



**MANUAL FOR THE
COMMON ACTIVITIES OF THE
FABEC NSAs**

PART I – GENERAL

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PREAMBLE

DOCUMENT SUMMARY

Objective: Manual of common activities of the FABEC NSAs	
Origin: NSAC Manual WG	Audience: FABEC NSAs

Title: Part I – Manual of Common Activities of the FABEC NSAs
Reference: FABEC NSAC Manual Part I - General v8.0 <i>This reference is the filename.</i>

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Explanation version numbers: V 0.x: draft issue V 1.0: adopted issue (formal version) V y.x: draft revised issue V z.0: adopted revised issue (formal version)			

DOCUMENT CHANGE RECORD

Version	Date	Reason for changes	Author of changes
1.0	14.11.2012	Adopted issue	WG members
2.0	12.06.2014	Adopted issue	Frederik Demeyere
3.0	10.03.2015	Adopted issue	Frederik Demeyere
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5.0	10.11.2016	Adopted issue	Isabelle Prat
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7.0	18.07.2019	Adopted issue	Antoine Vincent
8.0	30.10.2019	Adopted issue	Antoine Vincent

DOCUMENT APPROVAL

	Name and function	Signature	Date
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1. ABBREVIATIONS, DEFINITIONS, TERMINOLOGY

Hereafter only the abbreviations and definitions used in this manual, and that are non-ICAO abbreviations, are clarified.

1.1 ABBREVIATIONS

When an abbreviation is followed by an –s, it indicates plural (e.g. ANSP – ANSPs).

AFG/PMG	ANSP FABEC Group / Performance Management Group
CA	Competent Authority
CEF	Capacity Enhancement Function
F&PC	Financial and Performance Committee
FAC	FABEC Audit Coordinator
FIAR	Final Impact Assessment Report
HOP	Harmonization, Oversight and Performance
IIAR	Initial Impact Assessment Report
KPA	Key Performance Area
KPI	Key Performance Indicator
MoC	Memorandum of Cooperation
NAC	National Audit Coordinator
NOP	National Oversight Programme
NSAC	National Supervisory Authorities Committee
OASA	OverArching Safety (Support) Argument
PI	Performance Indicator
PRB	Performance Review Body
PRO	Procedure (of the FABEC Manual)
SC-SAF	Standing Committee Safety
SEC	Secretary
SPM-SG	Safety Performance Management Sub-Group
SRAP	Safety Risk Assessment Process

1.2 SPECIFIC DEFINITIONS AND TERMINOLOGY

In general, the definitions documented in the applicable SES and EASA regulations apply. Further to the above, underneath a list of specific FABEC definitions, as used throughout this manual, is given:

Accountable NSA	The NSA which issues the certificate.
Adoption of the revised version of the Manual	A revised version of the Manual is adopted by the formal signature of all heads of the NSAs or their mandated representatives.
ANSP point of contact	Change project leader and designated as such by the Standing Committee Safety, as defined in the ANSPs procedures.
Complete mature safety argument	The complete set of mature safety documents.
Coordinating CA	A CA in charge of the coordination between the concerned CAs with respect to the selection and, if applicable, review and acceptance of a multi-actor change or cross-border change
Concerned CA	A CA involved in the oversight of a multi-actor or cross-border change either by assignment of the direct oversight function with respect to service providers proposing the change or being affected by the change or indirectly through cross-border service provision having an impact on the territory of the state where the CA is the designated oversight authority
Cross-border change ¹	A change to (the) functional system(s) of a single provider that crosses state boundaries by means of cross-border service provision
Depository of the Manual	The person appointed by the NSAC that is responsible for the storage and distribution of the Manual. This is done by the secretary of the NSAC.
Effective date	Date when the revised Manual comes into force.
Enabler	Prerequisite that needs to be in place in order for the exchange of the respective personnel between the NSAs can be effectuated.
Extended NSAC meeting	A NSAC meeting extended with the heads of the NSAs or their mandated representatives.
FABEC Audit	An audit where at least one team member comes from an NSA not being the one that is responsible for the oversight. See also definition of guest and host NSA.
FABEC Performance Plan	The Performance Plan of the FABEC according to the Commission Implementing Regulation (EU) 2019/317.
Guest NSA	NSA from which the exchanged personnel originates.
Host NSA	NSA receiving the exchanged personnel.
Initiator Service Provider	The Service Provider responsible for the coordination among the Service Provider's for the production of the OASA
Involved NSA	National Supervisory Authority responsible for the oversight of at least one of the ANSPs that are impacted by the FABEC change ² .
Just Culture	A culture in which front-line operators and others are not punished for actions, omissions or decisions taken by them which are commensurate with their experience and training, but where gross negligence, wilful violations and destructive acts are not tolerated.

¹ Derived from (EU) 2017/373 and (EC) 550/2004

² Note: In this context, the "4-States NSA committee" is seen as the NSA of the MUAC ATC Centre.

Multi-actor change³ A change to (the) functional system(s) proposed by or affecting more than one service provider and/or aviation undertaking in two or more States⁴

Multi-State ANSP ANSP holding a valid certificate from one State that also provide services under the responsibility of another State that cannot be classified as only cross-border services.

Overarching Safety (Support) Argument (OASA) A coordinated statement provided by all affected service providers ⁵(ATS or non-ATS), taking into account:

For ATS	For non-ATS
<ul style="list-style-type: none"> - Dependencies between service providers - Dependencies with aviation undertakings - Shared assumptions 	
- Shared risk mitigations	- Shared requirements/mitigations
that claims the complete change is safe.	that claims that the service will behave and will continue to behave only as specified in the specified context.

Participating NSA The NSA of the State in which airspace the ANSP certified by the accountable NSA, provides cross-border services.

Proposed harmonized view A common understanding on the content of regulations.

RAT Risk Analysis Tool

Safety assessment All the activities required to produce a safety case, i.e. all the activities and considerations defined in ATS.OR.205 in combination with ATS.OR.210

Safety Case A structured, documented argument, supported by a body of evidence that provides a compelling, comprehensible and valid justification that a change to the functional system is and will be acceptably safe for a given application in a given operating context

Safety support assessment All the activities required to produce a safety support case, i.e. all the activities and considerations defined in ATM/ANS.OR.C.005

Safety Support Case A structured documented argument, supported by a body of evidence that provides a compelling, comprehensible and valid justification that the system behaves and will behave only as specified in the specified context

1.3 HARMONISATION OF DEFINITIONS AND TERMINOLOGY

Validation A process to ensure that the result of an internal FABEC NSAs process is concluded in line with the agreed task.

Verification A process to ensure that (the result coming from) a process of (a) FABEC ANSP(s) is in line with the applicable requirements. The following are – inter alia – considered as verification methods review,

³ Derived from Commission Implementing Regulation (EU) 2017/373 and NSA MoC Article 3c, 5 and 7.1 (in case of FABEC context)

⁴ Please note that this manual explicitly refers to situations where two or more States are concerned

⁵ Affected Service providers and aviation undertakings as in [ATM/ANS.OR.A.045 (e-f), AMC1 ATM/ANS.OR.A.045(e) and GM2 ATM/ANS.OR.A.045(e) – letter (b)]

audit and inspection.

2 FABEC NSAs PRINCIPLES AND ORGANISATIONAL OVERVIEW

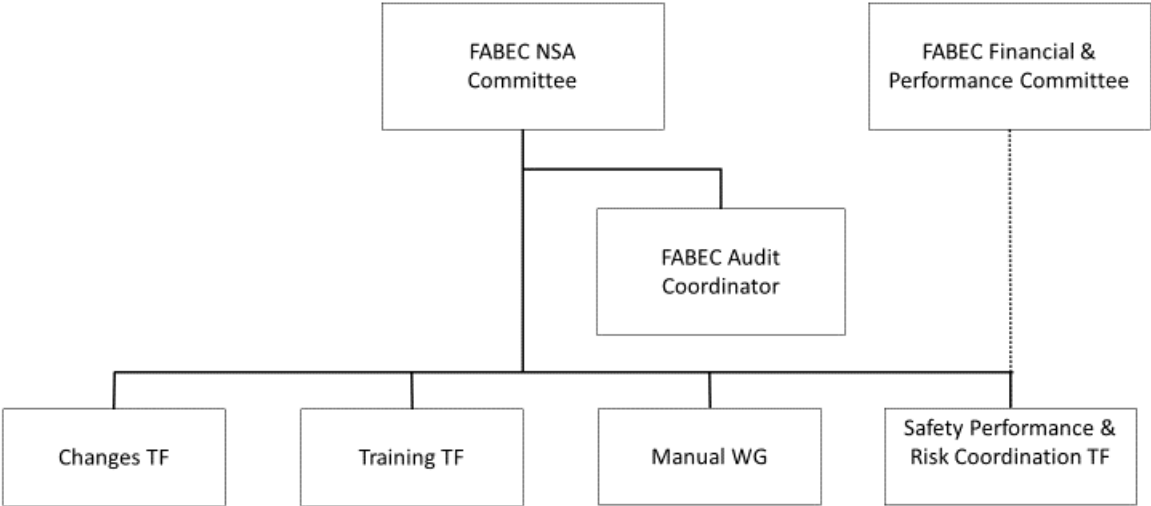
2.1 PRINCIPLES OF COOPERATION

The principles regarding the cooperation between FABEC NSAs, including the harmonisation of procedures, are included in the FABEC NSAs Memorandum of Cooperation (MoC), Article 5.

This Manual is in line with these principles.

2.2 ORGANISATIONAL OVERVIEW

An organisational overview of the NSAC Working Groups and / or Task Forces is given here.



3 STRUCTURE OF THE MANUAL

3.1 LAY OUT OF THE MANUAL

The Manual is divided into the following parts:

- Part I: General
- Part II: Procedures
- Part III: Audit

3.2 CONTENT OF THE MANUAL

<i>Number</i>	<i>Title</i>	<i>Version</i>	<i>Valid Since</i>
Part I	General	8.0	xx November 2019
Annex 01	Procedure Template	2.0	12 June 2014
Part II	Procedures	n/a	
PRO 01	Management and implementation of the Manual for the common activities of the FABEC NSAs	3.0	10 November 2016
PRO 02	Supervision of ANSPs providing cross-border services	.0	10 May 2019
PRO 03	Supervision of Multi-State ANSPs	1.0	14 November 2012
PRO 04	Coordination between Competent Authorities for changes to functional systems across State boundaries	5.0	xx November 2019
PRO 05	Initial Training for ATCO	2.0	11 November 2016
PRO 06	Safety Performance	5.0	30 May 2017
PRO 07	Monitoring of ANSP SMS harmonisation and cooperation	1.0	14 November 2012
PRO 08	Common understanding of published regulations affecting NSAs	2.0	30 October 2013
PRO 10	Common Position on Draft Regulations	1.0	30 October 2013
PRO 11	Coordination of Risk-Based Oversight	3.0	15 May 2019
Part III	Audit Framework	6.0	28 June 2019
PRO A	Oversight Planning	7.0	28 June 2019
PRO B	Audit Conduct	6.0	28 June 2019

3.3 STRUCTURE OF THE FABEC NSAs PROCEDURES

NSAs procedures contain the following content:

- Document Summary
- Document Change Record
- Document Approval
- Table of Contents
- 1. Purpose
- 2. Scope
- 3. Responsibilities
- 4. Document Templates
- 5. Records and archives
- 6. Procedure flowchart
- 7. Procedure description
- Annex

The FABEC NSAC Procedure template is in Annex 1 of Part I: General.

ANNEX 01 – PRO TEMPLATE