



Civil Aviation Authority
INFORMATION NOTICE
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**Amended Administration Processes For Student ATCO and ATCO Licence Holders
Associated With The Implementation of Commission Regulation (EU) No. 805/2011**

This Information Notice contains information that is for guidance and/or awareness.

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted maintenance organisations and relevant outside contractors).

Applicability:	
Aerodromes:	Not primarily affected
Air Traffic:	All ATC Providers and CAA Approved Training Organisations
Airspace:	Not primarily affected
Airworthiness:	Not primarily affected
Flight Operations:	Not primarily affected
Licensed/Unlicensed Personnel:	All ATCOs and Student ATCOs

1 Introduction

- 1.1 This IN supersedes IN-2013/170 of the same title which has now expired; it is re-issued in its entirety with a new IN reference number as the content remains valid pending its incorporation into the next amendment to CAP 744 Air Traffic Controllers - Licensing.
- 1.2 [European Union Commission Regulation \(EU\) No. 805/2011](#), laying down detailed rules for air traffic controllers licences and certain certificates pursuant to Regulation (EC) No. 216/2008 of the European Parliament and of the Council, became effective on 30 August 2011, revoking European Directive 2006/23/EC. As Commission Regulation (EU) No. 805/2011 was directly binding upon the United Kingdom (UK), the Air Navigation Order (ANO) 2009 provisions Part 24 and Schedule 13 were amended on 10 August 2012 to reflect the publication of this new regulation.
- 1.3 On 3 October 2012 the CAA issued an Information Notice IN-2012/165 Implementation of Commission Regulation (EU) No. 805/2011 and the Consequent Revocation and Amendment of Air Navigation Order 2009 Articles associated with ATCO Licensing. Within this IN the CAA highlighted its intention to publish further guidance concerning the amendment of certain administrative processes as a result of the introduction of these regulatory changes.

2 Scope

- 2.1 This IN identifies amendments made to CAA administrative processes as a result of the implementation of Commission Regulation (EU) No. 805/2011 and the consequent revocation and/or amendment of certain associated ANO 2009 Articles.

3 Administrative Processes

3.1 Air Traffic Control Officer Licence Recognition

- 3.1.1 Article 29, paragraph 1 of Commission Regulation (EU) No. 805/2011 states that Member States shall recognise ATCO and Student ATCO licences and their associated ratings, rating endorsements and language endorsements as well as associated medical certificates issued by other Member States in accordance with the regulation. Article 29 also states that where a holder exercises the privileges of their licence in a Member State other than that in which the licence was issued, they shall have the right to exchange their licence for a licence issued in the Member State where the privileges are exercised, **without additional conditions being imposed**.
- 3.1.2 The CAA, as detailed currently in CAP 744 Air Traffic Controllers - Licensing, has required non-UK EU ATCO licence holders to apply for recognition of their licence from the CAA before seeking employment within the UK. As part of the recognition process the CAA contacted ATS licensing colleagues from relevant EU Member States Competent Authorities (CA) to verify the accuracy of the content of the licence being submitted by the non-UK EU ATCO licence holder. Once the CAA completed the recognition process it issued the non-UK EU ATCO licence holder with a letter of recognition allowing them to begin to seek employment within the UK.
- 3.1.3 The DfT has recently concluded that the CAA licence recognition process could be considered to be imposing additional conditions on non-UK EU ATCO licence holders so it will now, therefore, be removed from CAP 744 at the next amendment.
- 3.1.4 Consequently, and with immediate effect, the responsibility for verifying the licence details of a non-UK EU ATCO licence holder now rests with the ANSP. However, the CAA has built up a network of EU Member State CA contacts; therefore, ANSPs are advised to consult the CAA, via ATS Policy Referral, ats.licensing@caa.co.uk FAO ATS Policy Referral who will assist with the verification of licence details or to help find the relevant EU Member State CA ATCO licensing specialist contact details.

3.2 Air Traffic Control Officer Licence Exchange – Training Requirements

- 3.2.1 Recent conversations within European Training Forums have identified that the CAA's interpretation of the requirements for the recognition and exchange of ATCO licences is at slight variance from the majority of other EU Member States. Therefore, the following text has been drafted to provide clarity and to align ourselves more closely with how the majority of the EU Member States implement Commission Regulation (EU) No. 805/2011 concerning this matter.
- 3.2.2 UK ANSPs employing a Student ATCO or ATCO whose licence has been issued by another EU Member State are required to submit to the CAA a bespoke Unit Training Plan (UTP) for that individual to the appropriate ATS Regional Manager or Head En Route and College Regulation for approval. This bespoke UTP shall identify those elements of initial training specific to the UK national requirements as identified in the relevant rating Part(s) of CAP 624 Air Traffic Controllers – Performance Objectives, and any differences which were taught during licence holder's initial ATCO training.