STANDARD SUMMARY PROJECT FICHE - TRANSITION FACILITY

1. Basic Information

1.1. **CRIS Number**: CZ2004/006-237/02.02

1.2. **Title**: Assistance to the Civil Aviation Authority (CAA) in improving relevant norms and cooperation with the EASA (European Aviation Safety Agency)

1.3. **Sector**: Transport

1.4. **Location**: Czech Republic

2. Objectives

2.1. **Overall Objective**
Existence of a functioning market economy in the Czech Republic as well as of the capacity to cope with competitive pressures and market forces within the EU in the transport sector.

2.2. **Project purpose**
Strengthening of administrative capacity to implement acquis and relevant secondary legislation in the field of civil aviation and to comply with requirements of audits performed by the EU and other international civil aviation organisations.

2.3. **Justification**
Comprehensive Monitoring Report on the Czech Republic’s preparation for membership states, that Czech Republic needs to reinforce administrative capacities regarding air transport and to adopt secondary legislation to complete alignment in the areas of air transport.

3. Description

3.1. **Background and justification**:
There are two administrative bodies in the field of civil aviation in the Czech Republic – Ministry of Transport and Civil Aviation Authority (CAA). The CAA prepares Czech aviation regulations to be issued by the Ministry of Transport. On the basis of law system the requirements applicable in the Czech Republic must be issued in the Czech language. There was the European Aviation Safety Agency (EASA) established by the Regulation (EC) No. 1592/2002 in the field of European civil aviation. New standards applicable to certification and airworthiness of aircraft (Commission Regulation (EC) No. 1702/2003, and Commission Regulation (EC) No. 2042/2003) were specified on behalf of EASA. The standards specify new requirements applicable to the civil aviation administration system of Member States and to aviation industry.

During 2004 standards applicable to operations and licensing will be prepared. There is the interpretative material necessary for implementing of these regulations published by the EASA (see Annex 4). It is necessary for all administrative staff to understand properly all relevant materials and requirements. As stated above these documents need to be translated to Czech language. Because of low quality of versions translated by another organisation without civil aviation terminology and system knowledge the responsibility of preparation of Czech translation was granted by Government to the CAA. The material implemented as part of the secondary legislation presents approximately 3.000 pages yet, documentation for additional fields of civil aviation activities of at least the same content is still expected.

The project is developed for satisfaction of actual needs of the CAA, especially for the Aviation Regulations Department (ARD) and AD staff by its participation in trainings and by supplying the translation software for assuring of fast and uniform translations of the Directives and developing new database of used terms. Current system and absence of a terminology database does not meet needs stated above. It is necessary to assure number of training courses accredited by the EASA or another EU body for these purposes, as required by international audits. Subjects of training are:

- new EU or EASA requirements generally
- new EU or EASA airworthiness requirements
- new EU or EASA certification requirements
These courses shall be provided during twinning light activities directly by the experts, if they are accredited for this. Additionally, the experts shall prepare the CAA training policy, communicate with the organisations providing these activities and assure participation of the CAA staff in the courses. All these activities need to be realized during a short time period.

3.2. Linked activities:
The Czech Republic participated in some training courses organised by the ECAC or TAIEX (e.g. JAR-OPS 1 implementation workshop in Riga, JAR-FCL implementation in Bled, JAR-STD implementation in Warsaw etc.).

3.3. Results:
• CAA and especially Airworthiness Division staff is trained and certified in:
  - new EU or EASA requirements generally
  - new EU or EASA airworthiness requirements
  - new EU or EASA certification requirements
  and is capable of applying these standards
• CAA staff is ready to co-operate with any other Member state authority personnel and is capable of working as inspectors for activities carried out by EASA.
• Suitable functional training manual of the CAA staff is prepared.
• Aviation regulation department (ARD) ready to prepare Czech aviation regulations and relevant directives and implementing materials and is able to assure high-level quality, uniform and fast translations of new regulations or their amendments by using of the translation software
• New functional database of the terms is developed and used

3.4. Activities:
(1) Twinning light (0.250 M€) – 1 medium-term (4 MMS) and 3 short-term (6 MMS) experts
Twinning light will include following activities:

• Development of training system which will also include development of a new CAA CZ staff training manual
• Organization of the training including issuing of relevant certificates in the new civil aviation system based on new EU system and requirements for certification and airworthiness established in this field by EASA, as specified below. It will include preparation and conduction of training (organised for groups of up to 15 people) in following areas:
  - new EU or EASA requirements generally (approx 1 day training, approx 100 people)
  - new EU or EASA airworthiness requirements (approx 3 days training, approx 40 people)
  - new EU or EASA certification requirements (approx 3 days training, approx 25 people)
• Approx 2 study visits (approx 10 man/days). The study visits shall ensure exchange of experience in the field of certifications and airworthiness. The procedures manuals and audit reports of the twinning light partner organisation shall be presented. Participation in audit team would be benefit.

Working language will be English. All documents will be prepared in English.

Medium-term expert shall have at least 5 years experience the airworthiness and certifications, 3 years experience in the administrations work, knowledge of quality assurance activities; training experience, accreditation by the EASA. S(he) will ensure:
• Preparation and organisation of activities related to the training for CAA staff in the new civil aviation
• Assistance to the CAA staff with the preparation of training manual
• Preparation of study visits to other EU MSs for consultations and learning experience in the field of regulations, airworthiness and certification and aircraft operations
Knowledge of Czech language is benefit.

3 short-term experts (2 MMS each) shall have following experience:
  1) for assistance in EASA requirements generally: 3 year experiences in the administrations work, knowledge of EASA requirements, system and procedures, knowledge of quality assurance activities, experience with the training activities, accreditation by the EASA or another relevant EU body
  2) for assistance in airworthiness: at least 3 year experience in the airworthiness, 3 year experiences in the administrations work, knowledge of quality assurance activities, experience with the training activities, accreditation by the EASA or another relevant EU body
3) **for assistance in certifications:** at least 3 years experience in the certifications, 3 year experiences in the administrations work, knowledge of quality assurance activities, experience with the training activities, accreditation by the EASA or another relevant EU body.

Knowledge of Czech language is benefit.

The STEs will contribute to the preparation of training manual in relevant field of their expertise and conduct training in the new civil aviation system for CAA aviation regulation department according to the plan.

Proper administrative support and necessary office space will be provided by the CAA.

It is envisaged that following documents will be prepared by the contractor:

- Training manual as specified above.
- Inception report will be submitted to CAA within 1 month after the start of the project. This report will cover proposed format and coverage of the training manual and detailed work plan.
- Final report will be submitted within 3 weeks after the end of the implementation of the project.

The format of the reports shall follow Annex C of the Twinning Manual.

All documents will be delivered both on paper and in electronic form. They are subject to formal approval by the CAA.

(2) **Supply (0.080 M€)**

- **Delivery of a software** (approx. 12 – 20 licences) as specified bellow:
  - SW shall enable the uniformity of **translated phrases** which are the same in the original text and can **find the same or similar text** and propose how the text should be translated.
  - Required languages – Czech x English at least; other languages would be a benefit.
  - CAA staff (up to 20 people) will be trained in the usage of the new software and equipment to all functions.

**4. Institutional Framework**

The Civil Aviation Authority of the Czech Republic (CAA) is a body of civil aviation administration in the Czech Republic. It is divided into 5 sections. One of them is the aviation regulations department. It prepares Czech aviation regulations to be issued by the Ministry of Transport. The second is the Airworthiness Division. It has about 80 inspectors active in the field of certification and airworthiness of aircraft etc.

CAA was established by the Act No. 49/1997 Coll. It is the basis for requirements applied to civil aviation in the Czech Republic. At present there are Commission Regulations issued by EU bodies (Regulation (EC) No. 1592/2002, Commission Regulation (EC) No. 1702/2003, and Commission Regulation (EC) No. 2042/2003 etc.) These regulations will be the legal basis applied in this field after the Czech Republic becomes the EU Member State after 1. May 2004.

**5. Detailed Budget (M €)**

<table>
<thead>
<tr>
<th>Project Components</th>
<th>Transition Facility Support (M€)</th>
<th>National Cofinancing*</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Investment Support</td>
<td>Institution Building</td>
<td>Total TF (= I + IB)</td>
</tr>
<tr>
<td>(1) Twinning Light</td>
<td></td>
<td></td>
<td>0.250</td>
</tr>
<tr>
<td>(2) Supply of SW</td>
<td>0.060</td>
<td>0.250</td>
<td>0.310</td>
</tr>
<tr>
<td>Total</td>
<td>0.060</td>
<td>0.250</td>
<td>0.310</td>
</tr>
</tbody>
</table>

* Co-financing will be provided from the state budget, Ministry of Transport – chapter 327. There will be joint co-financing.

**6. Implementation Arrangements**

6.1. **Implementing Agency**

The CFCU is the Implementing Agency responsible for procedural and administrative aspects of the contract (tendering, contracting, paying and accounting).

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The Civil Aviation Authority of the Czech Republic (Úřad pro civilní letectví) **Vítězslav Hezký**, Aviation Regulation Department, Letiště Ruzyně 287, Praha 6 – Ruzyně, 160 08
Phone: +420 2 2011 1686, Fax: +420 2 2011 2693, e-mail: hezky@caa.cz
6.2. Twinning
N/A

6.3. Non-standard aspects
N/A

6.4. Contracts
(1) Twinning light  0,250 M€
(2) Supply  0,080 M €

7. Implementation Schedule

7.1. Start of tendering/call for proposals
   Twinning light  3Q/2004
   Supply  3Q/2004

7.2. Start of project activity
   Twinning light  4Q/2004
   Supply  4Q/2004

7.3. Project Completion
   Twinning light  2Q/2005
   Supply  1Q/2005

8. Sustainability
The CAA is the state authority and has sufficient staff. In the year 2004 it is assumed there will not be changes in the responsible staff or in the budget, subject to the changes in the state administration system.

9. Conditionality and sequencing
N/A

ANNEXES TO PROJECT FICHE
1. Logframe planning matrix
2. Detailed implementation chart
3. Contracting and disbursement schedule
4. List of Acceptable Means of Compliance and Certification Specifications
## LOGFRAME PLANNING MATRIX

### Project title: Assistance to the Civil Aviation Authority (CAA) in improving relevant norms and co-operation with the EASA

#### Overall objective

Existence of a functioning market economy in the Czech Republic as well as of the capacity to cope with competitive pressures and market forces within the EU in the transport sector.

- Adoption and implementation of legislation in the area of transport by the end of 2005
- No or minor findings from international audits after the end of the project

#### Immediate Objective (Purpose)

Strengthening of administrative capacity to implement acquis and relevant secondary legislation in the field of civil aviation and to comply with requirements of audits performed by the EU or other international civil aviation organisations.

- Implementation of standards of EU Regulations in the field of civil aviation
- Uniformity of civil aviation standards with other EU members by the end of 2005
- CAA experts members of EASA audit teams by July 2005

#### Results

- CAA CZ and especially Airworthiness Division staff is trained and certified in:
  - new EU or EASA requirements generally
  - new EU or EASA airworthiness requirements
  - new EU or EASA certification requirements and is capable of applying these standards
- CAA CZ staff is ready to co-operate with any other Member state authority personnel and is capable of working as inspectors for activities carried out by EASA.
- Suitable functional training manual of the CAA staff is prepared.
- Aviation regulation department (ARD) ready to prepare Czech aviation regulations and relevant

#### Sources of verification

- European Aviation Safety Agency Reports
- Findings Reports of audits performed by organisations of international civil aviation

#### Assumptions

- Full transposition of EU Regulations in the field of civil aviation
- Successful accreditation of the Czech civil aviation administration system by the European Aviation Safety Agency

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### Programme name and number: TF CZ 2004

**Total Budget:** 0.330 M€  
**TF contribution:** 0.310 M €
directives and implementing materials and is able to assure high-level quality, uniform and fast translations of new regulations or their amendments by using of the translation software

- New functional database of the terms is developed and used

<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Assumptions and Risks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Twinning Light</td>
<td>(1) Twinning light: 0.250 M€</td>
<td>• Specifications for the SW supply will be reviewed by the informatics section</td>
</tr>
<tr>
<td></td>
<td>MTE: 4 MMS</td>
<td>• Current CAA CZ equipment is suitable for the new SW and equipment supply</td>
</tr>
<tr>
<td>• Development of training system</td>
<td>• Preparation and organisation of activities related to the training for 100 CAA CZ staff in the new civil aviation system</td>
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<td></td>
<td>• assistance to the CAA CZ staff with the preparation of training manual and reports</td>
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<tr>
<td>• Organization of the training</td>
<td>• preparation of study visits to other EU MSs for consultations and learning experience in the field of regulations, airworthiness and certification and aircraft operations</td>
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<td>3 STEs: 6 MM</td>
<td>• Suitable training will be offered in 2004</td>
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<td></td>
<td>• contribution to preparation of training manual in relevant field of expertise (general EASA requirements, airworthiness, certifications) and conducting of training in the new civil aviation system for CAA aviation regulation department according to the plan and requirements identified by the MTE</td>
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</tr>
<tr>
<td>(1) TWINNING LIGHT</td>
<td></td>
<td>• Suitable EU Member states authorities will be ready to cooperate</td>
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<tr>
<td></td>
<td></td>
<td>• CZ co-financing 20,000 € is assured</td>
</tr>
</tbody>
</table>

Activities Means Assumptions and Risks

(1) Twinning Light

- Development of training system which will also include development of a new CAA CZ staff training manual
- Organization of the training including issuing of relevant certificates in the new civil aviation system based on new EU system and requirements for certification and airworthiness established in this field by EASA, as specified below. It will include preparation and conduction of training (organised for groups of up to 15 people) in following areas:
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audit team would be benefit.

2) Supply:

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  - Required languages – **Czech x English at least**; other languages would be a benefit).
  - CAA CZ staff (up to 20 people) will be trained in the usage of the new software and equipment to all functions

| (2) Supply (0.080) | SW: Translation software for the CAA aviation regulation department enabling the uniformity of translated texts in the sphere of aviation (Czech-English required, other languages of benefit): approx. 12-20 licences; including training |

**Preconditions**
**ANNEX 2**

**DETAILED IMPLEMENTATION CHART**

Project: Assistance to the Civil Aviation Authority in improving relevant norms and co-operation with the EASA

<table>
<thead>
<tr>
<th>Year</th>
<th>Action</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
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<tr>
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<td></td>
<td>Start of tendering</td>
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<td>Start of project activity</td>
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<td>Project completion</td>
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<td>2) Supply</td>
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<td>Start of project activity</td>
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</table>
## CUMMULATIVE CONTRACTING AND DISBURSEMENT SCHEDULE

### Cumulative Quarterly Contracting Schedule (mil.€)

<table>
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<tr>
<th>Project Title</th>
<th>3Q/04</th>
<th>4Q/04</th>
<th>1Q/05</th>
<th>2Q/05</th>
<th>3Q/05</th>
<th>4Q/05</th>
<th>1Q/06</th>
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<th>4Q/07</th>
<th>Total</th>
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<td>Assistance to the Civil Aviation Authority in improving relevant norms and co-operation with the EASA</td>
<td>0.250</td>
<td>0.310</td>
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<td>0.310</td>
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</table>

### Cumulative Quarterly Disbursement Schedule (mil.€)

<table>
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<tr>
<th>Project Title</th>
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<th>4Q/04</th>
<th>1Q/05</th>
<th>2Q/05</th>
<th>3Q/05</th>
<th>4Q/05</th>
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<tr>
<td>Assistance to the Civil Aviation Authority in improving relevant norms and co-operation with the EASA</td>
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<td>0.310</td>
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</table>
### LIST OF ACCEPTABLE MEANS OF COMPLIANCE AND CERTIFICATION SPECIFICATIONS

<table>
<thead>
<tr>
<th>AMC 1</th>
<th>Terminology and abbreviations as used in EASA Certification Specifications for Aircraft, Parts and Appliances</th>
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<tbody>
<tr>
<td>AMC 20</td>
<td>General Acceptable Means of Compliance for airworthiness of products, parts and appliances</td>
</tr>
<tr>
<td>AMC 21</td>
<td>Certification</td>
</tr>
<tr>
<td>AMC 34</td>
<td>Acceptable means of Compliance for Aircraft Engine Emissions</td>
</tr>
<tr>
<td>AMC 36</td>
<td>Acceptable means of Compliance for Aircraft Noise</td>
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<td>AMC M</td>
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<tr>
<td>AMC 145</td>
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<tr>
<td>AMC 147</td>
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<td>AMC 66 AML</td>
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<tr>
<td>CS E</td>
<td>Certification Specifications for Engines</td>
</tr>
<tr>
<td>CS P</td>
<td>Certification Specifications for Propellers</td>
</tr>
<tr>
<td>CS APU</td>
<td>Certification Specifications for Auxiliary Power Units</td>
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<tr>
<td>CA AWO</td>
<td>Certification Specifications for All Weather Operations</td>
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<tr>
<td>CS 25</td>
<td>Certification Specifications for Airworthiness of Large Aeroplanes</td>
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<tr>
<td>CS VLA</td>
<td>Certification Specifications for Very Light Aeroplanes</td>
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<tr>
<td>CS VLR</td>
<td>Certification Specifications for Very Light Rotorcraft</td>
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<td>CS ETSO</td>
<td>Certification Specifications for European Technical Standard Orders</td>
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<td>Certification Specifications for Airworthiness of Sailplanes and Powered Sailplanes</td>
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<td>Certification Specifications for Airworthiness of Normal, Utility, Aerobatic and Commuter Category Aeroplanes</td>
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Note: see Decision No. 2003/1/RM of the Executive Director of the Agency of 17 October 2003 and Decision No. 2003/19/RM of the Executive Director of the Agency of 28 November 2003. Material for operations and licensing is prepared.