



**MILITARY AIR TRAFFIC CONTROLLER
TRAINING**

**UPDATE PROCESS OF MATCO COMPOSITION
DOCUMENTS & MONITORING OF
IMPLEMENTATION**

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**MILITARY AIR TRAFFIC CONTROLLER
WORKING GROUP**

DOCUMENT CHANGE RECORD

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STATUS

The Status of the document can take 3 values:

Working Draft: Working copy to develop the proposed version or revision of the document.

Draft: Version to be proposed to the ESMAB Policy by the MATCO Working Group

Approved: Final version approved* by the ESMAB Policy for publication.

EDITION

The Edition value of document will have the following template: **Edition X.YY:**

The **value of X** will change after a **major** revision of the document.

The **value of Y** will change after a **minor** revision of the document.

* It should be noted that the approval by ESMAB Policy is given with the clear understanding that the document is legally non-binding and its potential implementation remains fully a decision to be taken at national level.

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COMPOSITION DOCUMENTS & MONITORING OF IMPLEMENTATION

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1. SUBJECT MATTER AND SCOPE

This document describes the procedure to be followed for the update of Military Air Traffic Controller (MATCO) Composition Documents and the monitoring of their implementation.

2. INITIATION OF UPDATE PROCESS

Every year, EDA shall initiate the update process early February by requesting the ESMAB Management representatives to collect change proposals to the Composition Documents, putting also in carbon copy MATCO Working Group members.

3. DEVELOPMENT OF CHANGES

1. EDA shall consolidate all change proposals and ensure that such change proposals to the MATCO composition documents are duly based on evidence and sound analysis.

2. EDA shall in particular ensure that any change proposal is supported by the following:

- a. a description of the change requested;
- b. a rationale to explain why such a change is necessary;
- c. where relevant, a description of whether and how such a change remains in line with EASA AMC and EASA regulation on ATCO Training and Licensing;

Proposals for changes might result in particular from experience in implementing the MATCO Composition Documents and raised by the Military Aviation Authority or the Training Organisation. In addition to those changes initiated by the military themselves, changes might also be stemming from EASA regulatory evolutions.

4. ENGAGEMENT AND CONSULTATION

EDA will organise one or several MATCO Working Group meetings to allow for all Member States affected and other interested parties to discuss the proposed changes and agree on the updates to be made to MATCO Composition documents.

5. APPROVAL PROCESS AND ISSUANCE

1. In principle, by-mid June, EDA shall submit the updated MATCO Composition documents to the ESMAB Policy for approval, always recalling that the approval by ESMAB Policy would be given with the clear understanding that MATCO Composition documents are legally non-binding, and their potential implementation remain fully a decision to be taken at national level.

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2. Following ESMAB Policy approval, EDA will issue the new editions of the MATCO Composition Documents.

6. PUBLICATION

EDA shall ensure that all MATCO Composition Documents editions issued in accordance with Article 5 are published on EDA Website dedicated page and are made publicly available.

7. MONITORING OF IMPLEMENTATION

1. At the occasion of the update process, EDA will publish the list of Member States that have declared to be implementing the MATCO Composition Documents. The list would include a disclaimer highlighting that Member States not listed could also be compliant with Regulation (EU) 340/2015 requirements as the purpose of the list is only to monitor MATCO documents implementation.

2. ESMAB Management representatives should notify to EDA any change in the status of implementation of their Member States.