



Ecole Nationale de l'aviation Civile

board of Directors update of november 8, 2016

Internal

rules

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La référence aéronautique

Precautionary statements

Please note:

this Translation of the Internal Rules of ENAC have no legal force: It is provided for informational purposes only.

Only the French version have legal force.



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 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 2007-651 of 30 April 2007 amended, relating to the status of the ENAC.

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 deliberation of the Board of Directors of the School of 7 October 2011 and amended according to the same procedure, is to define 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 Article 7 of the above-mentioned Decree 2007-651.

These internal rules apply to:

- all tenured and non-tenured staff of the School
- all students, civilians and public servants, 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 colleagues, etc.).

TITLE I: ORGANISATION

Chapter 1: Organisation of the departments and services

The Ecole nationale de l'aviation civile is placed under the authority of the Director assisted by the Deputy Director, the Secretary General, the Director of Studies and Research, the Director of Pilot and Flight Training, the Director of International Affairs and Development, the Head of the Information Systems Centre, the Director of Cabinet, and the Head of the Quality, Safety and Security of the Sites and Operations Centre. Also directly placed under his authority are the Advisor and Prevention Assistants responsible for applying the rules of Health, Safety and Working conditions.



The Director of the School takes the measures required to apply the deliberations 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 to all functions for which no other authority has received the power of appointment.

The Director of the ENAC is responsible for the Safety of the School: for the “Flight Safety” part (Air and Maintenance Operations), he is assisted in this by a Flight Safety Facilitator (aircrew) who reports to him and by the “Quality, Safety and Security of the Sites and Operations Centre”.

The Deputy Director replaces the Director in the event of absence or incapacity. He may be entrusted by the latter with specific missions as necessary. The Montpellier training centre reports to him directly.

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 Procurement Manager
- ☐ 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
- ☐ a Legal service
- ☐ a Management control service

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.

The Finance Department directed by a Head of Department is made up of:

- ☐ a Budget and Expenditure subdivision
- ☐ a Revenue subdivision
- ☐ a Procurement subdivision
- ☐ a Missions subdivision

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.

The Human Resources Department directed by a Head of Department is made up of:

- A Management of Public Servants, Workforce and Social Dialogue subdivision
- A Management of State Workers subdivision
- A Management of Aircrew subdivision
- A Management and Salaries of Individual Contractors and Contractual Workers subdivision
- A Continuous Training of Staff subdivision
- A Social Action Service
- A Medical Service.

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.

The Infrastructure and Logistics Department, directed by a Head of Department, assisted by a financial management unit, is made up of:

- ☐ a Logistics Division with:
 - a General Resources subdivision
 - a Publication subdivision
 - an Interventions subdivision
- ☐ an Infrastructure Division with
 - a Work on Infrastructure subdivision
 - a Maintenance of Infrastructure subdivision

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:

- ☐ collation of enrolments, management of admissions, organisation of the recruitment for all training, in coordination with the educational programmes centre and the departments responsible for training for the pedagogical aspects
- ☐ organisation of preparations for the internal competitive examinations,
- ☐ management of the residences' load plan,



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- ☐ student and trainee reception and life on the campuses of the school,

i.e. all the operations, not related to development and pedagogy, which contribute to the admissions and to the life of the campuses.

The Admissions and Campus Life Department, directed by a Head of Department, assisted by a financial management unit, is made up of:

- ☐ a Civilian Students subdivision
- ☐ a Public Servant Students subdivision

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 Director of Studies and Research provides the pedagogical and scientific management of the School. For this purpose, he is assisted by:

- ☐ the Research Manager
- ☐ the Training-Research Scientific Advisor
- ☐ the Head of the Educational Programmes Centre
- ☐ the Head of the ATM Department (Air Traffic Management)
- ☐ the Head of the Science and Engineering of Air Navigation Department
- ☐ the Head of the Languages, Humanities and Social Sciences Department
- ☐ the Head of the Air Transport Department
- ☐ the Head of the Teaching Support Centre

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 under the authority of the Director of Studies and Research, for the organisation of the training, checking and improvement of their quality and management of 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.

In addition, by a decision of the Director of the School, the departments may be entrusted with missions of investigation, studies and development for other services of the School or external third parties.

1-2-1 The Research Manager

The research manager is responsible for the following tasks:

- The definition and implementation of the scientific policy of the ENAC to meet the challenges of academic excellence, teaching-research synergy and demands from the administrative authority and society,
- The definition and implementation of the organisation of the ENAC's research (laboratories and research teams, cross-functional programmes and platforms, research support team, relationship with the "support for research" programme)
- The orientation, coordination and management of the work of the teams and applied research programmes of the school,
- Representation of the ENAC in the research environment of the ENAC at local, national and international levels.
- The organisation and conduct of meetings of the Steering Committee of the ENAC Research Laboratory, the Board of Research, the assessment of the research activity undertaken by the HCERES and the quality approach of the research process.

ENAC's research activity is undertaken by the ENAC Research Laboratory comprised of:

- Four research teams respectively carrying out their research in the fields of "critical interactive informatics", "optimisation", "the science of economic data and visualisation", "telecommunications".
- 5 cross-functional research programmes addressing the following multidisciplinary research issues: "ATM and airports", "general aviation, helicopters and air operations", "safety and security", "UAV systems", "sustainable development"
- 2 scientific and technical platforms of international stature: "UAV cage", "Man-Aeronautical systems interfaces"

The research support team implements five main functions: strategy, presentation and coordination, commercial development, administrative management of research projects, and promotion.



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1-2-2 The Educational Programmes Centre

The Educational Programmes Centre assists the Director of Studies and Research with the following tasks:

- ☐ coordination for the development of the content of the training courses and/or for the implementation of a new training course,
- ☐ monitoring of training courses,
- ☐ harmonisation of educational strategies (teaching objectives, use of ICT, etc.), methods (assessments, presence, sanctions, etc.), resources and tools dedicated to training (schooling software, etc.),
- ☐ pooling of the school's teaching resources, both materially and pedagogically.

1-2-3 The ATM Department (Air Traffic Management)

Teaching areas

- ☐ Regulations and operation of air traffic
- ☐ Establishment of procedures of air traffic
- ☐ Practical training in air traffic control
- ☐ Automation of control tools
- ☐ Various ATM topics (AIS, ATFCM, PBN, Environment, Telecoms, SAR, etc.)

Related activities

The department is responsible for maintaining and operating the simulators and educational tools associated with practical traffic control training including activities outside of a teaching context, as well as providing expertise on request in this field.

It is responsible for ensuring that the products developed by the ENAC evolve in the above areas and used in the organisations of the DGAC (civil aviation authority), according to the needs expressed by the latter.

Organisation

The divisions and subdivisions of the ATM Department are as follows:

- ☐ Training Management Division to which is attached:
 - ☐ PANS-OPS subdivision
- ☐ Practical Control Training Division to which are attached:
 - ☐ Pedagogical Engineering subdivision,
 - ☐ Media Coverage entity
 - ☐ Practical Control Training Instructors entity
- ☐ ATM and Operational Use of Simulators Division to which are attached:
 - ☐ Simulators Maintenance subdivision
 - ☐ Simulators Operating subdivision

- ☐ Management and Planning of the Simulators Operator Service subdivision
- ☐ Technical Studies subdivision
- ☐ Geotitan unit
- ☐ R & T entity (Research & Technology)

1-2-4 The Science and Engineering of Air Navigation Department

Mission:

The SINA Department is a teaching and research department responsible for providing:

- Fundamental scientific teaching (mathematics, signal processing, electromagnetism, etc.) for the benefit of all ENAC training courses,
- Engineering science teaching (system engineering, modelling, design of critical man-machine systems, project management, safety engineering in the design of systems, algorithms, programming, multitasking and real time programming, digital transmission, applied mathematics, operational research)
- Technical teaching in the field of technical engineering of air navigation systems (air-ground, architecture of air traffic management systems, aeronautical communication networks, antennas and electromagnetism in civil aviation, radio-navigation, GNSS, surveillance systems, etc.)
- Practical teaching on radio-navigation, networks and radio communications systems

Within the SINA Department, the link between teaching and research is particularly strong, since all the teaching is nourished by the research work of the teams and the managers of the Department's programmes.

The department carries out study or investigatory missions on behalf of Civil Aviation or industrial organisations.

Organisation

The "Science and Engineering of Air Navigation" (SINA) Department is a department organised in four divisions of two subdivisions each and the four research teams,



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- the CNS – ATM (SCA) Systems division
 - o the Automated Systems, Surveillance, Supervision (SSS) subdivision
 - o the Radio-navigation and Radio-communication (RNR) subdivision
 - o The teaching of aeronautical communications networks field
- the Information Systems (INF) division
 - o the Systems and Architectures (SAR) subdivision
 - o the Software Engineering, System and Interaction Engineering (LSI) subdivision
- the Mathematics and Fundamental informatics division (MIF)
 - o The Mathematics (MAT) subdivision
 - o The Fundamental Informatics (IFO) subdivision
- the Electronics, Electromagnetism and Signals Division (EES):
 - o The Electronics (ELE) subdivision
 - o the Electromagnetism and Signals (ELS) subdivision

The four Research teams of the ENAC Laboratory reporting to the SINA Department are:
The Teams are:

- the Data, Economy, Visualisation Team (DEVI) Note: Part of its lecturer-researchers are hierarchically dependent on the TA Department
- The Interactive Informatics Team (II)
- The Applied Mathematics, Informatics Team for optimisation and dynamic systems (OPTIM)
- The Telecommunications Team (TELECOM)

1-2-5 The Languages, Humanities and Social Sciences Department

Teaching areas



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- ☐ English, other foreign languages and French as a Foreign Language
- ☐ Training in pedagogy and human factors, training of trainers, human resources management, methodological advice, use of new training tools, ergonomics
- ☐ Physical and sports education
- ☐ Teaching of general culture
- ☐ Law, economics, management, accounting

Related activities

The department has as a related mission the design and operation of specific educational materials and collaboration in the work of developing new training courses conducted by the services of the Directorate General of Civil Aviation and in the selection of candidates in the competitive examinations for the recruitment of student pilots.

The department also has the mission of carrying out the assessment of the language skills of students in the various training programmes.

Organisation

The entities and subdivisions of the Languages, Human and Social Sciences department are as follows:

- ☐ Languages subdivision
- ☐ Psycho-pedagogy and human factors subdivision
- ☐ Physical and sporting activities subdivision
- ☐ Field of social sciences

1-2-6 The Air Transport Department

The air transport department has 3 divisions, organised into the areas of competence described below, with 1 additional specific entity, the ASTC centre (Aviation Security Training Center) accredited by the ICAO. It includes a broad range of competences, the main ones covering the aircraft, and its environment.

It has pedagogical responsibility for the ENAC engineer apprenticeship training course.

Teaching areas

- ☐ 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, airworthiness, aircraft and sustainable development, air operations and aircraft maintenance.
- ☐ Economics and applications to Air Transport

In addition, it develops, ensures and organises training for the theoretical ATPL within the context of the ATO.

Related activities

The department has as related missions the responsibility of organising the study inspections of the programmes for which it is responsible and the development of new resident or export programmes.

Organisation

The 3 divisions of the Air Transport department are as follows:

- ☐ Aircraft and Embedded Systems division (AVS)
 - Aircraft and engines field
 - Navigation field
 - Avionics field
 - Control of systems and simulation field.
- ☐ Airports Safety and Weather (ASM) division
 - Airports and the environment field
 - ARP engineering
 - ARP surveillance
 - Safety field, facilitation and dangerous goods and ASTC centre
 - Meteorology field.
- ☐ Airworthiness, Operations and Maintenance (AOM) division



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Air Operations field

OPS supervision

OPS engineering

OPS-ATM coordination

Regulations and airworthiness field

Airworthiness

Regulations and licences

Aircraft Maintenance field

Economics Field and Applications to Air Transport

1-2-7 The Teaching Support Centre

The Head of the Teaching Support Centre implements the pedagogical organisation of the school, organises the supervision, control and monitoring of the teaching rooms and makes available to students and trainees a document base.

The entities of the Teaching Support Centre are as follows:

- Documentary resource centre which implements the school's document policy and manages the reading room,
- Programmes office which manages the rooms, the examinations and the timetables of the initial and continuing training and manages the contractual teaching required for the practical training.

In addition, the CAE manages ENAC central reception.

1-3 The Pilot and Flight Training Directorate

The Director of Pilot and Flight Training is responsible for pilot training. He manages the provision and the technical maintenance of the aircraft and simulators necessary for this training and also provides coordination of the pilot training centres spread around the country.

For this purpose, he is assisted by:

- ☐ the Head of the Operations Department
- ☐ the Head of the Technical Department
- ☐ the Heads of the Training Centres

1-3-1 The Operations Department

Missio
ns

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.

Organisatio
n

The head of the Operations Department is assisted by:

- The Teaching Manager (OP/RP)
- The Compliance Manager (CMM)
- The head of the operation division (OP/EXP)

It is made up of:

- a Ground Instruction subdivision
- An Initial Training subdivision

- An Advanced Training and Specific Activities subdivision.
- The head of the production management division (OP/GP)

1-3-2 The Technical Department

Missions

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 Castelnauary site specialising in maintenance.

Organisation

The head of the Technical Department is assisted by:

- ☐ the head of the technical operation division (OP/AHC);
- ☐ the head of the maintenance and production division (T/MP) to which the maintenance unit of the Castelnauary site reports directly;
- ☐ the head of the flight simulation division (T/SV);
- ☐ the head of the administration and general resources division of the Castelnauary site specialising in maintenance (T/AMG).

1-3-3 The Training Centres

Missions

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.

Organisation

The training centres are comprised of:

- ☐ an instruction division, responsible for implementing training programmes (ground and flight instruction) and other operational missions;

- a maintenance unit, responsible for implementing and maintenance of the aeronautical and simulation resources contributing to carrying out the activities;
- a division or administrative unit, responsible for the centre's administrative and financial support;
- a unit responsible for the general resources (with the exception of the Muret centre, attached at this level to the Infrastructure and Logistics Department).

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 Pilot Development Directorate oversees the development of continuing training as well as the international development of initial and specialised training. In addition to the missions of the enterprise centre, its missions are as follows:

- 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 training 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 a partner account as well as a training field,
- A development manager responsible for continuous training in France, assisted by a support unit,
- The "relations with enterprises" centre

1-5 The Information Systems Centre

The Head of the Information Systems Centre is responsible for implementing IT, telephone and digital

resources and services required for the smooth-running of the School's missions II

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 organised into five 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,
- ☐ "Pedagogical Engineering" (IP) which develops digital services for teaching (ICTE) and the management of e-institutional training projects
- ☐ "Operation and Support" (ES) programme which provides the administration, operation and support for the users and multi-functions machine base.

1-6 The Cabinet

The Director of Cabinet manages reserved affairs, coordinates communication, cultural activities and social relationships and the associative life of the students.

He is assisted by a communications manager, a cultural activities manager and a societal manager.

The "Audiovisual services" centre which manages the audiovisual and photographic service reports to him directly.

1-7 The Quality, Safety and Security of the Sites and Operations Centre

The Head of the Quality, Safety and Security of the Sites and Operations Centre, within a continuous improvement process of the Quality is responsible for:

- ☐ Participating in the development of reference bases,
- ☐ Having the ENAC ISO 9001 certified and ensuring the durability of this certification,
- ☐ Periodically organising Quality Assurance and Safety meetings and Reviews of the Security Quality Directorate,
- ☐ Preparing and having carried out an annual programme of internal monitoring,
- ☐ Being the designated and preferred contact of the Civil Aviation Security Directorate,

- ☐ Guaranteeing the application of and compliance with the requirements for maintaining approvals, certifications and accreditations for certain courses or training held by the ENAC,
- ☐ Ensuring the application and respect of the Safety Management System,
- ☐ Managing and coordinating a team of internal auditors.

By delegation of the Director of the ENAC, the Head of the Quality, Safety and Security of the Sites and Operations Centre is the designated Defence Security correspondent for the various authorities responsible for security (prefectures, DGAC/DTA, Ministry of attachment). He is responsible for applying the regulations, the measures and instructions laid down by these bodies when the activities of the ENAC are concerned.

1-8 The Advisor and Prevention Assistants responsible for applying the rules of Health, Safety and Working conditions.

The Advisor and Prevention Assistants responsible for the rules of health and safety and working conditions, in addition to their functions as advisors to the Director 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 able to solve them,
- ☐ Ensure the proper keeping of the health and safety registers of the school,
- ☐ Involving all staff of the school about 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 initiatives.

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

1-9 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 Officer 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. He audits and certifies European projects.

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

The Accounting office is made up of:

- An expenditure subdivision including the medical invoice and income service.
- A missions subdivision including the invoicing service for the Toulouse site
- A revenue subdivision.

Chapter 2: Organisation of the Board of Directors, the Board of Studies and the Board of Research

2.1 The Board of Directors

The composition and responsibilities of the Board of Directors of the ENAC are laid down by Articles 6 and 18 of Decree No 2007-651 of 30 April 2007 amended, relating to the status of the ENAC. The arrangements for the appointment and elections of staff, students and former students representatives are laid down in a decree.

2.2 The Board of Research and the Board of Studies

2.2.1. The Board of Research

The composition of the Board of Research (hereinafter referred to as “the Board”) is governed by Article 12 of Decree No.

2007-651 of 30 April 2007, *supra*. It includes two staff representatives responsible for research functions, a staff representative, and a representative of the students with the status of a 3rd cycle student. The arrangements for the appointment and elections of staff and students are laid down below.

For each representative, a full and an alternate member is appointed. The functions of the members of the Board are not remunerated. However, its members can benefit from a reimbursement of travel expenses in accordance with the regulations in force in the school.

2.2.1.1. Appointment provisions

2.2.1.1.1. The staff representatives responsible for research functions

The full and alternate staff representatives responsible for research functions on the Board are appointed by the Director of the School on the proposal of the trade union organisations represented within the School’s technical committee.

2.2.1.1.2. Staff representatives

The full and alternate School staff representatives on the Board are appointed by the Director of the School on the proposal of the trade union organisations represented within the School's technical committee.

2.2.1.1.3 Representative of 3rd cycle students

The full and alternate representatives of students of the 3rd cycle are appointed by the Director of the School on the proposal of the associations of the students and after consultation with the laboratory heads.

2.2.1.1.4 The Chair

In accordance with Article 12 of the above-mentioned Decree 2007-651 of 30 April 2007, the Chair is chosen by the Minister responsible for civil aviation from among the persons of the Board that he has appointed.

2.2.1.2 Term of office

The full and alternate staff representatives are appointed for a period of three years, renewable twice. When a member ceases, for whatever reason, to carry out his office, his replacement is appointed according to the same conditions as those defined in Article 2.2.1.1. of this regulation, and for the remainder of the term, unless this vacancy occurs fewer than six months before its expiry.

The term of office of the students' full and alternate representatives, ends at the end of their schooling. The replacement of the vacant seat is made under the same conditions as those defined in Article 2.2.1.1. of this regulation, and for the duration of the remaining term.

2.2.1.3 Operating rules

The Board meets at least once a year on invitation to attend of its chair who sets the agenda. This invitation to attend, as well as the documents necessary for preparing the meeting must, except in an emergency, be sent five working days at least before the date of the meeting. They can be sent by all means, including by fax or by electronic mail. The same is true of documents prepared after the meeting (minutes in particular).

The Board may, on the decision of its chair, hear any outside person whose hearing will contribute to its deliberations. The persons thus heard do not participate in the vote.

With the agreement of the Chair, the members of the Board may participate in the debates via a telephone or audiovisual conference.

When he has no alternate, a member of the Board may mandate another member. No person may hold more than one seat.

The quorum is reached when at least half of the members of the Board are present or represented by a representative, including the members taking part in the debates via a telephone or audiovisual conference.

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.

2.2.2. The Board of Studies

In accordance with Article 14 of the Decree of 30 April 2007 amended, the composition of the Board of Studies (hereinafter “the Board”) is laid down as follows. It includes 19 members:

1. The Director, or his representative,
2. The Director of Studies and Research, or his representative;
3. The Director of Pilot and Flight Training, or his representative;
4. Two members appointed by the Civil Aviation Director General;
5. Four outside persons appointed by the Board of Directors on proposal of the Director;
6. Three representatives of the departments of the school appointed by the Director;
7. Four staff representatives with teaching or instruction roles;
8. Three students’ representatives.

The functions of the members of the Board of Studies are not remunerated. However, its members can benefit from a reimbursement of travel expenses in accordance with the regulations in force in the school.

2.2.2.1. Appointment provisions

Except for the outside person, for each representative, a full member and an alternate member are appointed. The alternate members may only sit on the Board in case of absence of the full members.

2.2.2.1.1. Staff representatives with teaching or instruction roles

The full and alternate School staff representatives on the Board are appointed by the Director on the proposal of the trade union organisations represented within the School’s joint technical committee.

They are chosen from among the list of electors of college A stemming from the last election of staff representatives to the Board of Directors of the School.

2.2.2.1.2 Students’ representatives

The full and alternate representatives of students are appointed by the Director of the School on the proposal of the associations of the students.

2.2.2.1.3 Chair

In accordance with Article 14 of the Decree of 30 April 2007 amended, the Chair is appointed by the Board of Directors of the School on the proposal of the Director.

2.2.2.2 Term of office

The full and alternate staff representatives with teaching and instruction roles are appointed for a period of three years, renewable twice. When a member ceases, for whatever reason, to fulfil his office, he is replaced for the duration of his remaining term, and under conditions identical to those of Article 2-2-2-1, unless this vacancy occurs less than six months before its expiry.

The term of office of the students’ full and alternate representatives, ends at the end of their schooling. The replacement of the vacant seat is made under the same conditions as those defined in Article 2.2.2.1. of this regulation, and for the duration of the remaining term.

2.2.2.3. Operating rules

The Board meets on invitation to attend of its chair who sets the agenda. This invitation to attend must, except in an emergency, be sent at least five days before the date of the meeting. It can be sent by all means, including by fax or by electronic mail. The same is true of documents required to prepare the meeting or drawn up after it.

The Board may, on the decision of its chair, hear any outside person whose hearing is such as to contribute to its deliberations. The persons thus heard do not participate in the vote.

With the agreement of the Chair, the members of the Board may participate in the debates via a telephone or audiovisual conference.

When he has no alternate, a member of the Board may mandate another member. No person may hold more than one seat.

The quorum is reached when at least half of the members of the Board are present or represented by a representative, including the members taking part in the debates via a telephone or audiovisual conference, or having given authority.

When the quorum is not reached, the Board decides validly without a quorum requirement after a new invitation to attend with the same agenda.

TITLE II: OPERATING RULES AND SCHOOL LIFE

Chapter 1: Hours, leave system and working time

For staff, hours as well as the leave system, and working time are laid down by a decision of the Director of the School within the framework of the regulations in force.

For students, hours and leave are laid down in the schooling regulations.

Chapter 2: General behaviour

The behaviour 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,
- create a disturbance in the conduct of the activities of the School, and in general affecting any authorised event on the site of the School.

Generally, the behaviour 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.

It is recalled that hazing (“The activity which consists of someone making another person, whether against his will or otherwise, suffer or commit humiliating or degrading acts during events or meetings related to the school and socio-educational environments”) is prohibited on the sites and outside the sites of the School. It is a crime punishable by the Criminal Code which can lead to up to 6 months of imprisonment 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 statuses.

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 disturbances.

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.

In the other spaces, making personal audio or video recordings on the sites of the School must in all circumstances comply with the image copyright of the persons filmed and may in no case be disseminated without their authorisation.

Chapter 3: Use of equipment, premises and IT resources

The use of equipment, premises and IT resources is defined by the Director or his 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 sanctions.

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.

Loans of motor vehicles from the so-called “tourism” garage 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 his representative.

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.

Chapter 4: Compliance with the health, prevention and safety rules

4.1 Consumption of tobacco, alcohol and illicit substances

It is recalled that it is forbidden to smoke in the closed and covered buildings and 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.

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 may refuse, for this reason, entry to the site in question, 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 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 of the Director or his representative.

The associations of students are required, under their responsibility, to comply 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. 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 of the School.

4. 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. He may also record his 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.

Any member of staff noting something abnormal (a suspicious object, heat, smell of burning, flame, etc.) must take the basic safety measures, and warn his supervisors as soon as possible.

Electrical equipment which does not comply with the regulations or is poorly suited to the electrical facilities must not be used. The members of staff 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 left on and under stairs, passageways, corridors or in the vicinity of the exits of areas and buildings.

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

4.3 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.

Parking is prohibited outside of the spaces provided for this purpose, and in particular in those areas reserved to persons with disabilities and on the routing or evacuation areas. 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 event of non-compliance with these rules, in particular as regards parking, the Director of the School or his representative may, after a written warning, prohibit access to the site of the School to the vehicle in question,

or in the event of an emergency, 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.

Chapter 4 Bis: Confidentiality/ Intellectual property

4 BIS.1 –Confidentiality

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 his 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 he may become aware during his stay/visit at the ENAC.

Any person received in a laboratory of the ENAC, without civil service or contractual status, 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 he could obtain or could contribute to obtaining during his stay within the ENAC.

4 BIS .2 Compliance with the provisions regarding intellectual property rights

The students, staff and individual contractors of the School, and in general any persons present on each site undertake to comply with the provisions regarding copyright and intellectual property rights defined by 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 of the School within the framework of the regulations in force.

4 BIS.3 Use of the ENAC logo

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 of the School or his representative.

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 of the School.

Chapter 6: Discipline

6.1 Disciplinary system

VI.1.1 School staff

School staff, regardless of their status, are placed under the direct authority of the Director of the School. They are subject in disciplinary matters to the rules applicable to public servants, which are defined according to their respective statuses.

6.1.2 Tenured public servants, civilian or military, of the French public service in vocational training at the School.

Tenured public servants, civilian or military, of the French public service in vocational training at the School, in the area of 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, who takes the necessary measures.

6.1.3 Students who are public servants or trainees of the French public service

Students who are public servants or trainees of the French public service are subject in disciplinary matters to the rules defined by Decree 94-874 of 7 October 1994 relating to the common provisions applicable to trainees of the State and its public institutions, subject to the special provisions laid down in Article 19 1° of Decree No. 2007-651 of 30 April 2007 regarding the status of the ENAC.

6.1.4 Other students, trainees and non-enrolled students who do not have the status of a public servant or service personnel.

In accordance with Article 19 2° of Decree No. 2007-651 of 30 April 2007 referred to above, the disciplinary penalties that may be imposed on students, trainees and non-enrolled students who do not have the status of a public servant or service personnel are as follows:

- a warning with a note in the file
- temporary exclusion for a maximum period of two months
- permanent exclusion from the school.

These penalties are ordered by the Director of the School. He may only order a penalty more serious than a warning after having referred the matter for an opinion to the Disciplinary Board.

6.1.6 Persons housed in the residences

The persons housed in the residences are subject in this area, to the provisions of the internal rules of the residences as defined in Chapter 5.

6.2 Disciplinary Board

The Disciplinary Board has authority with regard to students, trainees and non-enrolled students who do not have the status of a public official or service personnel. However, it can be referred to for an opinion by the Director of the School for the disciplinary penalties of other students or trainees of the School.

6.2.1 Composition

The members of the Disciplinary Board are:

- The Director of the school or his representative, Chair of the

Board,

- The Director of Studies and Research or the Director of Pilot and Flight Training, or their representative, depending on the training course in question.
- four representatives of the educational departments of the school
- the Head of the "Admissions and Campus Life" Department or its representative
- the two students elected to the Board of Directors of the school or their alternates.

6.2.2 Operation

The Director asks the student, trainee or the non-enrolled student to attend 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 him being asked to attend the Disciplinary Board meeting. In this letter, he is informed of his right to have the communication of his administrative file and to present his written and oral comments in accordance with the conditions below.

He is asked to attend on a date set such that he can have a period of fifteen days, which may be extended to thirty days maximum on his request, prior to his appearance before the Board to present his written comments and to become aware of or to have communicated to him the entirety of the documents comprising his file.

During his appearance, he may submit oral comments. He may be assisted by a counsel or be represented by a representative of his choice.

While awaiting the Board meeting, the Director of the school may take all precautionary measures. The Disciplinary Board meets on invitation to attend of its Chair.

He may invite any person able to clarify the discussions to attend. The inspector of studies, the year delegate of the person concerned or his representative must be heard. The person concerned may ask the Board, to hear witnesses of his choice. Meetings of the Board are not public. Persons attending the Board are required to maintain secrecy of the deliberations. The deliberations of the Board are valid only if two-thirds of the members are present.

In the event of a contradictory opinion, the proposals deliberated by the Board are put to a vote of its members;

in the case of an equal division of the votes, the Chair has the casting vote.

Any student or trainee who has appeared before the Disciplinary Board may become aware of the part of the Minutes regarding him.

6.2.3 Powers

The Disciplinary Board 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 a test of knowledge.

TITLE III - THE STAFF

Chapter 1: Staff categories

The ENAC employs staff:

- assigned to it by the DGAC, from the DGAC or other government departments
- made available, seconded or delegated to it
- recruited by it, with contractual or individual contractor status.

Chapter 2: Teaching responsibilities

In accordance with the Decree of 23 March 1978, the teaching responsibilities are defined in Annex 2. They apply to the teaching staff of the Studies and Research Directorate.

Chapter 3: Temporary travel policy

The School's temporary travel policy is defined in Annex 4.

TITLE IV FINAL PROVISIONS

Chapter 1: Application decision

The Director of the School may make, by decision, as required, the arrangements for applying these internal rules.

Chapter 2: Entry into force

These internal rules shall enter into force on the day following the date of the explicit or implied approval of the Minister responsible for transport of the decision of the Board of Directors of which it has been the object (Article 8 of the Decree of 30 April 2007).

ANNEX 1

IT CHARTER

The charter defines the rules for using ENAC IT resources and servers and outlines the rights and duties of each.

Scope

These rules apply to any person (referred to in this text as "USER") using computer facilities installed at the ENAC site. These resources include local and long distance networks, servers, workstations, personal computers, X terminals and other devices. The following pages refer collectively to these resources by the term 'IT SYSTEM'. ENAC resources that are not installed or have been reformed and the resources available to us, are by extension part of the IT SYSTEM and their use is subject to the same rules.

The management of the IT SYSTEM is provided by specified IT MANAGERS: they may delegate some of their tasks. A SYSTEM ADMINISTRATOR is a USER specified by the IT MANAGER and has specific rights and duties relating the administration of part of the computer system.

These rules also apply to IT technology which can be accessed remotely, directly or in cascade from the IT SYSTEM, without prejudice to the rules at remote sites.

Access to and use of the IT SYSTEM

The right to use the IT SYSTEM and access rights are accorded by an IT MANAGER and are individual and not transferable. Access to and use of the IT SYSTEM is limited to ENAC activities in respect of office administration, courses, studies, research, training and contracts. The rights of access and use expire on completion of the activity.

When the use of the IT SYSTEM involves the opening of a registered account, this is assigned to the USER by the IT MANAGER of the site. The account shall be password-protected. This must not be disclosed and must be chosen according to the recommended safety rules.

The USER shall not in any way use a different account from that which he has been assigned to access the computer system. When using an account assigned to a group of people, the USER must follow the procedure set out in the creation of this account by the SYSTEM ADMINISTRATOR and comply with instructions given by the SYSTEM ADMINISTRATOR.

Compliance with legislation

The USER must comply with laws and regulations relating to intellectual property of software, including Section 1 of the intellectual property code. In particular, the following should be noted:

It is strictly forbidden for the USER to make copies of commercial software for any purpose whatsoever. Only backup copies permitted by law or license can be made. Software shall be used in accordance with the relevant licenses.

If, in carrying out his work, the USER must create files within the scope of the Data Protection Act, he must do so in accordance with said Act.

The intrusion or attempted intrusion on other accounts or other computer systems constitute illegal actions.

Rights and duties of USERS

Access and Confidentiality

Access to information stored on the computer system must be limited to the USER's personal files, files shared by a group of users to which he belongs and public files. In particular, the copying or noting of information held by other USERS without their permission, even though they would not have explicitly protected such information, is prohibited. This also applies to private exchanges, e.g. e-mail or direct conversation, in which the USER is neither the direct addressee nor copied in.

Integrity of information

The USER agrees not to alter or destroy files other than those who belong to him, unless agreed to by the owner. In particular, the modification of files containing accounting information or identification data is prohibited.

Integrity of computer systems

The USER undertakes not to voluntarily cause disruption of the computer system, either by abnormal manipulation of the hardware or by software modifications, or by the introduction of software known under the generic name of virus or by any other means.

The connection of new machines, changes to the connection of existing machines, subnets, adding modems or network services managed by ENAC may only be carried out by the IT Centre.

The installation of new software or modification of existing software, having an impact on programmes or libraries used by the user community may only be carried out by the IT Centre.

Abuse of resources and ethics

The USER must never forget that he lives and works within a community. He must avoid any abuse of a shared resource (printer, network, disk space, CPU etc.). He must also avoid disturbing any other USER of the IT SYSTEM using electronic tools, hiding his true identity or misappropriating of the password of another user.

He must also avoid offending the integrity or sensitivity of another user, especially through provocative messages or images.

He also agrees not to use messages sent through the main ENAC email system to challenge or harm one or more colleagues within the ENAC.

Finally, he agrees not to saturate the mail of other users by sending messages, either too many or too large (size of attachments), not related to his professional activity.

INTERNET access is exclusively for professional use consistent with the purpose of our Internet service provider (research, education, technical development and technology transfer, dissemination of scientific, technical and cultural information).

The USER agrees to the fair use of resources on the LAN and Internet by preventing and refraining from malicious use intended to disrupt or undermine the networks.

The signatory to this Charter will take care to transmit and make available on the local network and Internet only lawful data under the laws applicable to them. This includes compliance with all applicable legal provisions on the Internet:

The intellectual property code preventing the use, reproduction and general exploitation of works protected by copyright without the permission of the author or rights holders.

The penal code punishing attacks on persons and minors as well as technological crimes.

The law punishing press violations, including defamation, holocaust denial, racism and insults.

The law on cryptology.

USER Liability

In case of non compliance with these rules or breach of the confidentiality clause, by the authorised USER, he shall assume civil and criminal liability on the consequences of his actions and may also be subject to disciplinary action. ENAC reserves the right to forbid access to the IT SYSTEM without notice and to take any action it deems necessary.

Rights and duties of system administrators

System administrators may examine, alter or destroy certain files in the application of safety rules, or as part of their general configuration work (e.g. prohibition of. Rhosts, passwords to files, etc.). However, user files may not be altered, destroyed or restored without the consent of the owner.

System administrators are bound by professional secrecy. They undertake not to read the contents of messages or files not intended for them to which they have access via their professional role or access rights.

To ensure the security of the computer system, monitor compliance with the rules defined by this Charter and for statistical data and accounting, the administrator has access to log files of user activity including the following files: e-mail log file, http proxy log file. FTP proxy log file, configuration file and access to news. These traces are used by monitoring tools. The system administrator must ensure the confidentiality of such traces, but may use them to highlight certain offences.

Computer processing for tracing user activity is subject to the French Data Protection Act of January 6, 1978.

Users are entitled to access and correct personal data contained in such processing.

They may exercise this right with the Director of the IT Centre.

ANNEX 2

TEACHING LOADS IN THE ACADEMIC AND RESEARCH DIRECTORATE

Article 1. Scope

These provisions apply to the teaching staff of the Academic and Research Directorate.

Any teacher's teaching load may be calculated according to this Annex.

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

Article 2. – Definitions

Teacher

A teacher is someone who spends part or all of his time on teaching duties, that part being expressed as the ratio between his teaching load and the regular teaching load.

Teaching duties

Teaching duties include all activities directly connected to the transmission of knowledge and expertise to students and trainees.

Lecture

Teaching in the form of a lecture is designed to transmit pre-established theoretical or conceptual notions. In general, it occurs in the context of an sequenced series of sessions, based on prepared teaching materials and, where appropriate, visual aids, with no interactive role for the students or trainees.

Directed studies

Instruction in the form of directed studies promotes the practical application or use by students of theoretical notions or knowledge in the form of directed activities, research activities, practical work, or permanent supervision of projects. It usually takes place with a small group of students or trainees, with their active participation.

Note: A single teaching session can combine lecture and directed study formats.

Project

A project involves individual work on the part of students, individually or in groups, resulting in a written report and oral presentation, and subject to supervision.

Projects with permanent supervision are treated as directed study.

For projects with non-permanent supervision, the following are specified as necessary:

- the total time worked, which is the total average working time expected of students;
- the set time in the schedule, which is how long the students have access to facilities;
- the supervised period, during which supervision is provided.

Tasks associated with a teaching session

A teaching session involves – in addition to the contact time – students, long-term preparation, short-term preparation, teaching duties after the session and, if necessary, associated material tasks.

Long-term preparation of a session

Long-term preparation includes participation in programme development, researching issues to be addressed, the development of the procedure of sessions, the initial development and updating of the contents of the session, the preparation and updating of visual and written educational materials, and coordination with other courses, if necessary.

Short-term preparation of a session

The preparation includes short-term revision of the subject and the procedure of the session and adapting to students' own pace, if necessary.

Teaching duties after the session

Teaching duties after the session include the development and renewal of tests to demonstrate knowledge and corresponding corrections, the correction of written tests, oral tests, and assessment and monitoring methods.

Material tasks associated with a directed study session

Material tasks associated with a directed study session include setting up and storing equipment, measuring instruments, or educational materials needed, as well as checking the status and configuration of equipment.

Other duties

This includes all tasks other than direct teaching activities, which can be assigned to a teacher (research, assessment, development, indirect teaching activities, etc.)

Article 3. - Unit of measure

The unit of measure of the teaching load is one hour.

Article 4. - Measurement of load corresponding to the different forms of education

Tasks associated with one hour of optimal quality lecture, constantly updated, take an average of approximately:

- hours of long-term preparation
- 1 hour of short-term preparation
- 0.5 hours for the work after the session
- averaging a total of 3.5 hours

so that **1 hour of lecturing constitutes a load of 4.5 hours.**

Tasks associated with one hour of optimal quality directed study, regularly updated, take an average of approximately:

- 45 minutes of long-term preparation
- 45 minutes of short term preparation
- 15 minutes of materials-related tasks
- 15 minutes of work after the session
- averaging a total of 2 hours

so that **1 hour of directed study constitutes a load of 3 hours.**

These measures are not dependent on the level of the students or trainees receiving instruction.

The above measures are reference values taken into account in determining the teaching load of courses and directed study provided at the School.

Some teaching, irrespective of form, may generate average times for the various tasks different from the reference time, depending in particular on the nature of the teaching, its form, the lack of tasks provided or the presence of unplanned tasks.

Teaching sessions whose average timing means differs significantly from the reference values may be subject to a special assessment by the head of department, approved by the Academic and Research Director. These cases of discrepancy should be duly justified.

Article 5. – Measurement of project supervision and review of final dissertations

A project with ongoing supervision is counted as directed study.

The measure of supervision throughout a project can vary depending on the material, the time of preparation and marking of the subject, the associated level of supervision and the number of students per group. It is thus defined, according to project type, by the relevant head of department, in consultation with the Academic and Research Director. The average supervised duration of a project is around 25% of the programmed time. The load includes, in addition to hours of project supervision, a variable time for related tasks.

The measures for the supervision of different types of projects are regularly communicated by the Academic and Research Director.

Participation in an assessment panel during the viva for a dissertation study corresponds to a load of 3 hours, including writing the report, the future research necessary for its assessment, attendance at the viva and panel deliberations.

Article 6. Supplements for a new teaching or foreign language.

Depending on the novelty of a teaching course, the department head assigned to the first delivery attributes an increase in time allocation to a maximum of 100%. (For an entirely new or completely reformulated course, the first delivery of an hour of lecture therefore corresponds to 8 hours and that of a Directed Studies session to 5 hours).

A course delivered in a foreign language, but not focused on teaching said language, may result in an increase in time allocation, determined by the department head, up to a 10% limit, where this represents an additional task for the teacher.

Article 7. - Regular teaching load

The activities of a teacher may include:

- direct teaching activities, including teaching sessions and their associated tasks;
- indirect teaching activities, deducted from the teaching load as defined in Article 10;
- activities not related to teaching, counted in fixed amounts: various administrative activities, attending meetings, time spent on general and technical training (technology, training courses, conferences, seminars, missions, technical tours, flight training, etc.)
- assessment or study activities not contributing to School courses.

The regular teaching load is the number of hours devoted annually to direct teaching activities by a teacher working full time without any assessment or business activity being deducted from the load.

Given the annual working hours in force at the School, the regular teaching load is **1250 hours**.

This regular load, calculated with reference values laid down in Article 4. is the load to be met annually.

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

Lessons entrusted to him lead a load significantly different from the normal load, and there is a notable difference between the time associated with his teachings and the reference time;

The volume of his activities unrelated to education significantly exceeds the expected set amount.

Deviations from the regular teaching load can only be established with the agreement of the teacher, or in case of disagreement through the arbitration of the the Monitoring and Arbitration Committee.

When a teacher has assessment of study tasks, the corresponding reduction in teaching load is established by the department head, in agreement with the Academic and Research Director.

Article 8. - Limitations and additional burden

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 excess of these totals can occur only with the agreement of the teacher.

An additional load equivalent to an annual maximum of 50 student contact hours may be required of a teacher, for activities not listed in the estimated annual load table. This additional load can only occur with the agreement of the teacher.

Article 9. - Teaching load of teachers - researchers

A teacher-researcher assumes half the normal annual teaching load, unless otherwise stated in his contract.

Article 10. Indirect teaching activities, which offset the normal teaching load

When the following activities are performed by a teacher, they are deducted from the regular teaching load. Other indirect teaching activities leading to a reduction are evaluated by the department head and listed at the level of each subdivision.

The supervision of an average-size subdivision (around 6 people) is equivalent to around 1/3 of a regular teaching load; this amount can be amended by the department head in particular according to the size of the subdivision, the importance of the facilities for which it is responsible and the number of external teachers it manages. This load can be distributed among several staff, in consultation with the department head.

Academic inspection of a cycle of studies or specialised or initial training of 30 to 40 students can represent between one third and half of a regular teaching load, this value being evaluated by the department head in consultation with the Academic and Research Director, in particular according to the type and size of the class, the number of courses attended by students, the number of classes of the same cycle being supervised simultaneously, and the presence or absence of students at the School. This load can be distributed among several staff, in consultation with the department head.

Note: This includes, where appropriate, participation in finals dissertation panels.

Responsibility for a one-week course represents on average around 10 hours, this value can be modified by the department head in consultation with the Academic and Research Director, based in particular on the number of external teachers involved in the course.

Article 11. Monitoring and Arbitration Committee

A Monitoring and Arbitration Committee is responsible for verifying the correct application of this Annex and resolving any disputes. It comprises the Academic and Research Director, president, heads of academic departments or their representatives and a representative of the teaching staff by department of education, appointed by the staff representatives on the School's Joint Technical Committee. In case of vote on a dispute, the Head of the Department (or representative) to which the teacher concerned reports does not vote. The committee vote by an absolute majority, without the casting vote of the president.

This committee meets regularly to follow up the implementation of this regulation, and at the request of a member or a teacher in respect of a dispute.

ANNEX 3

DEPLOYMENT OF ENAC TECHNICAL FLIGHT CREWS

1 GENERAL

ENAC is a public administrative institution serving the aviation community, which contributes to the aviation safety mission of air transport through its core activity of flight training.

To ensure flight safety and quality of educational provision, it is necessary to regulate the working hours of flight crews. ENAC relies for this on the regulations in force.

The purpose of this document is to define the organisation of the activity of flight crews at ENAC (non-teaching or academic personnel) in accordance with laws 2000-815 and 2004-626 and the Implementation Order to the DGAC of 21 December, 2005, which amount to an annual working total of 1607 hours.

However, while the cycles of work mentioned in these texts are suitable for office activities, they do not reflect the pace of work of ENAC flight crews. It is therefore necessary to clarify the rules of employment as appropriate to the profession.

1.1 Definitions

1.1.1 Day - Week - Month - Year

By days, weeks, months, years are meant time periods corresponding to the civil day covering the period from 0.00 hours to 24.00 local time, to the civilian week, month and year respectively.

1.1.2 Instruction of Flight Activity

Activity of an ENAC flight crew, programmed by the administration, during which the officer operates a flight simulator or courses linked to pilot or instructor qualifications.

1.1.3 Activities excepting instruction and flight

'Activities excepting instruction or flight' refers to periods corresponding to certain vocational training, medical visits and union activity duties. These periods may then be construed as so-called unscheduled activities and count as business days divisible by no more than half. Document management is valued at half a day a month.

1.1.4 Base station

The place designated by the operator to the crew member, where he normally starts and ends a duty period or a series of duty periods and where under normal circumstances, the operator is not required to house the crew member.

1.1.5 Total time of instruction or flight activity

The total amount of programmed activity is the continuous period of presence of a flight crew member in the workplace from the beginning of service until the end of service in order to pursue his instructor or pilot qualifications. During this period, this flight crew officer is involved in courses, flights or other tasks related to pilot or instructor qualifications. It includes breaks, technical downtime stoppages, set up and meals on site.

In the absence of means of measuring the total time on base, it is considered to start one hour before the first scheduled activity and end one hour after the last scheduled activity.

When on off-base missions, the journey time to base is integrated into the daily total. The total time of this implementation is calculated from the base station.

1.1.6 Period of activity

The period of activity is defined by the frequency at which breaks or rest times are taken.

1.1.7 Chock-to-chock Flight Time

The elapsed time between when the plane moves from its parking place to take off until it comes to a halt on the designated parking position and all engines or propellers are stopped.

For the simulator this time is counted from the start of the simulator for a simulated flight session until its end.

1.1.8 Breaks

The break is a rest period or meal free of all duties, which counts as service and being less than the daily rest period.

1.1.9 Daily Rest Period

The daily rest period is the time spent off duty outside the total activity.

1.1.10 Periodic rest period

A periodic rest period is a period free of all duties and is subject to a weekly and regular schedule.

1.1.11 Night

Night hours are considered to be those between 9 p.m. and 6 a.m. expressed in local time.

2 ENAC FLIGHT CREW EMPLOYMENT LIMITATIONS

Laws 2000-815 and 2004-626 and the Decree of application to the DGAC of 21 December, 2005 relating to the day of solidarity apply to flight crews and this Regulation must comply with its limitations.

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

Since 2008, EU-OPS (sub-division), supplemented by the Decree of 25 March, 2008, has become the technical benchmark in force for almost all organisations employing such staff.

Although these texts are not legally binding on the ENAC, they remain a professional benchmark. ENAC has therefore adopted some of the provisions in this Regulation.

2.1 Working time

2.1.1 The maximum daily working period is 12 hrs. As part of this period, staff will benefit from a rest period of 2 hours that may be reduced depending on the activity, without ever being less than 20 minutes every 6 hours.

2.1.2 For calibration activities, ministerial missions or advanced simulator training, the maximum period may be extended provided that the officer has a long break. The conditions of application are as follows:

- The break must be taken between 3 a.m. and 10 a.m.
- The maximum extension of the period is by 1/2 (30 minute break)

2.1.3 The total of the activity periods may not exceed 48 hours per week or 44 hours weekly on average over 12 consecutive weeks.

2.1.4 The maximum weekly activity of an ENAC flight crew member excepting calibration and ministerial missions is limited to 25 hours of flight or simulator or training. The daily activity (flight, simulator or training) may begin from 7 a.m. and this for three days a week at most.

2.1.5 The maximum daily activity of an ENAC flight crew member in an assembled crew is limited to the completion of 10 hours of flight, but may not exceed seven hours for flights integrating low-level calibration.

2.1.6 The maximum duration of a low altitude flight calibration is limited to 4 hours.

2.1.7. The maximum duration of activity may not exceed 90 hours of flight or simulator in the previous 30 days.

2.1.8 The maximum time of flight or simulator in three consecutive months shall not exceed 265 hours.

2.1.9 The maximum annual number of flight hours or simulator shall not exceed 740 hours.

2.1.10 ENAC shall not programme a daily activity that will cause a flight crew to violate the rules defined in 2.1. No crew member shall be required to accept an activity if it leads him to disregard these rules. Any excess of a norm in cases of force majeure must be reported to the manager.

2.1.11 Unforeseen circumstances, CDB discretion

The limits of flight duty and rest time may be changed by unforeseen circumstances, including in the following cases:

- Emergency flights needed immediately to prevent imminent accidents or to secure the repair of aircraft
- To ensure the completion of a period of work which operational hazards (technical, weather) would not have enabled within the standard limits.
- Flights performed in the interests of security or national defence or public service ordered by the government stating the need for the exemption.

Exceeding the limits of flight time must be acceptable to the commander after consultation with the crew and must meet the following conditions:

- The period may be increased by no more than two hours.
- If unforeseen circumstances occur after take-off resulting in an excess over the permitted increase, the flight may continue until its planned destination or alternate aerodrome.
- In these circumstances, the subsequent rest period will necessarily be equivalent to the normal rest period.

2.2 Time off

2.2.1 All ENAC flight crew staff normally benefit, at their home base, from a break at least equal to the period of the previous activity. In all cases, the rest period will be a minimum of 12 hours (including in principle the normal night off).

2.2.2 In the event that the rest period must be reduced outside of the base station, it may not be less than 10 hours. The subsequent rest period is extended by the time missing under the provisions of 2.2.1.

2.2.3 All ENAC flight crew members benefit from a periodic rest time of 48 hours per week (usually Saturday and Sunday) including daily rest.

2.2.4 The crew, having completed a full week of calibration (Monday morning to Friday evening included) will receive a fixed total of 72 hours rest, taken Friday night after work until Tuesday following the week of calibration.

2.2.5 In the event that the flight crew has carried out two or three consecutive weeks of calibration:

- the intermediary weekly rest cannot be less than 48 hours
- after two weeks of programming, the rest will be at least 96 hours including Saturday and Sunday
- after three weeks of programming, the rest will be at least 120 hours, including Saturday and Sunday

2.2.6 The flight crew receives 25 days vacation and 20 standard days of recovery in compliance with the texts relating to Civil Service and the rules set for staff carrying out specific functions. Moreover, it benefits from a week off at year-end from December 25 and December 31 inclusive.

Availability of staff

ENAC flight crew made available to companies or organisations outside the ENAC are subject to the labour rules of the organisation to which they are posted (in all cases these must conform to CAC and the national labour law or collective agreements or legislation in force in the country concerned).

3 ORGANISATION OF WORK

ENAC is committed to maintaining the highest possible level of security. It also wishes to offer students an optimised educational experience that respects learning and assimilation rates while meeting deadlines expected of them.

Within the scope of mandatory limitations outlined in previous chapters, a certain organisational latitude accrues to local officials in charge of programming and flight crews.

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

4 students per instructor

A daily average of 4 sessions of instruction

The proposed rules are recommended to ensure educational quality. Flight crews remain the best judges of their abilities within the imposed framework.

3.1 Flow of weekly and annual activities

The annual activity of an ENAC flight crew member normally takes place on the totality of working days minus the number of vacation days (25 days + 4 days at end of year) and a number of fixed recovery days (20 days).

The daily equivalent of office hours for an SEFA flight crew member shall be equivalent to 8 hours per day.

The weekly activity of an ENAC flight crew member is preferably carried out from Monday to Friday. It can still take place outside of these periods when the ENAC workload requires. Under these conditions, recovery days will be granted on Sundays and public holidays following the rule of 1.5 days recovery for one day worked.

These recovery periods are a compensation for an increase in activity. They must therefore be granted following the relevant period and not accumulated as future leave. However, they may be postponed in exceptional cases upon agreement between the officer and his superiors.

3.2 Organisation of flight instruction or activities

Flight or training activities are programmed by the instruction division or the flight crew member's hierarchical superior. This programming applies to the organisation of daily flight activities, flight simulator or ground training.

A scheduled activity may begin at any hour of the day without beginning or ending with a break. Its length shall not be less than 3 hours and shall not exceed 12 hours except as provided in 2.1.2

3.3 Organisation of unplanned work

As part of his duties, an ENAC flight crew member is entitled to 2 days required for the purposes of the medical visit, conditions for which are decided by the department heads of each SEFA (French Air Training Service) Centre or supervisors.

He may also be asked to intervene in the execution of trade union activities which are recorded as half-days.

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 the ENAC taken after the opinion of the Technical Committee of the ENAC, considered as equivalent to a company agreement within the meaning of the deliberations of the Board of Directors of the CRPNAC.

ANNEX 4

THE TEMPORARY TRAVEL POLICY

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 - 7.2.4 *Particular case of students for whom the traineeship agreement provides for the payment of travel expenses*

Considering Decree No. 2006-781 of 3 July 2006 as amended by Decree No. 2010-677 of 21 June 2010 laying down the terms and conditions of the payment of costs incurred by the temporary travel of civilian staff of the State and in particular its Article 7,

Considering Decree No. 2007-651 of 30 April 2007 amended regarding the status of the Ecole Nationale de l'Aviation Civile,

Considering the Decree of 27 November 2008 regarding the appointment of Mr Marc HOUALLA, in his capacity as Director of the Ecole Nationale de l'Aviation Civile,

Considering the Decree of 3 July 2006 laying down the rates of allowances of missions provided for in Article 3 of Decree No.

2010-677 of 3 July 2006 laying down the terms and conditions of the payment of costs incurred by the temporary travel of civilian staff of the State,

Considering the Decree of 3 July 2006 laying down the rates of traineeship allowances provided for in Article 3 of Decree No. 2006-

781 of 3 July 2006 laying down the terms and conditions of the payment of costs incurred by the temporary travel of civilian staff of the State,

Considering the Decree of 3 July 2006 laying down the rate of kilometric allowances of missions provided for in Article 10 of Decree No.

2010-677 of 3 July 2006 laying down the terms and conditions of the payment of costs incurred by the temporary travel of civilian staff of the State,

Article 1: Field of application of the temporary travel policy

Any professional travel organised by the Ecole Nationale de l'Aviation Civile (ENAC) for its permanent staff, its students and its outside staff is governed in accordance with this

measure. The purpose is to avoid the member of staff who is working or studying away, from having to personally pay the expenses directly related to the professional trip or receiving a source of additional remuneration.

For the application of this system, the following persons are considered as:

- **Students:** those persons, public servants or otherwise, in initial training at the ENAC, including those who are studying towards obtaining a specialised diploma, or any other student of the national education system or higher education on a traineeship at the ENAC. Within this provision, ab initio trainees, French or foreign are also considered to be students, who are following an airline pilot or air traffic controller training course.
- **Outside staff:** those persons, public servants or otherwise, working on behalf of the ENAC, receiving or otherwise, fees for contractual work.

- **Staff:** staff of the ENAC, whether they are public servants or otherwise, doctoral students, apprentices, or any other person receiving remuneration from the ENAC (excluding outside staff).

The ENAC travel policy applies to travel in metropolitan and overseas France and abroad. The said travel rules do not apply to travel paid for by an authority external to the ENAC.

The Board of Directors authorises the Director of the ENAC to take by a decision the provisions for the application of this temporary travel policy, in compliance with the regulations in force.

The rates of the assignment and traineeship allowances indicated in this travel policy are automatically aligned with the rates set by inter-ministerial decree.

Article 2: Preparation of the trip: concept of service ordered

All the elements constituting a professional trip must be authorised in advance stemming from a request signed by the authority empowered to order the departure.

This request is sent to the “travel” administrators at least two weeks before the departure to facilitate processing except in cases of acknowledged emergency situations, on the working day following the member of staff's departure.

Any temporary travel, even without costs, is subject to the issuance of a travel order. Where repetitiveness of the travel so requires, a permanent travel order may be issued, valid for a maximum period of twelve months.

The travel order is signed by the authority empowered to order the travel and then handed to the assignee of the mission. In principle, it is individual, but it may be collective if several people are carrying out the same assignment or following the same traineeship.

Travel inside the urban unit of Toulouse does not give rise to the establishment of a travel order and is therefore not paid for by the ENAC. However, when a member of staff or a public servant uses his personal vehicle to carry out this type of travel, he will have to have previously obtained written authorisation signed by the authority empowered to order the travel.

Pursuant to Article 2-8 of the Decree of 3 July 2006 referred to above, the following are regarded as constituting one and the same municipality:

- For the conurbation of Toulouse, the municipalities depending on the urban unit of Toulouse are: Aucamville, Aussonne, Auzeville-Tolosane, Auzielle, Balma, Beaupuy, Beauzelle, Belberaud, Blagnac, Brax, Bruguères, Castanet-Tolosan, Castelnau, Castelginest, Castelmaurou, Cépet, Colomiers, Cornebarrieu, Cugnaux, Daux, Deyme, Eaunes, Escalquens, Fenouillet, Fonbeauzard, Frouzins, Gagnac-sur-Garonne, Gratentour, Labarthe-sur- Lèze, Labastide-Saint-Sernin, Labège, Lacroix-Falgarde, Lapeyrouse-Fossat, Launaguet, Lèguevin, Lespinasse, Mervilla, Mondonville, Montberon, Montrabé, Muret, Péchabou, Pechbonnieu, Pechbusque, Pibrac, Pin-Balma, Pinsaguel, Pins-Justaret, Plaisance-du-Touch, Pompertuzat, Portet-sur-Garonne, Quint- Fonsegrives, Ramonville-

Saint-Agne, Roques, Roquettes, Rouffiac-Tolosan, Saint-Alban, Saint-Geniès- Bellevue, Saint-Jean, Saint-Jory, Saint-Loup-Cammas, Saint-Orens-de-Gameville, Saint-Sauveur, La Salvetat-Saint-Gilles, Seilh, Seysses, Toulouse, Tournefeuille, L'Union, Vieille-Toulouse, Vigoulet-Auzil, Villate, Villeneuve-Tolosane.

- For the conurbation of Montpellier, the municipalities depending on the urban unit of Montpellier are: Aigues-Mortes, Assas, Baillargues, Beaulieu, Carnon, Castelnau-le-Lez, Castries, Clapiers, Cournonsec, Courmonterral, Fabregues, Grabels, Guzargues, Jacou, Juvignac, La Grande-Motte, Lansargues, Lattes, Laverune, Le Crès, Le Grau-du-Roi, Lunel, Lunel-Viel, Marsillargues, Mauguio, Maurin, Mireval, Montferrier-sur-Lez, Montpellier, Mudaison, Murviel-les-Montpellier, Palavas, Perols, Pignan, Prades-le-Lez, Saint-Aunes, Saint-Christol, Saint-Clément-de-Rivière, Saint-Drezery, Saint-Genies-des-Mourgues, Saint-Georges-d'Orques, Saint-Jean-de-Vedas, Saint-Laurent-d'Aigouze, Saint-Vincent-de-Barbeyrargues, Saturargues, Saussan, Sussargues, Valergues, Vendargues, Vic-la-Gardiole, Villeneuve-les-Maguelone.

Payment of costs by the administrative authority of a member of staff required to work or study away is effective from his administrative place of residence; unless permission is given by the authority that ordered the travel to carry out his assignment or his traineeship departing from his family residence if the transport cost is equal to or less than the cost calculated at the beginning of his administrative residence.

Article 3: Certification of completion of the trip

At the end of the assignment or the traineeship, the member of staff and the authority which ordered his departure sign the expenses statement to validate in writing all of the elements constituting costs incurred by the trip in accordance with the provisions of this decision.

This validation is certification of the completed service for all the elements constituting the trip.

The expenses statement must be submitted at the most within the month following the trip for occasional travel orders and within three months after the first journey for permanent travel orders.

This procedure remains mandatory for cases of assignments without costs or cancelled.

Article 4: Optimisation of travel costs

Optimisation of travel and accommodation costs is a priority. The authority empowered to order the travel chooses the means of transport with the cheapest fare and when the interest of the service ordered so requires, the most suited for the nature of the trip.

Rail travel shall be preferred whenever possible.

The choice of air travel may be allowed if it is indispensable for the needs of the service, less expensive than rail or if it allows compliance with the rules relating to working time, and simultaneously provides a significant time saving in relation to rail. The concept of travel time must be extended for the whole of the trip, including journey time.

In order to find the most appropriate type/means of transport, consideration needs to be given to

the fact that transport requests are made on the basis of the desired time of arrival at the place of the assignment (or course), and for the return, on the basis of the desired departure time from the place in which the destination of the trip is carried out.

Transport by rail

Where the main transport is by rail, the journey is in second class if the duration of the trip is greater than or equal to 5 days. The use of first class may be authorised by the authority empowered to order the travel when it proves to be less expensive than second class or for a return trip on the same day.

Transport by air

Where the main transport is by air, the cheapest air fare for the ENAC must be sought from among all the airlines serving the line in question.

Upgrading to the class immediately above economy class may be authorised for long-haul flights as well as flights to overseas France in the following cases:

- the duration of the trip is fewer than 5 days and the flight time for the outward journey is longer than 7 hours;
- a need related to a health problem of the member of staff (in this case, a medical certificate must be produced);
- when the flight in the immediately above class is less expensive than the economy class;
- when there is no more space available in economy class within the times allocated for the mission;
- when it concerns a person selected by the ENAC to serve as a member of the thesis or accreditation to direct research (HDR) examination board, or a person selected by the ENAC to provide specific functions (chairman, guest of honour, speaker) in the seminars/symposia that it organises, or more generally an outside contributor who does not benefit from remuneration from the ENAC for his contribution;

Any derogation from the above upgrade rules must be approved in advance by the Director of the ENAC, his deputy, the Secretary General or the Director of Studies and Research.

The use of subscription formulas accompanied by a comparative study of the costs is allowed.

Article 5: Provisions for payment of the costs of the trip

The ENAC may directly bear the costs of transport, accommodation or meals according to the competitive tendering rules applicable to public procurement. In this case, payments made for accommodation or meals are unconnected to the allowance rates provided for in the case of a refund to a member of staff.

The ENAC does not differentiate compensation for the travel of its staff between that for an assignment and that for training. For training, the production of an invitation to attend is mandatory to support the travel order request.

When the trip so requires, the ENAC may refund a member of staff, on presentation of the original invoices or proof of payment able to establish the reality of the expenditure, miscellaneous costs directly related to collective or individual transport, parking and toll charges when using an individual administrative, personal or rental vehicle, the costs of visas or vaccinations, duly authorised before or after completion of the trip. Conditions for reimbursement for missions abroad are however special and are specified below.

Certain members of staff of the ENAC whose specific functions require flexibility of management for the payment of expenses may benefit from a business card. The beneficiaries of this business card are accredited by a decision of the Director of the ENAC. The conditions of use associated with this business card are defined within the framework of the regulations in force.

5.1 – Reimbursement of travel expenses to the member of staff

Any payment by the ENAC of the costs of accommodation and miscellaneous expenses, for travel in metropolitan France, overseas France and abroad, is subject to the production by the member of staff of an original invoice or any documentary evidence able to prove the reality of the expenditure. In the case of a temporary rental for accommodation, the member of staff must provide the tenancy agreement and the rental receipts.

Exceptionally, when the quality and the high level of a person so dictate, the Director of the ENAC, his deputy, the Secretary General or the Director of Studies and Research may decide to increase the subsistence allowances, limited to five thirds of the reference allowance. This increase also applies according to the same conditions:

- to persons selected by the ENAC as members of the thesis or HDR examination boards;
- to persons selected by the ENAC to provide specific functions (chairman, guest of honour, speaker) in the seminars/symposia that it organises.
- more generally to outside contributors who do not benefit from remuneration from the ENAC for their contribution;

5.1.1 Case of travel within metropolitan France

For travel within metropolitan France, the member of staff may claim assignment allowances that give an entitlement, cumulatively or separately depending on the cases, to a flat-rate refund of additional costs for meals set at €15.25 and/or a flat-rate reimbursement of accommodation costs set at €60.00.

5.1.2 Case of travel outside metropolitan France

For travel outside metropolitan France, the member of staff can claim the daily flat-rate allowances which are by way of derogation from Article 2 of the Decree of 3 July 2006 referred to above, allocated and distributed as follows: 50% for the overnight allowance, 35% for the meal allowance and 15% for the miscellaneous expenses allowance.

These allowances cover all the costs on the spot, from arrival to departure, and where applicable, the costs of accommodation, meals, local individual or public transport, taxis and communications.

Transport that can be described as secondary (e.g. the member of staff's journey from the airport to his hotel) are funded in the part of the allowance intended to cover the various costs. Miscellaneous costs do not include the transport costs covering the main journey or the different stages of execution of a trip, vaccinations or recommended drugs, the costs of visas, compulsory insurance related to the visa, airport taxes and motorway fees charged in some countries, excess baggage costs and gifts that are considered to be representation costs. All invoices for payment of miscellaneous costs must be kept by the member of staff and communicated to the "travel" managers so that he is reimbursed if applicable for the share of costs

incurred and authorised that exceed the amount corresponding to 15% of the daily allowance. It is specified that car rental abroad and ancillary costs (parking, petrol) are not directly borne by the ENAC, but reimbursed to the member of staff as miscellaneous costs.

5.2 –Particular case of the overnight allowance

The possibility of the direct payment of accommodation costs by the ENAC for its staff has been adopted. However, the member of staff may still choose to book accommodation and advance the costs.

Unless an exception is made, the ENAC will not book overnight stays for outside contributors. The latter will themselves advance the accommodation costs.

The overnight allowance includes the cost of accommodation and breakfast.

The overnight allowance is not paid when the member of staff enjoys free accommodation. Therefore the allowance is not paid if the member of staff does not produce proof of paid-for accommodation.

5.2.1 Case of overnight stays in metropolitan France

When the member of staff advances hotel accommodation costs, he will be reimbursed with the regulatory flat-rate allowance.

When the member of staff working or studying away is provided accommodation in an accommodation centre other than a hotel (e.g. non-exhaustive list including in particular hotel residences, campsites, bed & breakfasts, family guest houses, rural gites, religious congregations, campuses, holiday and VVF residences, Centre polyvalent de l'Aviation Civile et Météo France – Le Bataillet), the reimbursement of the overnight stay will be for the actual expenses capped at the reference amount for the overnight allowance.

In the event of multiple accommodation in a hotel (several members of staff book the same room), the reimbursement of the regulatory flat-rate allowance will be made for each member of staff, on presentation of all supporting documents showing that the total amount of the cost of the overnight stay has been paid for by the members of staff who have shared their room.

5.2.2 Case of overnight stays outside metropolitan France

A member of staff who advances the costs of hotel accommodation, will receive (on presentation of supporting documents) the entire daily allowance due for the overnight stay.

When the member of staff working or studying away is provided accommodation in an accommodation centre other than a hotel (e.g. non-exhaustive list including in particular hotel residences, campsites, bed & breakfasts, family guest houses, rural gites, religious congregations, campuses, holiday residences, etc.), the reimbursement of the overnight stay will be for the actual expenses capped at 50% of the daily allowance corresponding to the overnight allowance.

In the event of multiple accommodation in a hotel (several members of staff book the same room), the reimbursement equal to 50% of the daily allowance will be made for each member of staff, on presentation of

all supporting documents showing that the total amount of the cost of the overnight stay has been paid for by the members of staff who have shared their room.

When a member of staff working or studying away overseas or abroad enjoys free accommodation, his daily allowance is reduced by 50%

5.3 – Particular case of the meal allowance

The meal allowance is not granted for a meal provided free of charge or if the member of staff omits to claim a paid-for meal.

No supporting document is required for reimbursement of the meals; nevertheless, only meals declared by the member of staff will be reimbursed.

5.3.1 Case of meals in metropolitan France

The meal allowance served for travel undertaken due to an assignment or a training course is reduced by 50% when the member of staff is able to take his meal in an administrative or equivalent restaurant even if he does not use this possibility.

Administrative or equivalent restaurants are considered to be the restaurants of the ENAC sites of:

- Carcassonne, Grenoble, Saint Yan and Toulouse for midday and evening meals;
- Biscarrosse, Castelnaudary, Melun, Montpellier and Muret for midday meals only

Any derogation from this rule must be indicated in an administrative certificate signed by the accredited authority.

The meal allowance is not paid for individual contractors working at the ENAC for a single day with the exception of testers, reinforcement staff, thesis and training supervisors, conference speakers, work jury members.

5.3.2 Case of meals outside metropolitan France

When a member of staff working or studying away benefits from a free midday or evening meal, his allowance is reduced by 17.5%, and if both meals are free, the allowance is reduced by 35%.

5.4 – Advance for travel costs

At the member of staff's request, an advance on his travel costs capped at 75 % of the estimated amount of the costs incurred may be paid to him.

This advance is paid at the earliest one month before the start of the mission or the training course. The payment of an advance is granted in the following cases:

- travel in metropolitan France of a period equal to or greater than five days;
- travel outside metropolitan France.

Monthly advances may also be granted for long duration travel.

The request for the advance must be written and signed by the person being sent on an assignment and then signed by the authority that ordered the departure and must be sent at the same time as the travel request.

At the end of the trip when the compensation is subject to the production of an original invoice or proof of payment able to prove the reality of the expenditure, their loss or non-presentation will lead to a refusal of compensation and repayment of the advance.

5.5 – Use of a personal vehicle

In the event of exceptional use of a personal vehicle, the members of staff of the ENAC as well as public servant students must produce a declaration on their honour that they have an insurance policy covering their unlimited liability in respect of all damage that would be caused by the use of their vehicle for professional purposes, that their driving licence is valid and they must provide the identification of the vehicle used. This declaration must be signed by the authority empowered to order the trip.

There may also be issued an annual authorisation to use a personal vehicle in particular due to travelling functions. The practical arrangements for the particular person will be decided by the Director of the ENAC.

The transport costs incurred by the use of a personal vehicle are reimbursed on the basis of the SNCF 2nd class kilometric fare.

By way of derogation, when travel involves the use of aircraft departing from Toulouse-Blagnac airport, the journey between the administrative residence and the airport is reimbursed via a flat-rate that can be updated calculated on the basis of the number of kilometres for the outward and return journey for a vehicle of 6 HP, i.e. $30 \text{ km} \times 0.32 =$

€9.60 (Toulouse / Toulouse-Blagnac airport) and i.e. $60 \text{ km} \times 0.32 = €19.20$ (Muret / Toulouse-Blagnac airport). With regard to this journey, an annual request for authorisation to use a personal vehicle is sufficient. The use of the personal vehicle must be specified on the completion statement.

5.6 – Use of a rental vehicle

The rental of the vehicle as well as the associated costs of fuel and insurance may be authorised when making the travel request according to the following conditions:

- when the itinerant nature of the travel within a limited geographic area around the place of the assignment so requires;
- for the preservation of the safety of the person working or studying away;
- very exceptionally, in the case of an attested obligation to transport fragile, precious, heavy or bulky equipment;
- if this mode of transport is more suited than public transport and cheaper than the use of a taxi.

It is moreover recalled that car rental abroad and ancillary costs (parking, petrol) are not directly borne by the ENAC, but reimbursed to the member of staff as miscellaneous costs.

5.7 – Use of car parks

In the case of the previously authorised use of an individual administrative, personal or rental vehicle, the member of staff must, as a priority, use the car park subscription cards of his administrative authority or reduced rate parking cards.

Failing this, parking fees are paid for in public urban car parks, as well as the car parks of hotels, stations, airports and maritime ports, for a maximum consecutive period of 72 hours, at the cheapest rate.

For a period of parking of fewer than 24 consecutive hours, the reimbursement will be accepted on the basis of the actual costs.

Costs incurred by parking for a period longer than the maximum allowed duration will not be reimbursed.

5.8 – Use of a taxi

The use of a taxi may be authorised in the following cases:

- absence or inadequacy of public transport;
- safety conditions not provided by existing public transport;
- the carriage of fragile, precious, heavy or bulky equipment;
- the grouping several members of staff of the ENAC or other services of the State;
- when the overall cost is lower than the cost of any other means of transport.

In the case of the unjustified use of a taxi, the reimbursement will be made on the basis of the SNCF 2nd class kilometric fare.

Article 6: Conditions of compensation and consideration of transport time

Where the main means of transport is public transport, the assignment begins at the departure time and ends at the arrival time of this means of transport.

However for the calculation of the allowances, to these hours it is appropriate to automatically add, on departure and on arrival, one hour in the case of the use of a train, plane or boat.

Where the main means of transport is an individual, administrative or personal means of transport, it is the departure and arrival time at the administrative residence or at the family residence which is used with no adjustment.

6.1 – For metropolitan France

The amount of the compensation corresponds to the total of the allowances allocated to the member of staff if he is away throughout the entirety of the corresponding time period:

- Time period 11.00 -14.00: a meal allowance
- Time period 18.00 -21.00: a meal allowance
- Time period 00.00 -5.00: an overnight allowance

For travel by plane or train, it will be considered that the taking into account of the allowances starts in the

morning of the first day of the assignment (or traineeship) unless permission is given by the authority ordering the travel to leave on the previous day after 18.00 in consideration of the distance from the administrative or family residence of the member of staff from the airport or from the train station and the start time of the mission (meeting, traineeship, training course, etc.).

6.2 – Outside metropolitan France

The allowances cover all costs on the spot from arrival on the territory outside metropolitan France until departure from the territory.

The amount of the compensation corresponds to the total of the allowances allocated for each night or fraction of night spent outside metropolitan France, i.e. during the period from 0.00 to 5.00. Unlike missions in metropolitan France, it is therefore not necessary to be working or studying away for the entire period from 0.00 to 5.00 to be eligible for an allowance. To this total, a half-allowance is added, when the departure from the territory outside metropolitan France takes place after 17.00 local time.

For travel taking place during the day, a half-allowance is allocated.

No allowance is paid outside the actual dates and times of the assignment.

Article 7: Special provisions regarding travel by students

Travel expenses of the students of the ENAC are paid for by the school in accordance with the conditions laid down in these provisions.

7.1 – Case of public servant students

The allowances paid to public servant students in accordance with the conditions laid down in 7.1.1 to 7.1.3 below, are paid according to the following provisions:

For all travel occurring before assignment of the student (first 2 years of training for ICNA, IESSA and TSEEAC students, and the 3 years of training for IEEAC students), the ENAC pays all the costs associated with travel (transport, accommodation, catering).

For all travel occurring after assignment of the student (3rd year for ICNA, IESSA and TSEEAC students) on ENAC training sites:

- The Directorate General of Civil Aviation (DGAC) pays for the transport costs between the place of assignment and the place of training specified by the ENAC;
- The ENAC pays for the accommodation and catering costs for the whole time spent away.

For all travel occurring after assignment of the student (3rd year for ICNA, IESSA and TSEEAC students), outside ENAC training sites, the DGAC pays all the costs associated with travel (transport, accommodation, catering).

By way of derogation from the previous paragraph, the costs of accommodation and catering of the TSEEAC

immersion traineeship are paid by ENAC, although it takes place after the assignment of the student and outside of an ENAC training site.

Any student who must undertake travel imposed by the ENAC, and whose purpose cannot be considered as a period of traineeship or training, benefits from payment of the transport costs on the basis of the SNCF 2nd class kilometric fare calculated between the departure and arrival points imposed by the ENAC, as well as meal and overnight allowances in accordance with the same conditions as the members of staff of the ENAC on an assignment. This travel which is not considered to be periods of traineeship or training are invitations to undergo as second medical assessment after starting training, participations at forums, shows and other presentations of the school. No other type of travel may result in a reimbursement of costs, unless first decided by the Director of the ENAC.

The allowances received by public servant students who are working or studying away on a traineeship or a training course are described below.

7.1.1 Traineeship allowances (except for the cases provided for in 7.1.3)

Public servant students can receive traineeship allowances in the cases defined exhaustively below. The various rates of traineeship allowances are specified in the Annex.

Public servant students studying away on an ENAC site outside their place of administrative residence are provided accommodation free of charge by the ENAC (for sites with accommodation and subject to the availability of rooms). As such, they receive no traineeship allowance.

Public servant students studying away on an ENAC site where they cannot be accommodated free of charge, or on a site of the Directorate General of Civil Aviation (DGAC) with an administrative restaurant, benefit from the traineeship allowance case No. 2 of Annex 4-1.

Public servant students studying away, not on an ENAC site or a DGAC site with an administrative restaurant, benefit from the traineeship allowance provided for cases Nos. 1, 2, 3 or 4 of Annex 4-1, according to the presence or not of an administrative restaurant and whether or not accommodation is provided free of charge.

When a traineeship providing the same training in an alternating way takes place in several sessions, the calculation of the traineeship allowances is based on the duration corresponding to all the sessions.

Public servant students can benefit from an advance on travel costs of 75% or monthly advances for long duration traineeships, provided they make a formal request.

7.1.2 Transport allowances (except for the cases provided for in 7.1.3)

Travel is reimbursed on the basis of the SNCF 2nd class kilometric fare calculated between the departure and arrival points of the places of training imposed by the ENAC (outward/return). The places of departure and arrival can thus be ENAC sites, control centres or any other entity due to host the training course.

Motorway toll and parking charges are reimbursed by the ENAC according to the conditions described in Article 5.

Air, rail or marine transport falls within the competence of the ENAC alone which thus imposes the places of departure and arrival for air, rail or marine travel. Air, rail or marine transport will be selected if it offers an economic saving in comparison to the SNCF 2nd class fare.

7.1.3 – Particular case of travel for a long traineeship, an end-of-study project, a substitution semester or any other academic exchange

Public servant students working away for a long traineeship (end of 2nd year), an end-of-study project (PFE), a substitution semester or any other academic exchange, do not benefit from any internship, meal or overnight allowance.

For a long traineeship, a PFE, a substitution semester or any other academic exchange occurring in metropolitan France, public servant students receive a transport allowance on the basis of the SNCF 2nd class kilometric fare calculated between the points of departure and arrival imposed by the ENAC.

For a long traineeship, a PFE, a substitution semester or any other academic exchange taking place outside of metropolitan France, public servant students receive a flat-rate allowance of €1,300. This flat-rate allowance which covers without distinction transport, accommodation and catering costs, may be paid only once per student during his school training, and only for a minimum period of 8 consecutive weeks outside of metropolitan France.

7.2 – Case of students who are not public servants

Non-public servant students are only reimbursed, transport costs for travel in metropolitan France during their school training and whose destination is imposed by the ENAC: inter-centre ENAC travel of Student Airline Pilots (EPL), participation in forums, shows and other presentations of the school. No other type of travel may result in a reimbursement of transport costs, unless first decided by the Director of the ENAC.

Travel is reimbursed in metropolitan France on the basis of the SNCF 2nd class kilometric fare calculated between the departure and arrival points of the places of training imposed by the ENAC according to the purpose of the travel. Motorway toll and parking charges are not reimbursed by the ENAC.

7.2.1 – Particular case of travel abroad of non-public servant IENAC students

Non-public servant IENAC students studying away abroad receive flat-rate financial assistance of €1,300. This flat-rate financial assistance which covers without distinction transport, accommodation and catering costs, may be paid only once per student during his school training, and only for a minimum period of 8 consecutive weeks abroad.

7.2.2 – Particular case of students in initial practical pilot training

Within the context of their school training, the ENAC pays for the catering costs of these students according to the same conditions as the members of staff of the ENAC on an assignment.

7.2.3 – Particular case of students for whom the customer contract provides for the payment of travel expenses by the ENAC

If payment of the transport is provided in the customer contract, the ENAC:

- reimburses the student on the basis of the SNCF 2nd class fare,
- or directly pays the transport costs, if the student does not have any means of locomotion.

If payment of the accommodation and/or catering is provided for in the customer contract, the ENAC covers the costs of these students working away according to the same conditions as the members of staff of the ENAC on an assignment.

7.2.4 – Particular case of students for whom the traineeship agreement provides for the payment of travel expenses by the ENAC

If payment of the transport is provided in the traineeship agreement, the ENAC:

- reimburses the student on the basis of the SNCF 2nd class fare,
- or directly pays the transport costs, if the student does not have any means of locomotion.

If payment of the accommodation and/or catering is provided for in the traineeship agreement, the ENAC covers the costs of these students working away according to the same conditions as the public servant students, i.e. with traineeship allowances.

(...)



Ecole Nationale de l'aviation Civile

board of Directors update of november 8, 2016

Internal

rules

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La référence aéronautique

Precautionary statements

Please note:

this Translation of the Internal Rules of ENAC have no legal force: It is provided for informational purposes only.

Only the French version have legal force.



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 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 2007-651 of 30 April 2007 amended, relating to the status of the ENAC.

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 deliberation of the Board of Directors of the School of 7 October 2011 and amended according to the same procedure, is to define 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 Article 7 of the above-mentioned Decree 2007-651.

These internal rules apply to:

- all tenured and non-tenured staff of the School
- all students, civilians and public servants, 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 colleagues, etc.).

TITLE I: ORGANISATION

Chapter 1: Organisation of the departments and services

The Ecole nationale de l'aviation civile is placed under the authority of the Director assisted by the Deputy Director, the Secretary General, the Director of Studies and Research, the Director of Pilot and Flight Training, the Director of International Affairs and Development, the Head of the Information Systems Centre, the Director of Cabinet, and the Head of the Quality, Safety and Security of the Sites and Operations Centre. Also directly placed under his authority are the Advisor and Prevention Assistants responsible for applying the rules of Health, Safety and Working conditions.



The Director of the School takes the measures required to apply the deliberations 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 to all functions for which no other authority has received the power of appointment.

The Director of the ENAC is responsible for the Safety of the School: for the “Flight Safety” part (Air and Maintenance Operations), he is assisted in this by a Flight Safety Facilitator (aircrew) who reports to him and by the “Quality, Safety and Security of the Sites and Operations Centre”.

The Deputy Director replaces the Director in the event of absence or incapacity. He may be entrusted by the latter with specific missions as necessary. The Montpellier training centre reports to him directly.

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 Procurement Manager
- ☐ 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
- ☐ a Legal service
- ☐ a Management control service

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.

The Finance Department directed by a Head of Department is made up of:

- ☐ a Budget and Expenditure subdivision
- ☐ a Revenue subdivision
- ☐ a Procurement subdivision
- ☐ a Missions subdivision

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.

The Human Resources Department directed by a Head of Department is made up of:

- A Management of Public Servants, Workforce and Social Dialogue subdivision
- A Management of State Workers subdivision
- A Management of Aircrew subdivision
- A Management and Salaries of Individual Contractors and Contractual Workers subdivision
- A Continuous Training of Staff subdivision
- A Social Action Service
- A Medical Service.

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.

The Infrastructure and Logistics Department, directed by a Head of Department, assisted by a financial management unit, is made up of:

- ☐ a Logistics Division with:
 - a General Resources subdivision
 - a Publication subdivision
 - an Interventions subdivision
- ☐ an Infrastructure Division with
 - a Work on Infrastructure subdivision
 - a Maintenance of Infrastructure subdivision

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:

- ☐ collation of enrolments, management of admissions, organisation of the recruitment for all training, in coordination with the educational programmes centre and the departments responsible for training for the pedagogical aspects
- ☐ organisation of preparations for the internal competitive examinations,
- ☐ management of the residences' load plan,



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- ☐ student and trainee reception and life on the campuses of the school,

i.e. all the operations, not related to development and pedagogy, which contribute to the admissions and to the life of the campuses.

The Admissions and Campus Life Department, directed by a Head of Department, assisted by a financial management unit, is made up of:

- ☐ a Civilian Students subdivision
- ☐ a Public Servant Students subdivision

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 Director of Studies and Research provides the pedagogical and scientific management of the School. For this purpose, he is assisted by:

- ☐ the Research Manager
- ☐ the Training-Research Scientific Advisor
- ☐ the Head of the Educational Programmes Centre
- ☐ the Head of the ATM Department (Air Traffic Management)
- ☐ the Head of the Science and Engineering of Air Navigation Department
- ☐ the Head of the Languages, Humanities and Social Sciences Department
- ☐ the Head of the Air Transport Department
- ☐ the Head of the Teaching Support Centre

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 under the authority of the Director of Studies and Research, for the organisation of the training, checking and improvement of their quality and management of 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.

In addition, by a decision of the Director of the School, the departments may be entrusted with missions of investigation, studies and development for other services of the School or external third parties.

1-2-1 The Research Manager

The research manager is responsible for the following tasks:

- The definition and implementation of the scientific policy of the ENAC to meet the challenges of academic excellence, teaching-research synergy and demands from the administrative authority and society,
- The definition and implementation of the organisation of the ENAC's research (laboratories and research teams, cross-functional programmes and platforms, research support team, relationship with the "support for research" programme)
- The orientation, coordination and management of the work of the teams and applied research programmes of the school,
- Representation of the ENAC in the research environment of the ENAC at local, national and international levels.
- The organisation and conduct of meetings of the Steering Committee of the ENAC Research Laboratory, the Board of Research, the assessment of the research activity undertaken by the HCERES and the quality approach of the research process.

ENAC's research activity is undertaken by the ENAC Research Laboratory comprised of:

- Four research teams respectively carrying out their research in the fields of "critical interactive informatics", "optimisation", "the science of economic data and visualisation", "telecommunications".
- 5 cross-functional research programmes addressing the following multidisciplinary research issues: "ATM and airports", "general aviation, helicopters and air operations", "safety and security", "UAV systems", "sustainable development"
- 2 scientific and technical platforms of international stature: "UAV cage", "Man-Aeronautical systems interfaces"

The research support team implements five main functions: strategy, presentation and coordination, commercial development, administrative management of research projects, and promotion.



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1-2-2 The Educational Programmes Centre

The Educational Programmes Centre assists the Director of Studies and Research with the following tasks:

- ☐ coordination for the development of the content of the training courses and/or for the implementation of a new training course,
- ☐ monitoring of training courses,
- ☐ harmonisation of educational strategies (teaching objectives, use of ICT, etc.), methods (assessments, presence, sanctions, etc.), resources and tools dedicated to training (schooling software, etc.),
- ☐ pooling of the school's teaching resources, both materially and pedagogically.

1-2-3 The ATM Department (Air Traffic Management)

Teaching areas

- ☐ Regulations and operation of air traffic
- ☐ Establishment of procedures of air traffic
- ☐ Practical training in air traffic control
- ☐ Automation of control tools
- ☐ Various ATM topics (AIS, ATFCM, PBN, Environment, Telecoms, SAR, etc.)

Related activities

The department is responsible for maintaining and operating the simulators and educational tools associated with practical traffic control training including activities outside of a teaching context, as well as providing expertise on request in this field.

It is responsible for ensuring that the products developed by the ENAC evolve in the above areas and used in the organisations of the DGAC (civil aviation authority), according to the needs expressed by the latter.

Organisation

The divisions and subdivisions of the ATM Department are as follows:

- ☐ Training Management Division to which is attached:
 - ☐ PANS-OPS subdivision
- ☐ Practical Control Training Division to which are attached:
 - ☐ Pedagogical Engineering subdivision,
 - ☐ Media Coverage entity
 - ☐ Practical Control Training Instructors entity
- ☐ ATM and Operational Use of Simulators Division to which are attached:
 - ☐ Simulators Maintenance subdivision
 - ☐ Simulators Operating subdivision



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- ☐ Management and Planning of the Simulators Operator Service subdivision
- ☐ Technical Studies subdivision
- ☐ Geotitan unit
- ☐ R & T entity (Research & Technology)

1-2-4 The Science and Engineering of Air Navigation Department

Mission:

The SINA Department is a teaching and research department responsible for providing:

- Fundamental scientific teaching (mathematics, signal processing, electromagnetism, etc.) for the benefit of all ENAC training courses,
- Engineering science teaching (system engineering, modelling, design of critical man-machine systems, project management, safety engineering in the design of systems, algorithms, programming, multitasking and real time programming, digital transmission, applied mathematics, operational research)
- Technical teaching in the field of technical engineering of air navigation systems (air-ground, architecture of air traffic management systems, aeronautical communication networks, antennas and electromagnetism in civil aviation, radio-navigation, GNSS, surveillance systems, etc.)
- Practical teaching on radio-navigation, networks and radio communications systems

Within the SINA Department, the link between teaching and research is particularly strong, since all the teaching is nourished by the research work of the teams and the managers of the Department's programmes.

The department carries out study or investigatory missions on behalf of Civil Aviation or industrial organisations.

Organisation

The "Science and Engineering of Air Navigation" (SINA) Department is a department organised in four divisions of two subdivisions each and the four research teams,



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- the CNS – ATM (SCA) Systems division
 - o the Automated Systems, Surveillance, Supervision (SSS) subdivision
 - o the Radio-navigation and Radio-communication (RNR) subdivision
 - o The teaching of aeronautical communications networks field
- the Information Systems (INF) division
 - o the Systems and Architectures (SAR) subdivision
 - o the Software Engineering, System and Interaction Engineering (LSI) subdivision
- the Mathematics and Fundamental informatics division (MIF)
 - o The Mathematics (MAT) subdivision
 - o The Fundamental Informatics (IFO) subdivision
- the Electronics, Electromagnetism and Signals Division (EES):
 - o The Electronics (ELE) subdivision
 - o the Electromagnetism and Signals (ELS) subdivision

The four Research teams of the ENAC Laboratory reporting to the SINA Department are:
The Teams are:

- the Data, Economy, Visualisation Team (DEVI) Note: Part of its lecturer-researchers are hierarchically dependent on the TA Department
- The Interactive Informatics Team (II)
- The Applied Mathematics, Informatics Team for optimisation and dynamic systems (OPTIM)
- The Telecommunications Team (TELECOM)

1-2-5 The Languages, Humanities and Social Sciences Department

Teaching areas



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- ☐ English, other foreign languages and French as a Foreign Language
- ☐ Training in pedagogy and human factors, training of trainers, human resources management, methodological advice, use of new training tools, ergonomics
- ☐ Physical and sports education
- ☐ Teaching of general culture
- ☐ Law, economics, management, accounting

Related activities

The department has as a related mission the design and operation of specific educational materials and collaboration in the work of developing new training courses conducted by the services of the Directorate General of Civil Aviation and in the selection of candidates in the competitive examinations for the recruitment of student pilots.

The department also has the mission of carrying out the assessment of the language skills of students in the various training programmes.

Organisation

The entities and subdivisions of the Languages, Human and Social Sciences department are as follows:

- ☐ Languages subdivision
- ☐ Psycho-pedagogy and human factors subdivision
- ☐ Physical and sporting activities subdivision
- ☐ Field of social sciences

1-2-6 The Air Transport Department

The air transport department has 3 divisions, organised into the areas of competence described below, with 1 additional specific entity, the ASTC centre (Aviation Security Training Center) accredited by the ICAO. It includes a broad range of competences, the main ones covering the aircraft, and its environment.

It has pedagogical responsibility for the ENAC engineer apprenticeship training course.

Teaching areas

- ☐ 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, airworthiness, aircraft and sustainable development, air operations and aircraft maintenance.
- ☐ Economics and applications to Air Transport

In addition, it develops, ensures and organises training for the theoretical ATPL within the context of the ATO.

Related activities

The department has as related missions the responsibility of organising the study inspections of the programmes for which it is responsible and the development of new resident or export programmes.

Organisation

The 3 divisions of the Air Transport department are as follows:

- ☐ Aircraft and Embedded Systems division (AVS)
 - Aircraft and engines field
 - Navigation field
 - Avionics field
 - Control of systems and simulation field.
- ☐ Airports Safety and Weather (ASM) division
 - Airports and the environment field
 - ARP engineering
 - ARP surveillance
 - Safety field, facilitation and dangerous goods and ASTC centre
 - Meteorology field.
- ☐ Airworthiness, Operations and Maintenance (AOM) division



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Air Operations field

OPS supervision

OPS engineering

OPS-ATM coordination

Regulations and airworthiness field

Airworthiness

Regulations and licences

Aircraft Maintenance field

Economics Field and Applications to Air Transport

1-2-7 The Teaching Support Centre

The Head of the Teaching Support Centre implements the pedagogical organisation of the school, organises the supervision, control and monitoring of the teaching rooms and makes available to students and trainees a document base.

The entities of the Teaching Support Centre are as follows:

- Documentary resource centre which implements the school's document policy and manages the reading room,
- Programmes office which manages the rooms, the examinations and the timetables of the initial and continuing training and manages the contractual teaching required for the practical training.

In addition, the CAE manages ENAC central reception.

1-3 The Pilot and Flight Training Directorate

The Director of Pilot and Flight Training is responsible for pilot training. He manages the provision and the technical maintenance of the aircraft and simulators necessary for this training and also provides coordination of the pilot training centres spread around the country.

For this purpose, he is assisted by:

- ☐ the Head of the Operations Department
- ☐ the Head of the Technical Department
- ☐ the Heads of the Training Centres

1-3-1 The Operations Department

Missio
ns

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.

Organisatio
n

The head of the Operations Department is assisted by:

- The Teaching Manager (OP/RP)
- The Compliance Manager (CMM)
- The head of the operation division (OP/EXP)

It is made up of:

- a Ground Instruction subdivision
- An Initial Training subdivision

- An Advanced Training and Specific Activities subdivision.
- The head of the production management division (OP/GP)

1-3-2 The Technical Department

Missions

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 Castelnauary site specialising in maintenance.

Organisation

The head of the Technical Department is assisted by:

- ☐ the head of the technical operation division (OP/AHC);
- ☐ the head of the maintenance and production division (T/MP) to which the maintenance unit of the Castelnauary site reports directly;
- ☐ the head of the flight simulation division (T/SV);
- ☐ the head of the administration and general resources division of the Castelnauary site specialising in maintenance (T/AMG).

1-3-3 The Training Centres

Missions

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.

Organisation

The training centres are comprised of:

- ☐ an instruction division, responsible for implementing training programmes (ground and flight instruction) and other operational missions;

- a maintenance unit, responsible for implementing and maintenance of the aeronautical and simulation resources contributing to carrying out the activities;
- a division or administrative unit, responsible for the centre's administrative and financial support;
- a unit responsible for the general resources (with the exception of the Muret centre, attached at this level to the Infrastructure and Logistics Department).

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 Pilot Development Directorate oversees the development of continuing training as well as the international development of initial and specialised training. In addition to the missions of the enterprise centre, its missions are as follows:

- 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 training 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 a partner account as well as a training field,
- A development manager responsible for continuous training in France, assisted by a support unit,
- The "relations with enterprises" centre

1-5 The Information Systems Centre

The Head of the Information Systems Centre is responsible for implementing IT, telephone and digital

resources and services required for the smooth-running of the School's missions II

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 organised into five 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,
- ☐ "Pedagogical Engineering" (IP) which develops digital services for teaching (ICTE) and the management of e-institutional training projects
- ☐ "Operation and Support" (ES) programme which provides the administration, operation and support for the users and multi-functions machine base.

1-6 The Cabinet

The Director of Cabinet manages reserved affairs, coordinates communication, cultural activities and social relationships and the associative life of the students.

He is assisted by a communications manager, a cultural activities manager and a societal manager.

The "Audiovisual services" centre which manages the audiovisual and photographic service reports to him directly.

1-7 The Quality, Safety and Security of the Sites and Operations Centre

The Head of the Quality, Safety and Security of the Sites and Operations Centre, within a continuous improvement process of the Quality is responsible for:

- ☐ Participating in the development of reference bases,
- ☐ Having the ENAC ISO 9001 certified and ensuring the durability of this certification,
- ☐ Periodically organising Quality Assurance and Safety meetings and Reviews of the Security Quality Directorate,
- ☐ Preparing and having carried out an annual programme of internal monitoring,
- ☐ Being the designated and preferred contact of the Civil Aviation Security Directorate,

- ☐ Guaranteeing the application of and compliance with the requirements for maintaining approvals, certifications and accreditations for certain courses or training held by the ENAC,
- ☐ Ensuring the application and respect of the Safety Management System,
- ☐ Managing and coordinating a team of internal auditors.

By delegation of the Director of the ENAC, the Head of the Quality, Safety and Security of the Sites and Operations Centre is the designated Defence Security correspondent for the various authorities responsible for security (prefectures, DGAC/DTA, Ministry of attachment). He is responsible for applying the regulations, the measures and instructions laid down by these bodies when the activities of the ENAC are concerned.

1-8 The Advisor and Prevention Assistants responsible for applying the rules of Health, Safety and Working conditions.

The Advisor and Prevention Assistants responsible for the rules of health and safety and working conditions, in addition to their functions as advisors to the Director 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 able to solve them,
- ☐ Ensure the proper keeping of the health and safety registers of the school,
- ☐ Involving all staff of the school about 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 initiatives.

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

1-9 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 Officer 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. He audits and certifies European projects.

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

The Accounting office is made up of:

- An expenditure subdivision including the medical invoice and income service.
- A missions subdivision including the invoicing service for the Toulouse site
- A revenue subdivision.

Chapter 2: Organisation of the Board of Directors, the Board of Studies and the Board of Research

2.1 The Board of Directors

The composition and responsibilities of the Board of Directors of the ENAC are laid down by Articles 6 and 18 of Decree No 2007-651 of 30 April 2007 amended, relating to the status of the ENAC. The arrangements for the appointment and elections of staff, students and former students representatives are laid down in a decree.

2.2 The Board of Research and the Board of Studies

2.2.1. The Board of Research

The composition of the Board of Research (hereinafter referred to as “the Board”) is governed by Article 12 of Decree No.

2007-651 of 30 April 2007, supra. It includes two staff representatives responsible for research functions, a staff representative, and a representative of the students with the status of a 3rd cycle student. The arrangements for the appointment and elections of staff and students are laid down below.

For each representative, a full and an alternate member is appointed. The functions of the members of the Board are not remunerated. However, its members can benefit from a reimbursement of travel expenses in accordance with the regulations in force in the school.

2.2.1.1. Appointment provisions

2.2.1.1.1. The staff representatives responsible for research functions

The full and alternate staff representatives responsible for research functions on the Board are appointed by the Director of the School on the proposal of the trade union organisations represented within the School's technical committee.

2.2.1.1.2. Staff representatives

The full and alternate School staff representatives on the Board are appointed by the Director of the School on the proposal of the trade union organisations represented within the School's technical committee.

2.2.1.1.3 Representative of 3rd cycle students

The full and alternate representatives of students of the 3rd cycle are appointed by the Director of the School on the proposal of the associations of the students and after consultation with the laboratory heads.

2.2.1.1.4 The Chair

In accordance with Article 12 of the above-mentioned Decree 2007-651 of 30 April 2007, the Chair is chosen by the Minister responsible for civil aviation from among the persons of the Board that he has appointed.

2.2.1.2 Term of office

The full and alternate staff representatives are appointed for a period of three years, renewable twice. When a member ceases, for whatever reason, to carry out his office, his replacement is appointed according to the same conditions as those defined in Article 2.2.1.1. of this regulation, and for the remainder of the term, unless this vacancy occurs fewer than six months before its expiry.

The term of office of the students' full and alternate representatives, ends at the end of their schooling. The replacement of the vacant seat is made under the same conditions as those defined in Article 2.2.1.1. of this regulation, and for the duration of the remaining term.

2.2.1.3 Operating rules

The Board meets at least once a year on invitation to attend of its chair who sets the agenda. This invitation to attend, as well as the documents necessary for preparing the meeting must, except in an emergency, be sent five working days at least before the date of the meeting. They can be sent by all means, including by fax or by electronic mail. The same is true of documents prepared after the meeting (minutes in particular).

The Board may, on the decision of its chair, hear any outside person whose hearing will contribute to its deliberations. The persons thus heard do not participate in the vote.

With the agreement of the Chair, the members of the Board may participate in the debates via a telephone or audiovisual conference.

When he has no alternate, a member of the Board may mandate another member. No person may hold more than one seat.

The quorum is reached when at least half of the members of the Board are present or represented by a representative, including the members taking part in the debates via a telephone or audiovisual conference.

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.

2.2.2. The Board of Studies

In accordance with Article 14 of the Decree of 30 April 2007 amended, the composition of the Board of Studies (hereinafter “the Board”) is laid down as follows. It includes 19 members:

1. The Director, or his representative,
2. The Director of Studies and Research, or his representative;
3. The Director of Pilot and Flight Training, or his representative;
4. Two members appointed by the Civil Aviation Director General;
5. Four outside persons appointed by the Board of Directors on proposal of the Director;
6. Three representatives of the departments of the school appointed by the Director;
7. Four staff representatives with teaching or instruction roles;
8. Three students’ representatives.

The functions of the members of the Board of Studies are not remunerated. However, its members can benefit from a reimbursement of travel expenses in accordance with the regulations in force in the school.

2.2.2.1. Appointment provisions

Except for the outside person, for each representative, a full member and an alternate member are appointed. The alternate members may only sit on the Board in case of absence of the full members.

2.2.2.1.1. Staff representatives with teaching or instruction roles

The full and alternate School staff representatives on the Board are appointed by the Director on the proposal of the trade union organisations represented within the School’s joint technical committee.

They are chosen from among the list of electors of college A stemming from the last election of staff representatives to the Board of Directors of the School.

2.2.2.1.2 Students’ representatives

The full and alternate representatives of students are appointed by the Director of the School on the proposal of the associations of the students.

2.2.2.1.3 Chair

In accordance with Article 14 of the Decree of 30 April 2007 amended, the Chair is appointed by the Board of Directors of the School on the proposal of the Director.

2.2.2.2 Term of office

The full and alternate staff representatives with teaching and instruction roles are appointed for a period of three years, renewable twice. When a member ceases, for whatever reason, to fulfil his office, he is replaced for the duration of his remaining term, and under conditions identical to those of Article 2-2-2-1, unless this vacancy occurs less than six months before its expiry.

The term of office of the students’ full and alternate representatives, ends at the end of their schooling. The replacement of the vacant seat is made under the same conditions as those defined in Article 2.2.2.1. of this regulation, and for the duration of the remaining term.

2.2.2.3. Operating rules

The Board meets on invitation to attend of its chair who sets the agenda. This invitation to attend must, except in an emergency, be sent at least five days before the date of the meeting. It can be sent by all means, including by fax or by electronic mail. The same is true of documents required to prepare the meeting or drawn up after it.

The Board may, on the decision of its chair, hear any outside person whose hearing is such as to contribute to its deliberations. The persons thus heard do not participate in the vote.

With the agreement of the Chair, the members of the Board may participate in the debates via a telephone or audiovisual conference.

When he has no alternate, a member of the Board may mandate another member. No person may hold more than one seat.

The quorum is reached when at least half of the members of the Board are present or represented by a representative, including the members taking part in the debates via a telephone or audiovisual conference, or having given authority.

When the quorum is not reached, the Board decides validly without a quorum requirement after a new invitation to attend with the same agenda.

TITLE II: OPERATING RULES AND SCHOOL LIFE

Chapter 1: Hours, leave system and working time

For staff, hours as well as the leave system, and working time are laid down by a decision of the Director of the School within the framework of the regulations in force.

For students, hours and leave are laid down in the schooling regulations.

Chapter 2: General behaviour

The behaviour 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,
- create a disturbance in the conduct of the activities of the School, and in general affecting any authorised event on the site of the School.

Generally, the behaviour 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.

It is recalled that hazing (“The activity which consists of someone making another person, whether against his will or otherwise, suffer or commit humiliating or degrading acts during events or meetings related to the school and socio-educational environments”) is prohibited on the sites and outside the sites of the School. It is a crime punishable by the Criminal Code which can lead to up to 6 months of imprisonment 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 statuses.

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 disturbances.

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.

In the other spaces, making personal audio or video recordings on the sites of the School must in all circumstances comply with the image copyright of the persons filmed and may in no case be disseminated without their authorisation.

Chapter 3: Use of equipment, premises and IT resources

The use of equipment, premises and IT resources is defined by the Director or his 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 sanctions.

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.

Loans of motor vehicles from the so-called “tourism” garage 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 his representative.

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.

Chapter 4: Compliance with the health, prevention and safety rules

4.1 Consumption of tobacco, alcohol and illicit substances

It is recalled that it is forbidden to smoke in the closed and covered buildings and 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.

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 may refuse, for this reason, entry to the site in question, 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 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 of the Director or his representative.

The associations of students are required, under their responsibility, to comply 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. 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 of the School.

4. 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. He may also record his 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.

Any member of staff noting something abnormal (a suspicious object, heat, smell of burning, flame, etc.) must take the basic safety measures, and warn his supervisors as soon as possible.

Electrical equipment which does not comply with the regulations or is poorly suited to the electrical facilities must not be used. The members of staff 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 left on and under stairs, passageways, corridors or in the vicinity of the exits of areas and buildings.

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

4.3 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.

Parking is prohibited outside of the spaces provided for this purpose, and in particular in those areas reserved to persons with disabilities and on the routing or evacuation areas. 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 event of non-compliance with these rules, in particular as regards parking, the Director of the School or his representative may, after a written warning, prohibit access to the site of the School to the vehicle in question,

or in the event of an emergency, 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.

Chapter 4 Bis: Confidentiality/ Intellectual property

4 BIS.1 –Confidentiality

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 his 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 he may become aware during his stay/visit at the ENAC.

Any person received in a laboratory of the ENAC, without civil service or contractual status, 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 he could obtain or could contribute to obtaining during his stay within the ENAC.

4 BIS .2 Compliance with the provisions regarding intellectual property rights

The students, staff and individual contractors of the School, and in general any persons present on each site undertake to comply with the provisions regarding copyright and intellectual property rights defined by 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 of the School within the framework of the regulations in force.

4 BIS.3 Use of the ENAC logo

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 of the School or his representative.

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 of the School.

Chapter 6: Discipline

6.1 Disciplinary system

VI.1.1 School staff

School staff, regardless of their status, are placed under the direct authority of the Director of the School. They are subject in disciplinary matters to the rules applicable to public servants, which are defined according to their respective statuses.

6.1.2 Tenured public servants, civilian or military, of the French public service in vocational training at the School.

Tenured public servants, civilian or military, of the French public service in vocational training at the School, in the area of 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, who takes the necessary measures.

6.1.3 Students who are public servants or trainees of the French public service

Students who are public servants or trainees of the French public service are subject in disciplinary matters to the rules defined by Decree 94-874 of 7 October 1994 relating to the common provisions applicable to trainees of the State and its public institutions, subject to the special provisions laid down in Article 19 1° of Decree No. 2007-651 of 30 April 2007 regarding the status of the ENAC.

6.1.4 Other students, trainees and non-enrolled students who do not have the status of a public servant or service personnel.

In accordance with Article 19 2° of Decree No. 2007-651 of 30 April 2007 referred to above, the disciplinary penalties that may be imposed on students, trainees and non-enrolled students who do not have the status of a public servant or service personnel are as follows:

- a warning with a note in the file
- temporary exclusion for a maximum period of two months
- permanent exclusion from the school.

These penalties are ordered by the Director of the School. He may only order a penalty more serious than a warning after having referred the matter for an opinion to the Disciplinary Board.

6.1.6 Persons housed in the residences

The persons housed in the residences are subject in this area, to the provisions of the internal rules of the residences as defined in Chapter 5.

6.2 Disciplinary Board

The Disciplinary Board has authority with regard to students, trainees and non-enrolled students who do not have the status of a public official or service personnel. However, it can be referred to for an opinion by the Director of the School for the disciplinary penalties of other students or trainees of the School.

6.2.1 Composition

The members of the Disciplinary Board are:

- The Director of the school or his representative, Chair of the

Board,

- The Director of Studies and Research or the Director of Pilot and Flight Training, or their representative, depending on the training course in question.
- four representatives of the educational departments of the school
- the Head of the "Admissions and Campus Life" Department or its representative
- the two students elected to the Board of Directors of the school or their alternates.

6.2.2 Operation

The Director asks the student, trainee or the non-enrolled student to attend 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 him being asked to attend the Disciplinary Board meeting. In this letter, he is informed of his right to have the communication of his administrative file and to present his written and oral comments in accordance with the conditions below.

He is asked to attend on a date set such that he can have a period of fifteen days, which may be extended to thirty days maximum on his request, prior to his appearance before the Board to present his written comments and to become aware of or to have communicated to him the entirety of the documents comprising his file.

During his appearance, he may submit oral comments. He may be assisted by a counsel or be represented by a representative of his choice.

While awaiting the Board meeting, the Director of the school may take all precautionary measures. The Disciplinary Board meets on invitation to attend of its Chair.

He may invite any person able to clarify the discussions to attend. The inspector of studies, the year delegate of the person concerned or his representative must be heard. The person concerned may ask the Board, to hear witnesses of his choice. Meetings of the Board are not public. Persons attending the Board are required to maintain secrecy of the deliberations. The deliberations of the Board are valid only if two-thirds of the members are present.

In the event of a contradictory opinion, the proposals deliberated by the Board are put to a vote of its members;

in the case of an equal division of the votes, the Chair has the casting vote.

Any student or trainee who has appeared before the Disciplinary Board may become aware of the part of the Minutes regarding him.

6.2.3 Powers

The Disciplinary Board 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 a test of knowledge.

TITLE III - THE STAFF

Chapter 1: Staff categories

The ENAC employs staff:

- assigned to it by the DGAC, from the DGAC or other government departments
- made available, seconded or delegated to it
- recruited by it, with contractual or individual contractor status.

Chapter 2: Teaching responsibilities

In accordance with the Decree of 23 March 1978, the teaching responsibilities are defined in Annex 2. They apply to the teaching staff of the Studies and Research Directorate.

Chapter 3: Temporary travel policy

The School's temporary travel policy is defined in Annex 4.

TITLE IV FINAL PROVISIONS

Chapter 1: Application decision

The Director of the School may make, by decision, as required, the arrangements for applying these internal rules.

Chapter 2: Entry into force

These internal rules shall enter into force on the day following the date of the explicit or implied approval of the Minister responsible for transport of the decision of the Board of Directors of which it has been the object (Article 8 of the Decree of 30 April 2007).

ANNEX 1

IT CHARTER

The charter defines the rules for using ENAC IT resources and servers and outlines the rights and duties of each.

Scope

These rules apply to any person (referred to in this text as "USER") using computer facilities installed at the ENAC site. These resources include local and long distance networks, servers, workstations, personal computers, X terminals and other devices. The following pages refer collectively to these resources by the term 'IT SYSTEM'. ENAC resources that are not installed or have been reformed and the resources available to us, are by extension part of the IT SYSTEM and their use is subject to the same rules.

The management of the IT SYSTEM is provided by specified IT MANAGERS: they may delegate some of their tasks. A SYSTEM ADMINISTRATOR is a USER specified by the IT MANAGER and has specific rights and duties relating the administration of part of the computer system.

These rules also apply to IT technology which can be accessed remotely, directly or in cascade from the IT SYSTEM, without prejudice to the rules at remote sites.

Access to and use of the IT SYSTEM

The right to use the IT SYSTEM and access rights are accorded by an IT MANAGER and are individual and not transferable. Access to and use of the IT SYSTEM is limited to ENAC activities in respect of office administration, courses, studies, research, training and contracts. The rights of access and use expire on completion of the activity.

When the use of the IT SYSTEM involves the opening of a registered account, this is assigned to the USER by the IT MANAGER of the site. The account shall be password-protected. This must not be disclosed and must be chosen according to the recommended safety rules.

The USER shall not in any way use a different account from that which he has been assigned to access the computer system. When using an account assigned to a group of people, the USER must follow the procedure set out in the creation of this account by the SYSTEM ADMINISTRATOR and comply with instructions given by the SYSTEM ADMINISTRATOR.

Compliance with legislation

The USER must comply with laws and regulations relating to intellectual property of software, including Section 1 of the intellectual property code. In particular, the following should be noted:

It is strictly forbidden for the USER to make copies of commercial software for any purpose whatsoever. Only backup copies permitted by law or license can be made. Software shall be used in accordance with the relevant licenses.

If, in carrying out his work, the USER must create files within the scope of the Data Protection Act, he must do so in accordance with said Act.

The intrusion or attempted intrusion on other accounts or other computer systems constitute illegal actions.

Rights and duties of USERS

Access and Confidentiality

Access to information stored on the computer system must be limited to the USER's personal files, files shared by a group of users to which he belongs and public files. In particular, the copying or noting of information held by other USERS without their permission, even though they would not have explicitly protected such information, is prohibited. This also applies to private exchanges, e.g. e-mail or direct conversation, in which the USER is neither the direct addressee nor copied in.

Integrity of information

The USER agrees not to alter or destroy files other than those who belong to him, unless agreed to by the owner. In particular, the modification of files containing accounting information or identification data is prohibited.

Integrity of computer systems

The USER undertakes not to voluntarily cause disruption of the computer system, either by abnormal manipulation of the hardware or by software modifications, or by the introduction of software known under the generic name of virus or by any other means.

The connection of new machines, changes to the connection of existing machines, subnets, adding modems or network services managed by ENAC may only be carried out by the IT Centre.

The installation of new software or modification of existing software, having an impact on programmes or libraries used by the user community may only be carried out by the IT Centre.

Abuse of resources and ethics

The USER must never forget that he lives and works within a community. He must avoid any abuse of a shared resource (printer, network, disk space, CPU etc.). He must also avoid disturbing any other USER of the IT SYSTEM using electronic tools, hiding his true identity or misappropriating of the password of another user.

He must also avoid offending the integrity or sensitivity of another user, especially through provocative messages or images.

He also agrees not to use messages sent through the main ENAC email system to challenge or harm one or more colleagues within the ENAC.

Finally, he agrees not to saturate the mail of other users by sending messages, either too many or too large (size of attachments), not related to his professional activity.

INTERNET access is exclusively for professional use consistent with the purpose of our Internet service provider (research, education, technical development and technology transfer, dissemination of scientific, technical and cultural information).

The USER agrees to the fair use of resources on the LAN and Internet by preventing and refraining from malicious use intended to disrupt or undermine the networks.

The signatory to this Charter will take care to transmit and make available on the local network and Internet only lawful data under the laws applicable to them. This includes compliance with all applicable legal provisions on the Internet:

The intellectual property code preventing the use, reproduction and general exploitation of works protected by copyright without the permission of the author or rights holders.

The penal code punishing attacks on persons and minors as well as technological crimes.

The law punishing press violations, including defamation, holocaust denial, racism and insults.

The law on cryptology.

USER Liability

In case of non compliance with these rules or breach of the confidentiality clause, by the authorised USER, he shall assume civil and criminal liability on the consequences of his actions and may also be subject to disciplinary action. ENAC reserves the right to forbid access to the IT SYSTEM without notice and to take any action it deems necessary.

Rights and duties of system administrators

System administrators may examine, alter or destroy certain files in the application of safety rules, or as part of their general configuration work (e.g. prohibition of. Rhosts, passwords to files, etc.). However, user files may not be altered, destroyed or restored without the consent of the owner.

System administrators are bound by professional secrecy. They undertake not to read the contents of messages or files not intended for them to which they have access via their professional role or access rights.

To ensure the security of the computer system, monitor compliance with the rules defined by this Charter and for statistical data and accounting, the administrator has access to log files of user activity including the following files: e-mail log file, http proxy log file. FTP proxy log file, configuration file and access to news. These traces are used by monitoring tools. The system administrator must ensure the confidentiality of such traces, but may use them to highlight certain offences.

Computer processing for tracing user activity is subject to the French Data Protection Act of January 6, 1978.

Users are entitled to access and correct personal data contained in such processing.

They may exercise this right with the Director of the IT Centre.

ANNEX 2

TEACHING LOADS IN THE ACADEMIC AND RESEARCH DIRECTORATE

Article 1. Scope

These provisions apply to the teaching staff of the Academic and Research Directorate.

Any teacher's teaching load may be calculated according to this Annex.

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

Article 2. – Definitions

Teacher

A teacher is someone who spends part or all of his time on teaching duties, that part being expressed as the ratio between his teaching load and the regular teaching load.

Teaching duties

Teaching duties include all activities directly connected to the transmission of knowledge and expertise to students and trainees.

Lecture

Teaching in the form of a lecture is designed to transmit pre-established theoretical or conceptual notions. In general, it occurs in the context of an sequenced series of sessions, based on prepared teaching materials and, where appropriate, visual aids, with no interactive role for the students or trainees.

Directed studies

Instruction in the form of directed studies promotes the practical application or use by students of theoretical notions or knowledge in the form of directed activities, research activities, practical work, or permanent supervision of projects. It usually takes place with a small group of students or trainees, with their active participation.

Note: A single teaching session can combine lecture and directed study formats.

Project

A project involves individual work on the part of students, individually or in groups, resulting in a written report and oral presentation, and subject to supervision.

Projects with permanent supervision are treated as directed study.

For projects with non-permanent supervision, the following are specified as necessary:

- the total time worked, which is the total average working time expected of students;
- the set time in the schedule, which is how long the students have access to facilities;
- the supervised period, during which supervision is provided.

Tasks associated with a teaching session

A teaching session involves – in addition to the contact time – students, long-term preparation, short-term preparation, teaching duties after the session and, if necessary, associated material tasks.

Long-term preparation of a session

Long-term preparation includes participation in programme development, researching issues to be addressed, the development of the procedure of sessions, the initial development and updating of the contents of the session, the preparation and updating of visual and written educational materials, and coordination with other courses, if necessary.

Short-term preparation of a session

The preparation includes short-term revision of the subject and the procedure of the session and adapting to students' own pace, if necessary.

Teaching duties after the session

Teaching duties after the session include the development and renewal of tests to demonstrate knowledge and corresponding corrections, the correction of written tests, oral tests, and assessment and monitoring methods.

Material tasks associated with a directed study session

Material tasks associated with a directed study session include setting up and storing equipment, measuring instruments, or educational materials needed, as well as checking the status and configuration of equipment.

Other duties

This includes all tasks other than direct teaching activities, which can be assigned to a teacher (research, assessment, development, indirect teaching activities, etc.)

Article 3. - Unit of measure

The unit of measure of the teaching load is one hour.

Article 4. - Measurement of load corresponding to the different forms of education

Tasks associated with one hour of optimal quality lecture, constantly updated, take an average of approximately:

- hours of long-term preparation
- 1 hour of short-term preparation
- 0.5 hours for the work after the session
- averaging a total of 3.5 hours

so that **1 hour of lecturing constitutes a load of 4.5 hours.**

Tasks associated with one hour of optimal quality directed study, regularly updated, take an average of approximately:

- 45 minutes of long-term preparation
- 45 minutes of short term preparation
- 15 minutes of materials-related tasks
- 15 minutes of work after the session
- averaging a total of 2 hours

so that **1 hour of directed study constitutes a load of 3 hours.**

These measures are not dependent on the level of the students or trainees receiving instruction.

The above measures are reference values taken into account in determining the teaching load of courses and directed study provided at the School.

Some teaching, irrespective of form, may generate average times for the various tasks different from the reference time, depending in particular on the nature of the teaching, its form, the lack of tasks provided or the presence of unplanned tasks.

Teaching sessions whose average timing means differs significantly from the reference values may be subject to a special assessment by the head of department, approved by the Academic and Research Director. These cases of discrepancy should be duly justified.

Article 5. – Measurement of project supervision and review of final dissertations

A project with ongoing supervision is counted as directed study.

The measure of supervision throughout a project can vary depending on the material, the time of preparation and marking of the subject, the associated level of supervision and the number of students per group. It is thus defined, according to project type, by the relevant head of department, in consultation with the Academic and Research Director. The average supervised duration of a project is around 25% of the programmed time. The load includes, in addition to hours of project supervision, a variable time for related tasks.

The measures for the supervision of different types of projects are regularly communicated by the Academic and Research Director.

Participation in an assessment panel during the viva for a dissertation study corresponds to a load of 3 hours, including writing the report, the future research necessary for its assessment, attendance at the viva and panel deliberations.

Article 6. Supplements for a new teaching or foreign language.

Depending on the novelty of a teaching course, the department head assigned to the first delivery attributes an increase in time allocation to a maximum of 100%. (For an entirely new or completely reformulated course, the first delivery of an hour of lecture therefore corresponds to 8 hours and that of a Directed Studies session to 5 hours).

A course delivered in a foreign language, but not focused on teaching said language, may result in an increase in time allocation, determined by the department head, up to a 10% limit, where this represents an additional task for the teacher.

Article 7. - Regular teaching load

The activities of a teacher may include:

- direct teaching activities, including teaching sessions and their associated tasks;
- indirect teaching activities, deducted from the teaching load as defined in Article 10;
- activities not related to teaching, counted in fixed amounts: various administrative activities, attending meetings, time spent on general and technical training (technology, training courses, conferences, seminars, missions, technical tours, flight training, etc.)
- assessment or study activities not contributing to School courses.

The regular teaching load is the number of hours devoted annually to direct teaching activities by a teacher working full time without any assessment or business activity being deducted from the load.

Given the annual working hours in force at the School, the regular teaching load is **1250 hours**.

This regular load, calculated with reference values laid down in Article 4. is the load to be met annually.

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

Lessons entrusted to him lead a load significantly different from the normal load, and there is a notable difference between the time associated with his teachings and the reference time;

The volume of his activities unrelated to education significantly exceeds the expected set amount.

Deviations from the regular teaching load can only be established with the agreement of the teacher, or in case of disagreement through the arbitration of the the Monitoring and Arbitration Committee.

When a teacher has assessment of study tasks, the corresponding reduction in teaching load is established by the department head, in agreement with the Academic and Research Director.

Article 8. - Limitations and additional burden

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 excess of these totals can occur only with the agreement of the teacher.

An additional load equivalent to an annual maximum of 50 student contact hours may be required of a teacher, for activities not listed in the estimated annual load table. This additional load can only occur with the agreement of the teacher.

Article 9. - Teaching load of teachers - researchers

A teacher-researcher assumes half the normal annual teaching load, unless otherwise stated in his contract.

Article 10. Indirect teaching activities, which offset the normal teaching load

When the following activities are performed by a teacher, they are deducted from the regular teaching load. Other indirect teaching activities leading to a reduction are evaluated by the department head and listed at the level of each subdivision.

The supervision of an average-size subdivision (around 6 people) is equivalent to around 1/3 of a regular teaching load; this amount can be amended by the department head in particular according to the size of the subdivision, the importance of the facilities for which it is responsible and the number of external teachers it manages. This load can be distributed among several staff, in consultation with the department head.

Academic inspection of a cycle of studies or specialised or initial training of 30 to 40 students can represent between one third and half of a regular teaching load, this value being evaluated by the department head in consultation with the Academic and Research Director, in particular according to the type and size of the class, the number of courses attended by students, the number of classes of the same cycle being supervised simultaneously, and the presence or absence of students at the School. This load can be distributed among several staff, in consultation with the department head.

Note: This includes, where appropriate, participation in finals dissertation panels.

Responsibility for a one-week course represents on average around 10 hours, this value can be modified by the department head in consultation with the Academic and Research Director, based in particular on the number of external teachers involved in the course.

Article 11. Monitoring and Arbitration Committee

A Monitoring and Arbitration Committee is responsible for verifying the correct application of this Annex and resolving any disputes. It comprises the Academic and Research Director, president, heads of academic departments or their representatives and a representative of the teaching staff by department of education, appointed by the staff representatives on the School's Joint Technical Committee. In case of vote on a dispute, the Head of the Department (or representative) to which the teacher concerned reports does not vote. The committee vote by an absolute majority, without the casting vote of the president.

This committee meets regularly to follow up the implementation of this regulation, and at the request of a member or a teacher in respect of a dispute.

ANNEX 3

DEPLOYMENT OF ENAC TECHNICAL FLIGHT CREWS

1 GENERAL

ENAC is a public administrative institution serving the aviation community, which contributes to the aviation safety mission of air transport through its core activity of flight training.

To ensure flight safety and quality of educational provision, it is necessary to regulate the working hours of flight crews. ENAC relies for this on the regulations in force.

The purpose of this document is to define the organisation of the activity of flight crews at ENAC (non-teaching or academic personnel) in accordance with laws 2000-815 and 2004-626 and the Implementation Order to the DGAC of 21 December, 2005, which amount to an annual working total of 1607 hours.

However, while the cycles of work mentioned in these texts are suitable for office activities, they do not reflect the pace of work of ENAC flight crews. It is therefore necessary to clarify the rules of employment as appropriate to the profession.

1.1 Definitions

1.1.1 Day - Week - Month - Year

By days, weeks, months, years are meant time periods corresponding to the civil day covering the period from 0.00 hours to 24.00 local time, to the civilian week, month and year respectively.

1.1.2 Instruction of Flight Activity

Activity of an ENAC flight crew, programmed by the administration, during which the officer operates a flight simulator or courses linked to pilot or instructor qualifications.

1.1.3 Activities excepting instruction and flight

'Activities excepting instruction or flight' refers to periods corresponding to certain vocational training, medical visits and union activity duties. These periods may then be construed as so-called unscheduled activities and count as business days divisible by no more than half. Document management is valued at half a day a month.

1.1.4 Base station

The place designated by the operator to the crew member, where he normally starts and ends a duty period or a series of duty periods and where under normal circumstances, the operator is not required to house the crew member.

1.1.5 Total time of instruction or flight activity

The total amount of programmed activity is the continuous period of presence of a flight crew member in the workplace from the beginning of service until the end of service in order to pursue his instructor or pilot qualifications. During this period, this flight crew officer is involved in courses, flights or other tasks related to pilot or instructor qualifications. It includes breaks, technical downtime stoppages, set up and meals on site.

In the absence of means of measuring the total time on base, it is considered to start one hour before the first scheduled activity and end one hour after the last scheduled activity.

When on off-base missions, the journey time to base is integrated into the daily total. The total time of this implementation is calculated from the base station.

1.1.6 Period of activity

The period of activity is defined by the frequency at which breaks or rest times are taken.

1.1.7 Chock-to-chock Flight Time

The elapsed time between when the plane moves from its parking place to take off until it comes to a halt on the designated parking position and all engines or propellers are stopped.

For the simulator this time is counted from the start of the simulator for a simulated flight session until its end.

1.1.8 Breaks

The break is a rest period or meal free of all duties, which counts as service and being less than the daily rest period.

1.1.9 Daily Rest Period

The daily rest period is the time spent off duty outside the total activity.

1.1.10 Periodic rest period

A periodic rest period is a period free of all duties and is subject to a weekly and regular schedule.

1.1.11 Night

Night hours are considered to be those between 9 p.m. and 6 a.m. expressed in local time.

2 ENAC FLIGHT CREW EMPLOYMENT LIMITATIONS

Laws 2000-815 and 2004-626 and the Decree of application to the DGAC of 21 December, 2005 relating to the day of solidarity apply to flight crews and this Regulation must comply with its limitations.

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

Since 2008, EU-OPS (sub-division), supplemented by the Decree of 25 March, 2008, has become the technical benchmark in force for almost all organisations employing such staff.

Although these texts are not legally binding on the ENAC, they remain a professional benchmark. ENAC has therefore adopted some of the provisions in this Regulation.

2.1 Working time

2.1.1 The maximum daily working period is 12 hrs. As part of this period, staff will benefit from a rest period of 2 hours that may be reduced depending on the activity, without ever being less than 20 minutes every 6 hours.

2.1.2 For calibration activities, ministerial missions or advanced simulator training, the maximum period may be extended provided that the officer has a long break. The conditions of application are as follows:

- The break must be taken between 3 a.m. and 10 a.m.
- The maximum extension of the period is by 1/2 (30 minute break)

2.1.3 The total of the activity periods may not exceed 48 hours per week or 44 hours weekly on average over 12 consecutive weeks.

2.1.4 The maximum weekly activity of an ENAC flight crew member excepting calibration and ministerial missions is limited to 25 hours of flight or simulator or training. The daily activity (flight, simulator or training) may begin from 7 a.m. and this for three days a week at most.

2.1.5 The maximum daily activity of an ENAC flight crew member in an assembled crew is limited to the completion of 10 hours of flight, but may not exceed seven hours for flights integrating low-level calibration.

2.1.6 The maximum duration of a low altitude flight calibration is limited to 4 hours.

2.1.7. The maximum duration of activity may not exceed 90 hours of flight or simulator in the previous 30 days.

2.1.8 The maximum time of flight or simulator in three consecutive months shall not exceed 265 hours.

2.1.9 The maximum annual number of flight hours or simulator shall not exceed 740 hours.

2.1.10 ENAC shall not programme a daily activity that will cause a flight crew to violate the rules defined in 2.1. No crew member shall be required to accept an activity if it leads him to disregard these rules. Any excess of a norm in cases of force majeure must be reported to the manager.

2.1.11 Unforeseen circumstances, CDB discretion

The limits of flight duty and rest time may be changed by unforeseen circumstances, including in the following cases:

- Emergency flights needed immediately to prevent imminent accidents or to secure the repair of aircraft
- To ensure the completion of a period of work which operational hazards (technical, weather) would not have enabled within the standard limits.
- Flights performed in the interests of security or national defence or public service ordered by the government stating the need for the exemption.

Exceeding the limits of flight time must be acceptable to the commander after consultation with the crew and must meet the following conditions:

- The period may be increased by no more than two hours.
- If unforeseen circumstances occur after take-off resulting in an excess over the permitted increase, the flight may continue until its planned destination or alternate aerodrome.
- In these circumstances, the subsequent rest period will necessarily be equivalent to the normal rest period.

2.2 Time off

2.2.1 All ENAC flight crew staff normally benefit, at their home base, from a break at least equal to the period of the previous activity. In all cases, the rest period will be a minimum of 12 hours (including in principle the normal night off).

2.2.2 In the event that the rest period must be reduced outside of the base station, it may not be less than 10 hours. The subsequent rest period is extended by the time missing under the provisions of 2.2.1.

2.2.3 All ENAC flight crew members benefit from a periodic rest time of 48 hours per week (usually Saturday and Sunday) including daily rest.

2.2.4 The crew, having completed a full week of calibration (Monday morning to Friday evening included) will receive a fixed total of 72 hours rest, taken Friday night after work until Tuesday following the week of calibration.

2.2.5 In the event that the flight crew has carried out two or three consecutive weeks of calibration:

- the intermediary weekly rest cannot be less than 48 hours
- after two weeks of programming, the rest will be at least 96 hours including Saturday and Sunday
- after three weeks of programming, the rest will be at least 120 hours, including Saturday and Sunday

2.2.6 The flight crew receives 25 days vacation and 20 standard days of recovery in compliance with the texts relating to Civil Service and the rules set for staff carrying out specific functions. Moreover, it benefits from a week off at year-end from December 25 and December 31 inclusive.

Availability of staff

ENAC flight crew made available to companies or organisations outside the ENAC are subject to the labour rules of the organisation to which they are posted (in all cases these must conform to CAC and the national labour law or collective agreements or legislation in force in the country concerned).

3 ORGANISATION OF WORK

ENAC is committed to maintaining the highest possible level of security. It also wishes to offer students an optimised educational experience that respects learning and assimilation rates while meeting deadlines expected of them.

Within the scope of mandatory limitations outlined in previous chapters, a certain organisational latitude accrues to local officials in charge of programming and flight crews.

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

4 students per instructor

A daily average of 4 sessions of instruction

The proposed rules are recommended to ensure educational quality. Flight crews remain the best judges of their abilities within the imposed framework.

3.1 Flow of weekly and annual activities

The annual activity of an ENAC flight crew member normally takes place on the totality of working days minus the number of vacation days (25 days + 4 days at end of year) and a number of fixed recovery days (20 days).

The daily equivalent of office hours for an SEFA flight crew member shall be equivalent to 8 hours per day.

The weekly activity of an ENAC flight crew member is preferably carried out from Monday to Friday. It can still take place outside of these periods when the ENAC workload requires. Under these conditions, recovery days will be granted on Sundays and public holidays following the rule of 1.5 days recovery for one day worked.

These recovery periods are a compensation for an increase in activity. They must therefore be granted following the relevant period and not accumulated as future leave. However, they may be postponed in exceptional cases upon agreement between the officer and his superiors.

3.2 Organisation of flight instruction or activities

Flight or training activities are programmed by the instruction division or the flight crew member's hierarchical superior. This programming applies to the organisation of daily flight activities, flight simulator or ground training.

A scheduled activity may begin at any hour of the day without beginning or ending with a break. Its length shall not be less than 3 hours and shall not exceed 12 hours except as provided in 2.1.2

3.3 Organisation of unplanned work

As part of his duties, an ENAC flight crew member is entitled to 2 days required for the purposes of the medical visit, conditions for which are decided by the department heads of each SEFA (French Air Training Service) Centre or supervisors.

He may also be asked to intervene in the execution of trade union activities which are recorded as half-days.

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 the ENAC taken after the opinion of the Technical Committee of the ENAC, considered as equivalent to a company agreement within the meaning of the deliberations of the Board of Directors of the CRPNAC.

ANNEX 4

THE TEMPORARY TRAVEL POLICY

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Considering Decree No. 2006-781 of 3 July 2006 as amended by Decree No. 2010-677 of 21 June 2010 laying down the terms and conditions of the payment of costs incurred by the temporary travel of civilian staff of the State and in particular its Article 7,

Considering Decree No. 2007-651 of 30 April 2007 amended regarding the status of the Ecole Nationale de l'Aviation Civile,

Considering the Decree of 27 November 2008 regarding the appointment of Mr Marc HOUALLA, in his capacity as Director of the Ecole Nationale de l'Aviation Civile,

Considering the Decree of 3 July 2006 laying down the rates of allowances of missions provided for in Article 3 of Decree No.

2010-677 of 3 July 2006 laying down the terms and conditions of the payment of costs incurred by the temporary travel of civilian staff of the State,

Considering the Decree of 3 July 2006 laying down the rates of traineeship allowances provided for in Article 3 of Decree No. 2006-

781 of 3 July 2006 laying down the terms and conditions of the payment of costs incurred by the temporary travel of civilian staff of the State,

Considering the Decree of 3 July 2006 laying down the rate of kilometric allowances of missions provided for in Article 10 of Decree No.

2010-677 of 3 July 2006 laying down the terms and conditions of the payment of costs incurred by the temporary travel of civilian staff of the State,

Article 1: Field of application of the temporary travel policy

Any professional travel organised by the Ecole Nationale de l'Aviation Civile (ENAC) for its permanent staff, its students and its outside staff is governed in accordance with this

measure. The purpose is to avoid the member of staff who is working or studying away, from having to personally pay the expenses directly related to the professional trip or receiving a source of additional remuneration.

For the application of this system, the following persons are considered as:

- **Students:** those persons, public servants or otherwise, in initial training at the ENAC, including those who are studying towards obtaining a specialised diploma, or any other student of the national education system or higher education on a traineeship at the ENAC. Within this provision, ab initio trainees, French or foreign are also considered to be students, who are following an airline pilot or air traffic controller training course.
- **Outside staff:** those persons, public servants or otherwise, working on behalf of the ENAC, receiving or otherwise, fees for contractual work.

- **Staff:** staff of the ENAC, whether they are public servants or otherwise, doctoral students, apprentices, or any other person receiving remuneration from the ENAC (excluding outside staff).

The ENAC travel policy applies to travel in metropolitan and overseas France and abroad. The said travel rules do not apply to travel paid for by an authority external to the ENAC.

The Board of Directors authorises the Director of the ENAC to take by a decision the provisions for the application of this temporary travel policy, in compliance with the regulations in force.

The rates of the assignment and traineeship allowances indicated in this travel policy are automatically aligned with the rates set by inter-ministerial decree.

Article 2: Preparation of the trip: concept of service ordered

All the elements constituting a professional trip must be authorised in advance stemming from a request signed by the authority empowered to order the departure.

This request is sent to the “travel” administrators at least two weeks before the departure to facilitate processing except in cases of acknowledged emergency situations, on the working day following the member of staff's departure.

Any temporary travel, even without costs, is subject to the issuance of a travel order. Where repetitiveness of the travel so requires, a permanent travel order may be issued, valid for a maximum period of twelve months.

The travel order is signed by the authority empowered to order the travel and then handed to the assignee of the mission. In principle, it is individual, but it may be collective if several people are carrying out the same assignment or following the same traineeship.

Travel inside the urban unit of Toulouse does not give rise to the establishment of a travel order and is therefore not paid for by the ENAC. However, when a member of staff or a public servant uses his personal vehicle to carry out this type of travel, he will have to have previously obtained written authorisation signed by the authority empowered to order the travel.

Pursuant to Article 2-8 of the Decree of 3 July 2006 referred to above, the following are regarded as constituting one and the same municipality:

- For the conurbation of Toulouse, the municipalities depending on the urban unit of Toulouse are: Aucamville, Aussonne, Auzeville-Tolosane, Auzielle, Balma, Beaupuy, Beauzelle, Belberaud, Blagnac, Brax, Bruguères, Castanet-Tolosan, Castelnau, Castelmaurou, Cépet, Colomiers, Cornebarrieu, Cugnaux, Daux, Deyme, Eaunes, Escalquens, Fenouillet, Fonbeauzard, Frouzins, Gagnac-sur-Garonne, Gratentour, Labarthe-sur- Lèze, Labastide-Saint-Sernin, Labège, Lacroix-Falgarde, Lapeyrouse-Fossat, Launaguet, Lèguevin, Lespinasse, Mervilla, Mondonville, Montberon, Montrabé, Muret, Péchabou, Pechbonnieu, Pechbusque, Pibrac, Pin-Balma, Pinsaguel, Pins-Justaret, Plaisance-du-Touch, Pompertuzat, Portet-sur-Garonne, Quint- Fonsegrives, Ramonville-

Saint-Agne, Roques, Roquettes, Rouffiac-Tolosan, Saint-Alban, Saint-Geniès- Bellevue, Saint-Jean, Saint-Jory, Saint-Loup-Cammas, Saint-Orens-de-Gameville, Saint-Sauveur, La Salvetat-Saint-Gilles, Seilh, Seysses, Toulouse, Tournefeuille, L'Union, Vieille-Toulouse, Vigoulet-Auzil, Villate, Villeneuve-Tolosane.

- For the conurbation of Montpellier, the municipalities depending on the urban unit of Montpellier are: Aigues-Mortes, Assas, Baillargues, Beaulieu, Carnon, Castelnau-le-Lez, Castries, Clapiers, Cournonsec, Cournonterral, Fabregues, Grabels, Guzargues, Jacou, Juvignac, La Grande-Motte, Lansargues, Lattes, Laverune, Le Crès, Le Grau-du-Roi, Lunel, Lunel-Viel, Marsillargues, Mauguio, Maurin, Mireval, Montferrier-sur-Lez, Montpellier, Mudaison, Murviel-les-Montpellier, Palavas, Perols, Pignan, Prades-le-Lez, Saint-Aunes, Saint-Christol, Saint-Clément-de-Rivière, Saint-Drezery, Saint-Genies-des-Mourgues, Saint-Georges-d'Orques, Saint-Jean-de-Vedas, Saint-Laurent-d'Aigouze, Saint-Vincent-de-Barbeyrargues, Saturargues, Saussan, Sussargues, Valergues, Vendargues, Vic-la-Gardiole, Villeneuve-les-Maguelone.

Payment of costs by the administrative authority of a member of staff required to work or study away is effective from his administrative place of residence; unless permission is given by the authority that ordered the travel to carry out his assignment or his traineeship departing from his family residence if the transport cost is equal to or less than the cost calculated at the beginning of his administrative residence.

Article 3: Certification of completion of the trip

At the end of the assignment or the traineeship, the member of staff and the authority which ordered his departure sign the expenses statement to validate in writing all of the elements constituting costs incurred by the trip in accordance with the provisions of this decision.

This validation is certification of the completed service for all the elements constituting the trip.

The expenses statement must be submitted at the most within the month following the trip for occasional travel orders and within three months after the first journey for permanent travel orders.

This procedure remains mandatory for cases of assignments without costs or cancelled.

Article 4: Optimisation of travel costs

Optimisation of travel and accommodation costs is a priority. The authority empowered to order the travel chooses the means of transport with the cheapest fare and when the interest of the service ordered so requires, the most suited for the nature of the trip.

Rail travel shall be preferred whenever possible.

The choice of air travel may be allowed if it is indispensable for the needs of the service, less expensive than rail or if it allows compliance with the rules relating to working time, and simultaneously provides a significant time saving in relation to rail. The concept of travel time must be extended for the whole of the trip, including journey time.

In order to find the most appropriate type/means of transport, consideration needs to be given to

the fact that transport requests are made on the basis of the desired time of arrival at the place of the assignment (or course), and for the return, on the basis of the desired departure time from the place in which the destination of the trip is carried out.

Transport by rail

Where the main transport is by rail, the journey is in second class if the duration of the trip is greater than or equal to 5 days. The use of first class may be authorised by the authority empowered to order the travel when it proves to be less expensive than second class or for a return trip on the same day.

Transport by air

Where the main transport is by air, the cheapest air fare for the ENAC must be sought from among all the airlines serving the line in question.

Upgrading to the class immediately above economy class may be authorised for long-haul flights as well as flights to overseas France in the following cases:

- the duration of the trip is fewer than 5 days and the flight time for the outward journey is longer than 7 hours;
- a need related to a health problem of the member of staff (in this case, a medical certificate must be produced);
- when the flight in the immediately above class is less expensive than the economy class;
- when there is no more space available in economy class within the times allocated for the mission;
- when it concerns a person selected by the ENAC to serve as a member of the thesis or accreditation to direct research (HDR) examination board, or a person selected by the ENAC to provide specific functions (chairman, guest of honour, speaker) in the seminars/symposia that it organises, or more generally an outside contributor who does not benefit from remuneration from the ENAC for his contribution;

Any derogation from the above upgrade rules must be approved in advance by the Director of the ENAC, his deputy, the Secretary General or the Director of Studies and Research.

The use of subscription formulas accompanied by a comparative study of the costs is allowed.

Article 5: Provisions for payment of the costs of the trip

The ENAC may directly bear the costs of transport, accommodation or meals according to the competitive tendering rules applicable to public procurement. In this case, payments made for accommodation or meals are unconnected to the allowance rates provided for in the case of a refund to a member of staff.

The ENAC does not differentiate compensation for the travel of its staff between that for an assignment and that for training. For training, the production of an invitation to attend is mandatory to support the travel order request.

When the trip so requires, the ENAC may refund a member of staff, on presentation of the original invoices or proof of payment able to establish the reality of the expenditure, miscellaneous costs directly related to collective or individual transport, parking and toll charges when using an individual administrative, personal or rental vehicle, the costs of visas or vaccinations, duly authorised before or after completion of the trip. Conditions for reimbursement for missions abroad are however special and are specified below.

Certain members of staff of the ENAC whose specific functions require flexibility of management for the payment of expenses may benefit from a business card. The beneficiaries of this business card are accredited by a decision of the Director of the ENAC. The conditions of use associated with this business card are defined within the framework of the regulations in force.

5.1 – Reimbursement of travel expenses to the member of staff

Any payment by the ENAC of the costs of accommodation and miscellaneous expenses, for travel in metropolitan France, overseas France and abroad, is subject to the production by the member of staff of an original invoice or any documentary evidence able to prove the reality of the expenditure. In the case of a temporary rental for accommodation, the member of staff must provide the tenancy agreement and the rental receipts.

Exceptionally, when the quality and the high level of a person so dictate, the Director of the ENAC, his deputy, the Secretary General or the Director of Studies and Research may decide to increase the subsistence allowances, limited to five thirds of the reference allowance. This increase also applies according to the same conditions:

- to persons selected by the ENAC as members of the thesis or HDR examination boards;
- to persons selected by the ENAC to provide specific functions (chairman, guest of honour, speaker) in the seminars/symposia that it organises.
- more generally to outside contributors who do not benefit from remuneration from the ENAC for their contribution;

5.1.1 Case of travel within metropolitan France

For travel within metropolitan France, the member of staff may claim assignment allowances that give an entitlement, cumulatively or separately depending on the cases, to a flat-rate refund of additional costs for meals set at €15.25 and/or a flat-rate reimbursement of accommodation costs set at €60.00.

5.1.2 Case of travel outside metropolitan France

For travel outside metropolitan France, the member of staff can claim the daily flat-rate allowances which are by way of derogation from Article 2 of the Decree of 3 July 2006 referred to above, allocated and distributed as follows: 50% for the overnight allowance, 35% for the meal allowance and 15% for the miscellaneous expenses allowance.

These allowances cover all the costs on the spot, from arrival to departure, and where applicable, the costs of accommodation, meals, local individual or public transport, taxis and communications.

Transport that can be described as secondary (e.g. the member of staff's journey from the airport to his hotel) are funded in the part of the allowance intended to cover the various costs. Miscellaneous costs do not include the transport costs covering the main journey or the different stages of execution of a trip, vaccinations or recommended drugs, the costs of visas, compulsory insurance related to the visa, airport taxes and motorway fees charged in some countries, excess baggage costs and gifts that are considered to be representation costs. All invoices for payment of miscellaneous costs must be kept by the member of staff and communicated to the "travel" managers so that he is reimbursed if applicable for the share of costs

incurred and authorised that exceed the amount corresponding to 15% of the daily allowance. It is specified that car rental abroad and ancillary costs (parking, petrol) are not directly borne by the ENAC, but reimbursed to the member of staff as miscellaneous costs.

5.2 –Particular case of the overnight allowance

The possibility of the direct payment of accommodation costs by the ENAC for its staff has been adopted. However, the member of staff may still choose to book accommodation and advance the costs.

Unless an exception is made, the ENAC will not book overnight stays for outside contributors. The latter will themselves advance the accommodation costs.

The overnight allowance includes the cost of accommodation and breakfast.

The overnight allowance is not paid when the member of staff enjoys free accommodation. Therefore the allowance is not paid if the member of staff does not produce proof of paid-for accommodation.

5.2.1 Case of overnight stays in metropolitan France

When the member of staff advances hotel accommodation costs, he will be reimbursed with the regulatory flat-rate allowance.

When the member of staff working or studying away is provided accommodation in an accommodation centre other than a hotel (e.g. non-exhaustive list including in particular hotel residences, campsites, bed & breakfasts, family guest houses, rural gites, religious congregations, campuses, holiday and VVF residences, Centre polyvalent de l'Aviation Civile et Météo France – Le Bataillet), the reimbursement of the overnight stay will be for the actual expenses capped at the reference amount for the overnight allowance.

In the event of multiple accommodation in a hotel (several members of staff book the same room), the reimbursement of the regulatory flat-rate allowance will be made for each member of staff, on presentation of all supporting documents showing that the total amount of the cost of the overnight stay has been paid for by the members of staff who have shared their room.

5.2.2 Case of overnight stays outside metropolitan France

A member of staff who advances the costs of hotel accommodation, will receive (on presentation of supporting documents) the entire daily allowance due for the overnight stay.

When the member of staff working or studying away is provided accommodation in an accommodation centre other than a hotel (e.g. non-exhaustive list including in particular hotel residences, campsites, bed & breakfasts, family guest houses, rural gites, religious congregations, campuses, holiday residences, etc.), the reimbursement of the overnight stay will be for the actual expenses capped at 50% of the daily allowance corresponding to the overnight allowance.

In the event of multiple accommodation in a hotel (several members of staff book the same room), the reimbursement equal to 50% of the daily allowance will be made for each member of staff, on presentation of

all supporting documents showing that the total amount of the cost of the overnight stay has been paid for by the members of staff who have shared their room.

When a member of staff working or studying away overseas or abroad enjoys free accommodation, his daily allowance is reduced by 50%

5.3 – Particular case of the meal allowance

The meal allowance is not granted for a meal provided free of charge or if the member of staff omits to claim a paid-for meal.

No supporting document is required for reimbursement of the meals; nevertheless, only meals declared by the member of staff will be reimbursed.

5.3.1 Case of meals in metropolitan France

The meal allowance served for travel undertaken due to an assignment or a training course is reduced by 50% when the member of staff is able to take his meal in an administrative or equivalent restaurant even if he does not use this possibility.

Administrative or equivalent restaurants are considered to be the restaurants of the ENAC sites of:

- Carcassonne, Grenoble, Saint Yan and Toulouse for midday and evening meals;
- Biscarrosse, Castelnaudary, Melun, Montpellier and Muret for midday meals only

Any derogation from this rule must be indicated in an administrative certificate signed by the accredited authority.

The meal allowance is not paid for individual contractors working at the ENAC for a single day with the exception of testers, reinforcement staff, thesis and training supervisors, conference speakers, work jury members.

5.3.2 Case of meals outside metropolitan France

When a member of staff working or studying away benefits from a free midday or evening meal, his allowance is reduced by 17.5%, and if both meals are free, the allowance is reduced by 35%.

5.4 – Advance for travel costs

At the member of staff's request, an advance on his travel costs capped at 75 % of the estimated amount of the costs incurred may be paid to him.

This advance is paid at the earliest one month before the start of the mission or the training course. The payment of an advance is granted in the following cases:

- travel in metropolitan France of a period equal to or greater than five days;
- travel outside metropolitan France.

Monthly advances may also be granted for long duration travel.

The request for the advance must be written and signed by the person being sent on an assignment and then signed by the authority that ordered the departure and must be sent at the same time as the travel request.

At the end of the trip when the compensation is subject to the production of an original invoice or proof of payment able to prove the reality of the expenditure, their loss or non-presentation will lead to a refusal of compensation and repayment of the advance.

5.5 – Use of a personal vehicle

In the event of exceptional use of a personal vehicle, the members of staff of the ENAC as well as public servant students must produce a declaration on their honour that they have an insurance policy covering their unlimited liability in respect of all damage that would be caused by the use of their vehicle for professional purposes, that their driving licence is valid and they must provide the identification of the vehicle used. This declaration must be signed by the authority empowered to order the trip.

There may also be issued an annual authorisation to use a personal vehicle in particular due to travelling functions. The practical arrangements for the particular person will be decided by the Director of the ENAC.

The transport costs incurred by the use of a personal vehicle are reimbursed on the basis of the SNCF 2nd class kilometric fare.

By way of derogation, when travel involves the use of aircraft departing from Toulouse-Blagnac airport, the journey between the administrative residence and the airport is reimbursed via a flat-rate that can be updated calculated on the basis of the number of kilometres for the outward and return journey for a vehicle of 6 HP, i.e. $30 \text{ km} \times 0.32 =$

€9.60 (Toulouse / Toulouse-Blagnac airport) and i.e. $60 \text{ km} \times 0.32 = €19.20$ (Muret / Toulouse-Blagnac airport). With regard to this journey, an annual request for authorisation to use a personal vehicle is sufficient. The use of the personal vehicle must be specified on the completion statement.

5.6 – Use of a rental vehicle

The rental of the vehicle as well as the associated costs of fuel and insurance may be authorised when making the travel request according to the following conditions:

- when the itinerant nature of the travel within a limited geographic area around the place of the assignment so requires;
- for the preservation of the safety of the person working or studying away;
- very exceptionally, in the case of an attested obligation to transport fragile, precious, heavy or bulky equipment;
- if this mode of transport is more suited than public transport and cheaper than the use of a taxi.

It is moreover recalled that car rental abroad and ancillary costs (parking, petrol) are not directly borne by the ENAC, but reimbursed to the member of staff as miscellaneous costs.

5.7 – Use of car parks

In the case of the previously authorised use of an individual administrative, personal or rental vehicle, the member of staff must, as a priority, use the car park subscription cards of his administrative authority or reduced rate parking cards.

Failing this, parking fees are paid for in public urban car parks, as well as the car parks of hotels, stations, airports and maritime ports, for a maximum consecutive period of 72 hours, at the cheapest rate.

For a period of parking of fewer than 24 consecutive hours, the reimbursement will be accepted on the basis of the actual costs.

Costs incurred by parking for a period longer than the maximum allowed duration will not be reimbursed.

5.8 – Use of a taxi

The use of a taxi may be authorised in the following cases:

- absence or inadequacy of public transport;
- safety conditions not provided by existing public transport;
- the carriage of fragile, precious, heavy or bulky equipment;
- the grouping several members of staff of the ENAC or other services of the State;
- when the overall cost is lower than the cost of any other means of transport.

In the case of the unjustified use of a taxi, the reimbursement will be made on the basis of the SNCF 2nd class kilometric fare.

Article 6: Conditions of compensation and consideration of transport time

Where the main means of transport is public transport, the assignment begins at the departure time and ends at the arrival time of this means of transport.

However for the calculation of the allowances, to these hours it is appropriate to automatically add, on departure and on arrival, one hour in the case of the use of a train, plane or boat.

Where the main means of transport is an individual, administrative or personal means of transport, it is the departure and arrival time at the administrative residence or at the family residence which is used with no adjustment.

6.1 – For metropolitan France

The amount of the compensation corresponds to the total of the allowances allocated to the member of staff if he is away throughout the entirety of the corresponding time period:

- Time period 11.00 -14.00: a meal allowance
- Time period 18.00 -21.00: a meal allowance
- Time period 00.00 -5.00: an overnight allowance

For travel by plane or train, it will be considered that the taking into account of the allowances starts in the

morning of the first day of the assignment (or traineeship) unless permission is given by the authority ordering the travel to leave on the previous day after 18.00 in consideration of the distance from the administrative or family residence of the member of staff from the airport or from the train station and the start time of the mission (meeting, traineeship, training course, etc.).

6.2 – Outside metropolitan France

The allowances cover all costs on the spot from arrival on the territory outside metropolitan France until departure from the territory.

The amount of the compensation corresponds to the total of the allowances allocated for each night or fraction of night spent outside metropolitan France, i.e. during the period from 0.00 to 5.00. Unlike missions in metropolitan France, it is therefore not necessary to be working or studying away for the entire period from 0.00 to 5.00 to be eligible for an allowance. To this total, a half-allowance is added, when the departure from the territory outside metropolitan France takes place after 17.00 local time.

For travel taking place during the day, a half-allowance is allocated.

No allowance is paid outside the actual dates and times of the assignment.

Article 7: Special provisions regarding travel by students

Travel expenses of the students of the ENAC are paid for by the school in accordance with the conditions laid down in these provisions.

7.1 – Case of public servant students

The allowances paid to public servant students in accordance with the conditions laid down in 7.1.1 to 7.1.3 below, are paid according to the following provisions:

For all travel occurring before assignment of the student (first 2 years of training for ICNA, IESSA and TSEEAC students, and the 3 years of training for IEEAC students), the ENAC pays all the costs associated with travel (transport, accommodation, catering).

For all travel occurring after assignment of the student (3rd year for ICNA, IESSA and TSEEAC students) on ENAC training sites:

- The Directorate General of Civil Aviation (DGAC) pays for the transport costs between the place of assignment and the place of training specified by the ENAC;
- The ENAC pays for the accommodation and catering costs for the whole time spent away.

For all travel occurring after assignment of the student (3rd year for ICNA, IESSA and TSEEAC students), outside ENAC training sites, the DGAC pays all the costs associated with travel (transport, accommodation, catering).

By way of derogation from the previous paragraph, the costs of accommodation and catering of the TSEEAC

immersion traineeship are paid by ENAC, although it takes place after the assignment of the student and outside of an ENAC training site.

Any student who must undertake travel imposed by the ENAC, and whose purpose cannot be considered as a period of traineeship or training, benefits from payment of the transport costs on the basis of the SNCF 2nd class kilometric fare calculated between the departure and arrival points imposed by the ENAC, as well as meal and overnight allowances in accordance with the same conditions as the members of staff of the ENAC on an assignment. This travel which is not considered to be periods of traineeship or training are invitations to undergo as second medical assessment after starting training, participations at forums, shows and other presentations of the school. No other type of travel may result in a reimbursement of costs, unless first decided by the Director of the ENAC.

The allowances received by public servant students who are working or studying away on a traineeship or a training course are described below.

7.1.1 Traineeship allowances (except for the cases provided for in 7.1.3)

Public servant students can receive traineeship allowances in the cases defined exhaustively below. The various rates of traineeship allowances are specified in the Annex.

Public servant students studying away on an ENAC site outside their place of administrative residence are provided accommodation free of charge by the ENAC (for sites with accommodation and subject to the availability of rooms). As such, they receive no traineeship allowance.

Public servant students studying away on an ENAC site where they cannot be accommodated free of charge, or on a site of the Directorate General of Civil Aviation (DGAC) with an administrative restaurant, benefit from the traineeship allowance case No. 2 of Annex 4-1.

Public servant students studying away, not on an ENAC site or a DGAC site with an administrative restaurant, benefit from the traineeship allowance provided for cases Nos. 1, 2, 3 or 4 of Annex 4-1, according to the presence or not of an administrative restaurant and whether or not accommodation is provided free of charge.

When a traineeship providing the same training in an alternating way takes place in several sessions, the calculation of the traineeship allowances is based on the duration corresponding to all the sessions.

Public servant students can benefit from an advance on travel costs of 75% or monthly advances for long duration traineeships, provided they make a formal request.

7.1.2 Transport allowances (except for the cases provided for in 7.1.3)

Travel is reimbursed on the basis of the SNCF 2nd class kilometric fare calculated between the departure and arrival points of the places of training imposed by the ENAC (outward/return). The places of departure and arrival can thus be ENAC sites, control centres or any other entity due to host the training course.

Motorway toll and parking charges are reimbursed by the ENAC according to the conditions described in Article 5.

Air, rail or marine transport falls within the competence of the ENAC alone which thus imposes the places of departure and arrival for air, rail or marine travel. Air, rail or marine transport will be selected if it offers an economic saving in comparison to the SNCF 2nd class fare.

7.1.3 – Particular case of travel for a long traineeship, an end-of-study project, a substitution semester or any other academic exchange

Public servant students working away for a long traineeship (end of 2nd year), an end-of-study project (PFE), a substitution semester or any other academic exchange, do not benefit from any internship, meal or overnight allowance.

For a long traineeship, a PFE, a substitution semester or any other academic exchange occurring in metropolitan France, public servant students receive a transport allowance on the basis of the SNCF 2nd class kilometric fare calculated between the points of departure and arrival imposed by the ENAC.

For a long traineeship, a PFE, a substitution semester or any other academic exchange taking place outside of metropolitan France, public servant students receive a flat-rate allowance of €1,300. This flat-rate allowance which covers without distinction transport, accommodation and catering costs, may be paid only once per student during his school training, and only for a minimum period of 8 consecutive weeks outside of metropolitan France.

7.2 – Case of students who are not public servants

Non-public servant students are only reimbursed, transport costs for travel in metropolitan France during their school training and whose destination is imposed by the ENAC: inter-centre ENAC travel of Student Airline Pilots (EPL), participation in forums, shows and other presentations of the school. No other type of travel may result in a reimbursement of transport costs, unless first decided by the Director of the ENAC.

Travel is reimbursed in metropolitan France on the basis of the SNCF 2nd class kilometric fare calculated between the departure and arrival points of the places of training imposed by the ENAC according to the purpose of the travel. Motorway toll and parking charges are not reimbursed by the ENAC.

7.2.1 – Particular case of travel abroad of non-public servant IENAC students

Non-public servant IENAC students studying away abroad receive flat-rate financial assistance of €1,300. This flat-rate financial assistance which covers without distinction transport, accommodation and catering costs, may be paid only once per student during his school training, and only for a minimum period of 8 consecutive weeks abroad.

7.2.2 – Particular case of students in initial practical pilot training

Within the context of their school training, the ENAC pays for the catering costs of these students according to the same conditions as the members of staff of the ENAC on an assignment.

7.2.3 – Particular case of students for whom the customer contract provides for the payment of travel expenses by the ENAC

If payment of the transport is provided in the customer contract, the ENAC:

- reimburses the student on the basis of the SNCF 2nd class fare,
- or directly pays the transport costs, if the student does not have any means of locomotion.

If payment of the accommodation and/or catering is provided for in the customer contract, the ENAC covers the costs of these students working away according to the same conditions as the members of staff of the ENAC on an assignment.

7.2.4 – Particular case of students for whom the traineeship agreement provides for the payment of travel expenses by the ENAC

If payment of the transport is provided in the traineeship agreement, the ENAC:

- reimburses the student on the basis of the SNCF 2nd class fare,
- or directly pays the transport costs, if the student does not have any means of locomotion.

If payment of the accommodation and/or catering is provided for in the traineeship agreement, the ENAC covers the costs of these students working away according to the same conditions as the public servant students, i.e. with traineeship allowances.

(...)