Finance and Corporate Services
Information Management

4 October 2011
FOIA reference: F0001230

Dear XXXX

I am writing in respect of your recent application dated 30 September 2011, for the release of information held by the Civil Aviation Authority (CAA).

Your request:

"I have been urged by EASA to contact you to ask for copies of the agenda for the AGNA meeting on 25-26 October if it has been published including in draft form".

Our response:

In assessing your request in line with the provisions of the Freedom of Information Act 2000, we are pleased to be able to attach the information requested.

If you are not satisfied with how we have dealt with your request in the first instance you should approach the CAA in writing at:-

Mark Stevens
External Response Manager
Civil Aviation Authority
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

mark.stevens@caa.co.uk

The CAA has a formal internal review process for dealing with appeals or complaints in connection with Freedom of Information requests. The key steps in this process are set in the attachment.

Should you remain dissatisfied with the outcome you have a right under Section 50 of the Freedom of Information Act to appeal against the decision by contacting the Information Commissioner at:-

Information Commissioner's Office
FOI/EIR Complaints Resolution
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.gov.uk/complaints.aspx

Should you wish to make further Freedom of Information requests, please use the e-form at http://www.caa.co.uk/foi.

Yours sincerely

Rick Chatfield
FoIA & EIR Case Manager

CAA INTERNAL REVIEW & COMPLAINTS PROCEDURE

- The original case to which the appeal or complaint relates is identified and the case file is made available;
- The appeal or complaint is allocated to an Appeal Manager, the appeal is acknowledged and the details of the Appeal Manager are provided to the applicant;
- The Appeal Manager reviews the case to understand the nature of the appeal or complaint, reviews the actions and decisions taken in connection with the original case and takes account of any new information that may have been received. This will typically require contact with those persons involved in the original case and consultation with the CAA Legal Department;
- The Appeal Manager concludes the review and, after consultation with those involved with the case, and with the CAA Legal Department, agrees on the course of action to be taken;
- The Appeal Manager prepares the necessary response and collates any information to be provided to the applicant;
- The response and any necessary information is sent to the applicant, together with information about further rights of appeal to the Information Commissioners Office, including full contact details.

European Aviation Safety Agency

Jules Kneepkens • Rulemaking Director

Cologne, 12 July 2011
DDE/nmi(R3)2011(D)53396

Subject: Special AGNA meeting – commercial air transport A-A flights, TCO and FTL CAT by aeroplane

Dear AGNA members,

As indicated during the last EASA Committee in June, my services are starting soon to review the rules applicable to commercial air transport operations proposed with Opinion 04/2011, namely Part-CAT and Part-ORO, with a view to assess proportionality for certain A-A operations.

In addition, I have received requests from some Member States to plan a special AGNA meeting on third country operators (TCO) following NPA 2011-05 and Flight and Duty Time Limitations (FTL) CAT by aeroplane following NPA 2010-14.

In order to allow you having the most efficient travel arrangement, I like to invite you, your respective EASA committee member and one expert per subject to a special AGNA meeting on 25 and 26 October in Cologne.

CAT A-A flights will be presented on 25 October, from 9:00 to 12:30 h, on EASA premises, meeting room 04.049. A working paper containing the results of this review and possible changes to Part-CAT and Part-ORO will be made available in advance of the meeting.

TCO will be addressed the same day in the afternoon, from 13:30 to 17:00 h in the same room 04.049.

FTL CAT by aeroplane is planned for the next day, 26 October, from 9:00 to 17:00 h in the Jugendherberge, meeting room Barcelona, across the street from EASA premises.

A more detailed agenda will be send out in due time.

I kindly ask you to confirm your attendance and provide the names of the EASA Committee and/or expert(s) you nominate to attend for each meeting, preferably per email to narcisa.mihailescu@easa.europa.eu.

Yours sincerely,

J KNEEPKENS

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