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# ENAC Internal Rules

## INTERNAL RULES OF THE ECOLE NATIONALE DE L'AVIATION CIVILE

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## **INTRODUCTION**

The École nationale de l'aviation civile (National civil aviation school) (hereinafter referred to as the School) is a public administrative institution of a scientific, cultural and vocational nature – a Major Institution, with pedagogical and scientific autonomy, whose mission is to provide teaching and training in the technical areas concerned with civil aviation and in its related areas. It is placed under the aegis of the Minister responsible for Transport, by Decree 2018-249 of 5 April 2018, relating to Ecole Nationale de l'Aviation Civile (hereinafter referred to as the "Regulatory Decree").

Its registered office is in Toulouse but it is also located in centres spread around the country.

The purpose of these internal rules, initially approved by a decision of the Board of Directors of the School of 18 June 2021 and amended according to the same procedure, is to set out the organisation and responsibilities of the various boards and services of the School, and to establish the rules governing its operation and life in accordance with Articles 9, 13, 15, 16 and 18 of the above-mentioned Regulatory Decree.

These internal rules apply to, subject to any regulatory provisions to the contrary:

- all tenured and non-tenured staff of the School;
- all students, whether or not public servants, trainees and auditors in initial or continuing training;
- any natural or legal person, present in whatever capacity on the site (PhD students, individual contractors, staff of outside agencies, visitors, trainees, auditors, volunteer collaborators, etc.).

These internal rules are also the internal rules of the continuing training within the meaning of Article L. 6352-3 of the Labour Code.

# **TITLE I ADMINISTRATIVE ORGANISATION OF THE SCHOOL**

## **Chapter 1: Organisation of the departments and services**

The National School of Civil Aviation is placed under the authority of the Director General assisted by the Deputy Director General, the Secretary General, the Director of Studies and Research, the Director of Pilot Training and

Flights, the Director of the International and Development Department, the Head of the Information Systems Centre, the Cabinet director, the Head of the Quality, Safety and Security Centre for Sites and Operations and the Director of the Information System Modernization Program and project management. Also directly placed under their authority are the Advisor and Prevention Assistants responsible for applying the rules of Health, Safety and Working conditions.

The Director General of the School takes the measures required to apply the decisions of the Board of Directors and the operation of the School, represents the establishment in judicial matters and in all acts of civil life and appoints all functions for which no other authority has received the power of appointment.

The Director General of ENAC the Establishment's safety manager: for the part "Flight Safety" (Flight and Maintenance Operations), he is assisted in this by a Flight Safety Coordinator who reports to him hierarchically and by the "Site and Operations Quality, Safety and Security Centre".

The Deputy Director General replaces the Director General in the event of absence or incapacity. They may be entrusted by the latter with specific missions as necessary.

## **1-1 The General Secretariat**

The General Secretariat manages the administrative, financial aspects and assets of the School, organises the recruitment and reception of the students and manages the residences on the various campuses of the ENAC. It is headed by a Secretary General, assisted by:

- the Head of the Finance Department
- the Head of the Human Resources Department
- the Head of the Infrastructure and Logistics Department
- the Head of the Admissions and Campus Life Department
- the legal department
- the management control department
- the procurement manager

The General Secretariat is located on several sites, at Toulouse and Muret.

### **1-1-1 The Finance Department**

The Finance Department performs the tasks relating to the preparation of the budget of the School, both revenue and expenditure, and its implementation as regards the responsibility of the authorising officer: commitment, acknowledgement of service, payment requests and issuance of invoices. It develops or is associated with the preparation of any contract, agreement or convention containing implications in terms of revenue or expenditure, and provides the follow-up. It oversees the management activity of the pilot training centres and is responsible for the physical inventory of the assets.

### **1-1-2 The Human Resources Department**

The Human Resources Department performs those tasks relating to the individual and collective management of the School's employees for acts which are not part of the competence of the Directorate General of Civil Aviation, as well as the continuing training of these employees. It also manages the processing of the medical and labour

affairs which concern them. It monitors the social dialogue and management of the school's workforce numbers.

### **1-1-3 The Infrastructure and Logistics Department**

The Infrastructure and Logistics Department performs the tasks relating to the provision of the services required for the operation of the School over all its sites in the following areas: maintenance and operation of the property assets, Health and Safety monitoring, management of the safety and security of infrastructure, fleet management and transport of staff and equipment, management of supplies, equipment and services related to the operation of buildings and services, catering management, printing management.

### **1-1-4 The Admissions and Campus Life Department**

The purpose of the Admissions and Campus Life Department is to provide a "single desk" to act as the interface between the students and trainees of the school and the various services of the latter, with respect to the following functions:

- collection of registrations, admissions follow-up, organisation of recruitment for all training courses, in coordination with the "Education" and "Business and academic exchanges" centres and the teaching departments for educational aspects
- organisation of preparations for the internal competitive examinations,
- management of the residence load plan,
- student and trainee reception and life on the school's campuses,

i.e. all the operations, not related to development and pedagogy, which contribute to the admissions and to the life of the campuses. Based on the Toulouse site, this department has, on the other sites of the school, correspondents who report to it functionally.

## **1-2 The Studies and Research Directorate**

The Directorate of Studies and Research carries out the School's educational (excluding pilot training) and scientific tasks.

Within its scope (all training, excluding pilot training), it carries out the following main tasks:

- Development of training programmes in accordance with national and international regulations and the needs of employers (in particular by chairing the Training Steering Committees),
- Development of training content and accreditation by competent bodies,
- Specification and implementation of the educational means necessary for the training programmes,
- Planning, dispensing and assessment of training,
- Educational monitoring of students and certification of their studies,
- Monitoring of educational innovation, assessment and implementation of solutions (in particular by chairing the "Coordination of Educational Actions" Steering Committee),
- Definition of the School's scientific policy to meet the challenges of academic excellence and the demands of the DGAC and society,
- Carrying out a research activity in accordance with the school's scientific policy

- Representation of the ENAC in the higher-education and research environment at local, national and international levels,
- Organization, in collaboration with the PQSS centre, of training and research audits and assessment,
- Contribution, in collaboration with DID, to the international development of the ENAC,
- Contribution to theoretical pilot training.

For all of the school's educational duties (DFPV included), it also ensures:

- Organisation and chairing of the Councils of Studies, Advanced Training, and Research,
- Chairing of cross-functional thematic steering committees (coordination of educational actions, teaching-research synergy, ground-flight synergies, etc.),
- Support for transformation and educational innovation in training,
- Development of school regulations,
- Organisation of and secretariat for examination boards,
- Lesson planning (excluding practical pilot training),
- Monitoring of students' education,
- Maintenance of education management tools and processes.

It is headed by a director, assisted by a deputy, and:

- the Research Manager
- the Head of the Air Traffic Management Department
- the Head of the Languages, Humanities and Social Sciences Department
- the Head of the Science and Engineering of Air Navigation Department
- the Head of the Air Transport Department
- the head of the "Education" centre
- the head of the "Learning Hub"
- the head of the "Business and Academic Exchange" centre
- the GSEA, IENAC & Masters, ISESA, MCTA and specialist masters course Managers
- the Training-Research scientific advisor
- the ATCO compliance officer.

In the areas of activity defined for each of them, the teaching departments coordinate and provide all of the training given at the ENAC, and provide the activities of expertise and research within their competence.

In these areas, the teaching departments are responsible for organising courses, checking and improving their quality and managing the appropriate resources.

They organise and provide training for their trainers, and develop the appropriate educational tools or participate in their development, and ensure their use.

Moreover, the departments constitute pools of skills and expertise. As such, they contribute to research work and may be entrusted with expert assessment, studies and development for other services of the School or external third parties.

### **1-2-1 The ENAC Laboratory**

The ENAC Laboratory is the entity bringing together all of ENAC's research stakeholders. Its primary duty is to conduct these research activities in order to produce the new knowledge required for the evolution of air transport, and to disseminate it to future civil aviation stakeholders, namely the ENAC students. The ENAC Laboratory encompasses:

- four research teams:

- o The DEVI (Data Economy and Interactive Visualization) team's task is to develop original scientific methods in economics, statistics and learning and interactive visualization of big data in order to analyse air transport issues,
- o Team II is structured around two lines of research: Human-Machine Interaction (HMI) and Interactive Systems Engineering (ISI),
- o The OPTIM team covers a large part of the optimisation thematic spectrum: continuous and mixed non-linear optimisation, discrete optimisation, machine learning and optimum control (in particular for the generation of optimum trajectories of constrained systems),
- o The TELECOM team is organised around an application theme which is the study of telecommunications systems in the broad sense as defined in annex 10 of the ICAO (communication, navigation and surveillance systems).

- three transverse research programmes:

- o Sustainable development
- o Drone system
- o Safety-Security

- two platforms:

- o Volière Toulouse Occitanie
- o ACHIL

- a research support team (ESR)

The research manager assumes functional responsibility for the ENAC Laboratory and hierarchical responsibility for cross-functional research entities (programmes and platforms) and the research support team.

### **1-2-2 The Air Traffic Management (ATM) Department**

The main duty of the ATM department is to ensure the delivery of general education and practical instruction for the benefit of initial (all ratings) and continuing air traffic control training.

It operates, maintains in operational condition and upgrades the ATC simulator block. It also conducts studies in the ATM field.

The ATM department also provides teaching for other ENAC training courses in its areas of expertise. It also collaborates with the ENAC laboratory through joint projects, responding to calls for tenders or making experts available.

The ATM department consists of three divisions:

- The Studies Inspection, Expertise and Teaching division (I3E) provides teaching for a large number of ATM subjects (RCA, AIS, ATFCM, PBN, Environment, PANSOPS, Telecom, SAR, UTM, etc.), as well as the inspection of studies of MCTA, GSEA, ATCO-M (French Navy), specialist masters degrees and foreign ATCO training courses,
- The Practical Training in Inspection (FP) division carries out the educational engineering, scheduling and dispensing of the inspection practical training degrees. It manages all practical training instructors, ensures their skills maintenance, and develops educational resources (CAI and specific simulators),
- The ATM Studies and Operational Utilisation of ATC Simulators (EEOS) division provides installation of hardware and software, configuration, operational utilisation of air traffic control training simulators, study of their upgrades, along with technical prospective studies.

### **1-2-3 The Languages, Humanities and Social Sciences (LH) Department**

The main duty of the LH department is to dispense teaching in the following areas:

- English, other foreign languages and French as a Foreign Language
- Educational psychology, human factors, human resources management
- Physical education and sport
- General culture
- Law, economics, management, accounting

The LH department's ancillary duty is to provide expertise and methodological advice (expertise in the field of human factors and pedagogy, educational psychology assistance for students with learning difficulties, design and operation of teaching aids, collaboration in the development of new training courses), to select candidates for the recruitment competitive examinations for student pilots through the organisation of psychological and psychotechnical tests, and the assessment of the linguistic skills of the students in the various training cycles.

### **1-2-4 The Science and Engineering of Air Navigation Department (SINA)**

The primary duty of the SINA department is to dispense:

- Fundamental scientific teaching (mathematics, computer science, electronics, electromagnetism, signal processing, etc.),
- Engineering science teaching (project management, system engineering, modelling, HMI design, security/safety engineering (SSI) in systems design, computer system architecture, industrial and embedded computing, software engineering, digital communication, decision mathematics, artificial intelligence),
- Technical teaching in the field of air navigation systems (radio-communication systems, aeronautical communications networks, radio-navigation, GNSS, surveillance sensors, automated air traffic management systems, etc.),
- Practical teaching on radio-navigation systems, networks and radio-communications and on certain ATM systems.

The SINA department dispenses this teaching to all initial training courses (with the exception of pilot training) and in numerous continuing education courses.

Within the SINA department, the link between teaching and research is particularly strong, since all teaching is driven by the work of the ENAC Laboratory.

It ensures the inspection of the following courses: ISESA; IENAC (with the TA department), ASNAT, IATSED, IHM and RO masters, along with some specialist masters degrees.

It operates, maintains in operational conditions and upgrades the technical educational resources (radio-navigation and navigation systems, radio-communication, automated and surveillance systems, computers, antennas, etc.).

The SINA department is divided into four divisions and four research teams:

- the CNS - ATM Systems (SCA) division, which provides technical training and practical instruction on automated ATM systems, along with navigation and surveillance systems,
- the IT systems (INF) division, which teaches courses in engineering sciences (systems engineering, security, SSI, project management) and technical courses in the field of technical architectures and networks,
- the Mathematics and Fundamental Computer Science (MIF) division, which delivers fundamental scientific courses (mathematics, computer science), and their extension in the field of optimisation and data science: operational research, machine learning, AI,
- the Electronics, Electromagnetism and Signal (EES) division, which delivers fundamental scientific training (signal processing, electromagnetism, electronics) and certain air navigation systems (radio-communication, GNSS),
- the four ENAC Laboratory research teams (DEVI, II, OPTIM and TELECOM), which contribute to teaching activities in direct connection with the four aforementioned divisions.

### **1-2-5 The Air Transport (TA) Department**

The primary duty of the TA department is to ensure the dispensing of teaching in:

- Aerodynamics and flight mechanics, flight qualities, propulsion, structures and strength of materials, aircraft design, aircraft systems, navigation, radio navigation, avionics, automation, flight control, aircraft and helicopter recognition,
- Airports, environment, meteorology, transport safety, facilitation and dangerous goods,
- Technical regulations, certification, maintaining airworthiness, aircraft maintenance,
- Air operations, flight planning, weight and balance, aircraft performance, airline information system and operational efficiency
- Economy, econometrics, revenue management, airline strategies, market organisation, airline finances, sustainable development

The TA department dispenses this teaching to all ENAC courses.

The link between teaching and research is ensured in particular with regard to teaching in air transport economics, automation, and aircraft design.

It provides inspection for IENAC training (with the SINA department), of the IATOM master degree and of a large number of specialist masters degrees.

It operates, maintains in operational conditions and upgrades the technical educational resources (wind tunnel, aircraft simulators, engine laboratory, etc.).

The Air Transport department consists of three divisions:

- the Aircraft and Embedded Systems (AVS) division
- the Airport Safety and Meteorology (ASM) division
- the Airworthiness, Operations and Maintenance (AOM) division

The ASTC (Aviation Security Training Centre), in charge of dispensing training in the field of security, is ICAO certified.



### **1-2-6 The Learning Hub**

The Learning Hub carries out actions linked to educational innovation, digital transformation and the provision of documentary and digital resources for the benefit of both the DER, the DFPV, and the DID:

- Management and implementation of the transformation of the training offer,
- Development and operation of the technical-educational environment (software tools),
- Operation and moderation of the Learning Hub spaces,
- Teacher training, and support in their educational transformation projects, educational science resource and consultancy centre, moderation of communities of practice,
- Support for the "skills" approach,
- Production of educational content and experiences,
- Experiments,
- Communication and promotion of educational experiences with all establishment stakeholders and outwards,
- Management of the documentary resource centre, which implements the school's documentary policy (digital and paper collections), provides training and information on the information research methodology, promotes scientific publications via the open archive HAL ENAC, and manages the reading space, which is also a place of life, culture and exchanges for all students and staff.

The Learning Hub hosts the Steering Committee for Digital and Educational Transformation (CoDiPé). It represents ENAC to the Educational innovation and digital transformation COMUE (community of universities and establishments).

It cooperates in its duties with other entities with specific educational engineering duties:

- ATM/FP/IP
- LH/PSY
- DFPV/OP

### **1-2-7 The ICARe (International and Corporate Academic Relations) centre**

The ICARe centre is responsible for providing services to students in the following areas:

- Corporate apprenticeship (as part of the ENAC CFA (apprentice training centre)),
- So-called "outgoing" internships, in companies or in the laboratory,
- Partnerships with Businesses, fuelling the Career Centre, and coordinated with the ENAC laboratory,
- Career Centre for IENAC, Masters and Specialist Masters students,
- Academic exchanges and "incoming" dual degrees,
- Academic exchanges and "outgoing" dual degrees,
- Partnerships with Universities and "Grandes écoles", fuelling academic exchanges and dual degrees, coordinated with the ENAC Laboratory.

Within the School, it is the reference in these same areas for the needs of regulation, internal processes to be implemented, document repository, and specifications of the tools necessary to carry out its duties.

### **1-2-8 The "Schooling" centre**

The "Schooling" centre performs all schooling management duties:

- Administrative procedures related to the schooling of pupils, drawing up examination board rulings, establishing conventions concerning pupils, drawing up various certificates,
- Organisation of examination boards,
- Timetable organisation and drafting,
- Upgrade, adaptation and configuration of schooling tools,
- Ensuring the availability of classrooms required for initial, continuing education, exams and competitive examinations,
- Monitoring the operational functioning of the necessary teaching resources (classrooms) and anticipating needs.

### **1-3 The Pilot and Flight Training Directorate**

The Directorate of Pilot and Flight Training is in charge of initial and advanced pilot training. All approved training courses, from private pilot to type qualification, through ATPL training, are provided for the benefit of the DGAC (Directorate General for Civil Aviation), the French Aerospace Federation, the Directorate General for Armament, and also several international airlines. Moreover, air assets are also made available to DGAC subscriber pilots as part of their air training. The Pilot and Flight Training Directorate is also in charge of so-called special activities, including the calibration of radio aids. To perform all these activities, it manages the technical maintenance of aircraft and simulators and also coordinates flight training centres spread across the country, or in partnership with ENAC.

It is led by a Director, assisted by a deputy, the CMM compliance officer, a development project manager, along with:

- the Head of the Operations Department,
- the Head of the Technical Department,
- the Heads of the Training Centres,
- centre support subdivision.

#### **1-3-1 The Operations Department**

The Operations department is responsible for:

- defining the pilot training policy and methods implemented,
- defining the methods and procedures for operation of the aircraft,
- defining and managing the professional level of aircrew and other instructors of the pilot training,
- relations with the users of the centres.

This department ensures compliance with the regulations, particularly in its training and use aspects and compliance with the ENAC's safety and quality requirements. Finally, it carries out engineering and investigatory missions for the DGAC and for third parties.

The head of the Operations department is assisted by a deputy, along with:

- the head of the teaching centre (OP/PP),
- the head of the centralised programming division (OP/EXP),
- the head of the operation division (OP/EXP),
- the head of the production management division (OP/GP).

#### **1-3-2 The Technical Department**

The Technical Department is responsible for managing and maintaining the technical resources (aircraft, simulators, planes, computers, specific equipment) which contribute to carrying out the activities of the service, in coordination with the centres' technical divisions. It carries out the actions arising from the responsibilities of the owner and the operator of an aircraft. It defines the policy for the organising maintenance services and various missions of engineering, expertise and advice for the aviation industry and aeronautical maintenance schools. It monitors and implements the budget allocated to aeronautical maintenance. It manages the Castelnaudary site specialising in maintenance.

The head of the technical department is assisted by:

- the head of the technical operation division (T/ET);
- the head of the production management division (OP/GP);
- the head of the flight simulation division (T/SV);
- the Methods and Engineering manager;
- the deputy head of centre at Castelnaudary;
- the maintenance unit manager at Castelnaudary.

### **1-3-3 The Training Centres**

The training centres are responsible for the implementation of the training courses and other missions defined by the directorate level. They are located mainly on the following sites: Biscarrosse, Carcassonne, Grenoble, Melun, Montpellier, Muret and Saint-Yan.

The training centres are comprised of:

- an instruction division, responsible for implementing the training programmes (ground and flight instruction) and other operational duties,
- a maintenance unit, responsible for implementing and maintaining the aeronautical and simulation resources contributing to carrying out the activities,
- staff responsible for the centre's administrative and logistical support, reporting directly to the head of centre or grouped together in a support division.

The centres and in particular the above divisions and units collaborate with the relevant departments of the central level to develop and evolve the operational methods of the Pilot and Flight Training Directorate.

### **1-4 The International Affairs and Development Directorate**

The International Affairs and Development Directorate promotes the development of initial and vocational training, the development of continuing education and contributes to the development of the school's own resources. Its mandate is to:

- Participate in intelligence monitoring on the evolution of training needs,
- Participate in defining the strategy of the ENAC, in particular on the development of continuing training activities and development internationally. Participate in the development of the range of courses offered in line with the ENAC's strategy,
- Organise the strategy into development actions and oversee these actions. Set in particular the development objectives and monitor and report the indicators,
- Oversee the processes of promotion, prospecting and partnership offers,
- Participate, as appropriate, in oversight and performance of the contracts.

The International Affairs and Development Director is assisted by:

- Development managers responsible for a geographic area or training product,

- A development manager responsible for continuous training in France, assisted by a support unit.

### **1-5 The Information Systems Centre**

The Information Systems Centre is responsible for implementing IT, telephone and digital resources and services required for the smooth-running of the School's duties. It organises and coordinates the various support activities for users, the operation and administration of systems and overseeing and implementing projects within the context of the Information and Communication Technologies for Education (ICTE) blueprint.

The centre is run by a Head of Centre and is organised into four programmes:

- "Integration of Information Systems" (USI) programme which is responsible for defining and implementing the Blueprint for the Information, management and coordination of projects, and for internal communication about practices and uses,
- "Support and Applications" (SAP) programme which manages the application servers and applications,
- "Operation and Support" (ES) programme which provides the administration, operation and support for the users and multi-functions machine base,
- "Network Infrastructures and Services" (ISR) programme.

### **1-6 The Cabinet**

The cabinet manages reserved affairs, cultural activities, social relations and the associative life of the students. It is headed by a cabinet director who is also in charge of the establishment's real estate strategy.

He is assisted by the head of the Sustainable Development and Social Responsibility centre and by a cultural activities manager.

### **1-7 Communication**

Communication is attached directly to the school administration.

### **1-8 The Quality, Safety and Security Centre**

The Quality, Safety and Security Centre, within a continuous quality improvement process, is responsible for:

- Participating in the development of reference bases and guaranteeing their documentary management,
- Guaranteeing the application of and compliance with the requirements for maintaining approvals, certifications and accreditations for certain courses or training held by the ENAC,
- Providing assistance during external audits,
- Optimising the Quality Management System (QMS) and periodically organising Quality Management Reviews,
- Maintaining ISO 9001 certification,
- Conducting the Accounting and Financial Risk Management (AFRM) strategy,
- Coordinating actions linked to the legal certification process of ENAC's accounts,
- Implementing and maintaining the Flight Safety Management System (SMS) in order to reduce the risks associated with air activities to an acceptable level,
- Periodically organising Flight Safety Management Reviews,
- Participating in Flight Safety training,
- Preparing and commissioning an annual programme of internal monitoring,
- Managing and coordinating a team of internal auditors.

By delegation of the Director General of the ENAC, the Head of the Quality, Safety and Security Centre is Defence Safety correspondent for the DGAC and intermediary for the various authorities responsible for safety. He is responsible for applying

the regulations, the measures and instructions laid down by these bodies when the activities of the ENAC are concerned.

### **1-9 The Prevention Advisor and Assistants in charge of the rules of Hygiene, Safety and Working conditions**

The Prevention Advisor and Assistants responsible for the rules of health and safety and working conditions, in addition to their functions as advisors to the Director General and permanent experts to the Health and Safety and Working Conditions Committee are responsible for:

- warning of the dangers that could jeopardise employees' health,
- advancing knowledge of the safety issues and techniques required to solve them,
- ensuring the proper keeping of the school's health and safety registers,
- involving all the school's staff in health and safety issues,
- researching and disseminating the regulations and documentation,
- monitoring and assessing the actions implemented,
- alerting about the non-observance of safety rules and encouraging the managers to ensure compliance,
- participating in training, information and awareness-raising actions.

In addition, the advisor is responsible for coordination of the HSE policy of the School.

### **1-10 The Accounting Office**

Headed by an accounting officer appointed by joint decree of the Minister of Finance and the Minister responsible for Transport, the Accounting Office performs tasks relating to the recovery of revenue, the control and payment of expenditure, the retention and preservation of funds and securities entrusted to the school or belonging to it and keeping the accounts. It audits and certifies European projects.

Like all public accountants, the Accounting Officer has, in order to carry out their duties, independence not only with respect to the Director General of the School, but also with respect to the authority which appointed them subject to the right of the authorising officer to require them under their own responsibility to execute a payment whose suspension has been decided by the accountant.

## **Chapter 2: Organisation of the boards**

### **2-1 The Board of Directors**

The composition and responsibilities of the Board of Directors of the ENAC are laid down by Articles 7 and 9 of the Regulatory Decree, and by the provisions herein. The provisions for the election of representatives of the staff and students are laid down by an order, and on electronic voting, by a decision of the Director General,

made pursuant to Article 21 of the same decree.

### **2-1-1 Composition**

In accordance with Article 7 of the Regulatory Decree, the Board of Directors has 24 members:

1° Six representatives of the State:

- a) The research director of the Ministry responsible for Transport or their representative;
- b) Five representatives appointed by the Minister responsible for Civil Aviation:
  - a member of the General Council of the Environment and Sustainable Development (CGEDD) or their representative;
  - four members of the Directorate General of Civil Aviation with the rank of director or head of a central administration service or a service with national jurisdiction or their representatives.

2° Ten prominent external people:

- a) A representative of a higher education institution or research partner, under the exclusive governance of the Minister responsible for Higher Education and appointed by the Director General of the School;
- b) A qualified person chosen from among the working staff of the Directorate General of Civil Aviation, appointed by the Minister responsible for civil aviation;
- c) A representative of the Occitanie region, appointed to it by the regional council;
- d) Six qualified persons, from the professional sectors corresponding to the school's activities, appointed by the Minister responsible for Civil Aviation for their skills;
- e) A representative of the alumni exercising their professional activity outside the services of the State, appointed by the Minister responsible for Civil Aviation;

3° Eight elected members and their alternates:

- a) Three representatives of the staff exercising teaching or research roles within the school;
- b) Two representatives of the staff not exercising teaching or research roles within the school;
- c) Three student representatives:
  - two representatives of non-public servant students of the school including at least one representative of the engineering training courses
  - one representative of the public servant students of the school undertaking a vocational training course of the Directorate General of Civil Aviation.

### **2-1-2 Election and appointment of the members**

#### **2-1-2-1 Provisions for the appointment or election of the members**

The representatives of the State and the external personalities are appointed according to the provisions laid down in Article 7 of the Regulatory Decree.

The representatives of the staff and students (full representatives and alternates) are elected according to the provisions laid down by the order provided for in Article 7 of the Regulatory Decree. The composition of the board, following the elections and after appointment by the various authorities, is set out in a ministerial order.

### **2-1-2-2 Provisions for the election of the Chairperson and the Vice-Chairperson**

The Chairperson of the Board of Directors and the Vice-Chairperson are elected by the members of the Board of Directors by an absolute majority of the members present or represented, for a duration of four years, renewable, and chosen from among the prominent external members mentioned in Article 7 of the Regulatory Decree. This election is held at the start of the session of the first meeting of the Board, and according to the voting provisions provided for decisions.

### **2-1-3 Powers**

The Board of Directors has the powers laid down by the Regulatory Decree and the provisions of the Education Code.

## **2-2 The Board of Studies**

The composition and responsibilities of the Board of Studies of the ENAC are laid down by Articles 12 and 13 of the Regulatory Decree, and by the provisions herein. The provisions governing elections of the staff and student representatives are laid down by an order, pursuant to Article 21 of the Regulatory Decree.

### **2-2-1 Composition**

The Board of Studies is composed of 18 members:

- The Director of Studies and Research, or their representative,
- The Director of Pilot and Flight Training, or their representative,
- four prominent qualified people, appointed by the Director General because of their teaching skills in the school's areas of activity;
- two representatives of divisions or departments of the School, or their representatives, appointed by the Director General
- six elected staff representatives exercising teaching roles,
  - Three elected student representatives:

- two representatives of non-public servant students of the school including at least one representative of the engineering training courses
- one representative of the public servant students of the school undertaking a vocational training course of the Directorate General of Civil Aviation.

## **2-2-2 Election and appointment of the members**

### **2-2-2-1 Provisions for the appointment or election of the members**

The prominent qualified people and representatives of divisions or departments of the School are appointed by the Director General.

The representatives of the staff and students are elected according to the provisions laid down by a ministerial order. Full and alternate members are elected.

The composition of the Board, following the elections is laid down by a decision of the Director General, which is published on the School's website.

### **2-2-2-2 Provisions for the election of the Chairperson and the Vice-Chairperson**

Pursuant to Article 13 of the Regulatory Decree, the Chairperson and the Vice-Chairperson of the Board of Studies are elected from among the prominent qualified people, by an absolute majority of the members present or represented of the Board. This election is held at the start of the session of the first meeting of the Board, and according to the voting provisions provided for decisions.

### **2-2-3 Powers**

The Board of Studies is consulted on the subjects laid down in Article 12 of the Regulatory Decree:

- 1° Organisation and programmes of the courses, teaching methods, testing of knowledge and certification of the studies,
- 2° Organisation and programmes of pilot training courses, in accordance with the legal and regulatory provisions in force,
- 3° Issues relating to educational cooperation with foreign organisations,
- 4° The implementation of measures for validating acquired experience,
- 5° The draft training regulation and changes to it,

It gives its opinion on any question referred to it by the Director General or by the Chairperson of the Board of Directors.

## **2-3 The Board of Research**

### **2-3-1 Composition**

The Board of Research comprises 21 members:



- The Director General or their representative,
- The manager responsible for research or their representative,
- seven prominent qualified people appointed by the Director General because of their research skills in the School's disciplines,
- a manager of a research team or research programme appointed by the Director General
- two prominent qualified people appointed by the Board of Directors because of their skills in the research field,
- seven elected staff representatives including
- six representatives in teaching or research roles,
- one representative not in a teaching or a research role
- two elected student representatives who are students in the third cycle.

## **2-3-2 Election and appointment of the members**

### **2-3-2-1 Provisions for the appointment or election of the members**

The prominent qualified people and representatives of divisions or departments of the School are appointed by the Director General.

The representatives of the staff and students (full members and alternates) are elected according to the provisions laid down by a ministerial order.

The composition of the Board, following the elections is laid down by a decision of the Director General, which is published on the School's website.

### **2-3-2-2 Provisions for the election of the Chairperson and the Vice-Chairperson**

Pursuant to Article 12 of the above-mentioned Regulatory Decree, the Vice-Chairperson of the Board of Research is elected from among the prominent qualified people, by an absolute majority of the members present or represented of the Board. This election is held at the start of the session of the first Board meeting after publication of the new composition of the Board of Research.

### **2-3-3 Powers**

The Board of Research:

- 1° Proposes to the Board of Directors, guidelines for the School's scientific policy,
- 2° Periodically evaluates the work carried out by the School's research entities and by those with which the School is associated, the operation of these entities and the implementation of the doctoral training,
- 3° Proposes to the Board of Directors, the organisation of the research activities of the laboratories, the resources to allocate to them and the creation or abolition of laboratories, the evolution of the organisation, the structuring and the partnership policy of the laboratories
- 4° Proposes to the Director General actions for promoting and disseminating scientific and technical culture,

5° Is consulted by the Director General regarding requests for accreditation to issue third-cycle national diplomas.

It gives its opinion on any question referred to it by the Director General or by the Chairperson of the Board of Directors.

## **2-4 The Board of Development**

### **2-4-1 Composition**

The Board of Development provided for in Article L 6232-3 of the Labour Code, in Article 16 of the Regulatory Decree and in the context of the agreement in force, provided for by Article L 6232-1 of the Labour Code, concluded with the Regional council with territorial competence, is composed of 14 members:

- The Director General of the ENAC or their representative, its Chairperson,
- The Director of Studies and Research, or their representative;
- The head of the ENAC centre of Montpellier, the manager of the Apprentices' Training Centre or their representative,
- Two elected representatives of the teaching and managerial staff of the apprentices' training centre
- An elected staff representative other than teaching and managerial staff
- Two elected representatives of the apprentices of the apprenticeship section,
- Three representatives of the employers' professional organisations,
- Three representatives of professional organisations of employees exterior to the Apprentices Training Centre.

### **2-4-2 Election and appointment of the members**

The representatives of the staff and students (full representatives and alternates) are elected according to the provisions laid down by the order relating to the organisational provisions for elections within boards.

The representatives of the professional organisations are appointed by the Director General.

The composition of the Board, following the elections is laid down by a decision of the Director General, and is published on the School's website.

### **2-4-3 Powers**

The powers of the Board of Development are determined by Article R.6233-40 to R 6233-42 of the Labour Code.

It is referred to, for an opinion, for questions relating to the organisation and operation of the Apprentices Training Centre.

The following are referred to it:

- The prospects for opening or closing sections that will be included in the School Project,

- The general terms and conditions of admission of apprentices,
- The organisation and implementation of the training course,
- The provisions governing relations between enterprises and the Apprentices Training Centre,
- The content of agreements concluded pursuant to Article L 6231-3 of the Labour Code, by ENAC
- The general terms and conditions of educational training and development of trainers.

The Board of Development is also informed of:

- The general conditions of recruitment and management of teaching staff and the training plan of these staff,
- The financial situation of the Apprentices Training Centre
- The objectives and the content of the training programmes leading to degrees and diplomas,
- Examination results,
- Decisions opposing the hiring of apprentices,
- The School Project.

## **2-5 Provisions common to the boards**

### **2-5-1 *Term of office of the members of the boards***

The term of office of the members of the boards, for members other than the representatives of the State, is four years, renewable, with the exception of the student representatives whose term of office is two years.

When an appointed or designated member loses the status under which they were appointed, or when for any other reason, their seat becomes vacant, the term of office of this member ends early.

When an elected member loses the status in respect of which they were elected or when, for any other reason, their seat becomes vacant, they are replaced, for the duration of the term of office left to run, by the alternate of the electoral college concerned having obtained the most votes in the last election.

Unless the vacancy occurs less than six months before the expiry of the term of office, and excluding the above situation, new members are appointed or elected, under the same conditions as initially, for the remainder of the term of office.

The term of office of members of the Board of Development automatically ends in the event of non-renewal of the agreement provided for in Article L 6232-1 of the Labour Code.

Since the prominent qualified people are appointed *intuitu personae*, they may not cannot designate a replacement in the event of absence or incapacity. However, each member of any of the boards may give a written power of attorney to another member to represent them. Nobody may hold more than two powers of attorney. The power of attorney applies only to the meeting concerned.

The functions of a member of the Board of Directors, the Board of Studies, the Board of Research and the Board of Development, are compatible between each other.

## **2-5-2 Operation**

### **2-5-2-1 Notice to attend**

The Board meets at least twice a year (three times per year for the Board of Development) after issuance of a notice to attend of its Chairperson who sets the agenda.

The Chairperson must, moreover, call it to meet at the request of one half of the members, or for the Board of Directors at the request of the Minister responsible for Civil Aviation. The latter must indicate to the Chairperson or to the Vice-Chairperson the item or items that they wish to see on the agenda.

Notices to attend the meetings of each board must be sent to its members, at least 15 calendar days before the meeting date, except in an emergency situation. The notices to attend are sent to the members of the Board, and to the alternate members for information.

They are accompanied by an agenda prepared by the Chairperson or the Vice-Chairperson. The documents needed for understanding and studying the items on the agenda may be sent separately, no later than eight calendar days before the date of the meeting.

All the documents may be sent by any means, including by electronic mail. The same is true of documents prepared after the meeting (minutes in particular).

Any full member who is unable to attend must immediately inform the permanent secretariat.

For representatives of the State, within the Board of Directors, the name of the representative present for the meeting is communicated as quickly as possible.

For the elected members, the corresponding alternate is sent a notice to attend.

### **2-5-2-2 Guests/Experts**

For the Board of Directors, the directors of the School, the Budgetary Controller referred to in Article 228 of the above-mentioned Decree of 7 November 2012, the Secretary General of the School, and the Accounting Officer of the School attend the meetings of the Board of Directors in an advisory capacity.

For the Board of Development, in accordance with the agreement concluded between the School and the Regional council, the Chairperson may invite a representative of the Region to participate in certain work in an advisory capacity and for a limited period.

The invitation, specifying the agenda and the reason for which the representative of the Region is required, must be communicated to the Chairperson of the Regional Council which will designate the elected representative of the Region or the public servant who will participate in the Board of Development meeting.

For all the boards, the Chairperson or the Vice-Chairperson may also ask any outside person to attend whose contribution will inform its deliberations. This invitation is announced at the start of the session and is included in the minutes. The persons thus heard do not participate in the vote.

### **2-5-2-3 Non-remuneration of board members**

The functions of a Chairperson, Vice-Chairperson and member of the Board are not remunerated. However, their travel and subsistence expenses may be reimbursed under the conditions provided for by the regulations applicable to State public servants.

### **2-5-2-4 Quorum**

The quorum is reached when at least half of the members of the Board are present or represented, including the members taking part in the debates via a video conferencing system or electronically.

When the quorum is not reached, the Board decides validly within 10 days following the holding of the first meeting without a quorum requirement after a new invitation to attend is issued with the same agenda. In this case, no quorum will be required.

When they have no alternate, a member of the Board may give a power of attorney to another member under the conditions set out above.

### **2-5-2-5 Powers of the Chairperson and the Vice-Chairperson**

The boards are chaired by the Chairperson, or if necessary, when one has been appointed, the Vice-Chairperson. They direct the discussions and ensures respect of the agenda and of the rules of procedure of the Board concerned. They prepare and sign the decisions of the Board. More generally, they are responsible for ensuring the proper conduct and discipline of the meetings.

They are assisted by a Vice-Chairperson elected under the same conditions and for the same duration. The Vice-Chairperson replaces the Chairperson in the event of the latter's absence or incapacity.

### **2-5-2-6 Commissions**

Each board may create, as necessary, on a proposal of the Chairperson or the Vice-Chairperson, specialised commissions, whose composition and functions are laid down by a decision.

### **2-5-2-7 Conduct of the discussions**

The Chairperson, after having checked whether the quorum has been reached, opens the meeting by recalling the names of the persons present. They have them sign an attendance sheet.

They present the minutes of the previous meeting, which is put to a vote.

The Chairperson directs the discussions and ensures respect of the agenda. He may set at the start of the meeting, for each question, the maximum allowed for consideration of it.

With the Chairperson's agreement, the members of the board may participate in the discussions through a video-conferencing system or electronically under the conditions laid down below.

The discussions are not public.

Documents which contribute to informing the board other than those sent with the notice to attend may be read out or distributed during the meeting at the request of the School's management, or to at least one of the members of the board with a voting right.

The addition of new questions to the agenda may be proposed, at the beginning of the meeting, by a vote of the members of the board concerned, such a vote being organised at the request of a third of its members present or represented. Questions relating to information may always be added. The responses to new questions are given according to what is possible: either immediately, either in writing or at the next board meeting.

A break in the meeting may be decided by the Chairperson of the meeting at their own initiative or at the request of a member of the Board. Breaks may not exceed, unless otherwise specified by the Chairperson, a quarter of an hour each.

### **2-5-2-8 Voting**

Decisions are taken by an absolute majority of the members present or represented. In the case of an equal division of the votes, the Chairperson has the casting vote.

Voting is by a show of hands unless more than half the members require a secret ballot. In this case the vote takes place using a ballot box, each member of the board expressing their vote on a ballot paper (yes /no). Any ballot paper indicating anything else is considered void. The votes are counted after the vote by the Chairperson who announces the result in the meeting.

Any decision, after a possible amendment, must be adopted in its final form.

The Chairperson declares the meeting closed after all the items on the agenda have been dealt with.

### **2-5-2-9 Secretariat**

The permanent secretariat of the boards is provided

- for the Board of Directors by the Director of Cabinet or their representative,
- for the Board of Studies and the Board of Development by the Studies and Research Director, or their representative,
- for the Board of Research, by the research manager or their representative,

They may be assisted as necessary by any person they deem useful to join them. They are responsible for preparing and disseminating the meeting minutes, and for preparing the decisions on behalf of the Chairperson. They provide, as necessary, the secretariat for the commissions created pursuant to Article 2.5.2.6.

### **2-5-2-10 Holding the board meeting electronically or by video-conference**

#### **Holding the board meeting electronically**

The Chairperson or Vice-Chairperson if applicable, of each board, in the event of an emergency or for exceptional reasons such as the unavailability of means of transport, may decide to convene a board meeting through the exchange of written messages transmitted electronically in accordance with the conditions laid down by Order No. 2014-1329 of 6 November 2014 regarding the remote deliberations of administrative bodies

of a collegial nature and its implementing decree (Decree No. 2014-1627 of 26 December 2014 relating to the arrangements for organising remote deliberations of administrative bodies of a collegial nature).

### **Holding the board meeting by video-conference**

The Chairperson or the Vice-Chairperson if applicable, of each board, in the event of an emergency or for exceptional reasons such as the unavailability of the means of transport, may decide to convene a Board of Directors meeting using a video-conference system, remote conferencing not allowing transparency of the discussions to be guaranteed.

When one or more members of the Board wishes to be able to attend the board meeting by video-conference, they must request to do so to the Chairperson of the Board concerned at least 15 days in advance. This period may be reduced to 5 days in an emergency.

The technical audio-visual communication means used must meet the technical specifications guaranteeing the effective participation of all the members, whose deliberations must be retransmitted to the person or persons not physically present in a continuous way. These means must, simultaneously and in real and continuous time, allow transmission of the voice and of the image of the members of the board.

To ensure the effective participation of the member or members of the board following the meeting via video-conference, at all times the persons participating in the meeting must be identified and checks made to ensure that only authorised persons are present in the rooms equipped with audio-visual communication equipment. Each member sitting with a voting right must be able to contribute and participate effectively in the discussions.

The Chairperson, supported by the services of ENAC, must take all measures to ensure on both sides:

- a continuous flow of the visual and audio information;
- the security and confidentiality of the data transmitted;
- the reliability of the equipment used and of the technical staff assigned to setting up and conducting the meetings;
- authentication of the participants in the meetings.

The Minutes must record any occurrence of a technical incident relating to the audio-visual communication when this incident has disrupted the meeting.

The Chairperson makes a decision regarding any malfunction which could disrupt the board meeting.

If a technical malfunction does not allow deliberations to go ahead under conditions guaranteeing transparency of the discussions, the Chairperson may temporarily or permanently stop the discussions. In the latter case, the meeting is then postponed to a time decided by the Chairperson.

### **2-5-2-11 Decisions**

For the Board of Directors, the decisions have binding force and apply to all of the situations and persons concerned by each decision.

Decisions enter into force with effect from the day following the Board of Directors' meeting unless a provision to the contrary in the decision, and with the exception of decisions requiring prior approval as laid down by Article L 719-7 of the Education Code.

Decisions of a regulatory nature are transmitted as quickly as possible to the Minister responsible for Civil Aviation. Publication on the School website of decisions with regulatory value and triggering their entry into force may not take place before this transmission

For the other boards, it is recalled that the latter must give an opinion about the subjects laid down in the “powers” paragraphs of each of these boards. These opinions issued in the form of a decision, are published on the School's intranet.

## TITLE II: CAMPUS LIFE

### **Chapter 1: General conduct**

The conduct of persons present on the various sites of the ENAC must not be such as to:

- undermine public order and the proper functioning of the School,
- undermine the health, hygiene and the safety of persons and property,
- undermine School's image of excellence and national and international reputation,
- disrupt the conduct of the School's activities.

In the event of an emergency and/or for reasons of security, the Director General may decide to prohibit any person from entering the sites of the School.

Generally, the conduct of the persons present on each site must comply with the generally accepted rules of respect for others and civility, as well as the laws and regulations in force. As regards conduct and dress, specific provisions may be imposed, especially in relation to pilot training.

In particular, the conduct of persons present on ENAC sites, must comply with the following principles:

- Respect of human dignity: any degrading and humiliating treatment against the human person, either physical or psychological is prohibited and criminally punishable. This includes, in particular, acts of discrimination, harassment, especially that of a sexual or sexist nature, hazing as well as threats and defamation.

It is recalled in this respect that hazing is defined as “*The activity which consists of someone making another person, whether against their will or otherwise, suffer or commit humiliating or degrading acts during events or meetings related to the school and socio-educational environments*”. It is a crime punishable by the Criminal Code which can result in imprisonment of up to 6 months and a €75,000 fine (Article 225-16-1 of the Criminal Code). In addition to these penalties, offenders are also liable to disciplinary penalties laid down according to their respective staff regulations.

It is also important to state that sexual harassment “*is the action of imposing on a person, repeatedly, comments or behaviour of a sexual connotation which either undermine their dignity because of their degrading or humiliating nature, or create an intimidating, hostile, or offensive situation for them. The fact, even not repeated, of using of any form of serious pressure for the real or apparent purpose of obtaining an act of a sexual nature is deemed to be sexual harassment, whether this is sought for the benefit of the perpetrator or for the benefit of a third party*” Art. 222-33 of the Criminal Code. These offences are punishable by up to two years' imprisonment and a €30,000 fine.



Any insult of a sexual and/or sexist and/or homophobic nature is determined and punished by a fine for 4<sup>th</sup> class offences, i.e. €750: *“Non-public insult committed against a person or a group of persons due to their gender or their sexual orientation”* (Art. R 624-4 of the Criminal Code).

- Secularism: having regard to the principle of secularism in the public higher education service and its independence from any political, economic, religious or ideological influence, any dress and any conduct that may be deemed to equate to actions or marks of proselytism are prohibited.

Staff are prohibited from wearing religious marks.

- Freedom of expression: individuals' freedoms of expression and opinion are absolute, provided they are not abuse, characterisable as defamation or insults in particular.

With regard to public servants (permanent staff, contractual staff, and student-public servants), for the performance of the service, these freedoms are limited by the obligations imposed by the general public service regulations (together Act 83-634 of 13 July 1983 and Act No. 84-16 of 11 January 1984 on the staff regulations relating to State public service) in particular the duty of confidentiality, the requirement of neutrality of the service, respect of the public and that of hierarchical authority. Breaches of these requirements are liable to disciplinary penalties, without prejudice to any criminal penalties.

- Gender equality: equality of all citizens before the law is guaranteed by the Constitution and its preamble, which refers in particular to the Declaration of the Rights of Man and of the Citizen of 1789.

As a member of the Conference of Grandes Écoles and of the Conference of Directors of French Engineering Schools, ENAC reaffirms its desire to implement a common policy by confirming its adherence to the Gender Equality in Institutions of Higher Education and Research Charter, signed on 28 January 2013 by the Minister of Higher Education and Research and the Minister of Women's Rights.

Generally, ENAC works for the Integration and Diversity of all persons present on the site (Disability, Social Openness, etc.).

## **Chapter 2: Use of equipment, premises and IT resources**

### **2-1 General rules**

The use of equipment, premises and IT resources is decided by the Director General or their representative.

The persons present on each site are required to respect the rules of security and proper use of the equipment and premises.

The perpetrators of damage to the said equipment or premises may have their liability sought, without prejudice to disciplinary penalties

### **2-2 Use of IT resources**

Any person who needs access to the School's computer network must first sign the IT Charter that is included in Annex 1 or will otherwise be denied access to it.

### **2-3 Use of the School's vehicles**

The use of so-called “service” vehicles is reserved for work-related travel for missions (possibly training courses) or urban travel.

Loans of service vehicles only require a B driving licence to be held and may be driven by staff holding permanent (or provisional) permission issued by the Director of the School or their representative. The service vehicles may also be lent to students subject to special permission for the Director General or their representative. Permission is subject to having held a personal valid driving licence for more than one year. This latter condition is explicitly mentioned on the back of the aforementioned permission (obligation for its holder to return it spontaneously in the event of withdrawal of the driving licence).

This same permission moreover lists the rules that drivers must comply with as well as the limitation of the liability applicable to them in the case of improper use of the vehicle.

## **2-4 Use of mobile phones and electronic devices**

The use of mobile phones is prohibited on board aircraft, during classes and in the examination rooms, libraries, and in certain areas sensitive to electromagnetic interference. It is also prohibited for security reasons in the aircraft maintenance hangars.

The carrying and use of electronic objects such as smartphones, tablets, embedded cameras etc. to make audio or video recordings on board aircraft or in simulation rooms are prohibited, except with the express authorisation of the instructor/teacher and for educational and/or operational needs.

## **2-5 Specific regulations for certain facilities**

### a) Access to simulators

Except by way of an express derogation in writing, access to the areas housing the flight and air traffic control simulators is forbidden to students outside of class times and to unaccompanied visitors.

### b) Use of sports facilities

The School’s sports facilities are at the disposal of the students, and when they are available, to staff outside working times. No other person may have access to the sports facilities unless contractual provisions to this effect exist or with express permission of the Director General or their representative.

The sports facilities must be used in accordance with their purpose and in the context of normal use. In the event of abnormal use or misuse, the sports association may prohibit use of them.

Use of the School’s weight-training gym is self-service and users must comply with the terms of use and the general safety rules set out in a decision of the Director General.

The sports facilities may be lent to associations or general interest organisations under specific agreements.

## **2-6 Provision of the School’s premises and resources**

The agreements with associations supported by the School and any other entity approved by the latter set out the conditions for making premises and associated resources available. They must be signed before making

any of them available.

### **Chapter 3: Compliance with the health, prevention and safety rules**

#### **3-1 Consumption of tobacco, alcohol and illicit substances**

It is recalled that it is forbidden to smoke in the buildings and in the closed and covered areas of the School, in accordance with Article L. 3511-7 of the Public Health Code, in its wording stemming from Decree No. 2006-1386 of 15 November 2006, subject to criminal and/or disciplinary penalties.

Likewise, vaping on School premises on which closed and covered workstations are installed, for collective use, is prohibited, in accordance with Article L3513-6 of the Public Health Code, in its wording stemming from Decree No. 2017-633 of 25 April 2017, subject to criminal and/or disciplinary penalties.

It is forbidden to enter or to remain in the School in a drunken state or under the influence of illicit substances. The management of the School, the heads of centre and staff responsible for safety, may refuse, for this reason, entry to the School campus, or ask any competent authority to note that a person is in a state of drunkenness or under the influence of illicit substances, and to then take the precautionary measures that are needed.

Bringing alcoholic beverages onto the premises of the School and consuming them, are prohibited, except with an express derogation from the Director General or their representative.

The introduction, consumption, and production of illicit substances is formally prohibited on the School campus and in particular in the residences. Any students or staff found consuming these substances are liable to disciplinary penalties according to the procedure laid down in the School regulation without prejudice to any criminal sanctions.

The students' associations are required to ensure compliance with the legal provisions in force regarding the consumption of alcohol, smoking, and the consumption of illicit substances, in particular when they organise evening events on the premises of the School under their own responsibility.

No alcoholic beverage will be offered for sale in the cafeterias or chains of restaurants except in the case of exceptional events subject to the agreement of the Director General of the School or of their representative.

#### **3-2 Health, safety and fire prevention**

The regulatory provisions applicable to the ENAC in this field are provided in particular by Decree No. 82-453 of 28 May 1982 amended on health and safety in the workplace and medical prevention in the Civil Service and Decree No. 92-158 of 20 February 1992 laying down the special health and safety requirements applicable to work carried out in an establishment by an outside company.

The School also has an HSE manual (Health-Safety-Environment) which in particular describes the general provisions taken to ensure implementation of its health, safety and environment management system on all of the sites, as well as the various authorities and the missions of the actors.

The obligation of a safety result for which the administrative authority is responsible, means that all persons working at the ENAC, on all the sites it is established, have a duty to comply with the general rules of safety and prevention in force and to use the individual and collective protective equipment made available to them. Any member of staff, student or trainee, must be informed of the general measures taken in this field and in particular read the instructions displayed and the safety data sheets and documentation made available.

He must be vigilant and collaborate fully with the members of staff responsible for Health and safety. They may also record their comments or suggestions relating to the improvement of safety and prevention as well as the working conditions, in health and safety at work registers available in the various departments and on

the various sites.

Each person must ensure the safety of others in the context of their work and on the occasion of the activities and events that take place on ENAC sites.

Any member of staff noting something abnormal (a suspicious object, heat, smell of burning, flame) must take the basic safety measures, and warn their supervisors without delay.

Likewise, when the safety of others is threatened, any person, witness or perpetrator of this event, must notify the emergency services and provide assistance to the victim while awaiting their arrival. The guard post staff, permanently present on the Toulouse site, trained in first aid, must intervene if need be.

Electrical equipment which does not comply with the regulations or is poorly suited to the electrical facilities is prohibited. The persons subject to these rules must not make any change of their own initiative to the facilities in place in the buildings.

It is prohibited to block and lock exits and clearances, as well as to deposit or allow flammable materials to be stored on and under stairs, passageways, corridors or in the vicinity of the exits of areas and buildings.

Staff and students must also comply with the evacuation exercises organised by the school.

## **Chapter 4: Rules governing driving on the site, security-intrusion, lost property**

### **4-1 Security – intrusion**

#### Access

Access controls on ENAC sites which have them are continuously activated.

On the Toulouse site, any person from outside ENAC must present themselves to the security post with a valid identity document and be issued with a temporary access pass. The security post staff will inform the person being visited of their presence who will then fetch the visitor.

On the other sites, visitors will present themselves to the Head of Centre or to their representative.

Permanent staff, individual contractors, guests and students, trainees or auditors must be able to show a valid document for access to the sites on request and, in particular, at the main entrances. They must not facilitate entry to persons lacking the necessary permissions.

The loan to a third-party of the various documents or passes (professional badge, airport driving “National pass”, pilot licence, training access certificate, etc.) is strictly prohibited.

The security services of the sites are empowered to require presentation of the documents.

Access to the car parks is personal. It is forbidden to allow the entry of non-authorised vehicles on ENAC premises.

#### Particular events

Any event that may harm the immediate integrity of persons or property (unusual or suspicious situations, physical attacks, theft, vandalism, suspicious package, intrusion of persons etc.) must be reported to the Security Post for the Toulouse site or to the Head of the Centre or their representative for the other ENAC sites which will inform the ENAC Security manager of it.

Any information related to security or terrorism not posing an immediate threat to the security of persons or property must be reported directly to the Security Manager.

Depending on the level of activation of the Vigipirate Plan, specific instructions may be issued by the Director General of ENAC and their implementation entrusted to the Security Manager.

Any activity planned outside of the opening hours of the sites must be declared and agreed in advance with the Management of ENAC or that of the sites where it is due to take place.

#### **4-2 Traffic on the sites**

The rules of the Highway Code are applicable to traffic on all the sites of the School. The maximum speed allowed on the Toulouse site is 30 km/h and 20 km/h in a crossing zone (zone on the road where pedestrians can walk with priority over vehicles).

Parking is prohibited outside of the spaces provided for this purpose, and in particular in those areas reserved to persons with disabilities, to the technical services, and to the routing or evacuation areas. In particular, the parking of two-wheeled vehicles in the corridors, in the internal movement areas, on the PRM paths, is prohibited. The firefighter access lanes must be kept clear at all times.

Abandoned vehicles in a non-roadworthy condition within the grounds of the ENAC, will be removed and stored, at the costs and risk of their owner, by the services of the municipality in question.

In the case of non-compliance with these rules, in particular as regards parking, the authorised persons will inform the offenders of the existence of an infringement of these rules by affixing a warning sticker on the windscreen. In the event of a subsequent offence, the offender will receive a written warning from the Secretary General. In the event of a further offence, the offender exposes themselves to having their vehicle immobilised until they present themselves at the guard post. The ENAC entrusts the service provider which is responsible for security on the campus, with applying these provisions, without prejudice to any disciplinary penalties that could be taken against staff and students of the school.

The Director General of the School or their representative, after a written warning, may prohibit access to the School site to the vehicle concerned, or in the event of urgency, have it removed by the services of the municipality in question, without prejudice to any disciplinary penalties that may be imposed on the staff or students.

The School cannot be held liable for the disappearance of or damage to personal property, which is deemed to remain under the care of its owner or holder at all times.

Users of personal transporters (PTs) such as electric scooters, self-balancing unicycles, self-balancing scooters, hoverboards, etc., as defined in Article R 311-1 of the French highway code (*Code de la Route*), must:

- not carry other passengers;
- not ride on pavements or inside buildings; on pavements, the transporter must be wheeled without using the motor;
- not exceed the speed limit set out in the rules for the site concerned.

On ENAC sites, cycle paths and cycle lanes must be used, where applicable. Where there are none, they may be ridden on roads, within the speed limit, and also in pedestrian areas, except pavements, provided a moderate speed is adopted and they do not inconvenience pedestrians.

At night, or in poor conditions of visibility by day, PT users must wear reflective clothing or equipment and carry a light.

PTs may not be parked on the pavement.

### **4-3 Lost property**

Items mislaid by their owners and unclaimed for a 6-month period are deemed to have been abandoned, unless exceptions are made. A decision of the Director General lays down the rules applicable to this paragraph.

### **Chapter 5: Life in the residences**

Persons housed in the residences of the School are subject to the internal rules of the residences, which are set out in a common and separate document, approved by a decision of the Director General of the School.

### **Chapter 6: Confidentiality/ Intellectual property**

#### **6-1 Non-disclosure**

The members of staff, and all persons present on each site must keep secret all information of a confidential nature about which they become aware during their presence, and in particular comply with the contractual commitments of the ENAC on this point.

In the Research laboratories, any student, trainee, member of staff, visitor who is participating and/or has access to the activities and/or research facilities of the School, whatever their situation with respect to the School must keep absolute confidentiality about all information of a scientific, technical or other nature, regardless of the medium, about which they may become aware during their stay/visit at the ENAC.

Any person received in a laboratory of the ENAC, without a civil service or contractual link, must sign, at the latest on the date of his arrival, a reception agreement setting out the provisions of confidentiality, publications, and intellectual property rights applicable to the results that they could obtain or could contribute to obtaining during their stay within the ENAC.

#### **6-2 Compliance with the provisions regarding intellectual property rights/image rights**

The students, staff and individual contractors of the School, and in general all persons present on each site undertake to comply with the provisions regarding copyright and intellectual property rights set out in the Intellectual Property Code.

In particular, it is recalled that any full or partial representation or reproduction of a work of the mind belonging to a third party without the consent of its author is unlawful, except as provided by the regulations.

The ownership of the course materials produced by staff and their use/exploitation is subject to specific provisions defined by the Director General of the School within the framework of the regulations in force.

The logo of the ENAC is a registered trademark ® fully-owned by the ENAC. It may not be reproduced, used, or modified except for internal uses without the prior written consent of the Director General of the School or their representative.

Likewise, any intellectual or artistic film, video or audio work, made by any person that includes shots of the school and of its staff or students and explicit references to the School, in order to be disseminated to an audience, whether internally or externally (in particular via the Internet) is strictly prohibited, except with the express and prior permission of the Director General of the School or their representative.

In any event, making personal audio or video recordings on the sites of the School must in all circumstances comply with the image rights of the persons filmed and may in no case be disseminated without their permission.

### **6-3 Protection of personal data**

The ENAC collects all the necessary information about the staff, the students (public-servant students) or the various partners or external lecturers. In accordance with the legislation in force, ENAC undertakes to carry out lawful, fair and transparent processing.

To this end, ENAC has established a policy governing the processing and collection of personal data contained in Annex 2.

## **Chapter 7: Associative activities**

### **7-1 General principles**

The School guarantees freedom of association to all staff and students who wish to do so in accordance with the Act of 1 July 1901.

Registering the head office of an association at the School requires complying with an internal application procedure.

The School may allocate grants to certain associations due to their activity and their connection to the school. The allocation of a grant must be the subject-matter of an agreement signed by the Director General or their representative and the association

### **7-2 The School's staff association**

The APACEM is an association of ENAC staff whose purpose is staff social activities within the 'Aviation Civile' and 'Météo-France' departments (in particular a social centre without accommodation, the organisation of a Christmas party, a ticket office for shows).

An agreement sets out the conditions under which the ENAC APACEM provides its support to ENAC and vice versa.

### **7-3 The School's students association**

The purpose of the ASSO, an association of students and trainees of ENAC, is to organise and promote all activities in which ENAC students wish to participate and to defend their material and moral interests.

An agreement sets out the conditions under which ENAC provides its support to ASSO.

### **7-4 The School's alumni association**

The ENAC Alumni association is an association of former students of ENAC. Its purpose is to contribute to the renown of ENAC, to promote it and enhance the School's reputation in France and abroad, and to provide useful support to the life of the school and effective collaboration with the School's educational community.

An agreement sets out the conditions under which the parties provide their support.

### **7-5 Other associations**

The School may authorise other associations to register their head offices on its sites and to organise activities on them relating to the School's activity.

Hosting these associations and collaboration by the School with their operation must be the subject-matter of a prior agreement which expressly sets out the arrangements.

ENAC could require associations which have not obtained permission to register their address at ENAC or which have not concluded an agreement with the school to either change their address or to leave the School. ENAC reserves the right to refer to the courts to dissolve abandoned associations whose registered address is still at ENAC.

## **TITLE III: STAFF, STUDENTS, TRAINEES AND AUDITORS**

### **Chapter 1: School Staff**

#### **1-1 Staff categories**

Staff include public servants, magistrates within the judiciary and servicemen, assigned or seconded to the school, aircrew governed by the above-mentioned Decree of 6 May 2011, as well as State workers and contractual workers governed by public law.

The Director General may recruit, in accordance with the terms provided for by Articles 4 to 6e of the aforementioned act of 11 January 1984, contractual agents under public law subject to the provisions of the



aforementioned decree of 17 January 1986, along with persons falling under Title III of Book 1 of the Fifth Legislative Part of the Labour Code and persons falling under Book II of the Sixth Legislative Part of the same code (assisted contracts and apprenticeship contracts).

The School may use the services of individual contractors within the framework of the Decree of 29 August 2011 setting out the remuneration of public servants and persons participating as auxiliaries to training and recruitment activities for the National school of civil aviation and its implementing decision.

School staff, regardless of their status, are placed under the direct authority of the school director general.

### **1-2 Duration of Work**

Organisation of the working time of School staff is set out in the regulations applicable to the staff of the Directorate General of Civil Aviation subject to the provisions laid down by a decision of the Director General after consultation with the Technical Committee, which sets out, in particular, the working hours and the arrangements for implementation of the system reorganising and reducing working time at the School.

The working cycles are set out in a decision of the Director General.

For some specific departments, specific work cycles have been established given the specificity of their activities (library, communications department, cultural activities). Staff with teaching and/or research activities also fall within the scope of a specific measure related to their teaching workload and to the organisation of the students' training and which is set out for the staff of the Studies and Research department in Annex 3. The working time of aircrew assigned to the ENAC is set out in Annex 4.

Staff working on the School's premises and attached to other employers are governed, in this regard, by the provisions of the partnership agreements existing between the School and these employers. External bodies located on the site are directly responsible for managing and organising the working time of their staff.

### **1-3 Discipline**

The school staff are subject in disciplinary matters to the rules applicable to public servants and fall within the sole scope of the disciplinary regime applicable to their staff regulations or employment framework.

## **Chapter 2: Students, trainees and auditors**

### **2-1 Student, trainee and auditor category**

The School hosts:

1° Public servants students or trainee or military public servant trainees recruited by competitive examination under the conditions laid down by their relevant staff regulations;

- 2° French or foreign students recruited by competitive examination, after testing or according to qualifications;
- 3° French and foreign auditors and trainees following training provided by the school;
- 4° Apprentices, under the conditions laid down by the applicable regulations.

The conditions of admission to the National school of civil aviation as well as the conditions of training, testing of knowledge and issuance of diplomas are laid down by the regulations on the training provided by the School, approved by the Board of Directors after an opinion issued by the Board of Studies.

## **2-2 Leave**

Hours and leave are laid down in the training regulation or in the decisions taken to implement it.

## **2-3 Discipline**

### **2-3-1 Tenured civilian or military public servants in the French civil service undergoing vocational training**

Tenured civilian or military public servants of the French public service in vocational training at the School, with regard to disciplinary penalties, are subject to the rules of the departments to which they have been assigned, except in the case of specific provisions to the contrary.

Any wrongful conduct likely to lead to disciplinary penalties is reported by the School to the member of staff's department of assignment, which takes the necessary measures.

### **2-3-2 Public servant or non-public servant students, auditors and trainees, apprentices, French or foreign, (hereinafter "the Students")**

The Students are placed under the authority of the Director General of the School.

It is recalled that the Students are liable to penalties, in particular when they are the perpetrators or accomplices of an action of that may harm the order and the smooth running of the institution or its image of excellence, or have an attitude that runs counter to the usual rules of conduct in society, in particular if another person is put in danger. In accordance with Article 23 of the Regulatory Decree, the penalties applicable to persons referred to in 1° to 4° of point 2.1 above are:

- 1° warning
- 2° censure
- 3° Suspension from the School for a temporary period of no more than two months;
- 4° Permanent expulsion from the School.

They are ordered:

- 1° For the warning, by the Director General of the School or their representative.
- 2° For the reprimand and the exclusion for a temporary period, by the Director General of the school or their representative, after an opinion issued by the Disciplinary Board

- 3° For permanent expulsion from the School, after an opinion issued by the Disciplinary Board:

By the Director General of the School for non-public servant students, trainees and auditors;

By the Minister responsible for Civil Aviation for public servant students.

*Special provisions for apprentices and trainees in continuing education with a main employer:*

It is recalled that student apprentices and continuing education trainees registered with ENAC and having a main employer, are also bound to their employer respectively by an apprenticeship contract or an employment contract, in accordance with the provisions of the Labour code. The employer, like the Director General of the School, are both holders of disciplinary power against apprentices and trainees, depending on whether the facts giving rise to a penalty took place respectively during a period in the company, or during a training period (from arrival at the ENAC training site until departure).

If the facts likely to lead to a penalty took place during the training period or during presence at ENAC, the Director General is responsible for enforcing any penalties in accordance with the provisions of article 2.3.2. The employer is informed of the initiation of the disciplinary procedure and of any penalties taken for censure, suspensions and exclusions. With regard to trainees in continuing education and in accordance with article R 6352-8 of the Labour Code, the Director General also informs the approved joint collecting body, if applicable.

If the events likely to lead to a penalty took place during the time in the company, only the employer may take disciplinary penalties, subject to informing the School if this should have repercussions on schooling.

If the events likely to lead to a penalty took place outside the training period and the professional time, but are likely to have repercussions in particular on the ENAC establishment, the Director General and the employer will consult together to decide on any disciplinary action to be taken.

#### **2-4 Composition of the Disciplinary Board**

The disciplinary board comprises:

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1° A manager of one of the School's departments or their representative, appointed by the Director General, who chairs the Board;

2° Four representatives of the School's departments and divisions, appointed by the Director General or their representatives;

3° Two pupils chosen by the Director General from among the pupils elected to the board of directors, along with their substitutes.

A decision of the Director General sets out the composition of the Disciplinary Board.

The Chairperson may invite any person whose presence they deem useful to attend a meeting of the Disciplinary Board in an advisory capacity. However the latter must withdraw when the Board deliberates.

#### **2-5 Operation of the Disciplinary Board**

The Disciplinary Board is convened by the Director General.

The Director asks the Student to attend the meeting in writing sent by registered letter with acknowledgement of

receipt or delivered by hand in return for a receipt, indicating the facts and elements which justify themselves being asked to attend the Disciplinary Board meeting. In this letter, they are informed of their right to have their administrative file communicated to them and to present his written and oral comments in accordance with the conditions below.

They are asked to attend on a date set such that they may have a period of fifteen days before appearing before the Board. At their request, this period may be extended to a maximum of thirty days, so that they can have communicated to them and become aware of all the documents comprising their file in order to be able to submit their written observations.

During their appearance, they may submit oral comments. They may be assisted by a counsel or be represented by a representative of their choice. This latter then produces a written mandate. Pending the pronouncement of the penalty, as a precautionary measure, the Director General may suspend a Student for a period of up to one month.

The Disciplinary Board meets on invitation to attend of its Chair. The secretariat is provided by the head of the AVIC Department or its representative.

They may invite any person able to clarify the discussions to attend. The inspector of studies, the year delegate of the person concerned or their representative must be heard. The person concerned may ask the Board, to hear witnesses of their choice. Meetings of the Board are not public. Persons attending the Board are required to maintain secrecy of the deliberations. Decisions are made by an absolute majority of the members present.

The Board's decisions are valid only if at least half of its members are present and if the number of students present does not exceed that of the representatives of the departments and divisions of the school.

In the event of a contradictory opinion, the proposals deliberated by the Board are put to a vote of its members; in the event of an equal division of the votes, the Chair has the casting vote.

Any Student who has appeared before the Disciplinary Board may become aware of the part of the Minutes that concern them.

Any judicial appeal against a penalty must be preceded by a prior appeal to the authority having imposed the penalty.

## **2-6 Powers**

The Disciplinary Board meets for any penalty other than a warning.

It is called to decide on all cases of serious failings with regard to general discipline, in particular attendance, dress and behaviour and on cases of cheating on the occasion of tests of knowledge.

## **ANNEX 1**

### **INFORMATION TECHNOLOGY CHARTER**

The ENAC implements an information and communication system necessary for carrying out its missions and its activities. It makes IT and communication tools available to everyone, i.e. computer equipment of all kinds located on the sites of the School which are dedicated to teaching, research and administration. This equipment is of various kinds and may include workstations, data servers managed by system administrators or common network equipment whose operation is ensured by the school's network administrators. This Charter sets out the rules for the use of ENAC's computer resources and equipment and servers while recalling the rights and duties of each person. Its purpose is to raise awareness among users of the risks related to the use of these resources in terms of integrity and confidentiality of the information processed. These risks require that certain security and good conduct rules are respected. Carelessness, negligence or malice of a user may have serious consequences and thereby involve their civil and/or criminal liability as well as that of the School.

#### **1 Scope**

These rules apply to any person (referred to in this text as the "USER") who accesses and uses the computer and communication resources installed on the ENAC site: employees, students, trainees, temps, the staff of service provider companies, staff of customers of the School (e.g. subscribers to the DFPV) occasional visitors, partners, collaborators, etc. These resources include, in particular, the local and long distance networks, servers, workstations, micro-computers, X terminals and other devices. In what follows, these resources will be collectively called the 'IT SYSTEM'. ENAC equipment which is not installed or which has been withdrawn, as well as the equipment placed at its disposal, by extension form part of the IT SYSTEM and their use is subject to the same rules.

Management of the IT SYSTEM is provided by appointed IT MANAGERS; they may delegate some of their tasks. A SYSTEM ADMINISTRATOR is a USER appointed by the IT MANAGER who has specific rights and duties to administer part of the IT SYSTEM.

These rules also apply to the computer resources which it is possible to access remotely, directly or indirectly, from the IT SYSTEM, without prejudice to the rules applicable on remote sites.

#### **2 Access and use of the IT SYSTEM**

The rights of use of the IT SYSTEM and access to it, are given by an IT MANAGER. They are personal and non-transferable. Each user accesses the tools necessary for carrying out their work under the conditions laid down by ENAC. Access to and use of the IT SYSTEM are limited to ENAC's activities for office automation, courses, studies, research, internships and contracts. These rights disappear when the user's activity is completed.

When using an IT SYSTEM involves opening a named account, the USER is assigned one by the site's IT MANAGER. They must protect their account with a password, that they undertakes not to disclose and that they must choose in accordance with the recommended security rules.

The USER must in no case use an account other than the one that has been assigned to them to access the IT SYSTEM. If an account is assigned to a group of people, the user must follow the procedure defined when the SYSTEM ADMINISTRATOR created the account and comply with the instructions given by the SYSTEM ADMINISTRATOR.

Any user undertakes to comply with the following security rules:

- Report to the ENAC's internal IT department any violation or suspected attempted violation of their intranet account (or network) and, generally, any malfunction
- Never ask a colleague or a member of staff for their login/password
- Not hide their true user identity
- Not steal the user identity of another person/a colleague
- Not change the workstation settings unless necessary for the proper operation of the station in question
- Not install software without permission from the IT department
- Not copy, modify, destroy software belonging to ENAC
- Lock the computer as soon as they leaves their workstation
- Not access, attempt to access, delete or modify information that does not belong to them

Agreement of the supervisor must be obtained for any copy of data onto an external medium and this must comply with the rules set out by ENAC

Visitors may not have access to the ENAC's IT SYSTEM without the prior agreement of the internal IT department. Moreover, external actors must undertake to ensure this Charter is complied with by their own employees and any sub-contractors.

### **3 Compliance with the legislation**

#### **3.1 Intellectual property rights**

The USER must comply with the laws and regulations in force relating to the intellectual property of software, and in particular, Book 1 of the Intellectual Property Code. In particular, it is recalled:

- that the user is strictly forbidden from making copies of commercial software for any purpose whatsoever. Only the backup copies permitted by law or by the licence can be made. They must use the software in accordance with the relevant licences;
- that the reproduction, representation or dissemination of a work of the mind or a creation protected under neighbouring rights is subject to compliance with intellectual property rights and requires an assignment and permission from the holders of the economic and moral rights provided for by the Intellectual Property Code, failing which the latter constitutes the offence of copyright infringement
- that the intrusion or the attempted intrusion into other accounts or other IT systems are unlawful actions. that since distinctive signs and inventions may be protected by intellectual property rights, their reproduction,

representation or dissemination may constitute, in the absence of such assignments and/or permissions, the offence of trademark or patent infringement

that databases and online content are protected in favour of their author, in addition to copyright, by a specific sui generis law (Articles L.341-1 to L.343-1 of the Intellectual Property Code)

The signatory of this Charter must take care to transmit and make available on the local network and on the Internet, only data that is lawful under the laws that are applicable to them. They must in particular comply with all the applicable legal provisions on the Internet and in particular the Intellectual Property Code which prohibits the use, reproduction and more generally the exploitation of works protected by copyright without the permission of the author or holders of the rights.

### **3-2 Protection of personal data**

If when carrying out their work/activities, the USER views or constitutes files containing personal data relating to natural persons, they must do so in compliance with the national and European legislation in force namely the amended Computing and Freedom Act of 6 January 1978 and EU Regulation/2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data.

In addition, the USER must comply with the entire legal framework related to the use of information systems as well as any other regulation that may apply. In particular, they must comply with the amended Act of 29 July 1881 on the freedom of the press.

The USER may not disseminate information constituting violations of a person's rights (insults, discrimination, racism, xenophobia, revisionism, defamation, obscenity, child pornography, harassment or threats) or that may constitute an incitement to hatred or violence or an attack on a person's image, beliefs or sensitivity

the legislation relating to violations of automated data processing systems (Articles L.323-1 and following of the Criminal Code)

- Act No. 2004-575 of 21 June 2004 for trust in the digital economy
- the provisions relating to respect of privacy, public order, professional secrecy.

## **4 USERS' rights and duties**

### **a- Access and non-disclosure**

Access to the information stored on the IT SYSTEM must be limited to the USER's personal files, to the files common to a group of users to which they belong and to public files. In particular, it is forbidden to copy or become aware of information held by other USERS, without their permission, even when the latter have not explicitly protected it. This rule also applies to private communications, such as email or direct conversations, of which the USER is not the addressee, either directly or copied in.

The USER must be vigilant with regard to the information received (misinformation, computer virus, scam attempts, chains, phishing, etc.). If in doubt regarding an item of information received, they must contact the IT department.

When they leave, the USER must return to the internal IT department the materials which have been placed at their disposal during their activities. They must first erase their personal files and their private data from the workstation(s) used. Any copy of any professional document is strictly prohibited unless permitted by the head of department. The USER's accounts and personal data are, in any event, deleted within a maximum period of (TO BE COMPLETED) after their departure.

#### **4-2 Integrity of the information**

The USER undertakes not to modify or destroy files other than those which personally belong to them, except with their owner's agreement. In particular, they may not change the file or files containing accounting or identification information.

#### **4-3 Integrity of the IT systems**

The USER undertakes not to intentionally disrupt the IT system, either through abnormal handling of the equipment, or by software changes, or by introducing software parasites known under the generic name of viruses, or by any other means.

The connection of new machines, changing the connection of existing machines, sub-networks, the addition of equipment or network services managed by ENAC may be made only by the Information System Centre.

The installation of new software or the modification of existing software having an impact on the programs or libraries used by the community of users may be made only by the Information System Centre.

#### **4-4 Misuse of resources and ethics**

The USER must not forget that they live and work in a community. They must not misuse a common resource (printer, network, disk space, processor, etc.). They must also refrain from disrupting any other user of the IT SYSTEM using electronic tools, from hiding their true identity or appropriating another user's password.

They must refrain from violating the integrity or sensitivity of another user, in particular through provocative messages or images. The email system made available to users is intended for professional use only. Nevertheless, any message which includes the express or clear indication of its personal nature, will benefit



from the right to respect for privacy and the secrecy of correspondence. By default, the message is presumed to be professional.

They must also refrain, through messages sent to the ENAC Globale email address from undermining or causing damage to one or more colleagues within ENAC.

Finally, they must refrain from saturating the email system of other users by sending messages that are either too many or too large (size of attachments), unrelated to their work.

Employees may view their professional email remotely using a browser (webmail). Any files copied onto a personal computer used by the employee in this context must be deleted as soon as possible from the said computer or risk penalties.

Access to the Internet is reserved exclusively for professional use consistent with the purpose of the Internet service provider of the ENAC (research, teaching, technical developments and technology transfer, dissemination of scientific, technical and cultural information). Thus, users may visit the websites they wish to provided they have a direct and necessary link with the professional or educational activity.

The user undertakes to make fair use of the resources of the local network and the Internet by averting and refraining from any malicious use intended to disrupt or harm the networks.

#### **4-5 The USER's liability**

In the case of a violation of these rules and the security measures set out in this Charter or a violation of the non-disclosure clause, by the authorised USER, the latter's civil and criminal liability may be sought for the consequences of their actions and in addition they may be subject to disciplinary penalties. Non-compliance with the laws and texts applicable regarding the security of the information systems exposes the person concerned to criminal penalties. ENAC reserves the right to deny them access to the IT SYSTEM without notice and to take all the measures that it deems necessary.

#### **4-6 Rights and duties of systems administrators**

In order to perform computer maintenance, the internal IT department of ENAC may remotely access all the workstations. This operation is carried out with the user's express permission. System administrators may examine, modify or destroy some files for the application of the security rules, or as part of their general configuration work (e.g. prohibition of .rhosts files, password in files, etc.) However, the users' files may only be modified, destroyed or restored after agreement from their owner has been obtained.

System administrators are bound by the professional secrecy obligation. They are prohibited from reading the content of messages or files that are not intended for them and about which they could have knowledge due to their position or their access rights.

To ensure security of the IT system, check compliance with the rules set out in this Charter and to have statistical and accounting data, the administrator has access to the log files of the users' activity including in particular the following files: email log file, "proxy" http log file, "proxy" FTP log file, configuration file and access to the news. These logs are used by monitoring tools. The system administrator must ensure the confidentiality of these logs, but may use them to reveal certain offences.

#### **4-7 Computer processing tracking users' activity**

Computer processing of data used to track the activity of users carried out thanks to/with the IT SYSTEM must comply with the legislation in force in this regard:

- The amended Computer and Freedoms Act of 6 January 1978
- EU Regulation/2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data

Users have several rights regarding this processing that they can exercise by contacting the Data Protection Officer in the school.

## **ANNEX 2**

### **PERSONAL DATA PROTECTION CHARTER**

#### **1. General information**

Central to its mission, to all the partnerships and to the actions which it undertakes as an aeronautics school, ENAC undertakes to protect privacy and transparency with regard to data collection and processing.

This policy governing the protection of personal data applies when a person is in direct or indirect contact with the School, whether they have the status of a student, trainee, employee or partner of the School. To ensure the proper application of the legislation in force (Act No. 78-17 of 6 January 1978 regarding Computing, File and Freedoms, amended, the European regulation on the protection of data, EU regulation/2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data) and compliance with all the principles that result from it, ENAC has appointed a Data Protection Officer (DPO), who will be the contact specialised in this subject both within the School and in its relations with the supervisory authority, the National commission of computing and freedoms (CNIL).

#### **2. Data collected by ENAC**

In accordance with the legislation in force, ENAC undertakes to carry out lawful, fair and transparent processing. To do so, the data are collected for particular, explicit and legitimate purposes with regard to the School's activities. Nevertheless, ENAC reserves the right to perform data processing not provided for in this document. However, the not provided for processing is carried out taking into account the latter's analogical nature in relation to the purposes initially provided for and the nature of the processed data in order to exclude all so-called sensitive data and all possible consequences for the rights and freedoms of the persons. Data other than those provided for may be collected which do not match the purposes set out in this document, but only for a statistical and archiving objective. Where appropriate, the data will be made anonymous. ENAC processes and collects only personal data concerning natural persons, for which there are legal bases. These include their consent and possibly a contract when the data processing is necessary for the performance of a contract with such persons. When the data processing is subject to their consent, they have the right not to give their consent, to withdraw their consent at any time and to object to it.

ENAC ensures that collection of the data is limited to the data necessary for the smooth operation of the school and all its services. No data that are inappropriate or not relevant to the needs and operation of the school will be collected in a superfluous way. ENAC will refrain from collecting personal data without having informed the data subjects of this fact.

## **2-1 Data transmitted directly to ENAC**

By enrolling for a training course offered by ENAC, by applying for a training course or for any position to work in the school or in collaboration with the latter, the persons concerned will transmit several items of information which is sometimes essential information because it is of a nature to identify them. For example, when a person is enrolled as a student or begins to work within the school, their last name, first name, date of birth, nationality, postal address, email address or a photograph constitute indispensable information for the school. This list is obviously not exhaustive because it is established according to the situation of each person. Failing this, ENAC will be unable to perform its mission and provide them with a relevant response. The same is true for certain partners and/or collaborators.

## **2-2 Data transmitted by third parties**

It may be that some information may reach ENAC through a third party. This may include, in particular, the last name, first name, email address, postal address and any other information that the data subject has provided to third parties and which is useful in their collaboration/their partnership with the school. This list is not exhaustive because it is different according to the situation of each person. Nevertheless, the school undertakes not to process this information for a purpose other than that relating to their collaboration/his partnership with the third party or parties in question, not to disclose such information to any other third parties unless it is required to do so by the national legislation and/or European, to retain it only for the duration necessary for the collaboration/partnership with the third party and in all circumstances to comply with the national and European legislation regarding personal data protection.

ENAC may also collect information about you when the data subject interacts with the Facebook, Twitter, LinkedIn accounts or any other social network on which the ENAC has an official account. This information is however collected solely for statistical purposes to enable ENAC to improve its communication strategy in relation to the public.

## **2-3 Duration of data retention**

The personal data are used within the context of the various services, actions, partnerships and collaborations for the duration of the objective pursued. Once the period corresponding to each need has ended, the persons' data are erased or made anonymous in order to no longer enable the data subjects to be identified. Nevertheless, an exception to this rule is made for data archived for specific needs.

## **3 Use of the data collected**

ENAC uses the data collected in order to:

- perform the contracts concluded between the data subject and the school or between the data subject and one of their partners/collaborators,
- provide the data subject with the services, products, training courses or information requested,

- collect payments from the data subject or pay them certain amounts,
- respond to any request from a natural person,
- allow a natural person to communicate and discuss matters with other students, employees or partners/collaborators of the school,
- send the data subject in accordance with the applicable legal provisions and with their agreement, messages to their ENAC Intranet email address and to their personal email address, it being specified that these messages may be of a professional educational, advertising or informative nature
- compile statistics and perform analyses,
- improve the experience of the data subject with the school,
- for technical reasons
- inform the data subject of any changes made to the contractual relationship between them and the school,
- ensure compliance with the applicable legislation, the internal rules and the School's privacy policy,
- conduct research and support innovation,
- detect any fraudulent, abusive or illegal activity and protect the data subject from this.

## **4 The sharing and transfer of data**

### **4-1 The sharing of data and its recipients**

It is possible that ENAC is required to share/disclose certain information about the data subject in the following cases:

- When the institution is required to by law,
- When it is ordered to by an injunction or any other judicial measure,
- When the institution believes in good faith that such sharing/disclosure is reasonably necessary for the fulfilment/performance of some contracts, to investigate proven or suspected illegal activities, prevent such activities or take measures against them, investigate complaints from third parties, assist judicial institutions, ensure the security and integrity of our systems, exercise and protect the rights of the School.

Certain third parties, whether they are empowered national authorities, partners/collaborators or having any other capacity, may have access to information about the data subject as far as necessary to perform certain tasks or obligations resulting from contracts with ENAC. However, they are required not to disclose or to use them for purposes other than those set out in these contracts. In the event of non-compliance with the personal data rules and/or violation of their rights, ENAC will take the measures needed to put an end to the unlawful action and to remedy the damage when the latter exists. The data subject may also lodge a judicial complaint against these third parties in their capacity as sub-contractors (processors).

### **4-2 Transfer of data**

ENAC processes the data collected and has its IT activity hosted only on national territory. The servers on which the information is stored may nevertheless be located on other Member State territories. This does not impact the protection of the personal data of the data subject since because of harmonised legislation, the data are protected in the same way in any country that is a member of the European Union.

Nevertheless, ENAC may transfer some data to the territory of third countries, non-member States of the European Union. In this case, the school relies on legal processes and ensures that the recipient country or countries of the transfer benefit from a decision of adequacy or appropriate safeguards to ensure the protection of personal data. ENAC will not work with any partner which is not a member of the European Union or which could not provide similar guarantees regarding data protection. Therefore, any new partner wishing to collaborate with ENAC and its sub-contractors/processors, in accordance with the provisions of the EU regulation/2016/679, will present sufficient guarantees for protection of the data, i.e. a decision of adequacy from the European Commission (Privacy Shield for the United States), binding corporate rules, standard contractual clauses, approved codes of conduct or an approved certification mechanism.

## **5 Rights of the data subject**

Any person whose personal data is collected and processed by the School (the “data subject”) has several rights.

### **The right of access – Article 15 GDPR**

The data subject has the right to obtain confirmation, by ENAC, that personal data relating to them are processed or not processed. When this is the case, they can obtain access to such data and to the following information:

- The purposes of the processing
- The envisaged duration of the storage of the data when this is possible or criteria allowing this period to be determined when it cannot be given
- The recipient(s) to whom the data have been or will be communicated and in particular recipients established in third countries or international organisations
- The source of personal data when the latter have not been collected directly from the data subject
- The existence of rights of rectification and/or erasure of the data of persons and the right to object to processing
- The right to lodge a complaint with a supervisory authority

The existence of automated decision-making (including profiling) and in a proven case, at least provide useful information about the logic involved in the automated decision-making, the significance and the envisaged consequences of such processing.

### **The right to object – Article 21 GDPR**

The data subject has the right to object at any time and on grounds relating to their personal situation, to processing of personal data necessary for the performance of a task carried out for reasons of public interest under the control of the public authority or processing necessary for the purposes of the legitimate interests pursued by ENAC or by a third party. As regards canvassing, in particular marketing, the data subject may exercise this right without having to provide evidence of legitimate grounds.

#### **The right to object is exercised:**

- Either when information is collected,
- Or later, by contacting the ENAC employee responsible for the processing in question.

### **The right to rectification – Article 16 GDPR**

The data subject has the right to obtain from ENAC, the rectification of inaccurate personal data concerning them without undue delay. Taking into account the purposes of the processing, they have the right to have incomplete personal data completed, amended or corrected, including by providing a supplementary statement.

### **The right to restriction of processing – Article 18 GDPR**

The data subject has the right to obtain a restriction on the processing of their personal data by ENAC in the following cases:

- They contest the accuracy of the personal data and in this case the restriction is for a period allowing ENAC to verify the accuracy of the latter;
- The processing is unlawful, but they request restriction of their use rather than their erasure;
- When ENAC no longer needs data for processing but these are still necessary for the establishment, exercise or defence of legal claims;
- When they object to processing by exercising their right of objection, processing is restricted pending verification of whether ENAC's legitimate grounds override their own.

### **The right to erasure (or right to be forgotten) – Article 17 GDPR**

The data subject has the right to obtain from ENAC, the erasure of personal data concerning them without undue delay. Thus, ENAC has the obligation and undertakes to erase the personal data requested when at least one of the following grounds applies:

- When the personal data are no longer necessary for the purposes for which they were collected or processed
- When the person concerned withdraws consent for which the processing is based and there is no other legal ground for the processing

- When the data subject exercises their general right of objection and there are no overriding legitimate grounds for the processing or when the data subject exercises their specific right of objection to marketing and profiling linked to this marketing
- When the personal data have been unlawfully processed
- When the personal data have to be erased for compliance with a European or national legal obligation to which the controller is subject.

The right of erasure will not apply in the following cases:

- This action would be contrary to the right to freedom of expression and information,
- Compliance with a European or national legal obligation to which ENAC is subject,
- When the processing is necessary for preventive medicine or occupational medicine purposes (public health interest),
- When the processing is necessary for archiving, scientific research, historical or statistical purposes,
- When the processing is necessary for the recording, exercise or defence of rights in judicial proceedings.

### **The right to data portability – Article 20 GDPR**

The data subject has the right to receive the personal data concerning them, that they have provided to ENAC, in a structured, commonly-used and machine-readable format. They also have the right to transmit these data to a controller other than ENAC, without the School being able to object, in the following cases:

- When the data processing is based on their consent or is necessary for the performance of a contract
- When the processing is carried out assisted by automated means.

When the data subject exercises the right to portability, they have the right to have their personal data transmitted directly to another controller when technically feasible.

## **6 The register of processing activities**

### **6-1 The ENAC register in its capacity as controller**

As controller, ENAC is bound to keep a register of the processing activities carried out under its responsibility. This register includes all the required information pursuant to Article 30, 1) of EU Regulation/2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data

### **6-2 The ENAC register in its capacity as processor**



Each processor and, where appropriate, the processor's representative, is required to keep a register of all the categories of the processing activities carried out on behalf of a processor. This register must contain all the information required pursuant to Article 30, 2) of the afore-mentioned European Regulation EU/2016/679.

These registers are intended to be communicated to the supervisory authority (CNIL) on request by the latter in order to ensure compliance with the legislation in force. In no case are these registers intended to be communicated to any person or entity other than the supervisory authority.

## **7 Data security**

Respect the privacy of the data subjects who are natural persons and their right to the protection and confidentiality of their personal data are among the priorities of ENAC. To do so, ENAC ensures the security of the data that are entrusted to it. This security is assessed in light of the state of knowledge, the implementation costs and the nature, scope, context and purposes of the processing as well as the risks whose degree of likelihood and seriousness varies, for the rights and freedoms of persons. Thus, the School implements security measures in line with the degree of sensitivity of each category of personal data to protect them against malicious intrusion, loss, alteration or disclosure to third parties.

### **7-1 Security of the processing**

ENAC and any processors implement appropriate technical and organisational measures to ensure a level of security that is in line with the risks, including among others, according to the needs:

- Resources which protect the confidentiality, integrity, availability and permanent resilience of the processing systems and services,
- Means to restore the availability of personal data and access to this data in a timely manner in the event of a physical or technical failure,
- Restricted and secure access to personal data,
- Pseudonymisation and encryption of personal data whenever this is possible or necessary,
- A procedure to test, analyse and regularly assess the effectiveness of technical and organisational measures to ensure processing security.

When assessing the appropriate security level, the risks of the processing in particular which are taken into account are those resulting from the destruction, loss, alteration, unauthorised disclosure of personal data transmitted, stored or processed in a different way, or access to such data, accidentally or unlawfully.

ENAC and any processors (partners, collaborators, etc.) undertake to take all the necessary measures to ensure that any natural person acting under their authority and having access to personal data, does not process them, unless instructed to do so, unless obliged to by national or European Union law. In addition, all persons having access to the data subject's data, are bound by a non-disclosure obligation and expose themselves to disciplinary measures and/or penalties if they do not comply with the required obligations.

## **7-2 Protection of the data: Privacy by design / Privacy by default**

From the development, design, selection and use of a product, software, service, etc. which may be based on one or more instances of personal data processing, ENAC takes into account the law protecting these data. Thus, for example, all software designed internally and which involves processing personal data, is designed taking into account the state of knowledge and the nature, scope, context and purpose of instance or instances of processing as well as the risks, whose degree of probability and gravity vary, that the processing presents for the rights and freedoms of persons. Indeed, by adopting a thorough internal organisation and security processes on several levels, ENAC wishes to secure all products, software, services or other systems from their launch and at each stage of their use.

By default, only personal data required for each specific processing purpose are/will be processed. This applies to the amount of personal data collected, to the extent they are processed, to their duration of storage and their communication to third parties. These measures ensure that, by default, personal data are not made accessible to an unspecified number of natural persons.

## **7-3 Notification of a personal data breach**

ENAC regularly monitors the systems in order to detect possible vulnerabilities, attacks or other security loopholes to try to prevent and/or address them as quickly as possible. Nevertheless, despite all the School's efforts and all the precautionary, technical and organisational measures established to ensure the security of personal data, this does not enable it to guarantee you absolute security of the information entrusted to it. ENAC, as a public entity, provides no guarantee that the data will not be accessible, disclosed, modified or destroyed by a violation of its technical or physical protective means.

Notwithstanding, any personal data violation (external intrusion, voluntary/involuntary disclosure, unauthorised access, destruction, etc.) must be notified to the CNIL unless there is no risk from the said violation to the rights and freedoms of persons. The CNIL will consider the risk of this violation and where the latter proves to pose a risk to the rights and freedoms of persons, will be able to require ENAC to notify the violation to the data subjects.

## **8 Remedies and liability**

### **8-1 Remedies**

The data subjects who are natural persons concerned by the collection and the processing of their personal data by ENAC have the right to lodge a complaint with a supervisory authority, in particular in the Member State in which

their habitual residence is located, the place of work or the place where the personal data violation has been committed.

The data subjects who are natural persons also have the right to judicial remedy against a decision issued by a supervisory authority pursuant to Article 78 of the afore-mentioned European Regulation EU/2016/679.

## **8-2 Liability**

ENAC, any controller and any processor having participated in unlawful processing is liable for the damage caused by processing constituting a violation of the EU/2016/679 regulation. Nevertheless, a processor is only liable for the damage caused by processing if it has not complied with the obligations laid down by the said regulation which apply specifically to processors or if it has disregarded the lawful instructions of ENAC or has acted contrary to them.

ENAC and/or one of its processors is/are exempt from liability if it/they prove(s) that what has caused the damage is not attributable to it/them in any way. In the case of several controllers or processors participating in the same processing and resulting in damage caused by the processing, each of them is jointly and severally liable for the damage in its entirety in order to guarantee the user effective remedy.

Where ENAC or one of its processors has indemnified in full the damage suffered, it is entitled to claim as part of recourse proceedings against other controllers or processors having participated in the same processing, the share of the remedy equal to their share of liability for the damage.

Judicial proceedings taken to exercise the right to obtain compensation are brought before the French courts. Such proceedings may also be brought before the courts of the Member State in which the data subject has their habitual residence.

## **9 Modification of the policy governing processing and collecting personal data**

Due to legislative developments, ENAC may occasionally change this policy governing the processing and the collection of personal data. When this is necessary, ENAC will inform the data subjects. In order to become aware of any changes or updates to this governance policy, ENAC advises the data subjects to regularly read this Charter.

## **10 Contact**

For any question relating to this personal data protection policy, the persons concerned may contact ENAC by:

- contacting the department concerned by the collection and processing of their personal data
- sending an email to the Data Protection Officer.

## ANNEX 3

### TEACHING RESPONSIBILITIES WITHIN THE STUDIES AND RESEARCH DEPARTMENT

#### **Article 1.– Scope**

These provisions apply to the teaching staff of the Studies and Research department. All teachers calculate their teaching load using this Annex.

The normal teaching load of a teacher working part-time is equal to the normal teaching load for a full-time teacher multiplied by the corresponding work percentage.

#### **Article 2. -Definitions**

##### *Teacher*

A teacher is a person who devotes part or all their activity to teaching functions, this part being expressed by the ratio between their teaching load and the normal teaching load.

##### *Teaching functions*

The teaching functions comprises all the activities that contribute directly to the transmission of knowledge and skills to students and trainees.

##### *Lecture*

Teaching is in the form of a lecture when its objective is the transmission of pre-established theoretical or conceptual ideas. Generally, it is carried out as part of an ordered series of sessions, using written teaching materials and, where applicable, visual media, without an interactive role played by the students or trainees.

##### *Supervised work (TD)*

Teaching is in the form of supervised work when its objective is the practical application or use by the students of the theoretical concepts or knowledge, in the form of supervised exercises, engineering office work, practical work or permanently supervised projects. In general, it is carried out with a small group of students or trainees with their active participation.

Note: A single teaching session may combine the lecture and supervised work forms.

##### *Project*

A project involves personal work from students, alone or in a group, giving rise to a written report and an oral presentation, all of which is supervised.

Permanently supervised projects are considered to be supervised work (TP).

For projects with non-permanent supervision, a distinction is made, where applicable:

the total time worked, which is the average total working time planned for the students;

the time scheduled on the timetable, which is the time during which students have access to the facilities;

the supervised time, during which supervision is planned.

Tasks associated with a teaching session

A teaching session includes, in addition to the contact time with students, long-term preparation, short-term preparation, teaching tasks after the session and, where appropriate, associated practical tasks.

*Long-term preparation of a session*

Long-term preparation includes participation in preparing the programmes, a study of the issues to be addressed, planning of the sessions' scenario, the initial development and updating of the session content, the preparation and updating of visual and written teaching materials, and coordination with other classes, if necessary.

*Short-term preparation of a session*

Short-term preparation includes revision of the subject and the scenario of the session and adaptation to the students' own pace, if necessary.

*Teaching tasks after the session*

The teaching tasks after the session include the preparation and renewal of knowledge tests and the corresponding answer keys, the correction of written tests, oral tests, and assessment and follow-up of the teaching methods.

*Practical tasks associated with a supervised work session*

Practical tasks associated with a supervised work session include setting up and then tidying away equipment, measuring instruments, or required educational materials, as well as a check of the condition and configuration of the equipment.

*Other responsibilities*

They include all tasks, other than direct teaching activities, which can be entrusted to a teacher (research, expertise, development, indirect teaching activities, etc.).

### **Article 3. – Unit of measurement**

The unit of measurement of the teaching load is the hour.

### **Article 4. – Measurement of the loads corresponding to the various forms of teaching**

The tasks associated with 1 hour of lecture of optimal quality, constantly updated, take on average approximately:

2 hours of long-term preparation

1 hour of short-term preparation

0.5 hours for tasks after the session, i.e. on average a total of 3.5 hours, so that **1 hour of**

**lecture corresponds to a load of 4.5 hours.**

The tasks associated with 1 hour of tutorial of optimum quality, renewed regularly take into account

On average approximately:

45 minutes of long-term preparation

45 minutes of short-term preparation

15 minutes of practical tasks

15 minutes of tasks after the session, i.e. on average a total of 2 hours, such that **1 hour**

**of tutorial corresponds to a load of 3 hours.**

These measures are not dependent upon the level of the pupils or trainees being taught.

The above measurements of the associated tasks are reference values which are used to establish the teaching loads of courses and supervised work at the school.

Some teaching, whatever its form, may have average times for associated tasks that are different from the reference times, depending in particular on the nature of the teaching, its form, the absence of planned tasks or the presence of unplanned tasks.

Teaching for which the associated average times diverge substantially from the reference values may undergo a specific assessment by the head of department, approved by the Director of Studies and Research. These cases of divergence must be duly justified.

#### **Article 5. – Measurement of project supervision and the examination of end of studies theses**

A permanently supervised project is counted as supervised work.

Measurement of supervision of a long project may vary depending on the subject, the time take in preparation and correction of the subject, the associated level of supervision, and the number of students per group. It is therefore defined, depending on the type of project, by the corresponding head of department, in agreement with the Director of Studies and Research. On average, the supervision time for a project is approximately 25% of the scheduled duration. The load includes, in addition to the project supervision hours, a variable time for the associated tasks.

The supervision measurements for the various types of projects are regularly communicated by the Director of Studies and Research.

Participation in an examination board on the occasion of the defence of an end of studies thesis is equal to a load of 3 hours, including reading of the written report, any research needed for its assessment, attending the oral defence and the deliberations of the examination board.

#### **Article 6. – Increases for a new course or teaching in a foreign language.**

Depending on the novel nature of a course, the head of the department assigns to it, for its initial production, an increase in the associated time capped at 100% (for an entirely new or completely overhauled course, the initial production of one hour of lecture is therefore equivalent to 8 hours of load and that of one hour of supervised work to 5 hours of load).

A course taught in a foreign language, whose object is not to teach the latter, may give rise to an increase in associated time, determined by the head of department and capped at 10%, when this is an additional task for the teacher.

### **Article 7. – Normal teaching load**

A teacher's activities may include:

- direct teaching activities, including teaching sessions and associated tasks;
- indirect teaching activities, deducted from the teaching load, as defined in article 10;
- activities not related to teaching, counted at a flat rate: various administrative activities, participation in meetings, time devoted to general and technical continuing training (technological intelligence watch, internships, conferences, symposia, missions, technical visits, air training, etc.)
- expertise or study activities, not contributing to the school's courses.

The normal teaching load is the number of hours devoted annually to direct teaching activities by a teacher working full-time, with no expertise activity or activity deducted from the load.

Given the annual working time in force at the school, the normal teaching load is 1,250 hours.

This normal load, calculated with the reference values set out in Article 4. is the load to comply with annually.

For a given teacher, the teaching load may be calculated differently, in the following cases which must be duly justified:

- the teaching tasks likely to be entrusted to them result in a load that is significantly different from the normal load, and there is a considerable divergence between the time associated with these teaching tasks and the reference times ;
- the volume of their activities unrelated to teaching significantly exceeds the planned set number of hours.
- Divergences from the normal teaching load may only be established with the agreement of the teacher, or in the case of disagreement after a decision by the Monitoring and Arbitration Committee
- When a teacher has expertise or study activities, the corresponding load reduction is established by the head of department, in agreement with the Director of Studies and Research.

### **Article 8. – Limitations and additional load**

In order to preserve the quality of education, the number of teaching sessions provided by a teacher must not exceed:

6 hours per day

20 hours per week

60 hours per month.

Any overrun of these values may only be worked with the teacher's agreement.

An additional annual maximum load equal to 50 hours of student contact can be requested from a teacher, for activities not listed in the annual forecast load table. This additional load may only be worked with the teacher's agreement.

### **Article 9. – The teaching load of teacher–researchers**

A teacher–researcher teaches for half of the normal annual teaching load, unless there are different provisions in their employment contract.

In some particular cases, the spread between teaching and research can be adjusted totally or partially. Such cases are the subject of a procedure for which the Technical Committee issues an opinion.

### **Article 10 - Teaching load of non-teacher-researcher research staff**

A non-teacher–researcher researcher teaches for at least one quarter of the normal annual teaching load, unless there are different provisions in their employment contract.

### **Article 11. - Indirect teaching activities, deducted from the normal teaching load**

When the following activities are carried out by a teacher, they are deducted from the normal teaching load. The other indirect teaching activities giving rise to a deduction are assessed by the head of department and identified at the level of each subdivision.

**Supervision of a subdivision** of average size (about 6 people) represents approximately 1/3 of a normal teaching load and this value can be changed by the head of the department in particular according to the size of the subdivision, the importance of the facilities for which they are responsible and the number of outside teachers that they manage. This load can be distributed between several staff, in agreement with the head of the department.

**The inspection of studies** of an initial training or specialised cycle of 30 to 40 students can represent between a third and a half of a normal teaching load, this value being assessed by the head of department in agreement with the Director of Studies and Research, in particular according to the type and the size of the student year, the number of internships carried out by the students, the number of student years of the same cycle supervised simultaneously, and the presence or not of civil-servant students at the school. This load can be distributed between several staff, in agreement with the head of the department.

Note: This activity includes, where appropriate, participation in the examination boards of end of studies theses

**Responsibility of a one-week course** represents on average about 10 hours and this value may be modified by the head of department in agreement with the Director of Studies and Research, in particular according to the



number of outside teachers contributing to the course.

**Article 12. – Monitoring and arbitration committee**

A monitoring and arbitration committee is responsible for checking the proper application of this Annex and for settling any dispute. It is composed of the Director of Studies and Research, president, heads of teaching departments or their representatives and a representative of the teaching staff per teaching department, appointed by the staff representatives to the School's technical committee. In the event of a vote about a dispute, the head of the teaching department (or their representative) to which the teacher concerned is attached does not take part in the vote. The committee takes decisions by an absolute majority vote, without a casting vote of the chairperson.

This committee meets regularly to monitor the application of these rules, and at the request of one of its members or of a teacher regarding a dispute.

## **ANNEX 4:**

### **EMPLOYMENT OF ENAC TECHNICAL AIRCREW**

#### **1 General information**

ENAC is a public institution of a scientific, cultural and professional nature serving the aeronautics community which contributes to the aeronautics mission of air transport through its main activity of pilot training.

In order to guarantee the safety of flights and the quality of the teaching service, it appears necessary to supervise the working time of aircrews. ENAC relies for this on the regulations in force.

The purpose of this document is to set out the organisation of the work of technical aircrew at ENAC (excluding the supervision or study function) in compliance with Acts 2000-815 and 2004-626 and the implementing order applicable to the DGAC of 21 December 2005 which increases the annual working time to 1607 hours.

However, the working cycles referred to in these texts, although they are suitable for office activities, do not correspond to the working patterns of the ENAC technical aircrew member. This is why it is necessary to clarify the employment rules adapted to the profession

#### **1-1 Definitions**

##### **1-1-1 Day – Week – Month – Year**

Day, week, month, and year are the time periods corresponding respectively to the calendar day covering the period from midnight to midnight local time, to the calendar week, to the calendar month and to the calendar year.

##### **1-1-2 Training or flight activity**

The activity of an ENAC technical aircrew member, scheduled by the administration, during which this employee carries out flight, simulator or teaching activities related to their pilot or instructor qualifications.

##### **1-1-3 Activities excluding instruction and flight**

Activities excluding instruction or flights cover the periods corresponding to certain professional training courses and medical check-ups. These periods are considered as so-called unscheduled activities and are counted in working days which can be split at most in half. Documentary management is assessed at half a day per month.

##### **1-1-4 Assignment base**

The place designated by the operator for the crew member, when the latter starts and ends a service time or a series of service times normally and where under normal circumstances, the operator is not required to

accommodate this crew member.

**1-1-5 Instruction or flight activity presence time**

The scheduled activity presence time is the uninterrupted period of the presence of a technical aircrew member in the workplace from when they start service until they end service working as an instructor or pilot. During this period, this technical aircrew member carries out teaching or flight tasks or other activities related to their qualifications as a pilot or instructor. It includes the breaks, technical stoppage times, standby times, preparation and meals on the spot.

In the absence of a means of measuring the presence time on the base, the latter is considered to begin 1 hour before the first scheduled activity and to end 1 hour after the last scheduled activity.

During missions off the base, the outward preparation time is included in the daily presence time. The presence time for this preparation is calculated from the assignment base.

**1-1-6 Period of activity**

The period of activity is defined as the presence time minus the break or rest times.

**1-1-7 Chock to chock flight time**

The time elapsed between the time the aircraft moves from its parking place to take off until the time it comes to rest on the designated parking place and all engines or propellers have stopped.

For the simulator, this time is calculated from start-up of the simulator for a simulated flight session until the latter shuts down.

**1-1-8 Break time**

The break time is a rest or meal period, free from any service, calculated as service time and shorter than the daily rest period (TAJ).

**1-1-9 Daily downtime (TAJ)**

The daily downtime is equal to the mandatory rest time outside of the activity presence time.

**1-1-10 Periodic downtime (TAP)**

The periodic downtime is a period free from any service and which is scheduled on a regular weekly basis.

**1-1-11 Night**

Night hours are considered to be those that are worked between 9pm and 6am expressed in local hours.

## **2 ENAC TECHNICAL AIR CREW WORK RESTRICTIONS**

Acts 2000-815 and 2004-626 and the implementing order applicable to the DGAC of 21 December 2005 relating to the solidarity day apply to technical aircrew and these rules must comply with it in respect of its restrictions' part.

The Civil Aviation Code (D422-1 to D422-13) deals specifically with working time and the employment of this occupational category.

Since 2008, the EU-OPS (sub-part Q), supplemented by the Decree of 25 March 2008, has become the technical reference in force for almost all organisations employing this category of personnel.

Although these texts are not legally enforceable on ENAC, they remain an occupational reference. ENAC has therefore incorporated some of the provisions of them in these rules.

### **2-1 Working time**

**2-1-1** The maximum daily presence time is set at 12 hours. As part of this presence time, staff may benefit from a rest period of 2 hours which may possibly be reduced depending on the activity without ever being less than 20 minutes every 6 hours.

**2-1-2** For in-flight inspection activities, ministerial missions or advanced training in the simulator, the maximum presence time may be extended provided that the employee benefits from a long break. The conditions that apply are as follows:

- the break must be between 3 and 10 hours
- the maximum extension of presence time is 1/2 (break -30 minutes)

**2-1-3** The sum of the activity periods may not be greater than 48 hours per week or a weekly average of 44 hours over a period of 12 consecutive weeks.

**2-1-4** The maximum weekly activity of an ENAC technical aircrew member excluding in-flight inspection and ministerial missions is capped at 25 hours of flight or simulator or classes. The daily activity (flight, simulator or classes) may be 7 hours over three days per week at most.

**2-1-5** The maximum daily activity of an ENAC technical aircrew member in a constituted team is capped at carrying out

10 hours of flight, but it may not exceed 7 hours for flights including low altitude in-flight inspection.

**2-1-6** The maximum duration of a low altitude in-flight inspection is limited to 4 hours.

**2-1-7.** The maximum duration of activity may not exceed 90 hours of flight or simulator in the last 30 days.

**2-1-8** The maximum duration of flight or simulator time carried out in three consecutive months may not exceed 265 hours.

**2-1-9** The annual maximum number of hours of flight or simulator must not exceed 740 hours.

**2-1-10** ENAC will not schedule daily activity that will result in a technical aircrew member not complying with the rules set out in 2.1. No aircrew member will have to accept an activity if the latter results in these rules not being complied with. Any overriding of a standard in the event of force majeure must be reported to the supervisor.

**2-1-11** Unforeseen circumstances, discretionary power of the aircraft captain

The flight service and rest times may be modified in the event of unforeseen circumstances and in particular the following cases:

- urgent flights whose execution is immediately necessary to prevent imminent accidents or to ensure the repair of aircraft
- to ensure completion of a work period that operational vicissitudes (technical, weather) have prevented within the pre-established limits.
- flights made in the interest of safety or national defence or a public service on the order of the government noting the need for the exception to be made.

Overriding the flight time limits must be accepted by the captain after consultation of the crew and must comply with the following conditions:

- the presence time may not be increased by more than two hours
  - if unforeseen circumstances arise after take-off leading to the permitted extension being exceeded, the flight may be continued to its intended destination or to an alternative aerodrome.
- in these circumstances the following rest time will necessarily be a normal rest time

## **2-2 Rest time**

**2-2-1** Any ENAC aircrew member benefits in normal times, on their assignment base, from downtime at least equal to the presence time of the previous activity. In all cases, this rest period will be at least 12 hours (including in principle the normal night downtime).

**2-2-2** Should the rest have to be reduced outside the assignment base, it may not be less than 10 hours. The rest time (TAJ) which follows is extended by the shortfall according to the provisions of 2.2.1.

**2-2-3** All ENAC aircrew benefits at their assignment base from periodic downtime of 48 hours per week (in principle every Saturday and Sunday) including the daily rest period.

**2-2-4** Aircrew having carried out a full week of in-flight inspection (Monday morning to Friday evening included) will benefit from a set rest period of 72 hours, taken from Friday evening after the activity until Tuesday following the in-flight inspection week.

**2-2-5** Where the aircrew have carried out two or three weeks of consecutive in-flight inspection:

- the intermediate weekly rest period may not be less than 48 hours,
- after the two weeks of schedule, the rest period will be at least 96 hours including Saturday and Sunday,
- after three weeks of schedule, the rest period will be at least 120 hours, including Saturday and Sunday.

**2-2-6** Technical Aircrew benefit from 25 days of annual leave and a set period of 20 recovery days in line with the Public Service texts and the rules described for staff exercising specific functions. They also benefit from a week's leave at the end of the year between 25 December and 31 December not deducted.

### **2-3 Staff made available**

ENAC aircrew made available to companies or organisations external to ENAC are subject to the employment rules of the body to which they are seconded (in all cases these must comply with the Civil Aviation Code or the Labour Code or collective agreements or the legislation of the country in force.

## **3 Organisation of the work**

ENAC must maintain the highest possible level of safety. It also wishes to offer trainees optimised high-quality training which respects the pace of learning and assimilation while respecting the time scales expected by the latter.

Within the scope of the overriding limitations set out in previous chapters a certain latitude of organisation is assumed by the local managers responsible for scheduling flights and crews.

However ENAC recommends the organisational methods set out below in order to meet the qualitative performance objectives:

- 4 trainees per instructor
- 4 sessions of instruction per day on average.

The proposed rules are recommended in order to respect the quality of the training. Aircrew remain the judges of their abilities within the imposed framework.

### **3-1 Carrying out weekly and annual activities**

The annual activity of an ENAC aircrew member is normally carried out on all working days from which the number of leave days (25 days + 4 days at the end of the year) and a set number of recovery days (20 days) is deducted.

The equivalent day in office hours for an ENAC aircrew member will be considered to be 8 hours per day.

The weekly activity of an ENAC aircrew member is preferably carried out from Monday to Friday. It may nevertheless take place outside these periods when the ENAC workload plan so requires. Under these

conditions, rest days will be granted for Sundays and public holidays according to the rule of 1.5 recovery days for 1 day worked.

These recovery days are compensation for additional activity. Accordingly, they must be allocated progressively and must not be accumulated as future leave. However, they may be carried forward exceptionally after agreement between the employee and their supervisors.

### **3-2 Organisation of instruction or flight activities**

Instruction or flight activities are scheduled by the instruction division or by the aircrew member's superior. This scheduling prevails for the daily organisation of flight, simulator or courses on the ground activities.

A scheduled activity may begin at any time of the day without, however, being able to begin or end by a break time. Its length may not be less than 3 hours and may not exceed 12 hours except in the cases provided for in 2.1.2

### **3-3 Organisation of unscheduled activities**

As part of its functions, an ENAC aircrew member is entitled to 2 days required for the needs of the medical check-up of which the conditions of execution are decided by the Instruction Division heads of each ENAC centre, or supervisors.

## **4 Pension contributions**

Technical aircrew contribute to the general social security scheme and to the supplementary scheme of the pension fund of professional civil aviation aircrew (CRPNAC) under the conditions laid down by the Transport Code. They can also benefit from this same fund, from the alternating time pension plan, under the conditions laid down by the deliberations of the Board of Directors of the CRPNAC, and according to the provisions laid down by decision of the Director of ENAC taken after the opinion of the Technical Committee of ENAC, considered as equivalent to a company agreement within the meaning of the deliberations of the Board of Directors of the CRPNAC.