



Republika e Kosovës
Republika Kosovo
Republic of Kosovo



Autoriteti i Aviacionit Civil i Kosovës
Autoritet Civilnog Vazduhoplovstva Kosova
Civil Aviation Authority of Kosovo

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

Topic: 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



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".



	<p>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? <i>(Chapter IV, Article 17, 18, 19, 20 21 and 25)</i></p>	
4.	<p>Should airside driving training be as an option, if needed for particular staff, or is it mandatory for all staff? Is presentation from senior load controller enough, or there should be a separate curriculum regarding aircraft weight and balance? <i>(Chapter VI, Article 29, h) k)</i></p>	<p>It was agreed to leave the airside driving training as requirement for the applicable staff only, not for all staff.</p> <p>Weight and balance training is required. It doesn't have to be provided as separate training; it can be included as topic/basic information in other training curriculum. The presentation on consequences in case of any mistakes related with weight and balance is mandatory.</p>
5.	<p>Shall there be a specific set of regulations/procedures or security factors extracted from the Security programme, or there will be a complete separate training that will derive from</p>	<p>The regulations/procedures shall be based on the Security programme (AVSEC).</p>



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	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 with IATA requirements for Ground Handling Services and ICAO requirements for the aerodrome services?	<p>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.</p> <p>CAA will review Articles 28-39.</p> <p>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.</p>

Prepared by

Emir Hiseni