrastructure Procedures and ATM Security Procedures were carried out.
2. Support in ATM/ANS: activities were concentrated on Kyrgyzstan and Tajikistan, and included support for the establishment of a sustainable ATM/ANS safety oversight system in Tajikistan, and support for upgrading the ATM/ANS safety oversight functions and for revising the ICAO USOAP CAP in Kyrgyzstan; this was done through on-the-job training of ATM inspectors and technical assistance missions.
3. Support in the implementation of the EU *acquis*, to prepare for achieving the most important requirements of the ECAA agreements (for Eastern Partnership countries): 21 EU regulations and directives in the area of market access, environment and social protection are to be or are being implemented in the countries having signed ECAA agreements. An additional group of 16 regulations and directives were presented and discussed in detail with the respective CAAs during the training sessions and technical assistance missions.

#### **4. TRACECA Civil Aviation Project, EASA (2012-2015)**

The EASA project has achieved the following results:

- Enhanced awareness among beneficiary countries of international standards and European requirements in the field of aviation safety, through EASA-organised workshops in various domains (ATM, air operations, aerodromes, and airworthiness).
- A number of experts of the beneficiary countries were trained to conduct inspections and certification processes in accordance with international standards and European requirements, mainly in the domain of air operations and airworthiness, including training on Safety Assessment of Foreign Aircraft (SAFA), dangerous goods and auditing techniques.
- A number of Aeromedical Examiners successfully passed comprehensive initial/advanced training.
- Progress has been made for the implementation of Safety Management Systems in accordance with the principles of ICAO Annex 19 and the European Aviation Safety Program and plan (EASPP), where applicable, and the involved experts were successfully trained accordingly.
- The project developed a comprehensive initiative for the different levels of the Civil Aviation Administration Management of the beneficiary countries and refreshed their skills and cultural understanding of the overall management capability by application of modern management tools.
- Beneficiary countries were jointly trained by ICAO and EASA on the European Co-ordination Centre for Accident and Incident Reporting Systems (ECCAIRS), recommended as a safety data collection tool to all Contracting States of ICAO.
- The project enhanced cooperation of the European Partnership countries by supporting their pro-active participation in EASA working groups on air safety.

#### **3.2.2 Programmed Projects**

##### **Regional project «Supporting the Implementation of Aviation Agreements in the Eastern Partnership Countries and Upgrading Civil Aviation Safety and Security Standards in Central Asia», EASA (planned implementation 2016 – 2019)**

The overall objective of this Action is to support the sustainable development of civil aviation and the civil aviation administration system in the beneficiary countries, i.e. the Eastern Partnership countries and 4 Central Asian countries (Kazakhstan, Kyrgyzstan, Tajikistan and Uzbekistan). It aims at upgrading regulations and working practices to reach compliance with the international standards in the fields of air safety and security and, specifically for the Eastern Partnership countries, with the requirements of the Common Aviation Area Agreements (CAAA) being negotiated or signed with the EU.

Activities of the action include awareness raising activities, training, peer-to-peer and on-the-spot support. The different fields of intervention are aviation safety, aviation security, market access, environmental performance and passenger rights. Dedicated initiatives on safety management and civil aviation administration management will be developed, in order to facilitate the establishment of sustainable oversight systems within the countries. Partner countries will be supported in the transposition in their policies, legislation and working procedures, of recent changes in the international civil aviation framework, as well as of the EU *acquis* in the field of aviation safety. The Eastern Partnership countries will be supported in the

implementation of the necessary policy, legislative, regulatory and technical measures stemming from the Common Aviation Area Agreements.

The respective EASA representatives are informed about the scope and content of this twinning project, and the cooperation and coordination of the activities of both projects is one of the key issues that will need to be taken into consideration by the management of the twinning team.

### **3.2.3 Lessons Learned From Linked Activities**

*The third twinning project* in question takes into account experience gained from the first and second twinning projects and other projects related to technical assistance in aviation domain from the EU side. This primarily refers to the mandatory results that are achievable provided fruitful cooperation and that are of interest for SAAU as the beneficiary of the project.

It took quite some time, but *the first twinning project* enabled adoption of EU harmonised Aviation Rules of Ukraine (ARU), namely ARU Part-66, Part-145, Part-147, Part-M and ARU-21 (Part-21), which are now in force in Ukraine. A further focus should be given to provide SAAU personnel with practical experience how to apply those ARUs and related acceptable means of compliance and guidance material, improvement of internal working procedures, and familiarisation with the system of continued compliance of aviation organizations with applicable requirements in the EU Member States.

In course of *the second twinning project*, documents for the certification of aerodromes / airports in Ukraine in accordance with standards and recommended practices of ICAO, namely Rules for registration and certification of aerodromes of Ukraine, Rules on ground handling at airports, airport (heliport) Manual, procedures on implementation of safety system management at the airport were elaborated. It is envisaged by the activities of Component A to review and update those documents accordingly and based on new EU requirements for aerodromes. Therefore, a kind of “follow-up” activities will be provided applying experience gained by the SAAU personnel in real day-to-day working conditions since that time.

*This twinning project* aims at achieving practical results through harmonisation of aviation legislation of Ukraine with the relevant regulations of the EU and application of working practices and methods of SAAU based on the best experience of the Member States, as defined in section 3.4 Activities. The core of the project is the approximation of the legislation, supported by theoretical and practical training, paying great attention to on-the-job training (OJT), as a key element of the twinning project. The idea of this approach is to create opportunities for SAAU to speak the same professional language with its EU partners and harmonize national aviation legislation and related working operating procedures. It is important that after a deep understanding of working methods and methodology of the EU, the changes that should be introduced by SAAU, become less abstract and can be produced by SAAU in collaboration with partners from the EU. This approach will allow for another step forward integrating civil aviation of Ukraine into EU transportation system in such areas as airports, aerodromes and initial and continued airworthiness.

### **3.3 Mandatory Results**

The project covers at once two, almost unlinked at the practical level, areas of activities of SAAU. Therefore, the mandatory results are structured according to two main components identified below.

After completion of the project the following results must be achieved:

### **COMPONENT 0: General activities**

*Kick-Off Meeting.* During the first month of the project a kick-off meeting will be organised to introduce the aims and activities agreed upon in the Work Plan to all relevant stakeholders. If agreed by the twinning partners, the public shall be informed as well by organising a media conference announcing the project launch and objectives.

*Closing Conference.* A conference shall be organised during the final period of the project implementation phase. The main goal is to present the results of the project as well as lessons learnt and recommendations to the same audience that attended the kick-off meeting. The Twinning Partners shall decide if they open this meeting to the general public and to the media.

### **COMPONENT A: Upgrading regulatory framework and improving technical SAAU competence in the field of aerodromes/ airports**

#### ***Results:***

- draft aviation rules of Ukraine harmonised with the relevant requirements of EU aviation legislation specified in Annex 3 to the fiche are developed;
- required technical materials, such as procedures, inspectors handbooks, checklists, acceptable means of compliance and guidance material (AMC & GM), as well as certification specification (CS) are prepared;
- recommendations on the organisational structure, number of staff and its functions and responsibilities under the new rules and procedures are produced;
- SAAU personnel are trained to be able to carry out certification and supervision of airports / aerodromes operators in accordance with new developed requirements.

### **COMPONENT B: Strengthening SAAU technical potential in the field of initial and continuing airworthiness<sup>11</sup>**

#### ***Results:***

- SAAU is able to carry out audits for approval and further supervision of design and production organisations of aircraft and related products, parts and appliances and to evaluate and approve repairs and modifications;
- SAAU is able to perform approval and continuous oversight of privileges granted by SAAU to design and production organisations of aircraft and related products, parts and appliances;
- SAAU is able to use “Permit to fly” concept appropriately for operations of aircraft;
- procedures for type certification of aircraft and continuing airworthiness, including inspectors handbooks, forms, checklists, acceptable means of compliance and guidance (AMC & GM) are improved;
- SAAU is ready for EASA assessment and standardization visits;
- procedures for various international agreements in the field of aviation safety are established (ASA, ICAO 83 bis) and prepared (BASA);
- system of training of airworthiness personnel is improved.

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<sup>11</sup> It must be clear that technical assistance in this project will be provided only in respect of those initial airworthiness topics, which remained within the remit of aviation authorities of the Member States and not related to the EASA direct competence.

### 3.4. Activities

The project shall provide such technical assistance to SAAU that will help it to perform properly functions inherent to aviation authorities of EU Member States in defined areas. To achieve results described in paragraph 3.3, a number of activities for two main components was defined and logically formed to support the European aspirations of Ukraine in civil aviation.

Project's activities will include development and revision of the legal framework in accordance with the applicable EU legislation, based on the ICAO Standards and Recommended Practices (SARPs) and strengthening the SAAU administrative capacity and its transformation aimed at effective performance in the fields of aerodromes/ airports and airworthiness of aircraft.

The purpose of the project is to be achieved through the following types of measures:

- a) *legal*: aviation rules of Ukraine (ARU) will be harmonised with the relevant requirements of EU aviation legislation specified in Annex 3 to this fiche. Importantly, draft texts of ARU should be prepared in a way acceptable for approval in accordance with the existing national procedures;
- b) *technical*: all necessary technical materials, such as procedures, inspectors handbooks, forms, checklists, acceptable means of compliance and guidance material (AMC & GM) will be elaborated. Importantly, draft texts of the technical materials should be prepared in a way acceptable for approval in accordance with the existing SAAU internal procedures;
- c) *training*: training of selected SAAU personnel for defined areas (theoretical training courses, on-the job training in EU MS) as well as workshops, round tables, professional experts meetings will be organised and provided;
- d) *institutional building*: recommendations on organisational structure, number of staff, and its performed functions and responsibilities under the new rules and procedures will be discussed, elaborated and agreed;
- e) *practical*: SAAU personnel acquired skills and know-how to:
  - i. perform certification and supervision of aerodrome / airport operators in accordance with the new updated requirements;
  - ii. perform certification and supervision of design and production organisations in accordance with the new updated requirements.

All activities should consider the course actions regarding the future signing of the ECAA agreement with EU and the arrangements between the Ministry of Infrastructure of Ukraine and the European Commission on convergence of certification systems.

#### **COMPONENT A: Upgrading regulatory framework and improving technical SAAU competence in the field of aerodromes/ airports**

##### **A.1: STE mission – to get familiarised with the current situation, applied requirements, practices and methods, which are in use by SAAU in day-to-day work**

The mission will deal with the review of the current regulatory framework of Ukraine for certification of aerodromes and aviation subjects and objects at the airport, ground handling providers as well as procedures for audits, inspections, tracking non-compliances, supervision of certified aerodrome operators and ground handling providers.

Particular attention should be paid to the following issues:

- inspection procedures for certification of aerodromes,
- certification of changes of safety critical systems and procedures;

- continued monitoring of compliance (including the annual audit) and risk assessment;
- noise regulating procedures and practices.

Separately it is necessary to assess whether and to what extent achievements of the previous twinning project that dealt with aerodromes/ airports are implemented and used by SAAU.

Closing the activity it is necessary to produce a detailed report that will help to organise properly next activities, in particular, to prepare carefully future OJT programmes for SAAU inspectors.

### **A.2: Study visit of SAAU senior staff to EU Member State on implementation of EU general requirements in the field of aerodromes**

The visit should give a general understanding to SAAU employees of recent EU requirements concerning aerodromes/ airports and provide them with information on existing practice of application of certain cross-cutting aviation legislation acts. During the visit it would be necessary to:

- familiarise SAAU employees with present situation and latest regulatory developments regarding aerodromes / airports;
- briefly review:
  - o Regulation (EC) No 216/2008 of the European Parliament and of the Council of 20 February 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) No 1592/2002 and Directive 2004/36/EC;
  - o Regulation (EC) No 1108/2009 of the European Parliament and of the Council of 21 October 2009 amending Regulation (EC) No 216/2008 in the field of aerodromes, air traffic management and air navigation services and repealing Directive 2006/23/EC (hereinafter - Regulation No 1108/2009);
  - o Commission Regulation (EU) No 139/2014 of 12 February 2014 laying down requirements and administrative procedures related to aerodromes pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council (hereinafter - Regulation No 139/2014)<sup>12</sup>.
- discuss the particular features of the transition to the new requirements, possible difficulties, problems and available solution;
- share experience of particular features on practical application of Council Directive No 96/67/EC of 15 October 1996 on access to the market for ground handling services at Community airports on access to the groundhandling market at Community airports (hereinafter - Directive No 96/67).

After the visit SAAU employees should produce a detailed report and debrief their SAAU colleagues in a form of working meeting. The meeting should be supported by involved STE(s).

### **A.3: Training for SAAU in Ukraine on theoretical and practical aspects of the implementation of EU general requirements for aerodromes**

Training should be conducted by STE(s) for SAAU employees. Not only purely technical, but also legal issues should be reviewed. Representatives of the aviation stakeholders, who will be affected by new requirements, should be invited. This will enable joint discussion of problematic issues at the expert level. SAAU employees who participated in the activity A2 should take an active part in the training session.

### **A.4: STE mission – development of ARU on aerodromes jointly with SAAU**

During the mission STE assists SAAU personnel with development of ARUs on aerodromes/ airports that are consistent with the provisions of Regulation No 139/2014. This includes at least:

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<sup>12</sup> The training on the Regulation No 139/2014 was provided by TRACECA/ EASA project on 10-11 March 2015.

- ARU on aerodrome's certification;
- Aerodrome's standards and requirements;
- ARU on handling operators certification;
- Guidance how to develop aerodrome manual;
- List of inspector's standard questions during certification process.

At the end of the mission draft(s) of corresponding ARU(s), table of differences between national rules and Regulation No 139/2014 requirements as well as a draft action plan for the gradual implementation of new requirements in Ukraine should be prepared.

**A.5: STE mission – development of AMC, GM and CS for ARU on aerodromes jointly with SAAU**

During the mission STE assists SAAU personnel with development of harmonised texts of AMC, GM and CS for ARU on aerodromes based on corresponding EASA approved documents. At the end of the mission drafts of harmonised texts of AMC, GM and CS for ARU on aerodromes, table of differences between national relevant EASA documents should be prepared (if required).

**A.6: STE mission – development of SAAU internal procedures on aerodromes jointly with SAAU**

During the mission STE assists SAAU personnel with development of SAAU internal procedures, inspector's handbooks and checklists.

At the end of the mission drafts of SAAU internal procedures on aerodromes, inspector's handbooks and checklists should be prepared in support of adequate implementation of harmonised ARU on aerodromes.

**A.7: OJT in EU MA for SAAU aerodrome inspectors regarding implementation of EU requirements on aerodromes**

During OJT it is to study the following:

- Fundamentals of certification and oversight of aerodromes;
- Procedures of assessment of aerodrome equipment;
- Procedures of certification of groundhandling and apron management services providers.

It is important to consider the practical aspects of the new requirements implementation, explaining how continued compliance of aerodrome operators with the requirements is ensured as well as how the oversight of the competent authority is performed and how to use the appropriate AMC, GM and CS.

**A.8 Assistance to SAAU on practical implementation of new drafts of documents/ procedures and performance of friendly audits of aerodromes jointly with SAAU**

During the mission friendly audits of an aerodrome(s) of Ukraine for compliance with the newly developed requirements are to be conducted by SAAU with support of STE.

All required documentation (checklists, reports, etc.) should be completed.

Additionally it is necessary to make recommendations on organisational structure, number of staff and its performed functions and responsibilities under the new rules and procedures.

## **COMPONENT B: Strengthening SAAU technical potential in the field of initial and continuing airworthiness**

### **B.1: STE mission – assessment of the state of play in accordance with the component scope**

During the mission STE gets familiarised and reviewing existing regulatory framework in Ukraine in the field of airworthiness.

First package: national ARU-21 (Part-21):

- assessment of level of implementation of the rules and their corresponding AMC and GM, extend of compliance with EU Part-21;
- getting familiar with internal procedures of approval and oversight of design and production organisations;
- getting acquainted with the internal procedures of evaluation and approval of type design of products, parts and appliances, repairs and modifications;
- having a look at internal procedures for issuance of airworthiness and noise certificates as well as for permit to fly;
- advising on issuing permits to fly for amateur aircraft;
- evaluating available manuals and procedures of design and production organisations;
- having a grip of practical matters, STE jointly with SAAU takes part in audits of Ukrainian design and production organisations and makes recommendations how oversight system of production organisations can be improved.

Second package: national ARUs Part-145 and Part-M:

- assessment of compliance of ARUs and AMC with the EU Regulation № 1321/2014.

Closing the activity it is necessary to produce a detailed report that will help to organise properly next activities, in particular, carefully prepare future OJT programmes for SAAU inspectors.

### **B.2: STE mission – assistance to SAAU on theoretical and practical aspects of implementation of IR Part-21 requirements as defined by Regulation No. 748/2012**

First stage - theoretical:

Having the training course in Ukraine will ensure familiarisation of all SAAU personnel that use IR Part-21 requirements in their routine activities focusing on the specific features of the implementation of Regulation No. 748/2012. This will create the proper foundation for a better understanding of the requirements and their correct interpretation.

Second stage – working on improvements:

This stage will be devoted to improvement of developed ARU-21 (Part-21) and its related AMC and GM regarding certification of aircraft, related products, parts and appliances, as well as design and production organisations, translation and development of standard checklists, forms for approvals and oversight of DOA and POA, and forms for evaluation and approval of repairs and modifications.

### **B.3: STE mission –theoretical and practical aspects of implementation of Regulation No. 1321/2014 regarding airworthiness issues**

First stage – detailed review:

Establishing compliance of Ukrainian ARUs Part-145, Part-M in the field of airworthiness with the EU Regulation No. 1321/2014 will be verified. As a result, together with SAAU it will be necessary to prepare an analysis of conformity that contains a table of significant differences (if any) and recommendations for their elimination (when critical).

Second stage –practical approach:

This stage will be deal with document review and physical inspection of aircraft with the SAAU inspectors for the purpose of issuing an airworthiness certificate, of airworthiness review certificate and a permit to fly. Closing the activity a detailed report should be prepared making recommendations for changes aimed at convergence with the system, which is used in the EU MS and develop an action plan.

**B.4: STE mission – assistance to SAAU establishing a system approach on standardisation in the field of airworthiness**

First stage: training at SAAU on Regulation No. 628/2013.

Second stage: practical issues and approaches to be prepared for EASA standardization visits, related principles, simulation of those visits to reinforce skills.

**B.5: STE mission – assistance to SAAU in establishing a system for keeping various international agreements in the field of aviation safety (BASA, ASA, ICAO 83 bis)**

First stage: training at SAAU on the specified agreements.

Second stage: analysis of the legislation of Ukraine, which regulates the conclusion of various agreements in the field of aviation safety and making recommendations on a systematic approach for those agreements.

Third stage: assistance to SAAU in common drafting of necessary internal procedures for agreements' conclusion, amendment, cancellation, etc.

**B.6: STE mission – improvement of training system of airworthiness personnel**

First stage: analysis of system of internal training SAAU airworthiness personnel; a particular attention should be as well dedicated to SAAU inspector authorisation system. At this stage it is necessary to prepare a report on the existing system of training airworthiness personnel and make recommendations for its improvement and further development based on existing practice in EU member states. In addition, it is necessary to analyse existing needs for training of airworthiness personnel and together with SAAU develop related training plan.

Second stage:

- following the training plan to conduct training for instructors, training managers; introduction of “train the trainers” concept;
- facilitation to SAAU on modernisation of inspector authorisation system.

**B.7: OJT in a MS for airworthiness inspectors dedicated to approval of design and production organisations as per Regulation No. 748/2012**

OJT in a MS for airworthiness inspectors dedicated to DOA and POA should be organised in accordance with preliminary prepared programme.

OJT programme must envisage review of real documentation of design and production organisations and participation of SAAU inspectors in the audit of EU MS production organisation as observers.

Particularly, issues related to Subparts A, B, D, F, G, E, J, K, M, O and P of Regulation No. 748/2012 should be included in the OJT programme(s) to the extent acceptable and possible to the MS administration.

Closing the activity it is necessary to hold a "round table" for debriefing involving representatives of aviation industry.

**B.8: OJT in a MS for airworthiness inspectors dedicated to certification of airworthiness of aircraft as per Regulation No. 1321/2014 and 748/2012**

OJT in a MS for airworthiness inspectors on Part M Subpart I and Part 21 Subparts H, I and P should be organised in accordance with preliminary prepared programme.

OJT programme must envisage a visit to EU MS competent authorities for reviewing real documentation and physical inspection of an aircraft (airplane) as well as activities providing practical knowledge for issuance of airworthiness certificate, airworthiness review certificate and permit to fly.

Closing the activity it is necessary to hold a "round table" for debriefing involving representatives of aviation industry.

**B.9: OJT in a MS for airworthiness inspectors dedicated to standardisation as per Regulation No. 628/2013**

OJT in a MS for airworthiness inspectors on standardisation issues should be organised in accordance with preliminary prepared programme.

OJT programme must envisage review of real documentation ready for standardisation, familiarisation of SAAU inspectors with preparatory activities for standardisation, participation as observers in internal audit of EU MS competent authorities, which is being prepared for EASA standardization visit (where possible).

**B.10: OJT in a MS for airworthiness inspectors dedicated to international agreements in the field of aviation safety (BASA, ASA, ICAO 83 bis)**

OJT programme should be designed so as to familiarise airworthiness inspectors with the process of conclusion of 83 bis agreements<sup>13</sup>, others airworthiness agreements and recommendations for conclusion of BASA.

**B.11: Familiarisation of SAAU personnel with the existing system of EASA working groups**

The activity should allow for participation of airworthiness inspectors as observers in the meetings of working groups such as EASA and RAGs TAGs giving real experience facilitating future active involvement of SAAU representatives in Agency's work.

### **3.5 Means/ Input From the MS Partner Administration**

This twinning project is envisaged for exchange of experience and know-how with member state administration(s)<sup>14</sup> for a period of 24 months. Standard twinning procedures / twinning contract are to be used as set in the Common Twinning Manual Revision 2012 – updated 2013-2014.

The RTA and STEs mobilised under this contract must be experienced aviation civil servants with solid theoretical and practical background in the areas of aerodromes/ airports and

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<sup>13</sup> The training on the subject will be delivered by TRACECA/EASA in May 2015.

<sup>14</sup> Some project issues may fall exclusively in the competence of EASA (design related issues (ODA)). Therefore, either an MS administration would contemplate the EASA involvement in certain activities where possible and accepted by the Agency, or these activities may be potentially excluded from the project contract.

airworthiness, proficient in English, have excellent communication and analytical skills, be proficient in report drafting and have excellent team working abilities.

### **3.5.1. Profile and Tasks of the Project Leader**

The Project Leader (PL) from the EU Member State (MS) will be responsible in collaboration with the Beneficiary Country (BC) PL for the overall steering and coordination of the project, ensuring good cooperation and information exchange between MS and Ukrainian side.

The PL is expected to devote a minimum of 3 days per month to the project in his/ her home administration. In addition, he/ she will coordinate, from the MS side, the Project Steering Committee (PSC), which will meet in the Ukraine on a quarterly basis.

The PL shall:

- Be a long-term senior civil servant from the Member State Ministry of Transport/ Civil Aviation Authorities with necessary experience in airworthiness **or** airport matters;
- Experience in work with institutional information network;
- Good organisational, project management, communication and presentation skills;
- Have a good command of written and spoken English.

The main tasks of the PL are to ensure:

- The overall coordination of the project;
- Leading activities of the project.

### **3.5.2 Profile and Tasks of the RTAs**

The MS organisation(s) will provide one long term expert - the RTA. The RTA will be seconded to Ukraine for the entire duration of the implementation of the twinning project.

RTA is to be experienced in the civil aviation regulations with an adequate knowledge of both fields. Deep knowledge of airworthiness **or** aerodromes/ airport matters is preferable.

RTAs shall have the following qualifications and experience:

- Have university degree or equivalent level of education and experience;
- Be a civil servant (or equivalent staff seconded) from the EU Member State Ministry of Transport/ Civil Aviation Authorities with at least 10 years of experience and professional experience in aviation acquired in one or more of the major fields of civil aviation such as aerodrome operations/ oversight or aircraft airworthiness;
- Have an education and experience in the field of project management, institutional issues and activities, preferably obtained in an international context;
- Have advanced computer skills;
- Have an excellent command of written and spoken English.

The tasks of the RTA will be:

- To organise and implement on a day-to-day basis all programme components, including planning and overseeing of the performance of short term experts as well as making sure, that all projects activities are properly documented and reported;
- To liaise with the BC Project Leader & RTA counterpart;
- To ensure the co-ordination of the activities with other donor interventions and other institutions of Ukraine involved in the activities described above;
- To report progress to the MS PL.

The RTA will be placed within the MIU/SAA and will provide BC staff with technical advice in course of implementation of the project.

The RTAs will spend 21 months at the MIU/SAAU. He/she will be provided by the MIU/SAAU with sufficient office space and office equipment, telephone and internet access necessary to fulfil her/his duties.

Dedicated MIU/SAAU's staff will co-operate with the RTAs in identifying needs and will arrange local inputs.

### 3.5.3 Profile and Tasks of the Short-term Experts (STEs)

To achieve the mandatory results and to carry out the activities as per section 3.4 (activities) the following indicative input of STEs (with office accommodation in the MIU/ SAAU premises) is suggested.

All STEs shall have the following qualifications and the experience:

- University degree or equivalent;
- At least 5 years professional experience in aviation or equivalent;
- Solid theoretical foundations and practical experience in areas related to the training of staff of public institutions;
- Good analytical skills.

STE Type	Tasks	Profile	Input
STE 1	Support in drafting of ARUs on aerodromes/ airports	Expert on aerodromes/ airports legal matters	75 days
STE 2	Support in drafting of AMC, GM and CS for ARUs on aerodromes/ airports and related internal procedures	Aerodrome operations expert	75 days
STE 3	Improvement of oversight system for certified aerodromes	Aerodromes' oversight expert	75 days
STE 4	Assessment of national airworthiness requirements against relevant of EU	Expert on airworthiness legal matters	70 days
STE 5	Support of further harmonisation of airworthiness requirements and related internal procedures	Expert on airworthiness technical matters; preferably with PCM experience	70 days
STE 6	Support of implementation of oversight system for production organisations and related internal procedures	Expert on production organisations approval	20 days
STE 7	Support of preparation for standardization visits	Expert on standardization in airworthiness	15 days
STE 8	Support to establish system for keeping various international agreements in the field of aviation safety	Expert on international safety agreements	15 days
STE 9	Support for improvement of training system of airworthiness personnel	Training expert	15 days

### **3.5.4 Responsibilities of Experts with Respect to the Various Activities**

Many of the activities listed in section 3.4 require inputs from several of the specialist experts that have been described in sections 3.5.1 to 3.5.3 above (see Annex 1 – Allocation of activities to experts). The balance and amount of input from each expert are only indicative and they will be finalised during the 5 months preparation of the contract and work plan.

### **3.6 Reporting and Monitoring**

The Delegation of the European Union to Ukraine will manage the procurement, tendering, quality control, reporting and coordination with other donors, the financial and technical cooperation related to the actions described in this project fiche, taking remedial actions if and when needed.

PL primary responsibility shall be to ensure that the project produces the required outputs, to the required standards of quality and within the specified constraints of time and cost. PL and other project staff will also address cross-cutting issues. A detailed description of the works and duties of RTAs and other experts will be elaborated in the twinning contract (work plan), in line with this twinning project fiche. The relevant reports will be issued by the MS Project Leader and BC Project Leader on the quarter basis.

The Delegation of the European Union to Ukraine together with the Twinning Programme Administration Office (PAO) will control the quality of all twinning documentation, check that the good financial management of the twinning project is in compliance with EC rules, receive and examine all twinning project reports, support all twinning stakeholders, including beneficiary administration and Member States.

Project's Steering Committee (PSC)) will be responsible for the overall direction of the project and comprise of the representatives from the Beneficiary Administration, MS Administration, EU Delegation and PAO. At quarterly intervals the Project Leaders, the PSC will assess the project progress, verify the achievements of the outputs and mandatory results and define any additional actions required.

The official language of the project will be English. All formal communication regarding the project, including all reports, will be produced in English.

By SAAU strong request an interpreter/ translator of English-Russian-Ukrainian is needed to overcome language issue since not all SAAU people master English to the extent of professional communication.

## **4 INSTITUTIONAL FRAMEWORKS**

### **SAA Institutional Framework**

Statute of the State Aviation Administration of Ukraine was approved by the Regulation of the Cabinet of Ministers of Ukraine No 520 dated 8 October 2014.

The SAAU, being responsible for implementation of the state policy in the area of civil aviation, has the following major functions:

- Elaborating regulatory and legal framework to govern activities in the fields of civil aviation, including safety, security, ATM, aerodromes and airports;
- Exercising government control and safety oversight of civil aviation and aviation security;

- Certifying and registering civil aviation facilities and entities and licensing their activities;
- Regulating the use of airspace and to organising air traffic;
- Organising air transportation;
- Facilitating foreign economic and international legal activities in the fields of civil aviation, representing Ukrainian Civil Aviation in international organisations.

The current staff number of the SAAU is 327 persons. Staffing level is 100% (as of 1<sup>st</sup> October 2014).

The organisational structure of the SAAU is based on the tasks and functions of the SAAU and is agreed by the Ministry of Infrastructure of Ukraine. There are some 15 departments, including Airworthiness Department, Air Navigation Department, Flight Operation Department, Aviation Security Department and 14 independent divisions, including Aerodromes and Airport Division in the SAAU. These departments are subordinated to the Chairman of the SAA and interact between themselves within the remit of entrusted tasks.

## **Legal Framework**

Since the establishment of the SAAU, a number of regulatory and legislative acts have been developed. Primary aviation legislation and civil aviation regulations are contained in a variety of legal documents, including national laws and regulations (orders). Their regulations originate from various governmental levels, including the President of Ukraine, the Cabinet of Ministries, the Ministry of Infrastructure and the State Aviation Administration. The regulations of civil aviation in Ukraine are based on such national laws as Constitution of Ukraine and Air Code of Ukraine and include other legislative acts, state and industry standards, standardisation handbooks.

List of normative legal acts that regulate civil aviation activities in Ukraine is available on the SAA web site at [www.avia.gov.ua](http://www.avia.gov.ua) (in Ukrainian only).

## **5. BUDGET**

The budget is EUR 1.6 million.

## **6. IMPLEMENTATION ARRANGEMENTS**

### **6.1. Implementing Agency**

The Implementing Agency responsible for tendering, contracting and accounting is the European Commission represented by the Delegation of the European Union to Ukraine. The person in charge of this project at the Delegation of the European Union to Ukraine is:

Ms. Svitlana Didkivska  
 Project Manager  
 Delegation of the European Union to Ukraine  
 101 Volodymyrska Street, Kyiv, 01033, Ukraine  
 Tel.: +380 (44) 390 80 10  
 Fax: +380 (44) 390 80 10  
 E-mail: [svitlana.didkivska@eeas.europa.eu](mailto:svitlana.didkivska@eeas.europa.eu)

## **6.2. Counterparts in the Beneficiary Country (BC)**

The main counterpart in Ukraine will be the State Aviation Administration Ukraine.

### **6.2.1. Contact Person**

Ms. Hanna Mazur

Head of International Organisations and European Integration Division

State Aviation Administration of Ukraine

Peremogy Ave., 14

Kyiv – 135, 01135 Ukraine

tel: +380 (44) 351 55 46

fax +380 (44) 351 53 14

e-mail: [mazur@avia.gov.ua](mailto:mazur@avia.gov.ua)

### **6.2.2. RTA counterpart**

Mr. Olexandr Belchuk

Head of Airworthiness Department

State Aviation Administration of Ukraine

Peremogy Ave., 14

Kyiv – 135, 01135 Ukraine

tel: +380 (44) 351 54 03

fax +380 (44) 351 56 44

e-mail: [aircraft@avia.gov.ua](mailto:aircraft@avia.gov.ua)

### **6.2.3.**

#### **BC Project Leader**

Mr. Mykola Melnychenko

Deputy Chairman

State Aviation Administration of Ukraine

Peremogy Ave., 14

Kyiv – 135, 01135 Ukraine

tel: +380 (44) 351 54 06

fax +380 (44) 351 55 03

The Programme Administration Office (PAO) under the Main Department of the Civil Service of Ukraine is an administration responsible for coordination of the preparation of Twinning projects and support for their implementation, provision of advisory and methodological support to public authorities in preparation and implementation of Twinning projects.

The person in charge at PAO in Ukraine is:

Maryna Kanavets

Director of Twinning Programme Administration Office

15, Prorizna str., Kyiv, 01601, Ukraine

Tel.: +380 (44) 278 36 44

Fax: +380 (44) 278 36 22

E-mail: [pao@center.gov.ua](mailto:pao@center.gov.ua)

## **6.3. Contracts**

Only one twinning contract is foreseen for this project.

## **7. IMPLEMENTATION SCHEDULE (INDICATIVE)**

### **7.1 Launching of the call for proposals (date)**

September 2015

### **7.2 Start of project activities (date)**

April 2016

### **7.3 Project Completion (date)**

April 2018

### **7.4 Duration of the execution period (number of months)**

24 months

*Duration of the implementation period: 21 months*

## **8. SUSTAINABILITY**

The Twinning Partners will undertake to provide the basic infrastructure necessary for the sustainability of their joint twinning achievements. The sustainability of the results is likely to be achieved if the Twinning Partners commit themselves to the following:

1. Efficient absorption of the content and understanding of the training materials by the Beneficiary personnel being measured and monitored after each training session that is provided by simple tests.
2. Make maximum use of the skills and abilities of the Beneficiary Country administration personnel previously trained by [other] Member States; apply “train the trainers approach” for sustainable capacity building of the Beneficiary administration;
3. Allow for confirmation of the effect of the twinning project for the Beneficiary administration by organising a final seminar that presents achieved results of the twinning activities at the end of the Twinning project;
4. Provide assurance that manuals and procedures developed within the Twinning project will be used by the Beneficiary beyond the primary contract period.

The success of the project will be based on achieving practical results and the sustainability of the results will be an important measure of success.

The Twinning Partners will also seek additional and alternative ways in which the project can be seen to be sustainable.

## **9. CROSSCUTTING ISSUES**

Each Twinning Partner is required to comply with the equal opportunities requirements of the EU. Whilst environmental requirements are not immediately applicable to the implementation of the project, if any such situation does arise both partners are required to comply with the environmental requirements of the EU.

### **9.1. Equal Opportunity (Gender Mainstreaming)**

The project will promote participation of women in beneficiary organizations and will identify the effects/impacts/opportunities on and for women. The team of experts involved in the project must possess relevant skills to ensure effective mainstreaming of gender equality and minorities inclusion/participation.

## **9.2. Environment**

The SAAU regulations and certification rules must take in consideration all ICAO SARPS and EU regulation laying down standards for airport related noise management and control, emissions and ground pollution (including sewage, airside runoff, glycol collection).

EU aviation emission trading scheme related issues are however considered outside the scope of this twinning assignment.

## **9.3 Minorities**

As described above, the activities will ensure the participation of women and youth and minorities. Activities and support programmes. SAAU will mainstream issues related to the participation of women, youth and minorities in all relevant training and capacity building programmes and ensure that such issues are considered when working on establishing legal frameworks and regulations for civil aviation. Opportunities for gender and minority balancing will be address in the training activities by ensuring availability for training and certifying technical staff.

## **10. CONDITIONALITY AND SEQUENCING**

The success of this twinning project is partially conditional to:

- Ukraine and the EU is about to sign ECAA; and
- The ability of the SAAU staff to absorb the trainings provided and ability to independently accomplish the tasks in the future; and
- The mastering of sufficient English by SAAU staff interacting with the RTA's and STE's (in particular the senior inspectors performing the OJT and study tours in the MS), and
- The effective and timely processing of draft regulations by the Ukraine Parliament and actual promulgation of the documents into Ukrainian Law is crucial to the ability of the SAA to implement and enforce harmonised regulations in accordance with the project timeline.

The success of the project will be conditional on Ukraine in general and SAAU in particular (for this project) to continue their co-operation with the EU (see Assumptions in the Logframe). The MS PL and RTA should familiarise themselves with the detailed recommendations and requirements of the ECAA agreement in order understand the nature and the scope of the project activities and coordinate their activities with the EU delegation to ensure appropriate interaction with other on-going or planned assistance programs.

Available human resources within civil aviation institutions, including SAAU and respective ministries to receive training and to get sound understanding of the laws and interpretation of ICAO regulations and SARPS, the EC Regulations such as Single European Sky regulations, European Aviation Safety Agency requirements.

## **ANNEXES TO PROJECT FICHE**

ANNEX 1 Logical Framework Matrix for the Twinning Project

ANNEX 2 List of Relevant Aviation EU Acquis for the Twinning Project

### ANNEX 1 Logical Framework Matrix for the Twinning Project

Project Title: <b>Approximation of the legislation of Ukraine in the fields of certification of aerodromes/ airports and airworthiness with the relevant EU norms and standards</b>		Programme name and number	European Neighbourhood and Partnership Instrument
Sector: Transport			
<b>Overall objective</b>	<b>Objectively verifiable indicators (Benchmarks)</b>	<b>Sources of Verification/ Information</b>	<b>Assumptions</b>
The overall objective of the projects is to support the sustainable development of civil aviation of Ukraine and its integration into EU transport system, while guiding the process of approximation of aviation rules of Ukraine with the corresponding EU acquis acts and assisting their implementation in the fields of certification of aerodromes/ airports and airworthiness of aircraft and related products, parts and appliances as well as for the certification of design and production organisations.	ICAO standards, international best practices and EU regulations [to the extend available] are implemented in accordance with the ECAA provisions	Assessments and standardisation visits as per ECAA and Working Arrangements	The Government of Ukraine is committed to EU integration and to the reforming process including in the area of civil aviation  Signing of the ECAA agreement
<b>Project purpose</b>	<b>Objectively verifiable indicators (Benchmarks)</b>	<b>Sources of Verification/ Information</b>	<b>Assumptions</b>
At the end of the project all aviation rules of Ukraine mentioned in this project are harmonised with the relevant EU aviation legislation acts (or with the standards and recommended practices of ICAO) and are prepared for entry into force in accordance with the existing national legal procedures. Moreover, SAAU personnel shall understand the developed harmonised requirements and be aware of how they should be implemented and applied. In addition, relevant aviation organisations, subjected to the new requirements (e.g. aerodromes/ airports operators, DOA, POA, etc.), should be aware of how they affect their work when adopted.	Harmonisation of the legal and regulatory framework of civil aviation in Ukraine with ICAO SARPs and EU acquis  Effective working procedures and competent certification and safety oversight of organisations	Air Code of Ukraine Regulations and bylaws Administrative, working and SAAU internal procedures and other materials	The timely procession of laws and regulations by the Parliament of Ukraine  Effective cooperation between SAAU and the Twinning MS  MoIU supports SAAU legislative initiatives

<b>COMPONENT A: Upgrading regulatory framework and improving technical SAAU competence in the field of aerodromes/ airports</b>			
<b>Mandatory results</b>	<b>Objectively verifiable indicators (Benchmarks)</b>	<b>Sources of Verification/ Information</b>	<b>Assumptions</b>
Draft aviation rules of Ukraine harmonized with the relevant requirements of EU aviation legislation specified in Annex 3 to the fiche are developed	Available draft texts of national regulations developed in line with ICAO SARPs and EU acquis within the project	Assessments and standardisation visits as per ECAA and Working Arrangements  Project Reports	SAAU to authorise implementation of new regulations  SAAU allocates sufficient staff to the project activities  Ability of SAAU to absorb training provided and ability to independently accomplish tasks in the future
Required technical materials, such as procedures, inspectors handbooks, checklists, acceptable means of compliance and guidance material (AMC & GM), as well as certification specification (CS) are prepared;	Available technical documentation produced within the project	Assessments and standardisation visits as per ECAA and Working Arrangements  Project Reports	SAAU to authorize implementation of new procedures  SAAU allocates sufficient staff to the project activities  Ability of SAAU to absorb training provided and ability to independently accomplish tasks in the future
Recommendations on the organisational structure, number of staff and its functions and responsibilities under the new rules and procedures are produced	Available materials (recommendations, assessments, analysis, manpower estimations, organizational charts) provided by the project	Project Reports	SAAU to authorise implementation of institutional changes  SAAU provides required information to the project
SAAU personnel are trained to be able to carry out certification and supervision of airports / aerodromes operators in accordance with new developed requirements	Number of technical staff trained and certified  Training Certificates	Project Reports	SAAU allocates sufficient staff to the project activities  Sufficient human and budgetary

	Friendly audit reports and checklists		resources to perform safety oversight tasks  Ability of SAAU to absorb training provided and ability to independently accomplish tasks in the future
<b>COMPONENT B: Strengthening SAAU technical potential in the field of initial and continuing airworthiness</b>			
<b>Mandatory results</b>	<b>Objectively verifiable indicators (Benchmarks)</b>	<b>Sources of Verification/ Information</b>	<b>Assumptions</b>
SAAU is able to carry out audits for approval and further supervision of design and production organisations of aircraft and related products, parts and appliances and to evaluate and approve repairs and modifications	Available technical documentation produced within the project  Number of technical staff trained  Training Certificates  Friendly audit reports and checklists	Assessments and standardisation visits as per ECAA and Working Arrangements  Project Reports	EASA support where necessary  SAA allocates sufficient staff to the project activities  Sufficient human and budgetary resources to perform safety oversight tasks  Ability of SAA to absorb training provided and ability to independently accomplish tasks in the future
SAAU is able to perform approval and continuous oversight of privileges granted by SAAU to design and production organisations of aircraft and related products, parts and appliances	Available technical documentation and procedures developed within the project  Number of technical staff trained  An efficient administration system for granted privileges is in place  Friendly audit reports and checklists	Assessments and standardisation visits as per ECAA and Working Arrangements	EASA support where necessary  SAA allocates sufficient staff to the project activities  Sufficient human and budgetary resources to perform safety oversight tasks  Ability of SAA to absorb training provided and ability to

			independently accomplish tasks in the future
SAAU is able to use “Permit to fly” concept appropriately for operations of aircraft	Available technical documentation and procedures developed within the project  Number of technical staff trained  An efficient administration system for granted privileges is in place  Friendly audit reports and checklists	Assessments and standardisation visits as per ECAA and Working Arrangements  Project Reports	SAAU allocates sufficient staff to the project activities  Sufficient human and budgetary resources to perform safety oversight tasks  Ability of SAAU to absorb training provided and ability to independently accomplish tasks in the future
Procedures for type certification of aircraft and continuing airworthiness, including inspectors handbooks, forms, checklists, acceptable means of compliance and guidance (AMC & GM) are improved	Available technical documentation and procedures developed within the project  Number of technical staff trained	Assessments and standardisation visits as per ECAA and Working Arrangements  Project Reports	SAAU allocates sufficient staff to the project activities  Sufficient human and budgetary resources to perform safety oversight tasks  Ability of SAAU to absorb training provided and ability to independently accomplish tasks in the future
SAAU is ready for EASA assessment and standardization visits	Available regulations, technical documentation and procedures developed within the project  Documentation of SAAU internal audit  Number of technical staff trained	Assessments and standardisation visits as per ECAA and Working Arrangements  Project Reports	SAAU allocates sufficient staff to the project activities  Ability of SAAU to absorb training provided and ability to independently accomplish tasks in the future
Procedures for various international agreements in the field of aviation safety are established (BASA, ASA, ICAO 83 bis)	Available procedures, manuals and guidance material developed within the project  Number of technical staff trained	ICAO audits reports  Project Reports	SAA allocates sufficient staff to the project activities  Ability of SAAU to absorb

			training provided and ability to independently accomplish tasks in the future
System of training of airworthiness personnel is improved	Available procedures, manuals and guidance material developed within the project  Number of technical staff trained	ICAO audits reports  Assessments and standardisation visits as per ECAA and Working Arrangements  Project Reports	SAAU allocates sufficient staff to the project activities  Ability of SAAU to absorb training provided and ability to independently accomplish tasks in the future

**COMPONENT A: Upgrading regulatory framework and improving technical SAAU competence in the field of aerodromes/ airports**

Nr.	Activities	Means	Assumptions
A.1	<p>STE mission – to get familiarised with the current situation, applied requirements, practices and methods, which are in use by SAAU in day-to-day work.</p> <p>The mission will deal with the review of the current regulatory framework of Ukraine for certification of aerodromes and aviation subjects and objects at the airport, ground handling providers as well as procedures for audits, inspections, tracking non-compliances, supervision of certified aerodrome operators and ground handling providers.</p> <p>Particular attention should be paid to the following issues:</p> <ul style="list-style-type: none"> <li>- inspection procedures for certification of aerodromes,</li> <li>- certification of changes of safety critical systems and procedures;</li> <li>- continued monitoring of compliance (including the annual audit) and risk assessment ;</li> <li>- noise regulating procedures and practices.</li> </ul> <p>Separately it is necessary to assess whether and to what extend achievements of the previous twinning project that dealt with aerodromes/ airports are implemented and used by SAAU.</p>	<ul style="list-style-type: none"> <li>▪ 3 STE X 5 days (1 mission ) <ul style="list-style-type: none"> <li>-1 STE Legal</li> <li>-1 STE Aerodrome Ops</li> <li>-1 STE Oversight</li> </ul> </li> </ul> <p>Timing: Month 3</p>	<p>Availability of essential documentation in areas concerned in English language</p> <p>Sharing of required information/ documentation with MS staff</p>

A.2	<p>Study visit of SAAU senior staff to EU Member State on implementation of EU general requirements in the field of aerodromes. The visit should give a general understanding to SAAU employees of recent EU requirements concerning aerodromes/ airports and provide them with information on existing practice of application of certain cross-cutting aviation legislation acts.</p>	<ul style="list-style-type: none"> <li>▪ 3 participants X 5 days (1 mission) <ul style="list-style-type: none"> <li>- 1 senior inspector aerodrome operations</li> <li>- 1 senior technical inspector aerodrome systems</li> <li>- 1 senior inspector ground handling</li> </ul> </li> </ul> <p>Timing: Month 4</p>	<p>Full cooperation of the aerodrome unit of the twinning MS</p> <p>Senior inspectors to address policy matters on management level during OJT</p> <p>SAAU senior inspectors to speak English fluently</p>
A.3	<p>Training for SAAU in Ukraine on theoretical and practical aspects of the implementation of EU general requirements for aerodromes. Training should be conducted by STE(s) for SAAU employees. Not only purely technical, but also legal issues should be reviewed.</p>	<ul style="list-style-type: none"> <li>▪ 3 STE X 5 days (1 mission ) <ul style="list-style-type: none"> <li>-1 STE Legal</li> <li>-1 STE Aerodrome Ops</li> <li>-1 STE Oversight</li> </ul> </li> </ul> <p>Timing: Month 5</p>	<p>Full cooperation of the SAAU management and inspectors</p> <p>Sharing of required information/ documentation with MS staff</p> <p>Quality of training materials and professional delivery of training by STE</p> <p>Administrative support to the STE mission by the SAAU</p>
A.4	<p>STE mission – development of ARU on aerodromes jointly with SAAU. During the mission STE assists SAAU personnel with development of ARUs on aerodromes/ airports that are consistent with the provisions of Regulation No 139/2014. This includes at least:</p> <ul style="list-style-type: none"> <li>- ARU on aerodrome’s certification;</li> <li>- aerodrome’s standards and requirements;</li> <li>- ARU on handling operators certification</li> <li>- Guidance how to develop aerodrome manual;</li> <li>- List of inspector’s standard questions during certification process.</li> </ul>	<ul style="list-style-type: none"> <li>▪ 3 STE X 5 days (3 missions ) <ul style="list-style-type: none"> <li>-1 STE Legal</li> <li>-1 STE Aerodrome Ops</li> <li>-1 STE Oversight</li> </ul> </li> </ul> <p>Timing: Months 6-21</p>	<p>Full cooperation of the SAAU management and inspectors</p> <p>Sharing of required information/ documentation with MS staff</p> <p>Administrative support to the STE mission by the SAAU</p>

A.5	<p>STE mission – development of AMC, GM and CS for ARU on aerodromes jointly with SAAU.</p> <p>During the mission STE assists SAAU personnel with development of harmonised texts of AMC, GM and CS for ARU on aerodromes based on corresponding EASA approved documents.</p> <p>At the end of the mission drafts of harmonised texts of AMC, GM and CS for ARU on aerodromes, table of differences between national relevant EASA documents should be prepared (if required).</p>	<ul style="list-style-type: none"> <li>▪ 3 STE X 5 days (3 missions )</li> <li>-1 STE Legal</li> <li>-1 STE Aerodrome Ops</li> <li>-1 STE Oversight</li> </ul> <p>Timing: Months 6-21</p>	<p>Full cooperation of the SAAU management and inspectors</p> <p>Sharing of required information/ documentation with MS staff</p> <p>Administrative support to the STE mission by the SAAU</p>
A.6	<p>STE mission – development of SAAU internal procedures on aerodromes jointly with SAAU. During the mission STE assists SAAU personnel with development of SAAU internal procedures, inspector’s handbooks and checklists.</p>	<ul style="list-style-type: none"> <li>▪ 3 STE X 5 days (3 missions )</li> <li>-1 STE Legal</li> <li>-1 STE Aerodrome Ops</li> <li>-1 STE Oversight</li> </ul> <p>Timing: Months 6-21</p>	<p>Full cooperation of the SAAU management and inspectors</p> <p>Sharing of required information/ documentation with MS staff</p> <p>Administrative support to the STE mission by the SAAU</p>
A.7	<p>OJT in EU MA for SAAU aerodrome inspectors regarding implementation of EU requirements on aerodromes</p> <p>During OJT it is to study the following:</p> <ol style="list-style-type: none"> <li>1) fundamentals of certification and oversight of aerodromes;</li> <li>2) procedures of assessment of aerodrome equipment;</li> <li>3) procedures of certification of groundhandling and apron management services providers.</li> </ol> <p>It is important to consider the practical aspects of the new requirements implementation, explaining how continued compliance of aerodrome operators with the requirements is ensured as well as how the oversight of the competent authority is performed and how to use the appropriate AMC, GM and CS.</p>	<ul style="list-style-type: none"> <li>▪ 6 participants X 5 days (3 missions)</li> </ul> <p>Timing: Month 5-7</p>	<p>Introductory training / briefing to the SAAU aerodrome inspectors by the senior inspectors that have participated in study visit (A2)</p> <p>Full cooperation of the management of the Twinning MS</p> <p>SAA inspectors to speak fluently English</p>
A.8	<p>Assistance to SAAU on practical implementation of new drafts of documents/ procedures and performance of friendly audits of aerodromes jointly with SAAU. During the mission friendly</p>	<ul style="list-style-type: none"> <li>▪ 3 STE X 5 days (4 missions)</li> <li>-1 STE Legal</li> <li>-1 STE Aerodrome Ops</li> </ul>	<p>Full cooperation of the SAAU management and inspectors</p>

	<p>audits of an aerodrome(s) of Ukraine for compliance with the newly developed requirements are to be conducted by SAAU with support of STE.</p> <p>All required documentation (checklists, reports, etc.) should be completed.</p> <p>Additionally it is necessary to make recommendations on organisational structure, number of staff and its performed functions and responsibilities under the new rules and procedures.</p>	<p><i>-1 STE Oversight</i></p> <p>Timing: Month 12-24</p>	<p>Sharing of required information/ documentation with MS staff</p> <p>Administrative support to the STE mission by the SAAU</p>
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**COMPONENT B: Strengthening SAAU technical potential in the field of initial and continuing airworthiness**

Nr.	Activities	Means	Assumptions
<b>B.1</b>	<p>STE mission – assessment of the state of play in accordance with the component scope. During the mission STE gets familiarised and reviewing existing regulatory framework in Ukraine in the field of airworthiness.</p> <p><u>First package:</u> national ARU-21 (Part-21):</p> <ul style="list-style-type: none"> <li>- assessment of level of implementation of the rules and their corresponding AMC and GM, extend of compliance with EU Part-21;</li> <li>- getting familiar with internal procedures of approval and oversight of design and production organisations;</li> <li>- getting acquainted with the internal procedures of evaluation and approval of type design of products, parts and appliances, repairs and modifications;</li> <li>- having a look at internal procedures for issuance of airworthiness and noise certificates as well as for permit to fly;</li> <li>- advising on issuing permits to fly for amateur aircraft;</li> <li>- evaluating available manuals and procedures of design and production organisations;</li> <li>- having a grip of practical matters, STE jointly with</li> </ul>	<ul style="list-style-type: none"> <li>▪ 3 STE X 5 days (1 mission ) <ul style="list-style-type: none"> <li>- 1 STE Airworthiness Legal</li> <li>- 1 STE Airworthiness Technical</li> <li>- 1 STE POA</li> </ul> </li> </ul> <p>Timing: Month 3</p>	<p>Availability of English texts of essential documentation and oversight procedures</p> <p>Sharing of required information/ documentation with MS staff</p>

	<p>SAAU takes part in audits of Ukrainian design and production organisations and makes recommendations how oversight system of production organisations can be improved.</p> <p><u>Second package:</u> national ARUs Part-145 and Part-M:</p> <ul style="list-style-type: none"> <li>- assessment of compliance of ARUs and AMC with the EU Regulation № 1321/2014.</li> </ul>		
<b>B.2</b>	<p>STE mission – assistance to SAAU on theoretical and practical aspects of implementation of IR Part-21 requirements as defined by Regulation No. 748/2012.</p> <p><u>First stage - theoretical:</u> Having the training course in Ukraine will ensure familiarisation of all SAAU personnel that use IR Part-21 requirements in their routine activities focusing on the specific features of the implementation of Regulation No. 748/2012. This will create the proper foundation for a better understanding of the requirements and their correct interpretation.</p> <p><u>Second stage – working on improvements:</u> This stage will be devoted to improvement of developed ARU-21 (Part-21) and its related AMC and GM regarding certification of aircraft, related products, parts and appliances, as well as design and production organisations, translation and development of standard checklists, forms for approvals and oversight of DOA and POA, and forms for evaluation and approval of repairs and modifications.</p>	<ul style="list-style-type: none"> <li>▪ 3 STE X 5 days (3 missions ) <ul style="list-style-type: none"> <li>- 1 STE Airworthiness Legal</li> <li>- 1 STE Airworthiness Technical</li> <li>- 1 STE POA</li> </ul> </li> </ul> <p>Timing: Months 4-21</p>	<p>Full cooperation of the SAAU management and inspectors</p> <p>Sharing of required information/ documentation with MS staff</p> <p>Administrative support to the STE mission by the SAAU</p>
<b>B.3</b>	<p>STE mission – theoretical and practical aspects of implementation of Regulation No. 1321/2014 regarding airworthiness issues.</p> <p><u>First stage – detailed review:</u> Establishing compliance of Ukrainian ARUs Part-145, Part-M in the field of airworthiness with the EU Regulation No. 1321/2014 will be verified. As a result, together with SAAU it will be</p>	<ul style="list-style-type: none"> <li>▪ 2 STE X 5 days (4 missions ) <ul style="list-style-type: none"> <li>- 1 STE Airworthiness Legal</li> <li>- 1 STE Airworthiness Technical</li> </ul> </li> </ul> <p>Timing: Months 4-21</p>	<p>Full cooperation of the SAAU management and inspectors</p> <p>Sharing of required information/ documentation with MS staff</p> <p>Administrative support to the STE</p>

	<p>necessary to prepare an analysis of conformity that contains a table of significant differences (if any) and recommendations for their elimination (when critical).</p> <p><u>Second stage –practical approach:</u> This stage will be deal with document review and physical inspection of aircraft with the SAAU inspectors for the purpose of issuing an airworthiness certificate, of airworthiness review certificate and a permit to fly. Closing the activity a detailed report should be prepared making recommendations for changes aimed at convergence with the system, which is used in the EU MS and develop an action plan.</p>		mission by the SAAU
<b>B.4</b>	<p>STE mission – assistance to SAAU establishing a system approach on standardisation in the field of airworthiness. <u>First stage:</u> training at SAAU on Regulation No. 628/2013.</p> <p><u>Second stage:</u> practical issues and approaches to be prepared for EASA standardization visits, related principles, simulation of those visits to reinforce skills.</p>	<ul style="list-style-type: none"> <li>▪ 3 STE X 5 days (3 missions ) <ul style="list-style-type: none"> <li>- 1 STE Airworthiness Legal</li> <li>- 1 STE Airworthiness Technical</li> <li>- 1 STE Standardisation</li> </ul> </li> </ul> <p>Timing: Months 7-9</p>	<p>Full cooperation of the SAAU management and inspectors</p> <p>Sharing of required information/ documentation with MS staff</p> <p>Administrative support to the STE mission by the SAAU</p>
<b>B.5</b>	<p>STE mission – assistance to SAAU establishing a system for keeping various international agreements in the field of aviation safety (BASA, ASA, ICAO 83 bis). <u>First stage:</u> training at SAAU on the specified agreements. <u>Second stage:</u> analysis of the legislation of Ukraine, which regulates the conclusion of various agreements in the field of aviation safety and making recommendations on a systematic approach for those agreements. <u>Third stage:</u> assistance to SAAU in common drafting of necessary internal procedures for agreements’ conclusion, amendment, cancellation, etc.</p>	<ul style="list-style-type: none"> <li>▪ 2 STE X 5 days (3 missions ) <ul style="list-style-type: none"> <li>- 1 STE Airworthiness Legal</li> <li>- 1 STE Int. Safety Agreements</li> </ul> </li> </ul> <p>Timing: Months 10-12</p>	<p>Full cooperation of the SAAU management and staff</p> <p>Sharing of required information/ documentation with MS staff</p> <p>Administrative support to the STE mission by the SAAU</p>
<b>B.6</b>	<p>STE mission – improvement of training system of airworthiness personnel. <u>First stage:</u> analysis of system of internal training SAAU airworthiness personnel; a particular attention should be as well</p>	<ul style="list-style-type: none"> <li>▪ 2 STE X 5 days (3 missions ) <ul style="list-style-type: none"> <li>- 1 STE Airworthiness Technical</li> <li>- 1 STE Training Expert</li> </ul> </li> </ul>	<p>Full cooperation of the SAAU management and staff</p> <p>Sharing of required information/</p>

	<p>dedicated to SAAU inspector authorisation system, At this stage it is necessary to prepare a report on the existing system of training airworthiness personnel and make recommendations for its improvement and further development based on existing practice in EU member states. In addition, it is necessary to analyse existing needs for training of airworthiness personnel and together with SAAU develop related training plan.</p> <p><u>Second stage:</u></p> <p>-following the training plan to conduct training for instructors, training managers; introduction of “train the trainers” concept;  - facilitation to SAAU on modernisation of inspector authorisation system.</p>	<p>Timing: Months 6-9</p>	<p>documentation with MS staff</p> <p>Administrative support to the STE mission by the SAAU</p>
<b>B.7</b>	<p>OJT in a MS for airworthiness inspectors dedicated to approval of design and production organisations as per Regulation No. 748/2012.</p> <p>OJT in a MS for airworthiness inspectors dedicated to DOA and POA should be organised in accordance with preliminary prepared programme.</p> <p>OJT programme must envisage review of real documentation of design and production organisations and participation of SAAU inspectors in the audit of EU MS production organisation as observers.</p> <p>Particularly, issues related to Subparts A, B, D, F, G, E, J, K, M, O and P of Regulation No. 748/2012 should be included in the OJT programme(s) to the extent acceptable and possible to the MS administration,</p>	<ul style="list-style-type: none"> <li>▪ 6 participants X 5 days (3 missions)</li> </ul> <p>Timing: Month 6-8</p>	<p>EASA support where necessary</p> <p>Full cooperation of the management of the Twinning MS</p> <p>SAA inspectors to speak English fluently</p>
<b>B.8</b>	<p>OJT in a MS for airworthiness inspectors dedicated to certification of airworthiness of aircraft as per Regulation No. 1321/2014 and 748/2012.</p> <p>OJT in a MS for airworthiness inspectors on Part M Subpart I and Part 21 Subparts H, I and P should be organised in accordance with preliminary prepared programme.</p> <p>OJT programme must envisage a visit to EU MS competent authorities for reviewing real documentation and physical</p>	<ul style="list-style-type: none"> <li>▪ 6 participants X 5 days (3 missions)</li> </ul> <p>Timing: Month 7-9</p>	<p>EASA support where necessary</p> <p>Full cooperation of the management of the Twinning MS</p> <p>SAA inspectors to speak English fluently</p>

	inspection of an aircraft (airplane) as well as activities providing practical knowledge for issuance of airworthiness certificate, airworthiness review certificate and permit to fly.		
<b>B.9</b>	<p>OJT in a MS for airworthiness inspectors dedicated to standardisation as per Regulation No. 628/2013.</p> <p>OJT in a MS for airworthiness inspectors on standardisation issues should be organised in accordance with preliminary prepared programme.</p> <p>OJT programme must envisage review of real documentation ready for standardisation, familiarisation of SAAU inspectors with preparatory activities for standardisation, participation as observers in internal audit of EU MS competent authorities, which is being prepared for EASA standardization visit (where possible).</p>	<ul style="list-style-type: none"> <li>▪ 3 participants X 5 days (3 missions)</li> </ul> <p>Timing: Month 7-9</p>	<p>EASA support where necessary</p> <p>Full cooperation of the management of the Twinning MS</p> <p>SAA inspectors to speak English fluently</p>
<b>B.10</b>	<p>OJT in a MS for airworthiness inspectors dedicated to international agreements in the field of aviation safety (BASA, ASA, ICAO 83 bis).</p> <p>OJT programme should be designed so as to familiarise airworthiness inspectors with the process of conclusion of 83 bis agreements, others airworthiness agreements and recommendations for conclusion of BASA</p>	<ul style="list-style-type: none"> <li>▪ 3 participants X 5 days (2 missions)</li> </ul> <p>Timing: Month 11-12</p>	<p>Full cooperation of the management of the Twinning MS</p> <p>SAA inspectors to speak English fluently</p>
<b>B.11</b>	<p>Familiarisation of SAAU personnel with the existing system of EASA working groups.</p> <p>The activity should allow for participation of airworthiness inspectors as observers in the meetings of working groups such as EASA and RAGs TAGs giving real experience facilitating future active involvement of SAAU representatives in Agency's work.</p>	<ul style="list-style-type: none"> <li>▪ 3 participants X 5 days (2 missions)</li> </ul> <p>Timing: Month 6-21</p>	<p>EASA support where necessary</p> <p>Full cooperation of the management of the Twinning MS</p> <p>SAA inspectors to speak English fluently</p>

## **ANNEX 2 List of Relevant Aviation EU Acquis for the Twining Project**

### **General acts**

- Regulation (EC) No 216/2008 of the European Parliament and of the Council of 20 February 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) No 1592/2002 and Directive 2004/36/EC;
- Commission Implementing Regulation (EU) No 628/2013 of 28 June 2013 on working methods of the European Aviation Safety Agency for conducting standardisation inspections and for monitoring the application of the rules of Regulation (EC) No 216/2008 of the European Parliament and of the Council and repealing Commission Regulation (EC) No 736/2006.

### **Aerodromes**

- Regulation (EC) No 1108/2009 of the European Parliament and of the Council of 21 October 2009 amending Regulation (EC) No 216/2008 in the field of aerodromes, air traffic management and air navigation services and repealing Directive 2006/23/EC (hereinafter - Regulation No 1108/2009);
- Commission Regulation (EU) No 139/2014 of 12 February 2014 laying down requirements and administrative procedures related to aerodromes pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council (hereinafter - Regulation No 139/2014) ;
- Acceptable Means of Compliance (AMC) and Guidance Material (GM) ;
- Certification Specifications (CS) and (GM) Guidance Material for Aerodromes Design CS-ADR-DSN;
- Council Directive No 96/67/EC of 15 October 1996 on access to the market for ground handling services at Community airports on access to the groundhandling market at Community airports.

### **Airworthiness**

- Commission Regulation (EU) No 748/2012 of 3 August 2012 laying down implementing rules for the airworthiness and environmental certification of aircraft and related products, parts and appliances, as well as for the certification of design and production organisations;
- AMC & GM to Part-21 and CS;
- Certification Specifications (CS) for aeronautical products, parts and appliances;
- Commission Regulation (EU) No 1321/2014 of 26 November 2014 on the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks;
- Part-145, Part-M and AMC & GM;
- EASA Internal procedures.