



Date: 27 December 2013

Minutes of Meeting for the process of public consultation

Meeting started on 10:00 at CAA premises.

Meeting attended by:

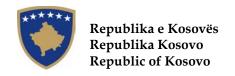
LKIA:

Gokmen Aritoy, Operations Director Burim Zogjani, Safety Manager Nora Grapci, Ground Handling Safety Officer Jeton Istogu, Ramp Operations Manager Ersen Shileku, Airport Coordination Manager

CAAK:

Burim Dinarama, Director, Aerodromes Department Eset Berisha, Legal Advisor, Office of Legal and Regulatory Affairs Emir Hiseni, Inspector, Aerodromes Department

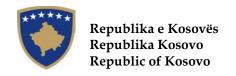
<u>Topic:</u> <u>Draft-Regulation on professional training of employees and other aerodrome contracted workers, providers of ground handling services, and users of aerodrome services that provide self-handling of ground handling services</u>



Nr	Comment	Response
1.	What is the optimum number of attendees? (Chapter II, Article 4, 4.4.4 b))	It is not responsibility of CAA to define the optimum number of attendees. The optimum number depends on human capacities (instructors and supervisors) and facilities (class rooms, equipment, etc.) of the training organisation. It also depends on specification of training. The optimum number of attendees should be defined in the professional training program
2.	What about staff that are for example in the maternity leave? Is on the job training for a period acceptable or it is mandatory to recomplete the training? If the staff is on long leave and if it's called example each month to work for a day, would this be acceptable? (Chapter III, Article 5)	The complete Article 5 will be reviewed. It is agreed that the sentence "official start of assigned duties must attend professional training in order to regain the professional training certificate" will be replaced with "official start of assigned duties must attend on-the-job training in order to revalidate the professional training certificate". The word "continually" will be reconsidered and reformulated, as it may be unclear and confusing for the public.
3.	There is no explanation about training organizations inside the company? It seems that the regulation has been prepared for separate Training Companies that need a complete set-up of organization including premises, organization, operations manuals, quality management,	This regulation is applicable for legal persons that are eligible to conduct professional trainings, including the organisation as LKIA. To apply for professional training organisation approval, LKIA doesn't have to register as a separate organisation, although it shall comply with requirements from the present regulation. For conducting theoretical lectures, practical exercises and on-the-job training, the applicant shall have: head of organisation, operations manual, administrative staff (instructors and supervisors), adequate premises, equipment, devices, etc. The professional training organisation shall publish "head of organisation" and annual schedule of professional trainings on its official web site, as per requirements. Regarding the term "undergraduate degree" (Article 20.3) it was clarified that the academic degree depends on scholar system; in this case, "undergraduate degree" means "Bachelor's degree".



	administrative staff etc.	
	What about airport	
	authorities, as we are: Do	
	we have to build a complete	
	new organization if we	
	would like to provide	
	internally trainings to our	
	staff, or there will be	
	another regulation drafted	
	for training organizations	
	inside existing companies?	
	(Chapter IV, Article 17, 18,	
	19, 20 21 and 25)	
4.	Should airside driving	It was agreed to leave the airside driving training as requirement for the applicable staff only,
	training be as an option, if	not for all staff.
	needed for particular staff,	
	or is it mandatory for all	Weight and balance training is required. It doesn't have to be provided as separate training; it
	staff?	can be included as topic/basic information in other training curriculum. The presentation on
	Is presentation from senior	consequences in case of any mistakes related with weight and balance is mandatory.
	load controller enough, or	
	there should be a separate	
	curriculum regarding	
	aircraft weight and balance?	
	(Chapter VI, Article 29, h) k))	
5.	Shall there be a specific set	The regulations/procedures shall be based on the Security programme (AVSEC).
] 5.	of regulations/procedures	The regulations, procedures shall be based on the security programmic (1143EC).
	or security factors extracted	
	from the Security	
1	programme, or there will be	
	a complete separate training	
	that will derive from	



	additional requirements from CAA?	
6.	Which trainings will be mandatory except that IATA mandatory trainings? Will there be a specific list of trainings or this list shall be prepared in accordance	As stated in Article 4.5, the professional training program shall be amended and supplemented in compliance with amendments to the applicable legislation, professional manuals and guidelines, international standards and recommendations, as well as practical application of organization and technology of the tasks relevant to aerodrome safe operations, for which the professional training program is designed.
	with IATA requirements for Ground Handling Services and ICAO requirements for the aerodrome services?	CAA will review Articles 28-39. It was agreed that LKIA submit the proposal on mandatory and optional (recommended) training topics for the Article 33. The list is agreed to be submitted until Monday, 30.12.2013, 16:00.

Prepared by

Emir Hiseni