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"Civilās aviācijas aģentūra"



**“UAS OPERATIONS MANAGEMENT AND
MONITORING SYSTEM CONCEPT” DEVELOPMENT
PROJECT**

**DEVELOPMENT OF BUSINESS
PROCESSES AND BUSINESS MODELS**

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Content

1. Introduction.....	12
2. Definitions and terms used.....	15
3. System compatibility	17
4. System development	19
5. Requirements from service providers	21
6. Time schedule	23
7. Services	25
8. Processes	29
9. Designations.....	42
10. BLOCK A: CAA functions.....	43
Description	43
Module A0: User registration.....	45
Description	45
TA 00.01-01: Registration of IT Solution users	45
TA 00.01-10: Client registration (legal person)	48
TA 00.01-11: Client registration (natural person).....	50
TA 00.01-12: Correction of client's data	52
TA 00.01-21: Representation of another User	54
TA 00.01-23: Revocation of representation rights	56
TA 00.01-44: Operations with the User account (management).....	58
TA 00.01-54: User role management	60
Module A1: Registration.....	63
Description	63
Sub-module TA 01.01: UAS operators	63
TA 01.01-01: Registration of UAS operators.....	65
TA 01.01-04: Relinquishment of UAS operator status	68

TA 01.01-05: UAS operator number activation	70
TA 01.01-11: Creation of a UAS operator profile if the UAS operator is registered in another EU Member State or the EEA.....	72
TA 01.01-21: Creation of UAS operator feature	74
TA 01.01-31: Connecting a remote pilot to a UAS operator.....	76
TA 01.01-34: Management of remote pilots	78
TA 01.01-41: Declaration of practical skills of a remote pilot.....	80
Sub-module TA 01.02: Certified unmanned aircraft systems	82
TA 01.02-01: Input of data about a certified unmanned aircraft registered abroad into the IT Solution	82
Sub-module TA 01.03: Unmanned aircraft systems and accessories.....	84
Unmanned aircraft systems and accessories	85
TA 01.03-01: Registration of an unmanned aircraft system or accessories	85
TA 01.03-02: Changing the parameters of a registered unmanned aircraft system or accessories	87
TA 01.03-04: Unmanned aircraft system or accessories status management	89
Restrictions on the use of unmanned aircraft systems and accessories	91
TA 01.03-11: Management of restrictions on the use of unmanned aircraft, their systems and accessories	91
TA 01.03-14: Removal of restrictions	93
Sub-module TA 01.04: Remote pilots.....	95
TA 01.04-01: Initial registration of remote pilots	97
TA 01.04-04: Relinquishment of remote pilot status	99
Sub-module TA 01.05: Model aircraft clubs and associations.....	101
TA 01.05-01: Registration of a model aircraft club or association	103

TA 01.05-01-A: Preparation and submission of an application for registration of a model aircraft club or association.....	105
TA 01.05-01-B: Review of the application for registration of a model aircraft club or association and decision making	108
TA 01.05-01-C: Creating a model aircraft club or association profile in the IT Solution	111
TA 01.05-02: Applying for changes to the model aircraft club and association	
113	
TA 01.05-02-B: Review of the application for changes and decision making	117
TA 01.05-02-C: Implementation of the approved application for changes	119
TA 01.05-04: Management of the model aircraft club or association operation permit.....	121
Sub-module TA 01.06: CAA-recognized entities	123
TA 01.06-01: Registration of a CAA-recognized entity	125
TA 01.06-01-A: Preparation and submission of an application for obtaining the status of a CAA-recognized entity	128
TA 01.06-01-B: Review of the application for obtaining the status of a CAA-recognized entity and decision making	131
TA 01.06-01-C: Creation of the profile of the CAA-recognized entity in the IT Solution	134
TA 01.06-02: Applying for changes to the data of the CAA-recognized entity	
136	
TA 01.06-02-A: Preparation and submission of the application for changes	139
TA 01.06-02-B: Review of the application for changes and decision making	141
TA 01.06-02-C: Implementation of the decision on the application for changes.....	143

TA 01.06-04: Management of CAA-recognized entity status.....	145
Sub-module TA 01.15: Management of model aircraft club members.....	147
TA 01.15-01: Adding model aircraft club members and association members and confirming membership	147
TA 01.15-01-A: Adding model aircraft club members and association members and confirming membership.....	150
TA 01.15-01-B: Confirmation of model aircraft club or association member status.....	153
TA 01.15-03: Expulsion of a member from a model aircraft club or association	155
TA 01.15-11: Registration as a member and confirmation of membership	157
TA 01.15-11-A: Application.....	159
TA 01.15-11-B: Confirmation of membership	161
TA 01.15-13: Withdrawal of a member from a model aircraft club or association.....	163
Module A2: Qualification	165
Description	165
Sub-module TA 02.01: Training e-environment	166
TA 02.01-00: Training process.....	167
TA 02.01-01: Creating a training course	169
TA 02.01-02: Changing the content of the training course	171
TA 02.01-04: Training course status management.....	173
Sub-module TA 02.02: Examination e-environment	175
Exam sessions.....	175
TA 02.02-01: Applying for the exam session.....	177
TA 02.02-02: Change of the exam session	179
TA 02.02-03: Cancellation of the exam session	181
Applications for the exam session	183

TA 02.02-11: User registration for the Exam session and application management	184
TA 02.02-11-A: Application for the Exam session.....	186
TA 02.02-11-B: Management of application for the Exam session	188
TA 02.02-13: Withdrawal of application for participation in the Exam session	190
TA 02.02-21: Applying of users for the Exam session.....	192
Types of exams and their conducting	194
TA 02.02-30: Conducting the exam.....	195
TA 02.02-40: Conducting the theoretical knowledge exam in the e-environment	197
TA 02.02-50: Conducting the theoretical knowledge exam online	199
TA 02.02-60: Conducting the theoretical knowledge exam face-to-face	201
TA 02.02-70: Check of practical skills face-to-face	204
Sub-module TA 02.03: Qualification documents management solution	207
Input of results and assignment of qualification.....	208
TA 02.03-01: Input of exam results into the IT Solution and creation of the document that certifies qualification.....	208
TA 02.03-01-A: Input of results into the IT Solution and processing.....	211
TA 02.03-01-B: Creation of the document that certifies qualification	213
Qualification documents management	215
TA 02.03-11: Input of qualification documents issued in other countries into the IT Solution	215
TA 02.03-14: Management of documents that certify qualification.....	217
Sub-module TA 02.04: Module configuration and auxiliary processes.....	220
TA 02.04-01: Creation of the question category of the bank of questions..	220
TA 02.04-11: Adding questions	222
TA 02.04-21: Creation and configuration of an exam type.....	224

Module A3: Declarations, permits and certificates for operation in a specific category	226
Description	226
TA 03.00-01: Obtaining a permit for operation in a specific category	227
TA 03.00-01-A: Preparation of a submission for the permit for operation in the specific category and its submission to the CAA for review.....	230
TA 03.00-01-B: Review of the application for the permit for operation in the specific category and decision making	232
TA 03.00-01-C: Implementation of the decision on the permit for operation in the specific category	235
TA 03.00-02: Applying for changes to the permit for operation in the specific category	238
TA 03.00-02-A: Preparation and submission of the application for changes	241
TA 03.00-02-B: Review of the application for changes and decision making	243
TA 03.00-02-C: Implementation of the decision on the application for changes	246
TA 03.00-04: Permit status management	248
Module A4: Access to the EASA repository	250
Description	250
TA 04.01-01: Acquisition of data from the EASA repository	250
Module A5: Monitoring programme.....	252
Description	252
Module A6: Solution for fast data verification	253
Description	253
TA 06.01-01: Data verification	254
Module A7: Management of UAS geographical zones	256
Module A8: Reports on occurrences in the field of UAS	257

Description	257
TA 08.01-01: Submitting a report on occurrence in the field of UAS	258
TA 08.01-01-A: Preparation and submission of a report on occurrence in the field of UAS.....	260
TA 08.01-01-B: Review of the report on occurrence in the field of UAS ..	262
TA 08.01-14: Feature list management	264
Module A9: Information on the field of UAS.....	266
Description	266
Sub-module TA 09.01: Articles and categories	267
TA 09.01-01: Creating and saving an article.....	268
TA 09.01-02: Editing an article	270
TA 09.01-03: Deleting an article	272
TA 09.01-04: Article publication status management.....	274
TA 09.01-11: Creating an article category	276
TA 09.01-12: Editing an Article category	278
TA 09.01-13: Deleting an article category	280
TA 09.01-14: Article category status management	282
Sub-module TA 09.02: Elements (components)	284
TA 09.02-01: Creating an element (component) view	285
TA 09.02-02: Editing an element (component) view	287
TA 09.02-03: Deleting an element (component) view	289
TA 09.02-04: Element (component) view status management	291
Module A10: Invoices and statistics	293
Description	293
TA 10.01-01: Creation of the service (price list item)	294
TA 10.01-02: Correction of the service (price list item).....	296
TA 10.01-03: Closure of the service (price list item).....	298

TA 10.02-01: Payments.....	300
TA 10.05-01: Acceptance of payments face-to-face and accounting.....	302
TA 10.05-02 Payments by transfers	304
TA 10.05-03 Online payments	306
TA 10.06-01: Creation of an invoice.....	308
TA 10.07-00: Refund at the initiative of the CAA.....	310
TA 10.08-00: Refund at the initiative of the client	312
TA 10.08-00-A: Preparation of the refund request submission.....	314
TA 10.08-00-B: Review of the submission for refund and decision making 316	
TA 10.08-00-C: Implementation of the decision on refund	318
Module A11: Access rights.....	320
Description	320
TA 11.01-04: Access rights management	321
Module A12: Document templates	323
Description	323
TA 12.01-01: Creation of the new template.....	324
TA 12.01-02: Correcting a template.....	326
TA 12.01-05: Templates application configuration	328
Module A13: Messages and correspondence.....	330
Description	330
Sub-module TA 13.01: Individual messages.....	331
TA 13.01-01: Preparing and sending the message	331
Sub-module TA 13.02: System messages	333
TA 13.02-01: Preparing and sending the system message	333
TA 13.02-05: System messages configuration	335
Sub-module TA 13.03: Message list	337

TA 13.03-01: Preparing and sending the message of the message list.....	337
Sub-module TA 13.04: Notifications	339
TA 13.04-01: Processing of notifications	339
TA 13.04-05: Configuration of notifications.....	341
Sub-module TA 13.05: Processing of submissions received by post.....	343
TA 13.05-01: Input of a submission in the IT Solution.....	343
Module A14: Lists of defined values	345
Description	345
TA 14.01-01: Adding the new value	346
TA 14.01-02: Correction of the published value.....	348
TA 14.01-03: Deletion of the published value	350
Module A15: Automation	352
Description	352
TA.15.01-00: Automation	353
TA15.01-01: Creation of the regular process	355
TA 15.01-02: Correction of the regular process.....	357
Module A16: IT Solution management.....	359
Description	359
TA 16.01-01: Enabling the business module	360
TA 16.01-03: Disabling the business module	362
11. BLOCK B: Design of UAS geographical zones.....	364
Description	364
Module B1: Design of UAS geographical zones	368
UAS geographical zones	368
TB 01.01-01: Defining the UAS geographical zone	369
TB 01.01-01-A: Preparation and submission of the application for the defining the UAS geographical zone	372

TB 01.01-01-B: Review of the application for the defining the UAS geographical zone and decision making	374
TB 01.01-01-C: Configuration of the UAS geographical zone profile...	377
TB 01.01-01-D: Examining the impact of the defining the UAS geographical zone on UAS operations applied for	380
TB 01.01-02: Applying for changes to the UAS geographical zone	383
TB 01.01-02-A: Preparation and submission of the application for changes to the UAS geographical zone	386
TB 01.01-02-B: Review of the application for changes to the UAS geographical zone and decision making	388
TB 01.01-02-C: UAS geographical zone profile configuration in accordance with approved changes.....	391
TB 01.01-02-D: Examination of the impact of a change to the UAS geographical zone on UAS operations applied for	393
Rules (configuration).....	396
TB 01.01-11: Creating a rule	397
TB 01.01-12: Rule change	400
TB 01.01-13: Deleting a rule	403
Areas of interest.....	406
TB 01.01-21: Creating an area of interest	407
TB 01.01-22: Changing an area of interest.....	409
TB 01.01-23: Deleting an area of interest	411
Module B2: Collaboration environment of UAS geographical zone managers ...	413
TB 01.02-01: Creation and review of the UAS geographical zone coordination project.....	415
TB 01.02-01-A: Project creation and submission.....	418
TB 01.02-01-B: Review of the project	421
TB 01.02-01-C: Decision making.....	423

12. BLOCK C: Application for UAS operations and their coordination with UAS geographical zone managers	425
Description	425
Module C0: Block configuration	426
Description	426
TC 00.01-01: Registration of platforms for application for and/or coordination of UAS operations	427
TC 00.02-01: Configuration of airspace volume parameters	429
Module C1: Application for UAS operations	431
Description	431
Application for UAS operations	434
TC 01.01-01: Application for UAS operation and its coordination	434
TC 01.01-01-A: Creation and initial analysis of the application for UAS operations	437
TC 01.01-01-B: Application processing for UAS operations	439
TC 01.01-04: Withdrawal of application for UAS operation	441
UAS Missions.....	443
TC 01.01-11: UAS mission creation	443
Unmanned aircraft flights.....	445
TC 01.01-31: Implementation of UAS operation	445
Module C2: Coordination of UAS operations	447
Sub-module TC 02.01: Coordination of UAS operations with UAS geographical zone managers	448
TC 02.01-01: UAS operation coordination by the UAS geographical zone manager.....	450
TC 02.01-04: Operations with UAS operations permit	452
13. Annexes.....	454

1. Introduction

Within the Cohesion Fund co-financed project No. 6.1.2.0/20/I/001 “Implementation of the unmanned aircraft (UAS) management and monitoring system” (hereinafter referred to as the project), on the basis of the analysis of the current situation in the field of UAS and the resulting conclusions about the future development of the industry, the concept of the UAS operations management and monitoring system (hereinafter referred to as the Concept) was prepared in the 2nd deliverable. The Concept proposes to create a single IT platform where the processes related to the field of UAS would be implemented. In turn, the processes are divided into functional service groups and combined into 6 blocks (Fig. 1), which provides an opportunity to develop services and connect them to the common IT platform and the UAS operations management and monitoring system gradually.

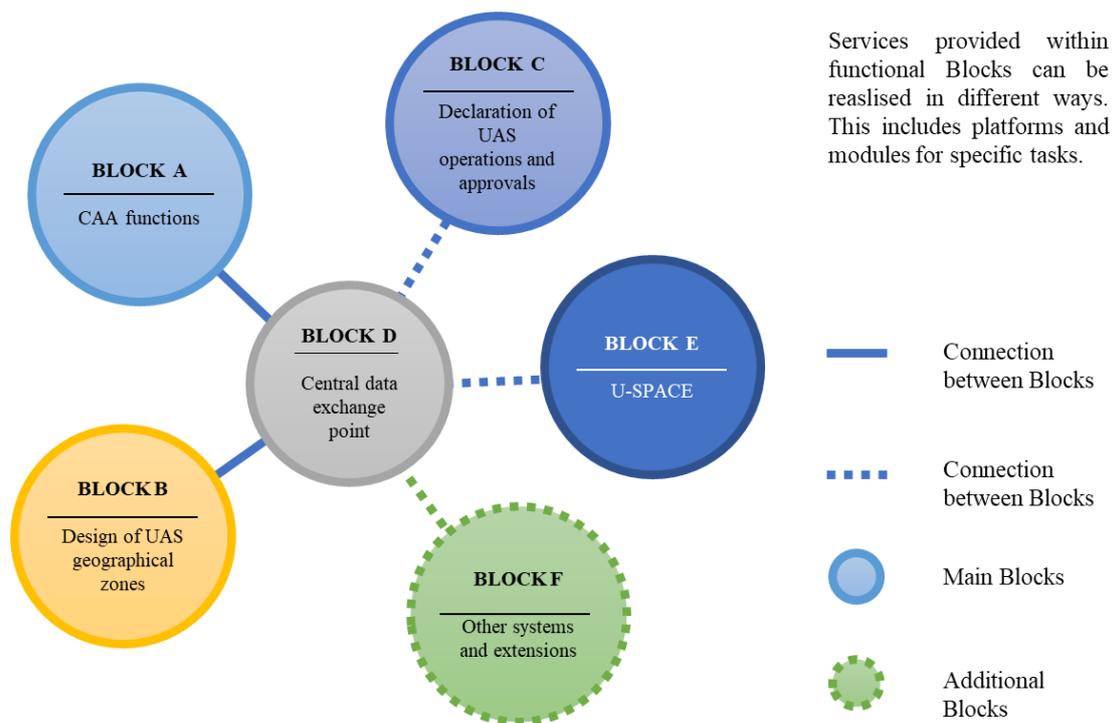


Fig. 1. Conceptual model of IT Solution Blocks

The basis of the unmanned aircraft (hereinafter referred to as UA) monitoring and management system is the processing of data on UAS operations, which also includes obtaining additional information from several blocks. The platform will ensure applying for, receiving services and information circulation in digital form. Thus, a

faster possibility of receiving services, information availability and information exchange will be ensured.

The UA monitoring and management system built on the basis of the Concept will, in its original framework, first of all ensure the implementation of the functions and areas of responsibility defined in the regulatory framework. In addition, the system offers to solve the needs of the parties involved and the problems identified as a result of the initial analysis, including improving the users' convenience in receiving services and strengthening the monitoring and control functions. The range of system users includes UA owners, pilots and operators, as well as other stakeholders, including in cases of violations of administrative processes.

This deliverable contains a description of the system in the form of business processes to provide a unified digital environment for the provision of UAS operations, the business processes of Concept A, B (partial), C (partial) functional services are described in detail, schematically depicting work flows, stakeholders and data sources. The central element of the system is the UA registration, on the basis of which business process descriptions are created. Business models include information about paid services and the addition of new services, thus allowing the UAS operations management and monitoring system to be dynamic with the possibility of continuous improvement. Considering the client's decision to implement all functional blocks of the first stage in one system, Block D is as a technical function integrated into the system. The creation of other related systems (Block F) and the creation of U-Space functionality is a task of parallel or further stages of the Concept implementation and is not covered in this deliverable.

2. Definitions and terms used

Administrator	A user of the IT Solution who has been granted extensive rights in the configuration, monitoring, management of this system.
Authenticated user	A person whose identity has been verified.
Training course	A structured process within which Students acquire new knowledge and/or skills.
UA management and monitoring system	means a set of methods, processes, resources and solutions that facilitate the implementation of secure UAS operations, including coordination with manned aviation.
Member	Member of the model aircraft club or association
CAA	State agency “Civil Aviation Agency”.
Exam session	A record of the period within which the Exam will be taken.
EMPIC	EMPIC software.
Record	A set of data with which a business process is operated.
Restriction	A series of parameters and conditions that parametrically limit the use of relevant products in the IT Solution.
IT Solution	A set of methods, equipment, software and human resources that ensures the operation of the UA management and monitoring system.
Client	A set of data about a natural or legal person.
Concept	The concept of the UAS operations management and monitoring system, which was developed during implementation of the Cohesion Fund co-financed project No. 6.1.2.0/20/I/001 “Implementation of the unmanned aircraft (UAS) management and monitoring system”.
User	A natural person or a representative of a legal person who has authenticated in the IT Solution.

User (CAA)	User representing the CAA.
Notification	A dynamic message in the IT Solution that indicates the works to be performed and their current status.
Person	A natural or legal person who intends to use IT Solution services or services in the field of UAS.
Applicant	A person who submits, initiates changes or other actions
Preview	Display of the data entered by the user (and available in the IT Solution) in an aggregated form before saving or submitting the data.
Profile	A set of information that is attributable to a specific subject.
Article	Publication or message.
Regulation 2019/947	Commission Implementing Regulation (EU) 2019/947 of 24 May 2019 on the rules and procedures for the operation of unmanned aircraft.
Student	A person who takes the Exam.
Template	Document layout.
Guest	The unauthenticated person in the IT Solution – any person before performing authentication.

3. System compatibility

The Concept prioritises the creation of a unified digital environment in which stakeholders can provide and receive services. The Concept proposes a Conceptual model of the UA management and monitoring system, in which services are divided between several functional blocks, which are managed by different managers. The system is based on data processing about UAS operations, which also includes obtaining additional information from several blocks. As stakeholders with monitoring competence in the field of UAS have mentioned that they often need detailed information on the identity and competence of the UAS operator and that these data are widely used throughout the UA monitoring and management system, then the first priority is the establishment of a sustainable monitoring and management system for the UA system based on the digitization of services provided by the CAA in the field of UAS (i.e. the implementation of Block A). These services and functions are also presented in detail in business processes.

A set of solutions for the defining and management of UAS geographical zones has been specified as the next priority (Block B). These solutions include tools and procedures for processing applications for defining UAS geographical zones, the decision-making process, data dissemination, and visualization. These solutions must be digital and compatible with other systems.

Application for and coordination of UAS operations (Block C) in digital form has been set as an essential priority from the user's perspective, which would ensure more timely, traceable and semi-automated processing of applications for UAS operations and making decisions on them. These solutions must also be digital and compatible with other systems.

The interdependence of the considered blocks is shown in Fig. 2.

Data exchange with external systems can be created for any of the system modules both by requesting already accumulated data from other systems (“submit once” principle) and by providing the managers of other systems with data accumulated in this system, for example, as part of an administrative process (including with the help of API). In turn, when developing the system in the future, interaction can be created with additional functionalities, such as block E, introducing U-Space management.

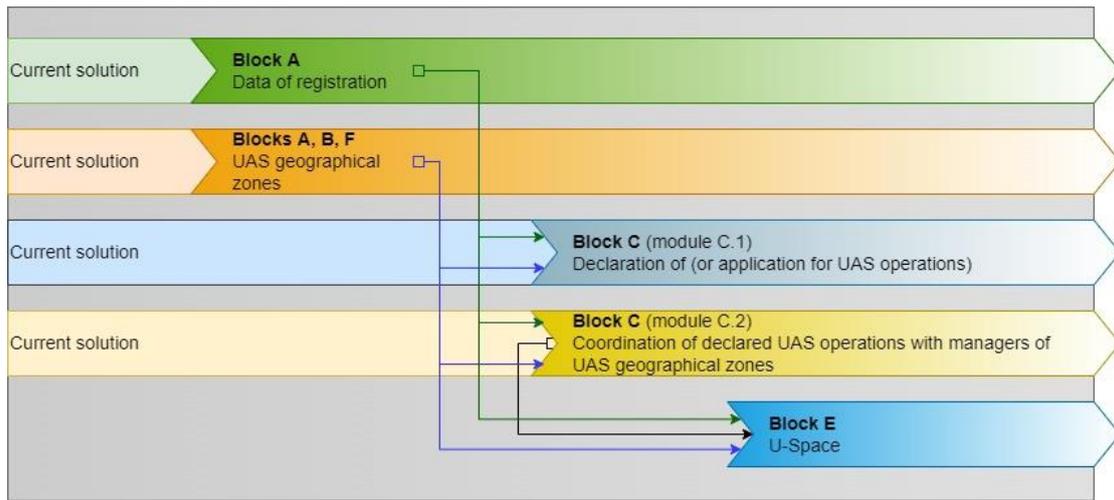


Fig. 2. Interdependence of Conceptual Blocks

4. System development

The common ecosystem of UA monitoring and management is also implemented by the parties involved in the field of market monitoring, flight safety monitoring, administrative violation process – not only representatives of the aviation industry. Sustainable development of the field requires coordinated cooperation between stakeholders, which can take the form of meetings of industry representatives with legislators, discussions, working groups and consultations.

The Concept offered the order of priority of the implementation of functional blocks according to the importance of the block in the whole Conceptual model. These priorities, together with the necessary activities for the creation of the UA management and monitoring system, are taken as a basis for the preparation of business process descriptions. In addition, the Conceptual model envisages that the newly created system is designed as an open system – the functional blocks can be expanded with new modules.

The Conceptual model envisages a gradual deployment of the UA monitoring and management system, starting with the functions of the functional Block A, i.e. the CAA, which are simultaneously supplemented by the modules in the functional Block F (outside of this description of business processes). The further deployment of the UA management and monitoring system, implementation of other blocks and modules depends on the involvement of other stakeholders.

The implementation of each new functional block is important for the development of the UA management and monitoring system. The new blocks expand the range of available services, thus certain basic activities shall be carried out for their implementation: discussions with stakeholders, development of regulatory enactments and/or their amendments (including the decision on the allocation of funding), preparation of necessary solutions, commissioning, periodic modernization.

When developing additional functionalities or detailing the requirements of the UA management and monitoring system, the OSS principle (One-stop shop principle) must be followed. This principle successfully reflects the identified requirements of users to use the newly created services.

According to the Concept, many new e-services will be created in the field of UAS, which envisage the development, implementation, maintenance and modernization (including expansion) of new solutions in the long term. Taking into

account that the Conceptual model covers many stakeholders and areas, it would be desirable to create solutions in a way that makes them relatively easy to adapt to industry needs and standards. As a good example, you can look at the principles of U-space architecture, which provide that with the development of technology, there will be a need to improve existing solutions.

5. Requirements from service providers

This section lists key insights from potential service providers about their requirements for the IT Solution to be developed.

Digital tool – priority is given to the creation of a unified digital environment in which stakeholders can provide and receive services in digital form.

Minimum data input “by hand” – the IT Solution must use a list of Predefined values in order to reduce the number of cases when the User has to manually enter those values, the variations of which are known (are limited) and which may be displayed in the form of a list, menu or in other similar way; to automate data input as much as possible, if the specific data are available in the system in order to reduce the possibility of human error, improve the speed and quality of data input.

Availability – refers to the vision of service providers in the IT Solution regarding its usability and the possibility of accessing data necessary for work independently or with minimal involvement (participation) of other users.

Speed of action, similar to “Availability”, describes obtaining/receiving information necessary for work or service provision in the shortest possible time period and with a minimum number of actions to be performed by the user.

One-stop shop principle – the use of such work organisation methods in the provision of services which, on the basis of the principle of good administration and mutual cooperation of institutions, allow for the receipt of services in one place or electronically, even when several institutions are involved in their provision, regardless of the institution and place.

Data traceability – services to persons involved in the field of UAS will be performed in the IT Solution, which means receiving, processing (reviewing) relevant submissions, applications and reports and performing relevant actions. Information about these events, including actions taken by both the service recipient and the service provider, must be available to the extent that the chronology of events and actions can be clearly displayed.

Completeness of form filling (reduction in the number of requests for clarifications of minor details)

“Submit once” principle –exclude or minimize situations when information is requested from a citizen, which is already at the disposal of the State administration.

Client identifications (Natural person, legal person, State institution) – the system provides for three main client groups, which are necessary for the system to correctly determine the appropriate procedural actions, for example, regarding payments.

6. Time schedule

The IT Solution development time schedule is subordinate to the project deadlines, which means that the IT Solution (Blocks A, B, C) must be developed and put into operation by 31 December 2023.

The development of blocks involves the following stages:

- Discussions (D) – these are consultations, discussions with representatives and experts of the parties involved in the field of UAS on the specific block.
- Amendments to regulatory enactments (G) – is a set of processes and activities, as a result of which changes in regulatory enactments are prepared before the relevant block is put into operation.
- Solution creation (S) – the stage during which the IT Solution is developed and prepared for operation.
- Operation (x) – putting the prepared solution into operation and its further use in the provision of services.

Considering the fact that the Concept describes the entire unmanned aircraft monitoring and management system – including those blocks that are and will be implemented outside of this project, there is another stage “Partial putting into operation” (O) applicable to other systems and solutions, which will serve as a temporary solution to perform certain functions.

The time schedule for the implementation of the Concept is presented in Table 6.1.

Table 6.1

Time schedule for the implementation and maintenance of the activities and functionalities included in descriptions of the business process

Year	2022				2023				2024			
Quarter	I	II	III	IV	I	II	III	IV	I	II	III	IV
Block A	D	D	G	S	S	S	x	x	x	x	x	x
Block B	D	D	G	S	S	S	x	x	x	x	x	x
Block C	D	D	D	S	S	S	x	x	x	x	x	x
Block D		D	D	S	S	S	x	x	x	x	x	x
Block E					D	D	D	G	G	G	G	x
Block F	O	O	O	O	O	O	O	O	O	O	O	O
F.2	O	O	O	O	O	S	S	x	x	x	x	x
F.3			O	O	O	S	S	x	x	x	x	x

Designations: D – discussions, G – amendments to regulatory enactments, S – development of a solution, O – partial commissioning, x – operation/maintenance.

Note: The designations used in the quarters describe the basic activity during the period in question. In practice, the activities can be carried out partly in parallel.

7. Services

When developing business processes and their descriptions, the Concept and the current CAA's public paid services price list were taken into account (only those items that are applicable to the field of UAS):

- Registration of unmanned aircraft system operators and unmanned aircraft subject to certification;
- Unmanned aircraft system operation declarations, permits and certificates;
- Passing the face-to-face theoretical knowledge exam of remote pilots, issuance of a certificate;
- Assessment of the recognized entity in the field of unmanned aircraft, issuance of a certificate. Submission of a declaration of remote pilot practical training and skill assessment operations covered by standard scenarios.

Table 7.1 provides a list of items of the public paid services price list with corresponding business process identifiers. These identifiers are deciphered in Section 8 of this document (in the form of a list) and in more detail in Section 10.

Table 7.1

Public paid services price list items and corresponding business process identifiers

Public paid services price list items		Process identifier	
V. Unmanned aircraft systems			
25	Registration of unmanned aircraft system operators and unmanned aircraft subject to certification*		
25.1.	unmanned aircraft system operator registration	electronic confirmation	TA 01.01-01: Registration of UAS operators
25.2.	registration of an unmanned aircraft subject to certification	certificate of registration	Monitoring is performed in the EMPIC software. The process is not covered in this document. Invoicing can be carried out in the IT Solution TA 10.06-01: Creation of an invoice

Public paid services price list items			Process identifier
26	Unmanned aircraft system operation declarations, permits and certificates*		
26.1.	submission of the unmanned aircraft system operation declaration	confirmation of receipt and completeness of the declaration	TA 03.00-01: Obtaining a permit for operation in a specific category
26.2.	evaluation of the submission of the unmanned aircraft system operator based on a predefined risk assessment (PDRA)	assessment of conformities/non-conformities	TA 03.00-01: Obtaining a permit for operation in a specific category
26.3.	evaluation of the submission of the unmanned aircraft system operator without a predefined risk assessment (PDRA)	assessment of conformities/non-conformities	TA 03.00-01: Obtaining a permit for operation in a specific category
26.4.	operation permit issuance	operation permit	TA 03.00-01: Obtaining a permit for operation in a specific category
26.5.	monitoring of such unmanned aircraft system operator, to whom an operation permit has been granted	monitoring programme annual fee	Monitoring is performed in the EMPIC software. The process is not covered in this document.
26.6.	initial assessment of the unmanned aircraft system operator for obtaining a light unmanned aircraft operator's certificate (LUC)	opinion on compliance/non-compliance with requirements	Invoicing can be carried out in the IT Solution TA 10.06-01: Creation of an invoice
26.7.	issuance of light unmanned aircraft operator's certificate (LUC)	Certificate	Invoicing can be carried out in the IT Solution TA 10.06-01: Creation of an invoice
26.8.	amendment of light unmanned aircraft operator's certificate (LUC)	Certificate	
26.9.	monitoring of light unmanned aircraft operator's certificate (LUC) holder	monitoring programme annual fee	Monitoring is performed in the EMPIC software. The process is not covered in this document.
26.10.	assessment of the light unmanned aircraft operator's certificate	audit report	Invoicing can be carried out in the IT Solution

Public paid services price list items			Process identifier
	(LUC) holder according to the monitoring cycle		TA 10.06-01: Creation of an invoice
26.11.	assessment of a model aircraft club or association submission and issuance of operation permit	operation permit	TA 01.05-01-C: Creating a model aircraft club or association profile in the IT Solution
27	Taking the face-to-face theoretical knowledge exam of remote pilots, issuance of a certificate*		
27.1.	taking the open category A2 sub-category remote pilot theoretical knowledge face-to-face exam	face-to-face exam	TA 02.02-60: Conducting the theoretical knowledge exam face-to-face
27.2.	issuance of open category A2 sub-category remote pilot competency certificate	certificate	TA 02.03-01-B: Creation of the document that certifies qualification
27.3.	taking the specific category remote pilot theoretical knowledge face-to-face exam	face-to-face exam	TA 02.02-60: Conducting the theoretical knowledge exam face-to-face
27.4.	issuance of the specific category remote pilot theoretical knowledge face-to-face certificate	certificate	TA 02.03-01-B: Creation of the document that certifies qualification
28	Assessment of the recognized entity in the field of unmanned aircraft, issuance of a certificate. Submission of a declaration of remote pilot practical training and skill assessment operations covered by standard scenarios*		
28.1.	assessment of the recognized entity	assessment of conformities/non-conformities	Monitoring is performed in the EMPIC software. The process is not covered in this document. Invoicing can be carried out in the IT Solution TA 10.06-01: Creation of an invoice
28.2.	confirmation of the recognized entity	certificate	Invoicing can be carried out in the IT Solution TA 10.06-01: Creation of an invoice TA 01.06-01: Registration of a CAA-recognized entity
28.3.	amending the conditions of the recognized entity certificate	certificate	TA 01.06-02: Applying for changes to the data of the CAA-recognized entity

Public paid services price list items			Process identifier
28.4.	recognized entity monitoring	monitoring programme annual fee	Monitoring is performed in the EMPIC software. The process is not covered in this document. Invoicing can be carried out in the IT Solution TA 10.06-01: Creation of an invoice
28.5.	assessment of the recognized entity according to the monitoring cycle	audit report	
28.6.	check of the qualifications of instructors and assessors of the recognized entity	face-to-face exam	TA 02.02-60: Conducting the theoretical knowledge exam face-to-face
28.7.	issuance of qualification certificates of instructors and assessors of the recognized entity	certificate	TA 02.03-01-B: Creation of the document that certifies qualification
28.8.	submission of a declaration of practical training and skill assessment of remote pilots for unmanned aircraft operations covered by standard scenarios	confirmation of receipt and completeness of the declaration	TA 03.00-01: Obtaining a permit for operation in a specific category
28.9.	monitoring of such unmanned aircraft system operator that has submitted a declaration of practical training and skill assessment of remote pilots for unmanned aircraft operations covered by standard scenarios	monitoring programme annual fee	Monitoring is performed in the EMPIC software. The process is not covered in this document. Invoicing can be carried out in the IT Solution TA 10.06-01: Creation of an invoice

8. Processes

The processes discussed in this document are based on the Concept, which was prepared as part of the Project. The structure of the document reproduces the structure of blocks and modules considered in the Concept, which is supplemented with additional modules and sub-modules, as well as a more detailed list of actions to be implemented in the provision of Services.

The process description structure contains information about the process identifier, process name, reference to the service, short process description, preconditions for its execution, sub-processes forming the process (if any), process participants, possible process results, list of related processes, schematic representation of the process. The process was divided into sub-processes in cases where it is necessary to show the interaction of an individual user with another user or the IT Solution for the sake of visibility. Sub-processes are denoted by a capital letter appended to the main process identifier separated by a “-” symbol, for example, the process identifier is TA 00.01-03, while “TA 00.01-03-A” and “TA 00.01-03-B” are sub-processes.

Table 8.1

A list with business process identifiers and names

Identifier	Process or sub-process name
BLOCK A: CAA functions	
Module A0: User registration	
TA 00.01-01	Registration of IT Solution users
TA 00.01-10	Client registration (legal person)
TA 00.01-11	Client registration (natural person)
TA 00.01-12	Correction of client's data
TA 00.01-21	Representation of another User
TA 00.01-23	Revocation of representation rights
TA 00.01-44	Operations with the User account (management)

Identifier	Process or sub-process name
TA 00.01-54	User role management
Module A1: Registration	
Sub-module	TA 01.01: UAS operators
TA 01.01-01	Registration of UAS operators
TA 01.01-04	Relinquishment of UAS operator status
TA 01.01-05	UAS operator number activation
TA 01.01-11	Creation of a UAS operator profile if the UAS operator is registered in another EU Member State or the EEA
TA 01.01-21	Management of UAS operator features
TA 01.01-34	Management of remote pilots
TA 01.01-41	Declaration of practical skills of a remote pilot
Sub-module	TA 01.02: Certified unmanned aircraft systems
TA 01.02-01	Input of data about a certified unmanned aircraft registered abroad into the IT Solution
Sub-module	TA 01.03: Unmanned aircraft systems and accessories
	Unmanned aircraft systems and accessories
TA 01.03-01	Registration of an unmanned aircraft system or accessories
TA 01.03-02	Changing the parameters of a registered unmanned aircraft system or accessories
TA 01.03-04	Unmanned aircraft system or accessories status management
	Restrictions on the use of unmanned aircraft systems and accessories

Identifier	Process or sub-process name
TA 01.03-11	Management of restrictions on the use of unmanned aircraft, their systems and accessories
TA 01.03-14	Removal of restrictions
Sub-module	TA 01.04: Remote pilots
TA 01.04-01	Initial registration of remote pilots
TA 01.04-04	Relinquishment of remote pilot status
Sub-module	TA 01.05: Model aircraft clubs and associations
TA 01.05-01	Registration of a model aircraft club or association
TA 01.05-01-A	Preparation and submission of an application for registration of a model aircraft club or association
TA 01.05-01-B	Review of the application for registration of a model aircraft club or association and decision making
TA 01.05-01-C	Creating a model aircraft club or association profile in the IT Solution
TA 01.05-02	Applying for changes to the model aircraft club and association
TA 01.05-02-A	Preparation and submission of the application for changes
TA 01.05-02-B	Review of the application for changes and decision making
TA 01.05-02-C	Implementation of the approved application for changes
TA 01.05-04	Management of the model aircraft club or association operation permit
Sub-module	TA 01.06: CAA-recognized entities

Identifier	Process or sub-process name
TA 01.06-01	Registration of a CAA-recognized entity
TA 01.06-01-A	Preparation and submission of an application for obtaining the status of a CAA-recognized entity
TA 01.06-01-B	Review of the application for obtaining the status of a CAA-recognized entity and decision making
TA 01.06-01-C	Creation of the profile of the CAA-recognized entity in the IT Solution
TA 01.06-02	Applying for changes to the data of the CAA-recognized entity
TA 01.06-02-A	Preparation and submission of the application for changes
TA 01.06-02-B	Review of the application for changes and decision making
TA 01.06-02-C	Implementation of the decision on the application for changes
TA 01.06-04	Management of CAA-recognized entity status
Sub-module	TA 01.15: Management of model aircraft club members
TA 01.15-01	Adding model aircraft club members and association members and confirming membership
TA 01.15-01-A	Adding model aircraft club members and association members and confirming membership
TA 01.15-01-B	Confirmation of model aircraft club or association member status
TA 01.15-03	Expulsion of a member from a model aircraft club or association
TA 01.15-11	Registration as a member and confirmation of membership

Identifier	Process or sub-process name
TA 01.15-11-A	Application
TA 01.15-11-B	Confirmation of membership
TA 01.15-13	Withdrawal of a member from a model aircraft club or association
Module A2: Qualification	
Sub-module	TA 02.01: Training e-environment
TA 02.01-00	Training process
TA 02.01-01	Creating a training course
TA 02.01-02	Changing the content of the training course
TA 02.01-04	Training course status management
Sub-module	TA 02.02: Examination e-environment
	Exam sessions
TA 02.02-01	Applying for the exam session
TA 02.02-02	Change of the exam session
TA 02.02-03	Cancellation of the exam session
	Applications for the exam session
TA 02.02-11	User registration for the Exam session and application management
TA 02.02-11-A	Application for the exam session
TA 02.02-11-B	Management of application for the Exam session
TA 02.02-11	Withdrawal of application for participation in the Exam session
TA 02.02-21	Applying of users for the Exam session

Identifier	Process or sub-process name
	Types of exams and their conducting
TA 02.02-30	Conducting the exam
TA 02.02-40	Conducting the theoretical knowledge exam in the e-environment
TA 02.02-50	Conducting the theoretical knowledge exam online
TA 02.02-60	Conducting the theoretical knowledge exam face-to-face
TA 02.02-70	Check of practical skills face-to-face
Sub-module	TA 02.03: Qualification documents management solution
	Input of results and assignment of qualification
TA 02.03-01	Input of exam results into the IT Solution and creation of the document that certifies qualification
TA 02.03-01-A	Input of results into the IT Solution and processing
TA 02.03-01-B	Creation of the document that certifies qualification
	Qualification documents management
TA 02.03-11	Input of qualification documents issued in other countries into the IT Solution
TA 02.03-14	Management of documents that certify qualification
Sub-module	TA 02.04: Module configuration and auxiliary processes
TA 02.04-01	Creation of the question category of the bank of questions
TA 02.04-11	Adding questions
TA 02.04-21	Creation and configuration of an exam type
Module A3: Declarations, permits and certificates for operation in a specific category	

Identifier	Process or sub-process name
TA 03.00-01	Obtaining a permit for operation in a specific category
TA 03.00-01-A	Preparation of a submission for the permit for operation in the specific category and its submission to the CAA for review
TA 03.00-01-B	Review of the application for the permit for operation in the specific category and decision making
TA 03.00-01-C	Implementation of the decision on the permit for operation in the specific category
TA 03.00-02	Applying for changes to the permit for operation in the specific category
TA 03.00-02-A	Preparation and submission of the application for changes
TA 03.00-02-B	Review of the application for changes and decision making
TA 03.00-02-C	Implementation of the decision on the application for changes
TA 03.00-04	Permit status management
Module A4: Access to the EASA repository	
TA 04.01-01	Acquisition of data from the EASA repository
Module A5: Monitoring programme	
Module A6: Solution for fast data verification	
TA 06.01-01	Data verification
Module A7: Management of UAS geographical zones	
Module A8: Reports on occurrences in the field of UAS	

Identifier	Process or sub-process name
TA 08.01-01	Submitting a report on occurrence in the field of UAS
TA 08.01-01-A	Preparation and submission of a report on occurrence in the field of UAS
TA 08.01-01-B	Review of the report on occurrence in the field of UAS
TA 08.01-14	Feature list management
Module A9: Information on the field of UAS	
Sub-module	TA 09.01: Articles and categories
TA 09.01-01	Creating and saving an article
TA 09.01-02	Editing an article
TA 09.01-03	Deleting an article
TA 09.01-04	Article publication status management
TA 09.01-11	Creating an article category
TA 09.01-12	Editing an article category
TA 09.01-13	Deleting an article category
TA 09.01-14	Article category status management
Sub-module	TA 09.02: Elements (components)
TA 09.02-01	Creating an element (component) view
TA 09.02-02	Editing an element (component) view
TA 09.02-03	Deleting an element (component) view
TA 09.02-04	Element (component) view status management
Module A10: Invoices and statistics	
TA 10.01-01	Creation of the service (price list item)

Identifier	Process or sub-process name
TA 10.01-02	Correction of the service (price list item)
TA 10.01-03	Closure of the service (price list item)
TA 10.02-01	Payments
TA 10.05-01	Acceptance of payments face-to-face and accounting
TA.10.05-02	Payments by transfers
TA 10.05-03	Online payments
TA.10.06-01	Creation of an invoice
TA.10.07-00	Refund at the initiative of the CAA
TA.10.08-00	Refund at the initiative of the client
TA 10.08-00-A	Preparation of the refund request submission
TA 10.08-00-B	Review of the submission for refund and decision making
TA 10.08-00-C	Implementation of the decision on refund
Module A11: Access rights	
TA.11.01-04	Access rights management
Module A12: Document templates	
TA 12.01-01	Creation of the new template
TA 12.01-02	Correcting a template
TA 12.01-05	Templates application configuration
Module A13: Messages and correspondence	
Sub-module	TA 13.01: Individual messages
TA 13.01-01	Preparing and sending the message
Sub-module	TA 13.02: System messages

Identifier	Process or sub-process name
TA 13.02-01	Preparing and sending the system message
TA 13.02-05	System messages configuration
Sub-module	TA 13.03: Message list
TA 13.03-01	Preparing and sending the message of the message list
Sub-module	TA 13.04: Notifications
TA 13.04-01	Processing of notifications
TA 13.04-05	Configuration of notifications
Sub-module	TA 13.05: Processing of submissions received by post
TA 13.05-01	Input of a submission in the IT Solution
Module A14: Lists of defined values	
TA 14.01-01	Adding the new value
TA 14.01-02	Correction of the published value
TA 14.01-03	Deletion of the published value
Module A15: Automation	
TA 15.01-00	Automation
TA 15.01-01	Creation of the regular process
TA 15.01-02	Correction of the regular process
Module A16: IT Solution management	
TA 16.01-01	Enabling the business module
TA 16.01-03	Disabling the business module
BLOCK B: Design of UAS geographical zones	
Module B1: Design of UAS geographical zones	

Identifier	Process or sub-process name
	UAS geographical zones
TB 01.01-01	Defining the UAS geographical zone
TB 01.01-01-A	Preparation and submission of the application for the defining the UAS geographical zone
TB 01.01-01-B	Review of the application for the defining the UAS geographical zone and decision making
TB 01.01-01-C	Configuration of the UAS geographical zone profile
TB 01.01-01-D	Examining the impact of the defining the UAS geographical zone on UAS operations applied for
TB 01.01-02	Applying for changes to the UAS geographical zone
TB 01.01-02-A	Preparation and submission of the application for changes to the UAS geographical zone
TB 01.01-02-B	Review of the application for changes to the UAS geographical zone and decision making
TB 01.01-02-C	UAS geographical zone profile configuration in accordance with approved changes
TB 01.01-02-D	Examination of the impact of a change to the UAS geographical zone on UAS operations applied for
	Rules (configuration)
TB 01.01-11	Creating a rule
TB 01.01-12	Rule change
TB 01.01-13	Deleting a rule
	Areas of interest
TB 01.01-21	Creating an area of interest

Identifier	Process or sub-process name
TB 01.01-22	Changing an area of interest
TB 01.01-23	Deleting an area of interest
Module B2: Collaboration environment of UAS geographical zone managers	
TB 01.02-01	Creation and review of the UAS geographical zone coordination project
TB 01.02-01-A	Project creation and submission
TB 01.02-01-B	Review of the project
TB 01.02-01-C	Decision making
BLOCK C: Application for UAS operations and their coordination with UAS geographical zone managers	
Module C0: Block C configuration	
TC 00.01-01	Registration of platforms for application for and/or coordination of UAS operations
TC 00.02-01	Configuration of airspace volume parameters
Module C1: Application for UAS operations	
	Application for UAS operations
TC 01.01-01	Application for UAS operation and its coordination
TC 01.01-01-A	Creation and initial analysis of the application for UAS operations
TC 01.01-01-B	Application processing for UAS operations
TC 01.01-04	Withdrawal of application for UAS operation
	UAS Missions
TC 01.01-11	UAS mission creation
	Unmanned aircraft flights

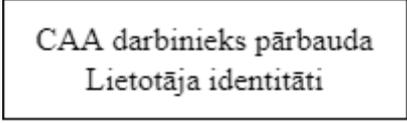
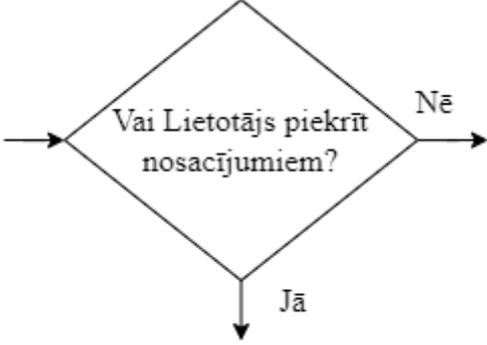
Identifier	Process or sub-process name
TC 01.01-31	Implementation of UAS operation
Module C2: Coordination of UAS operations	
Sub-module	TC 02.01: Coordination of UAS operations with UAS geographical zone managers
TC 02.01-01	UAS operation coordination by the UAS geographical zone manager
TC 02.01-04	Operations with UAS operations permit

9. Designations

This section describes the meaning of the symbols used in business process diagrams. Table 9.1 summarizes the elements used in the schemes.

Table 9.1

Elements used in schemes

Name and description	Illustration/example
<p>Rectangle with rounded edges</p> <p>Start or end of the algorithm.</p>	
<p>Rectangle</p> <p>Any simple action followed by a transition to the next.</p>	
<p>Rhombus</p> <p>Branching – depending on whether the condition is met or not, various further actions take place.</p>	
<p>Arrow</p> <p>The sequence of actions (transition to the next action or event) is represented by arrows.</p>	

10. BLOCK A: CAA functions

Description

Block A includes processes related to registration, operation permits, monitoring programme, etc., which are under the control of the CAA.

According to Article 18 of Regulation 2019/947, the CAA is the competent authority responsible for the following issues:

- UAS operator certificate management;
- management of certifications and remote pilot competence certificates, including issuing licences to remote pilots operating in the category of certified UAS operations;
- implementation of a monitoring programme for UAS operators that have submitted a declaration or have an operation permit or a LUC certificate, as well as for model aircraft clubs and associations that have a permit referred to in Article 16;
- providing information and instructions to UAS operators with the aim of promoting the safety of UAS operations;
- implementation of a system for the detection and assessment of cases of non-compliance, which are caused by UAS operators performing operations in the “open” or “specific” category of operations and which are reported in accordance with Article 19 (2) of Regulation 2019/947;
- maintenance of registration systems, the functionality of which allows the registration of UAS, the design of which must be certified, as well as UAS operators, the operation of which may pose a risk to security, safety, privacy and the protection of personal data or the environment.

In turn, national law in the field of UAS stipulates that the CAA:

- performs approval of recognized entities and amendment of certificate conditions, assessment of operations in accordance with the monitoring cycle;
- is the competent authority for the implementation and supervision of operation of the UAS geographical zones in the Republic of Latvia;
- is responsible for online training of remote pilots, issuance of certificates for passing the theoretical online exam, for the face-to-face theoretical

knowledge exam of remote pilots, for issuance of the certificate of competence of remote pilot and for management of the issued certificates (extension, limitation, withdrawal and suspension), etc.;

- is responsible for the issuance and management (extension, limitation, withdrawal and suspension) of specific category UA operation permits, light unmanned aircraft system operator certificates (LUC), for checking the compliance of declarations for UAS operations in a specific category, for monitoring of UAS operators of a specific category;
- is responsible for the establishment, maintenance and availability of the register of UA, UAS operators, remote pilots and model aircraft clubs and associations.

Block A consists of the following modules:

- Module A0: User registration
- Module A1: Registration
- Module A2: Qualification
- Module A3: Declarations, permits and certificates for operation in a specific category
- Module A4: Access to the EASA repository
- Module A5: Monitoring programme
- Module A6: Solution for fast data verification
- Module A7: Management of UAS geographical zones
- Module A8: Reports on occurrences in the field of UAS
- Module A9: Information on the field of UAS
- Module A10: Invoices and statistics
- Module A11: Access rights
- Module A12: Document templates
- Module A13: Messages and correspondence
- Module A14: Lists of defined values
- Module A15: Automation
- Module A16: IT Solution management

Module A0: User registration

Description

Module A0 implements processes related to IT Solution User registration, authentication and role management. This document does not describe processes related to authentication (login), password or user name recovery.

TA 00.01-01: Registration of IT Solution users

Process identifier	TA 00.01-01
Process	Registration of IT Solution users
Service	Registration of persons as IT Solution Users.

Description:

The registration process provides Unauthenticated Persons with a tool to register in the IT Solution as Users. Depending on the types of authentication available to the Person during registration, an account or an account with limited functionality may be created in the IT Solution. An account with limited functionality may have limited access to the services provided in the IT Solution.

Process participants:

Person, User (CAA)

Preconditions for the execution of the process:

An Unauthenticated Person has access to at least one of the authentication means available during the Registration process.

Possible results:

- Positive result
The Unauthenticated Person becomes an IT Solution User after completing the Registration process.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 00.01-11: Client registration (natural person)
- TA 00.01-44: Operations with the User account (management)
- TA 00.01-54: User role management



TA 00.01-10: Client registration (legal person)

Process identifier	TA 00.01-10
Process	Client registration (legal person)
Service	Legal person Profile creation in the IT Solution

Description:

The process ensures that additional data become available in the IT Solution for legal persons and their Representatives in the IT Solution.

Process participants:

User, User (CAA)

Preconditions for the execution of the process:

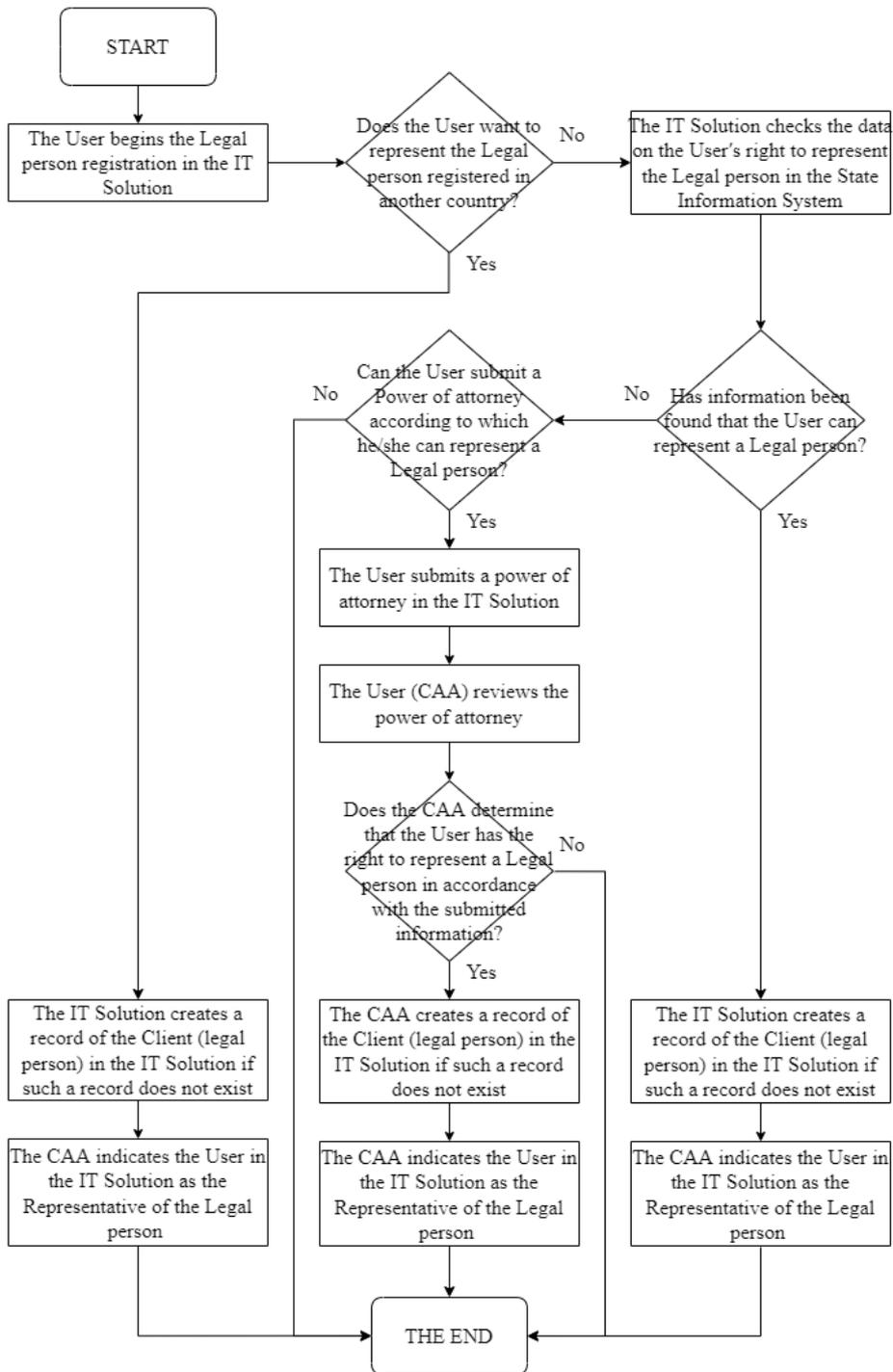
Not detected.

Possible results:

- Positive result
A record of the Client (legal person) and its representative is created in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 00.01-01: Registration of IT Solution users
- TA 00.01-12: Correction of client's data



TA 00.01-11: Client registration (natural person)

Process identifier	TA 01.01-11
Process	Client registration (natural person)
Service	Client registration (natural person)

Description:

The process ensures that an additional record of the Client is created in the IT Solution for the purpose of its functioning. This record is used to ensure the functions of the Representation, as well as to store such information that is not available in the State information systems, for example, bank account number, the User's consent to receive notifications and messages from the IT Solution, etc.

Process participants:

User

Preconditions for the execution of the process:

Process execution is initiated by process “TA 00.01-01: Registration of IT Solution users”.

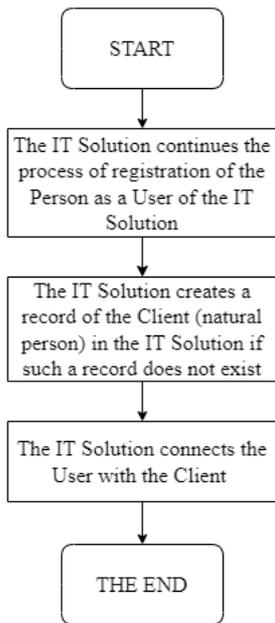
Possible results:

- Positive result
A record of the Client is created in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TA 00.01-01: Registration of IT Solution users



TA 00.01-12: Correction of client's data

Process identifier	TA 00.01-12
Process	Correction of client's data
Service	Correction of client's data

Description:

The Authenticated User can edit the Client's data within the process.

Process participants:

User

Preconditions for the execution of the process:

The IT Solution contains at least one Client record that is available for editing.

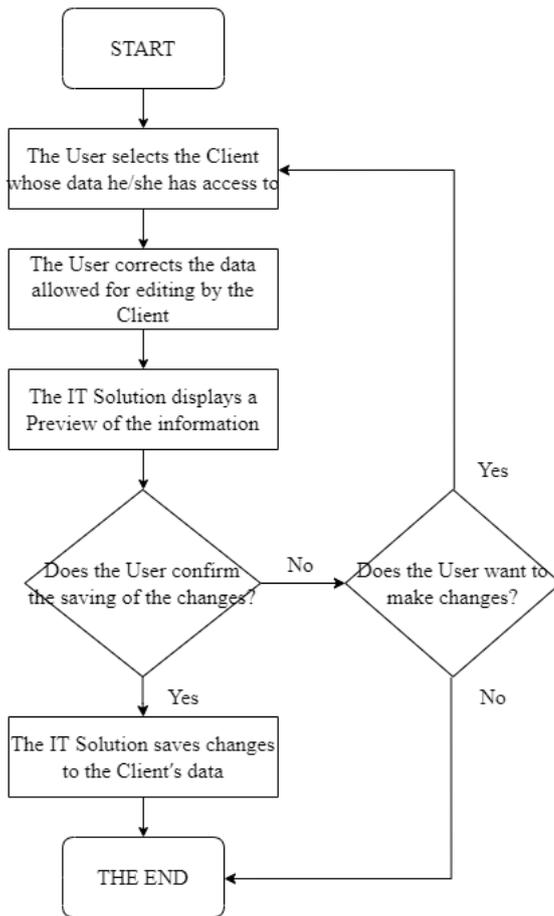
The User has the right to edit the Client's data in the IT Solution.

Possible results:

- Positive result
Changes to the Client's data have been made and saved in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 00.01-10: Client registration (legal person)
- TA 00.01-11: Client registration (natural person)



TA 00.01-21: Representation of another User

Process identifier	TA 00.01-21
Process	Representation of another User
Service	Representation of another User

Description:

By performing this process, the Authenticated User acquires the right to represent another natural or legal person registered in the IT Solution. When representing a natural or legal person, the User performs actions in the IT Solution instead of the represented person.

Process participants:

User

Preconditions for the execution of the process:

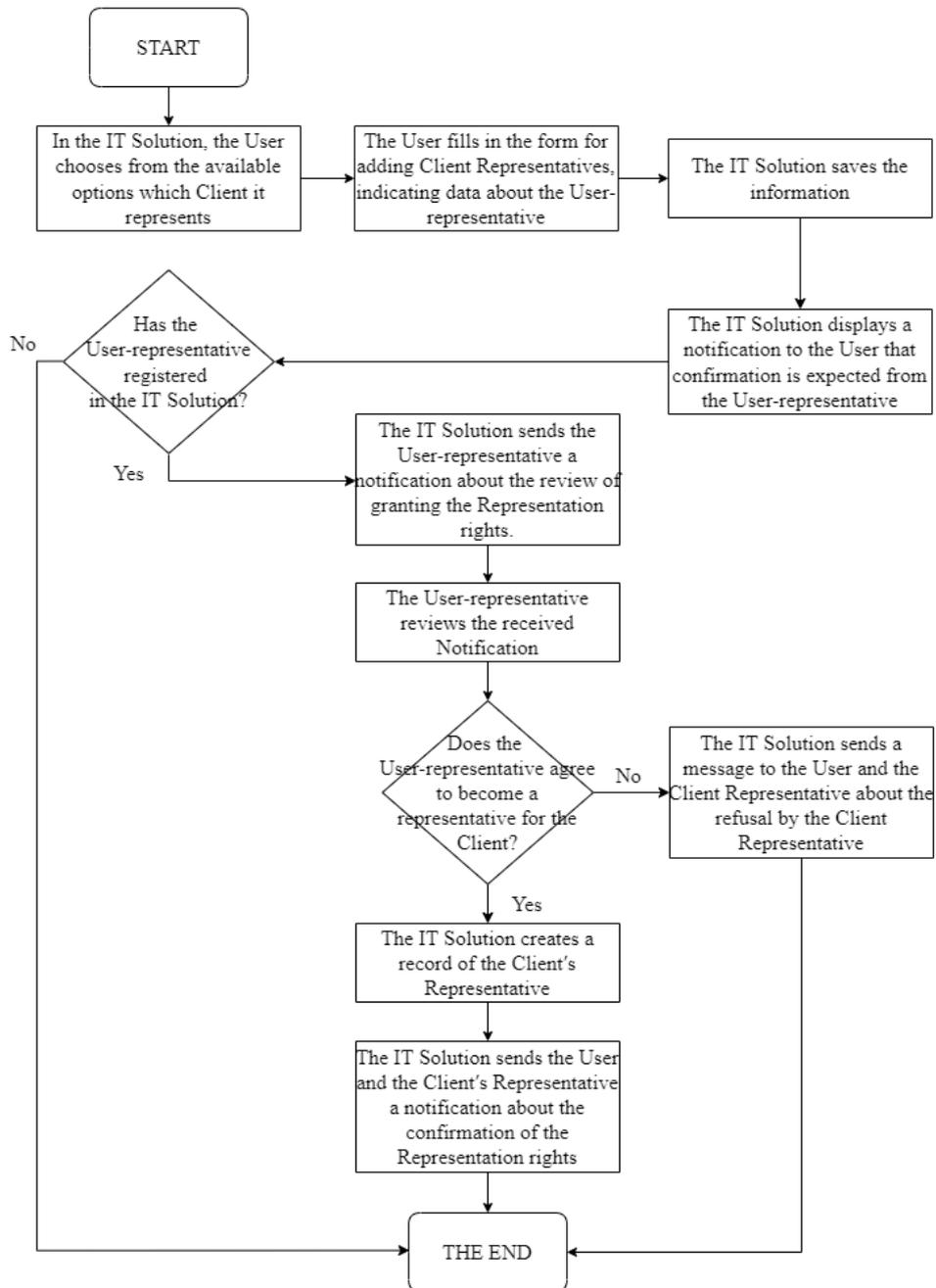
The IT Solution must contain data about the Person intended to be represented. An Authenticated User (whose account is not verified by secure authentication means) cannot represent a User whose account is verified by secure authentication means.

Possible results:

- Positive result
A Record of representation is created in the IT Solution.
- Negative result
The process is not complete/has been aborted.

Related processes:

- TA 00.01-01: Registration of IT Solution users
- TA 00.01-10: Client registration (legal person)



TA 00.01-23: Revocation of representation rights

Process identifier	TA 00.01-23
Process	Revocation of representation rights
Service	Revocation of representation rights

Description:

In the process “TA 00.01-23: Revocation of representation rights” an Authenticated User of the IT Solution has access to a list of those Users who have been granted the right of representation. The Authenticated User can cancel the right of representation as part of the process. This process is available both to those who grant the right of representation and to those who have been granted the right of representation.

Process participants:

User

Preconditions for the execution of the process:

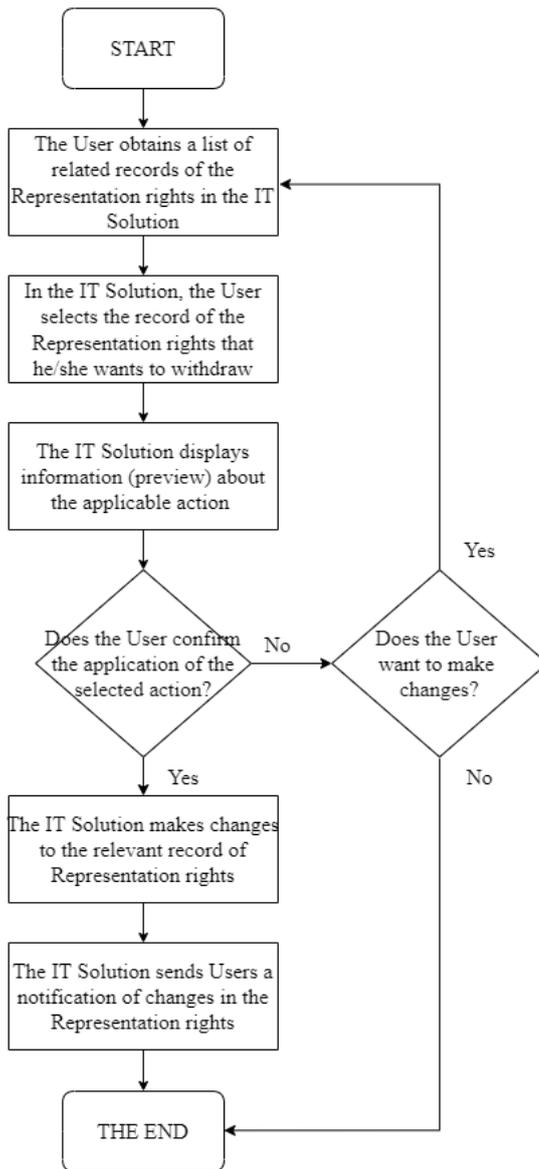
The user has at least one Record with the right of representation available.

Possible results:

- Positive result
The Authenticated User withdraws (cancels) the right of representation.
- Negative result
The process is not complete/has been aborted. No changes have been made to the rights of representation.

Related processes:

- TA 00.01-21: Representation of another User



TA 00.01-44: Operations with the User account (management)

Process identifier	TA 00.01-44
Process	Operations with the User account (management)
Service	IT Solution maintenance works: User account management

Description:

In this process, the IT Solution User, who has been granted the right to restrict other Users' access to IT Solution services, performs User management by denying, limiting (suspending), restoring access rights.

Process participants:

User (CAA), Administrator

Preconditions for the execution of the process:

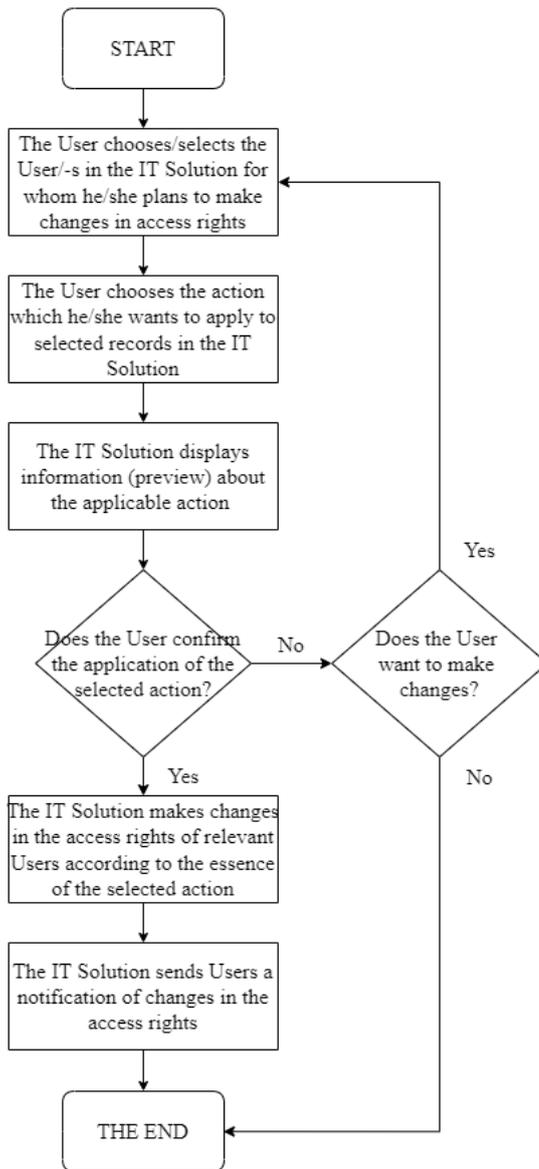
The implementer of the process must be granted the right to manage User accounts in the IT Solution.

Possible results:

- Positive result
The selected action regarding the status of the User's account is implemented in the IT Solution.
- Negative result
The process is not complete/has been aborted.

Related processes:

- TA 00.01-01: Registration of IT Solution users



TA 00.01-54: User role management

Process identifier	TA 00.01-54
Process	User role management
Service	User role management

Description:

This process covers the activities that describe assigning operational roles to authenticated users in the IT Solution. The role “Guest” does not apply to the other basic roles listed in Table 10.1.

*Table 10.1***Basic roles used in the IT Solution**

Role	Description
Guest	An unauthenticated user of the IT Solution.
User	A person who has authenticated in the IT Solution.
User (CAA)	A user who has extended rights in the IT Solution, as well as access to the “closed” part of the IT Solution.
Administrator	A user who has the right to configure and manage the IT Solution.

User roles provide for the configuration according to the received Services and the actions performed by a specific User in the IT Solution, therefore additional roles with different levels of access to services, processes or individual actions may exist in the IT Solution. Some of these roles may include: CAA administrator, CAA inspector, CAA financier, CAA clerk, Supervisor manager, Supervisor, UAS operator, UAS operator representative, Remote pilot, Model aircraft club or association representative, Model aircraft club or association member, CAA-recognized entity representative, Exam supervisor, Instructor, Evaluator, UAS geographical zone initiator, UAS geographical zone manager, UAS geographical zone designer and others.

Process participants:

User (CAA), Administrator

Preconditions for the execution of the process:

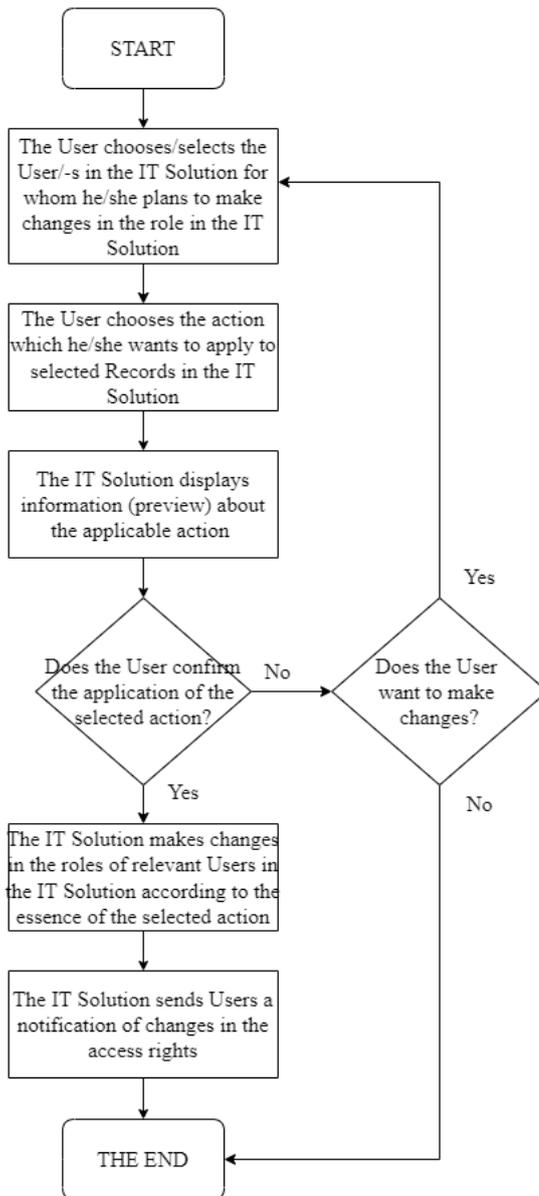
The User (CAA) must be granted the right to manage User roles in the IT Solution.

Possible results:

- Positive result
The activity selected by the User in relation to the User's role in the IT Solution is implemented in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 00.01-01: Registration of IT Solution users



Module A1: Registration

Description

“Module A1 Registration” provides registration and registration data management tools for the following subjects: UAS operators, remote pilots, unmanned aircraft systems and accessories, model aircraft clubs and associations as well as their members, CAA-recognized entities.

Sub-module TA 01.01: UAS operators

This sub-module implements processes related to the initial registration of natural and legal persons as UAS operators in accordance with the requirements of Regulation 2019/947. The life cycle of UAS operator status is shown in Table 10.2.

Table 10.2

List of actions to be implemented by the UAS operator

No.	Stage	Activity	
		To be implemented once	To be implemented repeatedly
1.	Registration TA 01.01-01: Registration of UAS operators TA 01.01-11: Creation of a UAS operator profile if the UAS operator is registered in another EU Member State or the EEA	✓	
2.	Payment of the annual fee (if applicable) TA 10.02-01: Payments		✓
3.	Obtaining permits in the activity-specific category (if applicable) TA 03.00-01: Obtaining a permit for operation in a specific category TA 10.02-01: Payments		✓
4.	Monitoring programme		✓

	(if applicable) Module A5: Monitoring programme TA 10.02-01: Payments		
5.	Termination of the UAS operator's activity in the field of UAS. For example, the liquidation of a legal person, the death of a natural person, the decision of the UAS operator to stop operations, etc. TA 01.01-04: Relinquishment of UAS operator status (status "Inactive") TA.15.01-00: Automation (status "Closed")	✓	

Table 10.3

Possible statuses of the Record of the UAS operator in the IT Solution

Status	Description
Active	This status means that a payment (annual fee for UAS operators) was made for the specific moment in time.
Passive	The UAS operator number has been created, the annual fee has not been paid or is not applicable to the specific moment in time.
Inactive	The UAS operator has relinquished the status of UAS operator.
Closed	The IT Solution has conclusive data that the UAS operator no longer exists.

TA 01.01-01: Registration of UAS operators

Process identifier	TA 01.01-01
Process	Registration of UAS operators
Service	Initial registration of a UAS operator

Description:

The process “TA 01.01-01: Registration of UAS operators” provides the service “Initial registration of UAS operator” for natural and/or legal persons. A UAS operator is assigned a unique UAS operator number as a result of successful registration. Registration of UAS operators is a paid service, determining that the initial status of the UAS operator number is “Passive”. Activation of UAS operator number status is a separate service, where the payment period step is 1 year.

Note: In order to use the services provided by BLOCK C, the actual UAS operator must register as a UAS operator, even if they operate an unmanned aircraft or carry out UAS operations that do not require mandatory registration. In this case, the UAS operator may have an inactive UAS operator number until this condition is met.

Process participants:

User

Preconditions for the execution of the process:

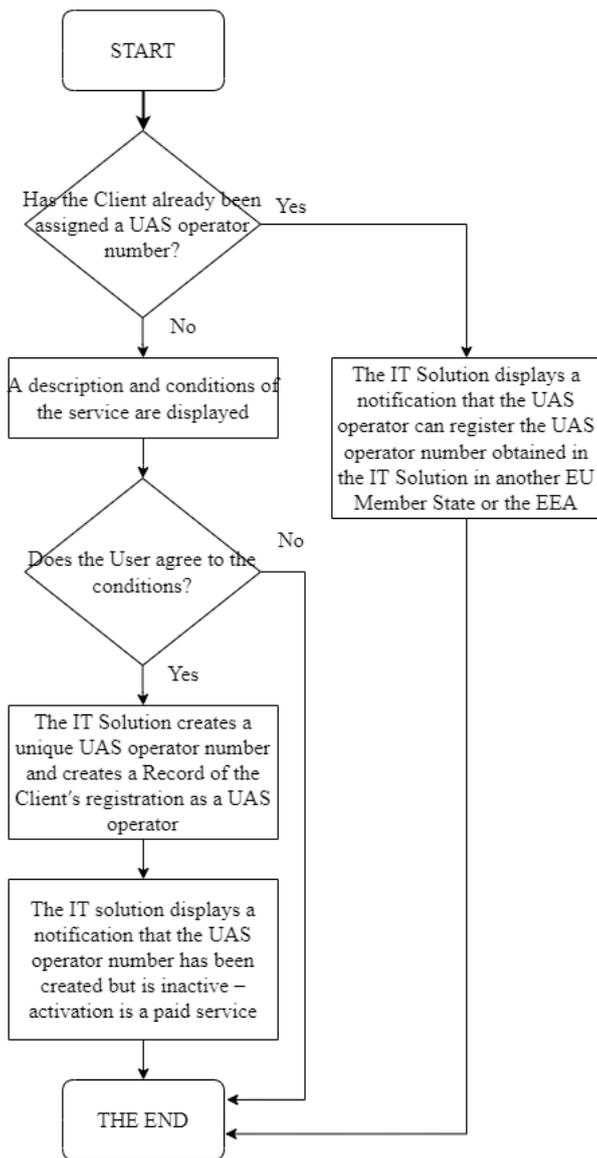
The user has not been assigned a UAS operator number in any of the EU Member States or the EEA.

Possible results:

- Positive result
The IT Solution creates a unique UAS operator number and associates it with the User (i.e. **Client**).
- Negative result
The process has been aborted/cancelled. No UAS operator number is assigned.

Related processes:

- TA 01.01-11: Creation of a UAS operator profile if the UAS operator is registered in another EU Member State or the EEA
- TA 01.01-21: Creation of UAS operator feature
- TA 01.01-05: UAS operator number
- TA 01.01-05: UAS operator number activation
- TA 10.02-01: Payments



TA 01.01-04: Relinquishment of UAS operator status

Process identifier	TA 01.01-04
Process	Relinquishment of UAS operator status
Service	Relinquishment of UAS operator status

Description:

This process allows the User to declare in the IT Solution that it is no longer a UAS operator.

Process participants:

User

Preconditions for the execution of the process:

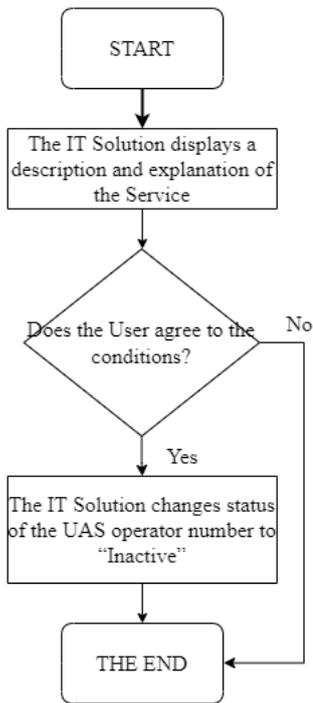
The IT Solution contains data on the UAS operator number (“TA 01.01-01: Registration of UAS operators”, “TA 01.01-11: Creation of a UAS operator profile if the UAS operator is registered in another EU Member State or the EEA”) assigned to the User.

Possible results:

- Positive result
A record is created in the IT Solution that the User is no longer a UAS operator – the status of the UAS operator number is changed to “Inactive”.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 01.01-01: Registration of UAS operators
- TA 01.01-11: Creation of a UAS operator profile if the UAS operator is registered in another EU Member State or the EEA



TA 01.01-05: UAS operator number activation

Process identifier	TA 01.01-05
Process	UAS operator number activation
Service	Preparation and payment of the UAS operator's annual fee invoice

Description:

The process “TA 01.01-05: UAS operator number activation” activates or prolongs the UAS operator number. As a result of the process “TA 01.01-05: UAS operator number activation, a set of data is available in the IT Solution for the periods when the UAS operator number is in the “Active” status.

The UAS operator number activation process is a paid service where the User receives an invoice based on the User's information provided in the registration. The activation process takes place automatically in the IT Solution.

Process participants:

User

Preconditions for the execution of the process:

The process is applicable to those UAS operator numbers that were created in the IT Solution (issuer: Latvian CAA).

Possible results:

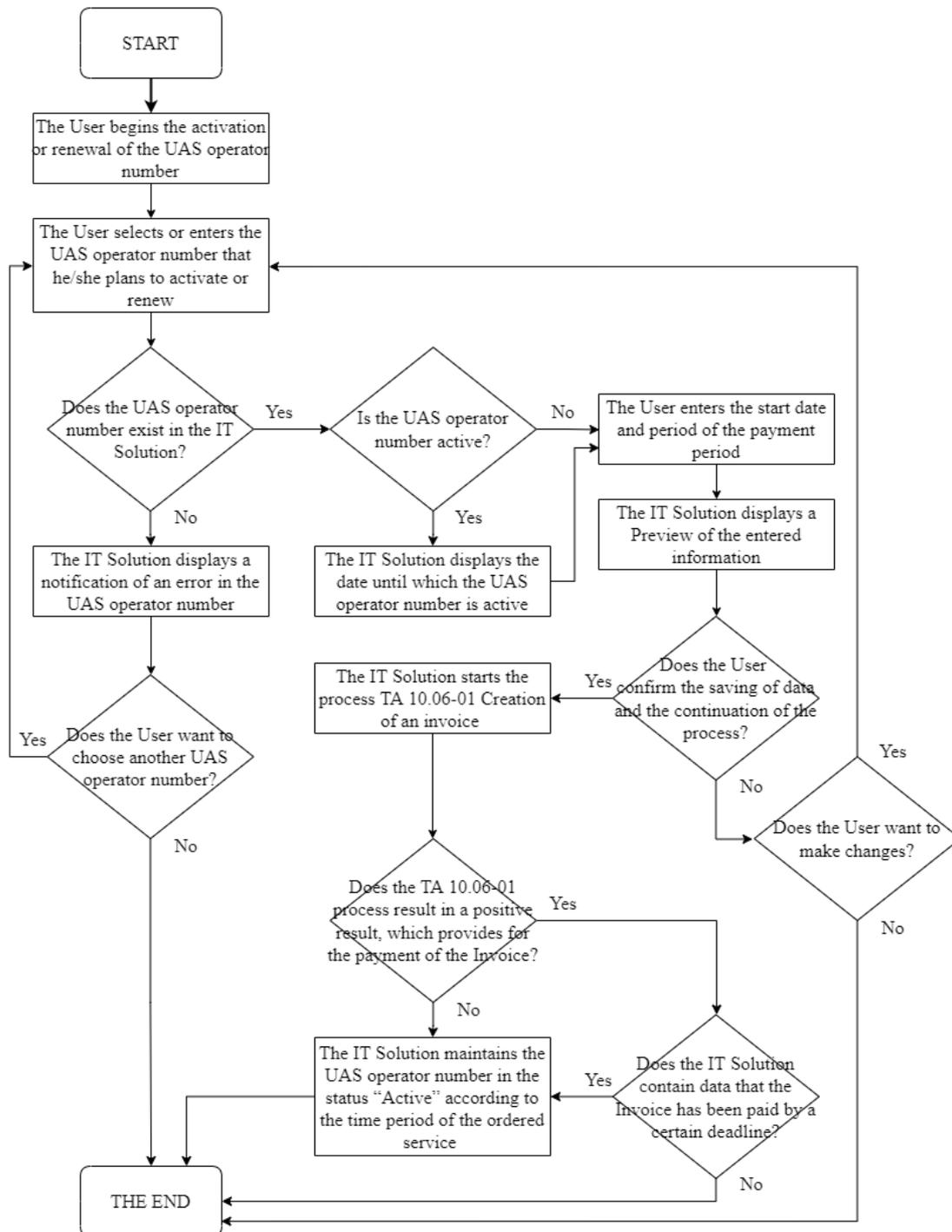
- Positive result
The IT Solution contains information about the period of time when the UAS operator number is in the “Active” status.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 01.01-01: Registration of UAS operators
- TA 10.02-01: Payments
- TA 10.06-01: Creation of an invoice

UAS operator number activation

TA 01.01-05



TA 01.01-11: Creation of a UAS operator profile if the UAS operator is registered in another EU Member State or the EEA

Process identifier	TA 01.01-11
Process	Creation of a UAS operator profile if the UAS operator is registered in another EU Member State or the EEA
Service	Creation of a UAS operator profile if the UAS operator is registered in another EU Member State or the EEA

Description:

The “TA 01.01-11: Creation of a UAS operator profile if the UAS operator is registered in another EU Member State or the EEA” process provides a person with the tools to create a UAS operator profile in the IT Solution. In this process, the UAS operator number obtained in another Member State or the EEA is entered manually – the data are declared. During the registration process, the IT Solution checks through the EASA repository whether such a number exists.

Process participants:

User

Preconditions for the execution of the process:

The user has not been assigned a UAS operator number in the IT Solution.

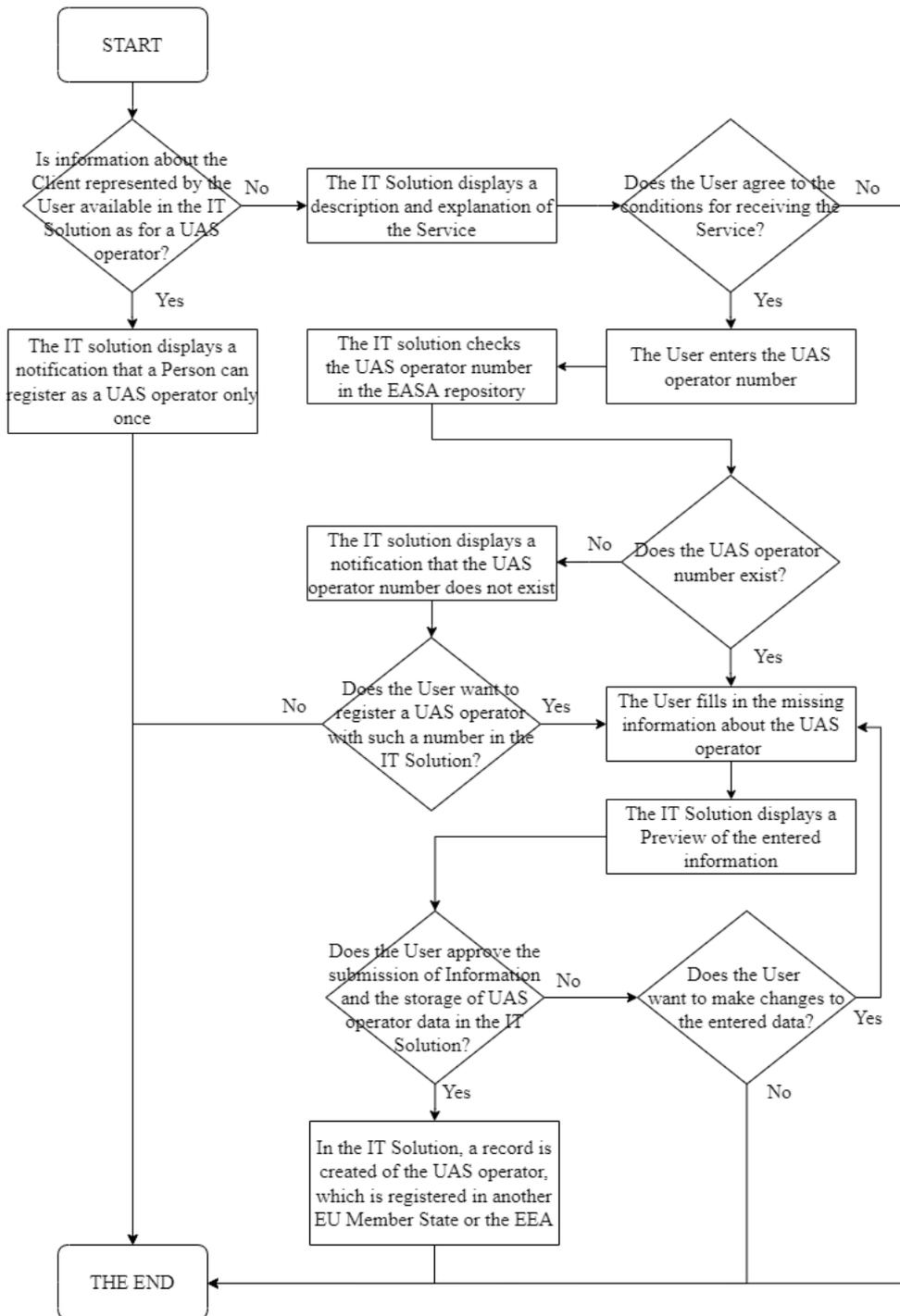
Possible results:

- Positive result
The IT Solution creates a record with the declared operator number and associates it with the User (i.e. Client).
- Negative result
The process has been aborted/cancelled. The record is not created.

Related processes:

- TA 01.01-01: Registration of UAS operators

Creation of a UAS operator profile if the UAS operator is registered in another EU Member State or the EEA TA 01.01-11



v_26_a / v_44_a

TA 01.01-21: Creation of UAS operator feature

Process identifier	TA 01.01-21
Process	Creation of UAS operator features
Service	Creation of UAS operator features

Description:

“TA 01.01-21: Creation of UAS operator feature” is an auxiliary process with the help of which an auxiliary record (assertion) is created with a description of the situation when the UAS operator must register as a UAS operator in accordance with the requirements of Regulation 2019/947. These auxiliary records are represented in the process “TA 01.01-01: Registration of UAS operators”.

Registration of UAS operators is mandatory for persons who:

- implement UAS operations with a UA with a maximum take-off mass exceeding 249 grams;
- implement UAS operations with a UA equipped with a data reading sensor;
- plan (implement) UAS operations in the specific category.

Process participants:

User (CAA)

Preconditions for the execution of the process:

Not detected.

Possible results:

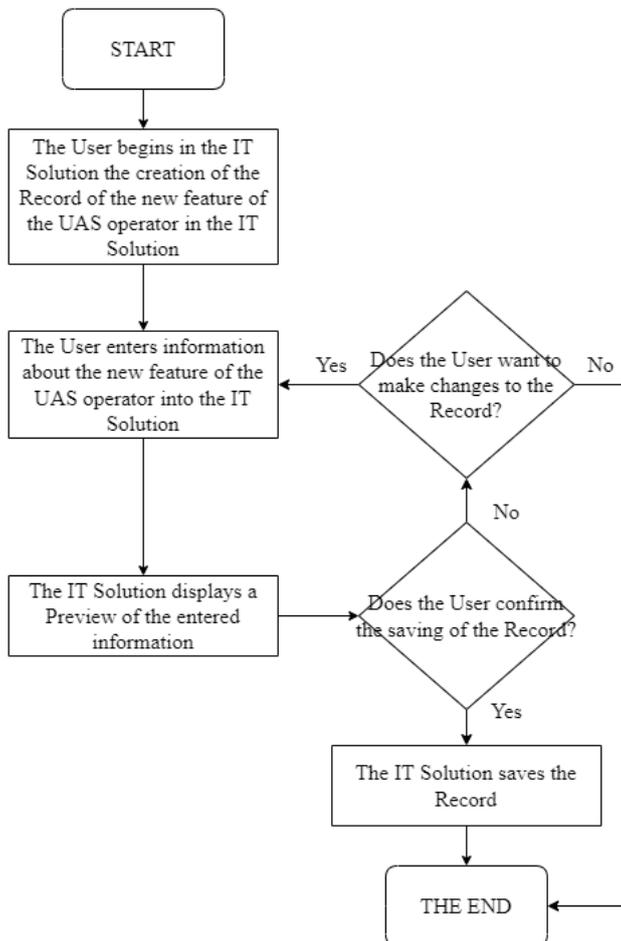
- Positive result
A new feature has been created in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 01.01-01: Registration of UAS operators

Creation of UAS operator feature

TA 01.01-21



TA 01.01-31: Connecting a remote pilot to a UAS operator

Process identifier	TA 01.01-31
Process	Connecting a remote pilot to a UAS operator
Service	Connecting a remote pilot to a UAS operator

Description:

As a result of the process “TA 01.01-31: Connecting a remote pilot to a UAS operator”, records are created in the IT Solution that the remote pilot can operate under the UAS operator number. In this process, the UAS operator enters accurate information about Remote pilots into the IT Solution.

Process participants:

User

Preconditions for the execution of the process:

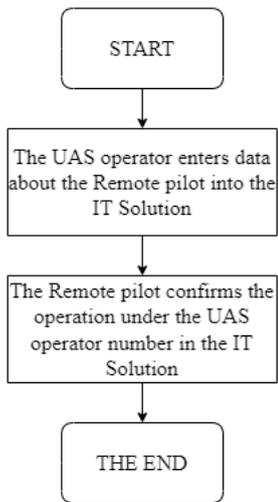
The service is available to Users registered as UAS operators.

Possible results:

- Positive result
The IT Solution creates a record that the Remote pilot can use the UAS operator number.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 01.01-34: Management of remote pilots
- TA 01.01-41: Declaration of practical skills of a remote pilot
- TC 01.01-01: Application for UAS operation and its coordination



TA 01.01-34: Management of remote pilots

Process identifier	TA 01.01-34
Process	Management of remote pilots
Service	Management of remote pilots

Description:

The process “TA 01.01-34: Management of remote pilots” provides the possibility for the User (UAS operator) to choose/select records from the list of Remote pilots available to the UAS operator in the IT Solution, for which the User wants to change the status.

Process participants:

User

Preconditions for the execution of the process:

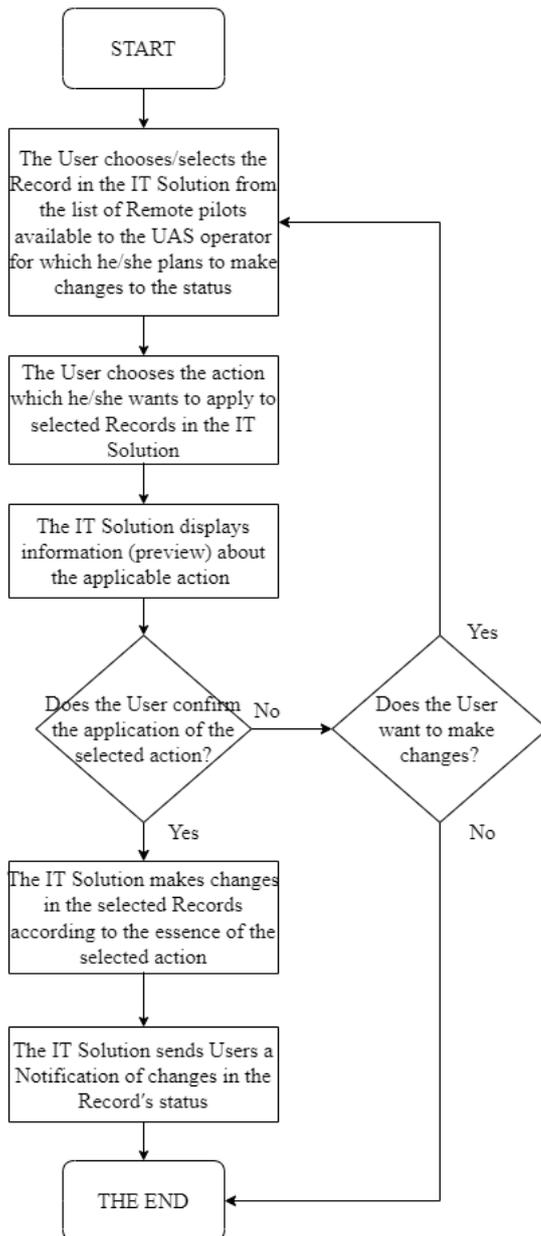
The service is available to Users registered as UAS operators.

Possible results:

- Positive result
The IT Solution has made changes to the selected Records, according to the nature of the selected activity.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 01.01-31: Connecting a remote pilot to a UAS operator
- TA 01.01-41: Declaration of practical skills of a remote pilot
- TC 01.01-01: Application for UAS operation and its coordination



TA 01.01-41: Declaration of practical skills of a remote pilot

Process identifier	TA 01.01-41
Process	Declaration of practical skills of a remote pilot
Service	Declaration of practical skills of a remote pilot

Description:

The process “TA 01.01-41: Declaration of practical skills of a remote pilot” provides a tool for UAS operators how to declare in the IT Solution that the Remote pilot has sufficient practical skills in piloting an unmanned aircraft.

Process participants:

User

Preconditions for the execution of the process:

The operator of the process must be authorized to record the practical skills of Remote pilots.

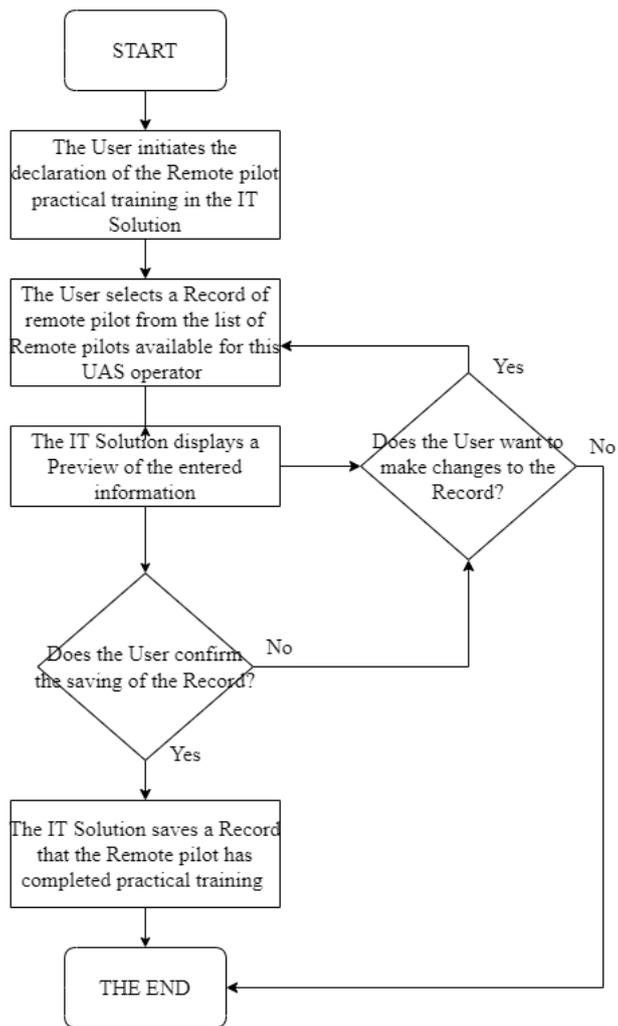
At least one Remote pilot must be linked to the UAS operator account.

Possible results:

- Positive result
A Record is created in the IT Solution that the Remote pilot has sufficient practical skills according to assessment of the UAS operator.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 01.01-31: Connecting a remote pilot to a UAS operator



Sub-module TA 01.02: Certified unmanned aircraft systems

TA 01.02-01: Input of data about a certified unmanned aircraft registered abroad into the IT Solution

Process identifier	TA 01.02-01
Process	Input of data about a certified unmanned aircraft registered abroad into the IT Solution
Service	Input of data about a certified unmanned aircraft registered abroad into the IT Solution

Description:

The process “TA 01.02-01: Input of data about a certified unmanned aircraft registered abroad into the IT Solution” provides the User with a tool how to enter (declare) data about a certified UAS registered in another EU Member State or the EEA in the IT Solution. Some of the entered data can be checked in the EASA Repository.

Process participants:

User

Preconditions for the execution of the process:

The user has a certified UAS registered in another EU Member State or the EEA.

Possible results:

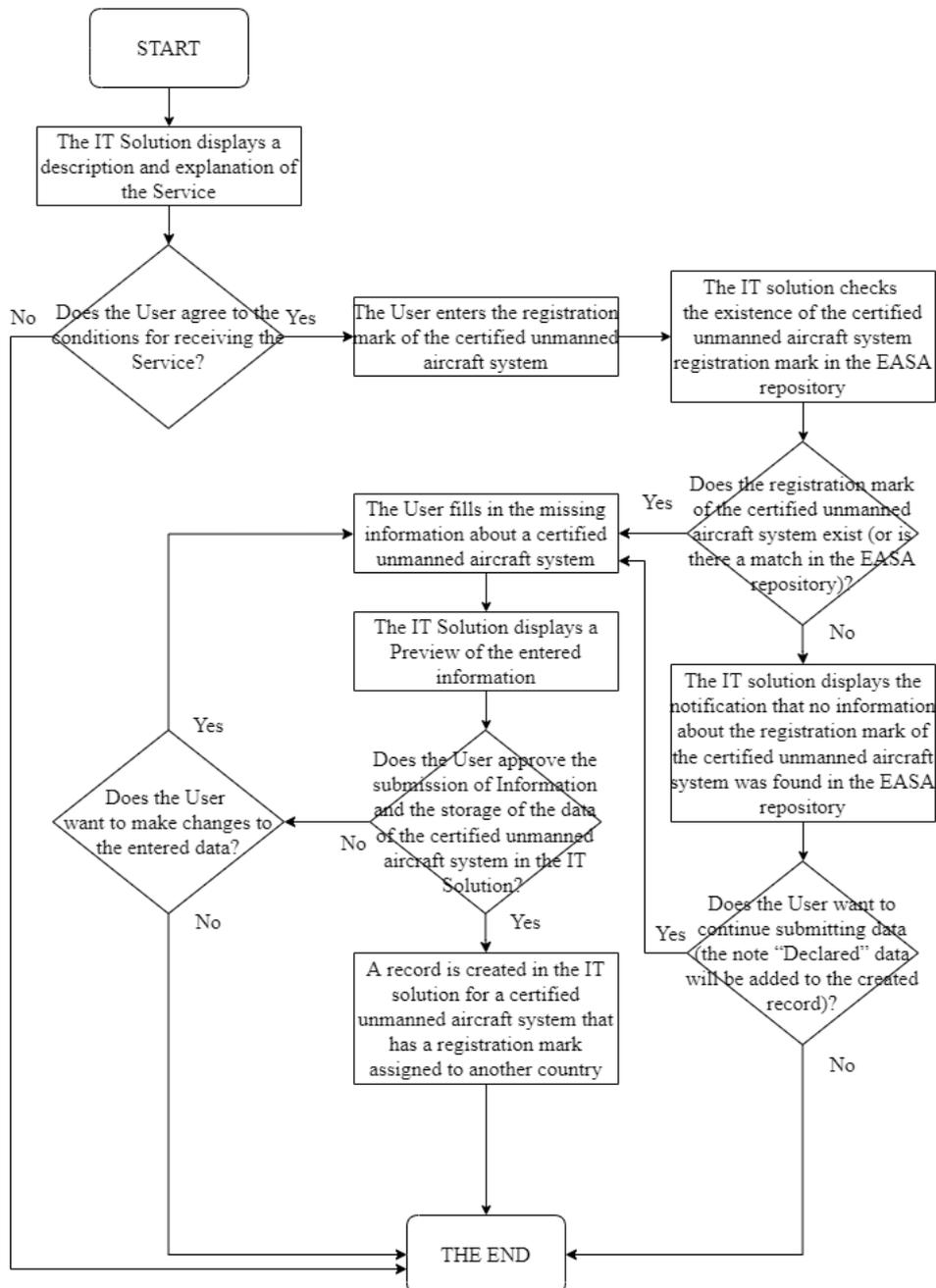
- Positive result
A Record of a certified unmanned aircraft system registered in another country is created in the IT Solution.
- Negative result
The process has been aborted/cancelled. A Record of a certified unmanned aircraft system registered in another country is not created.

Related processes:

- TA 04.01-01: Acquisition of data from the EASA repository

Input of data about a certified unmanned aircraft registered abroad into the IT Solution

TA 01.02-01



v_26_a / v_44_a / v_52_a

Sub-module TA 01.03: Unmanned aircraft systems and accessories

The life cycle of the unmanned aircraft system and accessories is shown in Table 10.4.

Table 10.4

List of actions to be implemented with unmanned aircraft systems and accessories

No.	Stage	Activity	
		To be implemented once	To be implemented repeatedly
1.	Acquisition or creation	✓	
2.	Registration TA 01.03-01: Registration of an unmanned aircraft system or accessories	✓	
3.	Use (Operation) TC 01.01-01: Application for UAS operation and its coordination		✓
4.	Improvement (Modernization) TA 01.03-02: Changing the parameters of a registered unmanned aircraft system or accessories		✓
5.	Change of Ownership or Decommissioning	✓	

Table 10.5

Statuses of the record of unmanned aircraft systems and accessories in the IT Solution

Status	Description
Active	A record of an unmanned aircraft system or accessories can be used in the services provided by the IT Solution.
Inactive	The record is restricted to use in the IT Solution.
Closed	The record is not used in the provision of services provided by the IT Solution. The use of a record in historical data is permissible.

Unmanned aircraft systems and accessories

TA 01.03-01: Registration of an unmanned aircraft system or accessories

Process identifier	TA 01.03-01
Process	Registration of an unmanned aircraft system or accessories
Service	Input of data about the unmanned aircraft system into the IT Solution

Description:

The process “TA 01.03-01: Registration of an unmanned aircraft system or accessories” provides the User with a tool how to enter data about the unmanned aircraft system or accessories in its use or possession in the IT Solution.

Process participants:

User

Preconditions for the execution of the process:

Not detected.

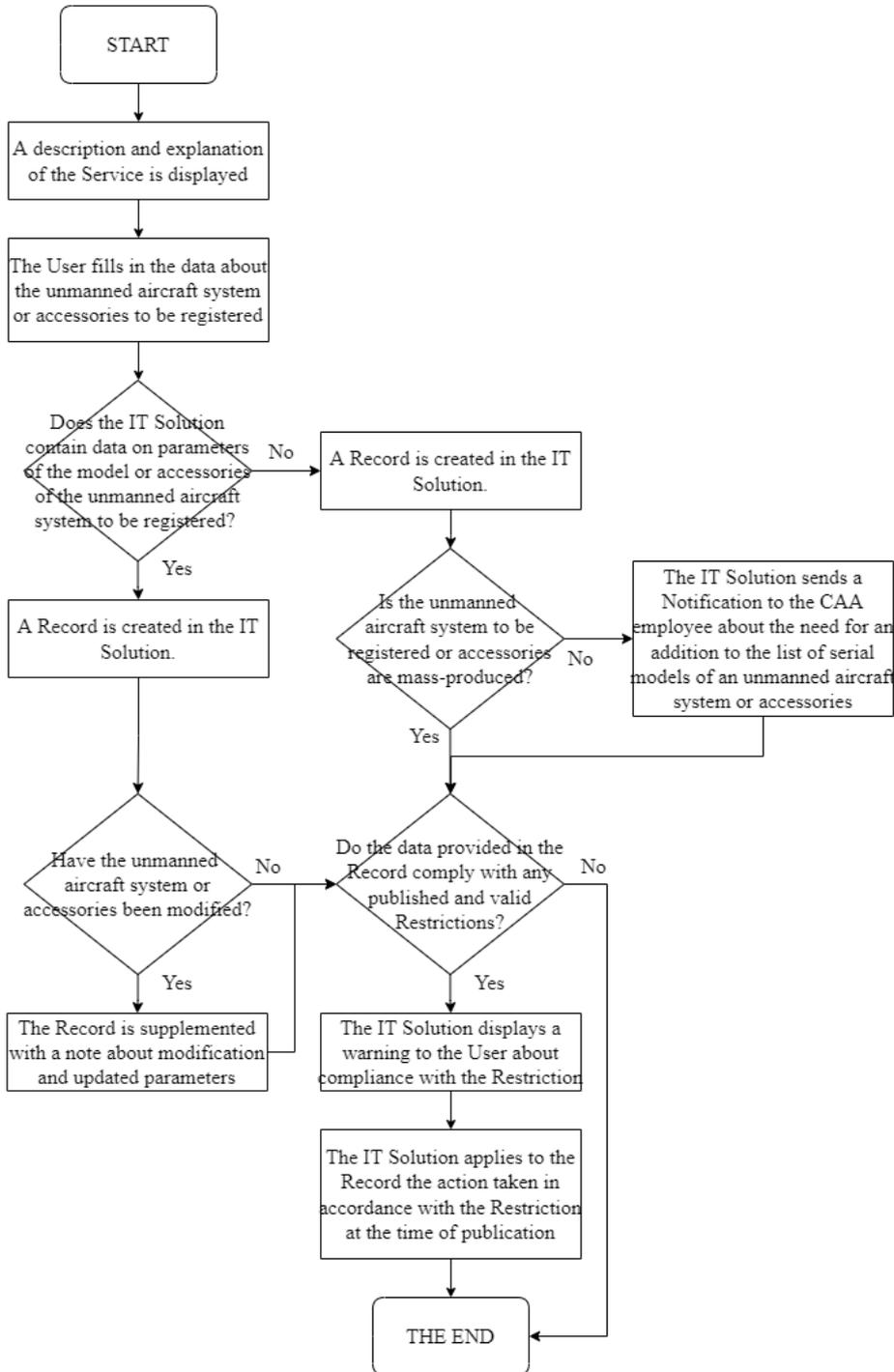
Possible results:

- Positive result
A record of the unmanned aircraft system or accessories is created in the IT Solution.
- Negative result
The process has been aborted/cancelled. A record of an unmanned aircraft system or accessories is not created.

Related processes:

- TA 13.04-01: Processing of notifications
- TA 14.01-01: Adding the new value

- TA 01.03-11: Management of restrictions on the use of unmanned aircraft, their systems and accessories



TA 01.03-02: Changing the parameters of a registered unmanned aircraft system or accessories

Process identifier	TA 01.03-02
Process	Changing the parameters of a registered unmanned aircraft system or accessories
Service	Changing the parameters of a registered unmanned aircraft system or accessories

Description:

This process involves changing the parameters of the unmanned aircraft system or accessories previously registered in the IT Solution.

Process participants:

User

Preconditions for the execution of the process:

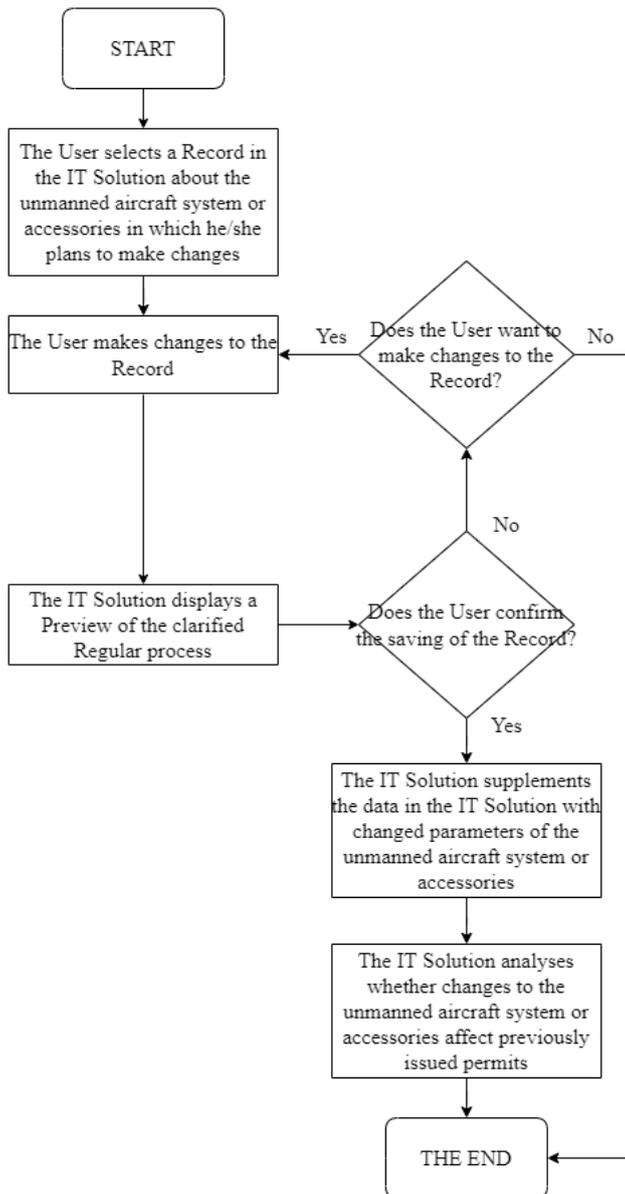
The IT Solution contains at least one Record of an unmanned aircraft system or accessories that the User has the right to correct.

Possible results:

- Positive result
Updated information is stored in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 01.03-01: Registration of an unmanned aircraft system or accessories



TA 01.03-04: Unmanned aircraft system or accessories status management

Process identifier	TA 01.03-04
Process	Unmanned aircraft system or accessories status management
Service	Unmanned aircraft system or accessories status management

Description:

The process “TA 01.03-04: Unmanned aircraft system or accessories status management” describes how to change the status of an Unmanned aircraft system or its accessories, initially providing for 3 status values – deleted, published or closed.

Process participants:

User

Preconditions for the execution of the process:

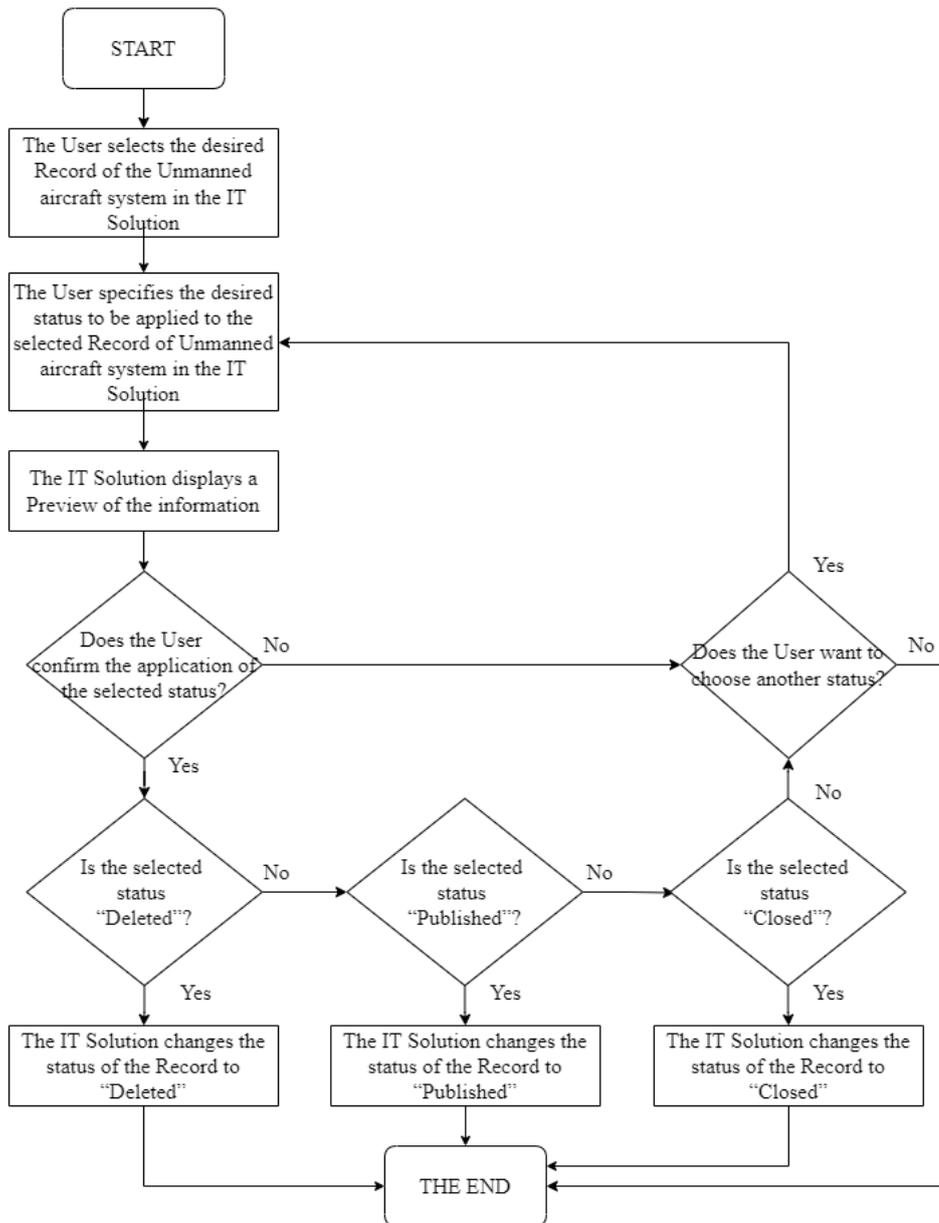
The IT Solution must have a record of the unmanned aircraft system or accessories that the User can change the status of.

Possible results:

- Positive result
The status of the record is changed to the status chosen by the User.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 01.03-01: Registration of an unmanned aircraft system or accessories



Restrictions on the use of unmanned aircraft systems and accessories

TA 01.03-11: Management of restrictions on the use of unmanned aircraft, their systems and accessories

Process identifier	TA 01.03-11
Process	Management of restrictions on the use of unmanned aircraft, their systems and accessories
Service	Management of restrictions on the use of unmanned aircraft, their systems and accessories

Description:

The process “TA 01.03-11: Management of restrictions on the use of unmanned aircraft, their systems and accessories” provides for several functions, which allow you to perform operations with the management of unmanned aircraft, their systems and accessories – selecting, restricting the use of these Products, allowing them or informing their Users (Owners).

Process participants:

User (CAA) or User with appropriate rights

Preconditions for the execution of the process:

The process implementer must be granted the right to perform Restrictions management in the IT Solution.

Possible results:

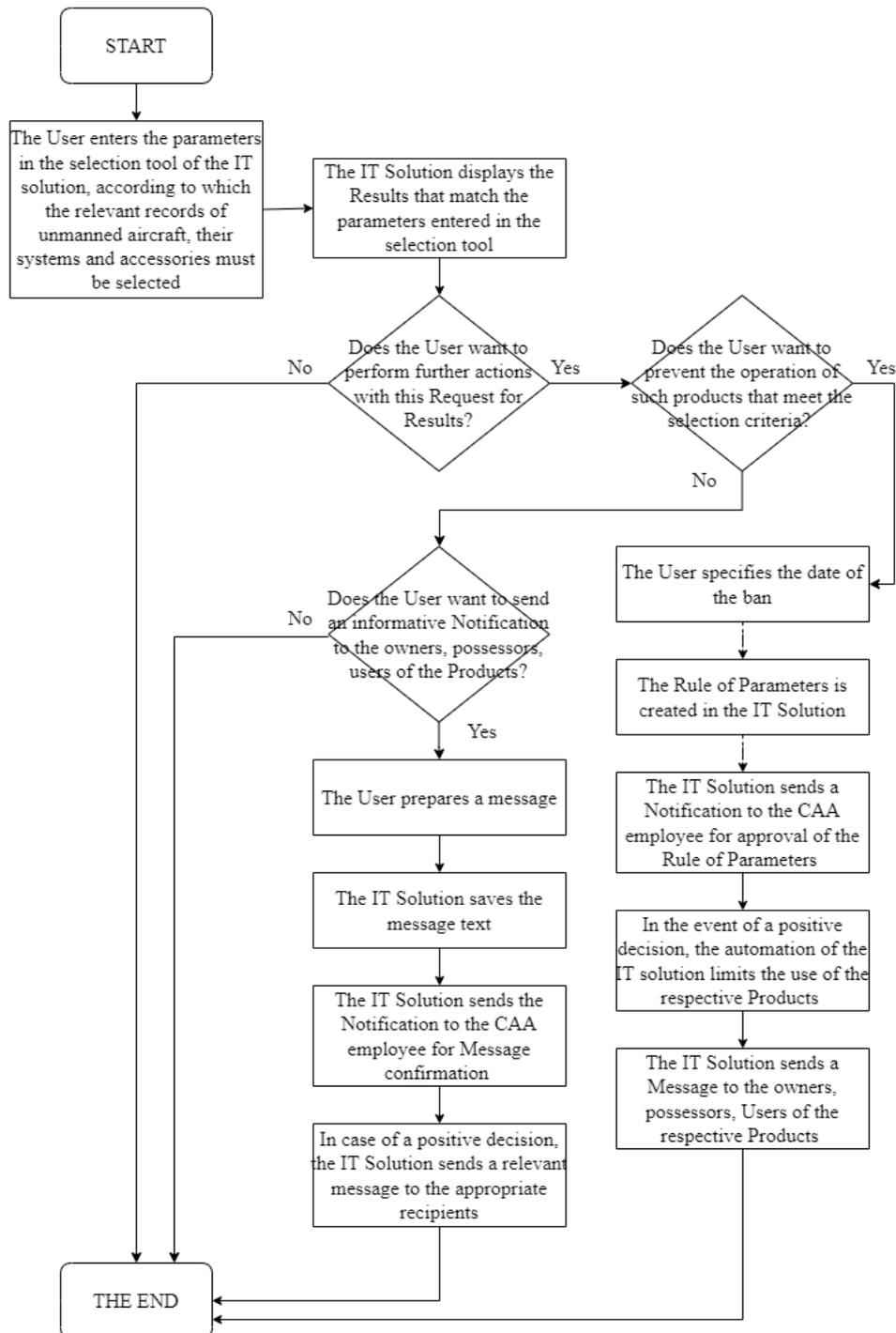
- Positive result
The selected actions are implemented in the IT Solution.
In case of restriction of use, a Restriction is created.
- Negative result
The process has been aborted/cancelled.

Related processes:

- Module A13: Messages and correspondence
- TA 01.03-01: Registration of an unmanned aircraft system or accessories

Management of restrictions on the use of unmanned aircraft, their systems and accessories

TA 01.03-11



TA 01.03-14: Removal of restrictions

Process identifier	TA 01.03-14
Process	Removal of restrictions
Service	Removal of restrictions

Description:

This process changes the Restriction status to “Closed” – IT Solution will not use this Record in future operations (except for processes with historical data).

Process participants:

User (CAA) or User with appropriate rights

Preconditions for the execution of the process:

At least one Restriction has been created and published.

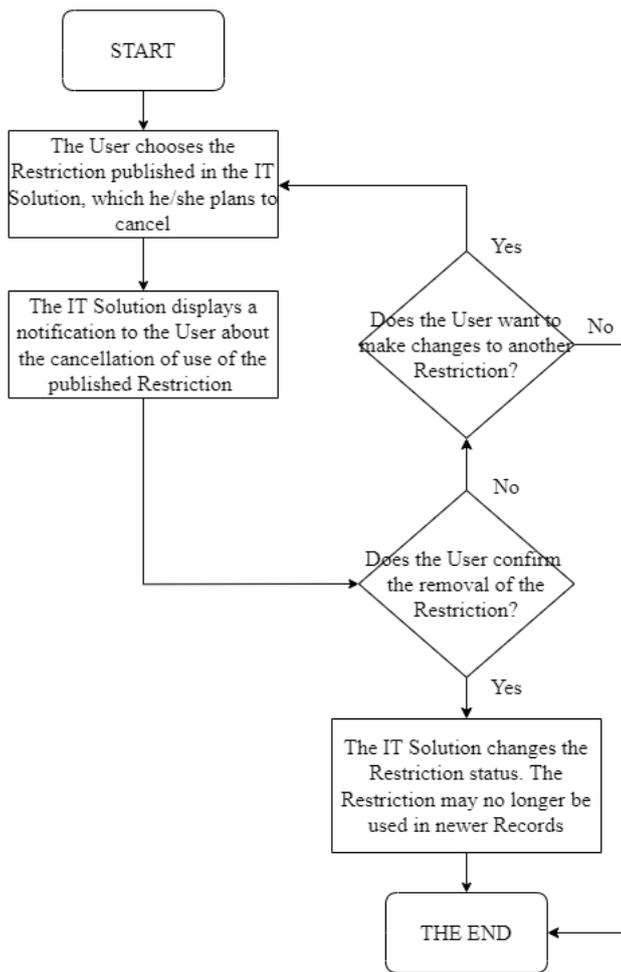
The process implementer must be granted the right to perform Restrictions management in the IT Solution.

Possible results:

- Positive result
The Restriction status is changed in the IT Solution.
- Negative result
The process has been aborted/cancelled. No record of the unmanned aircraft is created.

Related processes:

- TA 01.03-11: Management of restrictions on the use of unmanned aircraft, their systems and accessories



Sub-module TA 01.04: Remote pilots

The list of actions to be implemented in the life cycle of a remote pilot is presented in Table 10.6.

Table 10.6

List of possible actions of the remote pilot

No.	Stage	Activity	
		To be implemented once	To be implemented repeatedly
1.	Registration of remote pilots (assignment of a unique number) TA 01.04-01: Initial registration of remote pilot	✓	
2.	Training Module A2: Qualification		✓
3.	Obtaining a qualification Module A2: Qualification		✓
4.	Repetitive training Module A2: Qualification		✓
5.	Qualification (repeated check) Module A2: Qualification		✓
6.	Death of a natural person or relinquishment of remote pilot status TA 01.04-04: Relinquishment of remote pilot status	✓	

*Table 10.7***Possible statuses of the record of the Remote pilot in the IT Solution**

Status name	Description
Active	The person has the status of Remote pilot, which is actively used in the IT Solution.
Inactive	The person has relinquished the status of Remote pilot. Information about Remote pilot is available in historical data.
Closed	The IT Solution contains information that certifies that Remote pilot no longer exists. This number is no longer used in the services provided by the IT Solution (except for historical data).

TA 01.04-01: Initial registration of remote pilots

Process identifier	TA 01.04-01
Process	Initial registration of remote pilots
Service	Remote pilot registration

Description:

The process “TA 01.04-01: Initial registration of remote pilots” provides the User with a tool to register a natural person as a Remote pilot. At the end of the process (in case of a positive outcome), a unique remote pilot number is created for the User, which is used in the IT Solution to manage Remote Pilot Qualification records. A natural person can register as a Remote pilot in the IT Solution only once.

Process participants:

User

Preconditions for the execution of the process:

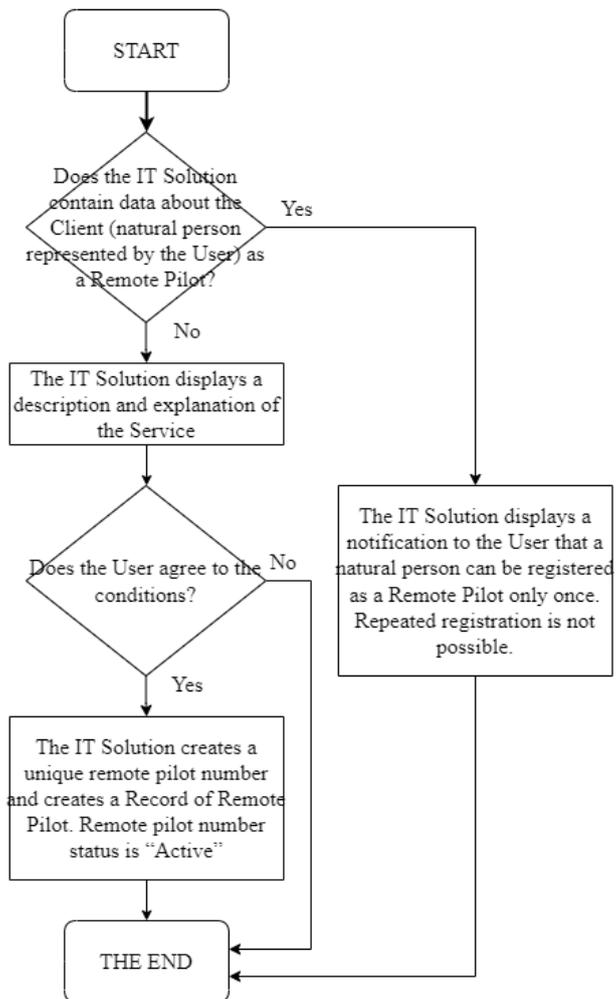
The user represents a natural person for whom there are no data in the IT Solution so far, as for a Remote pilot.

Possible results:

- Positive result
A unique Remote pilot number is created for the User (natural person) in the IT Solution.
- Negative result
The process has been aborted/cancelled. The Remote pilot number is not created.

Related processes:

- TA 01.01-34: Management of remote pilots



TA 01.04-04: Relinquishment of remote pilot status

Process identifier	TA 01.04-04
Process	Relinquishment of remote pilot status
Service	Relinquishment of remote pilot status

Description:

This process allows the User to declare to the IT Solution that he/she is no longer a Remote pilot.

Process participants:

User

Preconditions for the execution of the process:

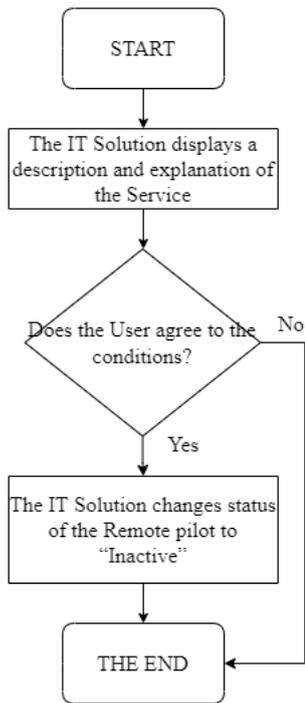
The User has been registered as a remote pilot in the IT Solution (“TA 01.04-01: Initial registration of remote pilots”).

Possible results:

- Positive result
A record is created in the IT Solution that the User is no longer a Remote pilot – the status of the Remote pilot number is changed to “Inactive”.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 01.04-01: Initial registration of remote pilots
- TA 01.01-34: Management of remote pilots



Sub-module TA 01.05: Model aircraft clubs and associations

A list of activities to be implemented by model aircraft clubs or associations during their life cycle is presented in Table 10.8.

*Table 10.8***List of activities to be implemented by a model aircraft club or association**

No.	Stage	Activity	
		To be implemented once	To be implemented repeatedly
1.	Registration (obtaining a permit) TA 01.05-01: Registration of a model aircraft club or association	✓	
2.	Monitoring cycles Module A5: Monitoring programme TA 01.05-04: Management of the model aircraft club or association operation permit		✓
3.	Closure of a model aircraft club or association Module A5: Monitoring programme	✓	

Table 10.9

Possible statuses of an application for obtaining the status of a model aircraft club or association in the IT Solution

Status name	Description
Draft	The application has been created and saved in the IT Solution. The User can make changes to it – it is available (visible) only to the User.
Awaiting payment	This is an indication that the Application has been prepared for review, but before that the payment for the Service must have been made.
Submitted for review	This is a technical status that indicates that the issue of payment for the Service has been resolved.
Under review	This status means that the Application is under review – this is done by an automatic notification as soon as the User (CAA) starts the review of the Application.
Rejected. Clarification	After processing the Application, a negative (conditionally) Decision has been received, requesting additional data and clarifications.
Withdrawal	The User itself withdraws the Application.
Rejected	After processing the Application, a negative Decision has been received.
Approved	After processing the Application, a positive Decision has been received.
Cancelled (DELETED)	The Application is no longer actively used in the IT Solution – it is not shown to the User.

TA 01.05-01: Registration of a model aircraft club or association

Process identifier	TA 01.05-01
Process	Registration of a model aircraft club or association
Service	Registration of a model aircraft club or association

Description:

The process “Registration of a model aircraft club or association” ensures the registration of a model aircraft club or association, starting with the submission of documents until receiving the relevant permit (status acquisition).

Process participants:

User, User (CAA)

The process consists of 3 sub-processes:

- TA 01.05-01-A: Preparation and submission of an application for registration of a model aircraft club or association
- TA 01.05-01-B: Review of the application for registration of a model aircraft club or association and decision making
- TA 01.05-01-C: Creating a model aircraft club or association profile in the IT Solution

Preconditions for the execution of the process:

The user represents a legal person.

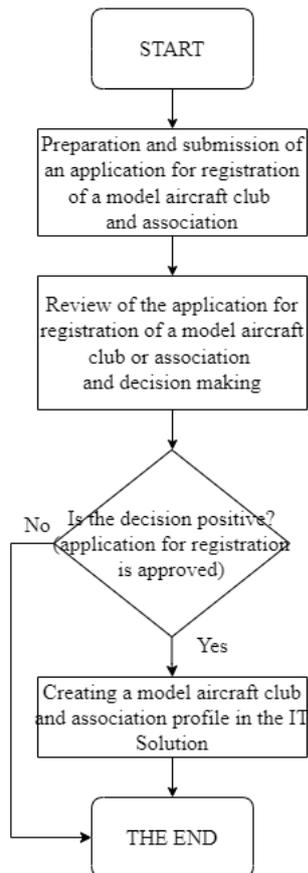
Possible results:

- Positive result
An application for registration of a model aircraft club or association has been received, reviewed and a Decision has been made.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 01.05-02: Applying for changes
- TA 10.06-01: Creation of an invoice
- TA 10.02-01: Payments

Registration of model aircraft clubs and associations**TA 01.05-01**



TA 01.05-01-A: Preparation and submission of an application for registration of a model aircraft club or association

Process identifier	TA 01.05-01-A
Process	Preparation and submission of an application for registration of a model aircraft club or association
Service	Registration of a model aircraft club or association

Description:

The sub-process “TA 01.05-01-A: Preparation and submission of an application for registration of a model aircraft club or association” is the first part of the process “TA 01.05-01: Registration of a model aircraft club or association”.

As part of the sub-process, the User fills in the proposed form, adds (uploads) the necessary documents and submits the prepared information for further review by the CAA.

Process participants:

User

Preconditions for the execution of the process:

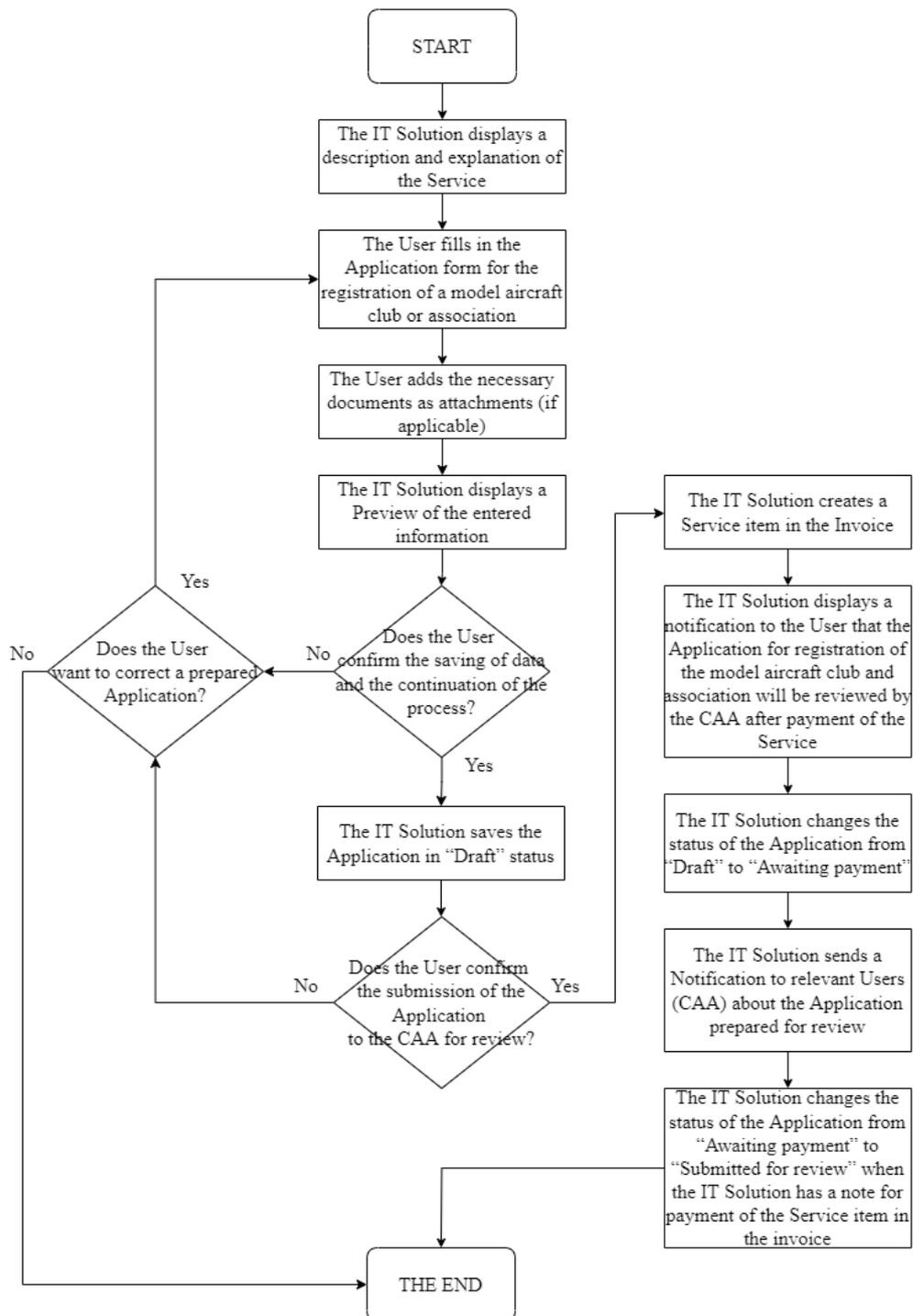
The user represents a legal person.

Possible results:

- Positive result
An application for registration of a model aircraft club or association has been submitted for review.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 01.05-01-B: Review of the application for registration of a model aircraft club or association and decision making
- TA 10.06-01: Creation of an invoice
- TA 10.02-01: Payments
- TA 13.04-01: Processing of notifications



v_09_a/v_25_a/v_44_a/v_52_a

TA 01.05-01-B: Review of the application for registration of a model aircraft club or association and decision making

Process identifier	TA 01.05-01-B
Process	Review of the application for registration of a model aircraft club or association and decision making
Service	Registration of a model aircraft club or association

Description:

The sub-process “TA 01.05-01-B: Review of the application for registration of a model aircraft club or association and decision making” is the second part of the process “TA 01.05-01: Registration of a model aircraft club or association”.

The sub-process is implemented from the time the CAA employee receives the Notification submitted in the IT Solution (see the previous section TA 01.05-01-A: Preparation and submission of an application for registration of a model aircraft club or association). As part of the sub-process, the CAA employee reviews the submitted data and prepares a decision.

Process participants:

User (CAA), User

Preconditions for the execution of the process:

Execution of the sub-process “TA 01.05-01-A: Preparation and submission of an application for registration of a model aircraft club or association” with positive result.

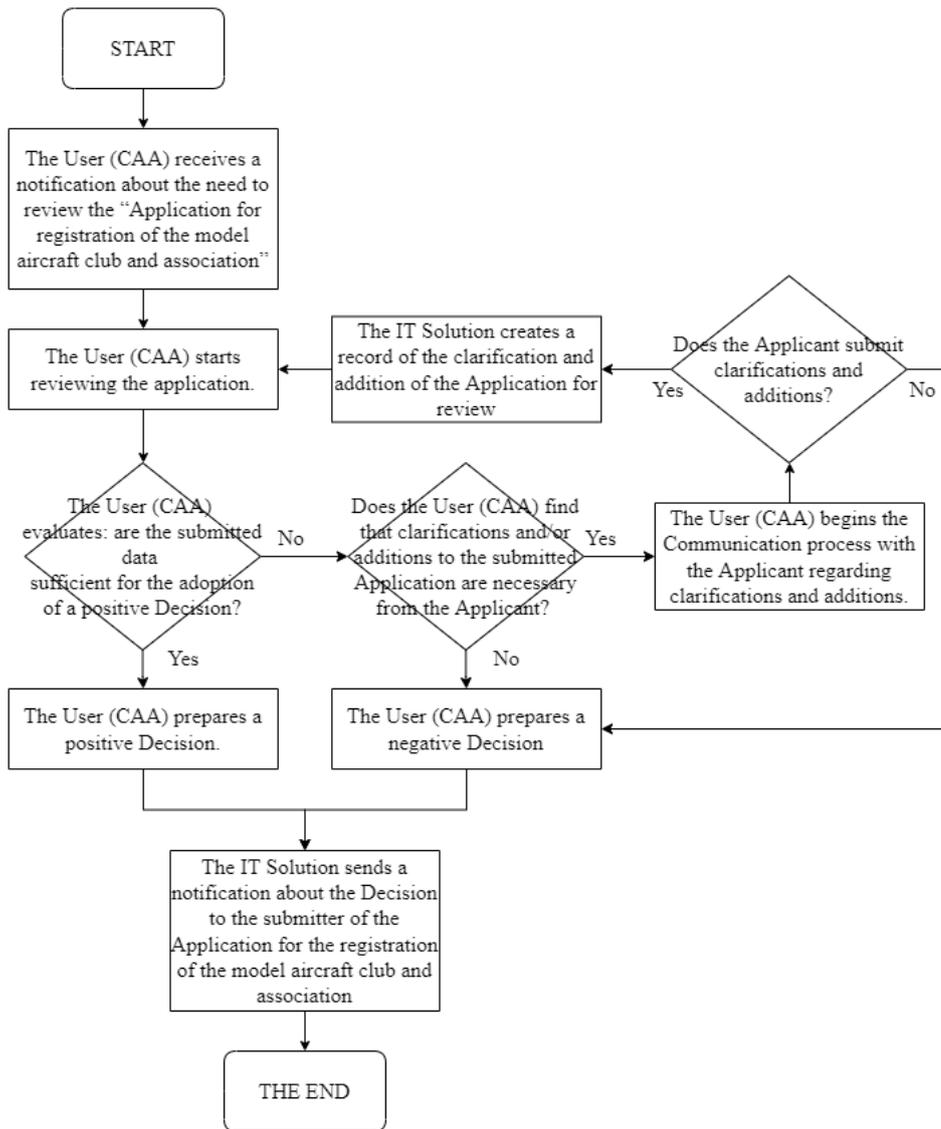
Possible results:

- Positive result
A decision is made on the registration of the model aircraft club or association.
- Negative result
The process has been aborted/cancelled.

Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TA 01.05-01: Registration of a model aircraft club or association
- TA 01.05-01-A: Preparation and submission of an application for registration of a model aircraft club or association
- TA 01.05-01-C: Creating a model aircraft club or association profile in the IT Solution
- TA 13.04-01: Processing of notifications



TA 01.05-01-C: Creating a model aircraft club or association profile in the IT Solution

Process identifier	TA 01.05-01-C
Process	Creating a model aircraft club or association profile in the IT Solution
Service	Registration of a model aircraft club or association

Description:

The sub-process “TA 01.05-01-C: Creating a model aircraft club or association profile in the IT Solution” is the third part of the process “TA 01.05-01: Registration of a model aircraft club or association”.

This process involves the creation of an approved model aircraft club and association profile in the IT Solution.

Process participants:

User (CAA), User

Preconditions for the execution of the process:

Execution of the sub-process “TA 01.05-01-B: Review of the application for registration of a model aircraft club or association and decision making” with positive result and positive decision.

Possible results:

- Positive result
A model aircraft club or association profile is created in the IT Solution.
- Negative result
The process has been aborted/cancelled.

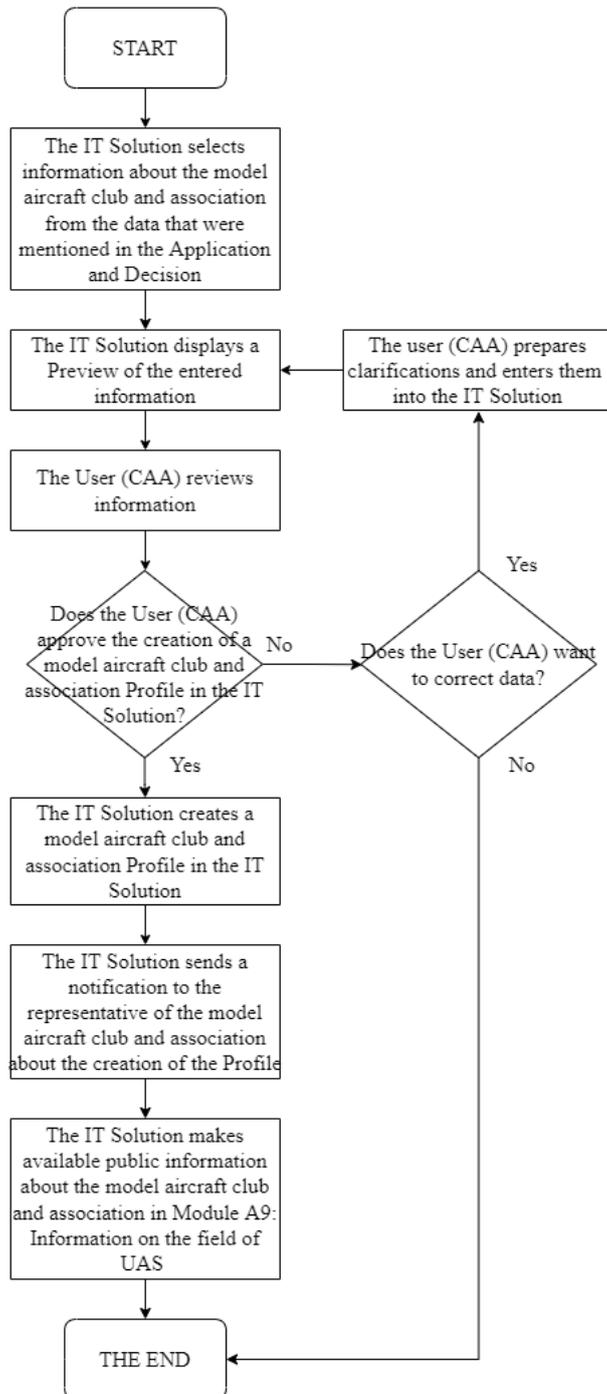
Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TA 01.05-01-B: Review of the application for registration of a model aircraft club or association and decision making

Creating a model aircraft club and association profile in the IT Solution

TA 01.05-01-C



v_12_a/v_26_a/v_44_a/v_52_a

TA 01.05-02: Applying for changes to the model aircraft club and association

Process identifier	TA 01.05-02
Process	Applying for changes to the model aircraft club and association
Service	Applying for changes to the model aircraft club and association

Description:

In this process, representatives of the model aircraft club or association submit applications for necessary changes in their operation for review. The process provides for the preparation, submission, review of such applications, decision making and implementation of relevant changes in the data contained in the IT Solution.

Process participants:

User, User (CAA)

The process consists of 3 sub-processes:

- TA 01.05-02-A: Preparation and submission of the application for changes
- TA 01.05-02-B: Review of the application for changes and decision making
- TA 01.05-02-C: Implementation of the approved application for changes

Preconditions for the execution of the process:

The process is available for legitimate representatives of model aircraft clubs and associations.

Possible results:

- Positive result
The process is concluded with an affirmative decision, introducing changes to the relevant Profile in the IT Solution.

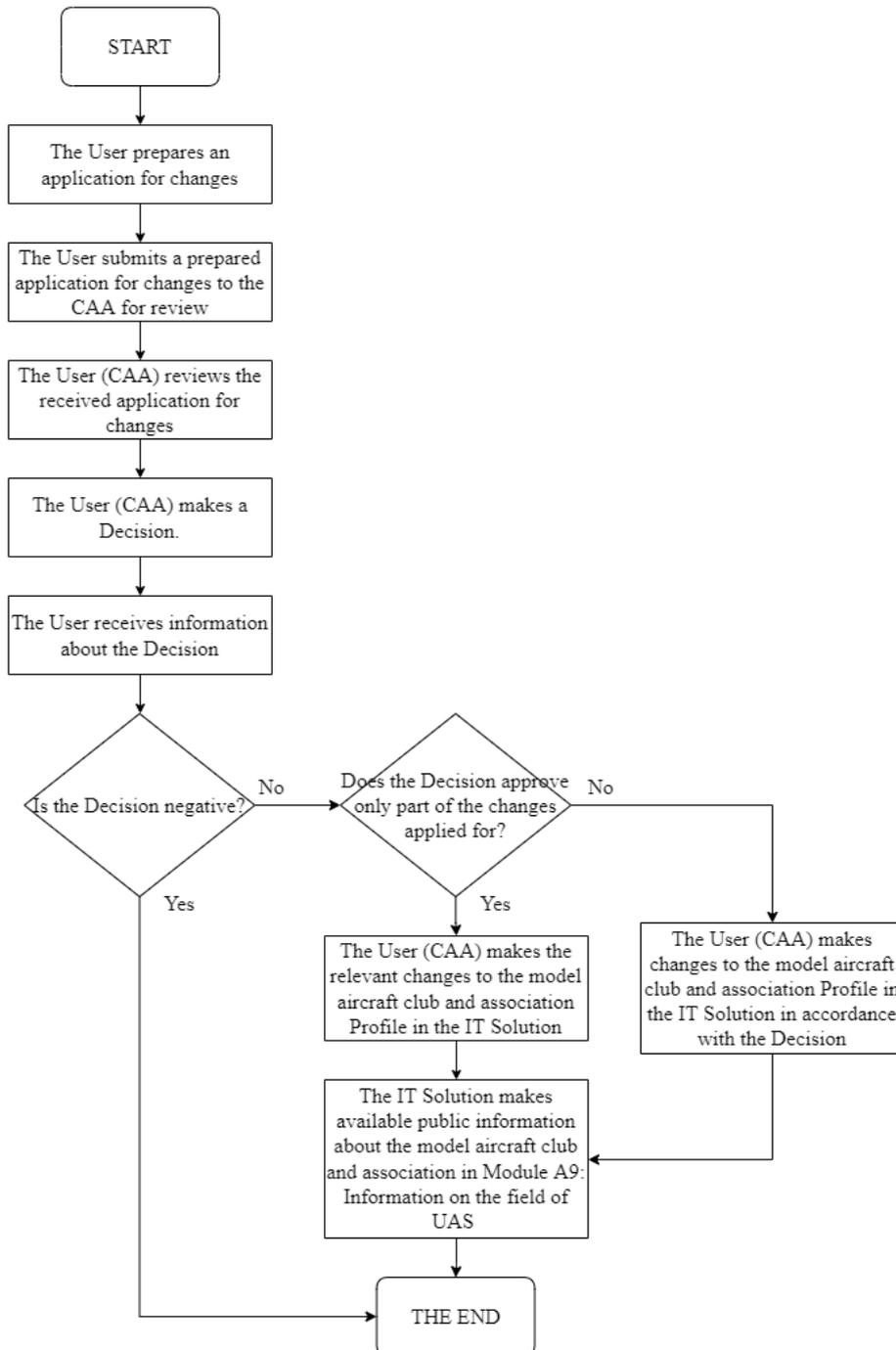
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 01.05-01: Registration of a model aircraft club or association

Applying for changes to the model aircraft club and association

TA 01.05-02



TA 01.05-02-A: Preparation and submission of the application for changes

Process identifier	TA 01.05-02-A
Process	Preparation and submission of the application for changes
Service	Applying for changes to the model aircraft club and association

Description:

The sub-process “TA 01.05-02-A: Preparation and submission of the application for changes” is the first part of the process “TA 01.05-02: Applying for changes to the model aircraft club and association”.

Within the sub-process, the User fills in the form specified in the IT Solution, adds (uploads) the necessary documents and submits the prepared application for changes to the model aircraft club or association for further processing in the IT Solution.

Process participants:

User

Preconditions for the execution of the process:

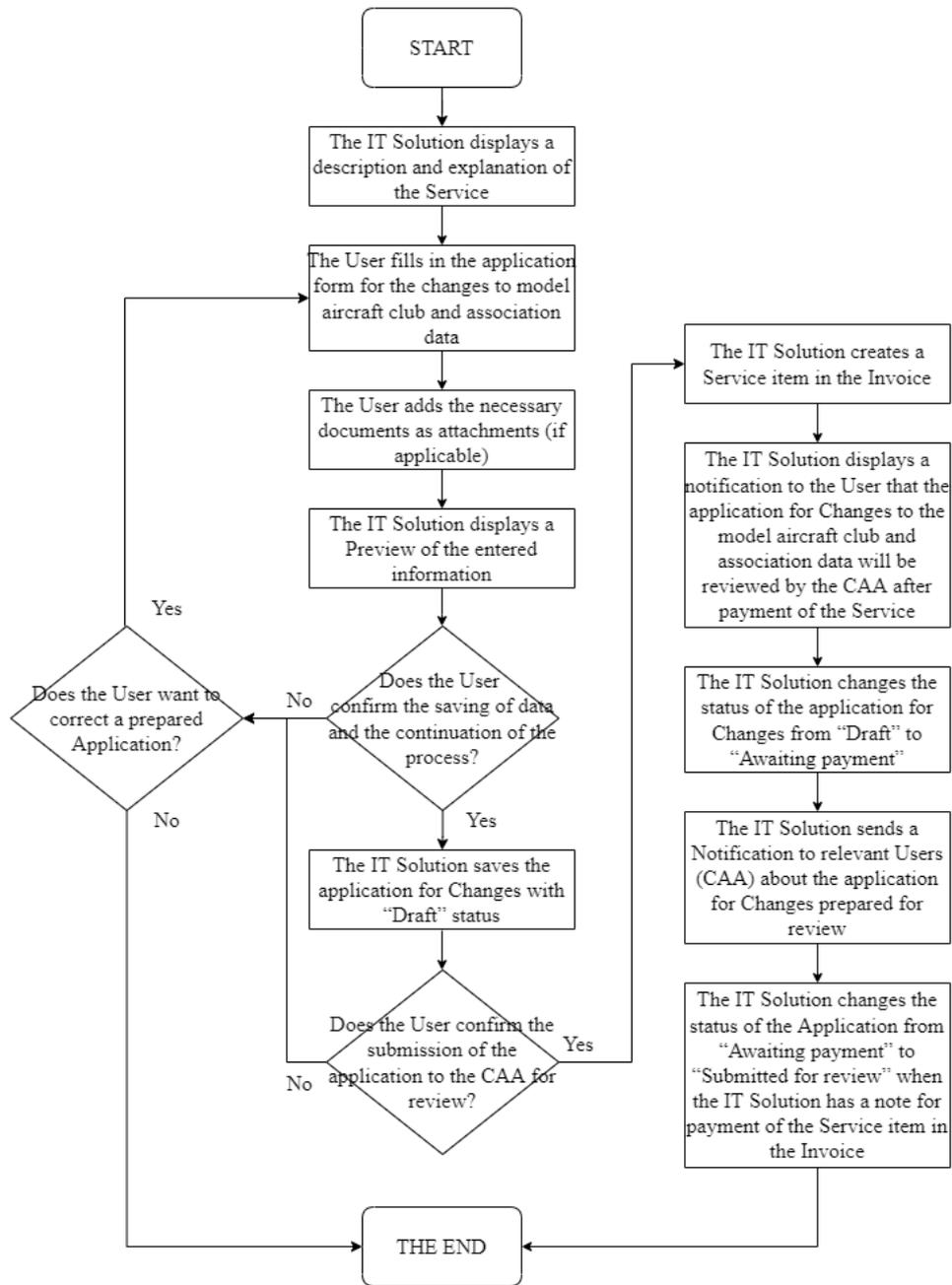
The model aircraft club or association has an active status in the IT Solution;
the process is available for representatives of Model aircraft clubs and associations.

Possible results:

- Positive result
An application for changes has been submitted to the CAA for review.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 01.05-02-B: Review of the application for changes and decision making



TA 01.05-02-B: Review of the application for changes and decision making

Process identifier	TA 01.05-02-B
Process	Review of the application for changes and decision making
Service	Applying for changes to the model aircraft club and association

Description:

The sub-process “TA 01.05-02-B: Review of the application for changes and decision making” is the second part of the process “TA 01.05-02: Applying for changes to the model aircraft club and association”.

Process participants:

User (CAA), User

Preconditions for the execution of the process:

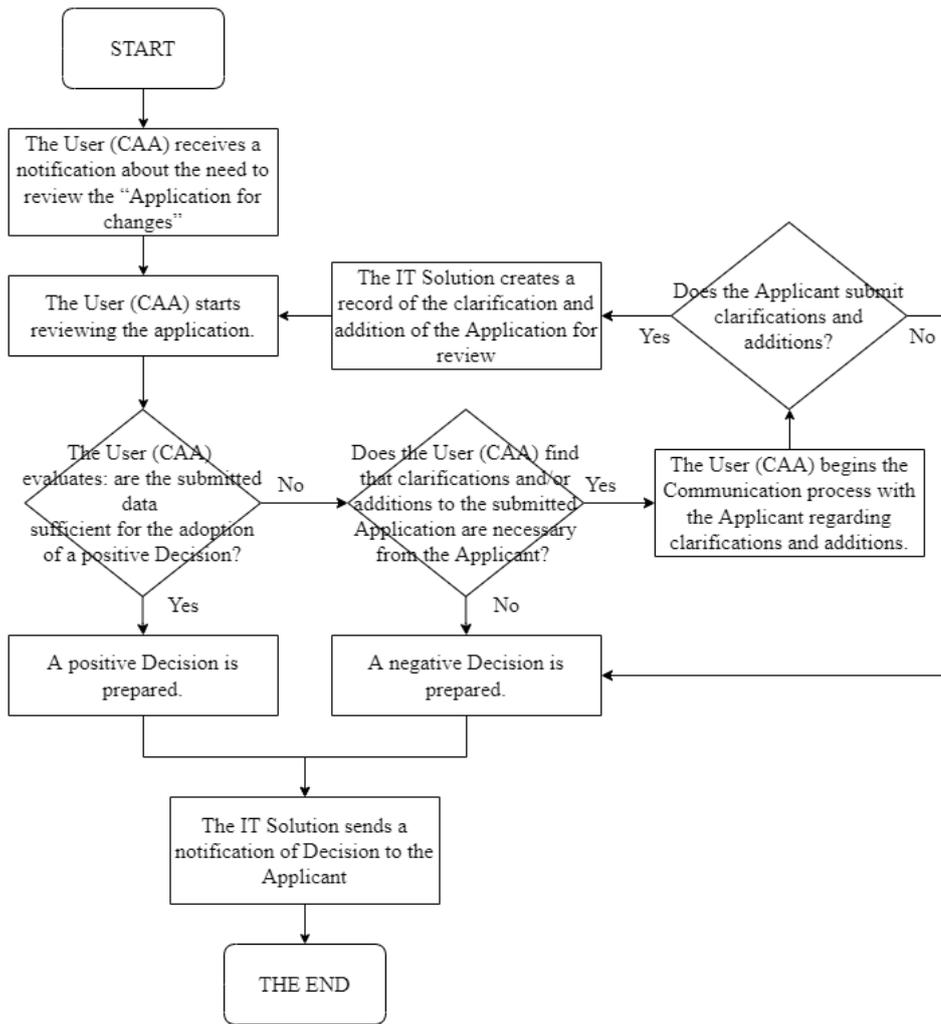
Execution of the sub-process “TA 01.05-02-A: Preparation and submission of the application for changes” with positive result.

Possible results:

- Positive result
A Decision on making changes, as mentioned in the application, is made.
- Negative result
The process has been aborted/cancelled.
Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TA 01.05-02-A: Preparation and submission of the application for changes
- TA 01.05-02-C: Implementation of the approved application for changes



TA 01.05-02-C: Implementation of the approved application for changes

Process identifier	TA 01.05-02-C
Process	Implementation of the approved application for changes
Service	Applying for changes to the model aircraft club and association

Description:

The sub-process “TA 01.05-02-C: Implementation of the approved application for changes” is the third part of the process “TA 01.05-02: Applying for changes to the model aircraft club and association”, which describes the implementation process of approved applications for changes.

Process participants:

User (CAA)

Preconditions for the execution of the process:

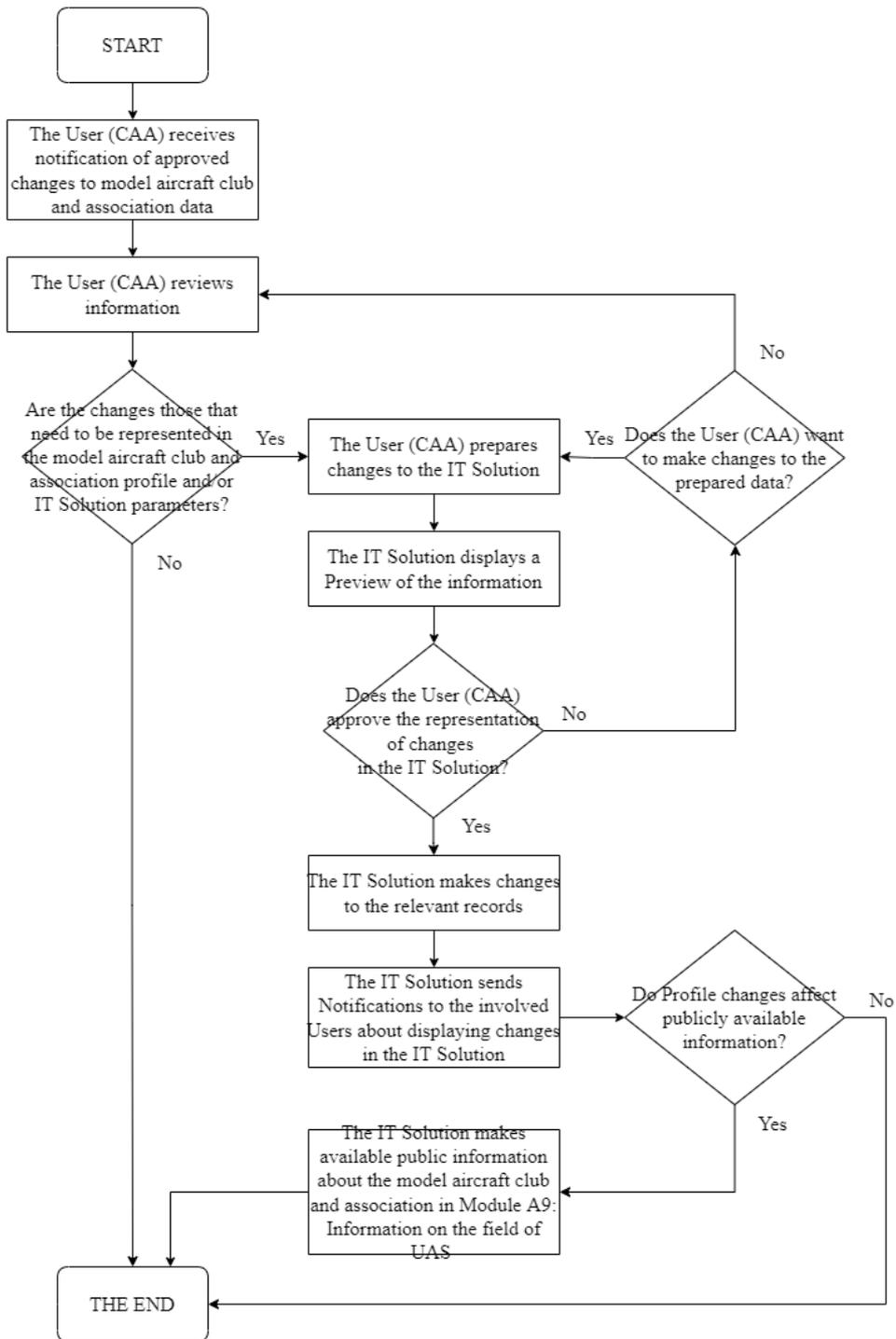
Execution of sub-process “TA 01.05-02-B: Review of the application for changes and decision making” with an affirmative decision.

Possible results:

- Positive result
Approved changes are displayed in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 01.05-02-B: Review of the application for changes and decision making



v_12_a/v_26_a/v_44_a/v_52_a

TA 01.05-04: Management of the model aircraft club or association operation permit

Process identifier	TA 01.05-04
Process	Management of the model aircraft club or association operation permit
Service	Management of the model aircraft club or association operation permit

Description:

The process “TA 01.05-04: Management of the model aircraft club or association operation permit” implements the management of the model aircraft club or association operation permit. These actions include: suspending, resuming or revoking permit.

Process participants:

User, User (CAA)

Preconditions for the execution of the process:

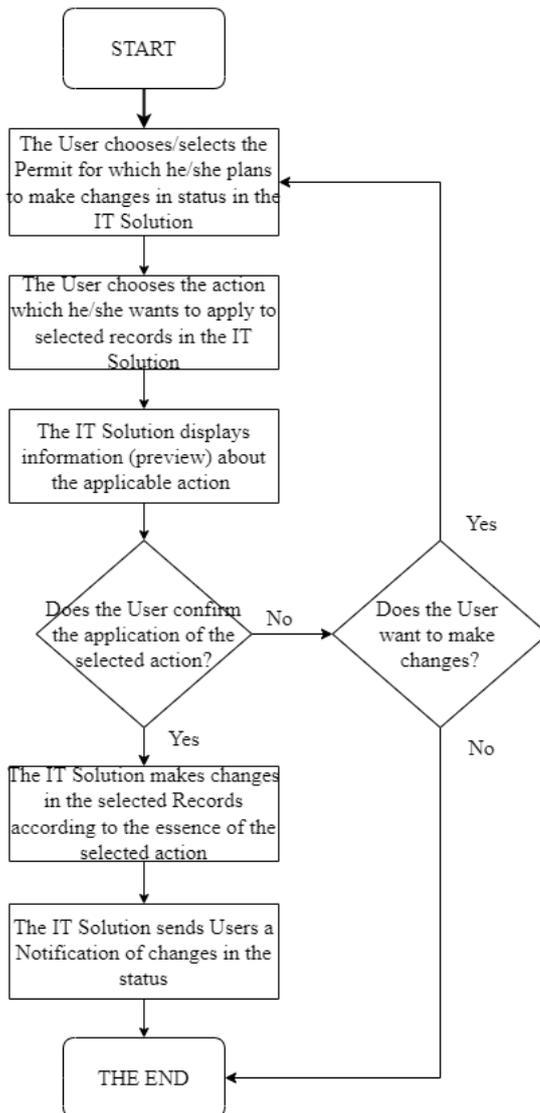
A model aircraft club or association profile is registered in the IT Solution.

Possible results:

- Positive result
The intended activity with the status of a model aircraft club is implemented.
- Negative result
The process is not complete/has been aborted.

Related processes:

- TA 01.05-01: Registration of a model aircraft club or association
- TA 01.05-02: Applying for changes



Sub-module TA 01.06: CAA-recognized entities*Table 10.10***List of activities to be implemented by a CAA-recognized entity**

No.	Stage	Activity	
		To be implemented once	To be implemented repeatedly
1.	Registration (obtaining a permit) TA 01.06-01: Registration of a CAA-recognized entity	✓	
2.	Implementation of the activity (provision of services) Module A2: Qualification		✓
3.	Monitoring cycles Module A5: Monitoring programme TA 01.06-04: Management of CAA-recognized entity status		✓
4.	Loss of CAA-recognized entity status TA 01.06-04: Management of CAA-recognized entity status	✓	

Table 10.11

Possible statuses in the IT Solution of the application for obtaining the status of the CAA-recognized entity

Status name	Description
Draft	The application has been created and saved in the IT Solution. The User can make changes to it – it is available (visible) only to the User.
Awaiting payment	This is an indication that the Application is being prepared for review, but before that payment for the Service must be made.
Submitted for review	This is a technical status that indicates that the Service has been paid for and that the Process can be continued.
Under review	This status means that the Application is under review. This status is set automatically as soon as the User (CAA) starts reviewing the Application.
Rejected. Clarification	As a result of the processing of the application, a negative Decision has been received, requesting clarification of the information specified in the application.
Withdrawal	The User itself withdraws the Application.
Rejected	After processing the Application, a negative Decision has been received.
Approved	After processing the Application, a positive Decision has been received.
Cancelled (DELETED)	The Application is no longer actively used in the IT Solution – it is not shown to the User.

TA 01.06-01: Registration of a CAA-recognized entity

Process identifier	TA 01.06-01
Process	Registration of a CAA-recognized entity
Service	Registration of a CAA-recognized entity

Description:

The process “TA 01.06-01: Registration of a CAA-recognized entity” provides a digital tool for Persons to submit an application to the CAA for obtaining the CAA-recognized entity status. In turn, the CAA has a digital environment available where these Applications are processed.

The process consists of 3 sub-processes:

- TA 01.06-01-A: Preparation and submission of an application for obtaining the status of a CAA-recognized entity
- TA 01.06-01-B: Review of the application for obtaining the status of a CAA-recognized entity and decision making
- TA 01.06-01-C: Creation of the profile of the CAA-recognized entity in the IT Solution

Process participants:

User, User (CAA)

Preconditions for the execution of the process:

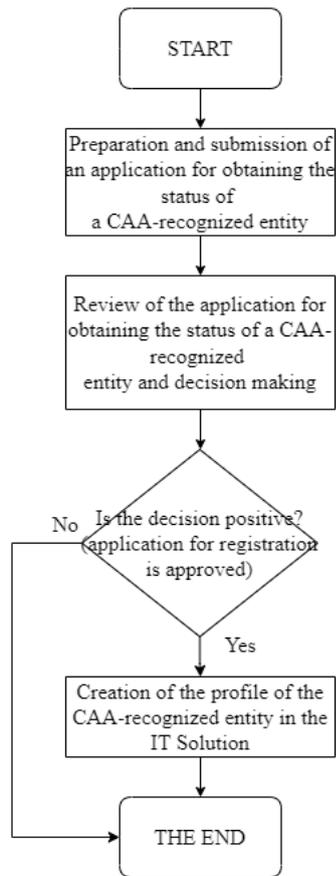
Not detected.

Possible results:

- Positive result
An application for CAA-recognized entity status has been created, submitted, reviewed and a decision has been made.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 01.06-02: Applying for changes to the data of the CAA-recognized entity
- TA 10.06-01: Creation of an invoice
- TA 10.02-01: Payments



TA 01.06-01-A: Preparation and submission of an application for obtaining the status of a CAA-recognized entity

Process identifier	TA 01.06-01-A
Process	Preparation and submission of an application for obtaining the status of a CAA-recognized entity
Service	Registration of a CAA-recognized entity

Description:

The sub-process “TA 01.06-01-A: Preparation and submission of an application for obtaining the status of a CAA-recognized entity” is the first part of the process “TA 01.06-01: Registration of a CAA-recognized entity”.

As part of the sub-process, the User fills in the proposed form, adds (uploads) the necessary documents and submits the prepared information for further review by the CAA.

Process participants:

User

Preconditions for the execution of the process:

Not detected.

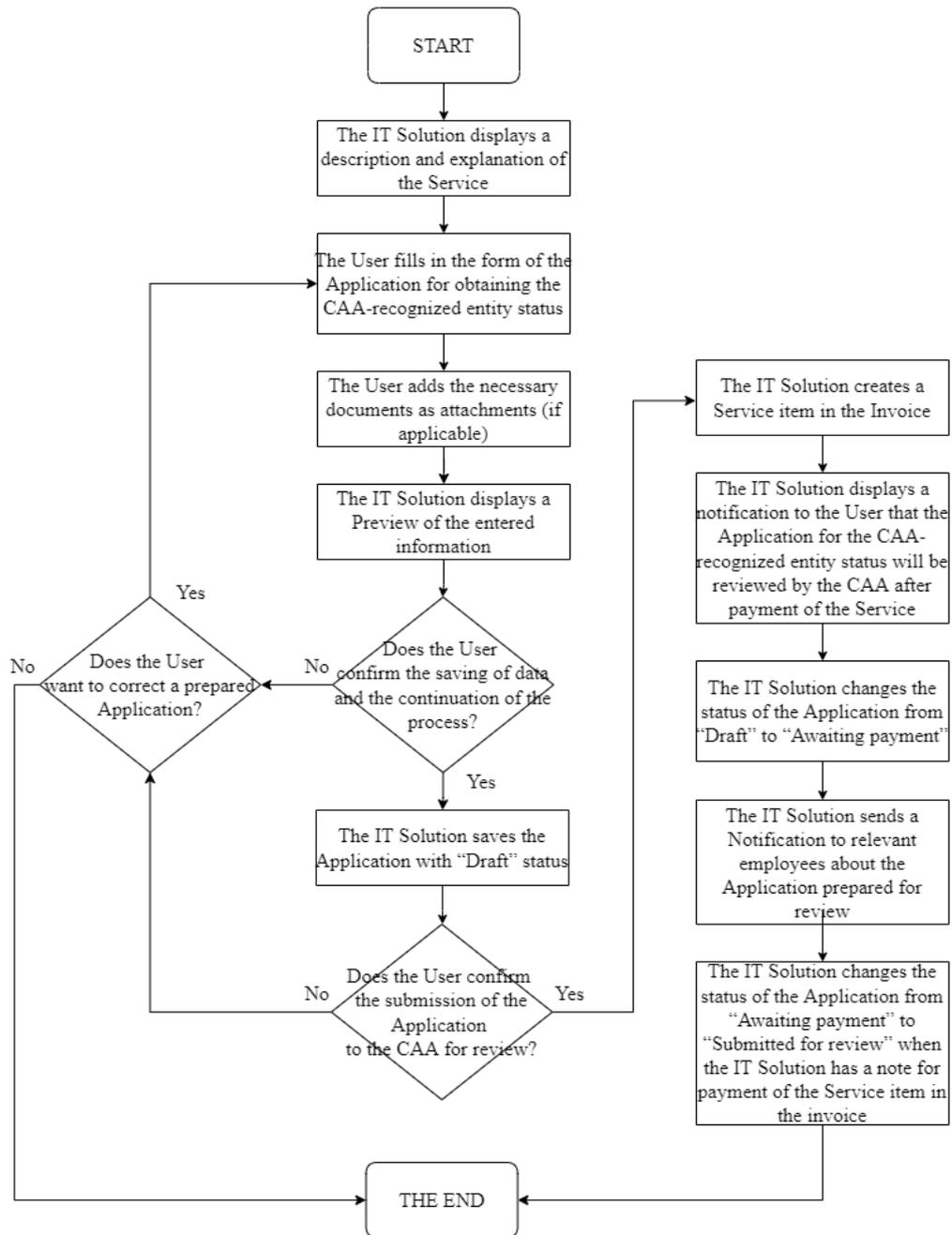
Possible results:

- Positive result
The application for obtaining the CAA-recognized entity status has been submitted to the CAA for review.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 01.06-01-B: Review of the application for obtaining the status of a CAA-recognized entity and decision making
- TA 10.06-01: Creation of an invoice
- TA 10.02-01: Payments
- TA 13.04-01: Processing of notifications

Preparation and submission of an application for obtaining the status of a CAA-recognized entity TA 01.06-01-A



v_13_a/v_28_a/v_44_a

TA 01.06-01-B: Review of the application for obtaining the status of a CAA-recognized entity and decision making

Process identifier	TA 01.06-01-B
Process	Review of the application for obtaining the status of a CAA-recognized entity and decision making
Service	Registration of a CAA-recognized entity

Description:

The sub-process “TA 01.06-01-B: Review of the application for obtaining the status of a CAA-recognized entity and decision making” is the second part of the process “TA 01.06-01: Registration of a CAA-recognized entity”.

The sub-process is implemented from the time the CAA employee receives the application for obtaining the CAA-recognized entity status for review. As part of the sub-process, the CAA employee reviews the submitted data and prepares a decision.

Process participants:

User (CAA), User

Preconditions for the execution of the process:

According to the sub-process “TA 01.06-01-A: Preparation and submission of an application for obtaining the status of a CAA-recognized entity”, an Application has been received in the IT Solution.

Possible results:

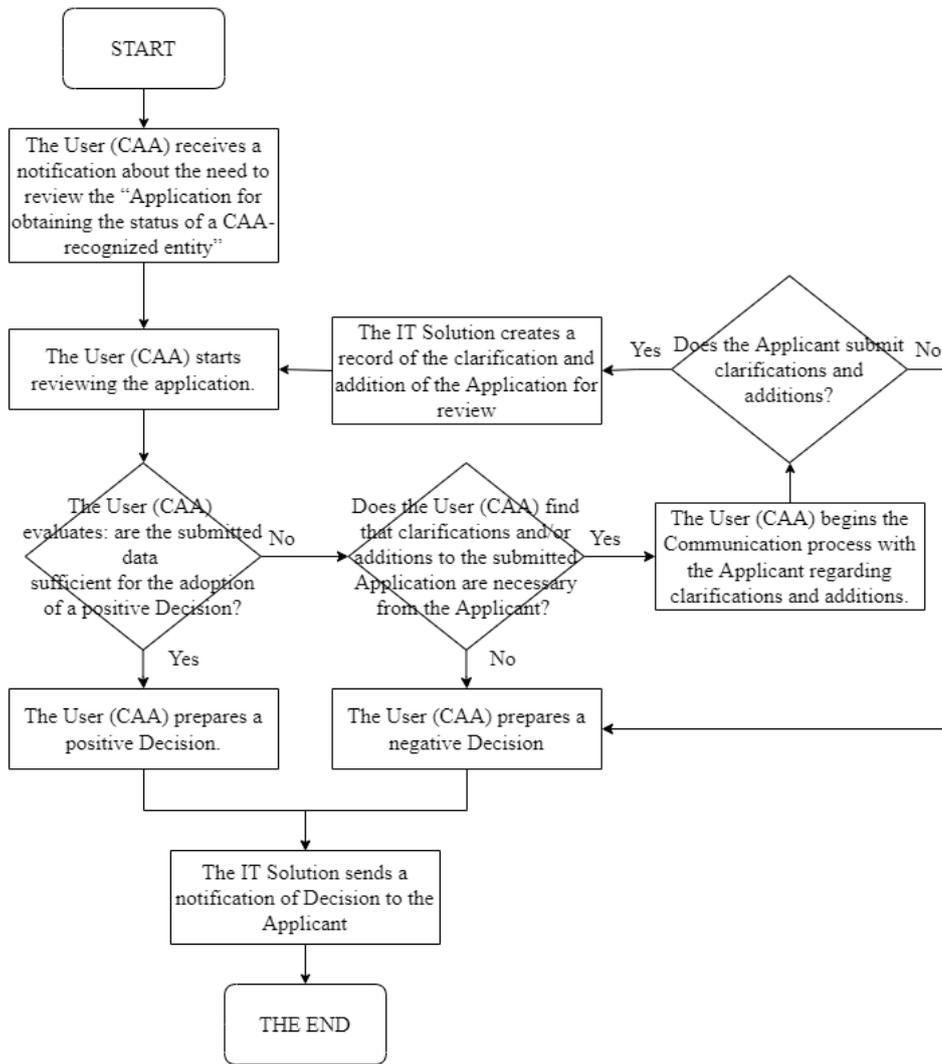
- Positive result
Decision is made on granting or denying the CAA-recognized entity status to a Person.
- Negative result
The process has been aborted/cancelled.

Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TA 01.06-01: Registration of a CAA-recognized entity
- TA 01.06-01-A: Preparation and submission of an application for obtaining the status of a CAA-recognized entity
- TA 01.06-01-C: Creation of the profile of the CAA-recognized entity in the IT Solution
- TA 13.04-01: Processing of notifications

Review of the application for obtaining the status of a CAA-recognized entity and decision making TA 01.06-01-B



v_13_a / v_28_a / v_44_a

TA 01.06-01-C: Creation of the profile of the CAA-recognized entity in the IT Solution

Process identifier	TA 01.06-01-C
Process	Creation of the profile of the CAA-recognized entity in the IT Solution
Service	Registration of a CAA-recognized entity

Description:

The sub-process “TA 01.06-01-C: Creation of the profile of the CAA-recognized entity in the IT Solution” is the third part of the process “TA 01.06-01: Registration of a CAA-recognized entity”.

This process represents the creation of the profile of the CAA-recognized entity in the IT Solution, including the preparation of the invoice and its payment.

Process participants:

User (CAA), User

Preconditions for the execution of the process:

Execution of the sub-process “TA 01.06-01-B: Review of the application for obtaining the status of a CAA-recognized entity and decision making” with positive result and positive decision.

Possible results:

- Positive result
A profile of the CAA-recognized entity is created in the IT Solution.
- Negative result
The process has been aborted/cancelled.

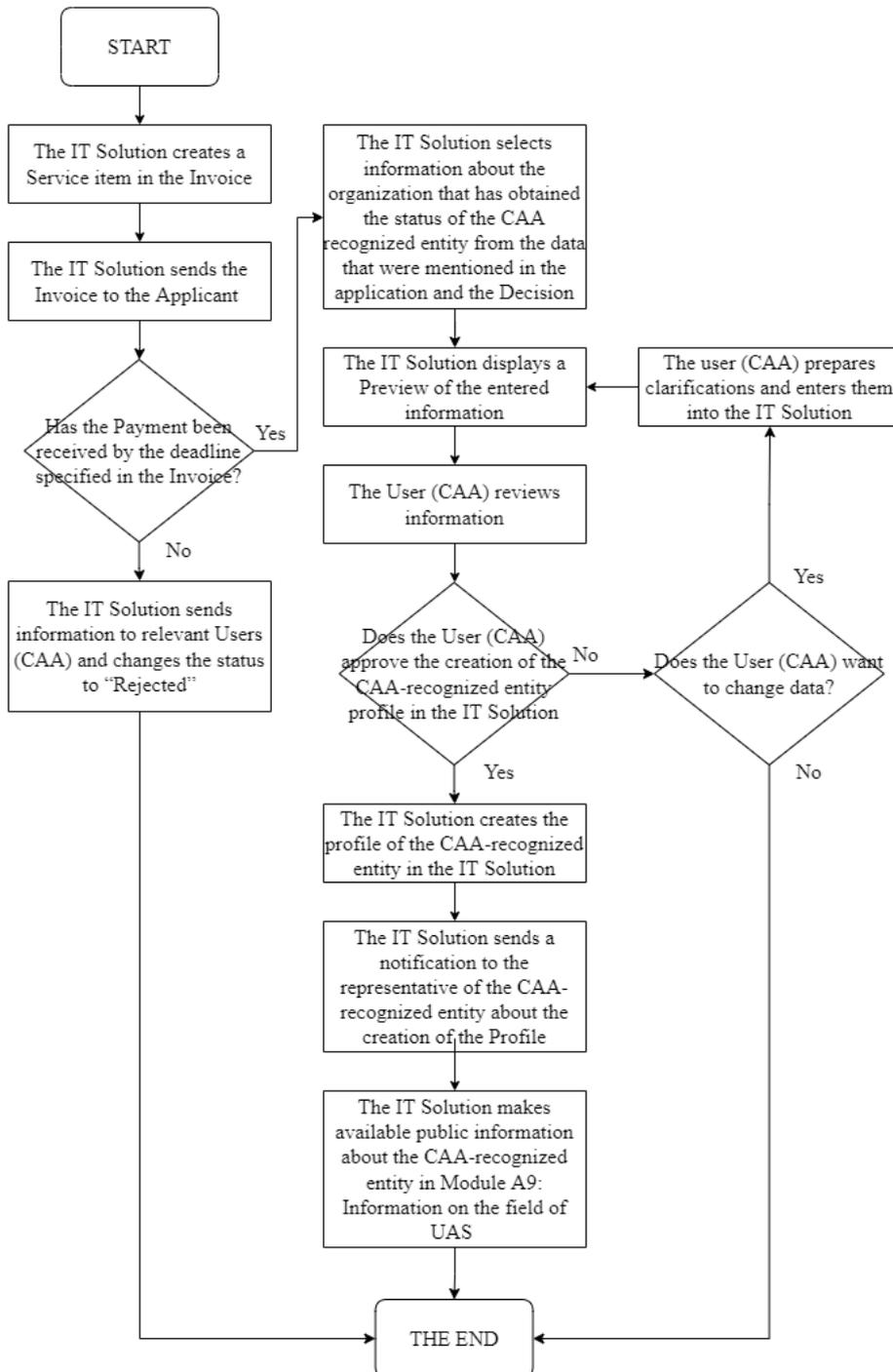
Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TA 01.06-01-B: Review of the application for obtaining the status of a CAA-recognized entity and decision making

Creation of the profile of the CAA-recognized entity in the IT Solution

TA 01.06-01-C



v_13_a/v_28_a/v_44_a

TA 01.06-02: Applying for changes to the data of the CAA-recognized entity

Process identifier	TA 01.06-02
Process	Applying for changes to the data of the CAA-recognized entity
Service	Applying for changes to the data of the CAA-recognized entity

Description:

In this process, the representatives of the organisation that has acquired the status of the CAA-recognized entity submit an application for changes to the data of the CAA-recognized entity for review. The process provides for the preparation, submission, review of such applications, decision making and implementation of relevant changes in the data contained in the IT Solution.

Process participants:

User, User (CAA)

The process consists of 3 sub-processes:

- TA 01.06-02-A: Preparation and submission of the application for changes
- TA 01.06-02-B: Review of the application for changes and decision making
- TA 01.06-02-C: Implementation of the decision on the application for changes

Preconditions for the execution of the process:

The process is available to legitimate representatives of organisations that have obtained the status of a CAA-recognized entity.

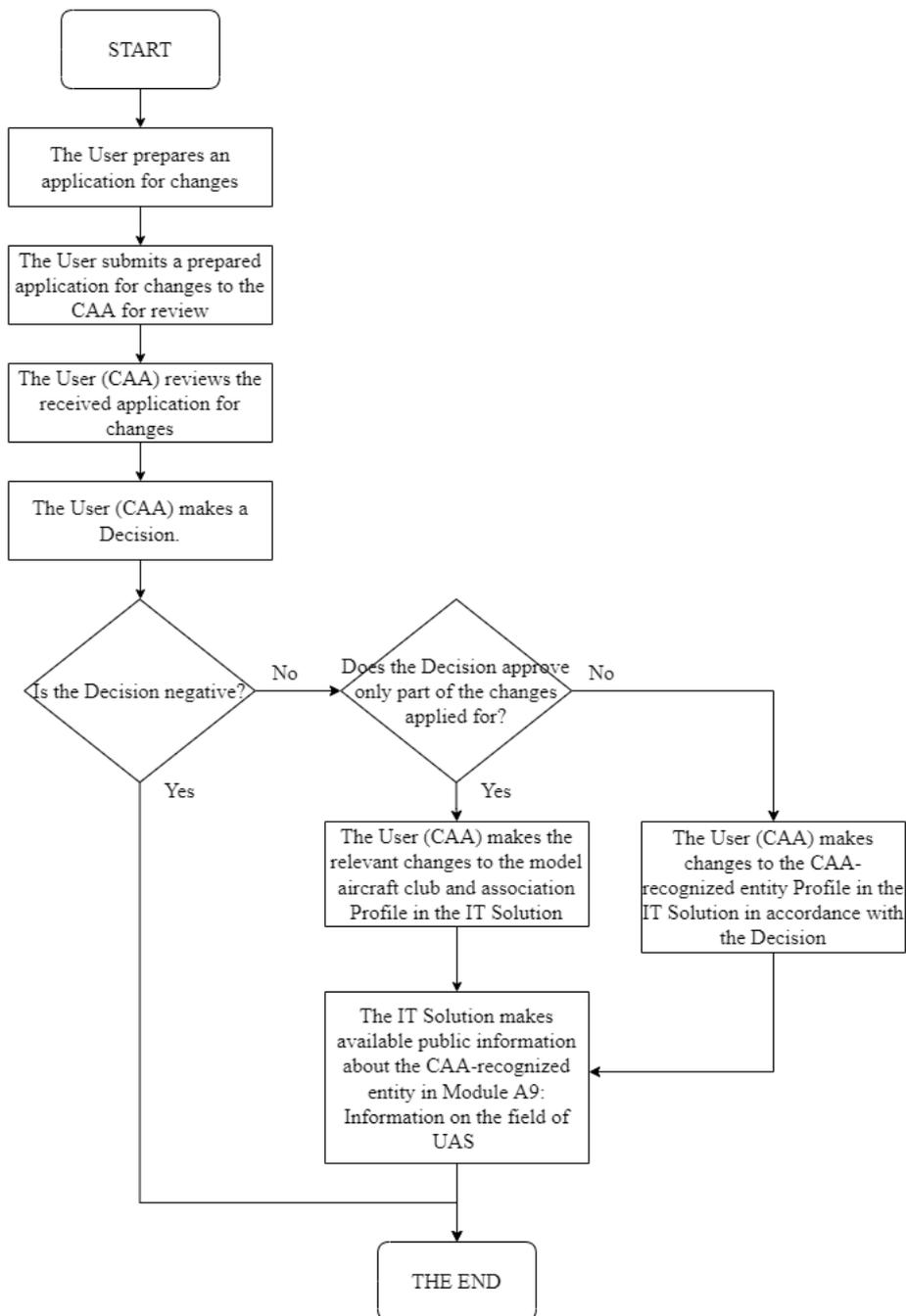
Possible results:

- Positive result
The process ends with a decision (in case of approval of changes – changes are implemented in the relevant IT Solution Profile).

- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 01.06-01: Registration of a CAA-recognized entity
- TA 01.06-02-A: Preparation and submission of the application for changes



TA 01.06-02-A: Preparation and submission of the application for changes

Process identifier	TA 01.06-02-A
Process	Preparation and submission of the application for changes
Service	Applying for changes to the data of the CAA-recognized entity

Description:

The sub-process “TA 01.06-02-A: Preparation and submission of the application for changes” is the first part of the process “TA 01.06-02: Applying for changes to the data of the CAA-recognized entity”.

As part of the sub-process, the User fills in the form specified in the IT Solution, adds (uploads) the necessary documents and submits them to the CAA, for further processing of the application for changes to the recognized organisation in the IT Solution.

Process participants:

User

Preconditions for the execution of the process:

The CAA-recognized entity has an active status in the IT Solution;

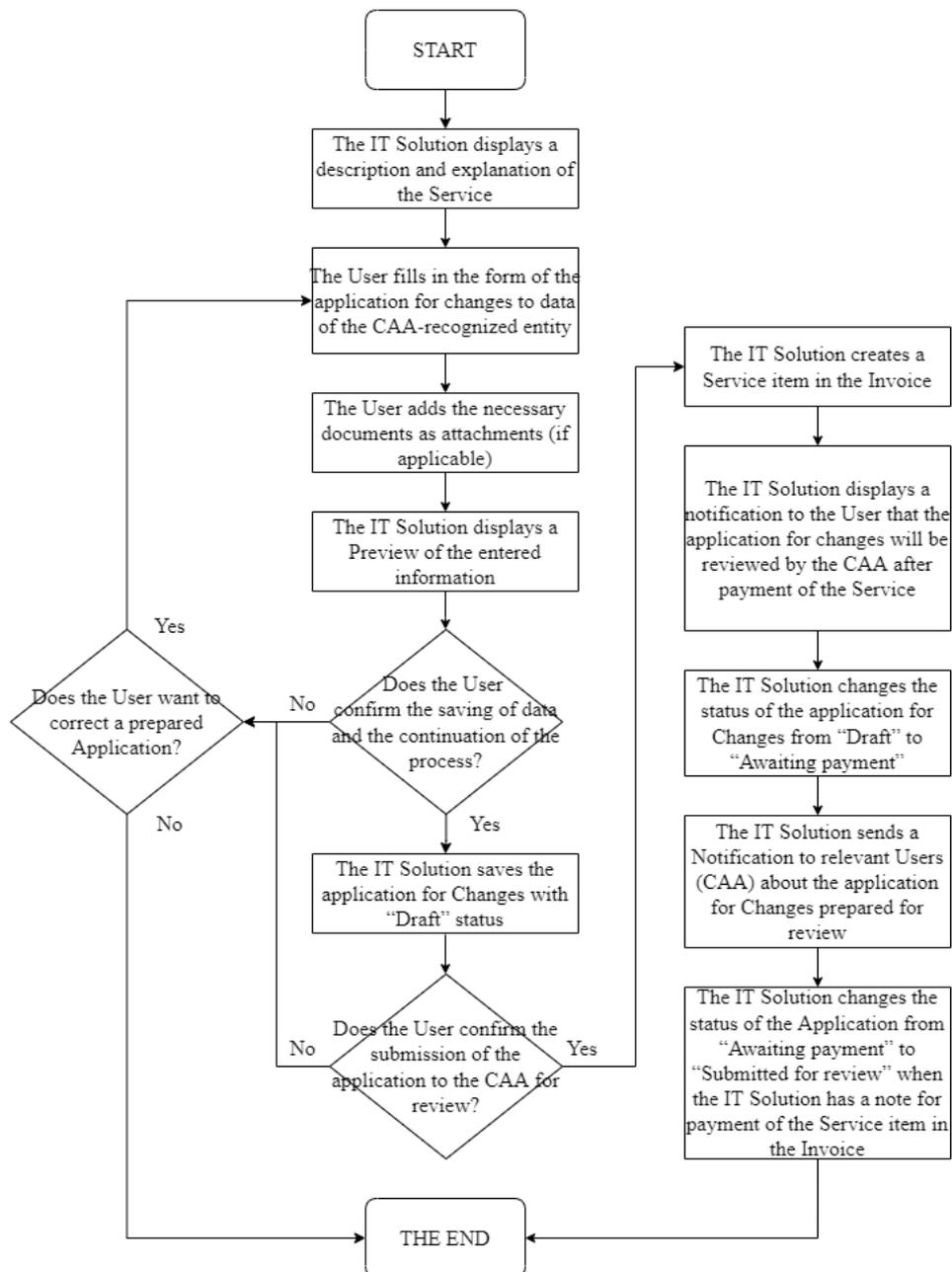
The process is available to representatives of a CAA-recognized entity.

Possible results:

- Positive result
An application for changes has been submitted to the CAA for review.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 01.06-02-B: Review of the application for changes and decision making



TA 01.06-02-B: Review of the application for changes and decision making

Process identifier	TA 01.06-02-B
Process	Review of the application for changes and decision making
Service	Applying for changes to the data of the CAA-recognized entity

Description:

The sub-process “TA 01.06-02-B: Review of the application for changes and decision making” is the second part of the process “TA 01.06-02: Applying for changes to the data of the CAA-recognized entity”.

Process participants:

User (CAA), User (i.e. Applicant)

Preconditions for the execution of the process:

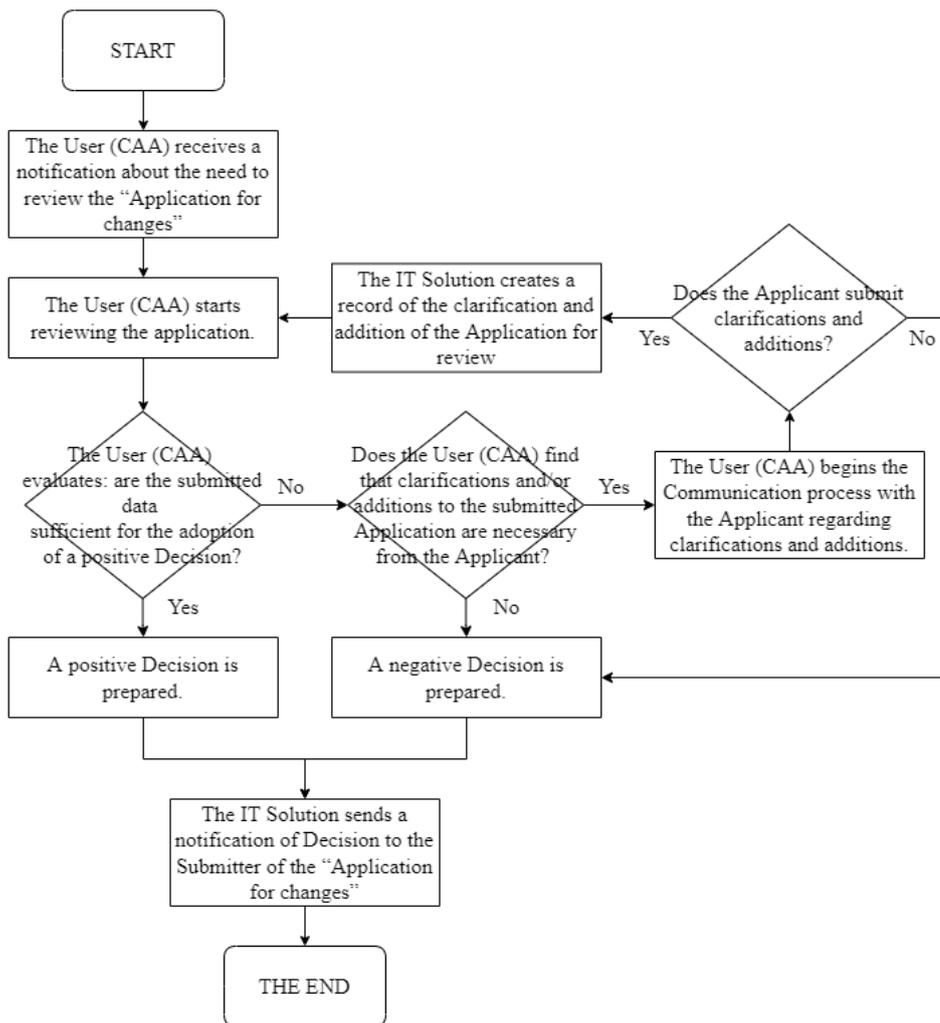
Execution of the sub-process “TA 01.06-02-A: Preparation and submission of the application for changes” with positive result.

Possible results:

- Positive result
A Decision to make changes is made. The decision can be positive or negative.
- Negative result
The process has been aborted/cancelled.
Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TA 01.06-02-A: Preparation and submission of the application for changes
- TA 01.06-02-C: Implementation of the decision on the application for changes



TA 01.06-02-C: Implementation of the decision on the application for changes

Process identifier	TA 01.06-02-C
Process	Implementation of the decision on the application for changes
Service	Applying for changes to the data of the CAA-recognized entity

Description:

The sub-process “TA 01.06-02-C: Implementation of the decision on the application for changes” is the third part of the process “TA 01.06-02: Applying for changes to the data of the CAA-recognized entity”.

Process participants:

User (CAA)

Preconditions for the execution of the process:

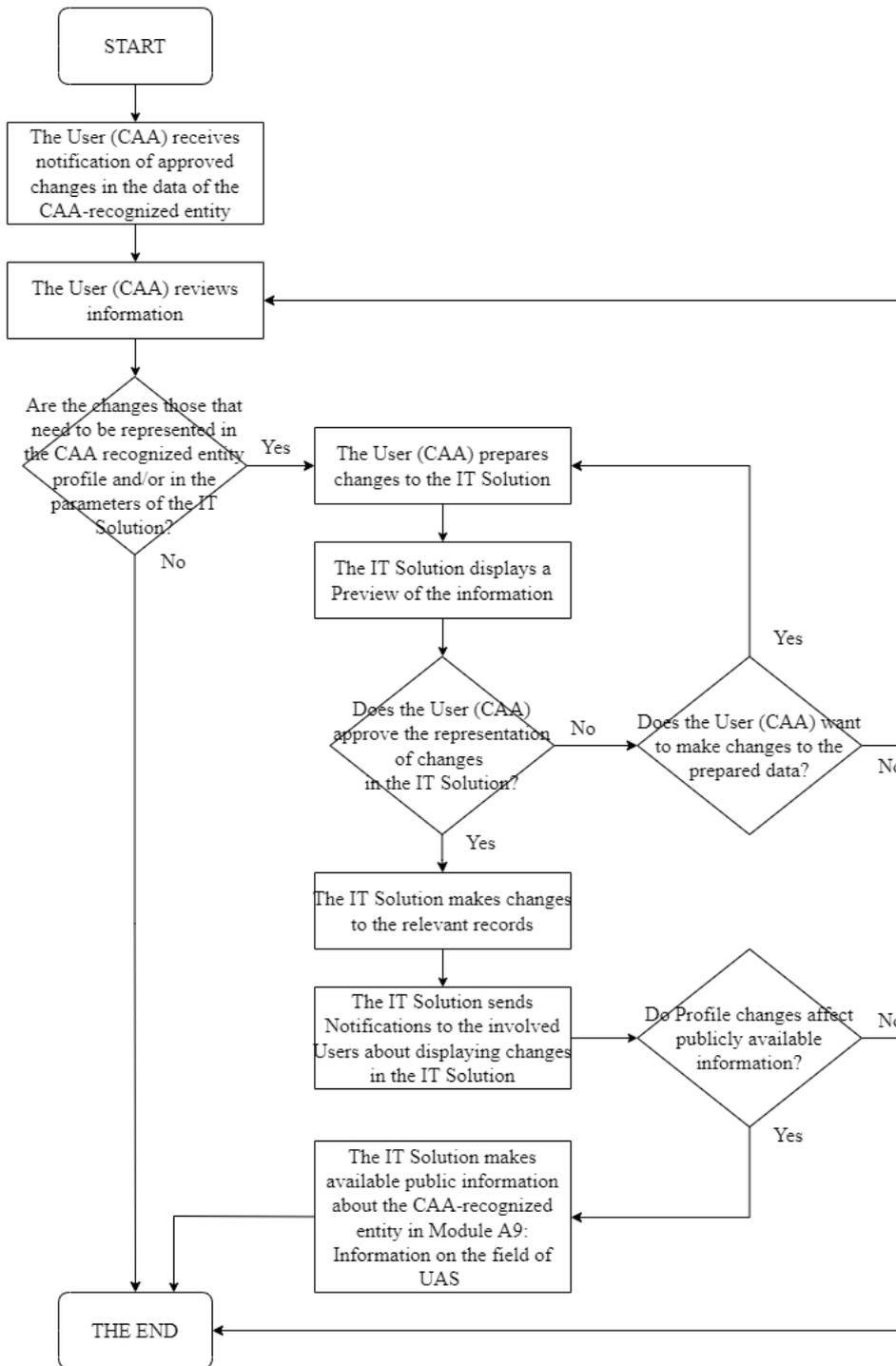
Execution of the sub-process “TA 01.06-02-B: Review of the application for changes and decision making” with positive result and positive decision.

Possible results:

- Positive result
Approved changes are displayed in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 01.06-02-B: Review of the application for changes and decision making



v_28_a / v_44_a

TA 01.06-04: Management of CAA-recognized entity status

Process identifier	TA 01.06-04
Process	Management of CAA-recognized entity status
Service	Management of CAA-recognized entity status

Description:

The “TA 01.06-04: Management of CAA-recognized entity status” process provides management of statuses of CAA-recognized entities – suspension/resumption or revocation of the permit.

Process participants:

User (CAA)

Preconditions for the execution of the process:

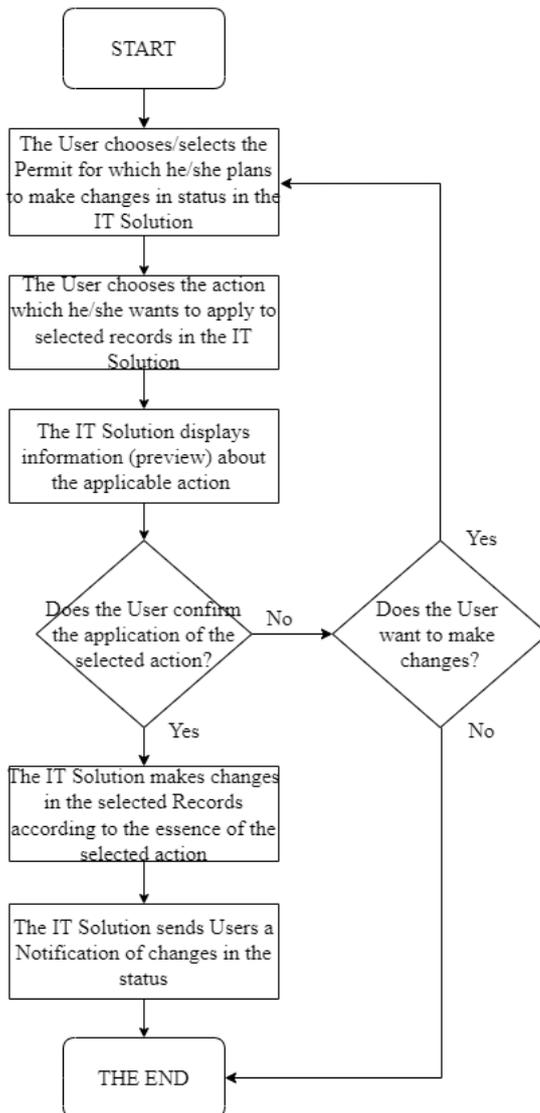
The User (CAA) is granted the right to perform activities in the IT Solution with the status of a CAA-recognized entity.

Possible results:

- Positive result
The intended activity is implemented with the status of a CAA-recognized entity.
- Negative result
The process is not complete/has been aborted.

Related processes:

- TA 01.06-01: Registration of a CAA-recognized entity
- TA 01.06-02: Applying for changes to the data of the CAA-recognized entity



Sub-module TA 01.15: Management of model aircraft club members

TA 01.15-01: Adding model aircraft club members and association members and confirming membership

Process identifier	TA 01.15-01
Process	Adding model aircraft club members and association members and confirming membership
Service	Adding model aircraft club members and association members and confirming membership

Description:

The process “TA 01.15-01: Adding model aircraft club members and association members and confirming membership” provides a model aircraft club or association representative with a tool to add/update the member list in the IT Solution.

In order for the User (natural person) to be registered as a member of the model aircraft club or association, approval is required from the representative of the model aircraft club and from the member, so the process consists of 2 sub-processes:

- TA 01.15-01-A: Adding model aircraft club members and association members and confirming membership
- TA 01.15-01-B: Confirmation of model aircraft club or association member status

Process participants:

User

Preconditions for the execution of the process:

A model aircraft club or association has been registered in the IT Solution;

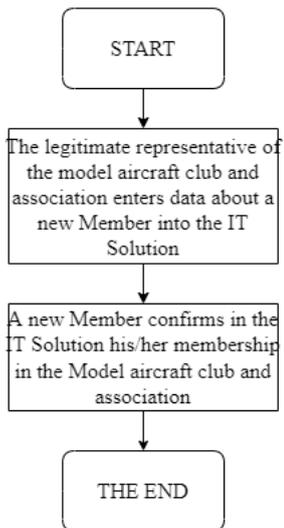
The user (a representative of a model aircraft club or association) has the right to add to the list of members.

Possible results:

- Positive result
The list of members of a model aircraft club or association is supplemented by a new Member.
- Negative result
The process has been aborted/cancelled. The record of a new Member is not created.

Related processes:

- TA 01.15-01-A: Adding model aircraft club members and association members and confirming membership
- TA 01.15-01-B: Confirmation of model aircraft club or association member status



TA 01.15-01-A: Adding model aircraft club members and association members and confirming membership

Process identifier	TA 01.15-01-A
Process	Adding a new member of the model aircraft club and association
Service	Adding model aircraft club members and association members and confirming membership

Description:

The sub-process “TA 01.15-01-A: Adding model aircraft club members and association members and confirming membership” is the first part of the process “TA 01.15-01: Adding model aircraft club members and association members and confirming membership”.

As part of the sub-process, the User fills in the form specified in the IT Solution and confirms the data submission.

Process participants:

User

Preconditions for the execution of the process:

The model aircraft club or association must be registered in the IT Solution;

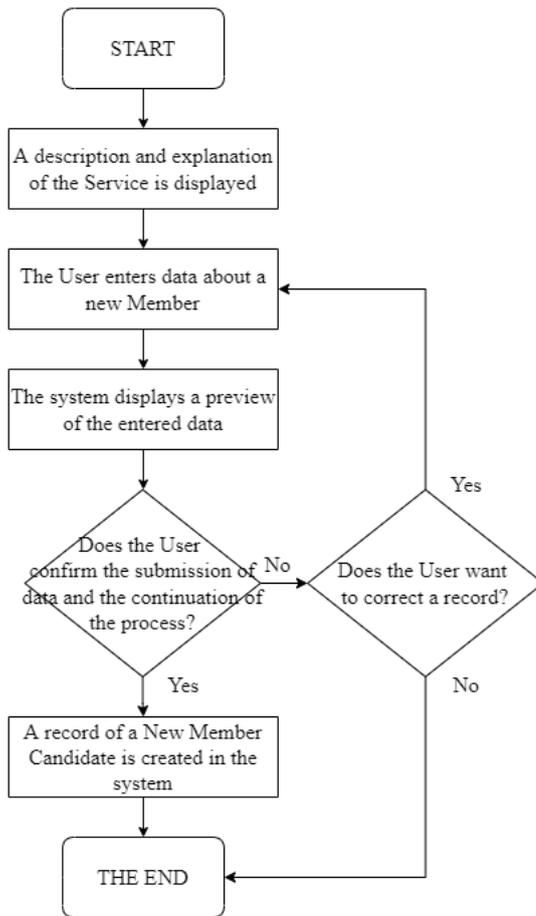
The User has the right to add to the list of members.

Possible results:

- Positive result
The list of members of the model aircraft club and association is supplemented by a new Member.
- Negative result
The process has been aborted/cancelled. The record of a new Member is not created. Sub-process “TA 01.15-01-B: Confirmation of model aircraft club or association member status” is not started.

Related processes:

- TA 01.05-01: Registration of a model aircraft club or association
- TA 01.15-01: Adding model aircraft club members and association members and confirming membership
- TA 01.15-01-B: Confirmation of model aircraft club or association member status



TA 01.15-01-B: Confirmation of model aircraft club or association member status

Process identifier	TA 01.15-01-B
Process	Confirmation of model aircraft club and association member status
Service	Adding model aircraft club members and association members and confirming membership

Description:

The sub-process “TA 01.15-01-B: Confirmation of model aircraft club or association member status” is the second part of the process “TA 01.15-01: Adding model aircraft club members and association members and confirming membership”.

As part of the sub-process, the User (a candidate for a member of a model aircraft club or association) receives a Notification that he/she needs to confirm the data on his/her membership in the model aircraft club or association.

Process participants:

User

Preconditions for the execution of the process:

The sub-process is started after the execution of “TA 01.15-01-A: Adding model aircraft club members and association members and confirming membership” (positive result).

Possible results:

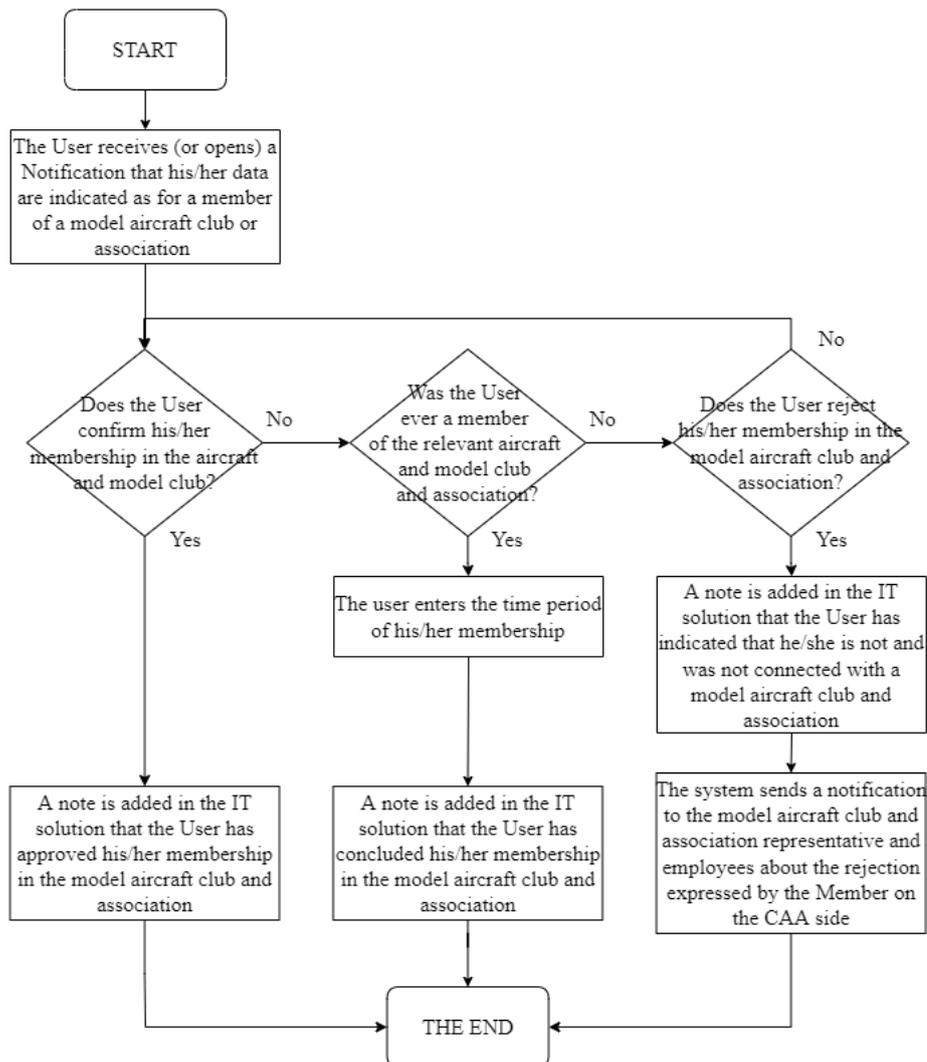
- Positive result
The list of members of the model aircraft club and association is supplemented by the record of the Member.
- Negative result
The process has been aborted/cancelled. A record of the Member is not created.

Related processes:

- TA 01.05-01: Registration of a model aircraft club or association
- TA 01.15-01-A: Adding model aircraft club members and association members and confirming membership

Confirmation of model aircraft club and association member status

TA 01.15-01-B



TA 01.15-03: Expulsion of a member from a model aircraft club or association

Process identifier	TA 01.15-03
Process	Expulsion of a member from a model aircraft club or association
Service	Expulsion of a member from a model aircraft club or association

Description:

The process “TA 01.15-03: Expulsion of a member from a model aircraft club or association” describes how a representative of a model aircraft club or association makes a record in the IT Solution about the expulsion of a Member from a model aircraft club or association.

Process participants:

User

Preconditions for the execution of the process:

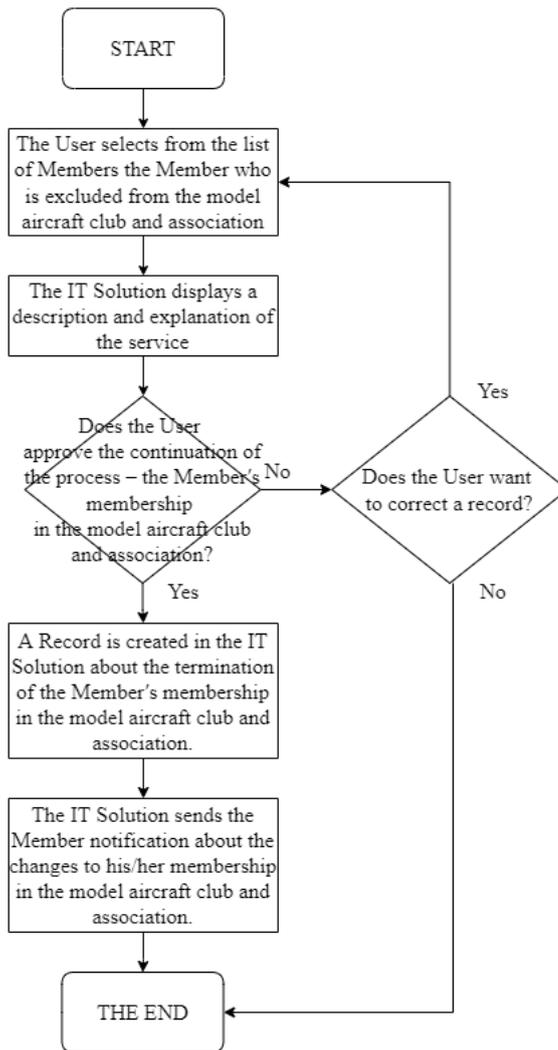
The User is granted the right to manage the list of Members in the IT Solution.

Possible results:

- Positive result
A Record is created in the IT Solution about the closing date of the Member's membership in the model aircraft club or association.
- Negative result
The process has not completed or has been aborted. The record is not created.

Related processes:

- TA 01.15-01: Adding model aircraft club members and association members and confirming membership
- TA 01.15-11: Registration as a member and confirmation of membership



TA 01.15-11: Registration as a member and confirmation of membership

Process identifier	TA 01.15-11
Process	Registration as a member and confirmation of membership
Service	Registration as a member and confirmation of membership

Description:

The process “TA 01.15-11: Registration as a member and confirmation of membership” provides a tool for the User to declare his/her membership in a model aircraft club or association in the IT Solution.

In order for the User (natural person) to be registered as a member of the model aircraft club and association in the IT Solution, approval is required from both the representative of the model aircraft club and the member, so the process consists of 2 sub-processes:

- TA 01.15-11-A: Application
- TA 01.15-11-B: Confirmation of membership

Process participants:

User

Preconditions for the execution of the process:

The process is only available to those model aircraft clubs or associations that are registered in the IT Solution.

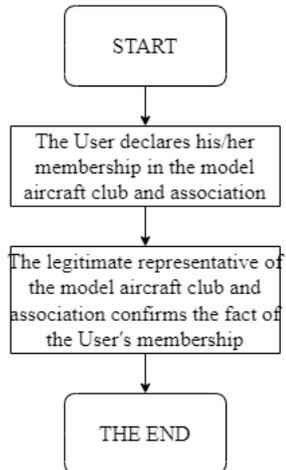
Possible results:

- Positive result
The list of members of the model aircraft club and association is supplemented by a new Member.
- Negative result
The process has been aborted/cancelled. The record of a new Member is not created.

Related processes:

- TA 01.15-11-A: Application
- TA 01.15-11-B: Confirmation of membership

Registration as a member and confirmation of membershipTA 01.15-11



TA 01.15-11-A: Application

Process identifier	TA 01.15-11-A
Process	Application
Service	Registration as a member and confirmation of membership

Description:

The sub-process “TA 01.15-11-A: Application” is the first part of the process “TA 01.15-11: Registration as a member and confirmation of membership”.

As part of the sub-process, the User fills in the form specified in the IT Solution, confirms the submission of data.

Process participants:

User

Preconditions for the execution of the process:

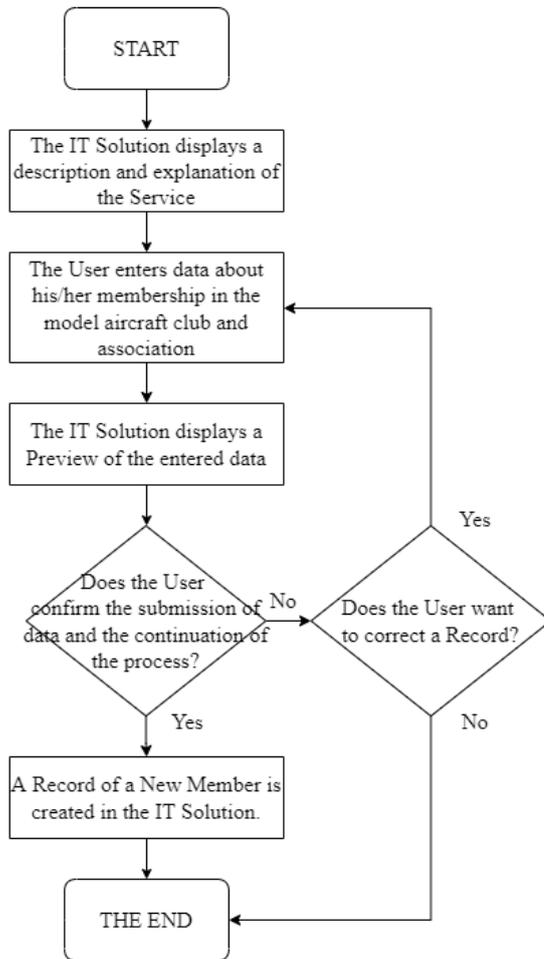
A model aircraft club or association has been registered in the IT Solution.

Possible results:

- Positive result
The list of members of the model aircraft club and association is supplemented by the record of a new Member.
- Negative result
The process has been aborted/cancelled. The record of a new Member is not created. Sub-process “TA 01.15-11-B: Confirmation of membership” is not started.

Related processes:

- TA 01.05-01: Registration of a model aircraft club or association
- TA 01.15-11: Registration as a member and confirmation of membership
- TA 01.15-11-B: Confirmation of membership



TA 01.15-11-B: Confirmation of membership

Process identifier	TA 01.15-11-B
Process	Confirmation of membership
Service	Registration as a member and confirmation of membership

Description:

The sub-process “TA 01.15-11-B: Confirmation of membership” is the second part of the process “TA 01.15-11: Registration as a member and confirmation of membership”.

As part of the sub-process, the legitimate user of the aircraft club or association receives notification of a new record, reviews it, and makes a decision regarding the record.

Process participants:

User

Preconditions for the execution of the process:

A model aircraft club or association has been registered in the IT Solution;

The User has the right to add to the list of members.

Possible results:

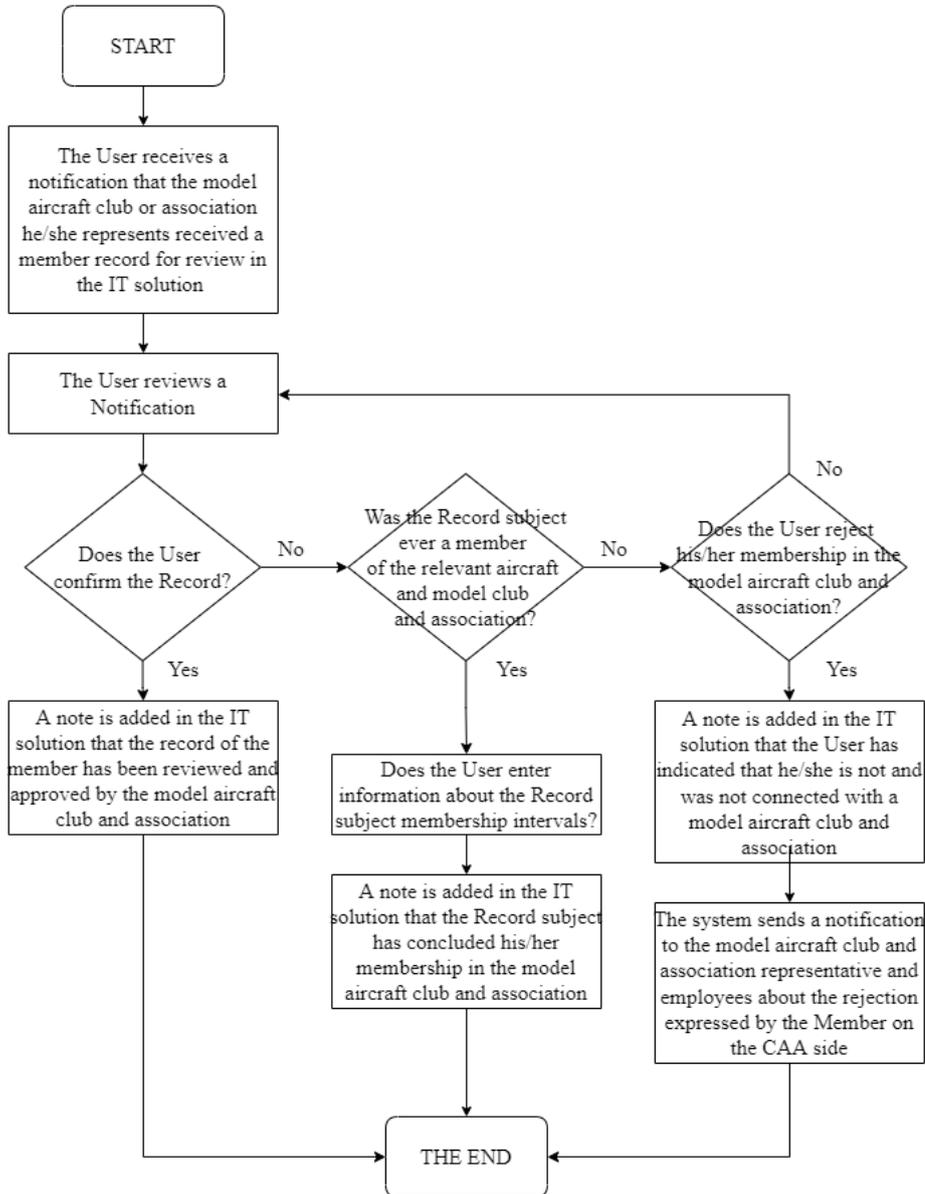
- Positive result
The list of members of a model aircraft club or association is supplemented by a new Member.
- Negative result
The process has been aborted/cancelled. The record of a new Member is not created.

Related processes:

- TA 01.05-01: Registration of a model aircraft club or association
- TA 01.15-11-A: Application

Registration as a member and confirmation of membership

TA 01.15-11-B



TA 01.15-13: Withdrawal of a member from a model aircraft club or association

Process identifier	TA 01.15-13
Process	Withdrawal of a member from a model aircraft club or association
Service	Withdrawal of a member from a model aircraft club or association

Description:

The user (a member of a model aircraft club or association) independently declares in the IT Solution that he/she is no longer a member of a model aircraft club or association.

Process participants:

User

Preconditions for the execution of the process:

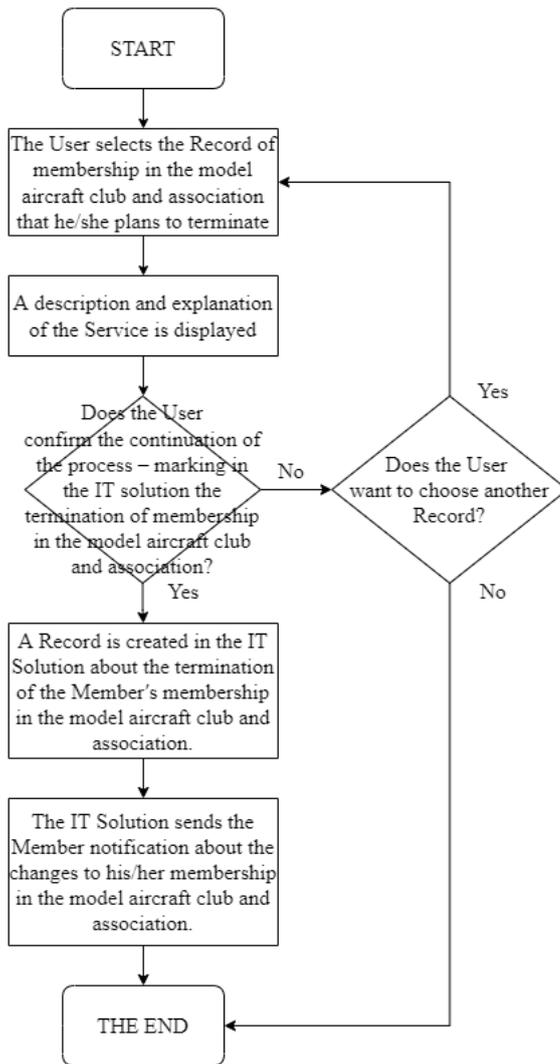
The IT Solution contains data that the User has a Member status in the model aircraft club or association.

Possible results:

- Positive result
A Record is created in the IT Solution about the closing date of the Member's membership in the relevant model aircraft club or association.
- Negative result
The process is not complete/has been aborted.

Related processes:

- TA 01.15-01: Adding model aircraft club members and association members and confirming membership
- TA 01.15-11: Registration as a member and confirmation of membership



Module A2: Qualification

Description

Module A2 Qualification summarizes the processes related to the acquisition of qualifications of Users and the management of records of qualification. The module consists of the following sub-modules:

- Sub-module TA 02.01: Training e-environment;
- Sub-module TA 02.02: Examination e-environment;
- Sub-module TA 02.03: Qualification documents management solution;
- Sub-module TA 02.04: Module configuration and auxiliary processes.

Qualification is divided into 3 consecutive stages: training, exams, qualifications. At each of these stages, services are provided for the performance of certain tasks for the qualification process (Table 10.12).

Table 10.12

Module A2: Qualification forming elements

Training	Exam	Qualification
Training courses	Application system	Award of qualification
	Examination e-environment	Documents confirming qualification
	Types of exams	
	Content of exams	
	Results	

Sub-module TA 02.01: Training e-environment

The training e-environment is a digital resource that provides training materials for remote pilots in the field of UAS. In the training e-environment, remote pilots independently familiarize themselves with prepared training materials. Several training courses can be created in the e-environment, for example, in different sub-categories, for different audiences, in different languages.

The basic element of the training environment is the training course. Training courses can have the statuses summarized in Table 10.13.

Table 10.13

Possible status of the training course in the IT Solution

Status name	Description
Draft	The record is created and saved in the IT Solution. The User can make changes to it – it is available (visible) only to the User.
Deleted	The Record in this status is not actively used in the IT Solution – the Record is not shown to the User.
Published	The Record is active – it is used in the IT Solution. Changes to Records with this status are not directly possible – as a result of changes, a new Record (new version) is created, while the Record that was corrected is set to “Closed” status.
Closed	This status indicates that the Record (or its version) has completed its life cycle. The Record is not used in future processes, but it may be used in working with historical data.

TA 02.01-00: Training process

Process identifier	TA 02.01-00
Process	Training process
Service	Training process

Description:

“TA 02.01-00: Training process” describes the general flow of the training process online.

Process participants:

User

Preconditions for the execution of the process:

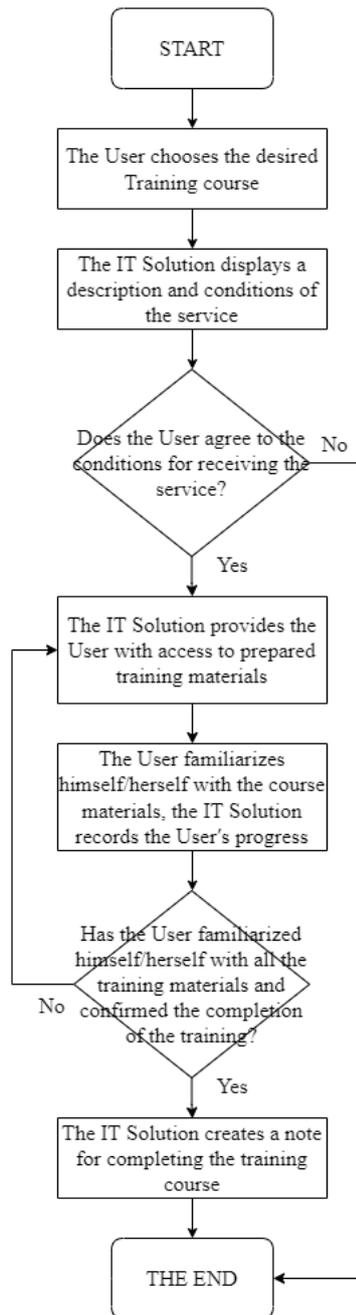
At least one training course has been published in the training e-environment of the IT Solution.

Possible results:

- Positive result
The user starts and ends the training process – the IT Solution has a mark on familiarization with all the topics of the training course.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 02.01-01: Creating a training course



TA 02.01-01: Creating a training course

Process identifier	TA 02.01-01
Process	Creating a training course
Service	Creating a training course

Description:

Within the process “TA 02.01-01: Creating a training course”, the User creates a new Training course in the IT Solution. The process involves entering information about training courses (for example, name, category and sub-category, target audience (access rights)), as well as preparing the content of the training course. The process ends when the created training course is published (the status is set to “Published”).

Process participants:

User (CAA), User

Preconditions for the execution of the process:

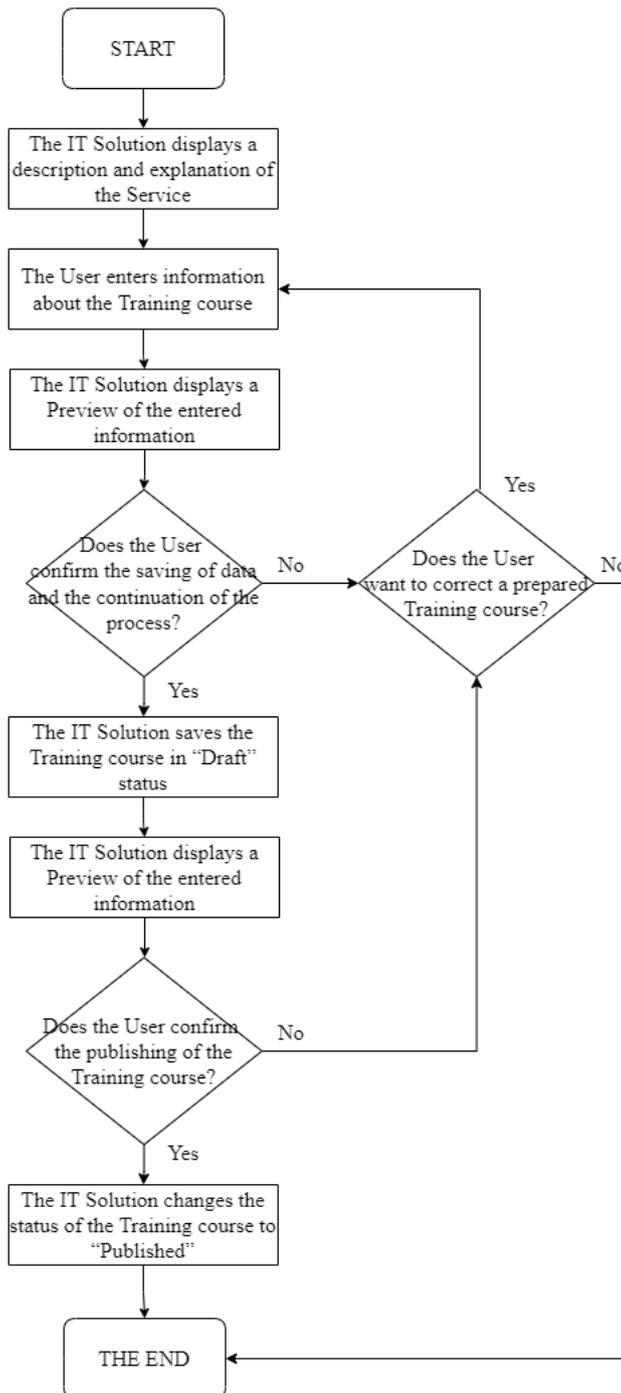
The User is granted the right to create a Training course in the IT Solution.

Possible results:

- Positive result
A new Training course is created and published in the IT Solution.
- Negative result
The process has been aborted/cancelled. A new Training course is not published.

Related processes:

- TA 02.01-04: Training course status management



TA 02.01-02: Changing the content of the training course

Process identifier	TA 02.01-02
Process	Changing the content of the training course
Service	Changing the content of the training course

Description:

For the purpose of information traceability, it is expected that all changes to the training course must be counted, which is achieved through version management of the training course. Making changes to a published training course means creating a new version with a “Draft” status. Publishing a new version means that its version status is changed from “Draft” to “Published”, while the status of the previous version is changed from “Published” to “Closed”.

Process participants:

User (CAA)

Preconditions for the execution of the process:

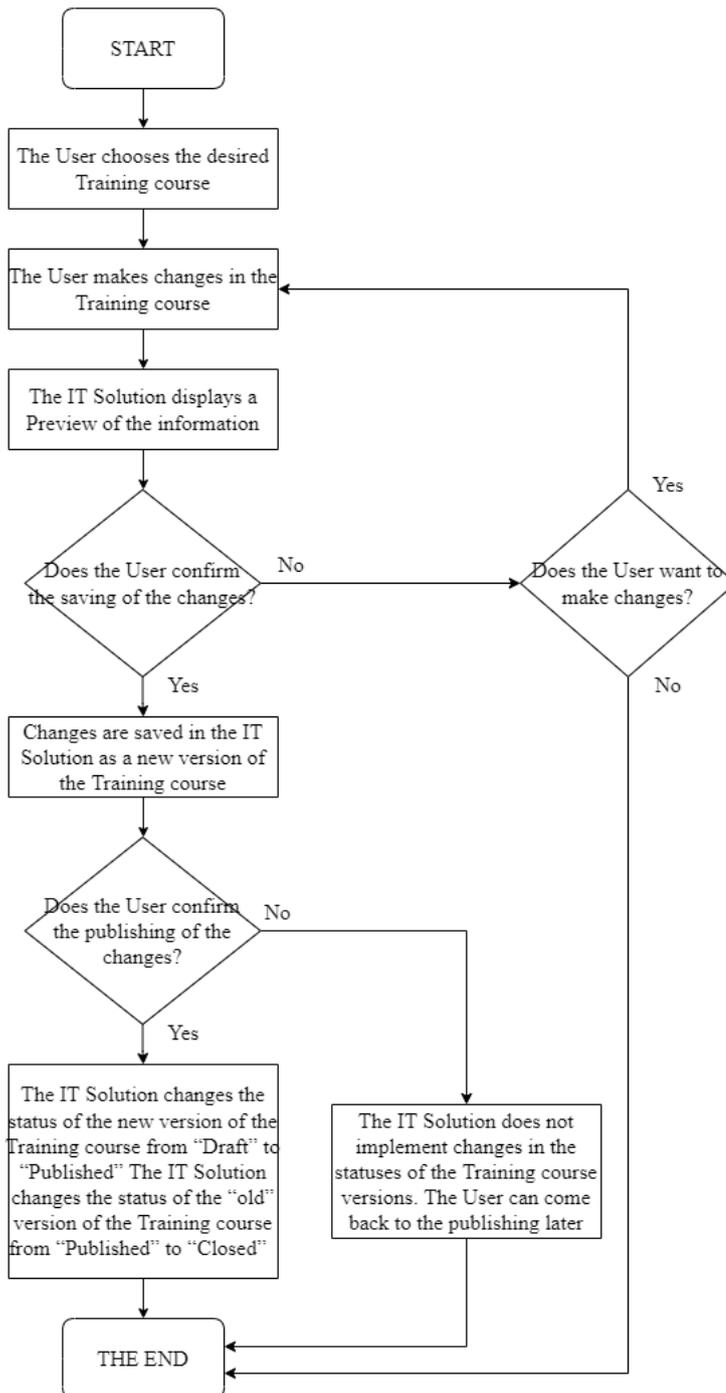
The User is granted the right to make changes to the Training course in the IT Solution.

Possible results:

- Positive result
A new version of the training course is created and published.
- Negative result
The process is not complete/has been aborted.

Related processes:

- TA 02.01-01: Creating a training course
- TA 02.01-04: Training course status management



TA 02.01-04: Training course status management

Process identifier	TA 02.01-04
Process	Training course status management
Service	Training course status management

Description:

In the process “TA 02.01-04: Training course status management”, the User manages the status of courses created in the IT Solution – deletion, publication, closing. The meaning of these statuses is described in the introductory part of this document on sub-module TA 02.02.

Process participants:

User (CAA)

Preconditions for the execution of the process:

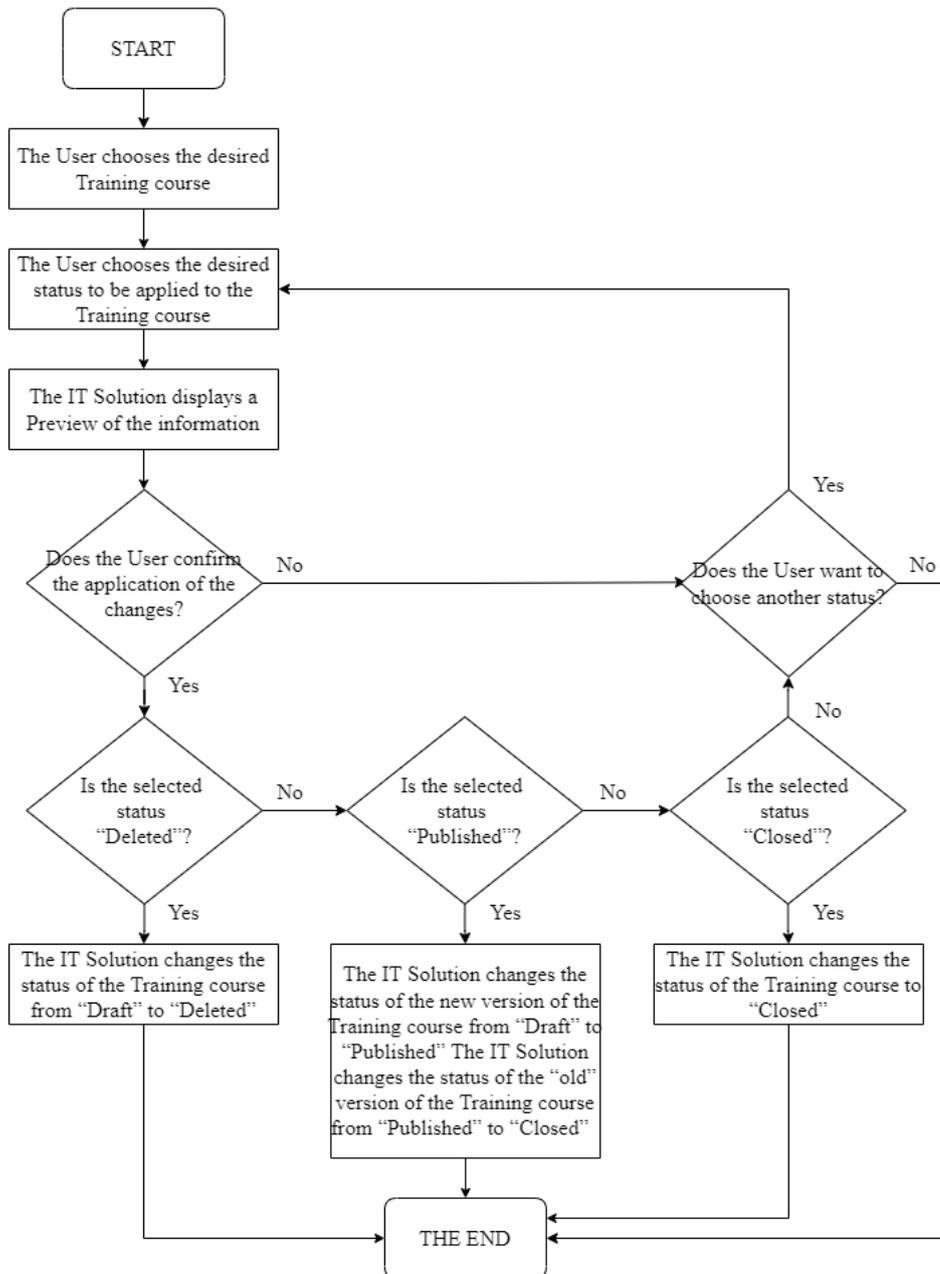
The User is granted the right to perform actions in the IT Solution with the status of a Training course.

Possible results:

- Positive result
The intended action with the status of a Training course is being performed.
- Negative result
The process is not complete/has been aborted.

Related processes:

- TA 02.01-01: Creating a training course
- TA 02.01-02: Changing the content of the training course



Sub-module TA 02.02: Examination e-environment

Sub-module TA 02.02: Examination e-environment provides a series of solutions for the conduct of the examination process in the IT Solution. The resources of the examination environment are used both for conducting online exams and for examination of theoretical knowledge face-to-face – in both cases, Students take the exam in the e-environment.

Exam sessions

Exam sessions are the pre-announced time intervals when the CAA and CAA-recognised entities conduct examinations in the field of UAS. The exam session is characterized by several parameters, including the exam provider/implementer (CAA or CAA-recognized entity), exam venue (Location), exam type (examination of theoretical knowledge, examination of practical skills, date and time of conducting the exam, maximum number of participants (Students), etc.

Information about announced Exam sessions is displayed in the IT Solution.

Table 10.14

Possible statuses of exam sessions in the IT Solution

Status name	Description
Draft	The record is created and saved in the IT Solution. The User can make changes to it – it is available (visible) only to the User.
Deleted	The Record in this status is not actively used in the IT Solution – the Record is not shown to the User.
Registration (published)	“Registration” means that the Exam session accepts Applications from Users to participate in it.
Registration is closed (published)	This status is activated manually or automatically (at the moment when the IT Solution detects that the maximum possible number of Students has applied for this Exam session).

Exam in progress (published)	“Exam in progress” is the status set when a CAA-recognized entity begin conducting an Exam face-to-face or online.
Cancelled	The Exam session was cancelled.
Closed	This status indicates that the Record (or its version) has completed its life cycle. The Record is not used in future processes, but it may be used in working with historical data.

TA 02.02-01: Applying for the exam session

Process identifier	TA 02.02-01
Process	Applying for the exam session
Service	Applying for the exam session

Description:

In this process, the IT Solution User, who has the right to create/apply for an examination session in the e-environment, creates/applies for an examination session in the IT Solution. The logic embedded in the IT Solution checks the values entered in the input form for creating the application, such as the date, session duration, and compares them with the rights granted to this CAA-recognized entity (types of examination, personnel of the recognized entity, examination locations, etc.).

Process participants:

User

Preconditions for the execution of the process:

The CAA-recognized entity has an active status;

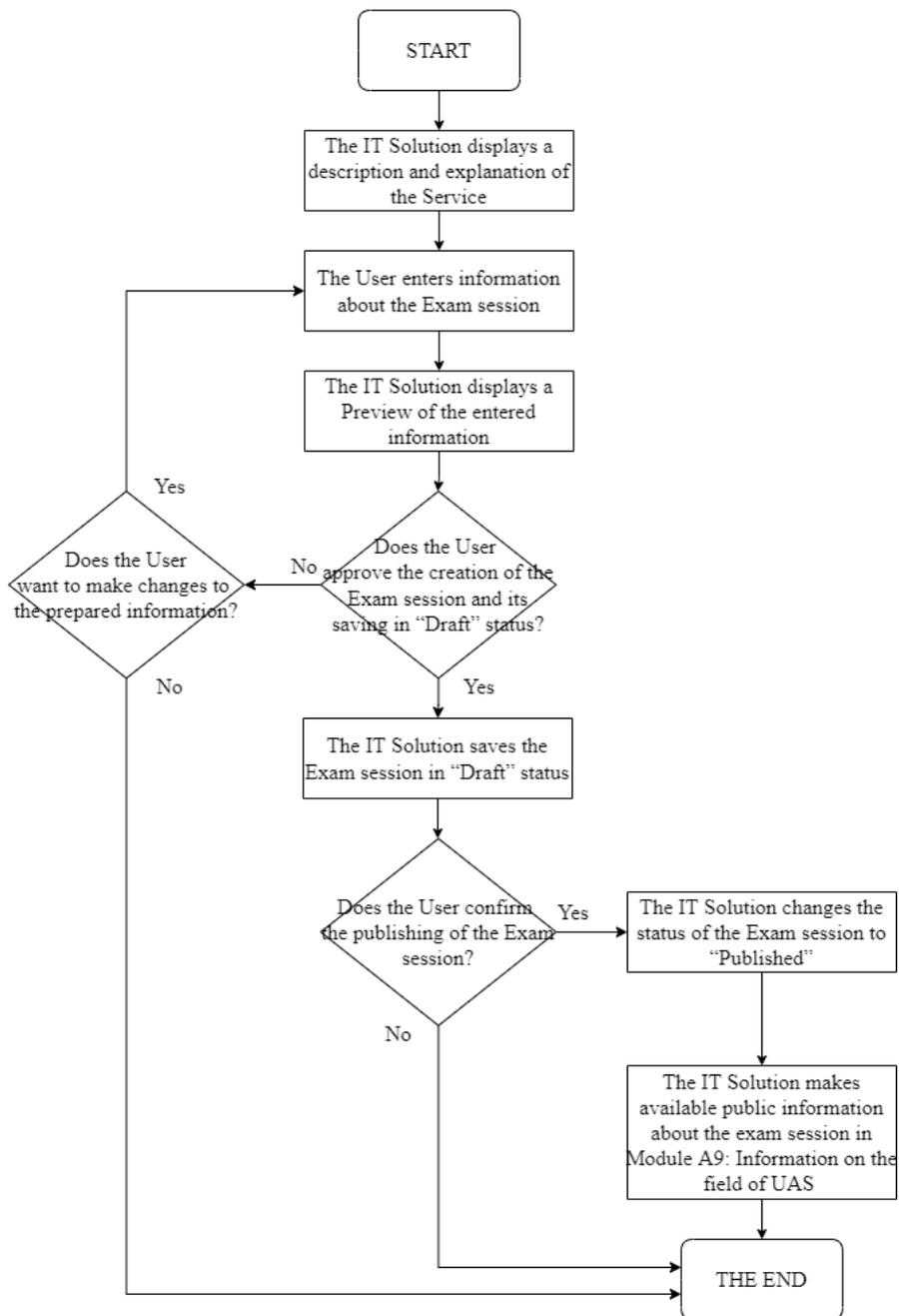
The user is granted the right to apply for Exam sessions in the IT Solution.

Possible results:

- Positive result
The Exam session has been created and this Record is in the “Published” status.
- Negative result
The process has not completed or has been aborted. The record is not created and published.

Related processes:

- TA 01.06-01: Registration of a CAA-recognized entity
- TA 01.06-04: Management of CAA-recognized entity status



TA 02.02-02: Change of the exam session

Process identifier	TA 02.02-02
Process	Change of the exam session
Service	Change of the exam session

Description:

The user makes changes to the examination session applied for. The algorithms of the IT Solution check the effect of the applied changes on the examination process, as well as inform the affected Persons about the changes (if applicable).

Process participants:

User

Preconditions for the execution of the process:

The User has been granted the right to make changes in the Exam sessions in the IT Solution;

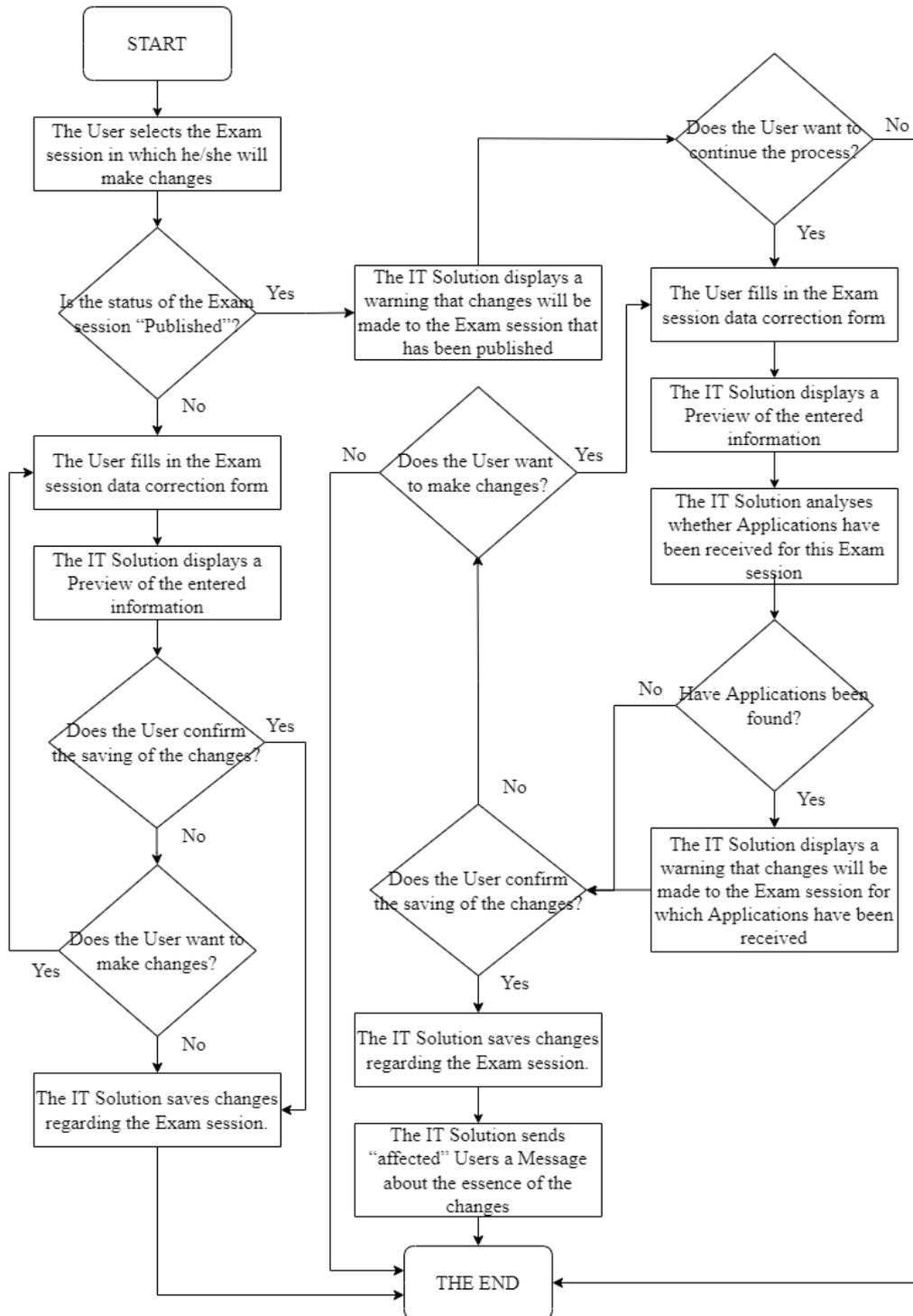
The exam session is in “Draft” or “Published” status.

Possible results:

- Positive result
Changes to the Exam session have been saved and published.
- Negative result
The process has been aborted/not completed or the changes have not been approved.

Related processes:

- TA 02.02-01: Applying for the exam session



v_13_a / v_33_a / v_45_a / v_52_a

TA 02.02-03: Cancellation of the exam session

Process identifier	TA 02.02-03
Process	Cancellation of the exam session
Service	Cancellation of the exam session

Description:

The process ensures cancellation of the exam session, identification of affected Users and their information on changes.

Process participants:

User (CAA), User

Preconditions for the execution of the process:

The User is granted the right to make changes in the status of Exam sessions in the IT Solution;

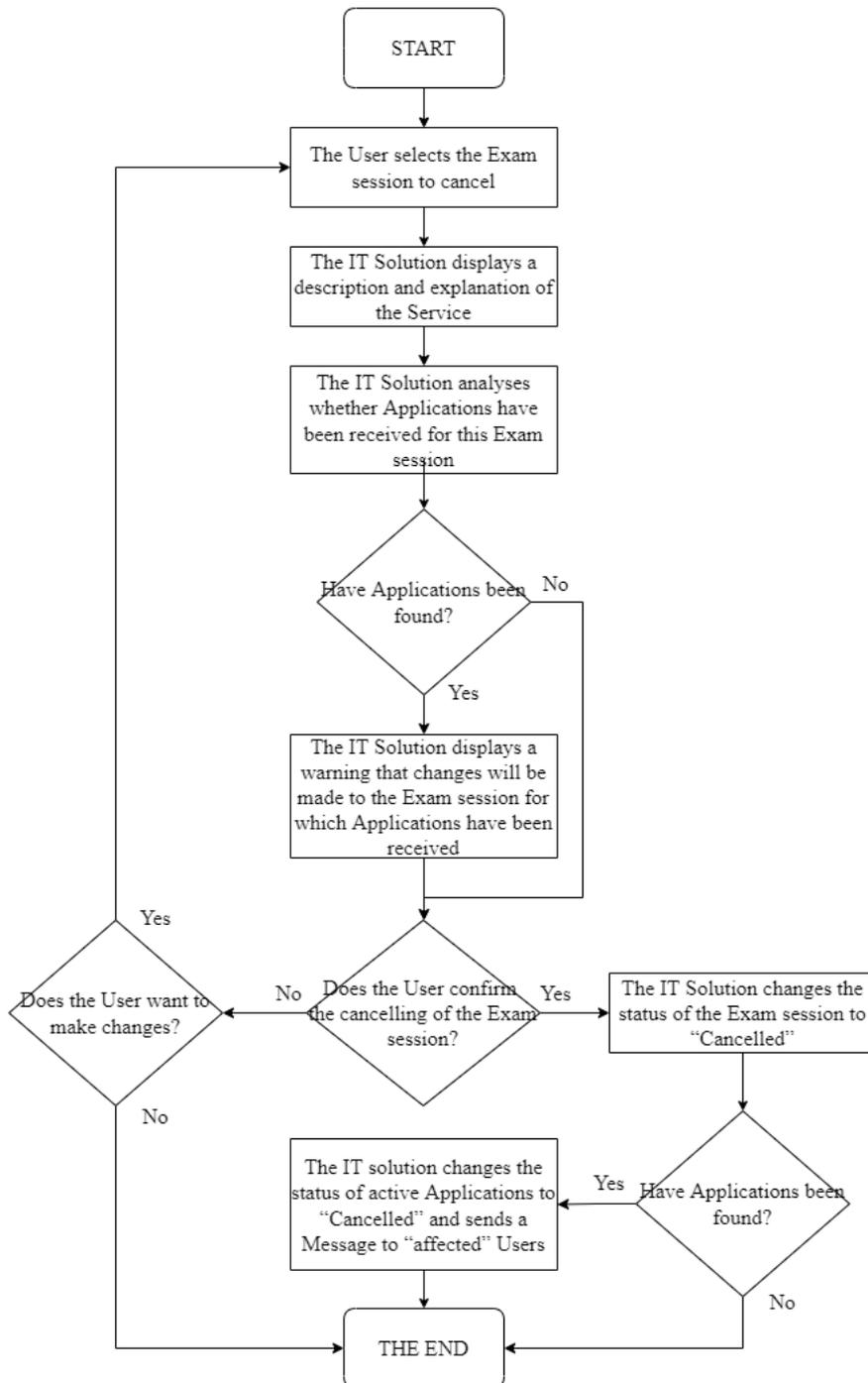
The exam session is in “Published” status.

Possible results:

- Positive result
The status of the exam session is changed to “Cancelled”.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 02.02-01: Applying for the exam session



Applications for the exam session

Applications for the exam session are records of Student applications for participation in the Exam session – in other words, it is a registration for the exam.

Table 10.14

Statuses of the application for the exam session in the IT Solution

Status name	Description
Submitted	The application has been submitted and is awaiting approval from the Exam session organizer.
Awaiting payment	The application has been processed (is awaiting payment) if there is a pre-payment condition for a specific Exam session.
Withdrawn	The student has withdrawn the registration for the Exam session.
Rejected	The application has been rejected by the organizer of the Exam session.
Approved	The student's registration for the Exam session has been approved.

TA 02.02-11: User registration for the Exam session and application management

Process identifier	TA 02.02-11
Process	User registration for the Exam session and application management
Service	User registration for the Exam session and application management

Description:

In the process “TA 02.02-11: User registration for the Exam session and application management”, an authenticated user applies for an examination session in the IT Solution.

The process consists of 2 sub-processes:

- TA 02.02-11-A: Application for the Exam session
- TA 02.02-11-B: Management of application for the Exam session

Process participants:

User

Preconditions for the execution of the process:

Authenticated user;

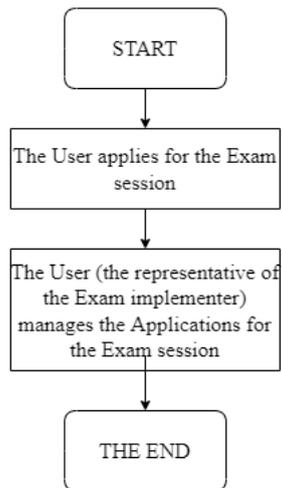
The examination session that is not concluded is available in the IT Solution.

Possible results:

- Positive result
The record of the application in the Exam session has been created, the Notification is sent to the CAA-recognized entity and the User.
- Negative result
The process has not completed or has been aborted. The record is not created.

Related processes:

- TA 02.02-01: Applying for the exam session



TA 02.02-11-A: Application for the Exam session

Process identifier	TA 02.02-11-A
Process	Application for the exam session
Service	User registration for the Exam session and application management

Description:

The sub-process “TA 02.02-11-A: Application for the Exam session” is the first part of the process “TA 02.02-11: User registration for the Exam session and application management”.

Within the sub-process, the User fills in the proposed form and confirms the submission of data – creates an application for participation in the examination session.

Process participants:

User

Preconditions for the execution of the process:

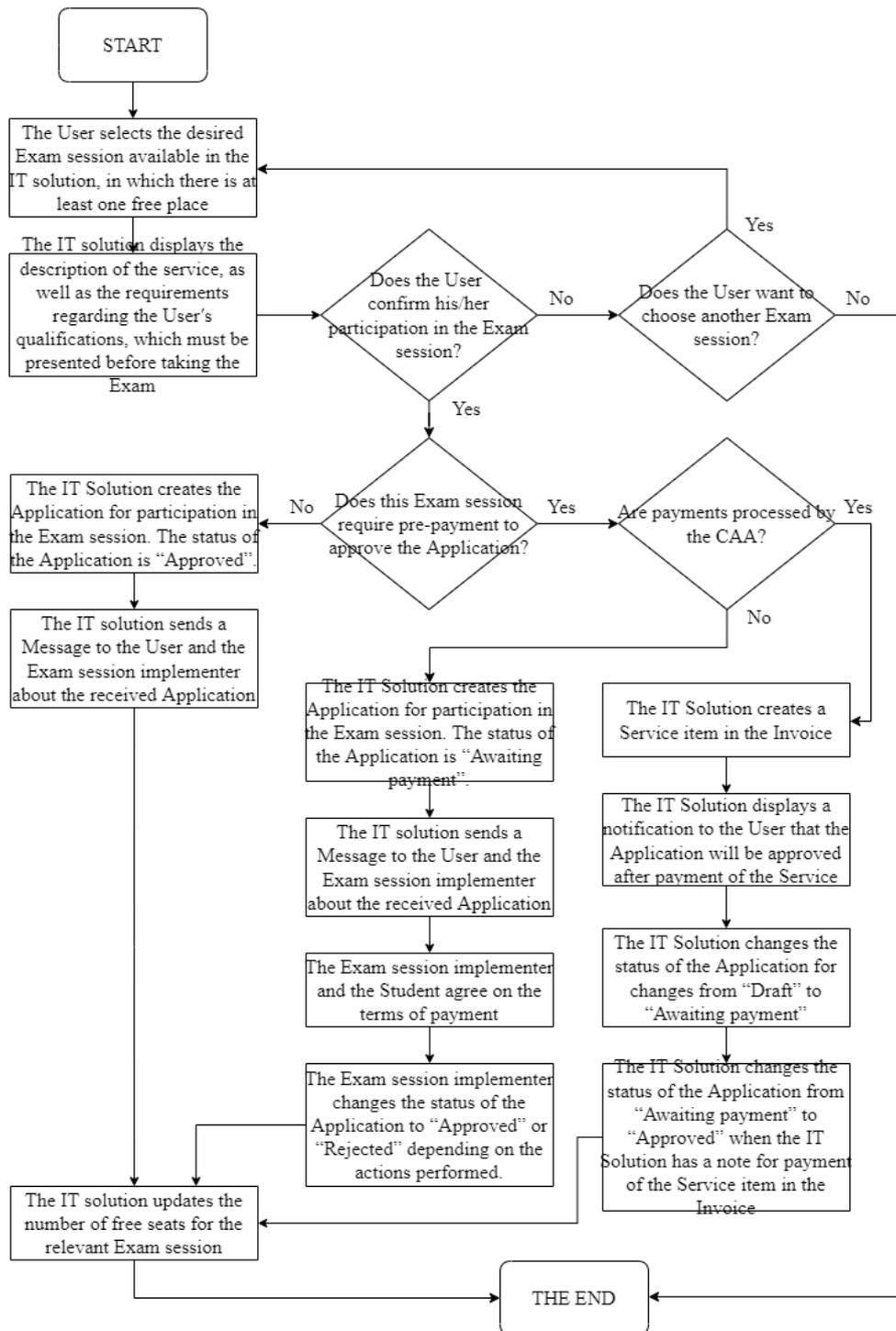
The IT Solution has at least one Exam session with at least one free place.

Possible results:

- Positive result
A record of the application for participation in the exam is created in the IT Solution.
- Negative result
The process has been aborted/cancelled.
Sub-process “TA 02.02-11-B: Management of application for the Exam session” is not started.

Related processes:

- TA 02.02-11-B: Management of application for the Exam session



v_13_a/v_33_a/v_45_a/v_52_a

TA 02.02-11-B: Management of application for the Exam session

Process identifier	TA 02.02-11-B
Process	Management of application for the Exam session
Service	User registration for the Exam session and application management

Description:

The sub-process “TA 02.02-11-B: Management of application for the Exam session” is the second part of the process “TA 02.02-11: User registration for the Exam session and application management”.

As part of the sub-process, the Representative of the CAA-recognized entity, if necessary, reviews the Applications and performs the necessary actions before approving the applications.

Process participants:

User

Preconditions for the execution of the process:

Sub-process “TA 02.02-11-A: Application for the Exam session” has completed with a positive result;

The user is granted the right to manage Applications for the Exam session in the IT Solution.

Possible results:

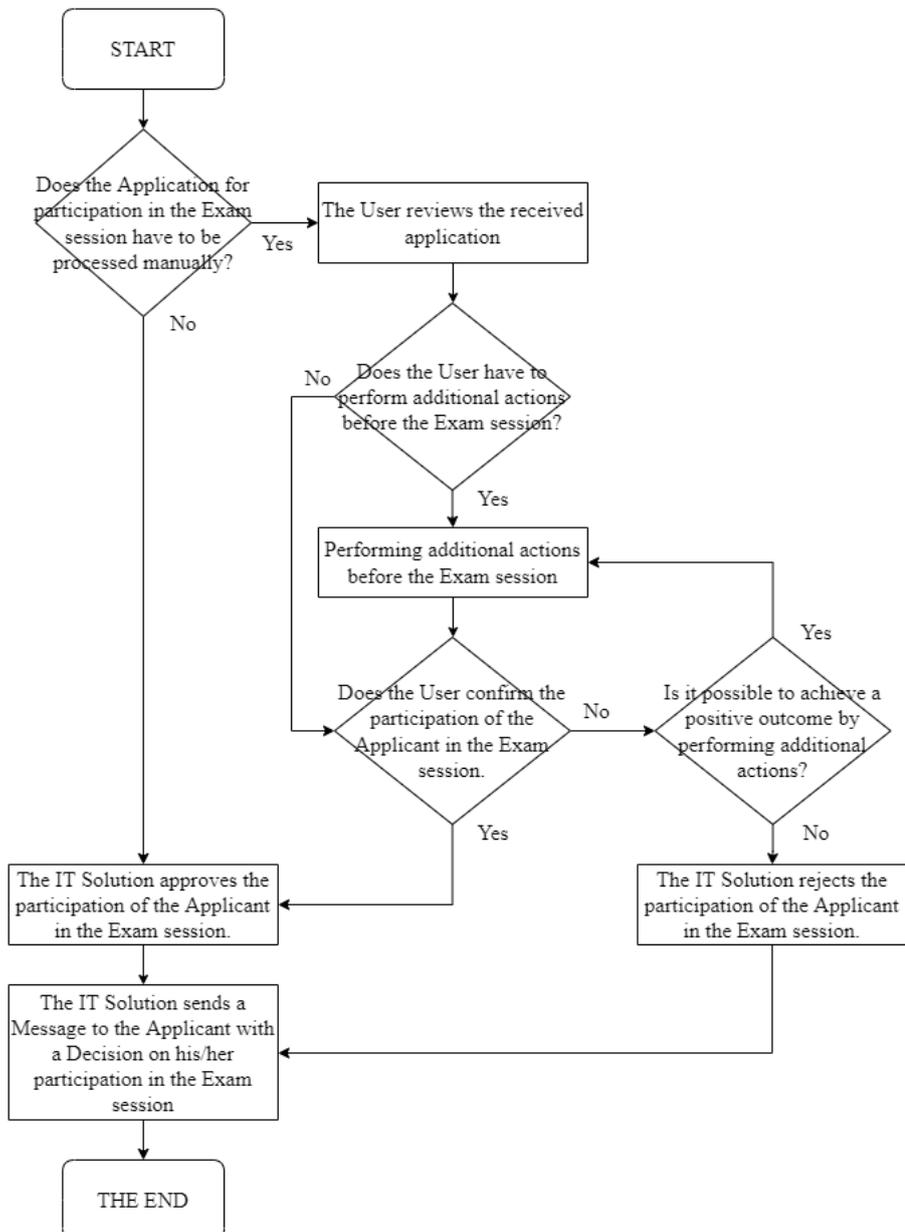
- Positive result
A note is created in the IT Solution about the change in the status of the application.
 - Negative result
The process has been aborted/cancelled.
- Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.*

Related processes:

- TA 02.02-11-A: Application for the Exam session

Management of application for the Exam session

TA 02.02-11-B



TA 02.02-13: Withdrawal of application for participation in the Exam session

Process identifier	TA 02.02-13
Process	Withdrawal of application for participation in the Exam session
Service	Withdrawal of application for participation in the Exam session

Description:

In the process “TA 02.02-13: Withdrawal of application for participation in the Exam session”, the User (Applicant) withdraws his/her application.

Process participants:

User

Preconditions for the execution of the process:

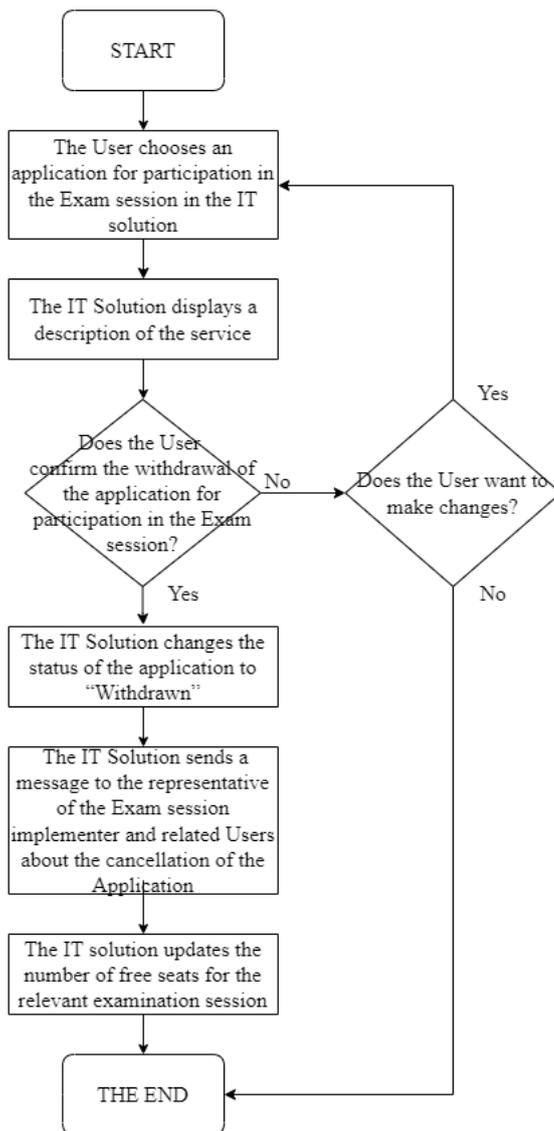
The user has an active application for participation in the examination session.

Possible results:

- Positive result
The user's application for participation in the examination session has been cancelled.
- Negative result
The process has not completed or has been aborted. No changes have been made to the User's application for participation in the examination session.

Related processes:

- TA 02.02-11-A: Application for the Exam session



TA 02.02-21: Applying of users for the Exam session

Process identifier	TA 02.02-21
Process	Applying of users for the Exam session
Service	Applying of users for the Exam session

Description:

In the process “TA 02.02-21: Applying of users for the Exam session”, an authenticated user applies one or more Persons for the Exam session in the IT Solution

Process participants:

User

Preconditions for the execution of the process:

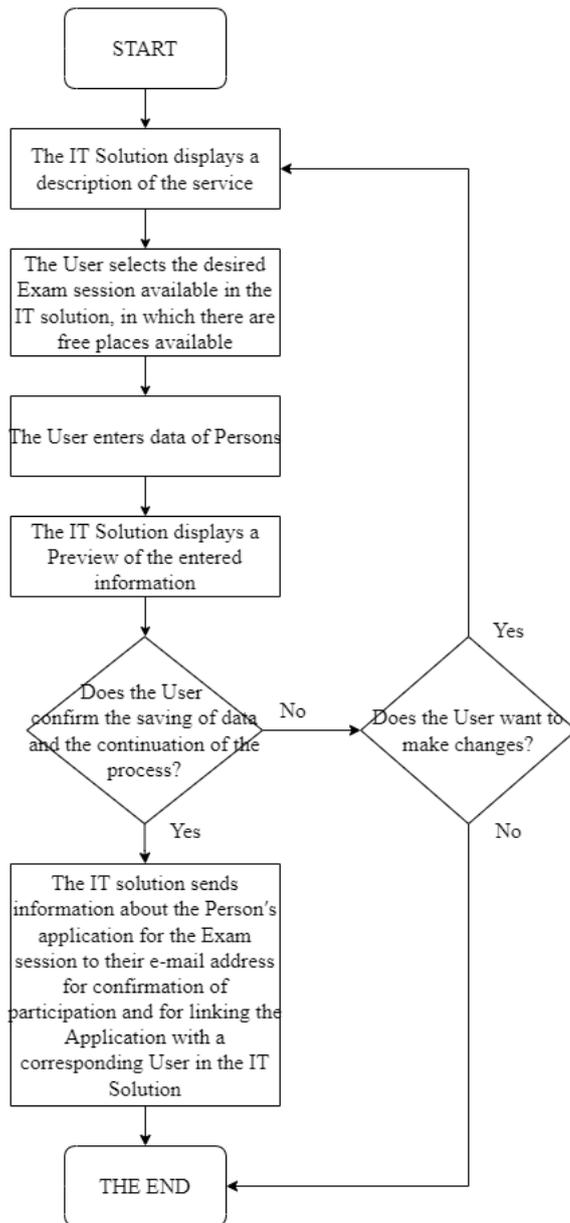
The examination session that is not concluded is available in the IT Solution.

Possible results:

- Positive result
The record of the application in the Exam session has been created, the Notification is sent to the CAA-recognized entity and the User.
- Negative result
The process has not completed or has been aborted. The record is not created.

Related processes:

- TA 02.02-01: Applying for the exam session



Types of exams and their conducting

The process of obtaining the qualification of a remote pilot requires the examination of theoretical knowledge and practical skills, depending on the requirements set out in the regulatory enactments. Exams differ by venue (online or face-to-face), by type (examination of theoretical knowledge or examination of practical skills), by provider (CAA, CAA-recognized entity or UAS operator (in some cases)). This section covers:

- TA 02.02-30: Conducting the exam
- TA 02.02-40: Conducting the theoretical knowledge exam in the e-environment
- TA 02.02-50: Conducting the theoretical knowledge exam online
- TA 02.02-60: Conducting the theoretical knowledge exam face-to-face
- TA 02.02-70: Check of practical skills face-to-face

TA 02.02-30: Conducting the exam

Process identifier	TA 02.02-30
Process	Conducting the exam
Service	Conducting the exam

Description:

The process “TA 02.02-30: Conducting the exam” provides a general description of the procedure of the exam, i.e. the basic activities that are characteristic of it.

Process participants:

User

Preconditions for the execution of the process:

The Exam session that is not concluded is available in the IT Solution.

Possible results:

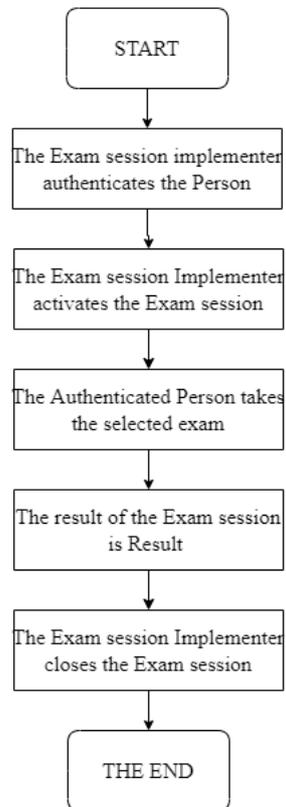
- Positive result
The result of the process is information about the completion of the exam session and the Result obtained in the exam.
- Negative result
The process has been interrupted or is not complete.
Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TA 02.02-01: Applying for the exam session
- TA 02.02-40: Conducting the theoretical knowledge exam in the e-environment
- TA 02.02-50: Conducting the theoretical knowledge exam online
- TA 02.02-60: Conducting the theoretical knowledge exam face-to-face

- TA 02.02-70: Check of practical skills face-to-face

Conducting the exam**TA 02.02-30**



v_33_a / v_45_a

TA 02.02-40: Conducting the theoretical knowledge exam in the e-environment

Process identifier	TA 02.02-40
Process	Conducting the theoretical knowledge exam in the e-environment
Service	Conducting the theoretical knowledge exam in the e-environment

Description:

The process “TA 02.02-40: Conducting the theoretical knowledge exam in the e-environment” describes the progress of the theoretical knowledge exam in the examination e-environment of the IT Solution. This process is used both in the case of online exams and in the face-to-face theoretical knowledge exam (if the examination e-environment of the IT Solution is used).

Process participants:

User

Preconditions for the execution of the process:

This is an auxiliary process in processes “TA 02.02-50: Conducting the theoretical knowledge exam online“, “TA 02.02-60: Conducting the theoretical knowledge exam face-to-face”, if the use of the e-environment corresponds to the settings of the specific examination session.

Possible results:

- Positive result
The User Result of the exam is available in the IT Solution.
- Negative result
The process has been aborted/cancelled.

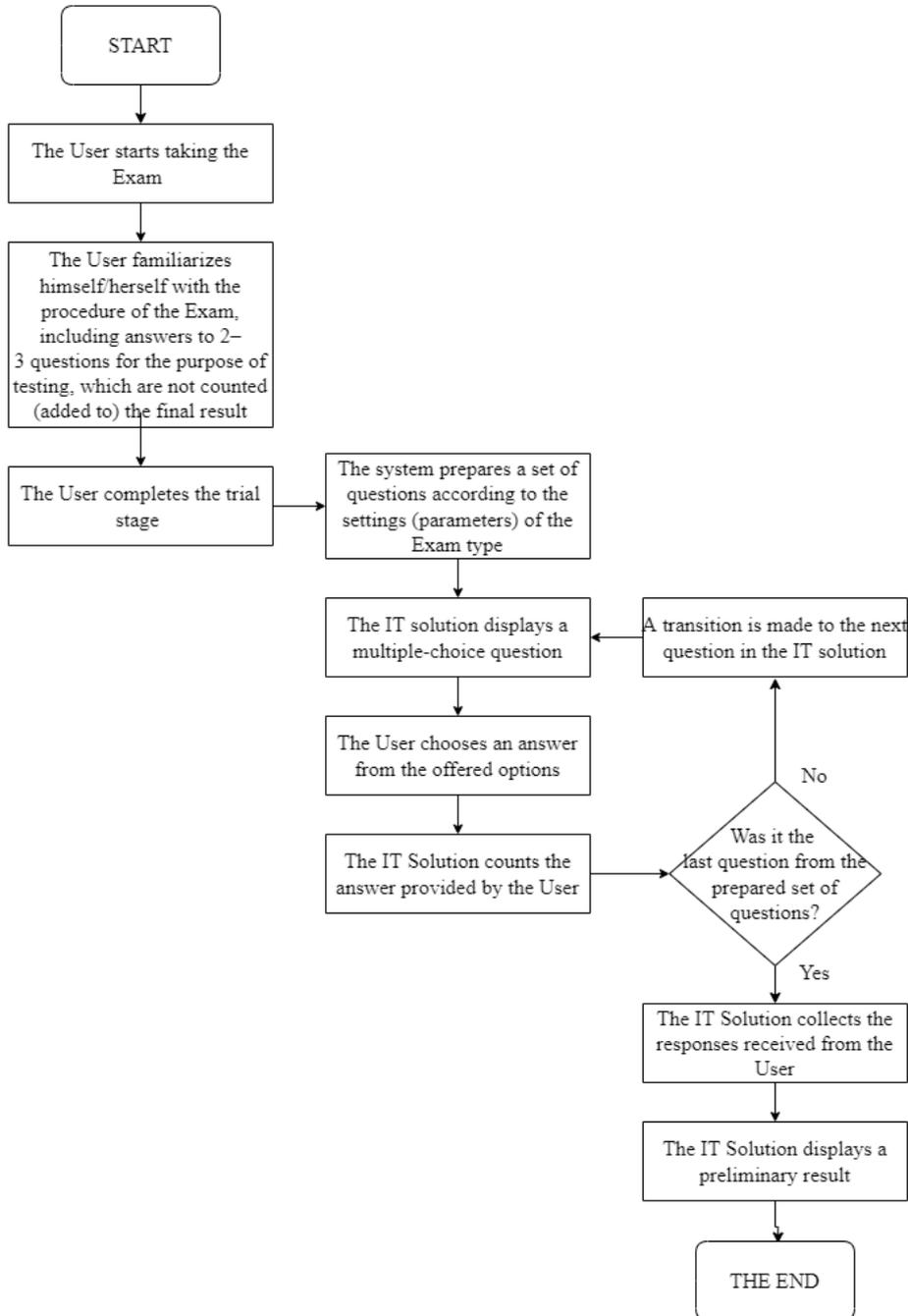
Related processes:

- TA 02.02-01: Applying for the exam session
- TA 02.02-50: Conducting the theoretical knowledge exam online
- TA 02.02-60: Conducting the theoretical knowledge exam face-to-face

- TA 02.03-01: Input of exam results into the IT Solution and creation of the document that certifies qualification

Conducting the theoretical knowledge exam in the e-environment

TA 02.02-40



v_33_a / v_45_a

TA 02.02-50: Conducting the theoretical knowledge exam online

Process identifier	TA 02.02-50
Process	Conducting the theoretical knowledge exam online
Service	Conducting the theoretical knowledge exam online

Description:

The process “TA 02.02-50: Conducting the theoretical knowledge exam online” describes the main activities that are implemented in order to ensure the implementation of the theoretical knowledge exam online.

Process participants:

User

Preconditions for the execution of the process:

The user has the appropriate qualification to take the Exam;

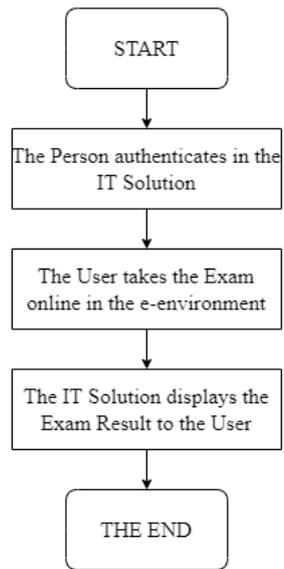
An Exam session for examination of theoretical knowledge online has been created in the IT Solution.

Possible results:

- Positive result
The User Result is available in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 02.02-01: Applying for the exam session
- TA 02.02-40: Conducting the theoretical knowledge exam in the e-environment
- TA 02.03-01: Input of exam results into the IT Solution and creation of the document that certifies qualification



TA 02.02-60: Conducting the theoretical knowledge exam face-to-face

Process identifier	TA 02.02-60
Process	Conducting the theoretical knowledge exam face-to-face
Service	Conducting the theoretical knowledge exam face-to-face

Description:

In the process “TA 02.02-60: Conducting the theoretical knowledge exam face-to-face” the exam is conducted face-to-face.

Process participants:

User, User (CAA)

Preconditions for the execution of the process:

The user has the appropriate qualification to take the Exam;

The user has an active application for participation in this Examination session;

A face-to-face theoretical knowledge Exam session has been created in the IT Solution.

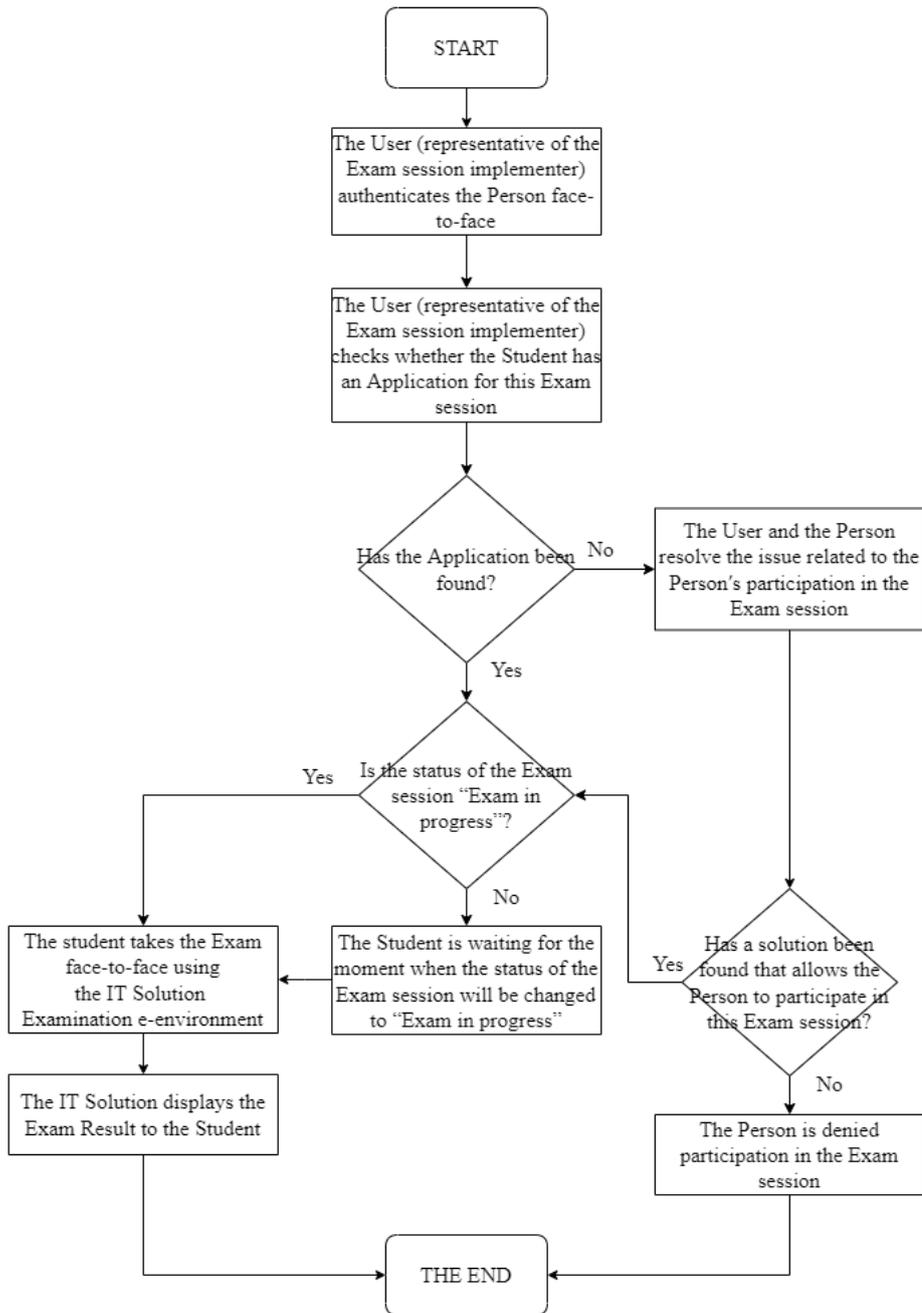
Possible results:

- Positive result
The exam is concluded and the User Result is available.
- Negative result
The process has not been started and has not been completed by the specified deadline.

Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TA 02.02-01: Applying for the exam session
- TA 02.02-11: User registration for the Exam session and application management
- TA 02.02-21: Applying of users for the Exam session
- TA 02.02-40: Conducting the theoretical knowledge exam in the e-environment



TA 02.02-70: Check of practical skills face-to-face

Process identifier	TA 02.02-70
Process	Check of practical skills face-to-face
Service	Check of practical skills face-to-face

Description:

In the process “TA 02.02-70: Check of practical skills face-to-face” the exam is conducted face-to-face. This Process is similar to the Process “TA 02.02-70: Check of practical skills face-to-face” – the difference is in the Exam environment itself – the practical skills are checked outside the premises and the remote pilot's skills to pilot and control the unmanned aircraft are checked, while the theoretical knowledge exam involves answering prepared questions.

Process participants:

User

Preconditions for the execution of the process:

The user has the appropriate qualification to take the Exam;

The user has an active application for participation in this Examination session;

A face-to-face Exam session for examination of practical skills has been created in the IT Solution.

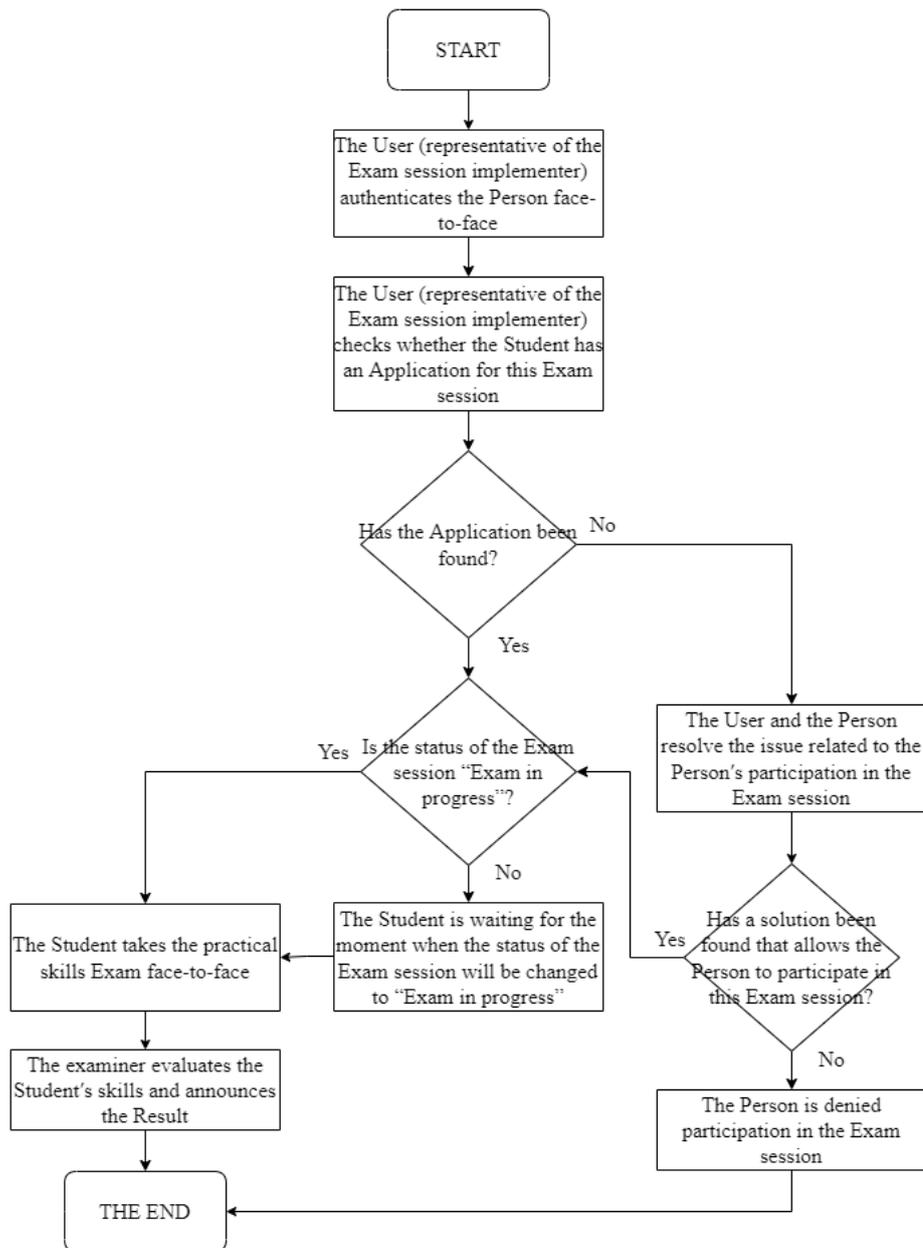
Possible results:

- Positive result
The exam session is concluded and the Result is obtained for further processing.
- Negative result
The process has not been started and has not been completed by the specified deadline.

Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TA 02.02-01: Applying for the exam session
- TA 02.02-11: User registration for the Exam session and application management
- TA 02.02-21: Applying of users for the Exam session



Sub-module TA 02.03: Qualification documents management solution*Table 10.15***Processing of exam results**

Stage	Description
Exam result	It is the evaluation that the Student gets as a result of the Exam.
Approval of the result	The stage during which the IT Solution processes the received Result and, depending on the settings, implements the relevant actions, i.e. forwards information between processes. At this stage, the confirmation of Results is carried out, which further serves as the basis for the creation of the document that certifies qualification.
Creation of the document that certifies qualification	The final stage, when the qualification is awarded to the Student and a document certifying the qualification is created.

Input of results and assignment of qualification

TA 02.03-01: Input of exam results into the IT Solution and creation of the document that certifies qualification

Process identifier	TA 02.03-01
Process	Input of exam results into the IT Solution and creation of the document that certifies qualification
Service	Input of exam results into the IT Solution and creation of the document that certifies qualification

Description:

“TA 02.03-01: Input of exam results into the IT Solution and creation of the document that certifies qualification” is the next step in the Qualification obtaining process. This process describes the general operations. At this stage, the Results obtained in the Exam are processed and the qualification is awarded, as well as the document that certifies qualification is created.

The process consists of 2 sub-processes:

TA 02.03-01-A: Input of results into the IT Solution and processing

TA 02.03-01-B: Creation of the document that certifies qualification

Process participants:

User

Preconditions for the execution of the process:

The user gets the Result in the Exam.

Possible results:

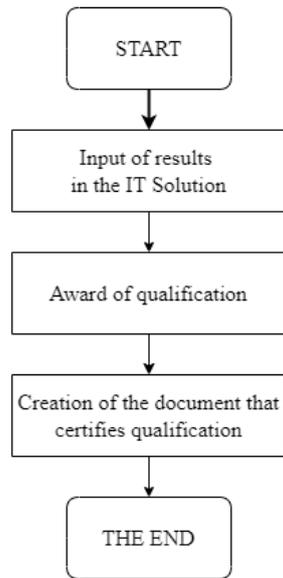
- Positive result
The process ends with the processing of the Result (if the obtained Result is not sufficient for the award of the qualification, or the Result is not approved) or the award of the qualification and the creation of a document certifying the qualification.

- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 02.03-01-A: Input of results into the IT Solution and processing
- TA 02.03-01-B: Creation of the document that certifies qualification

Input of exam results into the IT Solution and creation of the document that certifies qualification TA 02.03-01



TA 02.03-01-A: Input of results into the IT Solution and processing

Process identifier	TA 02.03-01-A
Process	Input of results into the IT Solution and processing
Service	Input of exam results into the IT Solution and creation of the document that certifies qualification

Description:

Process “TA 02.03-01-A: Input of results into the IT Solution and processing” is the first part of the process “TA 02.03-01: Input of exam results into the IT Solution and creation of the document that certifies qualification”. In this process, the IT Solution obtains information about the Results obtained in the Exam session, as well as processes them according to the settings.

Process participants:

User, User (CAA)

Preconditions for the execution of the process:

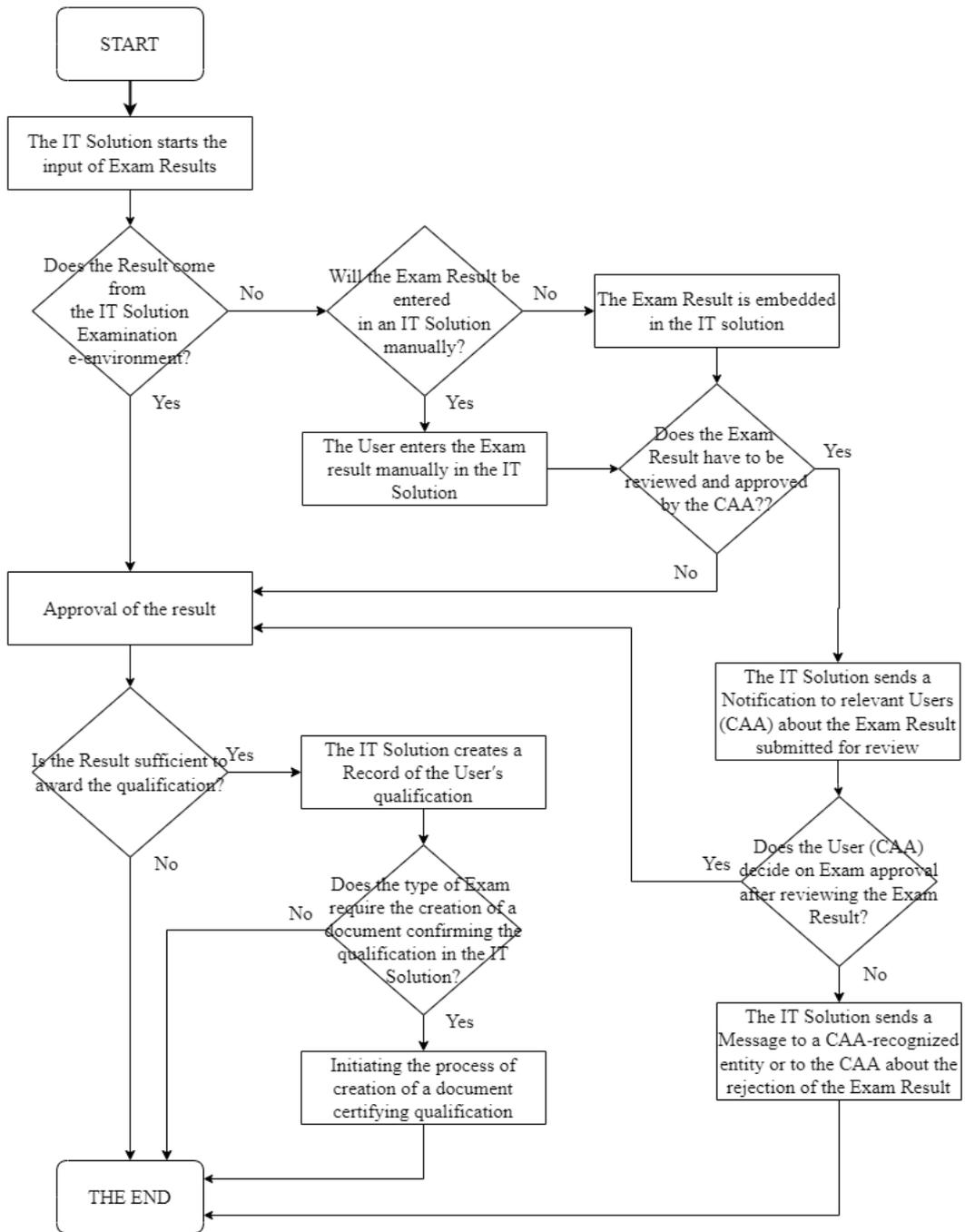
The IT Solution receives the Result from the Exam session.

Possible results:

- Positive result
The received Result has been processed in the IT Solution (information is available on whether or not the Qualification has been awarded).
- Negative result
The process has been aborted/cancelled.
Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TA 02.02-30: Conducting the exam



TA 02.03-01-B: Creation of the document that certifies qualification

Process identifier	TA 02.03-01-B
Process	Creation of the document that certifies qualification
Service	Input of exam results into the IT Solution and creation of the document that certifies qualification

Description:

This sub-process is the second part of the process “TA 02.03-01-B: Creation of the document that certifies qualification”. The sub-process is initiated by “TA 02.03-01-A: Input of results into the IT Solution and processing” in cases when the Result presented by the Student in the Exam is sufficient for granting the qualification and creating the relevant document. If the creation of a document that certifies qualification is a paid service, then payment for the service must be made before the qualification is granted, unless post-paid settlements are available for a specific Client.

Process participants:

User, User (CAA)

Preconditions for the execution of the process:

The result of the process “TA 02.03-01-A: Input of results into the IT Solution and processing” is positive and is sufficient for granting the qualification.

Possible results:

- Positive result
A record of the Person's qualification has been created in the IT Solution, and a document certifying the qualification is available.
- Negative result
The process has been aborted/cancelled.

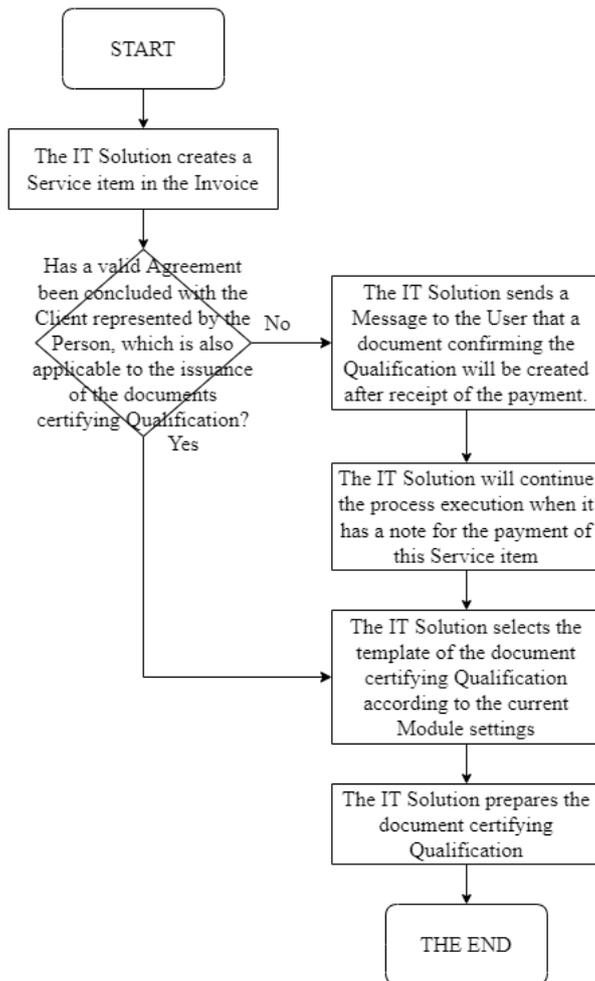
Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TA 02.03-01-A: Input of results into the IT Solution and processing
- TA 10.02-01: Payments
- TA 12.01-05: Templates application configuration

Creation of the document that certifies qualification

TA 02.03-01-B



Qualification documents management

TA 02.03-11: Input of qualification documents issued in other countries into the IT Solution

Process identifier	TA 02.03-11
Process	Input of qualification documents issued in other countries into the IT Solution
Service	Input of qualification documents issued in other countries into the IT Solution

Description:

In this process, the User declares the remote pilot qualification obtained in other countries (only in the EU Member State or the EEA) by entering data on the document certifying it in the IT Solution. A note is added to the remote pilot qualification declared in the process “TA 02.03-11: Input of qualification documents issued in other countries into the IT Solution” in the IT Solution that this information was entered (claimed) by the remote pilot, so there are limited opportunities to verify the correctness of the data.

Process participants:

User

Preconditions for the execution of the process:

The user has been registered as a Remote pilot in the IT Solution (TA 01.04-01: Initial registration of remote pilots).

Possible results:

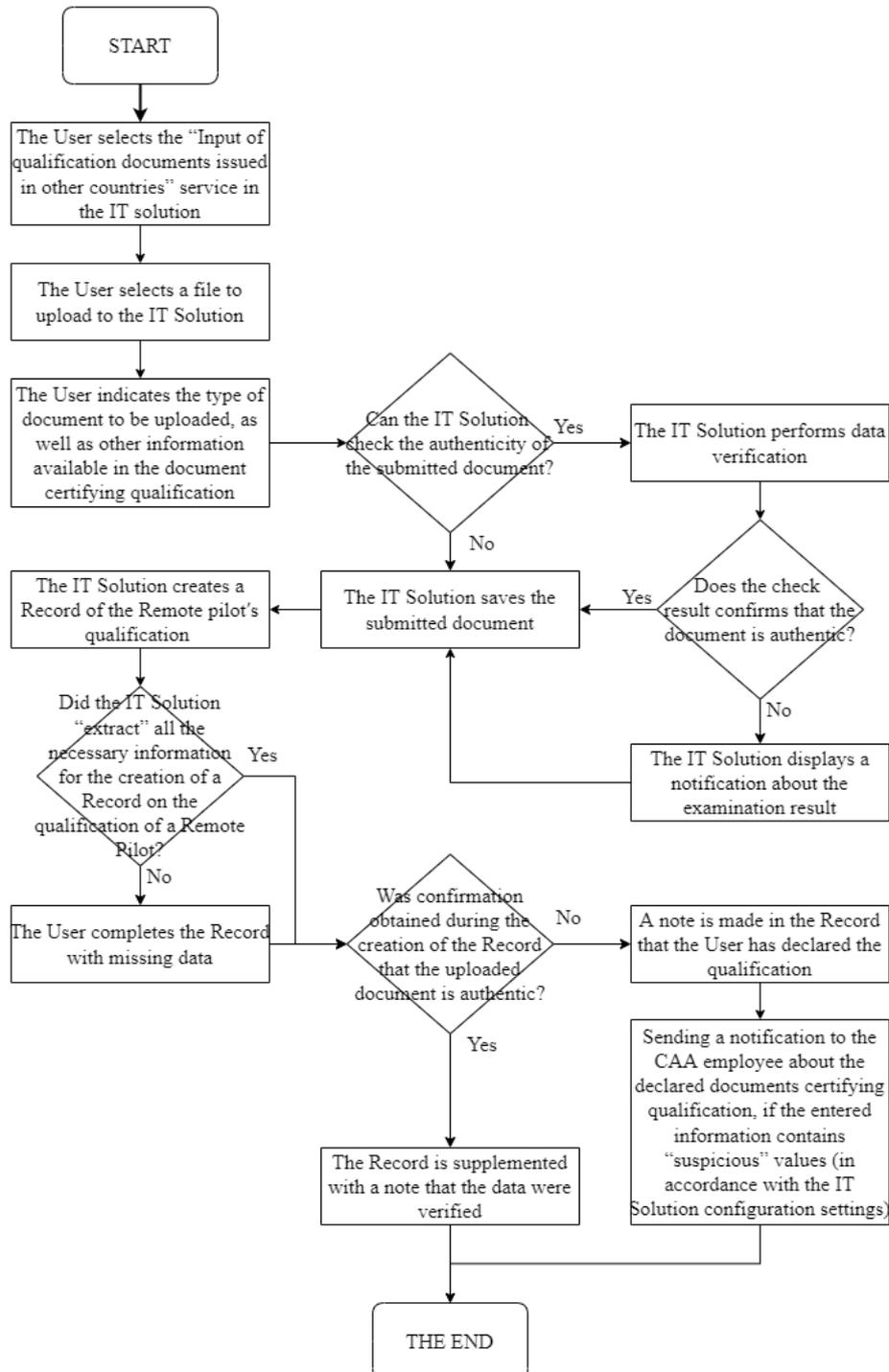
- Positive result
In the IT Solution, a record is created of the declared qualification of the Remote pilot, which was obtained in another EU Member State or the EEA.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 01.04-01: Initial registration of remote pilots

Input of qualification documents issued in other countries into the IT Solution

TA 02.03-11



v_33_a / v_45_a

TA 02.03-14: Management of documents that certify qualification

Process identifier	TA 02.03-14
Process	Management of documents that certify qualification
Service	Management of documents that certify qualification

Description:

This process describes the general actions that an IT Solution User (CAA) can perform with the documents that certify Qualification and related Records. Possible actions are:

- Suspension – suspension (restriction, withdrawal) of records on the Person's qualifications for a certain period of time;
- Renewal – removal of restrictions from the Record status;
- Cancellation – cancellation of the record of the Person's qualification.

Process participants:

User (CAA)

Preconditions for the execution of the process:

The User (CAA) has the right to perform actions in the IT Solution with the statuses of documents that certify Qualification;

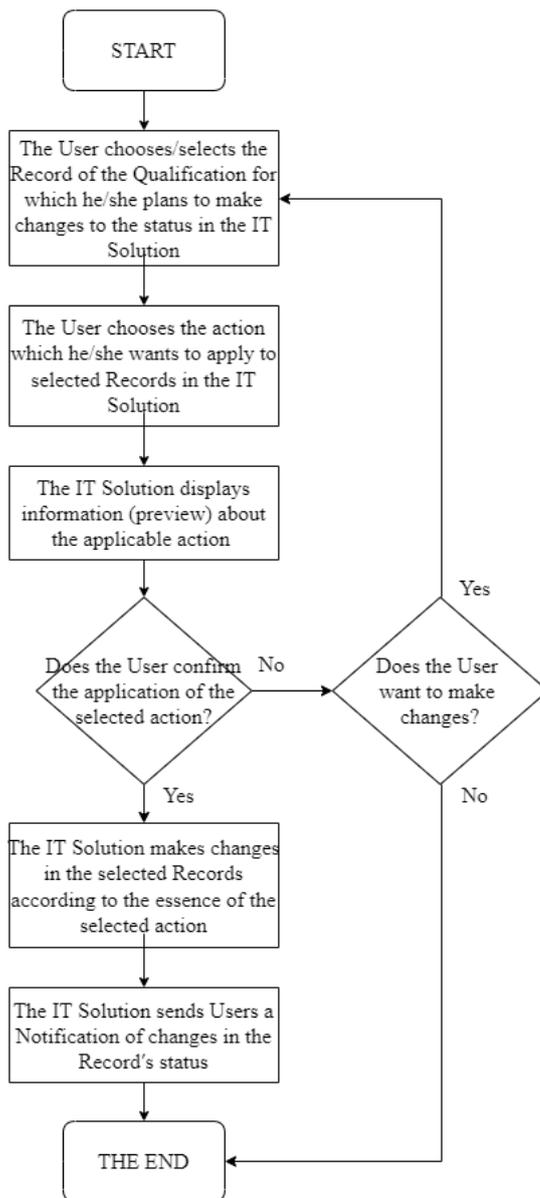
At least one record about the Person's qualification is available in the IT Solution.

Possible results:

- Positive result
In the IT Solution, the selected action has been performed with a record of the Person's qualification and the relevant document certifying the Qualification.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 02.02-50: Conducting the theoretical knowledge exam online
- TA 02.02-60: Conducting the theoretical knowledge exam face-to-face
- TA 02.02-70: Check of practical skills face-to-face
- TC 01.01-01: Application for UAS operation and its coordination



Sub-module TA 02.04: Module configuration and auxiliary processes

Sub-module TA 02.04: Module configuration and auxiliary processes implements processes related to the preparation of additional information to ensure the operation of module A2.

TA 02.04-01: Creation of the question category of the bank of questions

Process identifier	TA 02.04-01
Process	Creation of the question category of the bank of questions
Service	Creation of the question category of the bank of questions

Description:

Process “TA 02.04-01: Creation of the question category of the bank of questions” describes the actions that shall be performed when creating a new category of Questions in the Examination e-environment in the IT Solution.

Process participants:

User (CAA)

Preconditions for the execution of the process:

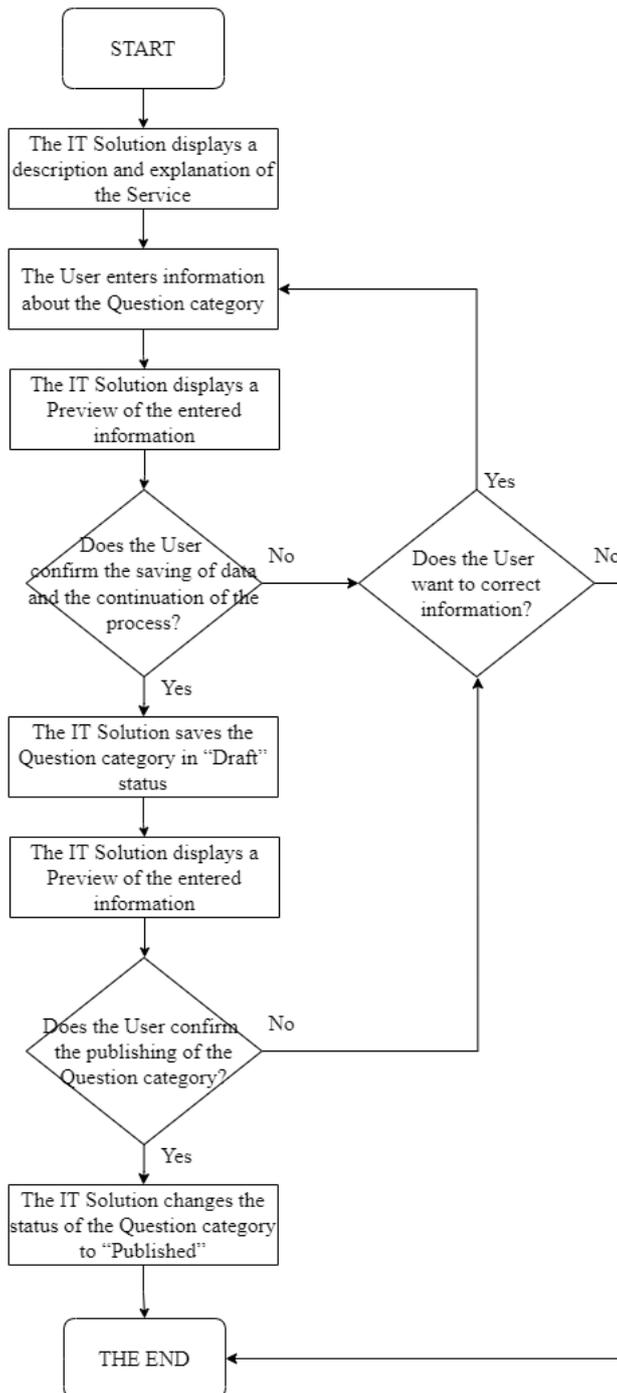
Not detected.

Possible results:

- Positive result
A new category of Questions has been created in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- Not detected.



TA 02.04-11: Adding questions

Process identifier	TA 02.04-11
Process	Adding questions
Service	Adding questions

Description:

In the process “TA 02.04-11: Adding questions” actions are implemented, as a result of which the IT Solution Examination e-environment is supplemented with a new question, which is used in theoretical knowledge exams.

Process participants:

User, User (CAA)

Preconditions for the execution of the process:

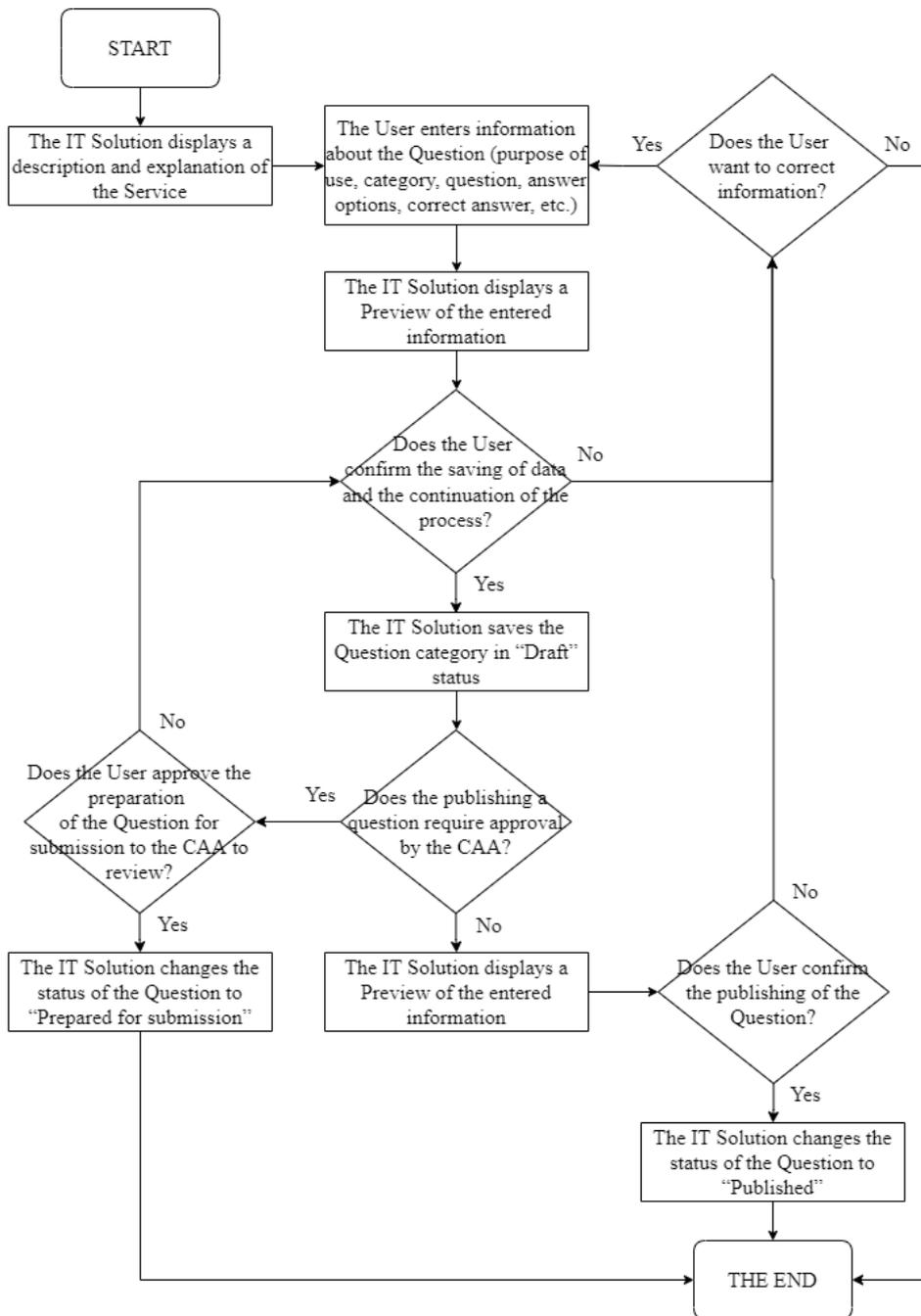
The process can be initiated by a User who has the right to add questions to the question bank or by a User who has the right to submit question proposals.

Possible results:

- Positive result
An Exam question is created in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 02.04-01: Creation of the question category of the bank of questions



TA 02.04-21: Creation and configuration of an exam type

Process identifier	TA 02.04-21
Process	Creation and configuration of an exam type
Service	Creation and configuration of an exam type

Description:

In this process, the Record “Type of exam” is created, which is further used in the configuration of e-environment, as well as in the creation of the profile of the CAA-recognized entity. Settings are available in this Record that determine the number of questions, distribution by Question categories, the time provided for taking the exam, the value of the Result at which the Exam is passed, the qualification to be obtained, the requirements regarding the Student's qualification, etc.

Process participants:

User (CAA)

Preconditions for the execution of the process:

The User is granted the right to create a “Type of exam” in the IT Solution.

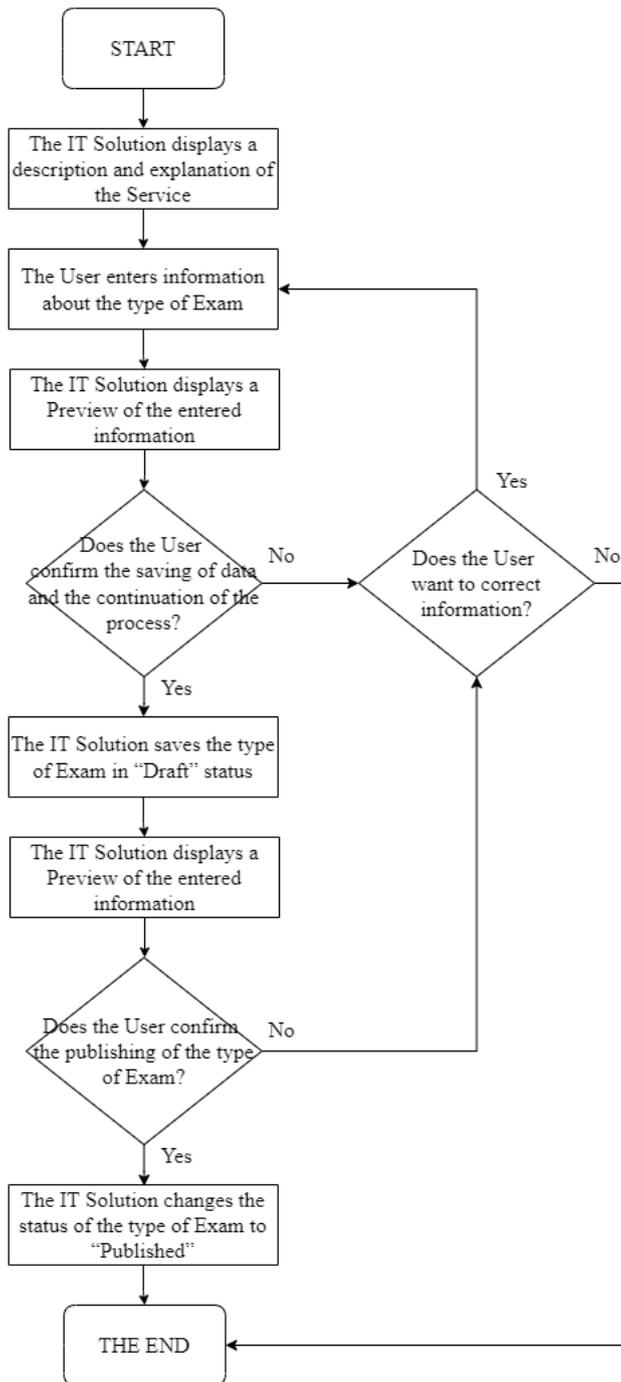
At least one category of Questions (TA 02.04-01: Creation of the question category of the bank of questions) is available in the IT Solution.

Possible results:

- Positive result
A record of the type of exam has been created in the IT Solution.
- Negative result
The process is aborted/not completed.

Related processes:

- TA 01.06-01-C: Creation of the profile of the CAA-recognized entity in the IT Solution
- TA 02.02-01: Applying for the exam session



Module A3: Declarations, permits and certificates for operation in a specific category

Description

“Module A3: Declarations, permits and certificates for operation in a specific category” is intended for receiving relevant applications from IT Solution Users, their processing, Decision making and accounting. From now on, in this document, the following set of documents will be denoted by the term “Permits for operation in the specific category ”: operation permits, approvals of operation declarations, certificates of light UAS operators and other documents resulting from regulatory enactments.

TA 03.00-01: Obtaining a permit for operation in a specific category

Process identifier	TA 03.00-01
Process	Obtaining a permit for operation in a specific category
Service	Obtaining a permit for operation in a specific category

Description

Process “TA 03.00-01: Obtaining a permit for operation in a specific category” describes the general process of how applications are sorted and processed in the IT Solution.

The process consists of 3 sub-processes:

- TA 03.00-01-A: Preparation of a submission for the permit for operation in the specific category and its submission to the CAA for review
- TA 03.00-01-B: Review of the application for the permit for operation in the specific category and decision making
- TA 03.00-01-C: Implementation of the decision on the permit for operation in the specific category

Process participants:

User, User (CAA)

Preconditions for the execution of the process:

The user is a UAS operator or has the right to act on behalf of a UAS operator.

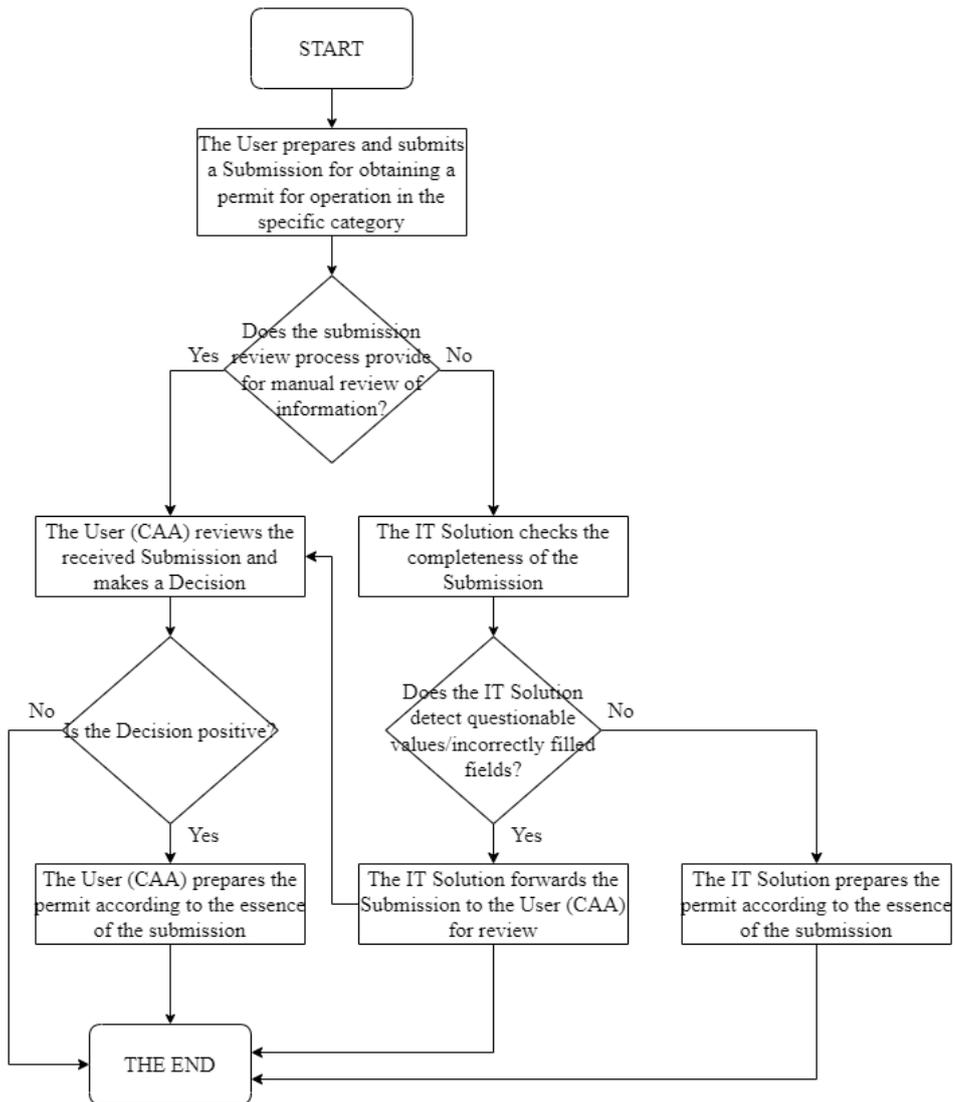
Possible results:

- Positive result
The submission has been processed and the Decision is available in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TA 01.01-01: Registration of UAS operators
- TA 01.01-11: Creation of a UAS operator profile if the UAS operator is registered in another EU Member State or the EEA
- TA 00.01-21: Representation of another User



TA 03.00-01-A: Preparation of a submission for the permit for operation in the specific category and its submission to the CAA for review

Process identifier	TA 03.00-01-A
Process	Preparation of a submission for the permit for operation in the specific category and its submission to the CAA for review
Service	Obtaining a permit for operation in a specific category

Description:

The sub-process “TA 03.00-01-A: Preparation of a submission for the permit for operation in the specific category and its submission to the CAA for review” is the first part of the process “TA 03.00-01: Obtaining a permit for operation in a specific category”. In this sub-process, the User selects the desired permit type, fills in the relevant form and submits the Submission for processing in the IT Solution.

Process participants:

User

Preconditions for the execution of the process:

The user is a UAS operator or has the right to act on behalf of a UAS operator.

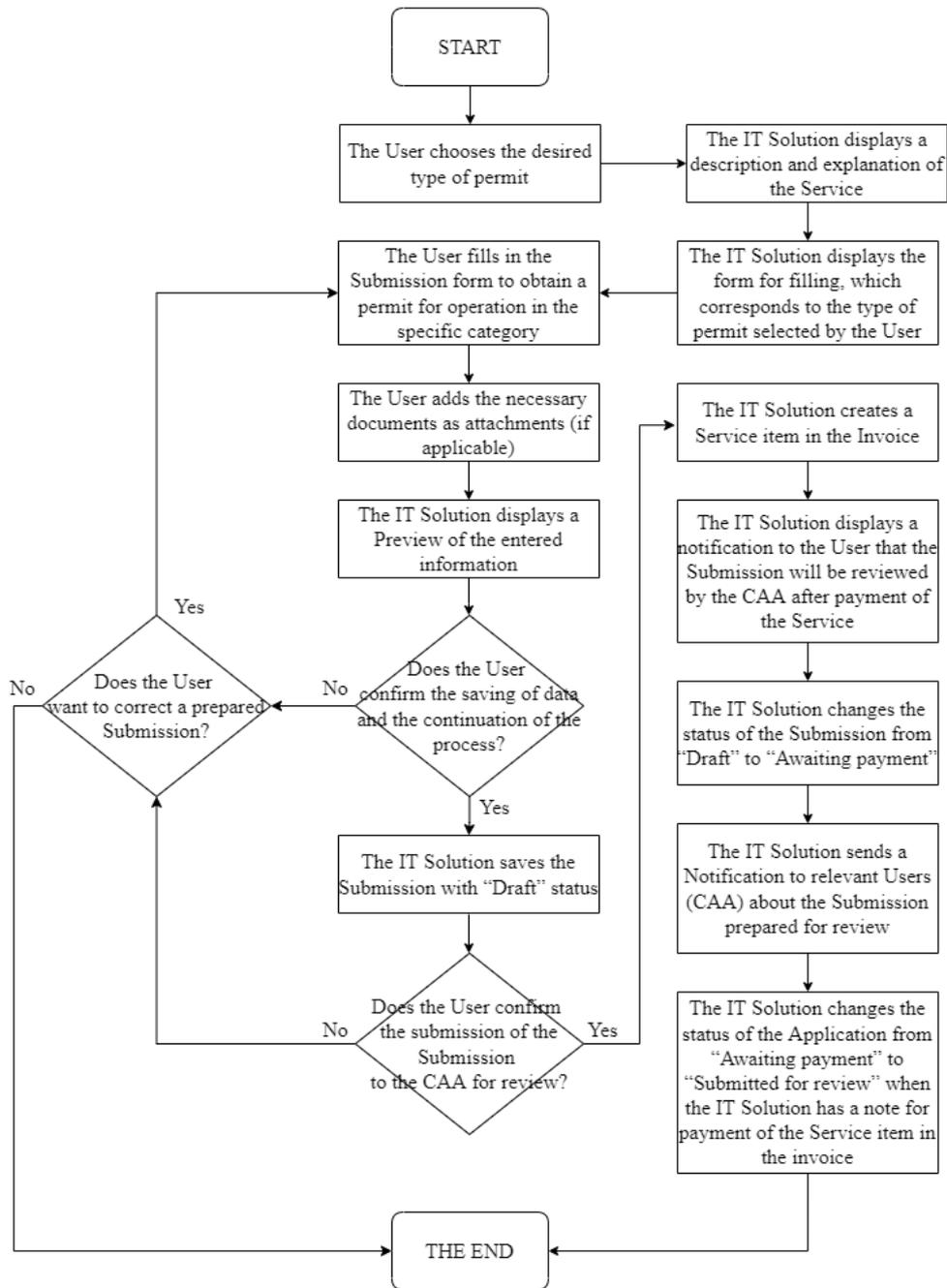
Possible results:

- Positive result
The submission has been submitted for processing in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 03.00-01-B: Review of the application for the permit for operation in the specific category and decision making
- TA 10.02-01: Payments

Preparation of a submission for the permit for operation in the specific category and its submission TA 03.00-01-A to the CAA for review



v_29_a / v_45_a

TA 03.00-01-B: Review of the application for the permit for operation in the specific category and decision making

Process identifier	TA 03.00-01-B
Process	Review of the application for the permit for operation in the specific category and decision making
Service	Obtaining a permit for operation in a specific category

Description:

The sub-process “TA 03.00-01-B: Review of the application for the permit for operation in the specific category and decision making” is the second part of the process “TA 03.00-01: Obtaining a permit for operation in a specific category”.

At this stage, the IT Solution starts processing the received Submission. Depending on the type of Submission, it is processed automatically or forwarded to the User for review (CAA) if non-conforming values are detected. The User (CAA) also examines the other Submissions and makes a Decision on issuing the relevant permit.

Process participants:

User (CAA), User

Preconditions for the execution of the process:

Sub-process “TA 03.00-01-A: Preparation of a submission for the permit for operation in the specific category and its submission to the CAA for review” has been completed with a positive result.

Possible results:

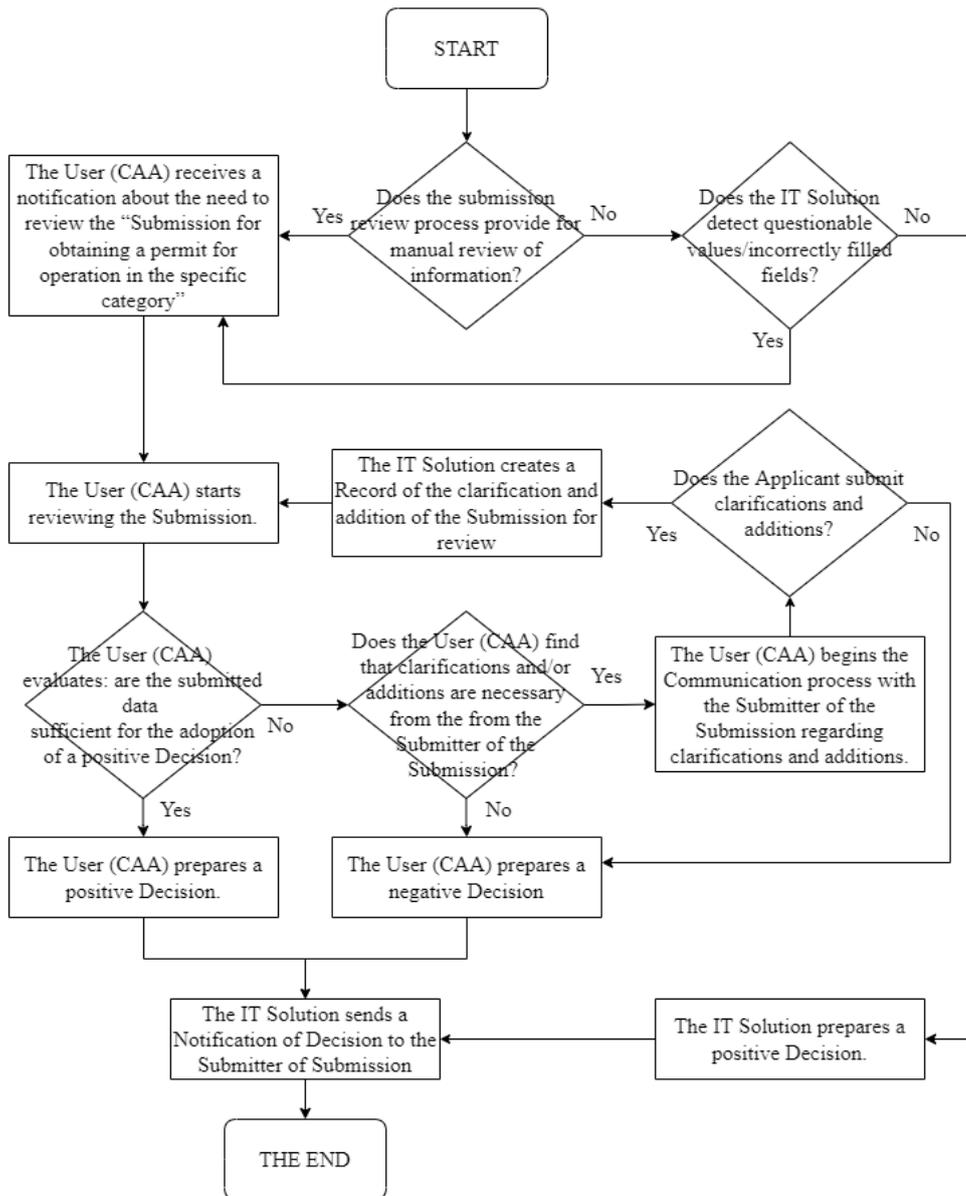
- Positive result
The Decision on Submission is available in the IT Solution. The Decision can be positive or negative.
- Negative result
The process has been aborted/cancelled.

Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TA 03.00-01-A: Preparation of a submission for the permit for operation in the specific category and its submission to the CAA for review
- TA 03.00-01-C: Implementation of the decision on the permit for operation in the specific category
- TA 13.02-01: Preparing and sending the system message
- TA 13.04-01: Processing of notifications

Review of the application for the permit for operation in the specific category and decision making TA 03.00-01-B



v_28_a / v_45_a

TA 03.00-01-C: Implementation of the decision on the permit for operation in the specific category

Process identifier	TA 03.00-01-C
Process	Implementation of the decision on the permit for operation in the specific category
Service	Obtaining a permit for operation in a specific category

Description:

Sub-process “TA 03.00-01-C: Implementation of the decision on the permit for operation in the specific category is the final sub-process of the process “TA 03.00-01: Obtaining a permit for operation in a specific category”, which is initiated by “TA 03.00-01-B: Review of the application for the permit for operation in the specific category and decision making”.

In this sub-process, the preparation of the issued permit for operation in the specific category and the representation of its parameters in the IT Solution are implemented.

Process participants:

User (CAA)

Preconditions for the execution of the process:

Sub-process “TA 03.00-01-B: Review of the application for the permit for operation in the specific category and decision making” has been completed with a positive result.

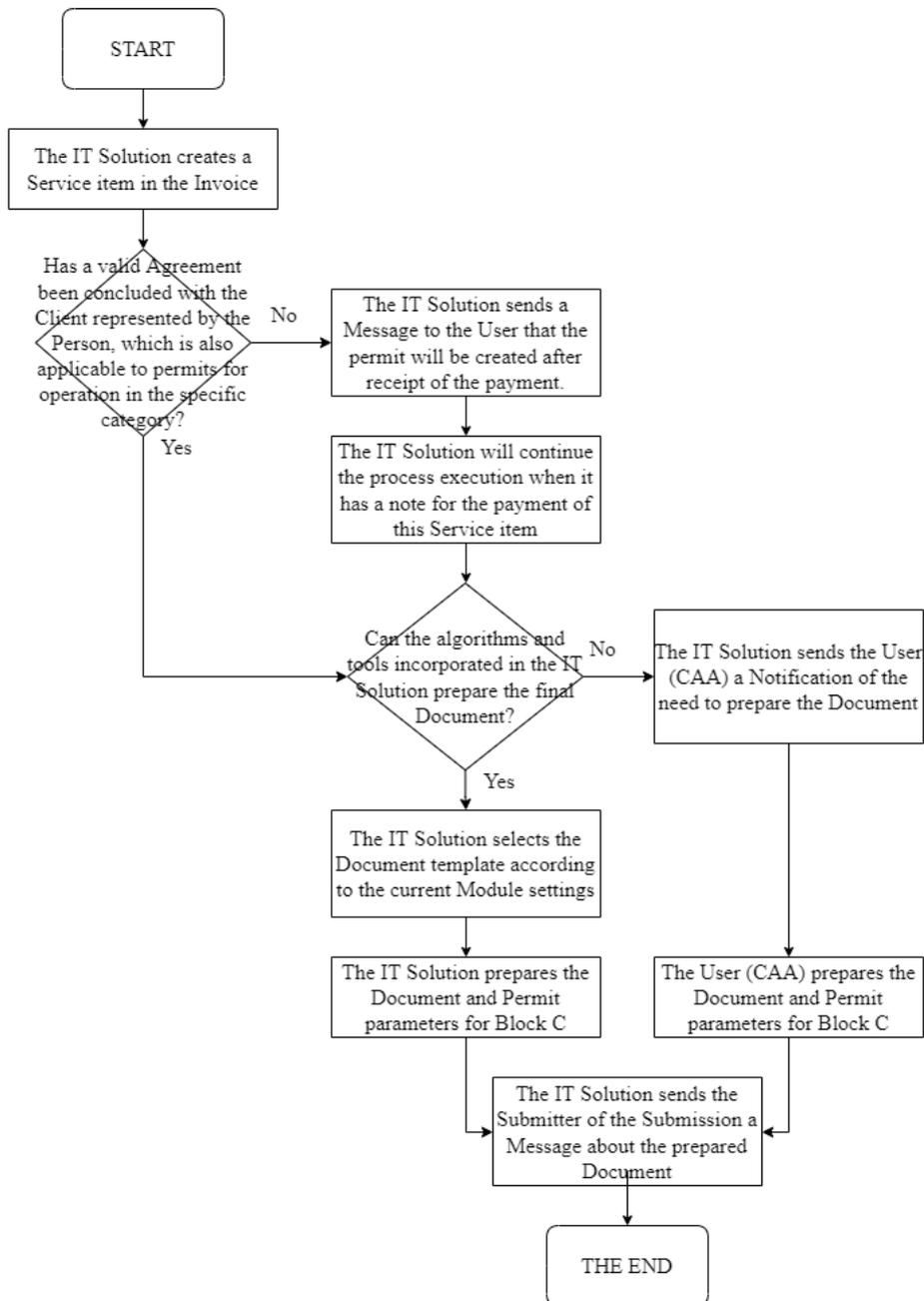
Possible results:

- Positive result
In the IT Solution, there is a permit for the activity in the specific category and its representation in the form of parameters.
- Negative result
The process has been aborted/cancelled.

Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TA 03.00-01-B: Review of the application for the permit for operation in the specific category and decision making
- TA 10.02-01: Payments



TA 03.00-02: Applying for changes to the permit for operation in the specific category

Process identifier	TA 03.00-02
Process	Applying for changes to the permit for operation in the specific category
Service	Applying for changes to the permit for operation in the specific category

Description:

In this process, the UAS operator or its Representative submits for review the applications for changes related to valid permits for operation in the specific category. The process provides for the preparation, submission, review of such applications, decision making and implementation of relevant changes in the data contained in the IT Solution.

The process consists of 3 sub-processes:

- TA 03.00-02-A: Preparation and submission of the application for changes
- TA 03.00-02-B: Review of the application for changes and decision making
- TA 03.00-02-C: Implementation of the decision on the application for changes

Process participants:

User, User (CAA)

Preconditions for the execution of the process:

The user is a UAS operator or a Person who has the right to act on behalf of a UAS operator;

The UAS operator has a valid permit to operate in the specific category.

Possible results:

- Positive result

The application has been processed and the Decision is available in the IT Solution.

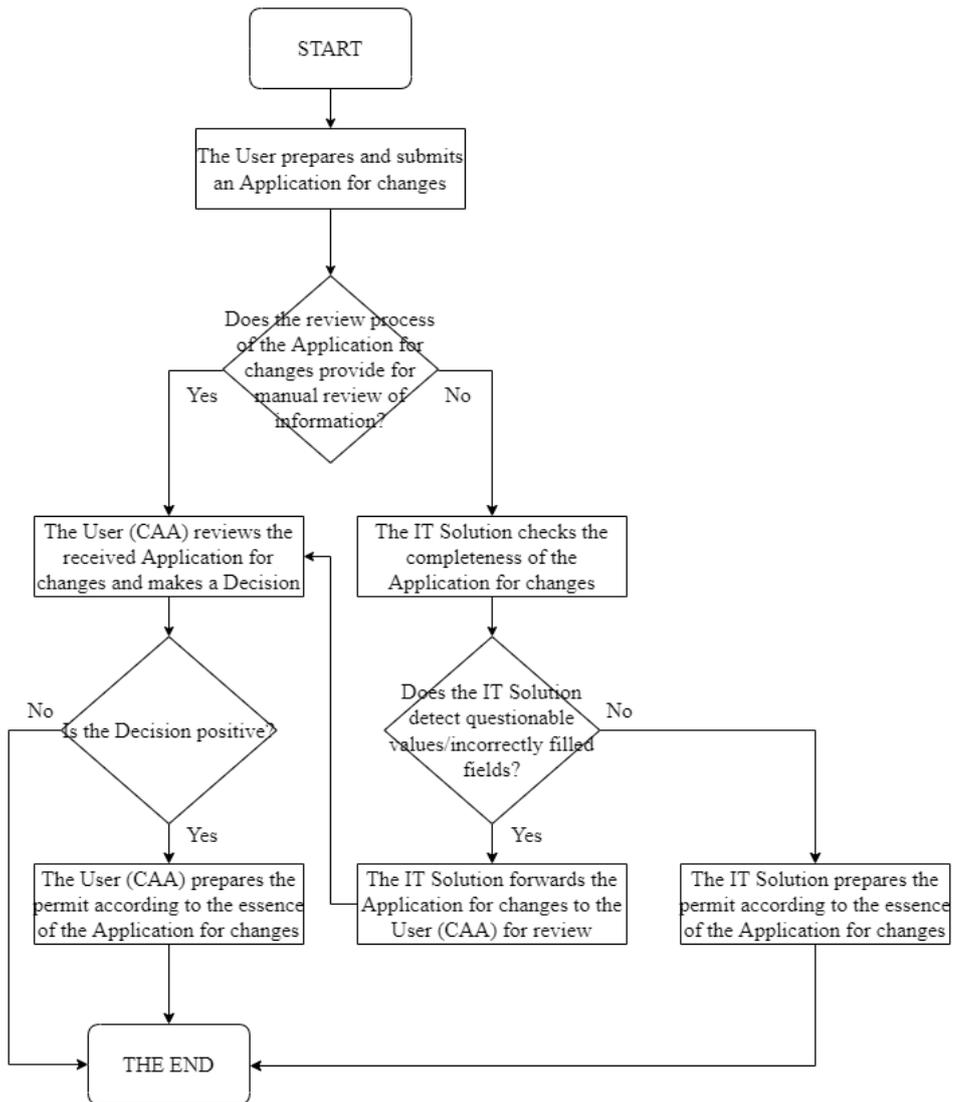
- Negative result

The process has been aborted/cancelled.

Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TA 03.00-01: Obtaining a permit for operation in a specific category
- TA 00.01-21: Representation of another User



TA 03.00-02-A: Preparation and submission of the application for changes

Process identifier	TA 03.00-02-A
Process	Preparation and submission of the application for changes
Service	Applying for changes to the permit for operation in the specific category

Description:

The sub-process “TA 03.00-02-A: Preparation and submission of the application for changes” is the first part of the process “TA 03.00-02: Applying for changes to the permit for operation in the specific category”. The user prepares an application for changes to the permit for operation in the specific category and submits it to the CAA for review.

Process participants:

User

Preconditions for the execution of the process:

The user is a UAS operator or a Person who has the right to act on behalf of a UAS operator;

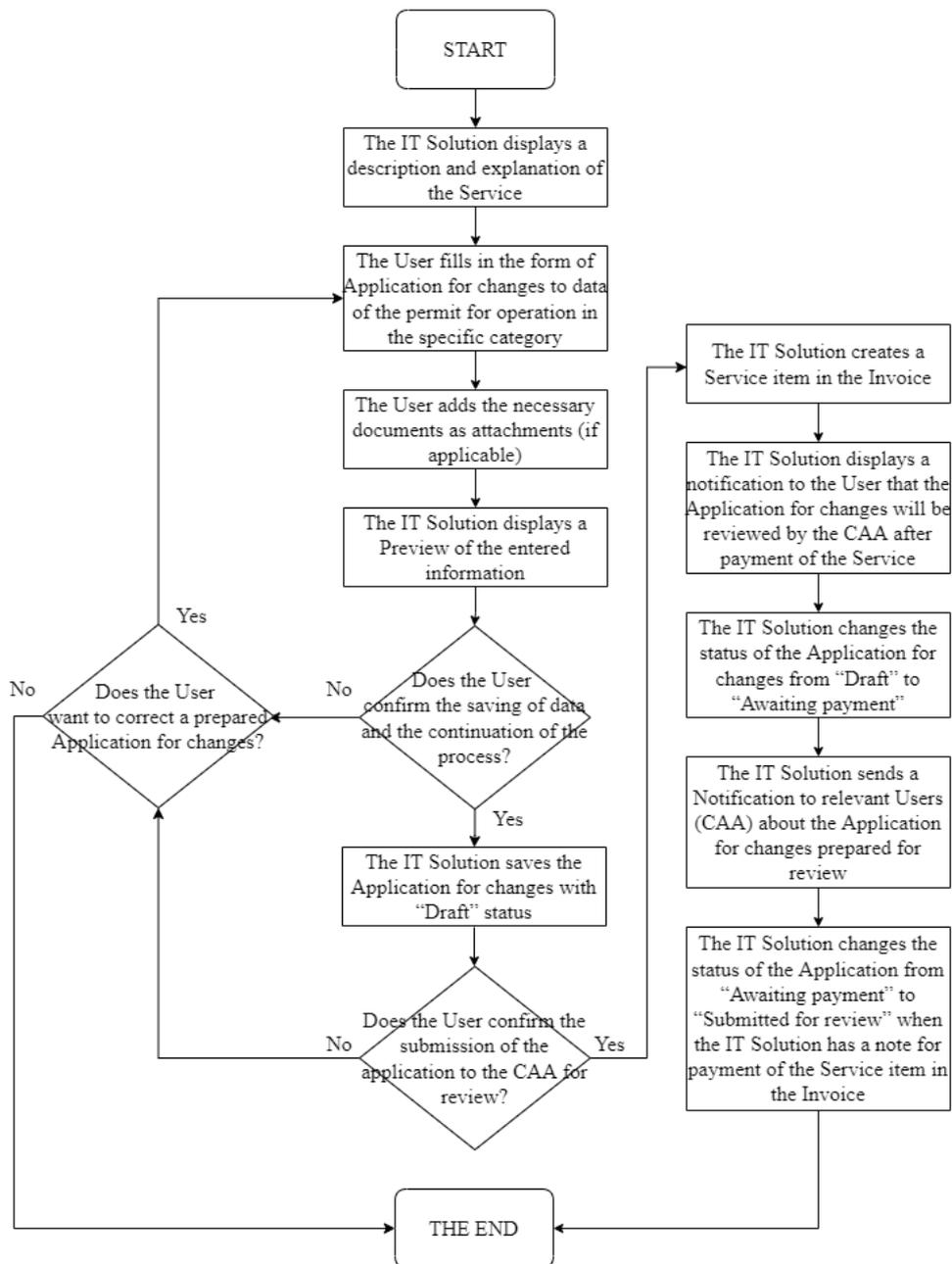
The UAS operator has a valid permit to operate in the specific category.

Possible results:

- Positive result
An application for changes has been submitted to the CAA for review.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 03.00-02-B: Review of the application for changes and decision making
- TA 10.02-01: Payments



TA 03.00-02-B: Review of the application for changes and decision making

Process identifier	TA 03.00-02-B
Process	Review of the application for changes and decision making
Service	Applying for changes to the permit for operation in the specific category

Description:

The sub-process “TA 03.00-02-B: Review of the application for changes and decision making” is the second part of the process “TA 03.00-02: Applying for changes to the permit for operation in the specific category”.

In this sub-process, processing of the received application for changes is performed in the IT Solution. Processing involves the fact that the IT Solution forwards the application for review manually to the User (CAA) or performs its approval according to embedded algorithms.

Process participants:

User (CAA), User

Preconditions for the execution of the process:

Execution of the sub-process “TA 03.00-02-A: Preparation and submission of the application for changes” with positive result.

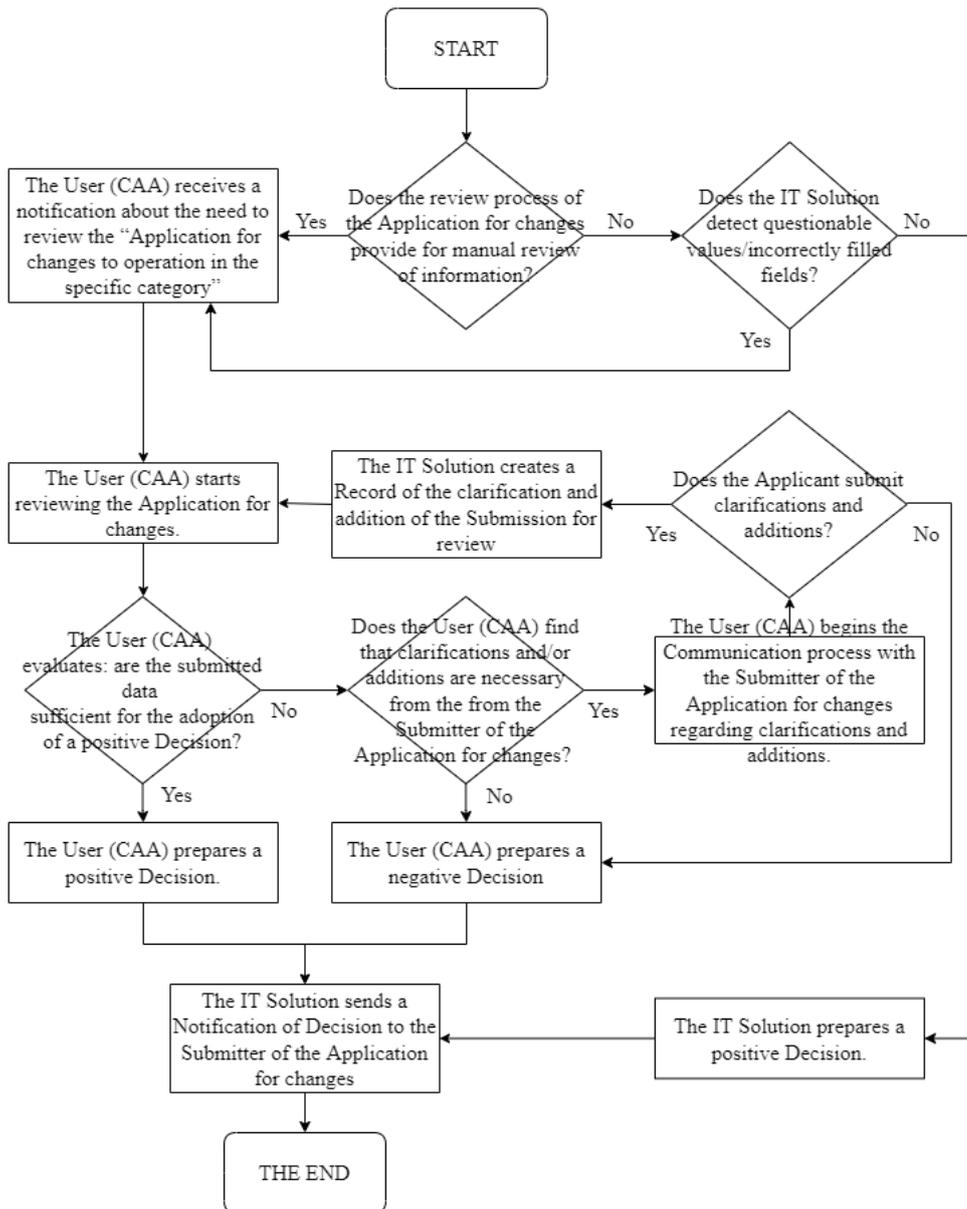
Possible results:

- Positive result
The Decision on the application for changes is available in the IT Solution. The decision can be positive or negative.
- Negative result
The process has been aborted/cancelled.

Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TA 03.00-02-A: Preparation and submission of the application for changes
- TA 03.00-02-C: Implementation of the decision on the application for changes
- TA 13.02-01: Preparing and sending the system message
- TA 13.04-01: Processing of notifications



TA 03.00-02-C: Implementation of the decision on the application for changes

Process identifier	TA 03.00-02-C
Process	Implementation of the decision on the application for changes
Service	Applying for changes to the permit for operation in the specific category

Description:

The sub-process “TA 03.00-02-C: Implementation of the decision on the application for changes” is the third part of the process “TA 03.00-02: Applying for changes to the permit for operation in the specific category”. These are the final actions in reviewing and approving the application for changes – the preparation of the approved changes in the permit for operation in the specific category and the representation of their parameters in the IT Solution are implemented.

Process participants:

User (CAA)

Preconditions for the execution of the process:

Execution of the sub-process “TA 03.00-02-B: Review of the application for changes and decision making” with positive result and positive decision.

Possible results:

- Positive result
In the IT Solution, an updated permit is available for operation in the specific category and its representation in the form of parameters.
- Negative result
The process has been aborted/cancelled.

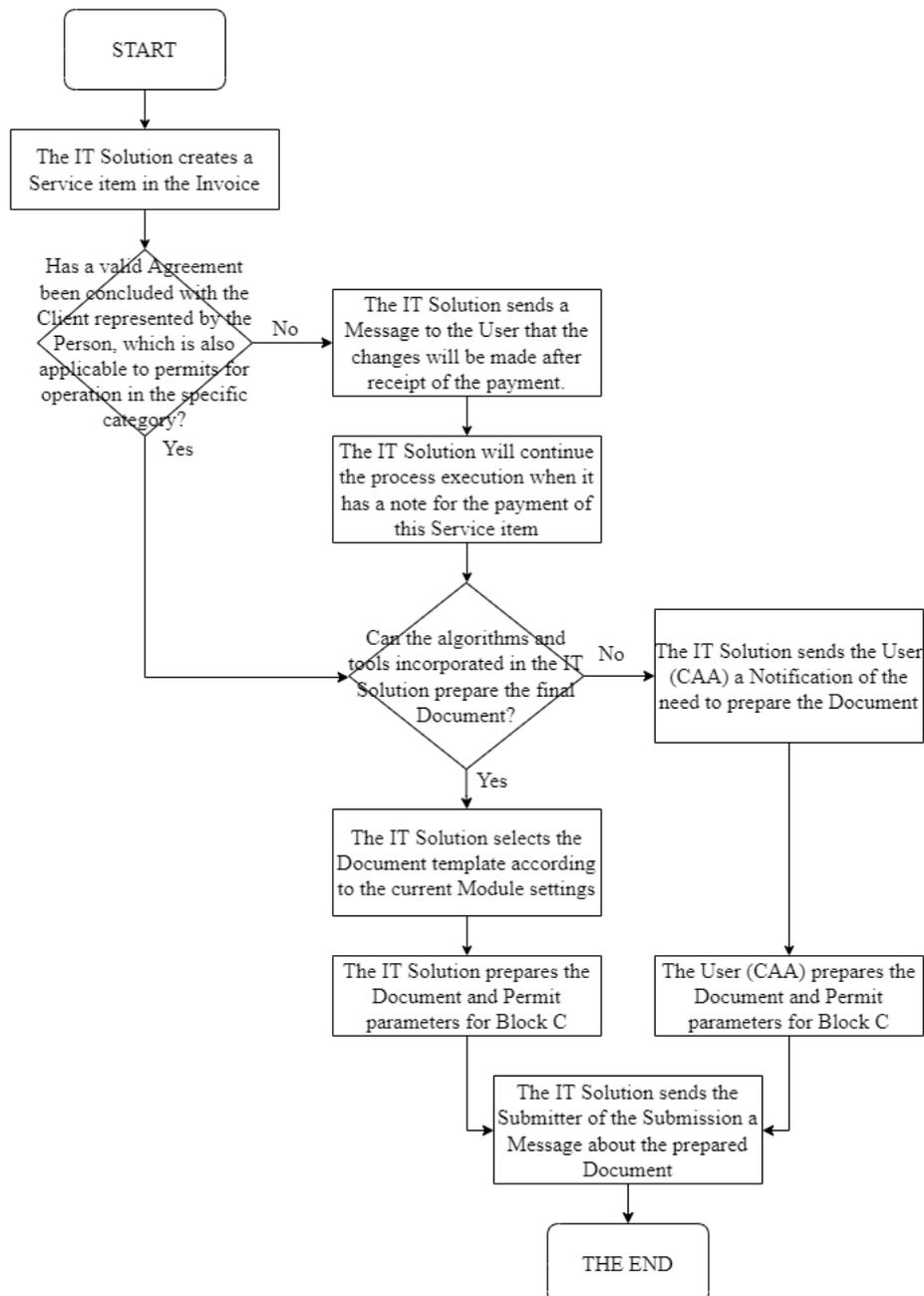
Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TA 03.00-02-B: Review of the application for changes and decision making
- TA 10.02-01: Payments

Implementation of the decision on the Application for changes

TA 03.00-02-C



TA 03.00-04: Permit status management

Process identifier	TA 03.00-04
Process	Permit status management
Service	Permit status management

Description:

The process “TA 03.00-04: Permit status management” provides an opportunity for the User (CAA) to suspend, renew or cancel a previously issued permit for operation in the specific category. These actions have the following meaning in the IT Solution:

- Suspension – limiting or withdrawal of the permit for operation in the specific category for a certain period of time;
- Resuming – the action is the opposite of the “Suspending” action;
- Cancellation – cancelling the permit for operation in the specific category.

Process participants:

User (CAA)

Preconditions for the execution of the process:

The User (CAA) has the right to perform actions in the IT Solution with in the statuses of permits for operation in the specific category;

At least one permit for operation in the specific category is available in the IT Solution.

Possible results:

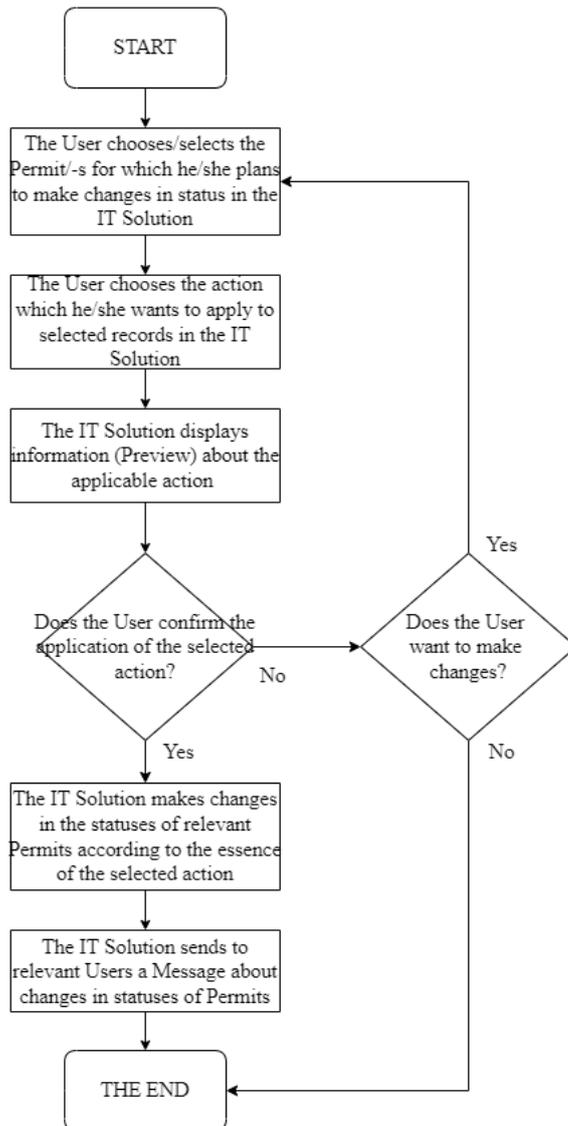
- Positive result
In the IT Solution, the selected activity has been performed with permit for operation in the specific category.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 03.00-01: Obtaining a permit for operation in a specific category
- TA 03.00-02: Applying for changes

Permit status management

TA 03.00-04



v_45_a / v_52_a

Module A4: Access to the EASA repository

Description

“Module A4: Access to the EASA repository” serves to obtain information from the EASA Repository. This module is intended for CAA employees and TAIIB investigators.

TA 04.01-01: Acquisition of data from the EASA repository

Process identifier	TA 04.01-01
Process	Acquisition of data from the EASA repository
Service	Acquisition of data from the EASA repository

Description:

The process “TA 04.01-01: Acquisition of data from the EASA repository” ensures obtaining information from the EASA Repository.

Process participants:

User, User (CAA)

Preconditions for the execution of the process:

The User has the right to access information from the EASA repository in the IT Solution.

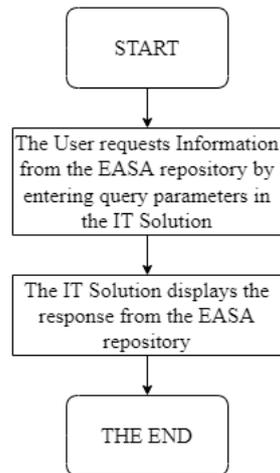
Possible results:

- Positive result
The user receives a response on whether the data were found or not found in the EASA Repository.
- Negative result
The result is aborted/not completed/no response received from the EASA Repository.

Related processes:

- Processes related to the management of access rights to IT Solution services.

Acquisition of data from the EASA repository**TA 04.01-01**



Module A5: Monitoring programme

Description

According to information provided by CAA representatives, the monitoring programme will be implemented in the EMPIC software. The IT Solution must have embedded solutions that display information from the EMPIC software to its Users or exchange data with it. The processes described in the IT Solution enable the management of the entities subject to the monitoring programme – that is, the restriction, renewal or denial of the operation of relevant permits or documents.

At the time of preparation of this document, the subjects of the monitoring programme in the field of UAS are:

- UAS operators operating in the specific category,
- CAA-recognized entities,
- model aircraft clubs and associations.

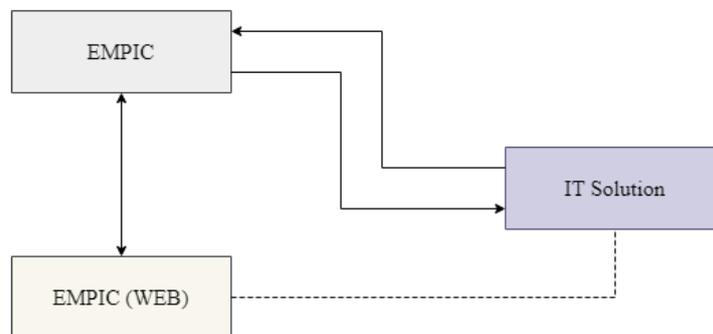


Fig. 3. IT Solution interaction with EMPIC software

Module A6: Solution for fast data verification

Description

The Concept envisages that the services available to UAS users will be developed gradually. The IT Solution is the first step and the basis on which the future system will be built, which will be supplemented by new service providers and users with their IT Platforms and solutions. These solutions are also expected to use the data contained in the IT Solution to provide services. Until then, “Module A6: Solution for fast data verification” serves as an interim solution for how the employees of the authorities involved in the supervision of the field of UAS can access data on UAS operators, remote pilots, granted permits and approvals for planned UAS operations.

The amount of information to be displayed must be determined by the configuration settings of the module. The module must be able to display information from the following modules:

- Module A1: Registration,
- Module A2: Qualification,
- Module A3: Declarations, permits and certificates for operation in a specific category,
- Module C1: Application for UAS operations,
- Module C2: Coordination of UAS operations,
- others.

TA 06.01-01: Data verification

Process identifier	TA 06.01-01
Process	Data verification
Service	Data verification

Description:

In the process “TA 06.01-01: Data verification” the User requests and receives Information from the IT Solution about the data contained therein.

Process participants:

User

Preconditions for the execution of the process:

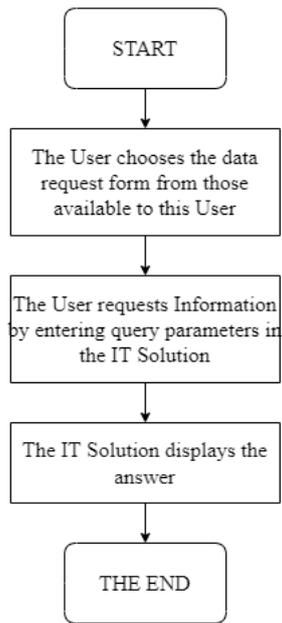
The user must have the right to access “Module A6: Solution for fast data verification”.

Possible results:

- Positive result
Module A6 of the IT Solution represents the result.
- Negative result
The process has been aborted/cancelled. No response from the IT Solution has been received.

Related processes:

- Processes related to the management of access rights to IT Solution services.



Module A7: Management of UAS geographical zones

“Module A7: Management of UAS geographical zones” was described in the Concept as a tool that displays notifications to CAA employees about applications for new UAS geographical zones and their changes of Block B sent for review. In order to optimize the processes, which partly results from the integration of the Platforms, this module is replaced by those functions that are provided by “Sub-module TA 13.04: Notifications”.

Module A8: Reports on occurrences in the field of UAS

Description

This module implements a series of processes that ensure the receipt of reports on occurrences in the field of UAS from persons and the initial processing of these reports by the CAA. Reports on occurrences in the field of UAS are divided into 2 types: voluntary reports and mandatory reports.

The functionality built in the IT Solution must allow the configuration of the module “Module A8: Reports on occurrences in the field of UAS”, determining how to proceed with the report received for processing. Since the Report on occurrence in the field of UAS generally provides a description of the situation (textual information), it is provided that the report creation form must have a list of Features that define the situations for which a mandatory report shall be submitted. Completing the report creation form assumes that the IT Solution User or Guest will select those Features from the list that describe or are applicable to the content of the Report, while the IT Solution will perform the relevant actions, taking into account the settings and intended actions of the relevant Features.

TA 08.01-01: Submitting a report on occurrence in the field of UAS

Process identifier	TA 08.01-01
Process	Submitting a report on occurrence in the field of UAS
Service	Submitting a report on occurrence in the field of UAS

Description:

The process describes the submission of the report on occurrence in the field of UAS and its initial processing by the CAA.

The process consists of 2 consecutive sub-processes:

- TA 08.01-01-A: Preparation and submission of a report on occurrence in the field of UAS
- TA 08.01-01-B: Review of the report on occurrence in the field of UAS

Process participants:

User, Guest, User (CAA)

Preconditions for the execution of the process:

Not detected.

Possible results:

- Positive result
A report on occurrence in the field of UAS is recorded in the IT Solution (submitted to the CAA).
- Negative result
The process has been aborted/cancelled.

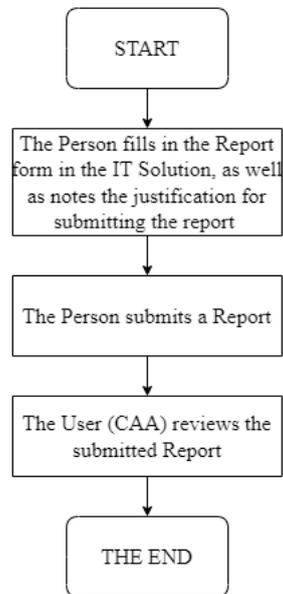
Related processes:

- TA 08.01-01-A: Preparation and submission of a report on occurrence in the field of UAS
- TA 08.01-01-B: Review of the report on occurrence in the field of UAS

- TA 08.01-14: Feature list management

Submitting a report on occurrence in the field of UAS

TA 08.01-01



TA 08.01-01-A: Preparation and submission of a report on occurrence in the field of UAS

Process identifier	TA 08.01-01-A
Process	Preparation and submission of a report on occurrence in the field of UAS
Service	Submitting a report on occurrence in the field of UAS

Description:

The sub-process “TA 08.01-01-A: Preparation and submission of a report on occurrence in the field of UAS” is the first part of the process “TA 08.01-01: Submitting a report on occurrence in the field of UAS”. In this sub-process, the Person fills in the form of report on occurrence in the field of UAS and approves the submission of the data to the CAA.

Process participants:

User or Guest

Preconditions for the execution of the process:

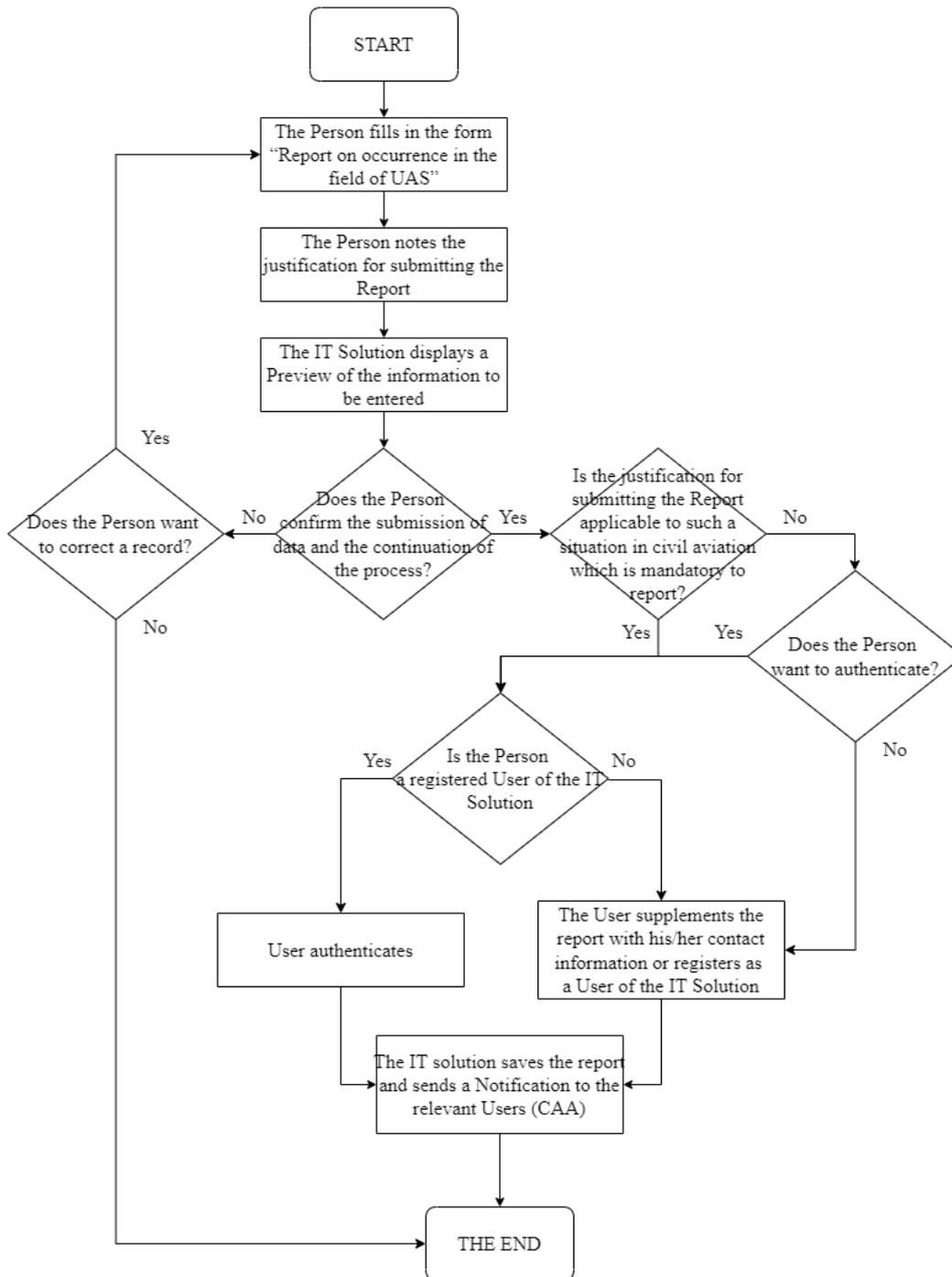
Not detected.

Possible results:

- Positive result
The report is submitted for processing in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 08.01-01-B: Review of the report on occurrence in the field of UAS
- TA 08.01-14: Feature list management



TA 08.01-01-B: Review of the report on occurrence in the field of UAS

Process identifier	TA 08.01-01-B
Process	Review of the report on occurrence in the field of UAS
Service	Submitting a report on occurrence in the field of UAS

Description:

The sub-process “TA 08.01-01-B: Review of the report on occurrence in the field of UAS” is the second part of the process “TA 08.01-01: Submitting a report on occurrence in the field of UAS”. In this sub-process, the User (CAA) reviews the Report on occurrence in the field of UAS.

Process participants:

User (CAA)

Preconditions for the execution of the process:

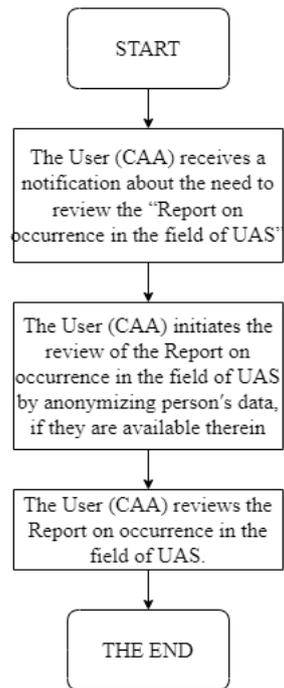
Sub-process “TA 08.01-01-A: Preparation and submission of a report on occurrence in the field of UAS” has been completed with a positive result;

Possible results:

- Positive result
The message is under review – a mark is made in the IT Solution on opening the message.
 - Negative result
The process has been aborted/cancelled.
- Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.*

Related processes:

- TA 08.01-01-A: Preparation and submission of a report on occurrence in the field of UAS
- TA 13.04-01: Processing of notifications



TA 08.01-14: Feature list management

Process identifier	TA 08.01-14
Process	Feature list management
Service	Feature list management

Description:

In this process, the configuration of the IT Solution module A8 is carried out – the Characteristics of the nature of the situation or essential conditions of the report on occurrence in the field of UAS are created (and if necessary edited). For each Characteristic, the following action or a set of actions is determined, which will be performed by the IT Solution with the corresponding Report on occurrence in the field of UAS.

Process participants:

User (CAA)

Preconditions for the execution of the process:

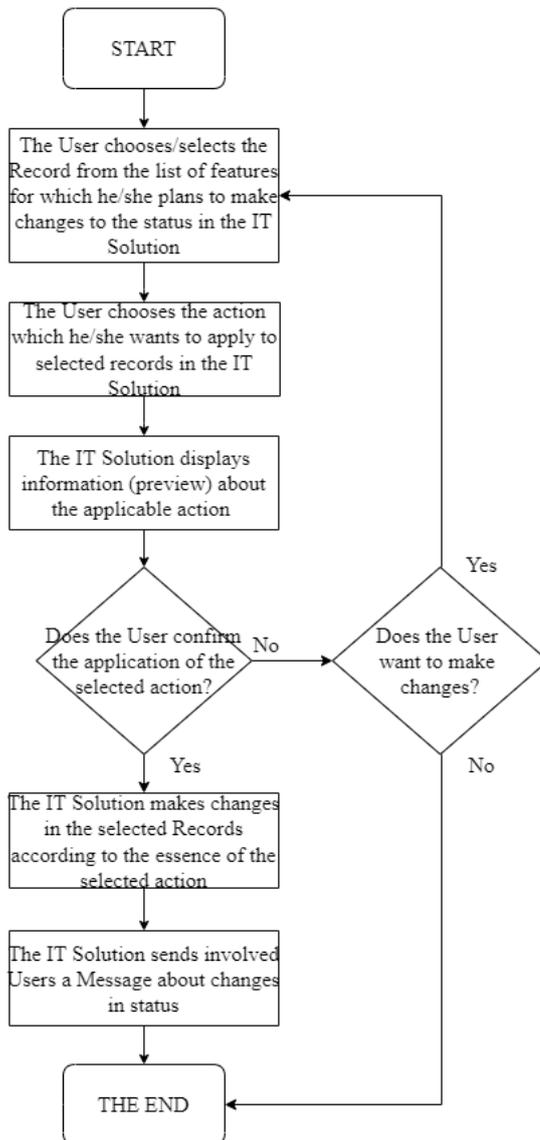
At least one configuration feature of module A8 is available in the IT Solution.

Possible results:

- Positive result
In the IT Solution, the selected action has been performed with the Feature of module A8.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 08.01-01-A: Preparation and submission of a report on occurrence in the field of UAS



Module A9: Information on the field of UAS

Description

“Module A9: Information on the field of UAS” provides content management in the IT Solution. This document describes the business processes related to the content management of the Module, but does not describe the technical solution of the Module.

The content of Module A9: Information on the field of UAS is divided into the following sub-modules:

- TA 09.01 Articles and categories
- TA 09.02 Elements (components)

Sub-module TA 09.01: Articles and categories

An article is understood as a publication, message, news or other prepared textual information. A category is topics under which articles are grouped. When creating articles, they can be published in the appropriate categories.

*Table 10.16***Descriptions of statuses of articles**

Status name	Description
Draft	The article is created and saved in the IT Solution. The User can make changes to it – it is available (visible) only to the User (CAA).
Published	The article is available to Guests and/or Users.
Archived	The article is partially hidden.
Deleted	The article in this status is not actively used in the IT Solution – the Record is not shown to users.

TA 09.01-01: Creating and saving an article

Process identifier	TA 09.01-01
Process	Creating and saving an article
Service	Creating and saving an article

Description:

In the process “TA 09.01-01: Creating and saving an article” the User creates and publishes an Article in the IT Solution.

Process participants:

User (CAA)

Preconditions for the execution of the process:

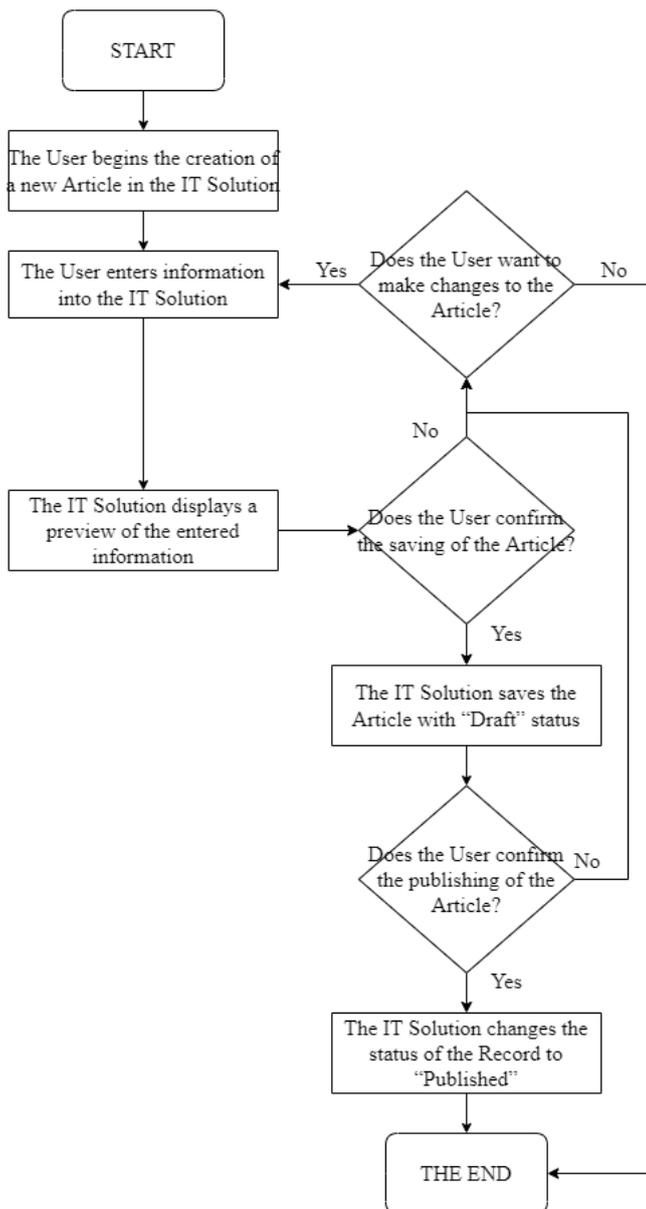
The User has the right to create an Article in the IT Solution.

Possible results:

- Positive result
A new Article is saved in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 09.01-02: Editing an article
- TA 09.01-03: Deleting an article
- TA 09.01-14: Article category status management



TA 09.01-02: Editing an article

Process identifier	TA 09.01-02
Process	Editing an article
Service	Editing an article

Description:

In this process, the Article stored in the IT Solution is edited and the changes are saved.

Process participants:

User (CAA)

Preconditions for the execution of the process:

The IT Solution contains at least one Article that is available for editing;

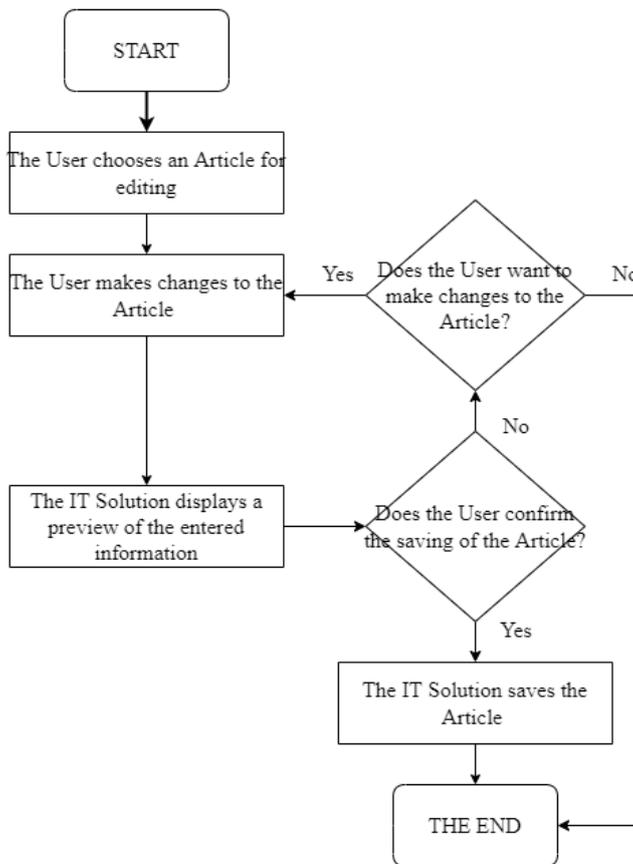
The User has the right to edit an Article in the IT Solution.

Possible results:

- Positive result
The previously created Article is edited and saved in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 09.01-01: Creating and saving an article



TA 09.01-03: Deleting an article

Process identifier	TA 09.01-03
Process	Deleting an article
Service	Deleting an article

Description:

The process is provided for deleting Articles stored in the IT Solution.

Process participants:

User (CAA)

Preconditions for the execution of the process:

The IT Solution contains at least one Article that is available for deleting;

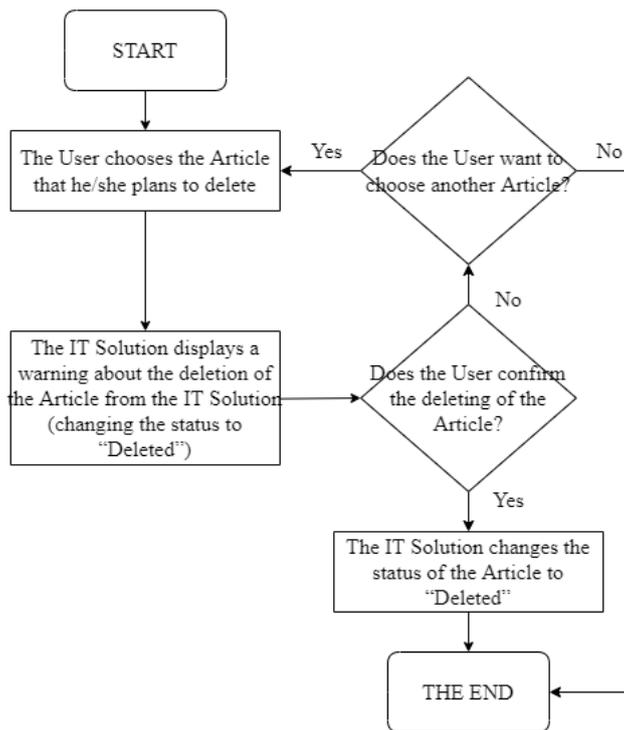
The User has the right to delete an Article in the IT Solution.

Possible results:

- Positive result
The selected Article is set to “Deleted”.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 09.01-01: Creating and saving an article



TA 09.01-04: Article publication status management

Process identifier	TA 09.01-04
Process	Article publication status management
Service	Article publication status management

Description:

The process “TA 09.01-04: Article publication status management” is intended for managing the publication statuses of Articles stored in the IT Solution.

Process participants:

User (CAA)

Preconditions for the execution of the process:

The IT Solution contains at least one Article that is available for status change;

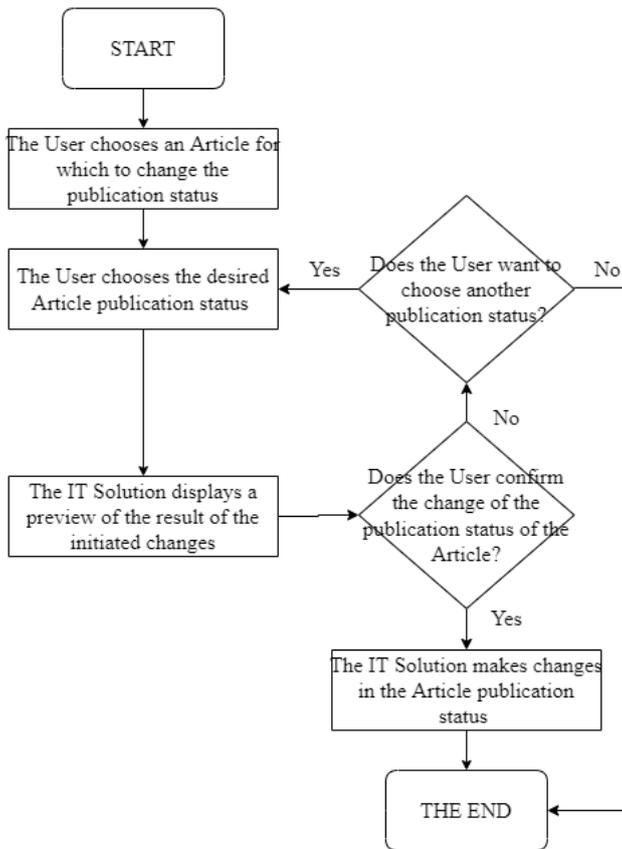
The User has the right to change the status of the Article in the IT Solution.

Possible results:

- Positive result
The current status of the Article has been changed.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 09.01-01: Creating and saving an article



TA 09.01-11: Creating an article category

Process identifier	TA 09.01-11
Process	Creating an article category
Service	Creating an article category

Description:

In the “TA 09.01-11: Creating an article category” process, the User creates an Article in the IT Solution and publishes it in a category corresponding to the content of the Article.

Process participants:

User (CAA)

Preconditions for the execution of the process:

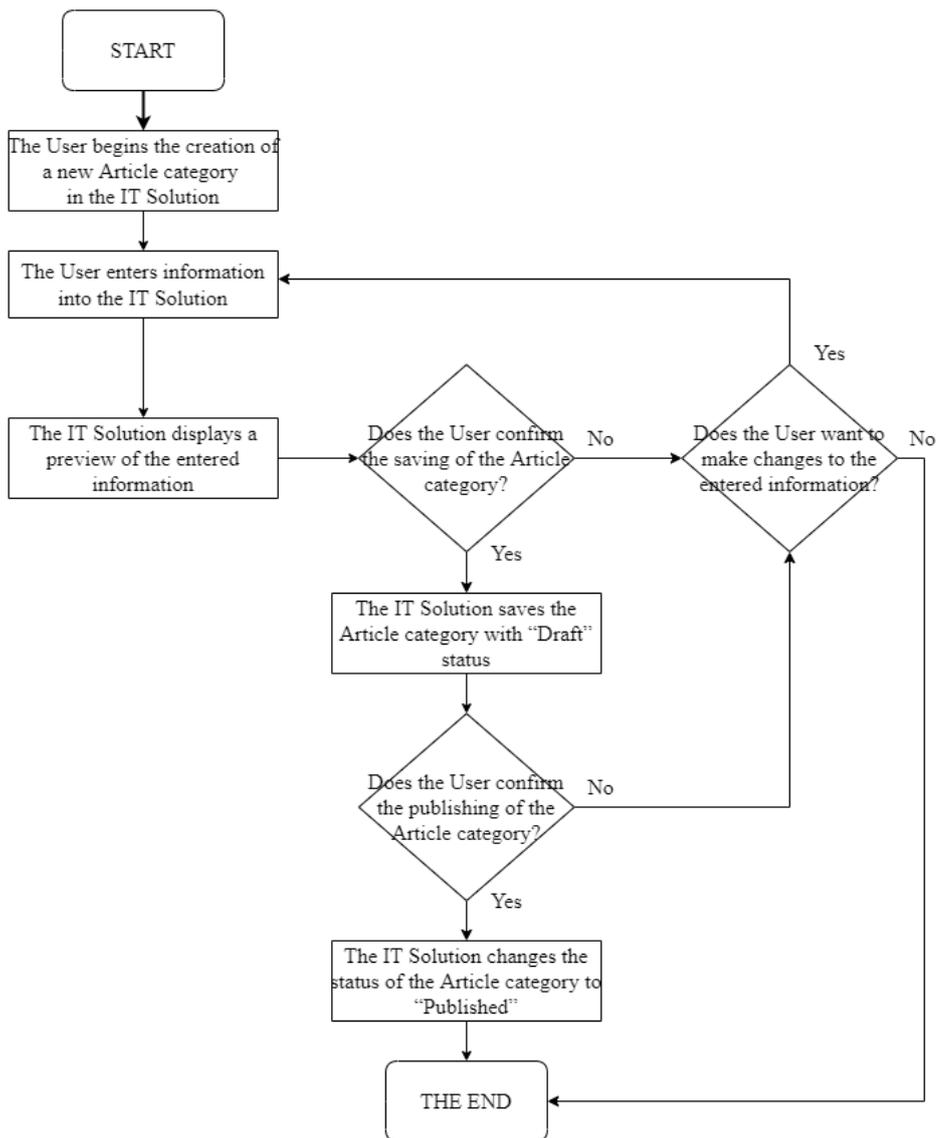
The User has the right to create an Article category in the IT Solution.

Possible results:

- Positive result
A new Article category is saved in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 09.01-12: Editing an Article category
- TA 09.01-13: Deleting an article category
- TA 09.01-14: Article category status management



TA 09.01-12: Editing an Article category

Process identifier	TA 09.01-12
Process	Editing an article category
Service	Editing an article category

Description:

In this process, editing and saving of changes in the Article category stored in the IT Solution is performed.

Process participants:

User (CAA)

Preconditions for the execution of the process:

The IT Solution contains at least one Article category that is available for editing;

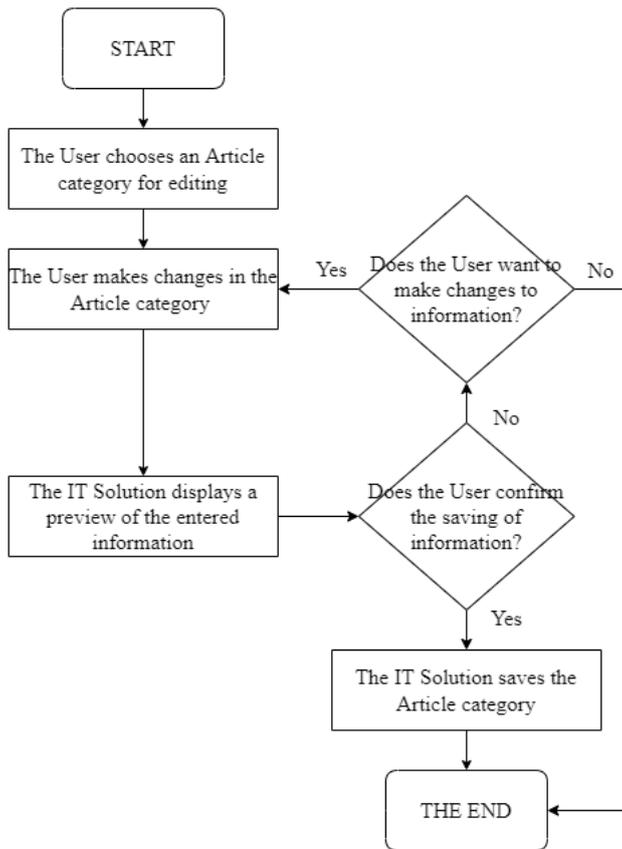
The User has the right to edit an Article category in the IT Solution.

Possible results:

- Positive result
IT Solution saves changes to the previously created Article category.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 09.01-11: Creating an article category
- TA 09.01-01: Creating and saving an article
- TA 09.01-02: Editing an article



TA 09.01-13: Deleting an article category

Process identifier	TA 09.01-13
Process	Deleting an article category
Service	Deleting an article category

Description:

The process is provided for deleting Article categories stored in the IT Solution.

Process participants:

User (CAA)

Preconditions for the execution of the process:

The IT Solution contains at least one article category that is available for deleting;

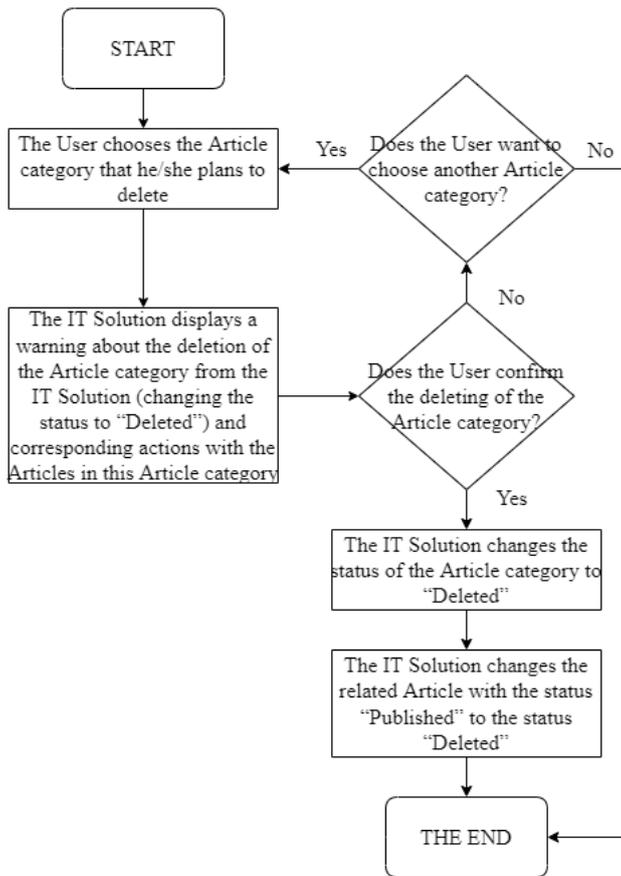
The User has the right to delete an Article category in the IT Solution.

Possible results:

- Positive result
The selected Article category is set to the “Deleted” status.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 09.01-11: Creating an article category



TA 09.01-14: Article category status management

Process identifier	TA 09.01-14
Process	Article category status management
Service	Article category status management

Description:

The process “TA 09.01-14: Article category status management” is provided for the management of Articles stored in the IT Solution.

Process participants:

User (CAA)

Preconditions for the execution of the process:

The IT Solution contains at least one Article category that is available for status change;

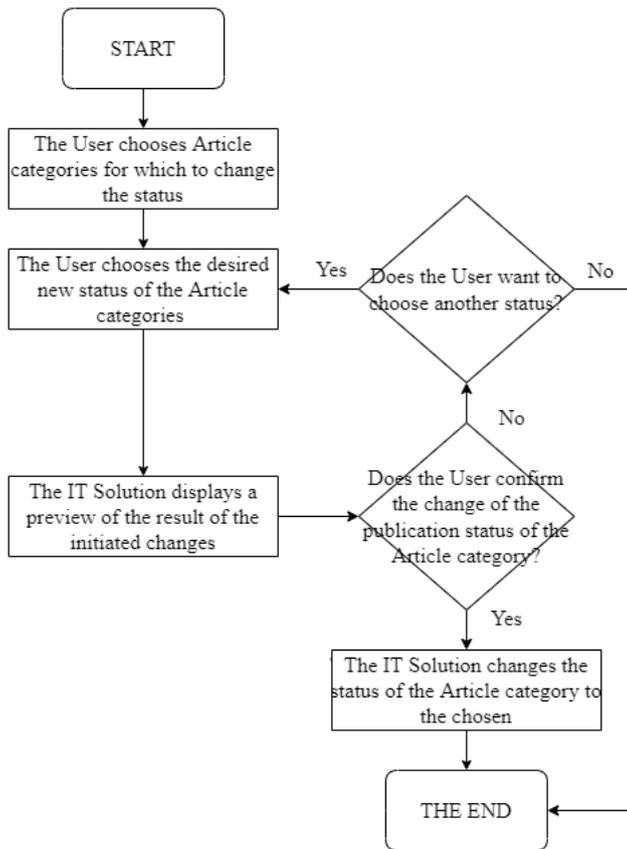
The User has the right to change the status of the Article category in the IT Solution.

Possible results:

- Positive result
The current status of the Article category has been changed.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 09.01-11: Creating an article category



Sub-module TA 09.02: Elements (components)*Table 10.17***Statuses and descriptions of elements (components)**

Status name	Description
Draft	The record is created and saved in the IT Solution. The User can make changes to it – it is available (visible) only to the User.
Published	The element (component) is available to Guests and/or Users.
Archived	The element (component) is partially hidden.
Deleted	The Record in this status is not actively used in the IT Solution – the Record is not shown to the User.

TA 09.02-01: Creating an element (component) view

Process identifier	TA 09.02-01
Process	Creating an element (component) view
Service	Creating an element (component) view

Description:

In this process, an Element (component) view is created, which displays information from the database according to the selected element (component) type. An element (component) can display thematic information, which is selected from the existing data of the IT Solution. Examples of element (component) views can be the automatically updated list of announced Exam sessions, the list of issued permits for operation in the specific category, and others.

Process participants:

User (CAA)

Preconditions for the execution of the process:

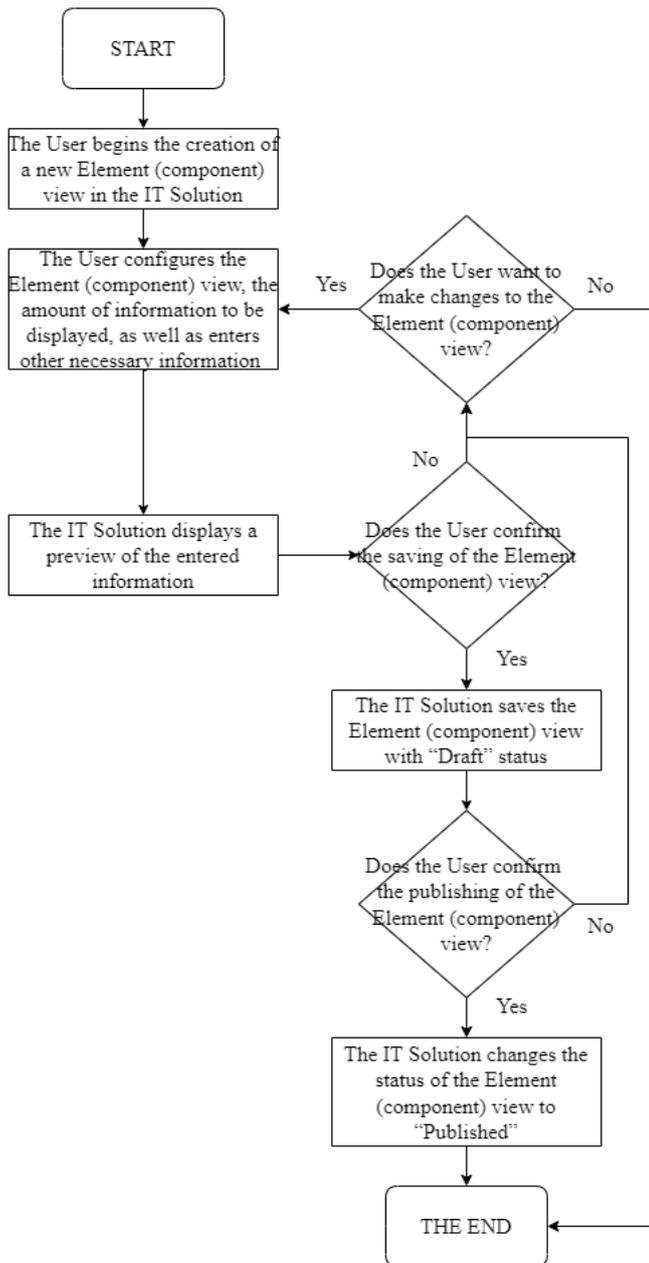
The User has the right to create Element (component) views in the IT Solution.

Possible results:

- Positive result
A new Element (component) view is created in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 09.02-02: Editing an element (component) view
- TA 09.02-03: Deleting an element (component) view
- TA 09.02-04: Element (component) view status management



TA 09.02-02: Editing an element (component) view

Process identifier	TA 09.02-02
Process	Editing an element (component) view
Service	Editing an element (component) view

Description:

In the process “TA 09.02-02: Editing an element (component) view” editing of the Element (component) view created in the IT Solution and saving of changes is performed.

Process participants:

User (CAA)

Preconditions for the execution of the process:

The IT Solution contains at least one Element (component) view that is available for editing;

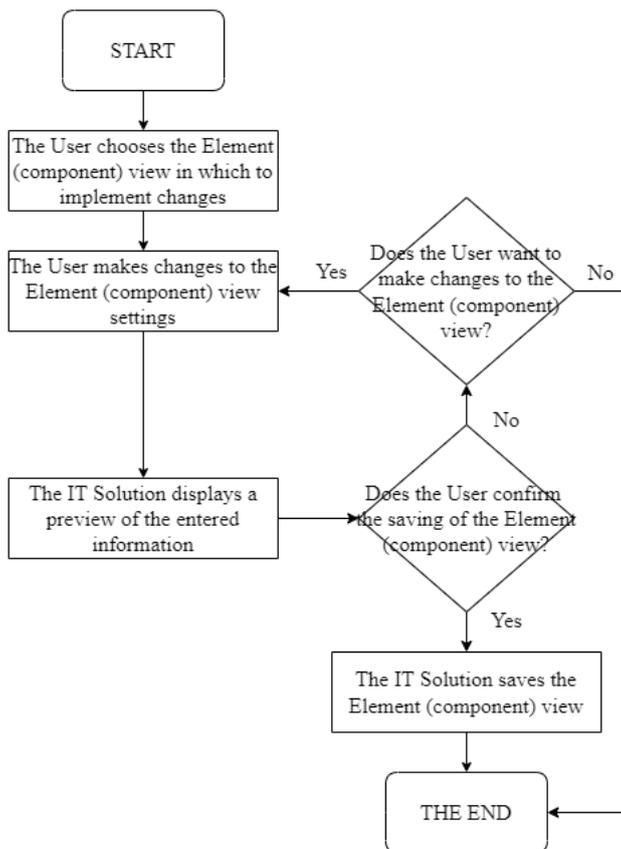
The User has the right to edit Element (component) views in the IT Solution.

Possible results:

- Positive result
Changes to the previously created Element (component) view are saved in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 09.02-01: Creating an element (component) view



TA 09.02-03: Deleting an element (component) view

Process identifier	TA 09.02-03
Process	Deleting an element (component) view
Service	Deleting an element (component) view

Description:

The process “TA 09.02-03: Deleting an element (component) view” is provided for deleting of Element (component) views created in the IT Solution.

Process participants:

User (CAA)

Preconditions for the execution of the process:

The IT Solution contains at least one Element (component) view that is available for deleting;

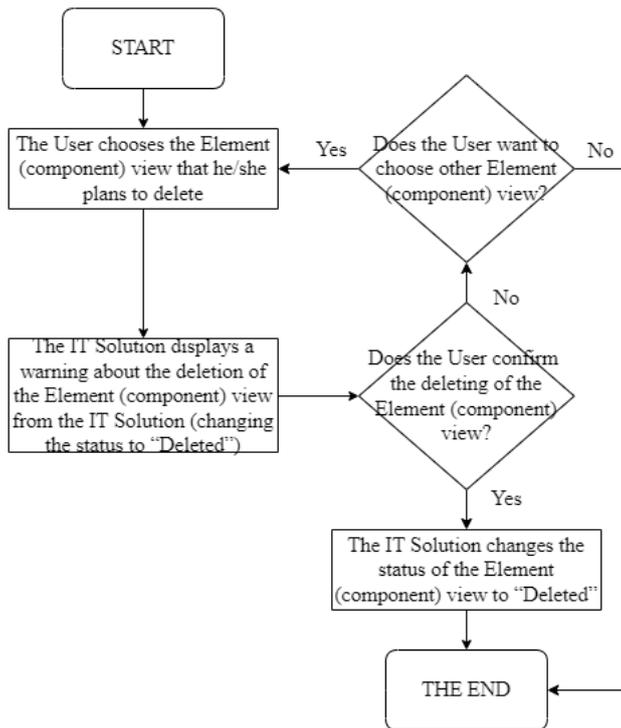
The User has the right to delete an Element (component) view in the IT Solution.

Possible results:

- Positive result
The status “Deleted” is set for the selected Element (component) view.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 09.02-01: Creating an element (component) view



TA 09.02-04: Element (component) view status management

Process identifier	TA 09.02-04
Process	Element (component) view status management
Service	Element (component) view status management

Description:

The process “TA 09.02-04: Element (component) view status management” is intended for managing the publication statuses of Articles stored in the IT Solution.

Process participants:

User (CAA)

Preconditions for the execution of the process:

The IT Solution contains at least one Element (component) view that is available for status change;

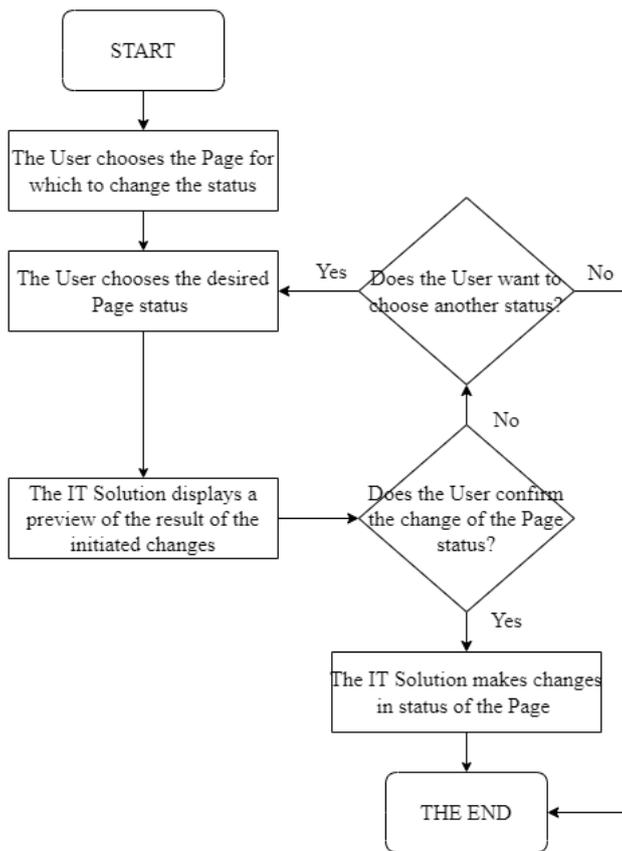
The User has the right to change an Element (component) view status in the IT Solution.

Possible results:

- Positive result
An actual status change has been made for the element (component) view.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 09.02-01: Creating an element (component) view



Module A10: Invoices and statistics

Description

This module summarizes the functions related to the preparation of invoices, making payments and accounting in the IT Solution.

TA 10.01-01: Creation of the service (price list item)

Process identifier	TA 10.01-01
Process	Creation of the service (price list item)
Service	Creation of the service (price list item)

Description:

This process ensures the creation of Records in the IT Solution for the services provided by the CAA. The records represent the CAA public price list of paid services and contain additional configuration parameters for the correct provision and accounting of the services provided in the IT Solution.

Process participants:

User (CAA)

Preconditions for the execution of the process:

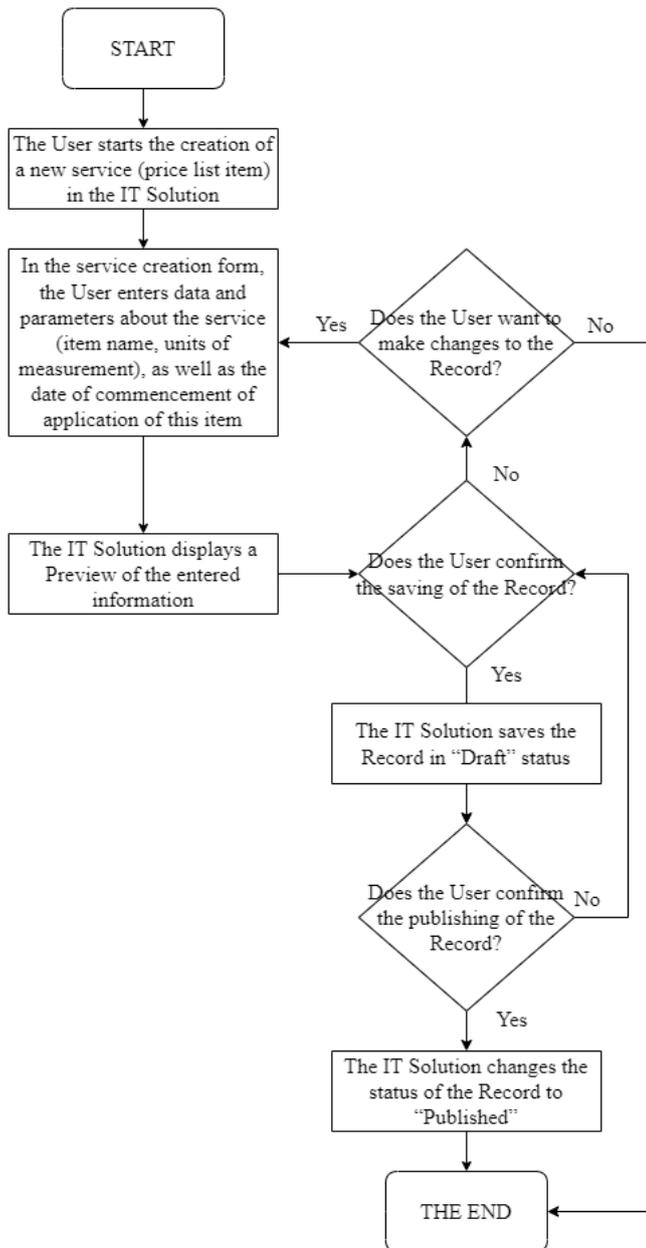
The User has the right to create Services (price list items) in the IT Solution.

Possible results:

- Positive result
A Record of the Service (price list item) is created in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 10.01-02: Correction of the service (price list item)
- TA 10.01-03: Closure of the service (price list item)
- TA 10.06-01: Creation of an invoice



TA 10.01-02: Correction of the service (price list item)

Process identifier	TA 10.01-02
Process	Correction of the service (price list item)
Service	Correction of the service (price list item)

Description:

The process “TA 10.01-02: Correction of the service (price list item)” ensures making changes to the published Service (price list item).

Process participants:

User (CAA)

Preconditions for the execution of the process:

The IT Solution contains at least one Service (price list item) which is available for editing (the Service must have the status “Published”);

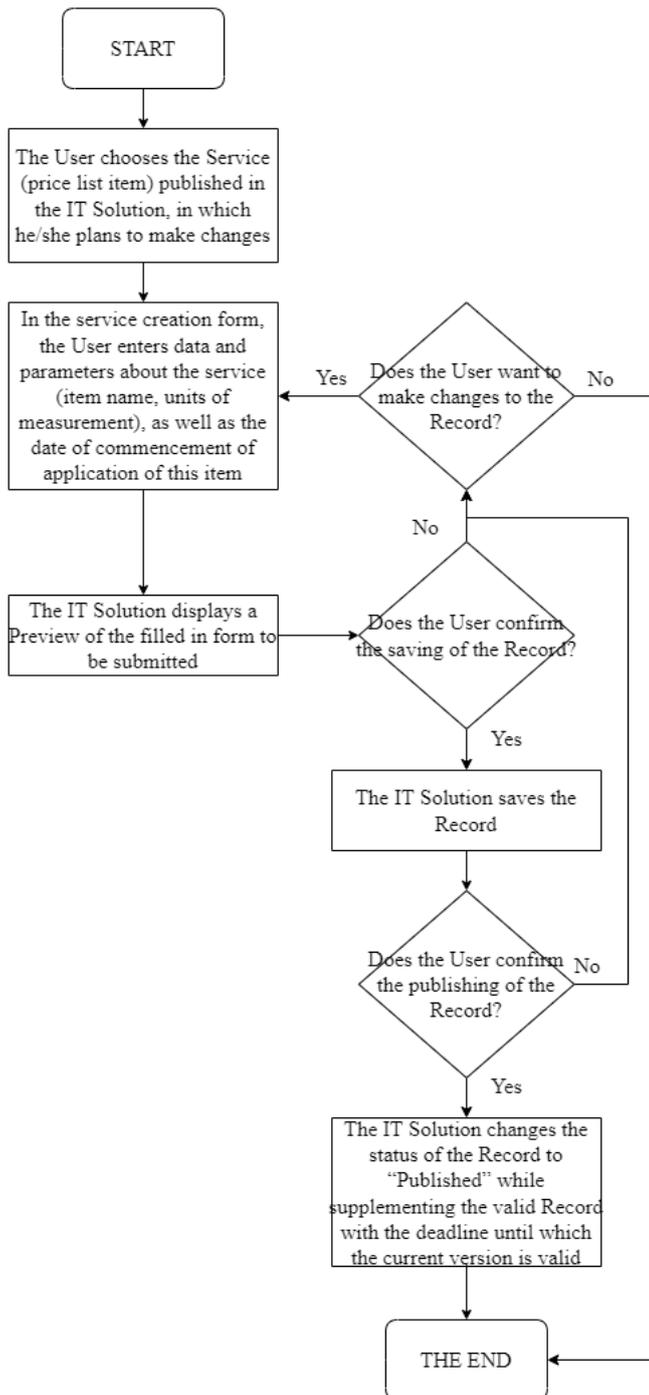
The User has the right to edit the Service (price list item) in the IT Solution.

Possible results:

- Positive result
A Record with an updated Service (price list item) is created in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 10.01-01: Creation of the service (price list item)



TA 10.01-03: Closure of the service (price list item)

Process identifier	TA 10.01-03
Process	Closure of the service (price list item)
Service	Closure of the service (price list item)

Description:

The process “TA 10.01-03: Closure of the service (price list item)” provides an opportunity to terminate the use of the Service (price list item).

Process participants:

User (CAA)

Preconditions for the execution of the process:

The IT Solution contains at least one Service (price list item) which is available for closing (the Service must have the status “Published”);

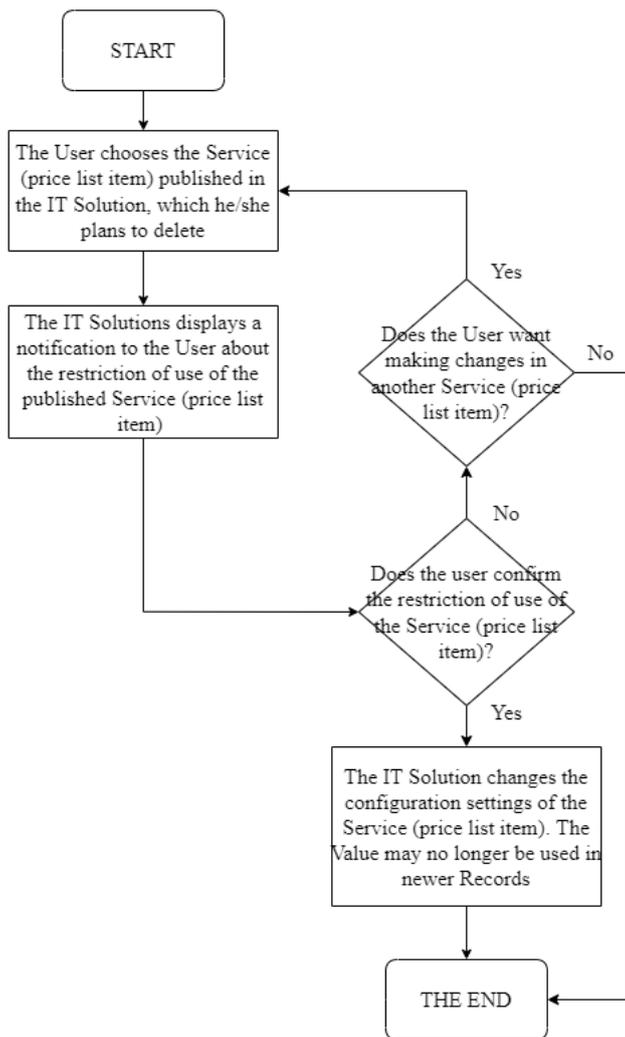
The User has the right to close the Service (price list item) in the IT Solution.

Possible results:

- Positive result
In the IT Solution, a Record is created for the Service (price list item) about the limitation of its use.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 10.01-01: Creation of the service (price list item)



TA 10.02-01: Payments

Process identifier	TA 10.02-01
Process	Payments
Service	Payments

Description:

The process “TA 10.02-01: Payments” describes the general order of the payment processing process in the IT Solution. This process lists the main activities or stages and their sequence, which are implemented in order to create a record of making the payment in the IT Solution, which serves as a basis for the provision of the Service. The payment process is divided into two flows, which describe the sequence of actions depending on the payment conditions: pre-payment or post-payment.

Process participants:

User, User (CAA)

Preconditions for the execution of the process:

The IT Solution contains at least one valid and published Service (price list item) and at least one created Invoice for the relevant Service.

Possible results:

- Positive result
A Record of Service (Invoice) payment is created in the IT Solution.
- Negative result
The process has been aborted/cancelled. A record of the Service (Invoice) payment made is not created.

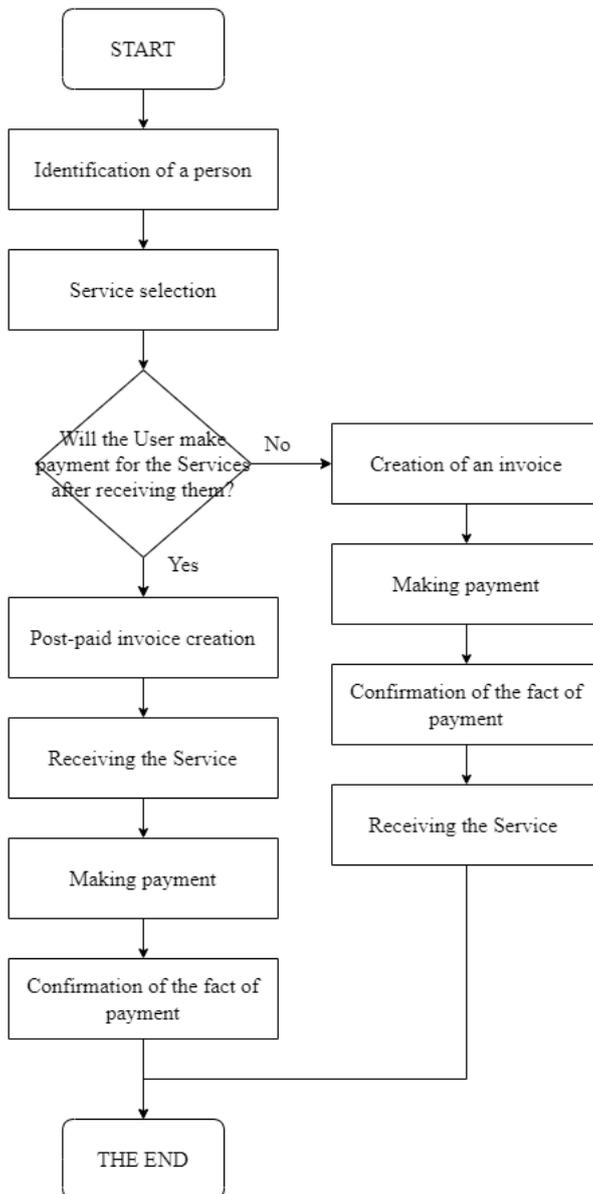
Related processes:

- TA 10.01-01: Creation of the service (price list item)
- TA 10.06-01: Creation of an invoice
- TA 10.05-01: Acceptance of payments face-to-face and accounting

- TA 10.05-02 Payments by transfers
- TA 10.05-03 Online payments
- TA 10.06-01: Creation of an invoice

Payments

TA 10.02-01



v_46_a

TA 10.05-01: Acceptance of payments face-to-face and accounting

Process identifier	TA 10.05-01
Process	Acceptance of payments face-to-face and accounting
Service	Accepting payments face-to-face

In the process “TA 10.05-01: Acceptance of payments face-to-face and accounting”, the User (CAA) accepts payments face-to-face from natural and legal persons using cashless payments with bank payment cards. As part of the process, the User (CAA) identifies the recipient of the service and the services for which payment is made. After making the payment, the User (CAA) makes a Record in the IT Solution about the services and invoices for which the payment was made.

Process participants:

User, User (CAA)

Preconditions for the execution of the process:

The person comes to make the payment face-to-face.

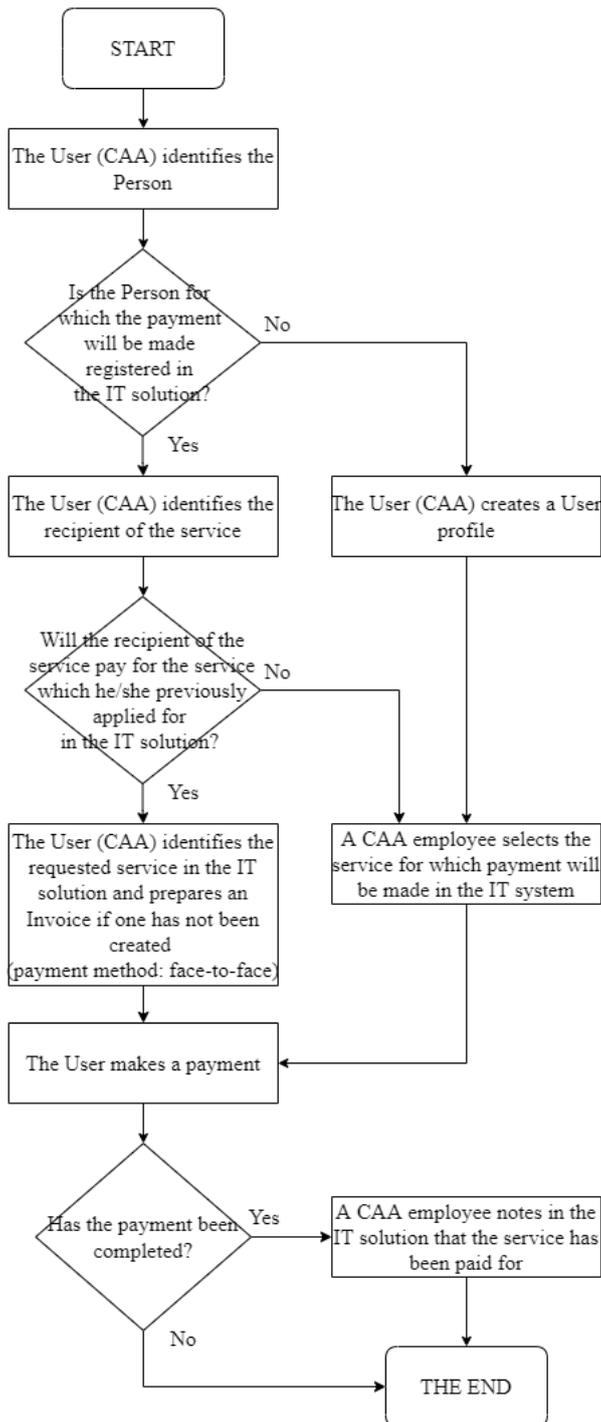
The IT Solution contains at least one valid and published Service (price list item) and at least one created Invoice for the relevant Service.

Possible results:

- Positive result
A Record of Service (Invoice) payment is created in the IT Solution.
- Negative result
The process has been aborted/cancelled. The Service (Invoice) has not been paid.

Related processes:

- TA 10.06-01: Creation of an invoice



v_41_a / v_47_a

TA 10.05-02 Payments by transfers

Process identifier	TA 10.05-02
Process	Payments by transfers
Service	Payments by transfers

Description:

The process “TA 10.05-02 Payments by transfers” describes the sequence of actions that must be performed by several persons in the process “TA 10.02-01: Payments”, if the User chooses to pay for the received services by money transfer. In this process, confirmation of payment is entered into the IT Solution by the User (CAA) based on data on payments made from the State Treasury. The confirmation performed by the User (CAA) in the IT Solution initiates the provision of the Service to the recipient. The process is initiated by the User (CAA) in accordance with the daily plan (work duties), on its own initiative, at the request of other Users (CAA).

Process participants:

User, User (CAA)

Preconditions for the execution of the process:

The IT Solution contains at least one valid and published Service (price list item) and at least one created Invoice for the relevant Service.

Possible results:

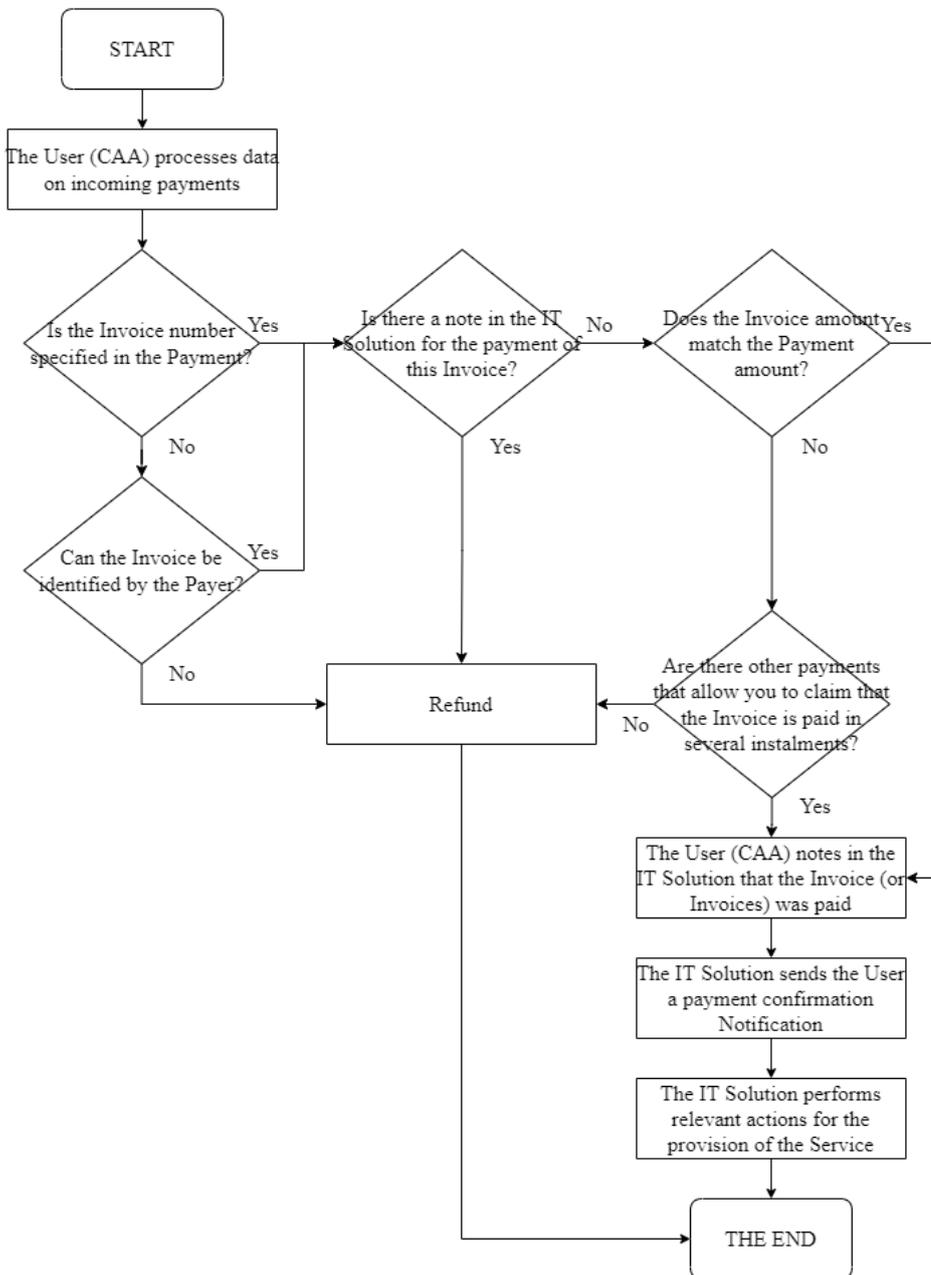
- Positive result
The payment has been completed successfully.
A Record of Service (Invoice) payment is created in the IT Solution.
- Negative result
The process has been aborted/cancelled. The Service (Invoice) has not been paid.

Related processes:

- TA 10.06-01: Creation of an invoice

Payments by transfers

TA 10.05-02



v_41_a

TA 10.05-03 Online payments

Process identifier	TA 10.05-03
Process	Online payments
Service	Online payments

Description:

The process “TA 10.05-03 Online payments” is an auxiliary process that enables online payments. In the event of a successful payment, a Record of the payment is made in the IT Solution.

Process participants:

User

Preconditions for the execution of the process:

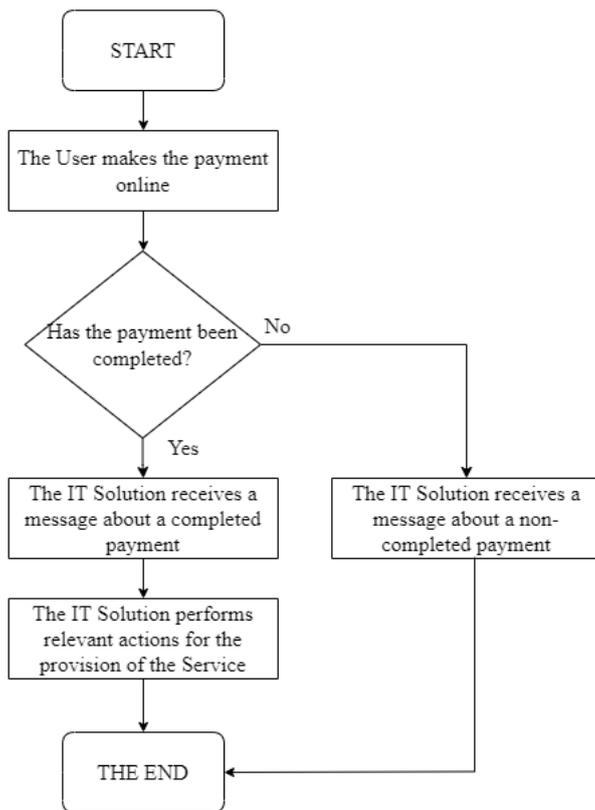
The IT Solution contains at least one valid and published Service (price list item) and at least one created Invoice for the relevant Service.

Possible results:

- Positive result
The payment has been completed successfully. In the IT Solution, a Record of payment is made to the relevant Invoice (or several Invoices).
- Negative result
The process has been aborted/cancelled. Online payment has not been made. A Record of Service (Invoice) payment is not created in the IT Solution.

Related processes:

- TA 10.05-03 Online payments



TA 10.06-01: Creation of an invoice

Process identifier	TA 10.06-01
Process	Creation of an invoice
Service	Creation of an invoice

Description:

The process “TA 10.06-01: Creation of an invoice” is a universal process in the IT Solution. The task of this process is to prepare an Invoice for the services for a specific service recipient. The invoice preparation process can be initiated by the IT Solution with its automation processes or sub-processes), the User by applying for services (provided by the CAA) in the IT Solution or face-to face.

Process participants:

User, User (CAA)

Preconditions for the execution of the process:

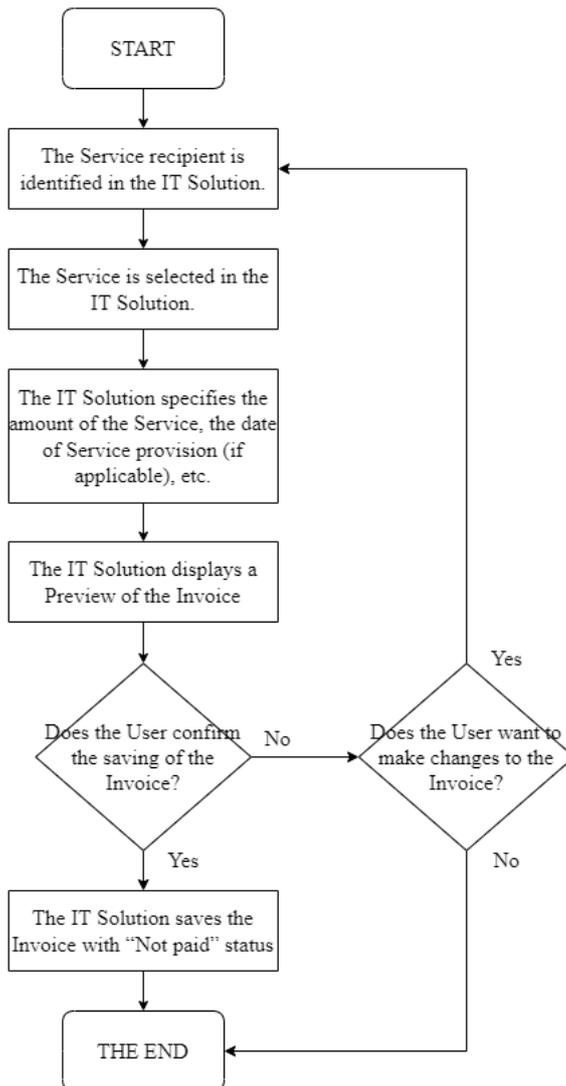
The user (recipient of the service) must be identifiable in the IT Solution

Possible results:

- Positive result
An Invoice is created in the IT Solution, which is linked to the recipient of the Service and contains data on the Services provided or requested.
- Negative result
The process has been aborted/cancelled. An Invoice is not created.

Related processes:

- TA 10.01-01: Creation of the service (price list item)
- TA 10.05-01: Acceptance of payments face-to-face and accounting
- TA 10.05-02 Payments by transfers
- TA 10.05-03 Online payments
- Processes that create an Invoice item



TA 10.07-00: Refund at the initiative of the CAA

Process identifier	TA 10.07-00
Process	Refund at the initiative of the CAA
Service	Refund at the initiative of the CAA

Description:

The process “TA 10.07-00: Refund at the initiative of the CAA” describes the actions that are implemented if the User (CAA) detects erroneous payments while processing information on incoming payments.

Process participants:

User (CAA)

Preconditions for the execution of the process:

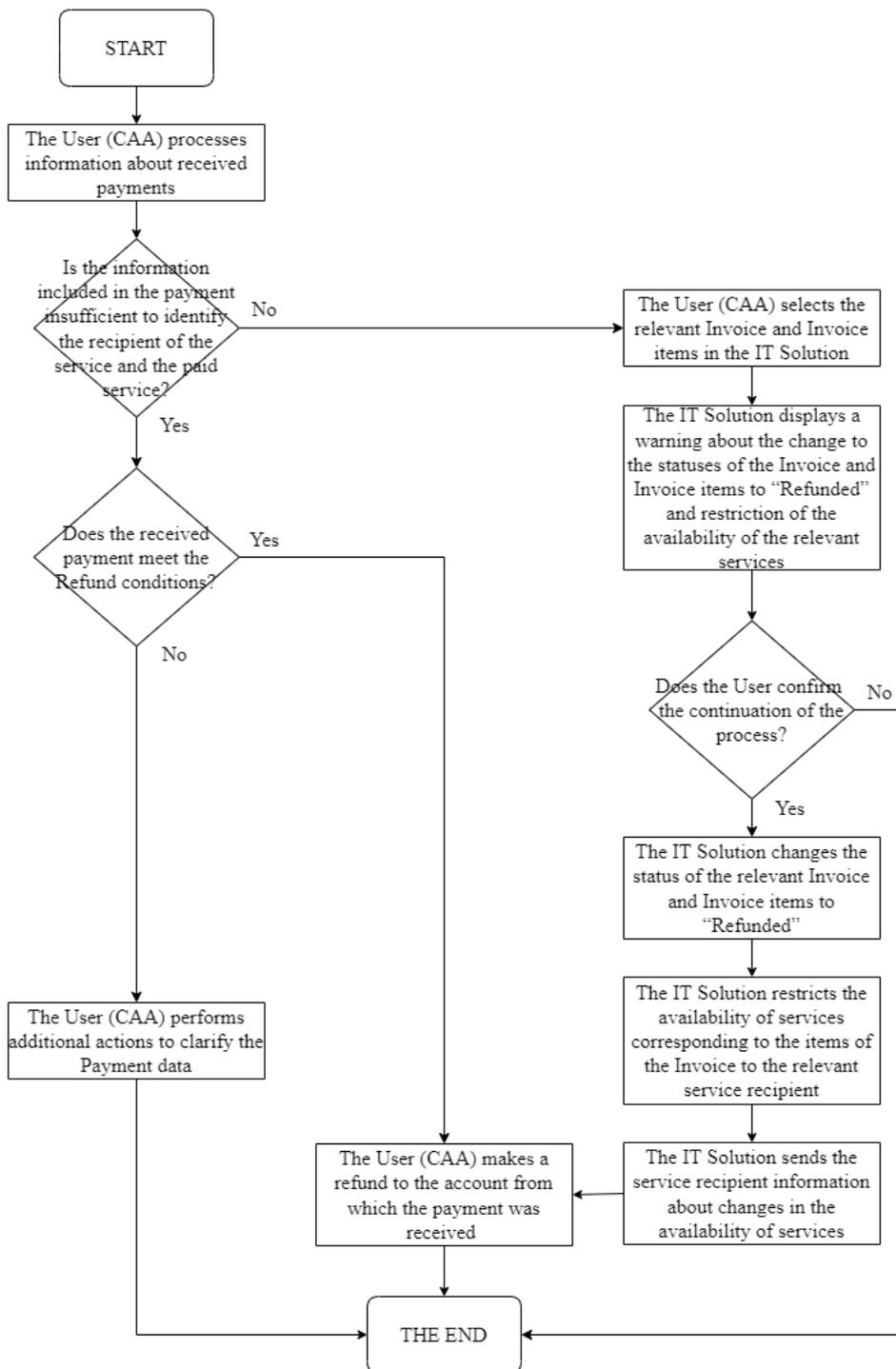
Information about received payments is available.

Possible results:

- Positive result
A refund is made to the Person's account. Marks are made in the IT Solution for correspondingly cancelled services.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 10.05-02 Payments by transfers



v_46_a / v_52_a

TA 10.08-00: Refund at the initiative of the client

Process identifier	TA 10.08-00
Process	Refund at the initiative of the client
Service	Refund at the initiative of the client

Description:

In the process “TA 10.08-00: Refund at the initiative of the client” the User of the IT Solution prepares an application for refund, and the User (CAA) reviews this document and makes a Decision. In the case of a positive Decision (confirmation of the Refund request), the refund is implemented.

The process consists of 3 sub-processes:

- TA 10.08-00-A: Preparation of the refund request submission
- TA 10.08-00-B: Review of the submission for refund and decision making
- TA 10.08-00-C: Implementation of the decision on refund

Process participants:

User, User (CAA)

Preconditions for the execution of the process:

Not detected.

Possible results:

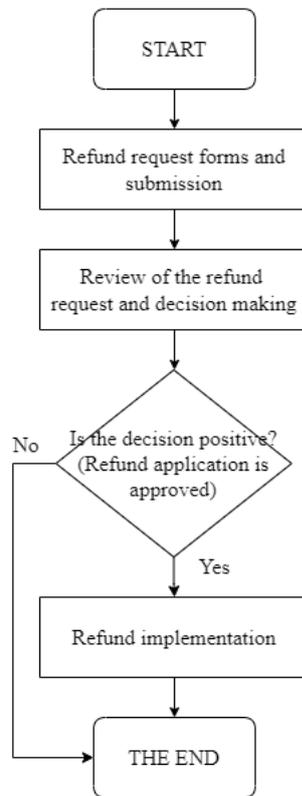
- Positive result
The Decision on making a Refund is available in the IT Solution, as well as the relevant action has been implemented. The decision can be positive or negative.
- Negative result
The process has been aborted/cancelled.

Related processes:

- Not detected.

Refund at the initiative of the client

TA 10.08-00



v_47_a / v_52_a

TA 10.08-00-A: Preparation of the refund request submission

Process identifier	TA 10.08-00-A
Process	Preparation of the refund request submission
Service	Refund at the initiative of the client

Description:

The sub-process “TA 10.08-00-A: Preparation of the refund request submission” is the first part of the process “TA 10.08-00: Refund at the initiative of the client”. In this sub-process, the User fills in the relevant form and submits the Submission in the IT Solution for further review by the CAA.

Process participants:

User

Preconditions for the execution of the process:

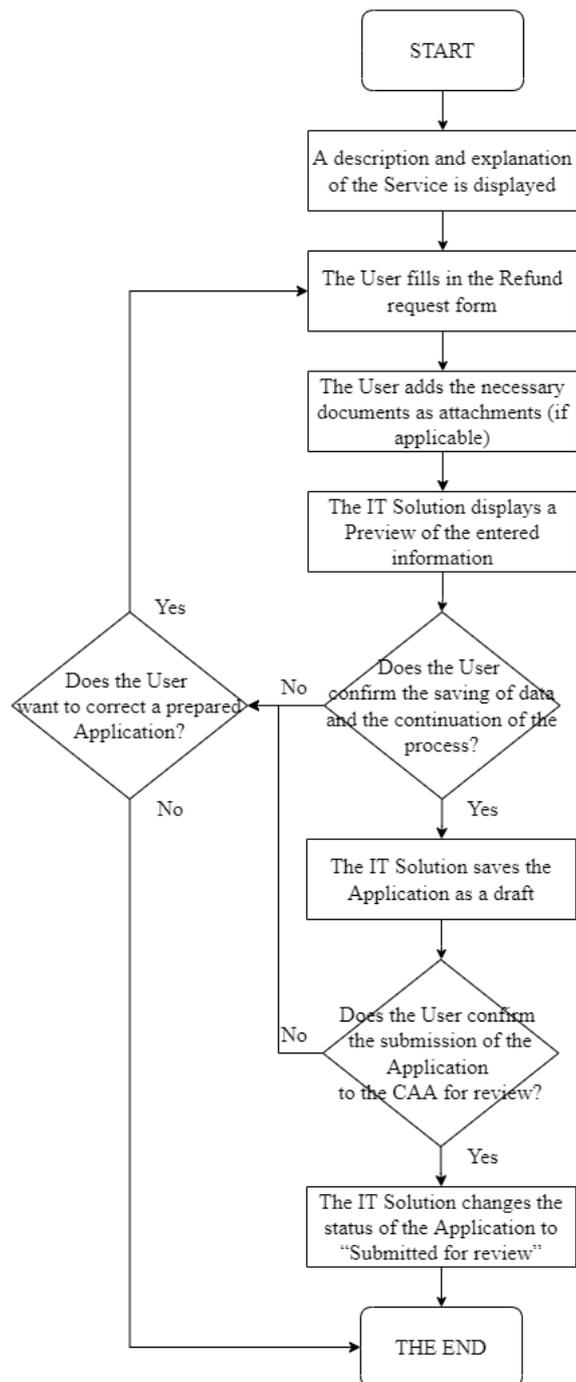
Not detected.

Possible results:

- Positive result
The submission has been submitted for processing in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 10.02-01: Payments
- TA 13.04-01: Processing of notifications



TA 10.08-00-B: Review of the submission for refund and decision making

Process identifier	10.08-00-B
Process	Review of the submission for refund and decision making
Service	Refund at the initiative of the client

Description:

The sub-process “TA 10.08-00-B: Review of the submission for refund and decision making” is the second part of the process “TA 10.08-00: Refund at the initiative of the client”.

Process participants:

User (CAA), User

Preconditions for the execution of the process:

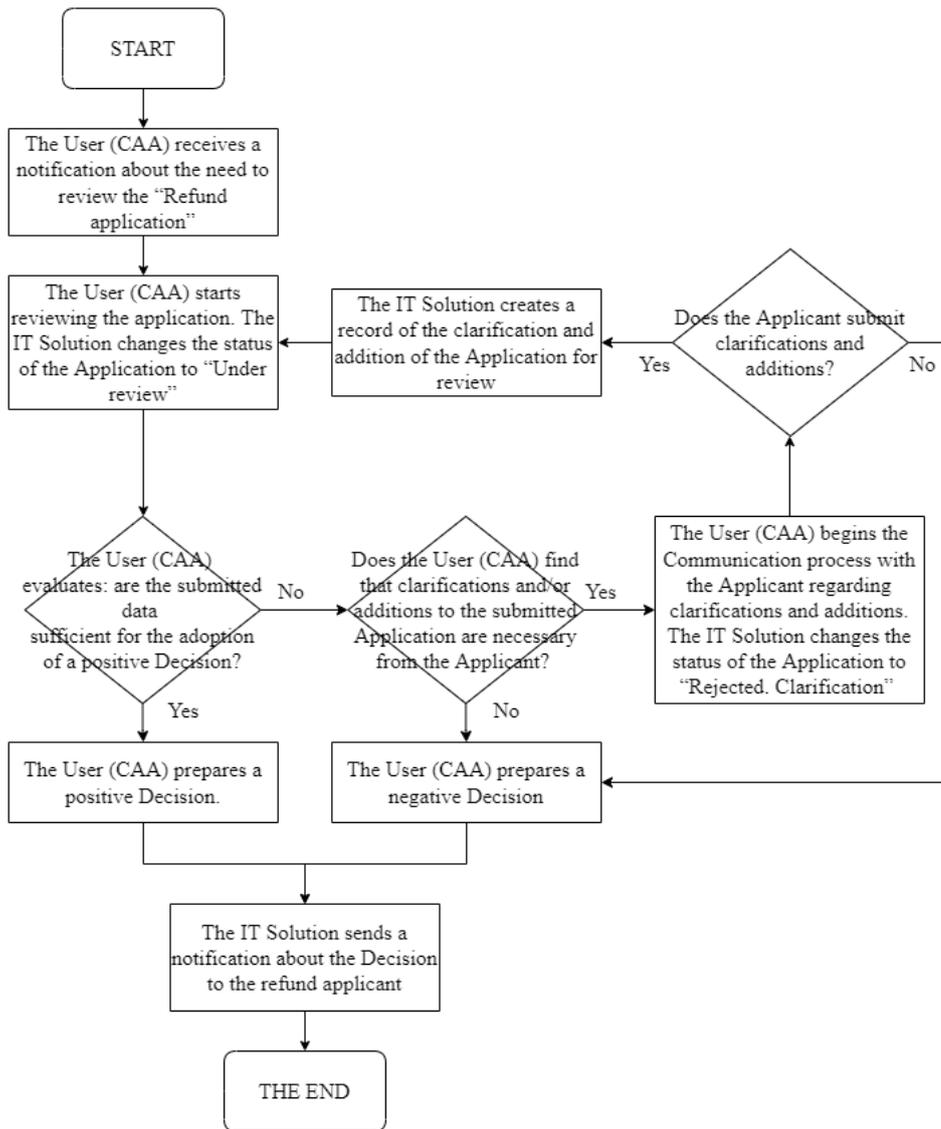
The User has the right to review Submissions for refund in the IT Solution.

Possible results:

- Positive result
The Decision on the reviewed Submission is available in the IT Solution.
The decision can be positive or negative.
- Negative result
The process has been aborted/cancelled.
Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TA 10.08-00-A: Preparation of the refund request submission
- TA 13.04-01: Processing of notifications
- TA 10.08-00-C: Implementation of the decision on refund



TA 10.08-00-C: Implementation of the decision on refund

Process identifier	10.08-00-C
Process	Implementation of the decision on refund
Service	Refund at the initiative of the client

Description:

The sub-process “TA 10.08-00-C: Implementation of the decision on refund” is the final part of the process “TA 10.08-00: Refund at the initiative of the client”.

Process participants:

User (CAA)

Preconditions for the execution of the process:

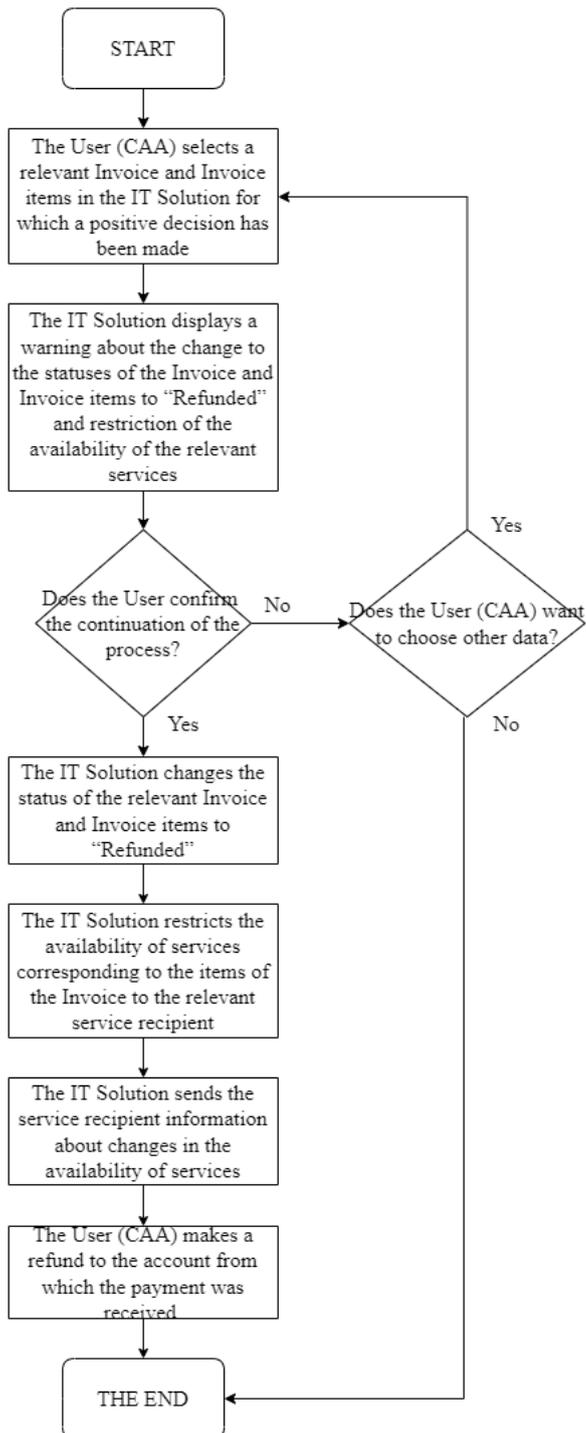
Execution of the sub-process “TA 10.08-00-B: Review of the submission for refund and decision making” with positive result and positive Decision.

Possible results:

- Positive result
Information about the Decision is available in the IT Solution and there are notes on its implementation.
- Negative result
The process has been aborted/cancelled.
Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TA 10.08-00-B: Review of the submission for refund and decision making



v_47_a / v_52_a

Module A11: Access rights

Description

Module A11: Access rights is one of the auxiliary modules, whose task is to manage User access to certain processes or actions. Access rights management can ensure the implementation of additional roles (see process “TA 00.01-54: User role management”) in the IT Solution.

TA 11.01-04: Access rights management

Process identifier	TA 11.01-04
Process	Access rights management
Service	Access rights management

Description:

In the process “TA 11.01-04: Access rights management”, the IT Solution Administrator determines (manages) the access rights of individual users or groups of users to processes and services.

Process participants:

Administrator

Preconditions for the execution of the process:

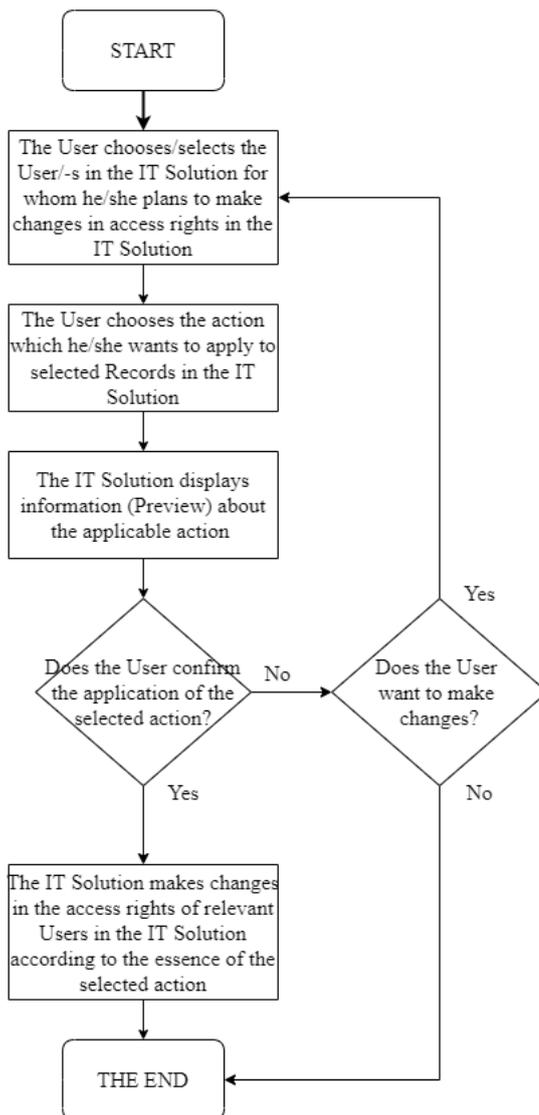
The User has the right to manage access rights in the IT Solution.

Possible results:

- Positive result
Access rights settings are stored in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 00.01-01: Registration of IT Solution users
- TA 00.01-54: User role management



Module A12: Document templates

Description

Module A12: Document templates is an auxiliary module that manages the appearance of documents created by the IT Solution (information scope, layout, formatting, graphic elements, etc.). Configuration settings control the use of templates in the relevant processes.

TA 12.01-01: Creation of the new template

Process identifier	TA 12.01-01
Process	Creation of the new template
Service	Creation of the new template

Description:

In the process “TA 12.01-01: Creation of the new template” a new document Template is created, which will be used in the services provided in the IT Solution.

Process participants:

User (CAA)

Preconditions for the execution of the process:

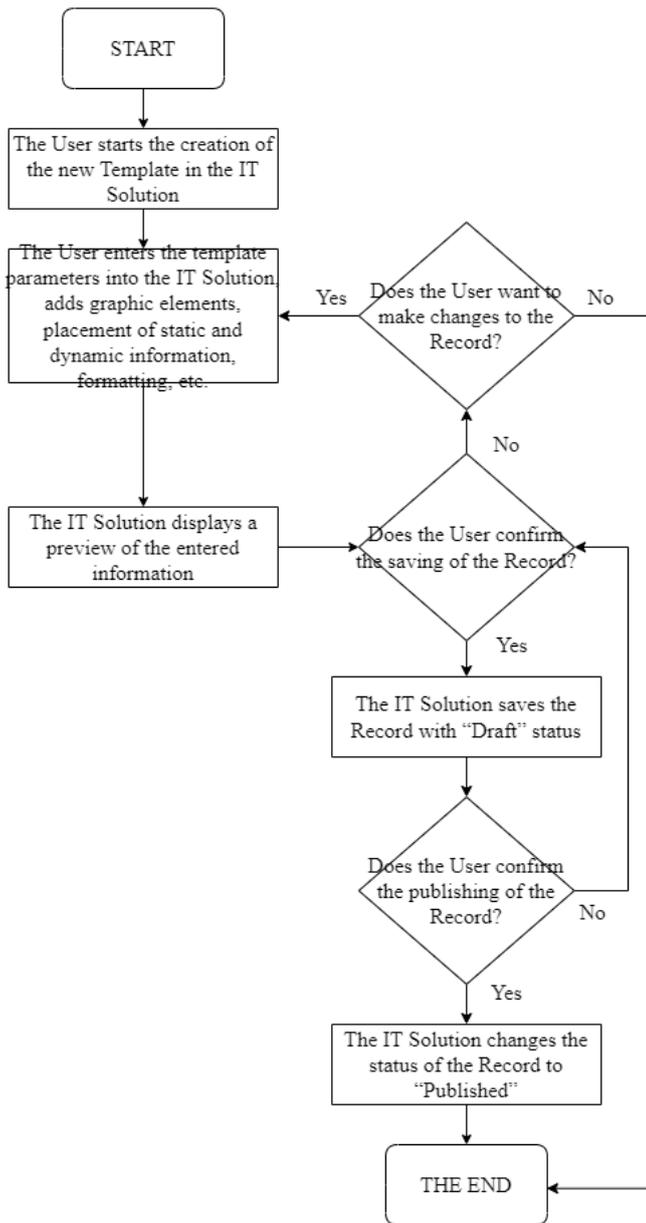
The User has the right to create Templates in the IT Solution.

Possible results:

- Positive result
A new Template has been created in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 12.01-05: Templates application configuration



TA 12.01-02: Correcting a template

Process identifier	TA 12.01-02
Process	Correcting a template
Service	Correcting a template

Description:

The process “TA 12.01-02: Correcting a template” implements changes to the published template.

Process participants:

User (CAA)

Preconditions for the execution of the process:

The IT Solution contains at least one Template that is available for editing;

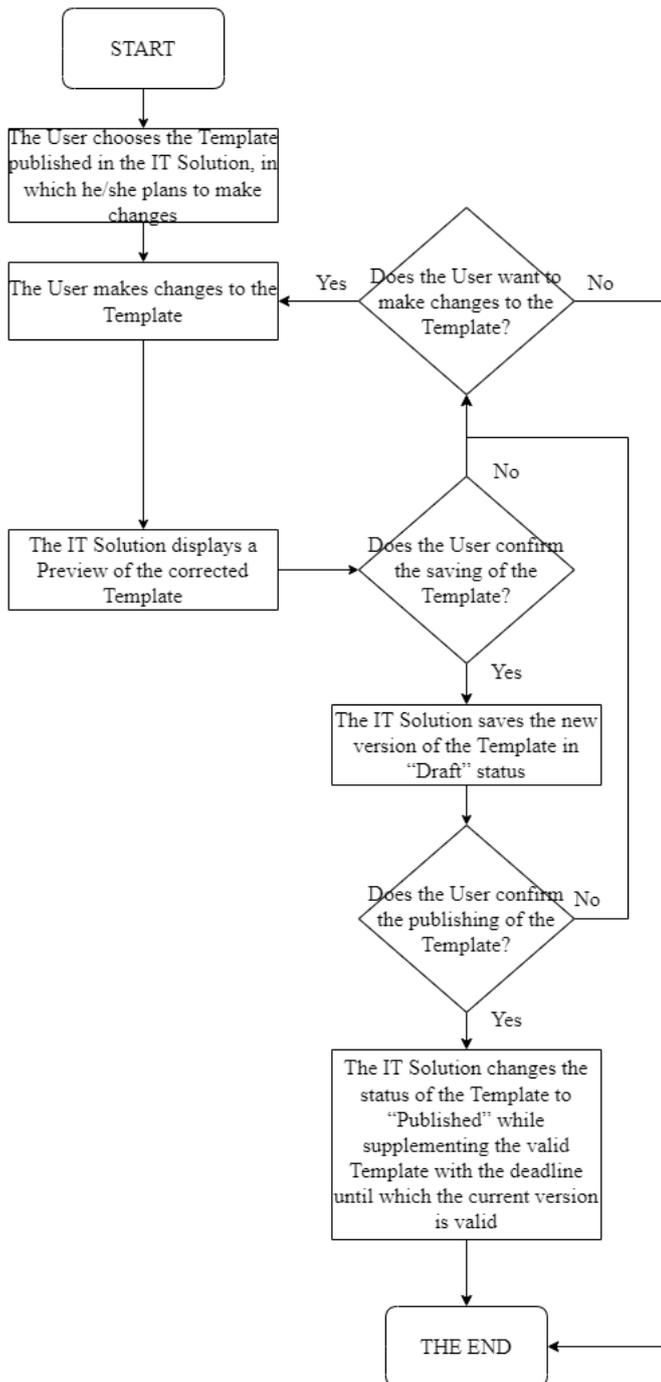
The User has the right to edit a Template in the IT Solution.

Possible results:

- Positive result
A Record of an updated Template is created in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 12.01-01: Creation of the new template
- TA 12.01-05: Templates application configuration



TA 12.01-05: Templates application configuration

Process identifier	TA 12.01-05
Process	Templates application configuration
Service	Templates application configuration

Description:

In this process, the User configures the IT Solution, determining which of the Templates will be used in the provision of Services and will be available to other users in other processes.

Process participants:

User (CAA)

Preconditions for the execution of the process:

The IT Solution contains at least one Template that is available for use;

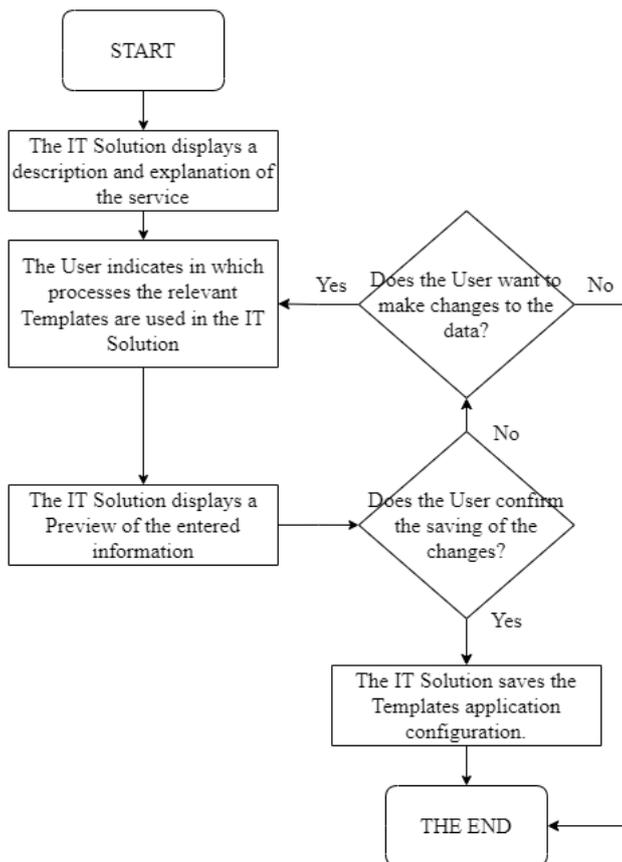
The User has the right to configure the application of templates in the IT Solution.

Possible results:

- Positive result
Changes to the Templates application configuration are saved in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 12.01-01: Creation of the new template
- TA 12.01-02: Correcting a template



Module A13: Messages and correspondence

Description

This module implements processes that are applicable to exchange of messages in the IT Solution. Depending on the message flow, the following types of exchange of messages have been identified:

- System notifications from the IT Solution for a specific User:
 - Notifications about initiated, ongoing and completed tasks;
 - Regular messages about deadlines, reminders about approaching deadlines, etc.
- Exchange of messages between the User (CAA) and a specific User;
- Message list notifications;
- Processing of submissions received by post.

The exchange of messages is divided into the following types of messages:

- Message – individual message for a specific IT Solution user;
- System message – a subtype of message that is sent (prepared) by the IT Solution as information about an event or an action performed in it. For example: information about the status change for the submission, a reminder about the approaching expiration date of the document, etc.
- Notification – a special type of message that provides for the implementation of additional actions, the implementation of feedback, the adoption of a decision by a certain deadline.

Information about a new message can be provided in different ways:

- by e-mail,
- through IT Solution,
- via SMS,
- in other ways.

The way and in which case the messages of the specific content/nature are delivered to the user must be determined with the help of IT Solution configuration and/or individual User (or Client) profile settings.

Sub-module TA 13.01: Individual messages

Individual messages provide exchange of messages between users of the IT Solution. Individual messages are characterized by the fact that their content is created by the user.

TA 13.01-01: Preparing and sending the message

Process identifier	TA 13.01-01
Process	Preparing and sending the message
Service	Preparing and sending the message

Description:

This process ensures the preparation of an individual message and its sending to a specific User or group of Users. The exchange of messages is primarily intended between users of the IT Solution.

Process participants:

User, User (CAA)

Preconditions for the execution of the process:

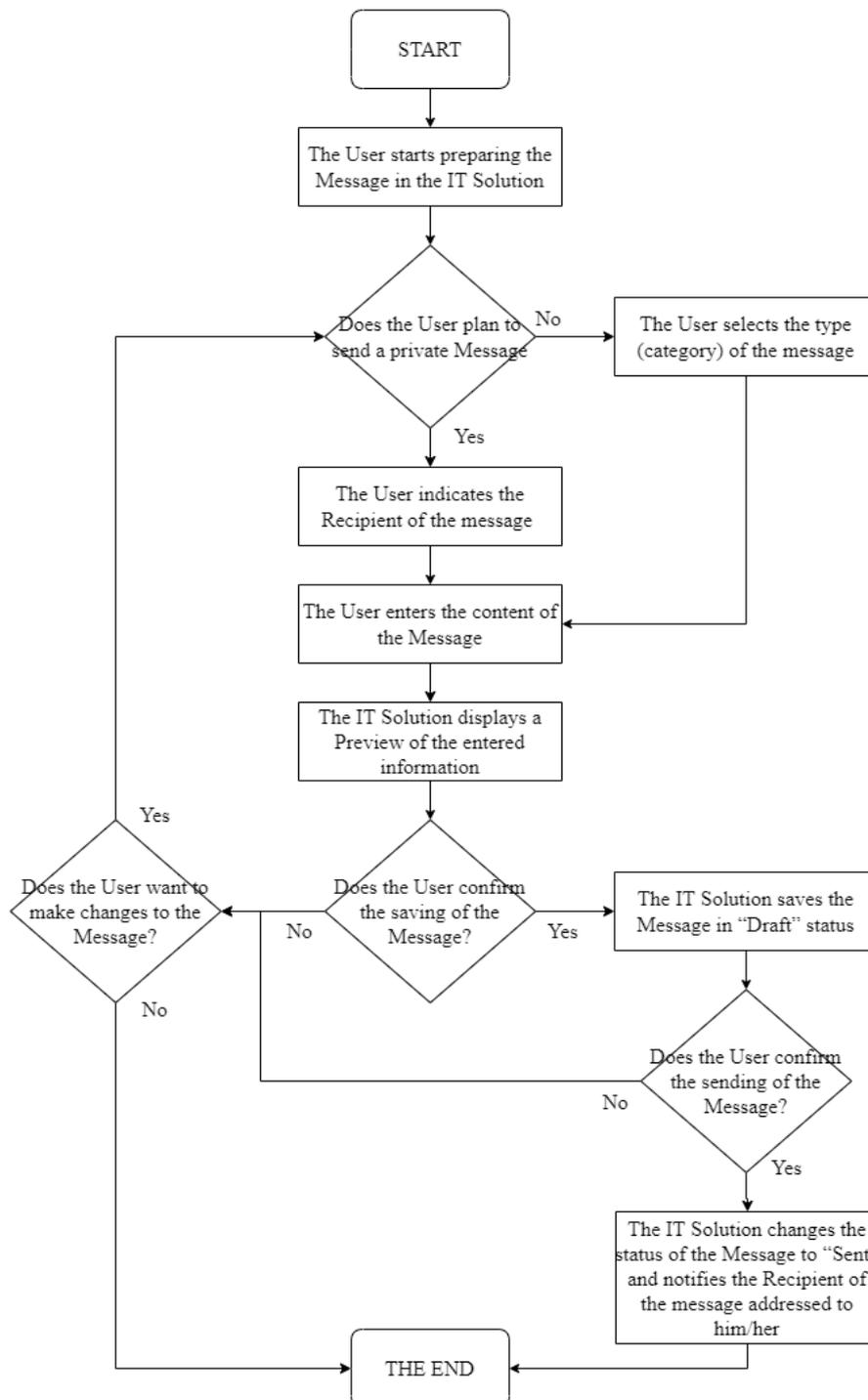
Not detected.

Possible results:

- Positive result
The message prepared by the Sender is saved and becomes available to the Recipient or Recipients.
- Negative result
The process has been aborted/cancelled.

Related processes:

- Not detected.



v_22_a / v_47_a / v_52_a

Sub-module TA 13.02: System messages

System messages are intended for the transfer of information to Users about changes in the IT Solution records, as well as for reminders to comply with deadlines and/or to implement correcting actions. The structure of system message content is predefined, but it can be supplemented with additional data.

TA 13.02-01: Preparing and sending the system message

Process identifier	TA 13.02-01
Process	Preparing and sending the system message
Service	Preparing and sending the system message

Description:

Process “TA 13.02-01: Preparing and sending the system message” is a universal widely configurable auxiliary process that ensures sending messages to Recipients in automatic or semi-automatic mode. Recipients and message content are determined from system message configuration settings, parameters, initiating processes.

Process participants:

IT Solution

Preconditions for the execution of the process:

Not detected.

Possible results:

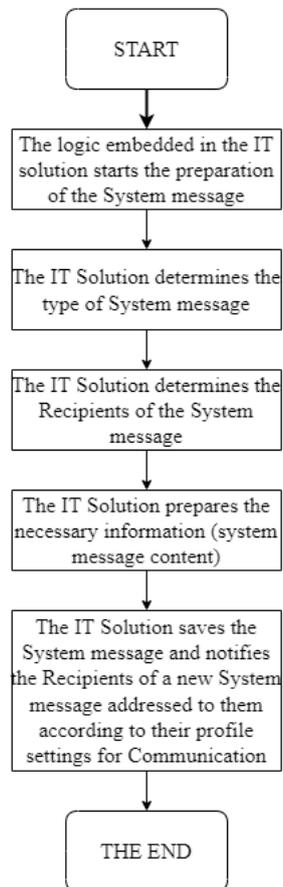
- Positive result
The system message has been saved and is available to the Recipient.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 13.02-05: System messages configuration

Preparing and sending the system message

TA 13.02-01



TA 13.02-05: System messages configuration

Process identifier	TA 13.02-05
Process	System messages configuration
Service	System messages configuration

Description:

The task of the process “TA 13.02-05: System messages configuration” is to provide Users (CAA) and Administrators with a tool to adjust the System messages according to the needs of the users of the IT Solution. This process takes the form of linking the actions (or events) implemented in the IT Solution with the preparation and sending of the relevant System message.

Process participants:

User (CAA), Administrator

Preconditions for the execution of the process:

A list of actions (events) implemented in the IT Solution it must be available in it.

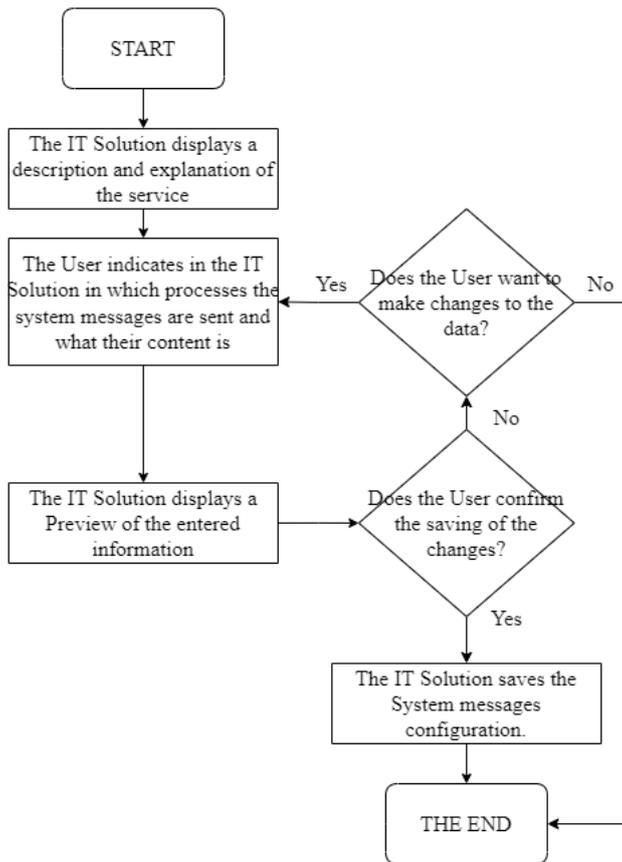
At least one System message type must be in the IT Solution.

Possible results:

- Positive result
The IT Solution saves the System messages configuration.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 13.02-01: Preparing and sending the system message
- Processes that provide for sending a system message.



Sub-module TA 13.03: Message list

TA 13.03-01: Preparing and sending the message of the message list

Process identifier	TA 13.03-01
Process	Preparing and sending the message of the message list
Service	Preparing and sending the message of the message list

Description:

The process “TA 13.03-01: Preparing and sending the message of the message list” is intended for the preparation and sending of the message of the Message list to those groups of users that are specified by the Author of the message of the Message list. During the preparation of a message of the Message list, the IT Solution displays a preview of the message of the Message list and sends a test (trial) message to the Author.

Process participants:

User (CAA)

Preconditions for the execution of the process:

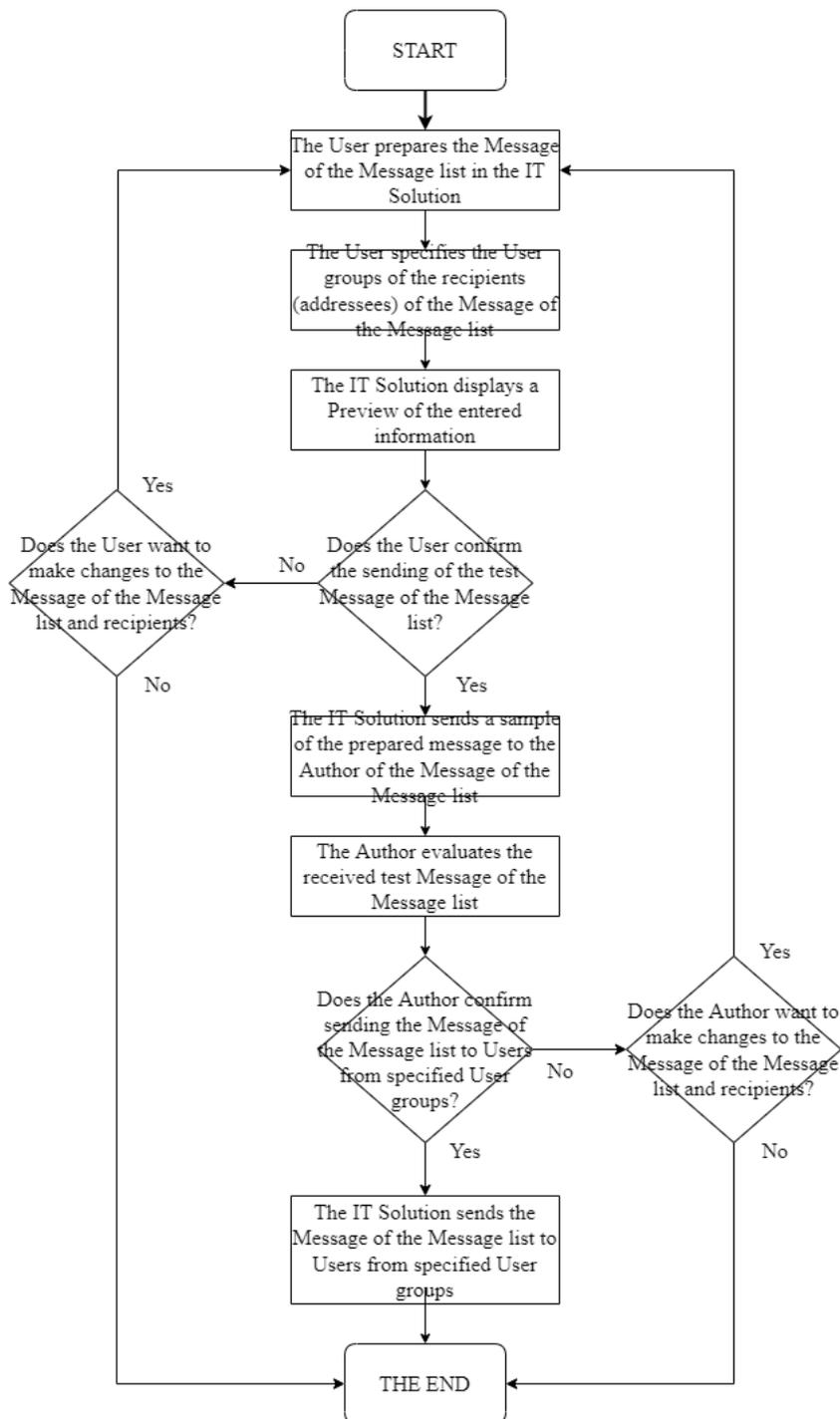
The user has the right to send a message of the Message list in the IT Solution.

Possible results:

- Positive result
The message of the Message list is sent to Users from the relevant user group.
- Negative result
The process has been aborted/cancelled.

Related processes:

- Not detected.



Sub-module TA 13.04: Notifications

TA 13.04-01: Processing of notifications

Process identifier	TA 13.04-01
Process	Processing of notifications
Service	Processing of notifications

Description:

Process “TA 13.04-01: Processing of notifications” describes the actions performed by the User when receiving Notifications in the IT Solution. Notifications represent the current status of the related Record (Application, Submission, etc.). The processing of notifications on the part of the User manifests itself as actions with the relevant Record – reading, processing, decision making, request for clarification of information.

Process participants:

User (CAA), User

Preconditions for the execution of the process:

In the IT Solution, such a process or sub-process was executed, which provides for sending the Notification to the users of the IT Solution.

Possible results:

- Positive result
The current status of the Notification is indicated in the IT Solution.
- Negative result
The process has been aborted/cancelled.

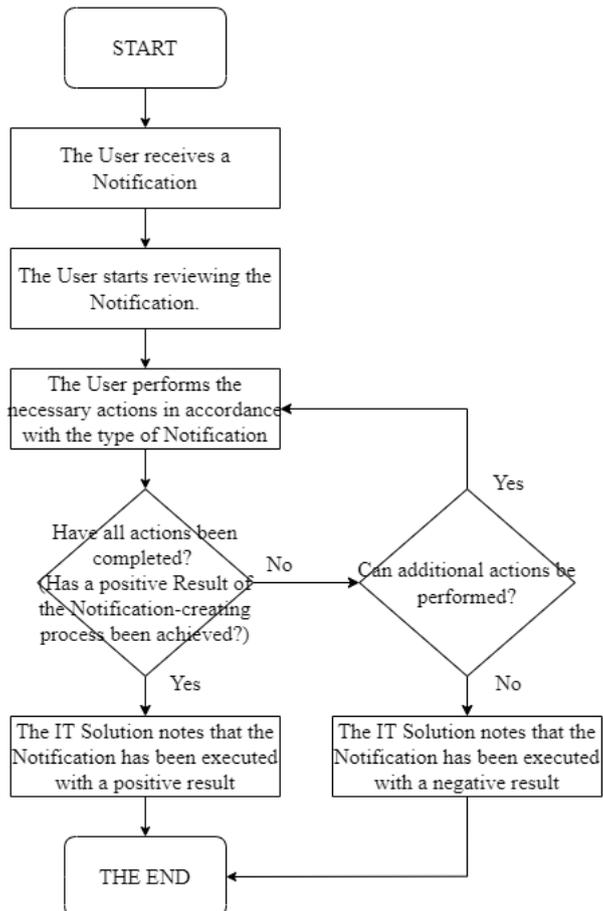
Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TA 13.04-05: Configuration of notifications
- Processes and sub-processes that create Notifications

Processing of notifications

TA 13.04-01



TA 13.04-05: Configuration of notifications

Process identifier	TA 13.04-05
Process	Configuration of notifications
Service	Configuration of notifications

Description:

The purpose of the process “TA 13.04-05: Configuration of notifications” is to ensure customization of the IT Solution for its users, to provide Users (CAA) and Administrators with a tool to customize the System messages according to the needs of the IT Solution users. This process takes the form of linking the actions (or events) implemented in the IT Solution with the preparation and sending of the relevant System message.

Process participants:

User (CAA), Administrator

Preconditions for the execution of the process:

A list of actions (events) implemented in it must be available in the IT Solution;

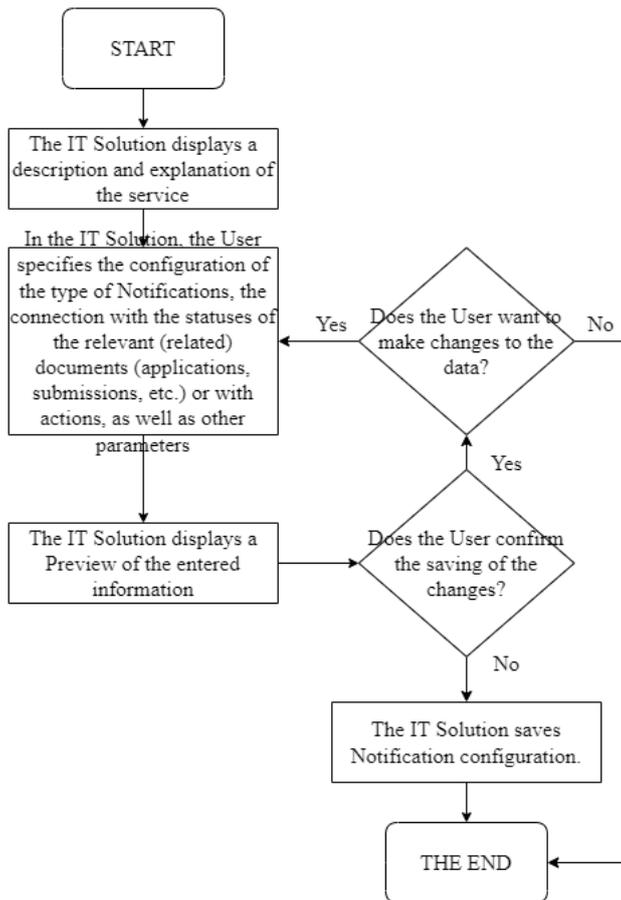
There must be at least one Notification type in the IT Solution.

Possible results:

- Positive result
The IT Solution saves Notification configuration.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 13.04-01: Processing of notifications



Sub-module TA 13.05: Processing of submissions received by post

TA 13.05-01: Input of a submission in the IT Solution

Process identifier	TA 13.05-01
Process	Input of a submission in the IT Solution
Service	Input of a submission in the IT Solution

Description:

Process “TA 13.05-01: Input of a submission in the IT Solution” describes how CAA employees process the applications for receiving the services in the field of UAS submitted by post.

Process participants:

User (CAA)

Preconditions for the execution of the process:

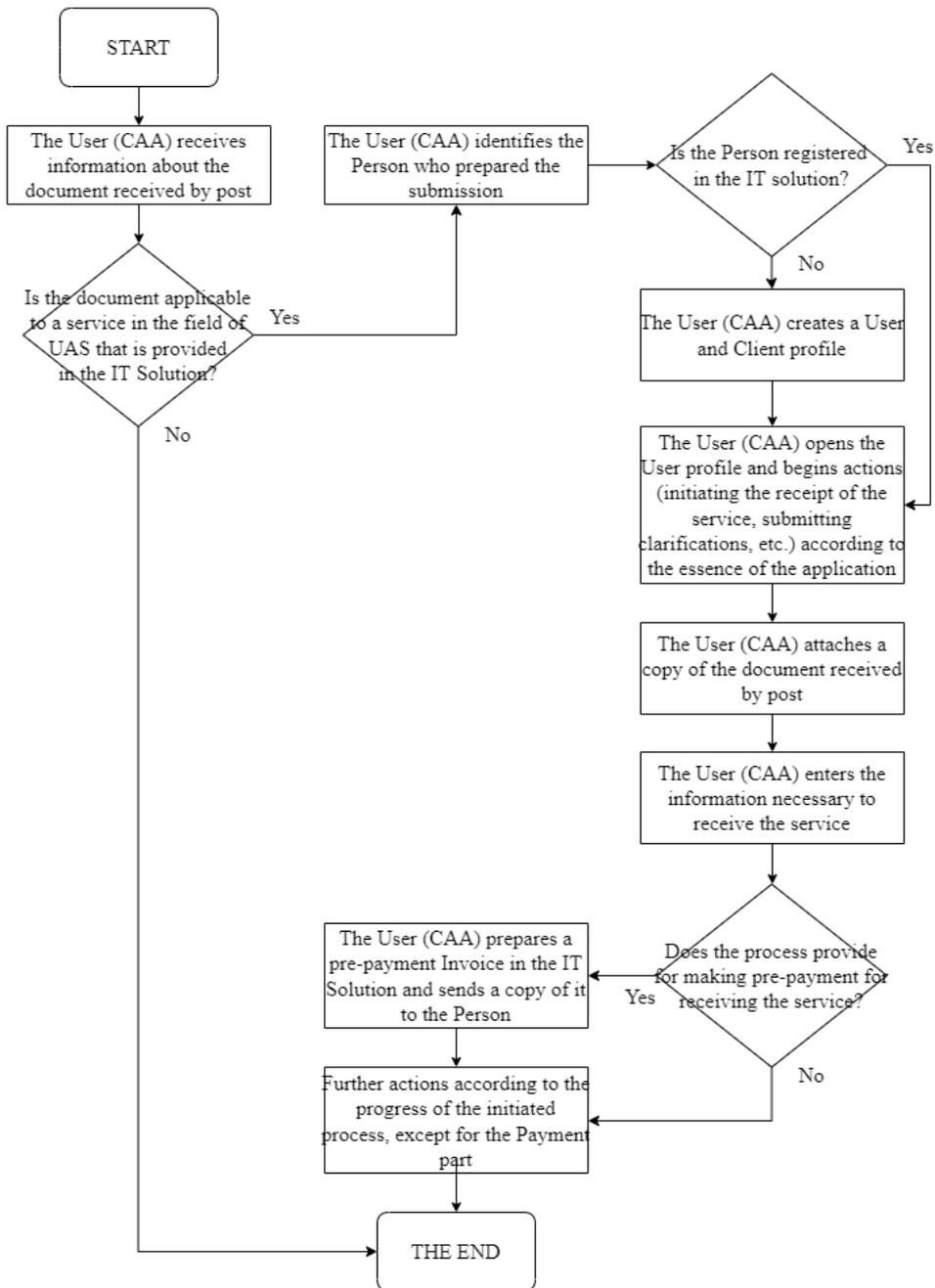
The User has the right to enter documents received by post into the IT Solution.

Possible results:

- Positive result
The document received by post has been entered into the IT Solution and the provision of the relevant service has been started.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 00.01-01: Registration of IT Solution users
- TA 00.01-10: Client registration (legal person)
- TA 00.01-11: Client registration (natural person)



Module A14: Lists of defined values

Description

In accordance with that written in the Concept, the list of Predefined values must be used in the IT Solution to reduce the number of cases when the User has to manually enter those values, the variations of which are known (are limited) and which can be represented in the form of a list, menu or other similar way. It is provided that the IT Solution will have multiple thematic lists with corresponding values.

For instance:

- list “Units of measurement”: m, ft, NM;
- list “Reporting system”: AGL, AMSL.

TA 14.01-01: Adding the new value

Process identifier	TA 14.01-01
Process	Adding the new value
Service	Adding the new value

Description:

This process reviews the order in which the User adds a new Value to the List.

Process participants:

User (CAA)

Preconditions for the execution of the process:

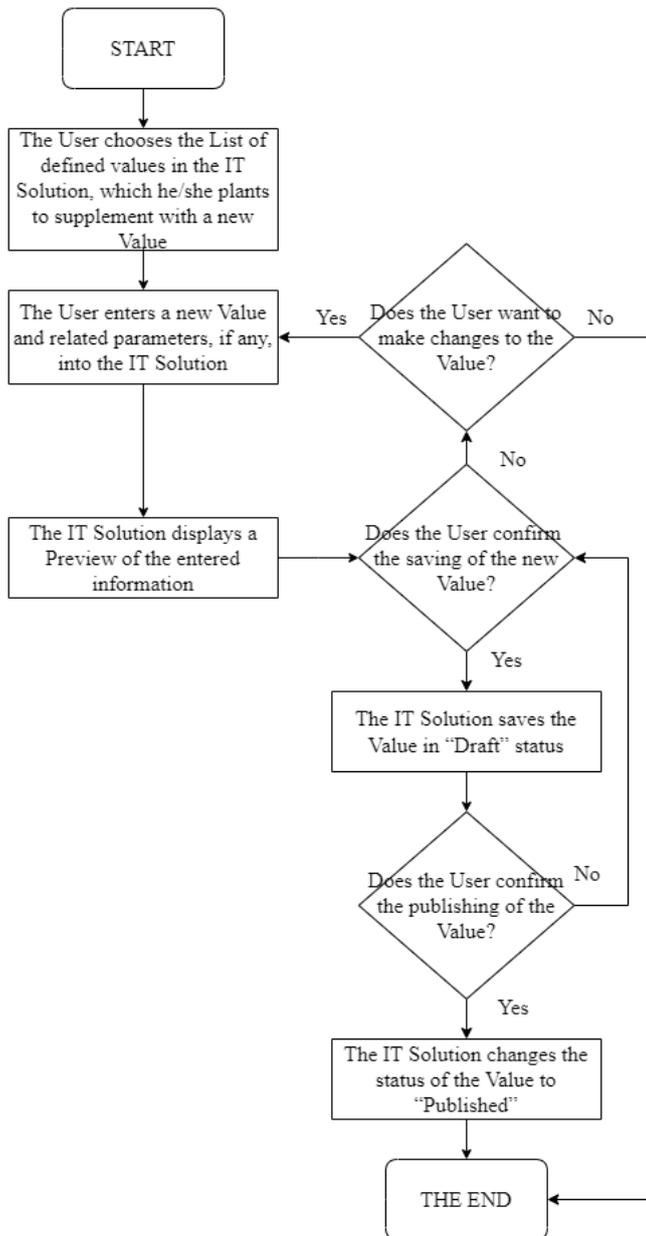
The User has the right to add Values in the IT Solution.

Possible results:

- Positive result
The list of predefined values is supplemented with a new Value.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 14.01-02: Correction of the published value
- TA 14.01-03: Deletion of the published value
- Any process that uses defined values.



TA 14.01-02: Correction of the published value

Process identifier	TA 14.01-02
Process	Correction of the published value
Service	Correction of the published value

Description:

The process “TA 14.01-02: Correction of the published value” implements changes to the published Value of the list of Predefined values. As a result of this process, the new version of the Value is created, which will be used in future IT Solution processes, while the old version of the Value is “closed” – it is available for displaying historical data.

Process participants:

User (CAA)

Preconditions for the execution of the process:

The IT Solution contains at least one Value that is available for editing;

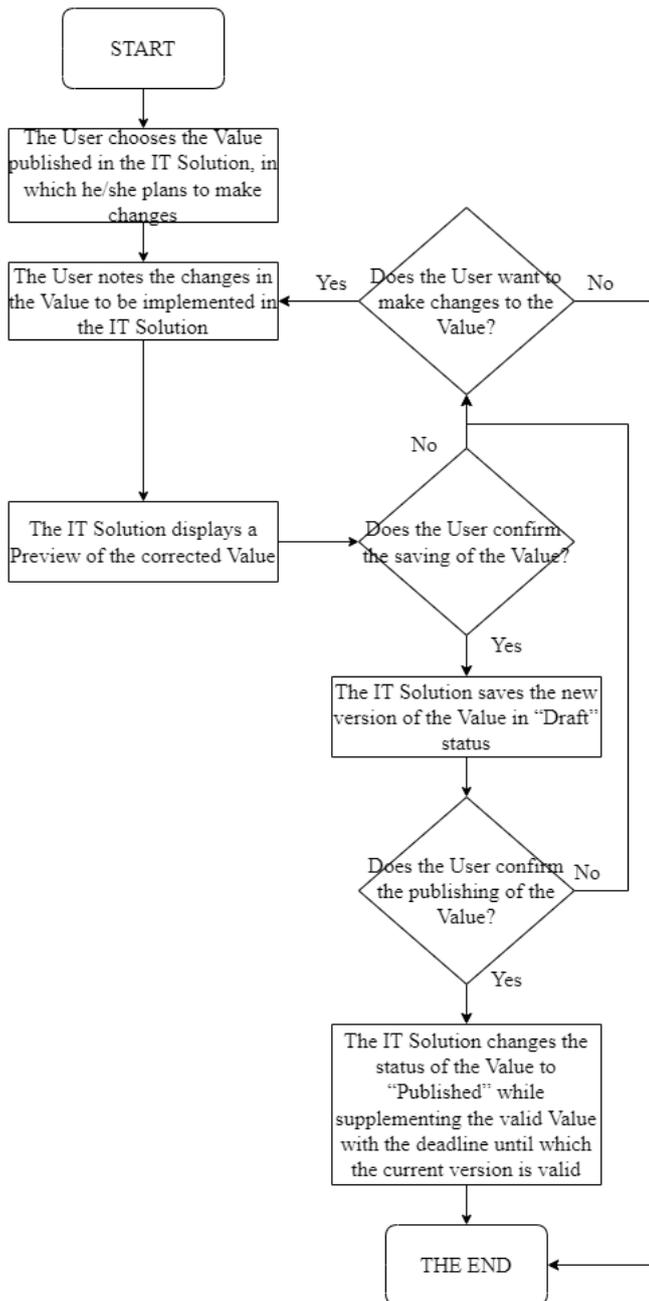
The User has the right to edit a Value in the IT Solution.

Possible results:

- Positive result
The IT Solution introduces changes to the list of Predefined values – the new version of the Value is created, while the previous version is “closed”.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 14.01-01: Adding the new value



TA 14.01-03: Deletion of the published value

Process identifier	TA 14.01-03
Process	Deletion of the published value
Service	Deletion of the published value

Description:

The process “TA 14.01-03: Deletion of the published value” performs a series of actions to restrict the use of the published value in future IT Solution Records. In this process, the previously published value is not deleted – its status is changed – this value is available in the oldest records in the historical data display.

Process participants:

User (CAA)

Preconditions for the execution of the process:

The IT Solution contains at least one Value that is available for deleting;

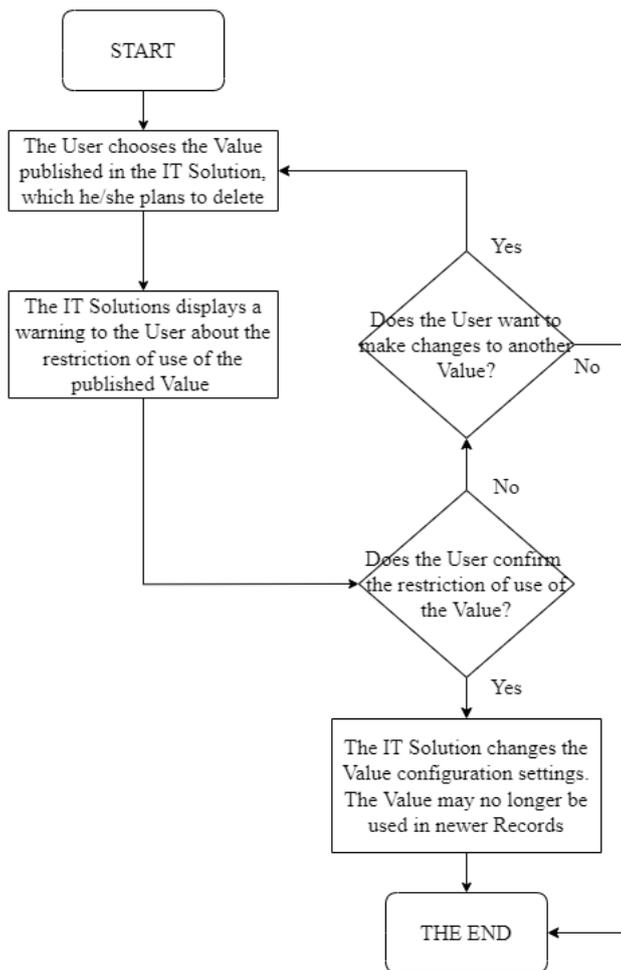
The User has the right to delete a Value in the IT Solution.

Possible results:

- Positive result
The use of the previously published specific Value in the subsequent processes of the IT Solution is not possible.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 14.01-01: Adding the new value



Module A15: Automation

Description

“Module A15: Automation” is provided to facilitate and automatically (if possible) perform regular (routine) work. This module consists of a series of settings and built-in algorithms that perform regular operations without human intervention.

Examples include:

- Update of personal data (connection with other State information systems);
- Daily data verification of the terms of permits, certificates, certifications, invoices and implementation of relevant actions with these documents (or records) in the IT Solution;
- Preparation of reports and/or invoices;
- Informing users about the approaching expiration date of permits, certificates, certifications and other documents or records;
- In other cases.

When preparing descriptions of business processes, it was found that many processes (sub-processes) must end with a Decision or a specific action, which serves as a sign that the process has been completed. In some cases, the execution of the process may take several days or require the involvement of several Users. In such cases, Automation processes may alert Users about deadlines for completing processes or about incomplete processes.

TA.15.01-00: Automation

Process identifier	TA 15.01-00
Process	Automation
Service	Automation

Description:

The process “TA.15.01-00: Automation” describes a general progress of those regular activities implemented by the IT Solution that are configured in accordance with processes “TA15.01-01: Creation of the regular process” and “TA 15.01-02: Correction of the regular process”. The main task of this process is to ensure that the data in the IT Solution are regularly updated, as well as that the Users of the IT Solution receive information addressed to them regarding the receipt of Services in the field of UAS.

Process participants:

User, User (CAA)

Preconditions for the execution of the process:

At least one Regular process is available in the IT Solution.

Possible results:

- Positive result
The IT Solution implements actions according to the instructions of the Regular process.
- Negative result
The process has been aborted/cancelled.

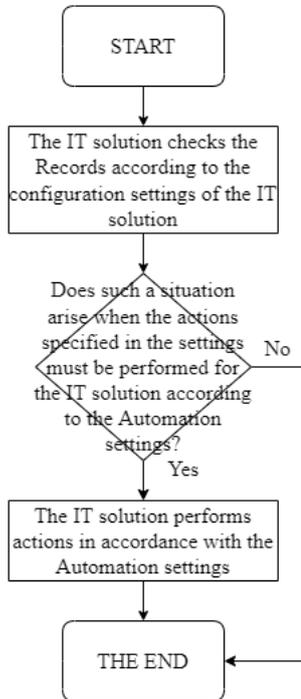
Related processes:

- TA15.01-01: Creation of the regular process
- TA 15.01-02: Correction of the regular process TA 15.01-02: Correction of the regular

- Processes and sub-processes that are executed in accordance with Regular processes.

Automation

TA 15.01-00



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TA15.01-01: Creation of the regular process

Process identifier	TA 15.01-01
Process	Creation of the regular process
Service	Creation of the regular process

Description:

The process “TA15.01-01: Creation of the regular process” provides an opportunity for the Administrator of the IT Solution or the User with appropriate rights to create regular processes – certain actions that the IT Solution performs in accordance with the established time schedule, after a certain time interval. One such process may be to send reminders to Users about prepared and unpaid Invoices.

Process participants:

User (CAA), Administrator

Preconditions for the execution of the process:

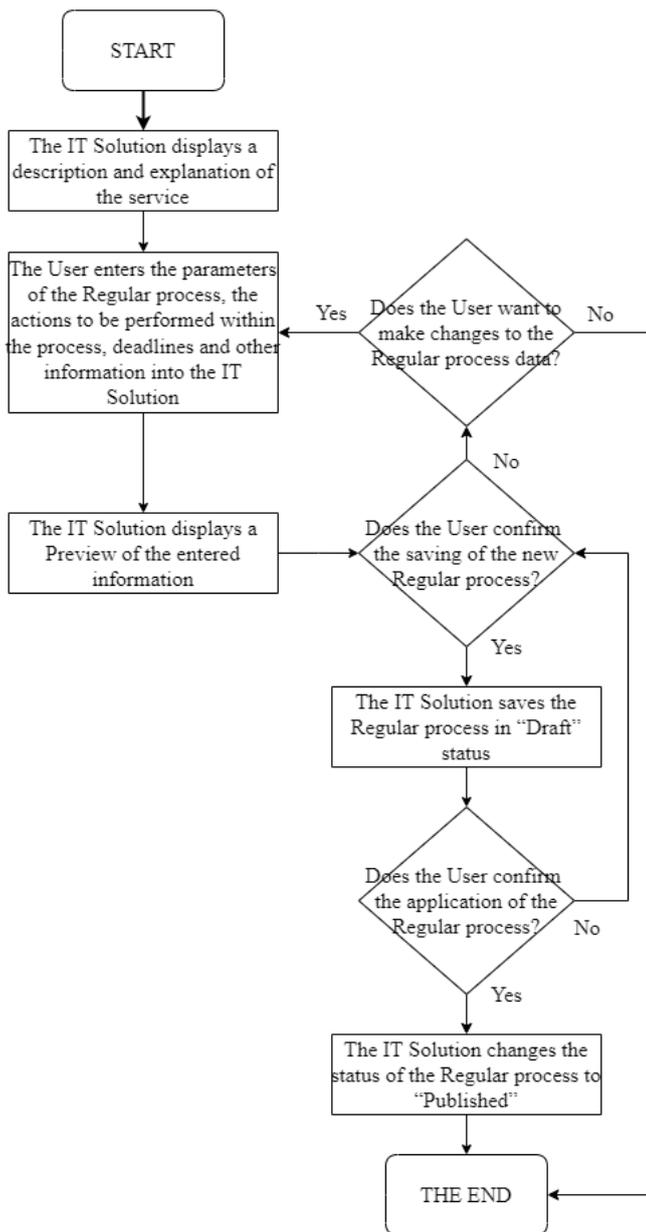
The User is granted the right to create a Regular process in the IT Solution.

Possible results:

- Positive result
A record of the Regular process and its parameters (settings) is created in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA.15.01-00: Automation
- TA 15.01-02: Correction of the regular process



TA 15.01-02: Correction of the regular process

Process identifier	TA 15.01-02
Process	Correction of the regular process
Service	Correction of the regular process

Description:

The process “TA 15.01-02: Correction of the regular process” allows you to make changes to the once prepared Regular process.

Process participants:

User (CAA), Administrator

Preconditions for the execution of the process:

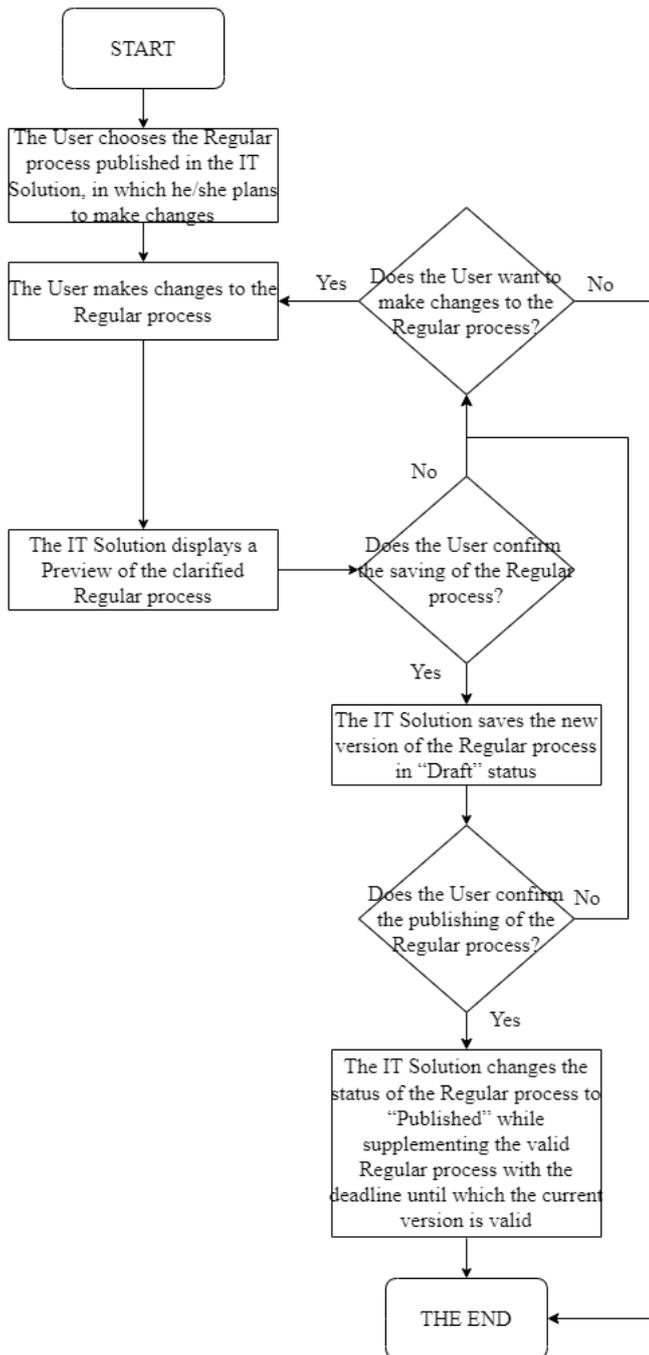
The User is granted the right to make changes in the Regular processes in the IT Solution.

Possible results:

- Positive result
A record is created in the IT Solution with a detailed Regular process.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA.15.01-00: Automation
- TA15.01-01: Creation of the regular process



Module A16: IT Solution management

Description

“Module A16: IT Solution management” is an auxiliary module in the IT Solution whose task is to manage the operation of services and modules.

TA 16.01-01: Enabling the business module

Process identifier	TA 16.01-01
Process	Enabling the business module
Service	Enabling the business module

Description:

The process “TA 16.01-01: Enabling the business module” changes the settings of the selected module in such a way that it resumes the provision of services – it becomes available to the users of the IT Solution.

Process participants:

User (CAA)

Preconditions for the execution of the process:

The process can be implemented only with respect to a Module that is “disabled”;

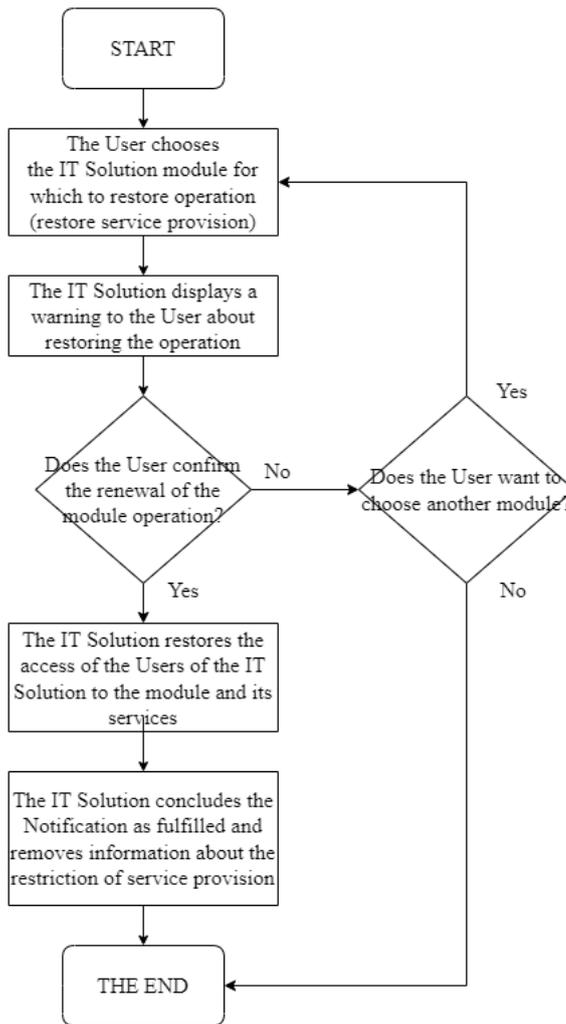
The User has the right to manage modules in the IT Solution.

Possible results:

- Positive result
The current status of the Module has been changed.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 16.01-03: Disabling the business module



TA 16.01-03: Disabling the business module

Process identifier	TA 16.01-03
Process	Disabling a module
Service	Disabling modules

Description:

The process “TA 16.01-03: Disabling the business module” changes the settings of the selected module in such a way that it stops providing services to users of the IT Solution.

Process participants:

User (CAA)

Preconditions for the execution of the process:

The process can be implemented only with regard to a Module that is “enabled”;

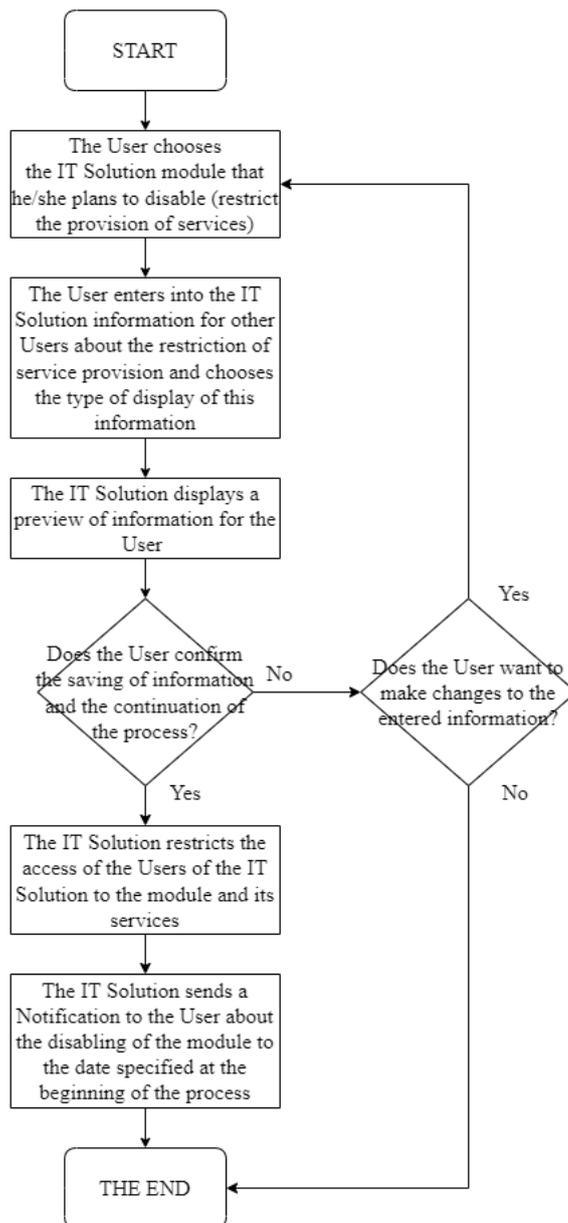
The User has the right to manage modules in the IT Solution.

Possible results:

- Positive result
The current status of the Module has been changed.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 16.01-01: Enabling the business module



11. BLOCK B: Design of UAS geographical zones

The business processes of Block B have been developed based on discussions with the Client. Some of the business processes require changes in the regulatory framework before they are put into operation.

Description

The business processes described in Block B include the necessary actions and their sequence, which covers the management of UAS Geographical Zones from their initial initiation or initiation of changes to the decision to create, modify or close a specific zone. These business processes are determined to realize the rights of Article 15, Paragraphs 1 and 2 of Regulation 2019/947.

Table 11.1 summarizes the information on those categories of applicants that are entitled to initiate the defining the UAS geographical zones in accordance with national legislation in force. The list of categories of applicants may be extended or modified, taking into account that national legislation may be amended or redrafted.

Table 11.1

Categories of applicants for the defining UAS geographical zones

Category of Submitters/Applicants	Category description
Authorities (static)	Ministries, subordinate institutions, capital companies that manage long-term objects, over which long-term UAS geographical zones are defined.
Authorities (dynamic)	Ministries and their subordinate institutions, whose activity involves operational work – UAS geographical zones (restrictive or prohibitive nature) must be established quickly.
Local governments (dynamic and static)	The local government has the right to limit the flights of unmanned aircraft in its administrative territory

	<p>over the following objects, but in a horizontal plane – up to 50 m from them:</p> <ul style="list-style-type: none"> • the venue of a public event, meeting, march or picket during the active operation of the said event, including an objectively justified time before and after the event; • places of gathering of people during its active operation; • educational institutions; • healthcare facilities; • populated local government territories; • streets with heavy traffic; • recreation areas; • cemeteries.
The CAA (static and dynamic)	<p>The Civil Aviation Agency may define UAS geographical zones over:</p> <ul style="list-style-type: none"> • aerodromes; • other objects or anywhere else when it is related to civil aviation and affects the safety and security of flights (for example weather stations, communication, navigation and surveillance (CNS) equipment, unmanned aircraft flights within the air show, etc.).
Others	<p>For other persons or in other cases – if the defining the UAS geographical zone meets the purpose of Article 15 of Regulation 2019/947.</p>

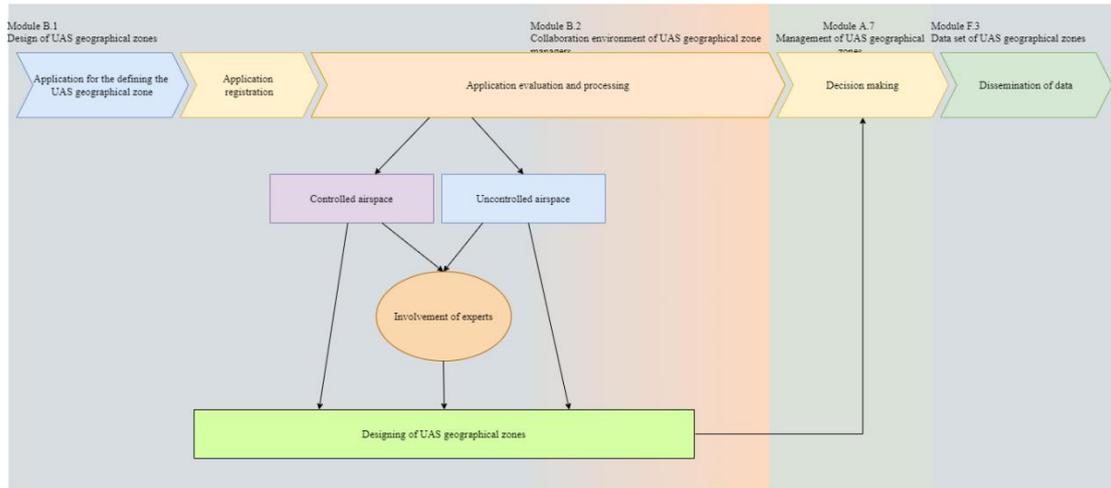


Fig. 4. Stages of defining UAS geographical zones

Table 11.2

UAS geographical zone life cycle stages

No.	Stage	Activity	
		To be implemented once	To be implemented repeatedly
1.	Application for the defining the UAS geographical zone TB 01.01-01-A: Preparation and submission of the application for the defining the UAS geographical zone	✓	
2.	Review of the application for the defining the UAS geographical zone TB 01.01-01-B: Review of the application for the defining the UAS geographical zone and decision making	✓	
3.	Defining the UAS geographical zone TB 01.01-01-C: Configuration of the UAS geographical zone profile	✓	
4.	Updating/revising UAS geographical zone data and parameters		✓

	TB 01.01-02: Applying for changes to the UAS geographical zone		
5.	Closure of the UAS geographical zone TB 01.01-02: Applying for changes to the UAS geographical zone	✓	

Module B1: Design of UAS geographical zones

UAS geographical zones

Table 11.3

Statuses of the application for the defining the UAS geographical zone and their descriptions

Status name	Description
Draft	The record is created and saved in the IT Solution. The User can make changes to it – it is available (visible) only to the User.
Awaiting payment	This is an indication that the Record is being prepared for review, but prior to that payment for the Service must have been made. <i>Note: This status applies if UAS geographical zone review is determined to be a paid service.</i>
Submitted for review	This is a technical status that indicates that the issue of payment for the Service has been resolved.
Under review	This status means that the Record is under review – it is set automatically as soon as the relevant Users start reviewing the Application.
Rejected. Clarification	The result of processing the record is a negative Decision, additional data, clarifications are requested from the Submitter.
Rejected	The result of processing the record is a negative Decision.
Approved	The result of processing the record is a positive Decision.
Submitted for Publication	The approved UAS geographical zone data have been submitted for publication (to provide public availability).
Published	Approved UAS geographical zone data have been published (provision of public availability).
Cancelled (DELETED)	The Record in this status is not actively used in the IT Solution – the Record is not shown to the User.

TB 01.01-01: Defining the UAS geographical zone

Process identifier	TB 01.01-01
Process	Defining the UAS geographical zone
Service	Defining the UAS geographical zone

Description:

The process “TB 01.01-01: Defining the UAS geographical zone” describes the set of actions required for the defining the UAS geographical zone. The process covers the actions from the preparation of the application for the defining the UAS geographical zone to the sending of the approved UAS geographical zone data to ensure their public availability.

Process participants:

User, User (CAA)

The process consists of 4 sub-processes:

- TB 01.01-01-A: Preparation and submission of the application for the defining the UAS geographical zone
- TB 01.01-01-B: Review of the application for the defining the UAS geographical zone and decision making
- TB 01.01-01-C: Configuration of the UAS geographical zone profile
- TB 01.01-01-D: Examining the impact of the defining the UAS geographical zone on UAS operations applied for

Preconditions for the execution of the process:

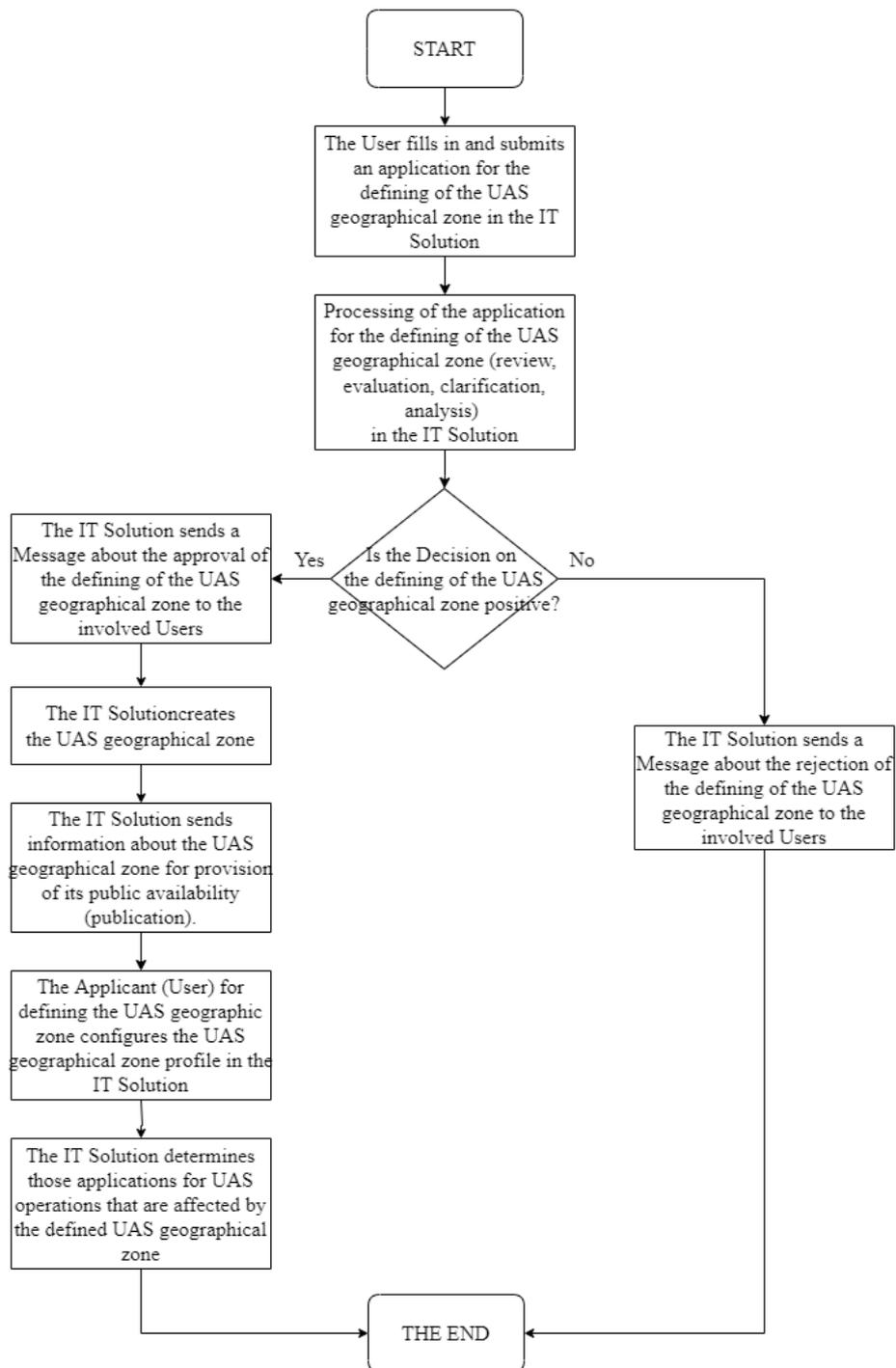
The application for the defining the UAS geographical zone is available and shall be submitted in digital form only.

Possible results:

- Positive result
A record of an approved UAS geographical zone is created in the IT Solution.
- Negative result
The process has been aborted/cancelled.
Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TC 01.01-01: Application for UAS operation and its coordination
- TC 02.01-01: UAS operation coordination by the UAS geographical zone manager



TB 01.01-01-A: Preparation and submission of the application for the defining the UAS geographical zone

Process identifier	TB 01.01-01-A
Process	Preparation and submission of the application for the defining the UAS geographical zone
Service	Defining the UAS geographical zone

Description:

The sub-process “TB 01.01-01-A: Preparation and submission of the application for the defining the UAS geographical zone” is the first part of the process “TB 01.01-01: Defining the UAS geographical zone”.

Within the sub-process, the User provides the data and information necessary for the defining the UAS geographical zone in the IT Solution (fills in the form (SIF) in the IT Solution, adds (uploads) the necessary documents and other files) and submits the prepared information for further review and processing.

Process participants:

User

Preconditions for the execution of the process:

The application for the defining the UAS geographical zone is available and shall be submitted in digital form only.

Possible results:

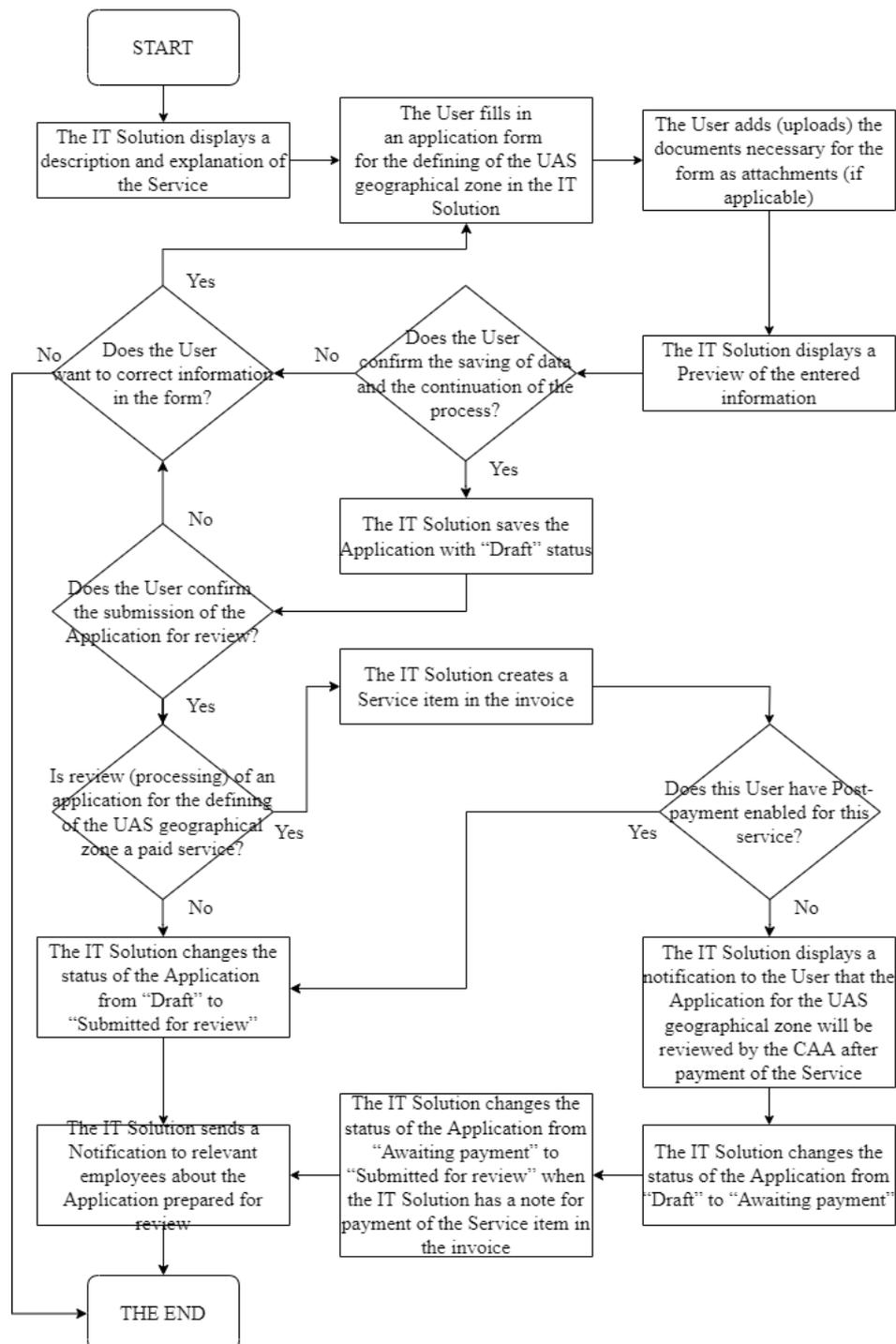
- Positive result
The application for the defining the UAS geographical zone has been submitted for processing in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TB 01.01-01-B: Review of the application for the defining the UAS geographical zone and decision making

Preparation and submission of the application for the UAS geographical zone

TB 01.01-01-A



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TB 01.01-01-B: Review of the application for the defining the UAS geographical zone and decision making

Process identifier	TB 01.01-01-B
Process	Review of the application for the defining the UAS geographical zone and decision making
Service	Defining the UAS geographical zone

Description:

The sub-process “TB 01.01-01-B: Review of the application for the defining the UAS geographical zone and decision making” is the second part of the process “TB 01.01-01: Defining the UAS geographical zone”. During this sub-process, validation, verification, etc. of the data and information submitted in the application are carried out, after which a decision is made on the defining the UAS geographical zone, or the rejection of defining.

Process participants:

User, User (CAA)

Preconditions for the execution of the process:

Execution of the sub-process “TB 01.01-01-A: Preparation and submission of the application for the defining the UAS geographical zone” with positive result. The IT Solution contains at least one Record with an Application for the defining the UAS geographical zone.

Possible results:

- Positive result

The IT Solution contains the Decision on the defining the UAS geographical zone. The decision can be positive or negative.

In the case of a positive Decision, the data about the UAS geographical zone are sent to provide its public availability, and the sub-process “TB 01.01-01-C: Configuration of the UAS geographical zone profile” is started.

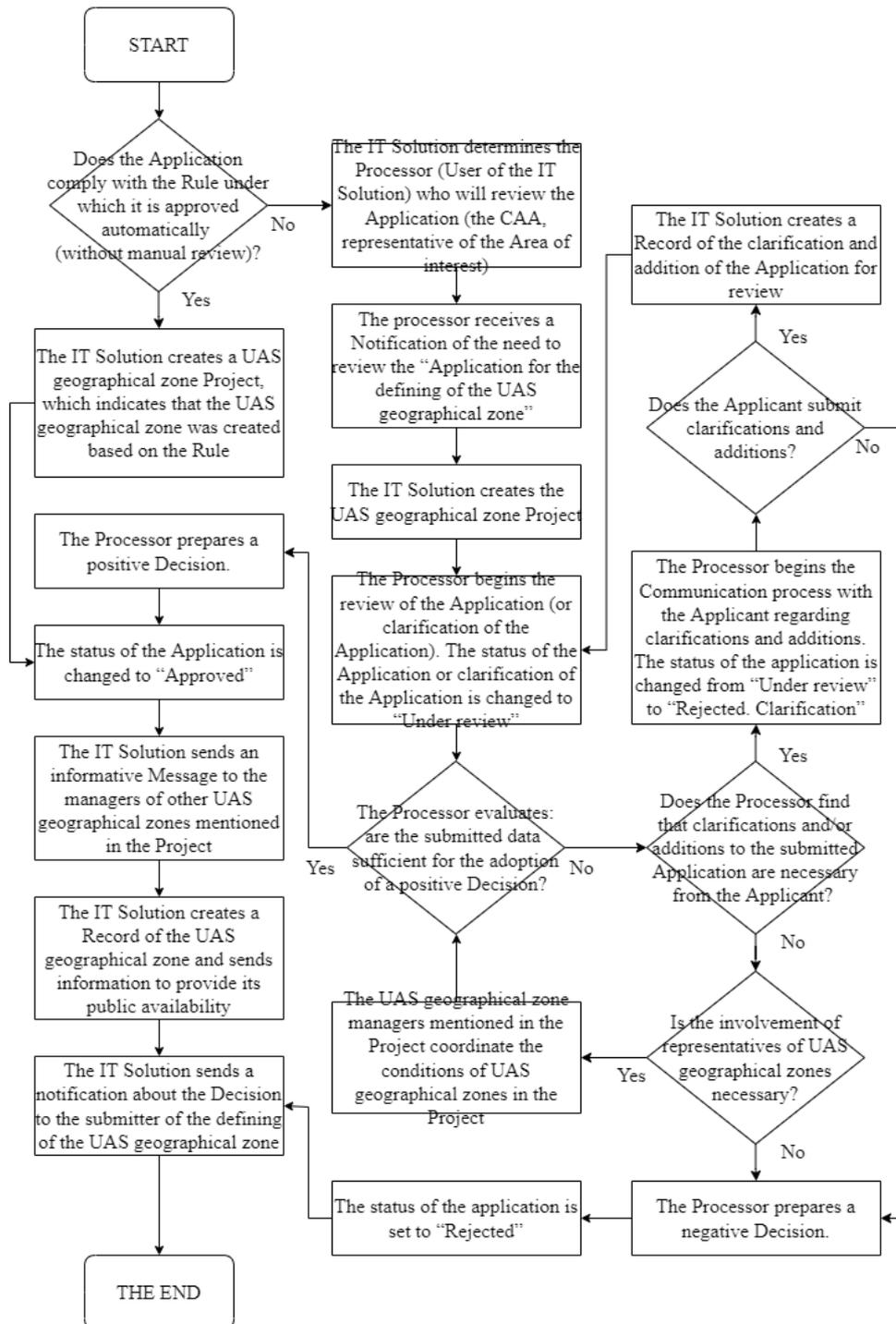
- Negative result

The process has been aborted/cancelled.

Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TB 01.01-01-A: Preparation and submission of the application for the defining the UAS geographical zone
- TB 01.01-01-C: Configuration of the UAS geographical zone profile



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TB 01.01-01-C: Configuration of the UAS geographical zone profile

Process identifier	TB 01.01-01-C
Process	Configuration of the UAS geographical zone profile
Service	Defining the UAS geographical zone

Description:

The sub-process “TB 01.01-01-C: Configuration of the UAS geographical zone profile” is the third part of the process “TB 01.01-01: Defining the UAS geographical zone”.

The configuration of the UAS geographical zone profile in the IT Solution must be done so that it can be used in the future in the services provided by Block B and Block C (mutual interaction of UAS geographical zones and related processes in the collaborative environment of UAS geographical zone managers, application for UAS operations and coordination with UAS geographical zone managers). The sub-process is implemented in the event that the sub-process “TB 01.01-01-B: Review of the application for the defining the UAS geographical zone and decision making” is concluded with a positive result and a positive decision on the approving and defining the UAS geographical zone.

Process participants:

User

Preconditions for the execution of the process:

The sub-process “TB 01.01-01-B: Review of the application for the defining the UAS geographical zone and decision making” is concluded with a positive result and a positive decision.

Possible results:

- Positive result
Information about the UAS geographical zone profile configuration is stored in the IT Solution.

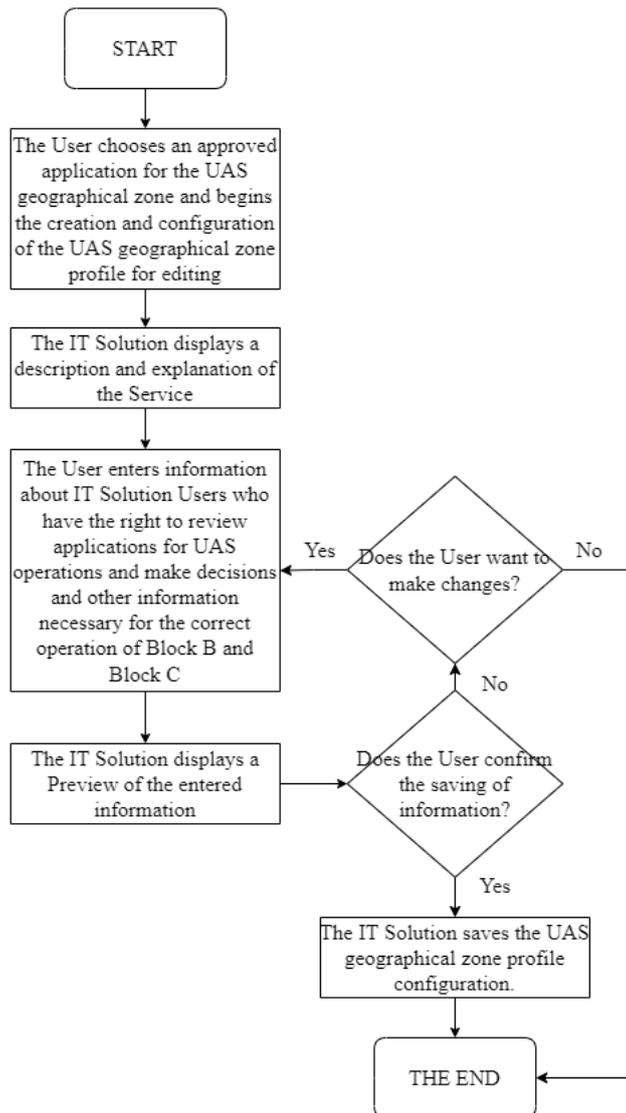
- Negative result

The process has been aborted/cancelled.

Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TB 01.01-01-B: Review of the application for the defining the UAS geographical zone and decision making
- TB 01.01-01-D: Examining the impact of the defining the UAS geographical zone on UAS operations applied for



TB 01.01-01-D: Examining the impact of the defining the UAS geographical zone on UAS operations applied for

Process identifier	TB 01.01-01-D
Process	Examining the impact of the defining the UAS geographical zone on UAS operations applied for
Service	Defining the UAS geographical zone

Description:

The sub-process “TB 01.01-01-D: Examining the impact of the defining the UAS geographical zone on UAS operations applied for” is the final part of the process “TB 01.01-01: Defining the UAS geographical zone”.

During this sub-process, the IT Solution performs a check of the impact of an approved and defined UAS geographical zone on those UAS operations that have already been applied for and coordinated (or are in the process of coordination) with UAS geographical zone managers.

Process participants:

IT Solution

Preconditions for the execution of the process:

The sub-process “TB 01.01-01-B: Review of the application for the defining the UAS geographical zone and decision making” is concluded with a positive result and a positive Decision.

The sub-process “TB 01.01-01-C UAS geographical zone profile configuration” must be successfully concluded to inform the UAS geographical zone manager of active unmanned aircraft flights (if identified). If the configuration of the UAS geographical zone profile in the IT Solution is not complete, then the IT Solution may transfer the information to the applicant for the defining the UAS geographical zone.

Possible results:

- Positive result

The IT Solution is conducting a check of the impact of the defining the UAS geographical zone on the UAS operations applied for.

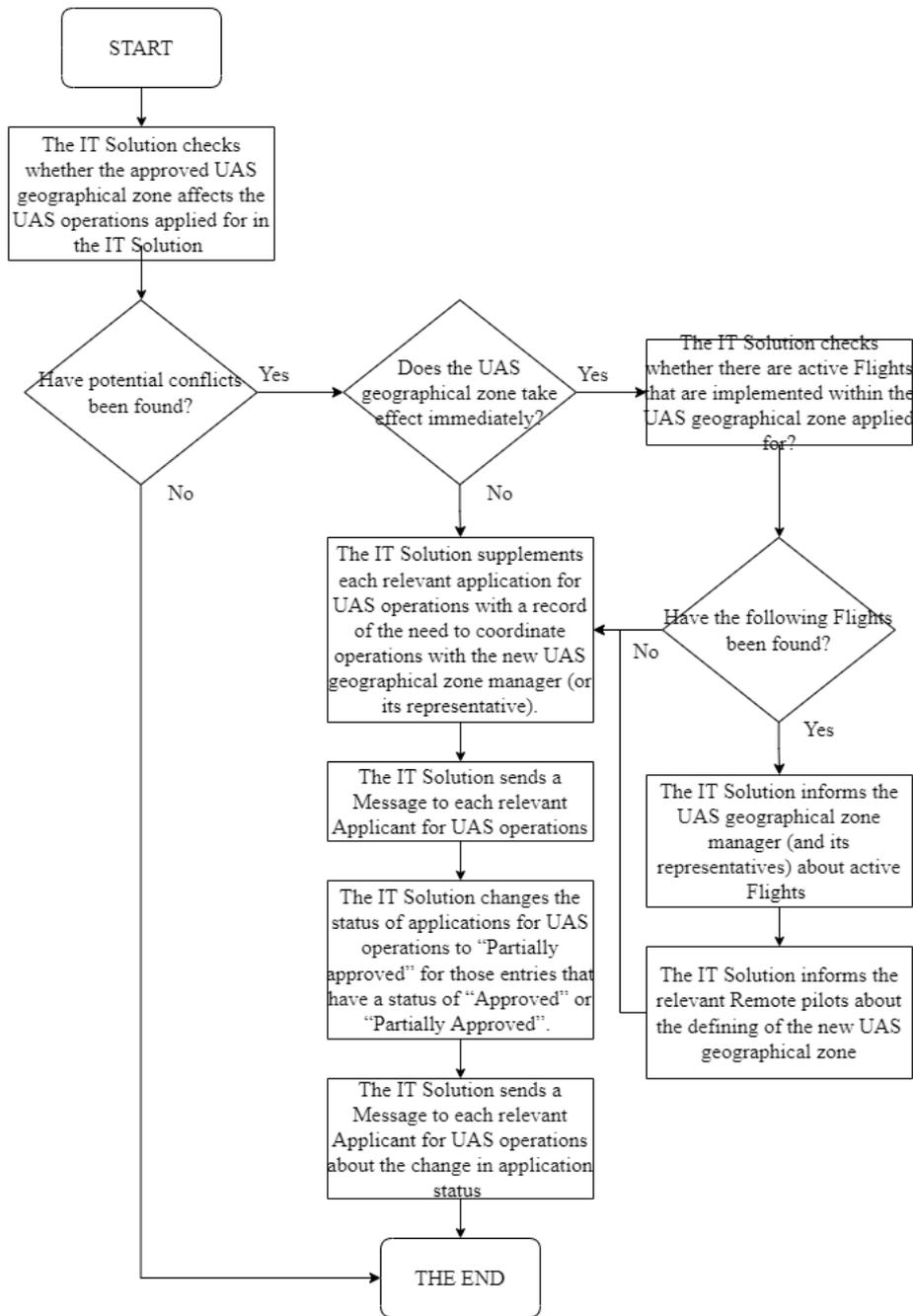
- Negative result

The process has been aborted/cancelled.

Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TB 01.01-01-B: Review of the application for the defining the UAS geographical zone and decision making
- TB 01.01-01-C: Configuration of the UAS geographical zone profile



TB 01.01-02: Applying for changes to the UAS geographical zone

Process identifier	TA 01.01-02
Process	Applying for changes to the UAS geographical zone
Service	Applying for changes to the UAS geographical zone

Description:

The process describes the actions that must be taken to apply for and implement changes to the parameters of an existing (previously approved and defined) UAS geographical zone.

Process participants:

User, User (CAA)

The process consists of 4 sub-processes:

- TB 01.01-02-A: Preparation and submission of the application for changes to the UAS geographical zone
- TB 01.01-02-B: Review of the application for changes to the UAS geographical zone and decision making
- TB 01.01-02-C: UAS geographical zone profile configuration in accordance with approved changes
- TB 01.01-02-D: Examination of the impact of a change to the UAS geographical zone on UAS operations applied for

Preconditions for the execution of the process:

The process is available to those IT Solution Users (UAS geographical zone managers), for which at least one UAS geographical zone has previously been approved and created.

Possible results:

- Positive result

The process ends with a Decision. The decision can be positive or negative.

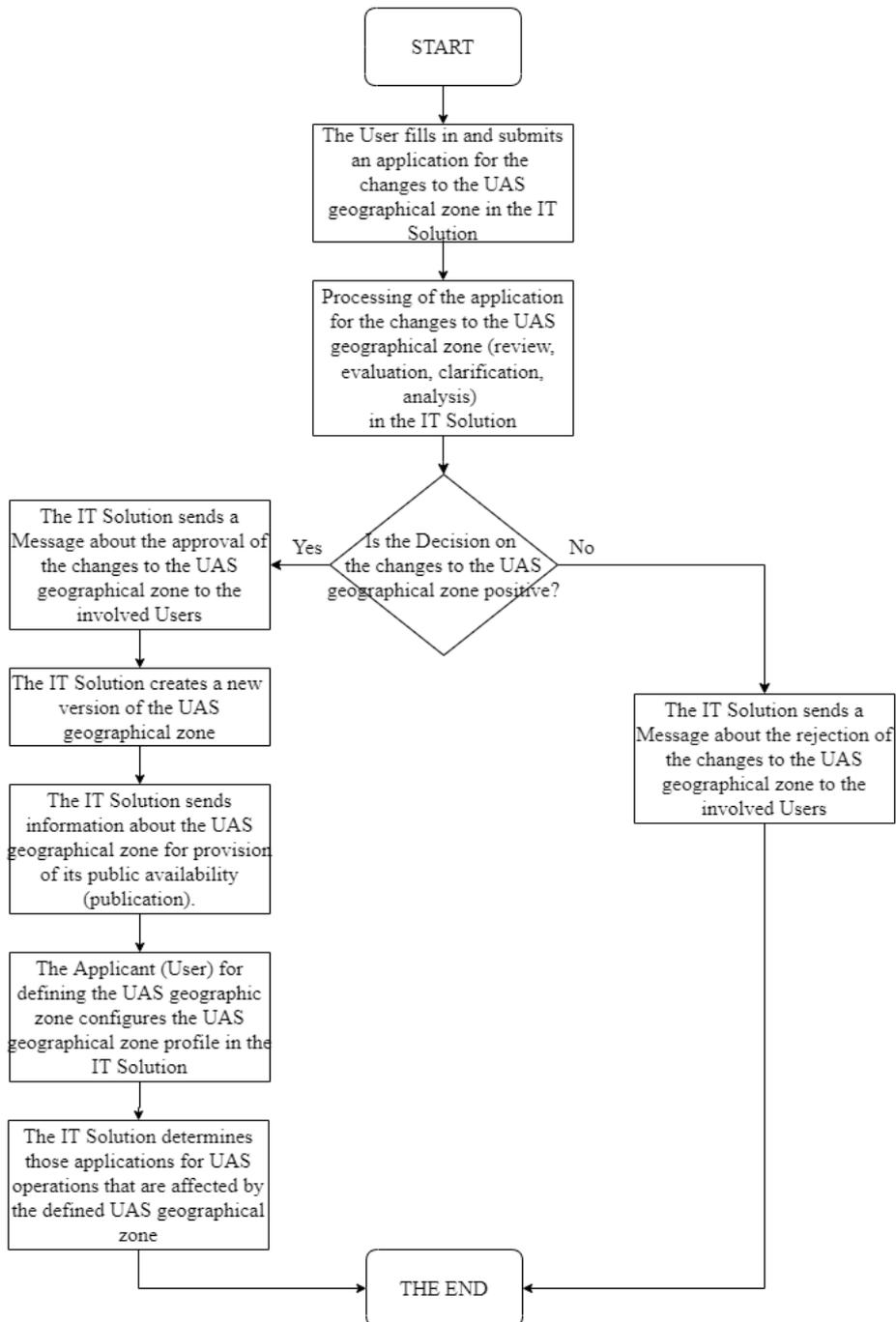
- Negative result

The process has been aborted/cancelled.

Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TB 01.01-01: Defining the UAS geographical zone



TB 01.01-02-A: Preparation and submission of the application for changes to the UAS geographical zone

Process identifier	TB 01.01-02-A
Process	Preparation and submission of the application for changes to the UAS geographical zone
Service	Applying for changes to the UAS geographical zone

Description:

The sub-process “TB 01.01-02-A: Preparation and submission of the application for changes to the UAS geographical zone” is the first part of the process “TB 01.01-02: Applying for changes to the UAS geographical zone”.

Within the sub-process, the User provides the data and information necessary for changing the UAS geographical zone in the IT Solution (fills in the form (SIF) in the IT Solution, adds (uploads) the necessary documents and other files) and submits the prepared application for changes to the UAS geographical zone for further processing in the IT Solution.

Process participants:

User

Preconditions for the execution of the process:

The process is available to those IT Solution Users (UAS geographical zone managers), for which at least one UAS geographical zone has previously been approved and created.

Possible results:

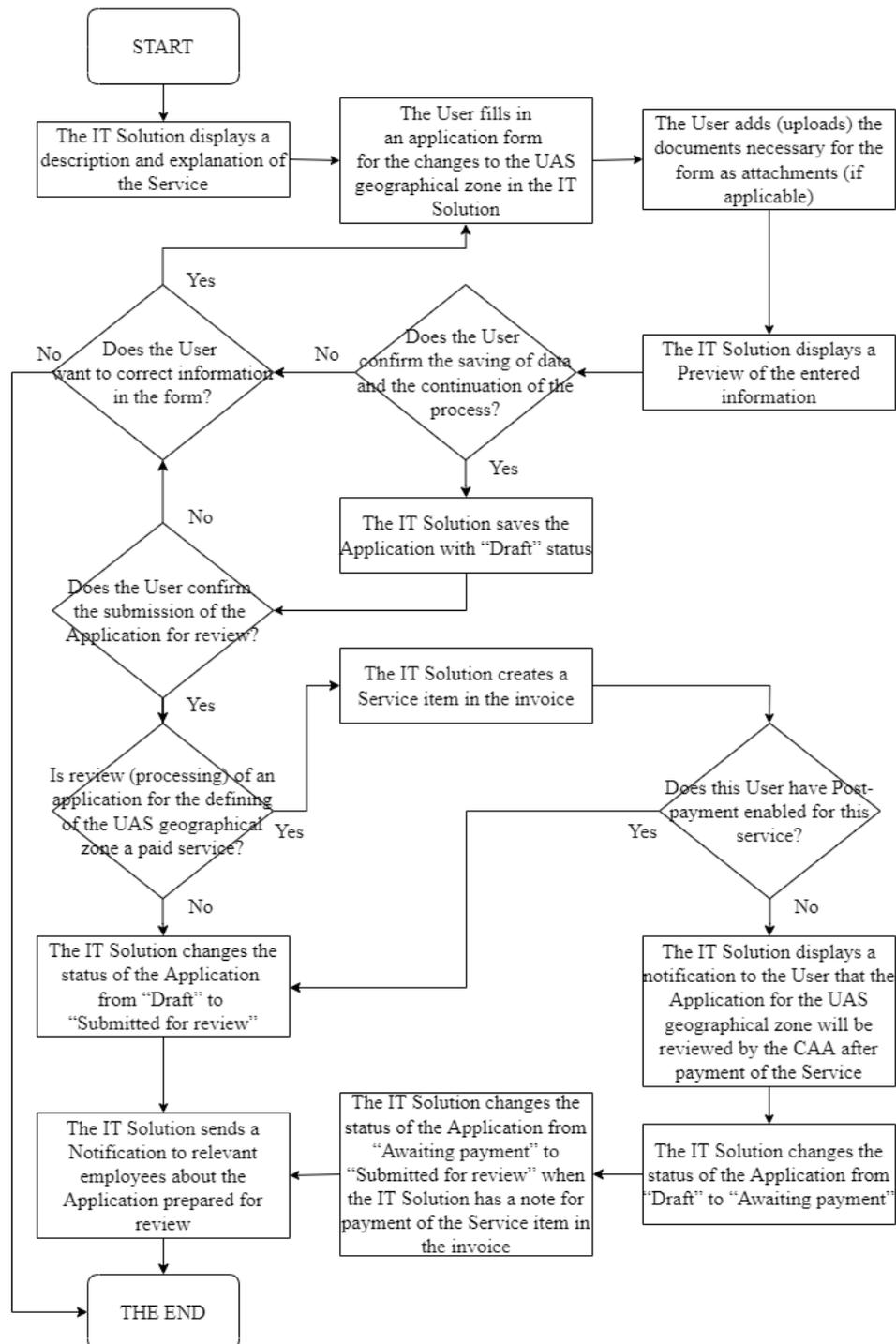
- Positive result
The application for changes to the UAS geographical zone has been submitted for review and processing in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TB 01.01-01: Defining the UAS geographical zone
- TB 01.01-02-B: Review of the application for changes to the UAS geographical zone and decision making

Preparation and submission of the Application for changes to the UAS geographical zone

TB 01.01-02-A



v_35_a / v_47_a / v_52_a

TB 01.01-02-B: Review of the application for changes to the UAS geographical zone and decision making

Process identifier	TB 01.01-02-B
Process	Review of the application for changes to the UAS geographical zone and decision making
Service	Applying for changes to the UAS geographical zone

Description:

The sub-process “TB 01.01-02-B: Review of the application for changes to the UAS geographical zone and decision making” is the second part of the process “TB 01.01-02: Applying for changes to the UAS geographical zone”. During this sub-process, validation, verification and other checks of the data and information submitted in the application for changes are performed, after which a decision is made to approve changes to the UAS geographical zone or to reject changes.

Process participants:

User, User (CAA)

Preconditions for the execution of the process:

Execution of the sub-process “TB 01.01-02-A: Preparation and submission of the application for changes to the UAS geographical zone” with positive result.

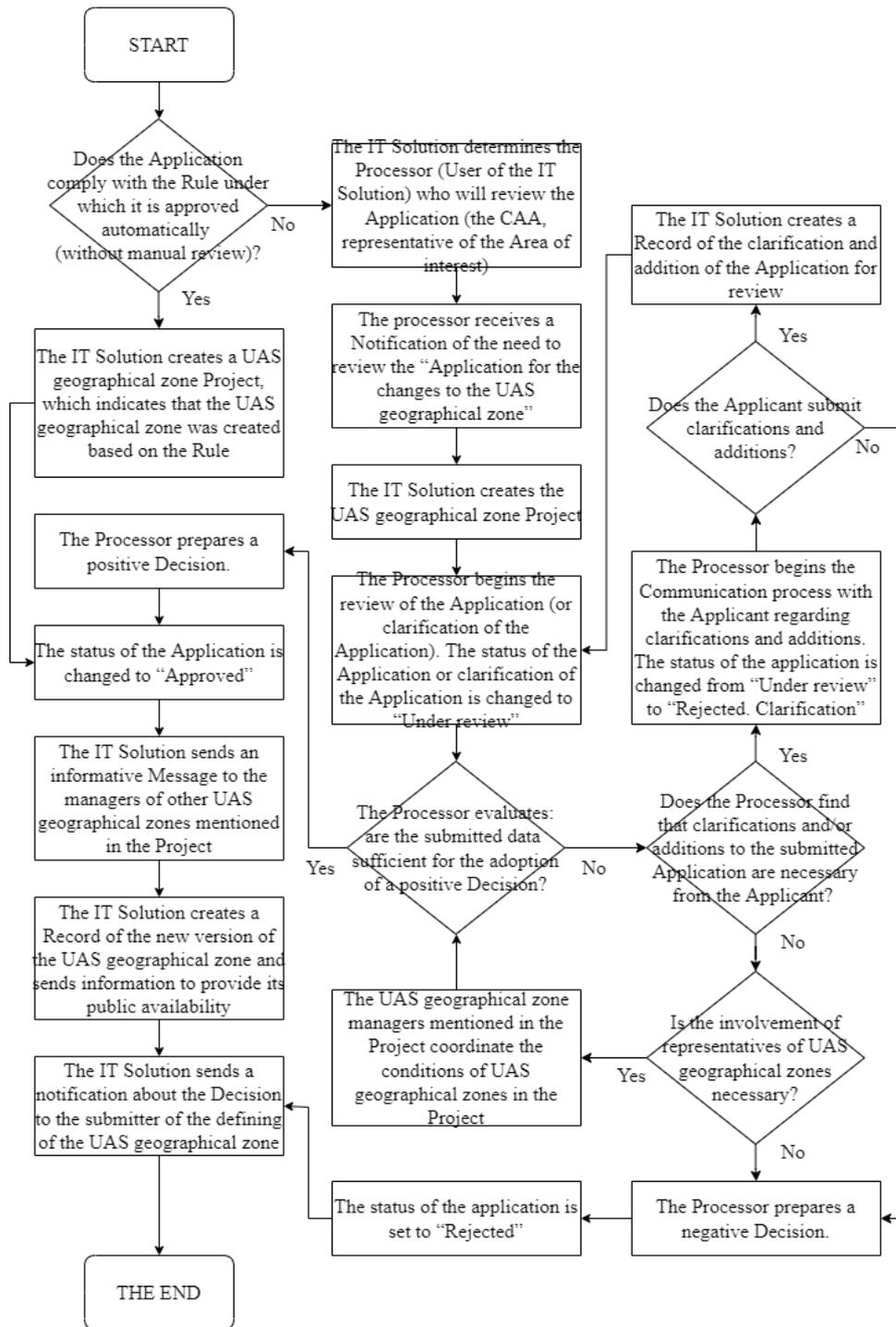
Possible results:

- Positive result
The IT Solution contains the Decision on the application for changes to the UAS geographical zone. The Decision can be positive or negative; In the case of a positive Decision, the data on the updated version of the UAS geographical zone are sent to provide its public availability, and the sub-process “TB 01.01-02-C: UAS geographical zone profile configuration in accordance with approved changes” is started.
- Negative result
The process has been aborted/cancelled.

Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TB 01.01-02-A: Preparation and submission of the application for changes to the UAS geographical zone
- TB 01.01-02-C: UAS geographical zone profile configuration in accordance with approved changes



v_35_a / v_47_a

TB 01.01-02-C: UAS geographical zone profile configuration in accordance with approved changes

Process identifier	TB 01.01-02-C
Process	UAS geographical zone profile configuration in accordance with approved changes
Service	Applying for changes to the UAS geographical zone

Description:

The sub-process “TB 01.01-02-C: UAS geographical zone profile configuration in accordance with approved changes ” provides the tools for the UAS geographical zone change applicant to make corrections to the UAS geographical zone profile in the IT Solution.

Process participants:

User

Preconditions for the execution of the process:

The sub-process “TB 01.01-02-B: Review of the application for changes to the UAS geographical zone and decision making” has been concluded with a positive result and a positive Decision.

Possible results:

- Positive result
Information about the UAS geographical zone profile configuration is stored in the IT Solution.
- Negative result
The process has been aborted/cancelled.

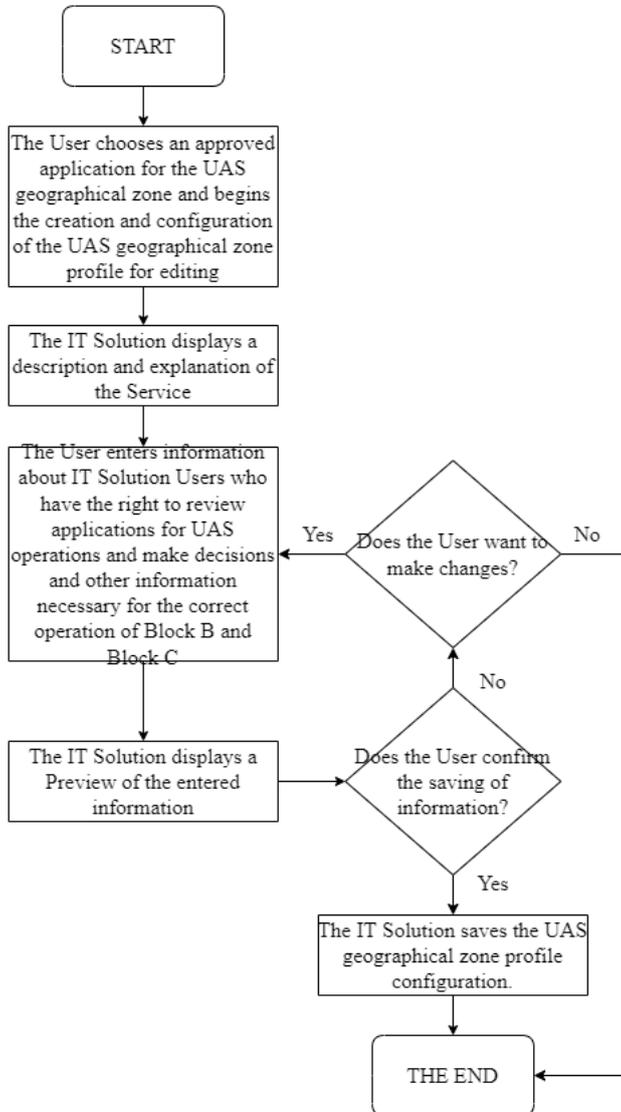
Related processes:

- TB 01.01-02-B: Review of the application for changes to the UAS geographical zone and decision making

- TB 01.01-02-D: Examination of the impact of a change to the UAS geographical zone on UAS operations applied for

UAS geographical zone profile configuration in accordance with approved changes

TB 01.01-02-C



TB 01.01-02-D: Examination of the impact of a change to the UAS geographical zone on UAS operations applied for

Process identifier	TB 01.01-02-D
Process	Examination of the impact of a change to the UAS geographical zone on UAS operations applied for
Service	Applying for changes to the UAS geographical zone

Description:

The sub-process “TB 01.01-02-D: Examination of the impact of a change to the UAS geographical zone on UAS operations applied for” is the final part of the process “TB 01.01-02: Applying for changes to the UAS geographical zone”. During this sub-process, the IT Solution performs a check of the impact of the changed UAS geographical zone on those UAS operations that have already been applied for and coordinated (or are in the process of being coordinated) with UAS geographical zone managers.

Process participants:

IT Solution

Preconditions for the execution of the process:

The sub-process “TB 01.01-02-B: Review of the application for changes to the UAS geographical zone and decision making” is concluded with a positive result and a positive decision on the approval and implementation of changes to the UAS geographical zone – the IT Solution contains at least one Record of the approved and changed UAS geographical zone.

It is desirable that the sub-process “TB 01.01-02-B: Review of the application for changes to the UAS geographical zone and decision making” is successfully concluded to inform the UAS geographical zone manager of active unmanned aircraft flights (if identified). If the configuration of the UAS geographical zone profile in the IT Solution is not complete, then the IT Solution may transfer the information to the applicant for the defining the UAS geographical zone.

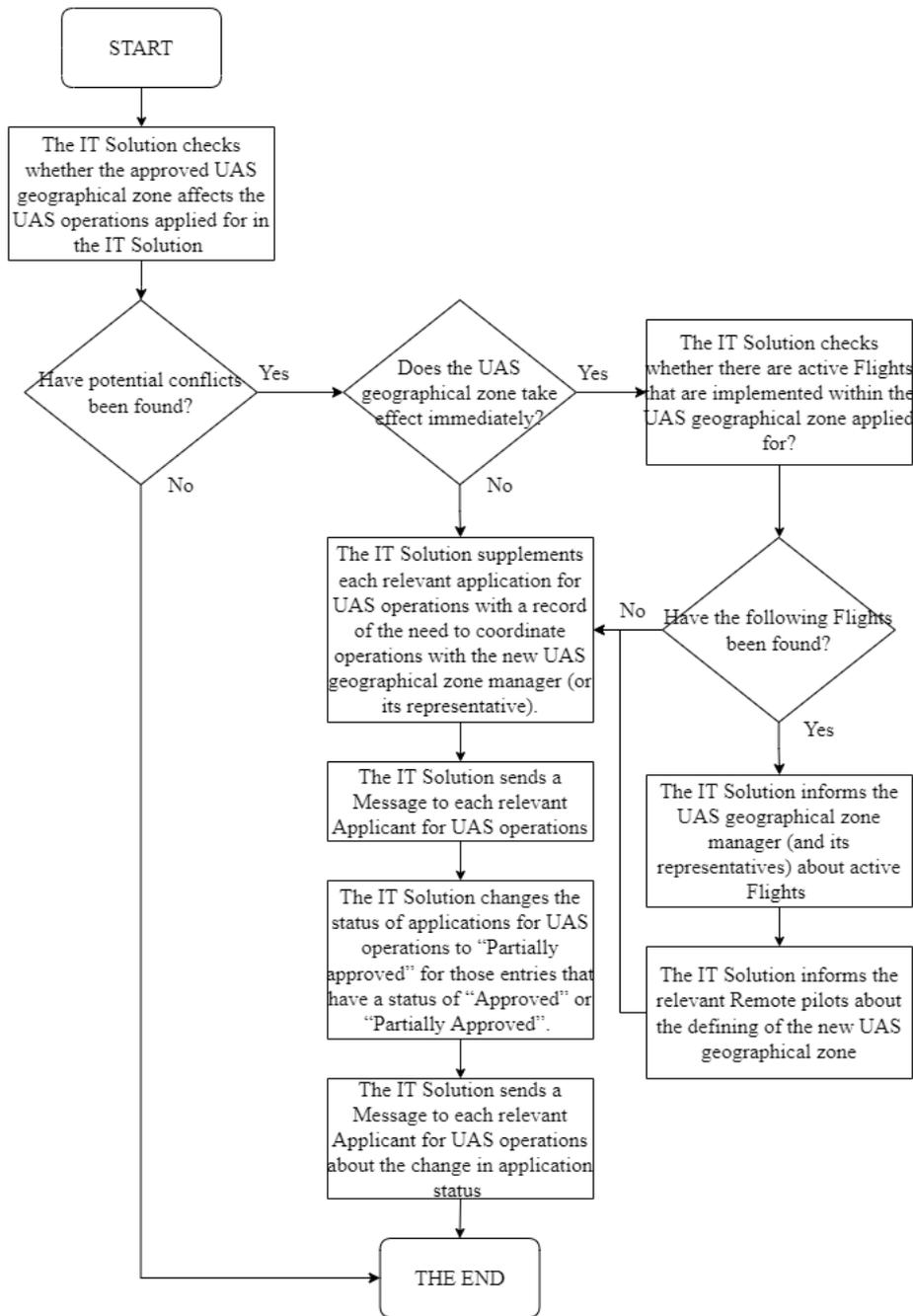
Possible results:

- Positive result
The IT Solution conducts a check of the impact of a change in the UAS geographical zone on UAS operations applied for.
- Negative result
The process has been aborted/cancelled.
Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TB 01.01-02-B: Review of the application for changes to the UAS geographical zone and decision making
- TB 01.01-02-C: UAS geographical zone profile configuration in accordance with approved changes

Examination of the impact of a change to the UAS geographical zone on UAS operations applied for TB 01.01-02-D



v_47_a

Rules (configuration)

Rules are configuration settings for the IT Solution module “Module B1: Design of UAS geographical zones”. With the help of these settings, it is determined how the IT Solution acts upon receiving an application to define or change a UAS geographical zone. The task of the rules is to speed up the processing of the received information, redirecting it to automatic approval or manual review (including individual coordination).

With the UAS geographical zone processing Rules, it should be possible to identify applications in the IT Solution that have a potential impact on manned aviation. Examples of cases where the UAS geographical zone applied for may have an impact on manned aviation – manual review would be required in such cases:

- Airport/aerodrome, take-off and landing areas (uncertified)/airspace structure element (permanent and temporary), UAS geographical zone with Reason AIR_TRAFFIC, VFR routes (if defined), airspace structure element with class C or D;
- UAS geographical zones, the upper limit of which exceeds 120 metres above the ground or water surface;
- model aircraft clubs and associations;
- UAS geographical zones with deviations from the “open” category requirements;
- airspace structure elements (if their upper and/or lower limits are located at 0–120 (300) M AGL;
- in other cases.

TB 01.01-11: Creating a rule

Process identifier	TB 01.01-11
Process	Creating a rule
Service	Creating a rule

Description:

The process “TB 01.01-11: Creating a rule” is a configuration process of “Module B1: Design of UAS geographical zones” of the IT Solution, within which the User (CAA) enters and saves parametric expressions that are used in sub-processes: “TB 01.01-01-B: Review of the application for the defining the UAS geographical zone and decision making” and “TB 01.01-02-B: Review of the application for changes to the UAS geographical zone and decision making” to direct the Application to the appropriate processing flow (automatic approval or manual review).

Possible examples of typical cases where the Application may be forwarded to automatic approval:

- The State authority (for the purpose of swift response) applies for a UAS geographical zone marked as “EMERGENCY” (in accordance with the ED-269 standard) in a place where there are no other UAS geographical zones;
- The local government applies for a UAS geographical zone in its administrative territory over objects that are stipulated in the regulatory enactments and where they do not conflict with the conditions of other UAS geographical zones (conflicting “allowed-forbidden” conditions are not created).

Process participants:

User (CAA), Administrator

Preconditions for the execution of the process:

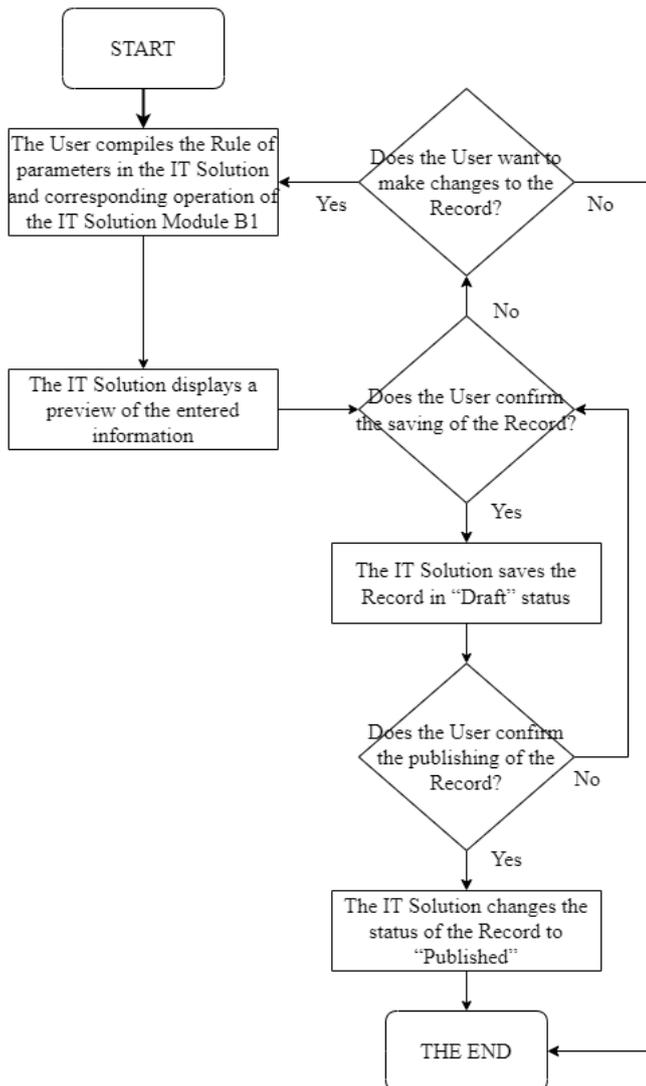
The User has been granted the right to create the Rules in the IT Solution.

Possible results:

- Positive result
The Rule is created and published in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TB 01.01-12: Rule change
- TB 01.01-13: Deleting a rule
- TB 01.01-01-B: Review of the application for the defining the UAS geographical zone and decision making
- TB 01.01-02-B: Review of the application for changes to the UAS geographical zone and decision making



TB 01.01-12: Rule change

Process identifier	TB 01.01-12
Process	Rule change
Service	Rule change

Description:

The process “TB 01.01-12: Rule change” is the associated process, within which the User (CAA) or the Administrator enters and saves parametric expressions for a previously created Rule, which are used in sub-processes: “TB 01.01-01-B: Review of the application for the defining the UAS geographical zone and decision making” and “TB 01.01-02-B: Review of the application for changes to the UAS geographical zone and decision making” to direct the Application to the appropriate processing flow (automatic approval or manual review).

Process participants:

User (CAA), Administrator

Preconditions for the execution of the process:

The User has been granted the right to make changes in the Rules in the IT Solution;

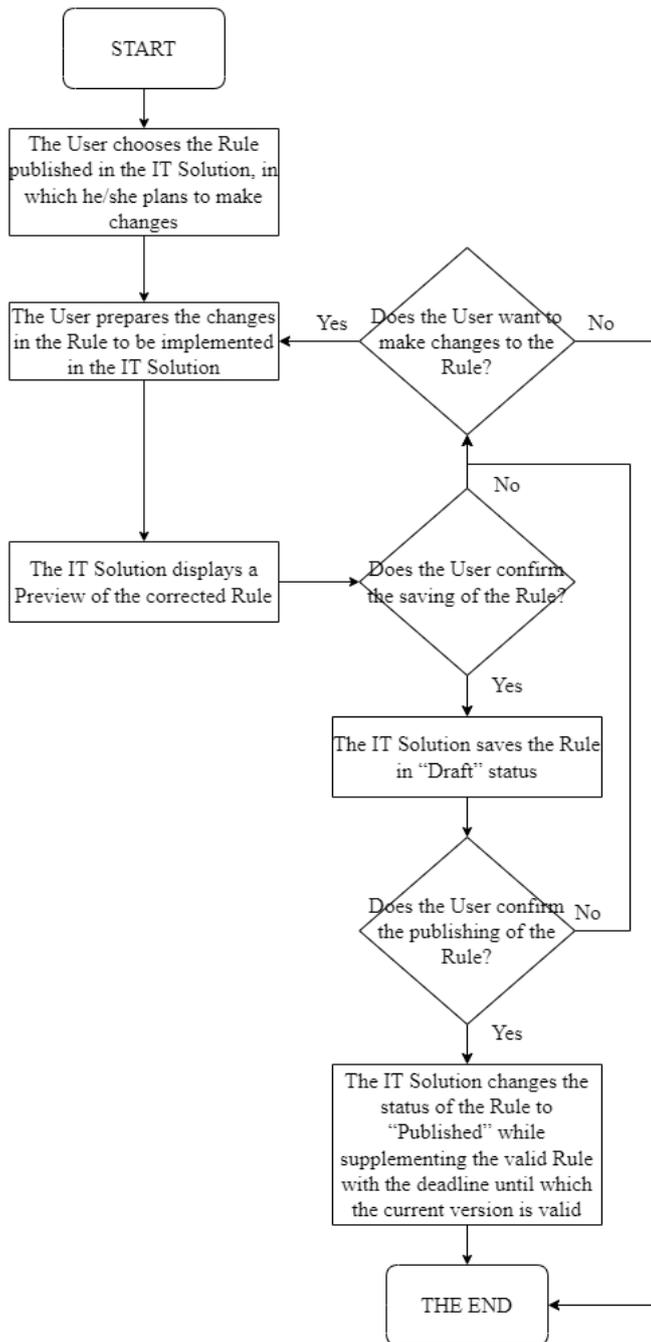
At least one Rule has been created and published in the IT Solution.

Possible results:

- Positive result
The updated version of the Rule is created and published in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TB 01.01-11: Creating a rule
- TB 01.01-01-B: Review of the application for the defining the UAS geographical zone and decision making
- TB 01.01-02-B: Review of the application for changes to the UAS geographical zone and decision making



TB 01.01-13: Deleting a rule

Process identifier	TB 01.01-13
Process	Deleting a rule
Service	Deleting a rule

Description:

In the process “TB 01.01-13: Deleting a rule”, the User withdraws the Rule – i.e. changes its publication status to one that prevents the IT Solution from further using this rule in started sub-processes: “TB 01.01-01-B: Review of the application for the defining the UAS geographical zone and decision making” and “TB 01.01-02-B: Review of the application for changes to the UAS geographical zone and decision making”.

Process participants:

User (CAA), Administrator

Preconditions for the execution of the process:

The User has been granted the right to delete the Rules in the IT Solution.

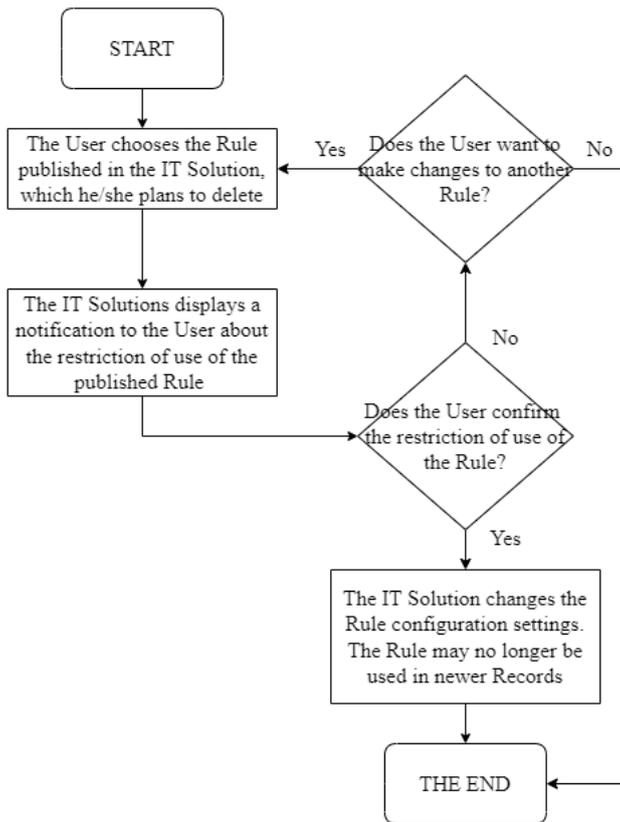
At least one Rule has been created and published in the IT Solution.

Possible results:

- Positive result
The status of the Rule has been changed. This Rule is not available for use in related proceedings.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TB 01.01-01-B: Review of the application for the defining the UAS geographical zone and decision making
- TB 01.01-02-B: Review of the application for changes to the UAS geographical zone and decision making



Areas of interest

Areas of interest are additional data in the IT Solution to ensure its correct operation. Areas of interest virtually divide the airspace of the Republic of Latvia into areas according to the borders of the administrative territories of local governments or otherwise (depending on conditions and needs). These data serve as one of the filters that redirects the application for the defining the UAS geographical zone to the relevant local government or other authority for review (for example, for the purpose of information, etc.).

TB 01.01-21: Creating an area of interest

Process identifier	TB 01.01-21
Process	Creating an area of interest
Service	Creating an area of interest

Description:

The process “TB 01.01-21: Creating an area of interest” provides a tool to create a new Area of interest in the IT Solution and configure it for future use.

Process participants:

User (CAA), User

Preconditions for the execution of the process:

The User has been granted the right to create the Area of interest in the IT Solution.

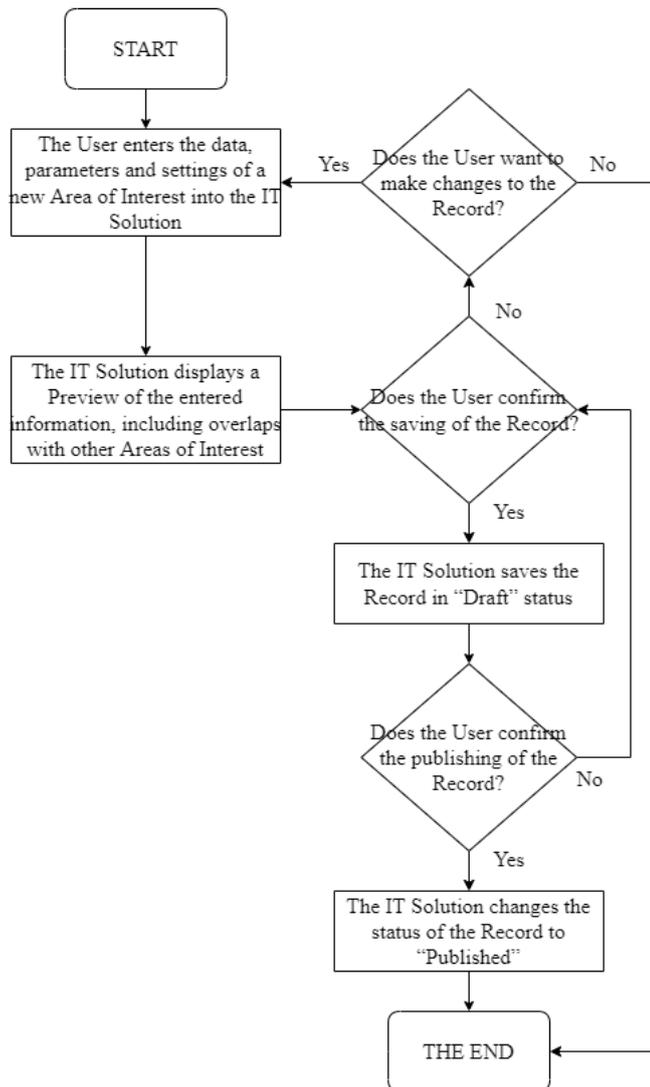
In the IT Solution, the User account of the Person who will be responsible for the relevant Area/Areas of interest has been created.

Possible results:

- Positive result
An Area of interest is created in the IT Solution and published.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TB 01.01-22: Changing an area of interest
- TB 01.01-23: Deleting an area of interest
- TB 01.01-01: Defining the UAS geographical zone
- TB 01.01-02: Applying for changes to the UAS geographical zone



TB 01.01-22: Changing an area of interest

Process identifier	TB 01.01-22
Process	Changing an area of interest
Service	Changing an area of interest

Description:

The process “TB 01.01-22: Changing an area of interest” implements the data change of the previously created and published Area of interest.

Process participants:

User (CAA), Administrator

Preconditions for the execution of the process:

The User has been granted the right to make changes in the Areas of interest in the IT Solution;

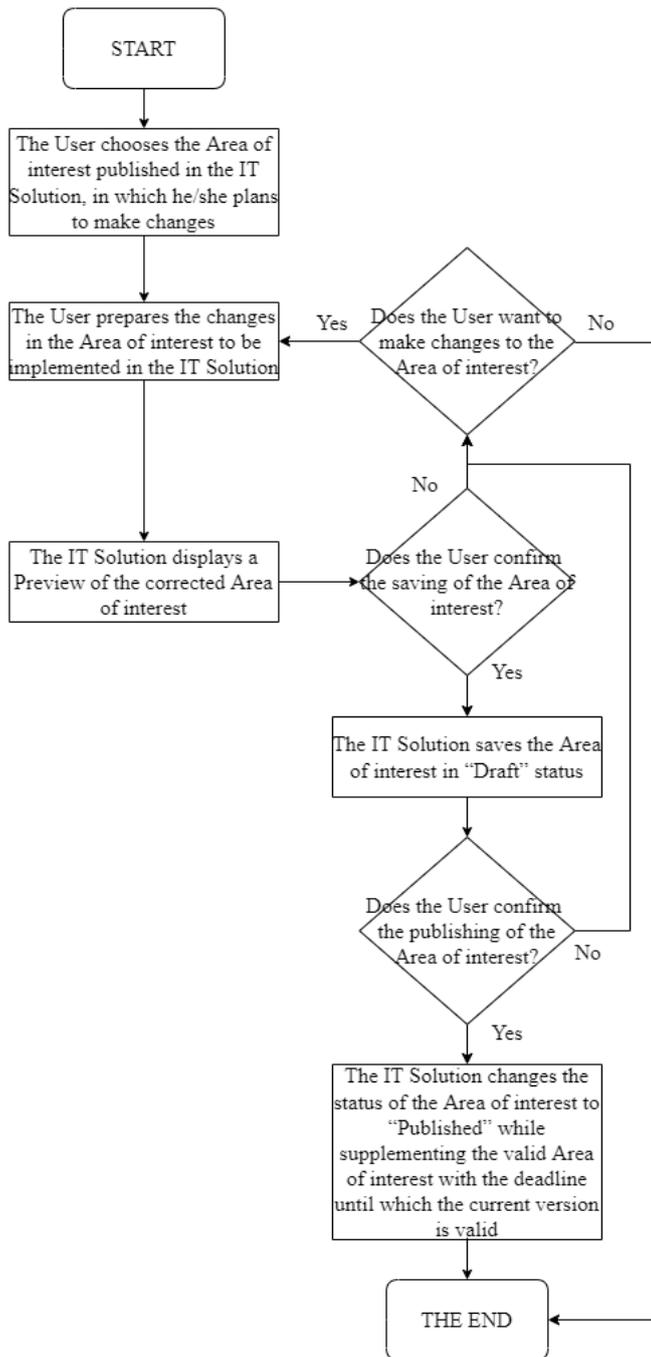
At least one Area of interest has been created and published in the IT Solution.

Possible results:

- Positive result
The updated version of the Area of interest is created in the IT Solution and published.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TB 01.01-21: Creating an area of interest



TB 01.01-23: Deleting an area of interest

Process identifier	TB 01.01-23
Process	Deleting an area of interest
Service	Deleting an area of interest

Description:

This process implements setting the status of a previously created Area of interest to “Closed”. Along with this action, changes are made in the configuration of the IT Solution with the aim of forwarding further applications for defining UAS geographical zones to another Local government or institution (Area of interest manager) for initial review.

Process participants:

User (CAA), Administrator

Preconditions for the execution of the process:

The User has been granted the right to delete the Areas of interest in the IT Solution.

At least one Area of interest has been created and published in the IT Solution.

Possible results:

- Positive result
The status of the Area of interest has been changed to “Closed”. This Area of interest is no longer available for use in related processes.
- Negative result
The process has been aborted/cancelled.

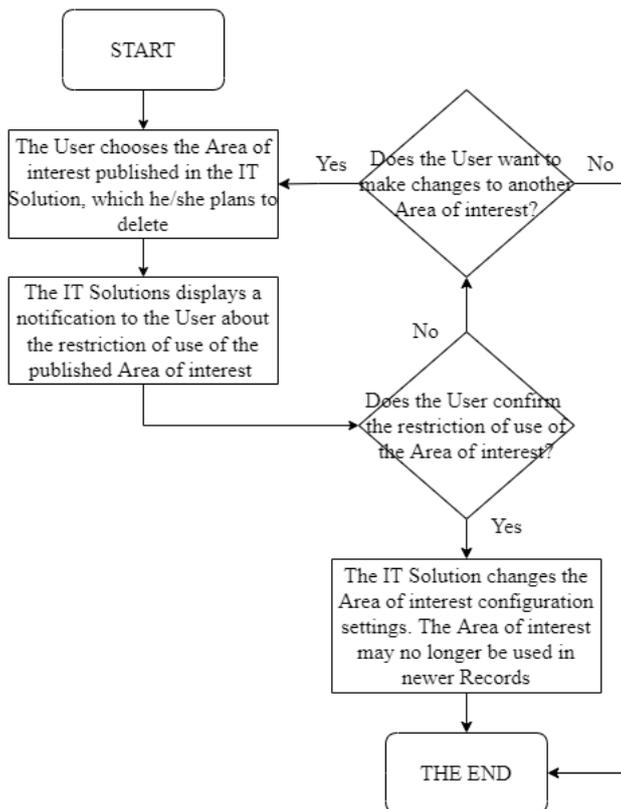
Related processes:

- TB 01.01-01-B: Review of the application for the defining the UAS geographical zone and decision making

- TB 01.01-02-B: Review of the application for changes to the UAS geographical zone and decision making
- TB 01.01-21: Creating an area of interest

Deleting an area of interest

TB 01.01-23



Module B2: Collaboration environment of UAS geographical zone managers

The main task of the processes of this module is to provide IT Solution users involved in the process of defining UAS geographic areas with a set of digital tools that promote and facilitate cooperation between them. The implementation of this cooperation is realized with the help of UAS geographical zone coordination projects.

One of the basic principles of the module is the registration of any kind of coordination, opinions and intermediate decisions made in the IT Solution and timely informing of the stakeholders. The unified collaboration environment will facilitate a more transparent, comprehensible flow of information, which is more secure from a traceability point of view.

Table 11.4

Statuses of the UAS geographical zone Project and their descriptions

Status name	Description
Submitted for review	The Project has been created in the IT Solution and a notification has been sent to the relevant Users so that they can review the Project.
Review of the project	This status means that the Project is under review – it is set automatically as soon as the relevant Users start reviewing the Project.
Summarizing responses	The IT Solution has received opinions from the relevant Users and their processing is performed.
Making a decision/preparing a response	The Project Processor makes a decision on the UAS geographical zone project and prepares responses to all parties involved in the Project coordination.
Making a final decision	This Project status applies when the Project Processor cannot make a decision

	and it has been sent to the User (CAA) for a final decision.
Announcement of the final decision	The User (CAA) has made the final decision and it is announced to all parties involved in the coordination of the Project.

TB 01.02-01: Creation and review of the UAS geographical zone coordination project

Process identifier	TB 01.02-01
Process	Creation and review of the UAS geographical zone coordination project
Service	Creation and review of the UAS geographical zone coordination project

Description:

“TB 01.02-01: Creation and review of the UAS geographical zone coordination project” is a set of additional processes that are implemented in the IT Solution when processing each application for defining or changing the UAS geographical zone. The project contains the data processed by the IT Solution, as well as records the decisions made and actions performed during its review, including the actions performed by the IT Solution in accordance with the Rules and other automated processes, if such are applied.

Process participants:

Users, User (CAA)

The process consists of sub-processes:

- TB 01.02-01-A: Project creation and submission
- TB 01.02-01-B: Review of the project
- TB 01.02-01-C: Decision making

Preconditions for the execution of the process:

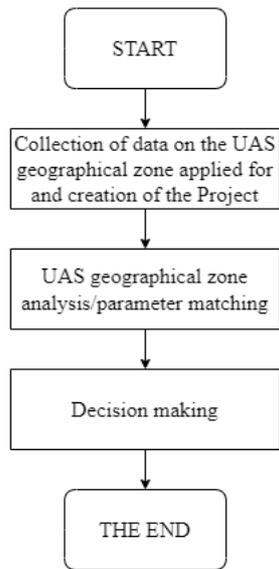
The IT Solution contains at least one Record with an Application for the defining the UAS geographical zone (or an application for changes to the existing UAS geographical zone).

Possible results:

- Positive result
As a result of project processing, there is a Decision. The decision can be positive or negative.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TB 01.01-01: Defining the UAS geographical zone
- TB 01.01-02: Applying for changes to the UAS geographical zone



TB 01.02-01-A: Project creation and submission

Process identifier	TB 01.02-01-A
Process	Project creation and submission
Service	Creation and review of the UAS geographical zone coordination project

Description:

The sub-process “TB 01.02-01-A: Project creation and submission” is the first part of the process “TB 01.02-01: Creation and review of the UAS geographical zone coordination project”.

This sub-process is initiated by “TB 01.01-01-A: Preparation and submission of the application for the defining the UAS geographical zone” – this is when the application for the defining the UAS geographical zone has been saved and submitted to the IT Solution for review. The IT Solution analyses the information and data received from the User about the UAS geographical zone, as well as determines potential conflicts with other UAS geographical zones.

Process participants:

IT Solution

Preconditions for the execution of the process:

The IT Solution contains at least one Record with an Application for the defining the UAS geographical zone (or an application for changes to the existing UAS geographical zone).

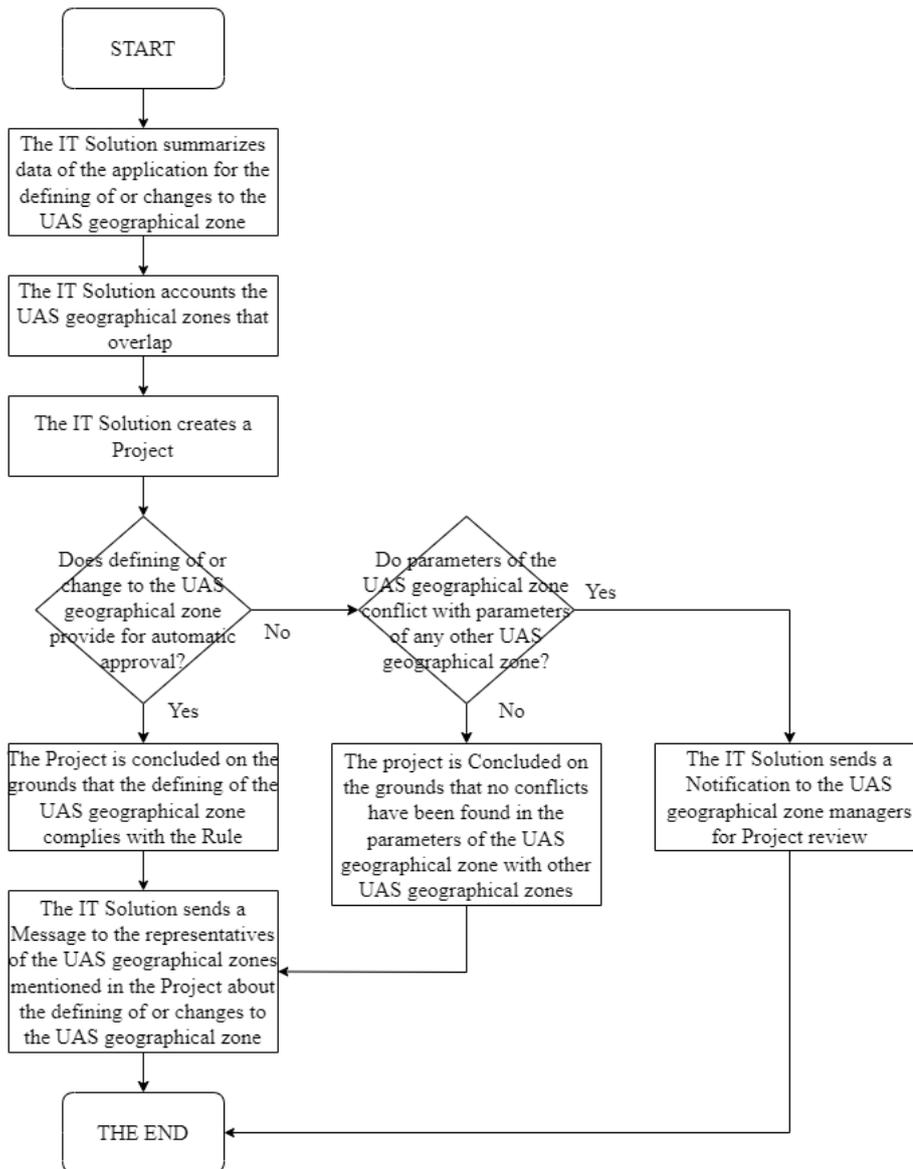
Possible results:

- Positive result
The UAS geographical zone coordination Project has been automatically approved or submitted for further coordination.
- Negative result
The process has been aborted/cancelled.

Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TB 01.01-01: Defining the UAS geographical zone
- TB 01.01-02: Applying for changes to the UAS geographical zone



TB 01.02-01-B: Review of the project

Process identifier	TB 01.02-01-B
Process	Review of the project
Service	Creation and review of the UAS geographical zone coordination project

Description:

The sub-process “TB 01.02-01-B: Review of the project” is the second part of the process “TB 01.02-01: Creation and review of the UAS geographical zone coordination project”. The IT Solution sends the information and data received from the User about the UAS geographical zone, which is planned to be defined or changed, to the UAS geographical zone managers in the IT Solution for their opinion.

Process participants:

User

Preconditions for the execution of the process:

The IT Solution contains at least one record of a created Project and it has been submitted for review.

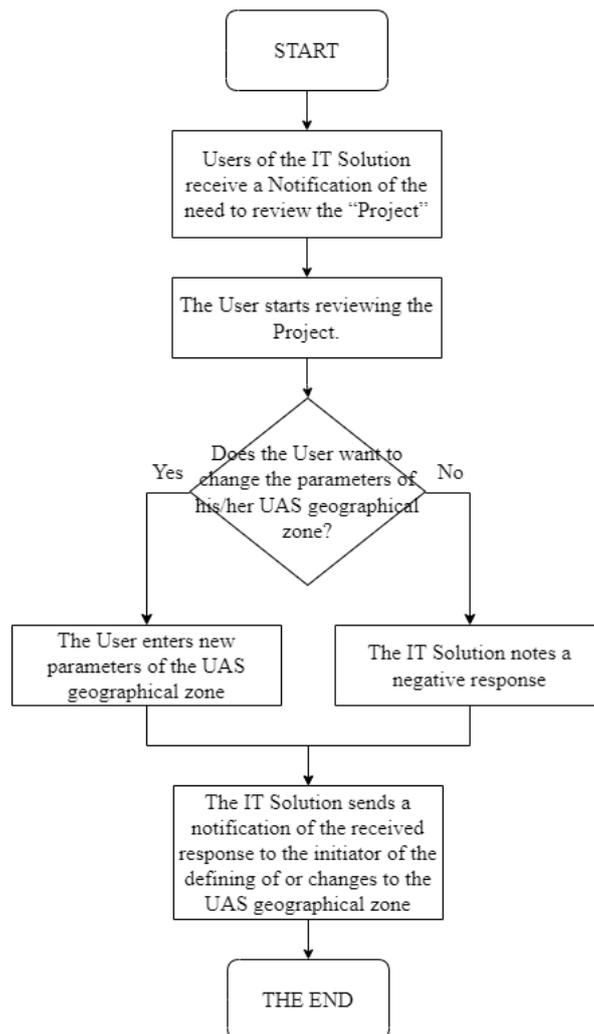
Possible results:

- Positive result
The related IT Solution Users (UAS geographical zone managers) have provided opinions and they are registered in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TB 01.02-01-A: Project creation and submission
- TB 01.02-01-C: Decision making



TB 01.02-01-C: Decision making

Process identifier	TB 01.02-01-C
Process	Decision making
Service	Creation and review of the UAS geographical zone coordination project

Description:

The sub-process “TB 01.02-01-C: Decision making” is the third part of the process “TB 01.02-01: Creation and review of the UAS geographical zone coordination project”.

Within this sub-process, the Project Processor analyses the opinions received and registered in the sub-process “TB 01.02-01-B: Review of the project” and, depending on their nature, forwards the Project for its closure and repeated review, for review to the User (CAA) for providing a final opinion, or the Project is concluded with a successfully found solution.

Process participants:

User, User (CAA)

Preconditions for the execution of the process:

Records from the Sub-process “TB 01.02-01-B: Review of the project” are registered in the IT Solution.

Possible results:

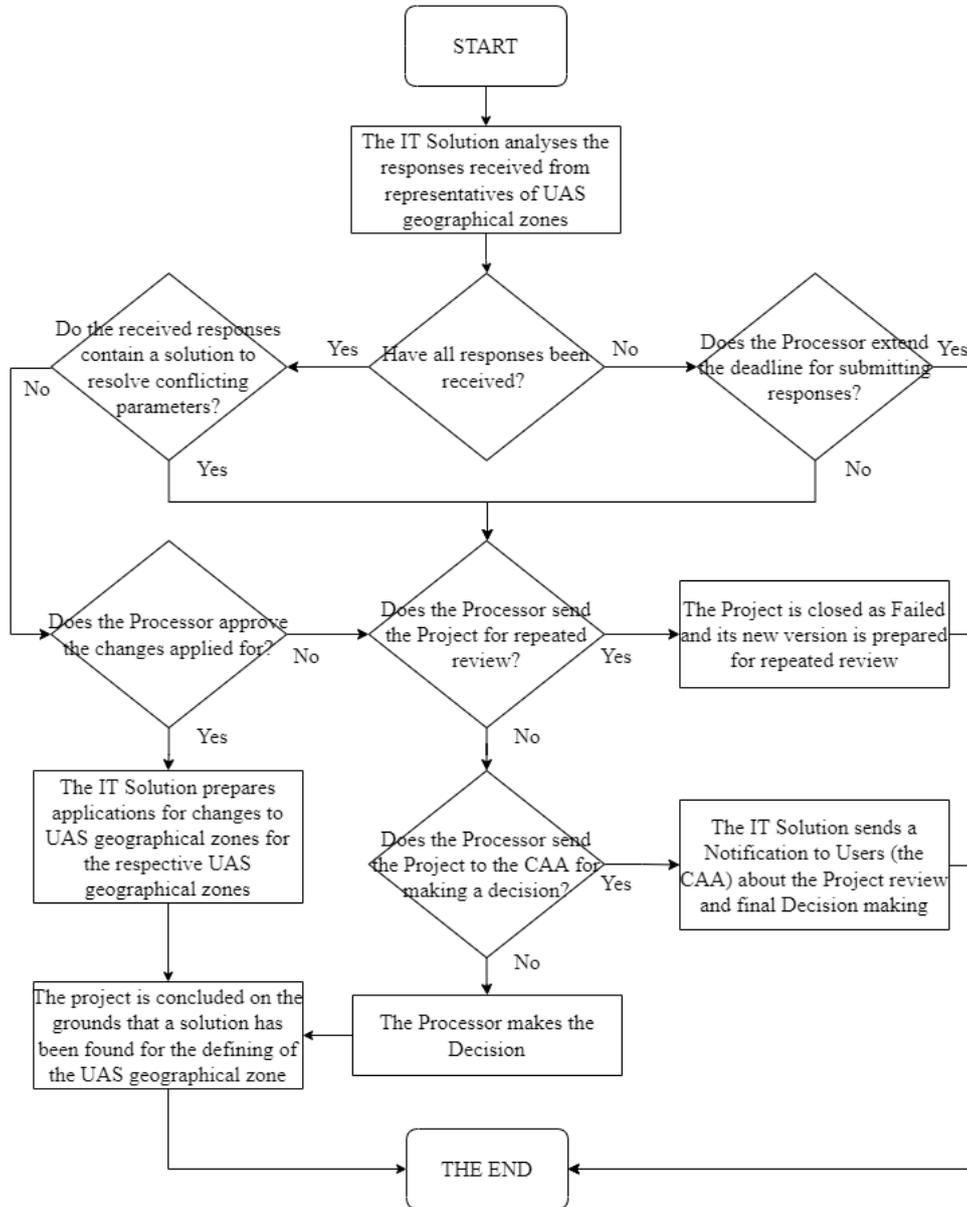
- Positive result
In the IT Solution, a Record is made of the decision made for the relevant UAS geographical zone coordination project.
 - Negative result
The process has been aborted/cancelled.
- Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.*

Related processes:

- TB 01.02-01-B: Review of the project

Making a decision

TB 01.02-01-C



12. BLOCK C: Application for UAS operations and their coordination with UAS geographical zone managers

The business processes of Block C have been developed based on discussions with the Client. Some of the business processes require changes in the regulatory framework before they are put into operation.

Description

The conceptual model assumes that several solutions can be used for coordination and management of UAS operations, which are grouped in several modules and blocks:

- block E will service the UAS operations to be implemented in the UAS geographical zones defined as U-space airspaces;
- in the aerodrome environment, if solutions other than U-space are envisaged, applications for UAS operations will be processed in Module C.1 and/or C.2 sub-modules;
- In the UAS geographical zones – in modules C.2.1 and C.2.2;
- in all other airspace at low level – in Module C.1 (Fig. 5).

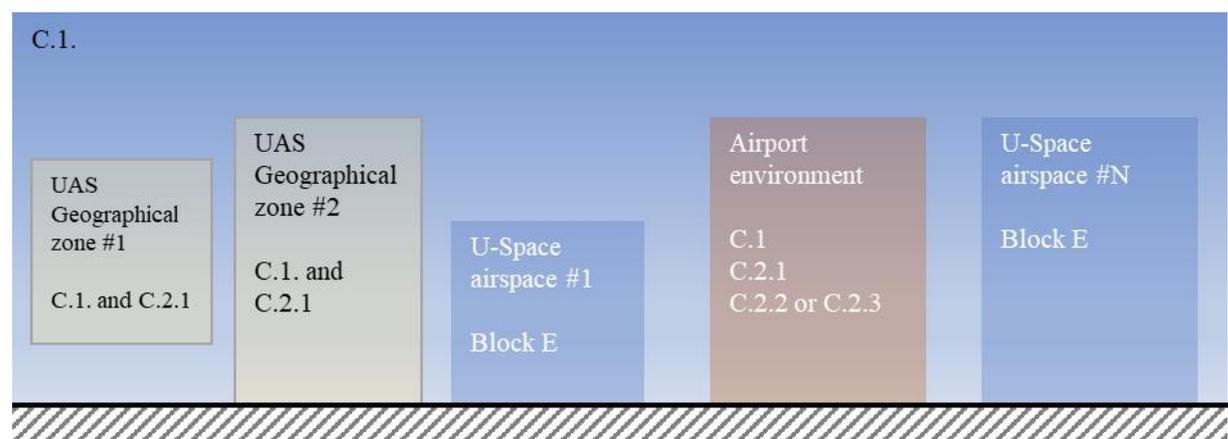


Fig. 5. Possible application of Block C and E modules for coordination and management of UAS operations in the airspace

Module C0: Block configuration

Description

“Module C0: Block configuration” is an auxiliary module whose task is to ensure the correct operation of block C – the transfer of applications for UAS operations to the relevant system or platform for further processing. With the help of the configuration module, auxiliary records are created in the IT Solution about the platforms forming block C.

TC 00.01-01: Registration of platforms for application for and/or coordination of UAS operations

Process identifier	TA 00.01-01
Process	Registration of platforms for application for and/or coordination of UAS operations
Service	Registration of platforms for application for and/or coordination of UAS operations

Description:

The process “TC 00.01-01: Registration of platforms for application for and/or coordination of UAS operations” is one of the IT Solution Block C configuration processes. In this process, Records are created for such IT Solutions that ensure application, coordination and management of UAS operations in the entire airspace of the Republic of Latvia or in another defined part of it.

Process participants:

User (CAA), Administrator

Preconditions for the execution of the process:

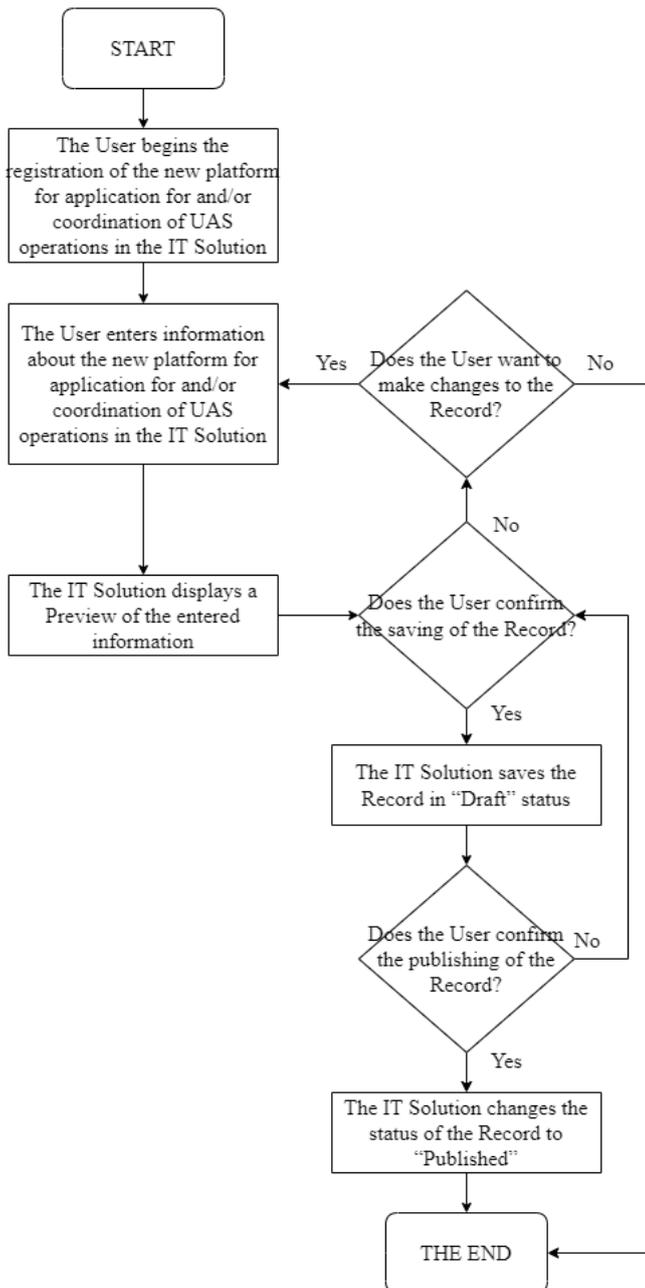
Not detected.

Possible results:

- Positive result
A record is created in the IT Solution about another IT Platform where the application for and/or coordination of UAS operations is implemented.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TC 00.02-01: Configuration of airspace volume parameters



TC 00.02-01: Configuration of airspace volume parameters

Process identifier	TC 00.02-01
Process	Configuration of airspace volume parameters
Service	Configuration of airspace volume parameters

Description:

In this process, the configuration of the IT Solution in the field of application for and/or coordination of UAS operations is carried out – the airspace of the Republic of Latvia is divided into different areas (if necessary) and it is determined on which platforms and IT Solutions the application for and coordination of UAS operations can be performed.

Process participants:

User (CAA), Administrator

Preconditions for the execution of the process:

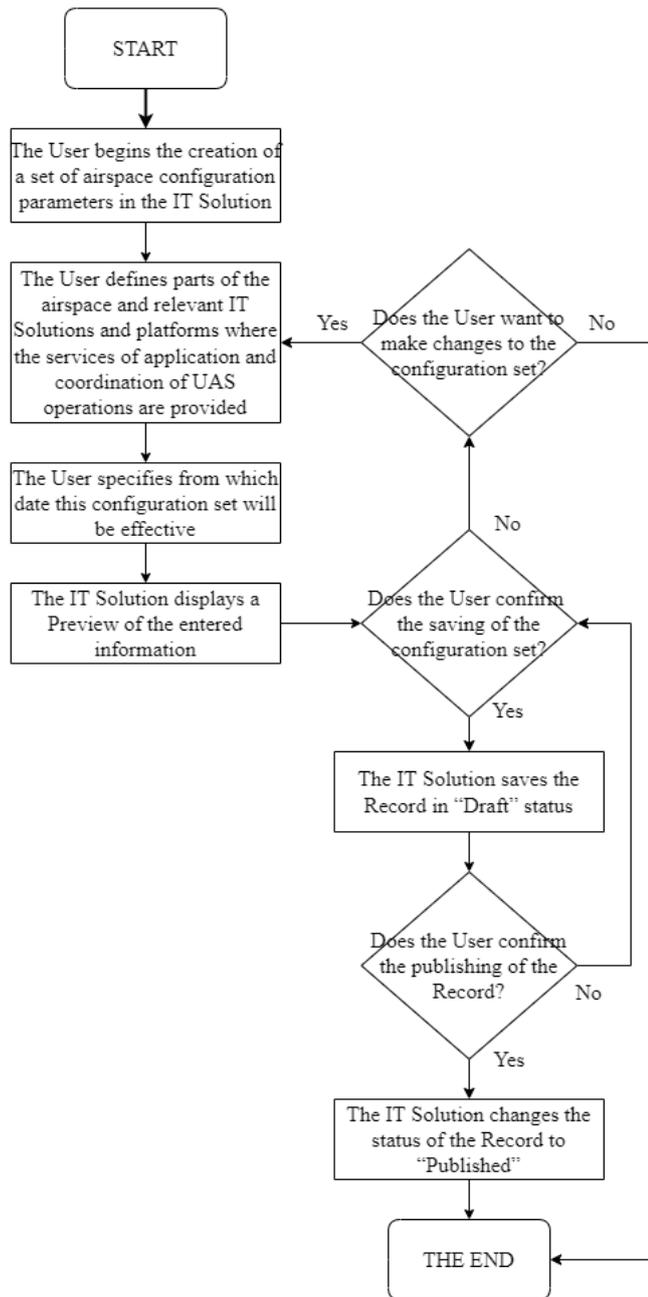
Not detected.

Possible results:

- Positive result
A set of parameters (configuration) is created that describes the IT Solutions and platforms used in the airspace of the Republic of Latvia for the application for and/or coordination of UAS operations.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TC 00.01-01: Registration of platforms for application for and/or coordination of UAS operations



Module C1: Application for UAS operations

Description

Module “TC 01.01-01: Application for UAS operation and its coordination” provides the basic function of Block C – processing of prepared applications for UAS operations in the IT Solution. Module C1 is the default solution for applying for, i.e. declaring UAS operations by UAS operators and remote pilots. The functionality of this module is supplemented by services provided by module C2 – for coordination of UAS operations with UAS geographical zone managers.

Note: Current regulatory framework does not require a UAS operator or remote pilot to record or declare each UAS operation.

Applying for UAS operations is the initial information about planned UAS operations. Given that UAS geographical zone managers may have different deadlines for preparing UAS operations approvals, UAS operators and remote pilots may plan regular UAS operations (those that recur over a period of time) and that UAS geographical zones may be established and amended, module C1 is divided into applications for UAS operations, UAS missions and unmanned aircraft flights.

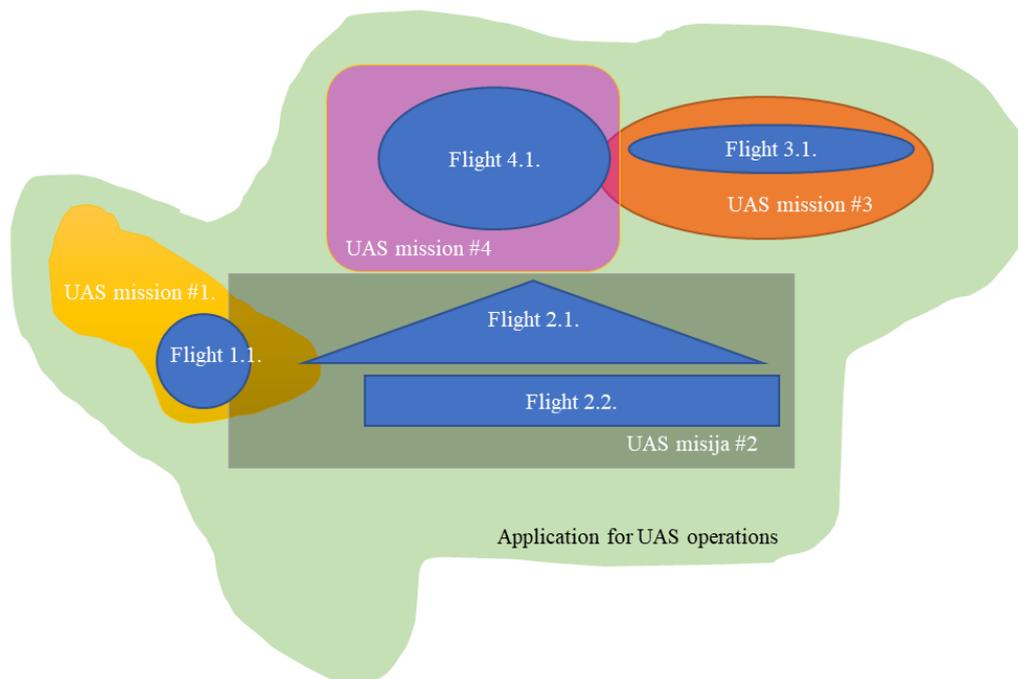


Fig. 6. Illustration of the relationship between applications for UAS operations, UAS missions and unmanned aircraft flights

An application for UAS operations is a notification by a UAS operator or remote pilot of planned UAS operations over the area or territory specified in the application. If the services of Module C.2.1 are available, then the application for UAS operations serves as initial information for evaluating conflicts with UAS geographical zones. In the application for UAS operations, it must be possible to limit the area of planned UAS operations to reasonable values in the creation settings.

UAS missions are the specified operation space for UAS operations based on received responses and approvals from UAS geographical zone managers. Multiple UAS missions may be created under a single application for UAS operations. The planned operation space specified in UAS missions must be within the airspace portion specified in the application for UAS operations.

Unmanned aircraft flights are individual records of each implemented UAS operation, i.e. unmanned aircraft flight. For each unmanned aircraft flight, the UAS mission is indicated, as well as the operator of the UAS operations (remote pilot), the start and end times of the operations.

How the records of applications for UAS operations, UAS missions and Unmanned aircraft flights will interact also depends on the availability of other modules and the services provided in them.

Table 12.1

Statuses of the application for UAS operations and their descriptions

Status name	Description
Draft	The record is created and saved in the IT Solution. The User can make changes to it – it is available (visible) only to the User.
Submitted for approval	A status indicating the forwarding of the application for UAS operations for further processing in the IT Solution.
In coordination	This status means that the application for UAS operations has been sent to the UAS geographical zone Managers for coordination.
Rejected. Clarification	The record processing result is negative Result. Additional data and clarifications are requested from the applicant.

Approved	UAS operations in accordance with the application for UAS operations can be implemented. Coordination has been received from the UAS geographical zone managers.
Partially approved	A status indicating that positive coordinations have not been received from all applicable UAS geographical zone managers.
Rejected	It is a final decision on all applications for UAS operations. This status is granted in cases where the UAS operations applied for cannot be implemented.
Cancelled at the initiative of the submitter	The status “Cancelled at the initiative of the submitter” is an indication that the User withdrew his/her application.
Deleted	The Record in this status is not actively used in the IT Solution – the Record is not shown to the User.

Application for UAS operations

TC 01.01-01: Application for UAS operation and its coordination

Process identifier	TC 01.01-01
Process	Application for UAS operation and its coordination
Service	Application for UAS operation and its coordination

Description:

“TC 01.01-01: Application for UAS operation and its coordination” is the main process of module C1, which ensures the receipt and processing of applications for UAS operations from UAS operators and remote pilots in the IT Solution.

The process consists of 2 sub-processes:

- TC 01.01-01-A: Creation and initial analysis of the application for UAS operations
- TC 01.01-01-B: Application processing for UAS operations

Process participants:

User

Preconditions for the execution of the process:

The process can be initiated by the UAS operator or remote pilot;

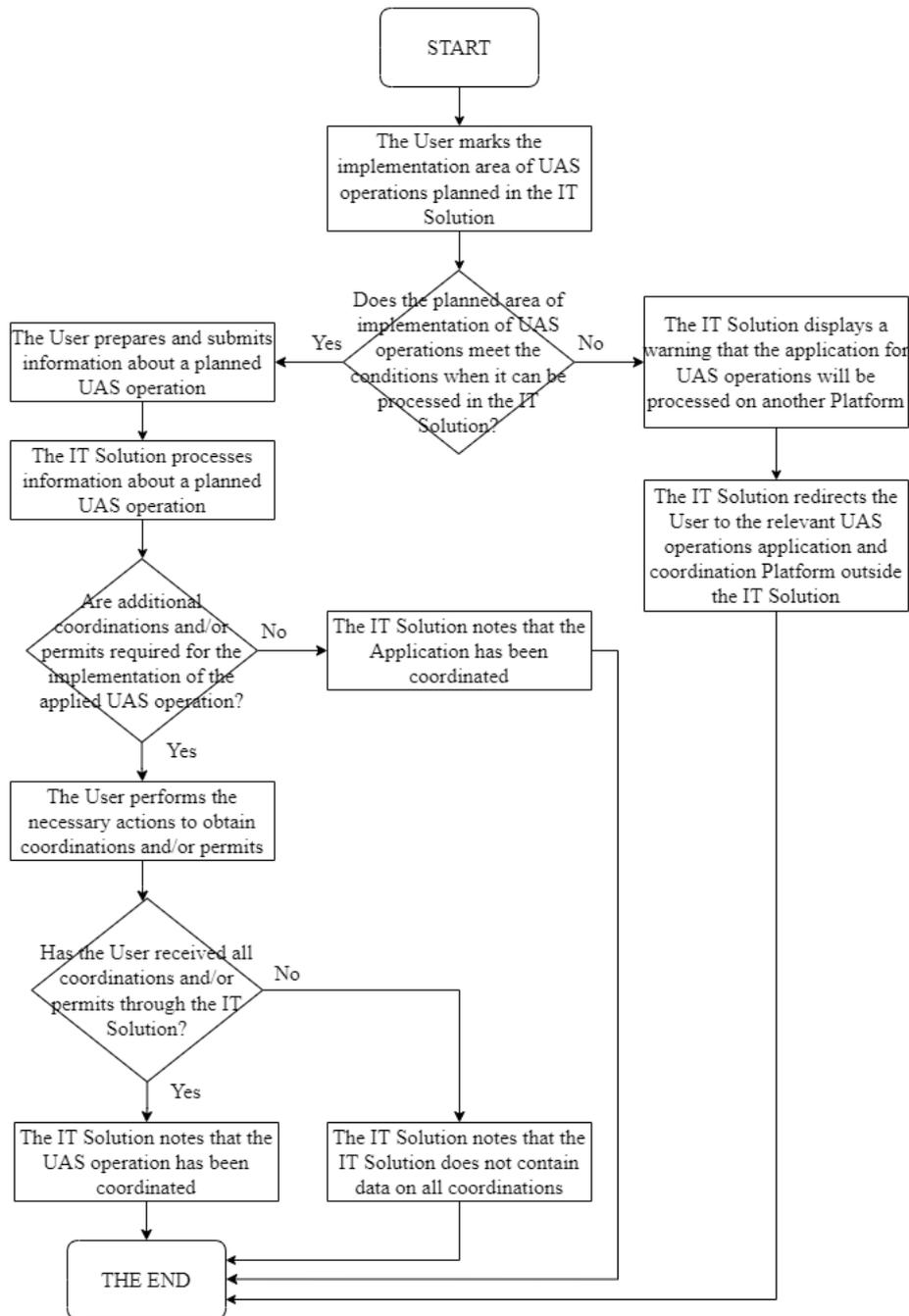
The UAS operation space applied for meets the conditions when the application can be processed in the IT Solution (TC 00.02-01: Configuration of airspace volume parameters).

Possible results:

- Positive result
The application for UAS operations has been saved and a Decision on it is available.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TA 01.01-01: Registration of UAS operators
- TA 01.04-01: Initial registration of remote pilots
- TC 01.01-01-A: Creation and initial analysis of the application for UAS operations
- TC 01.01-01-B: Application processing for UAS operations



TC 01.01-01-A: Creation and initial analysis of the application for UAS operations

Process identifier	TC 01.01-01-A
Process	Creation and initial analysis of the application for UAS operations
Service	Application for UAS operation and its coordination

Description:

The sub-process “TC 01.01-01-A: Creation and initial analysis of the application for UAS operations” is the first part of the process “TC 01.01-01: Application for UAS operation and its coordination”.

Within the sub-process, the User applies for the planned UAS operations in the IT Solution and submits the application for further processing in the IT Solution.

Process participants:

User, IT Solution

Preconditions for the execution of the process:

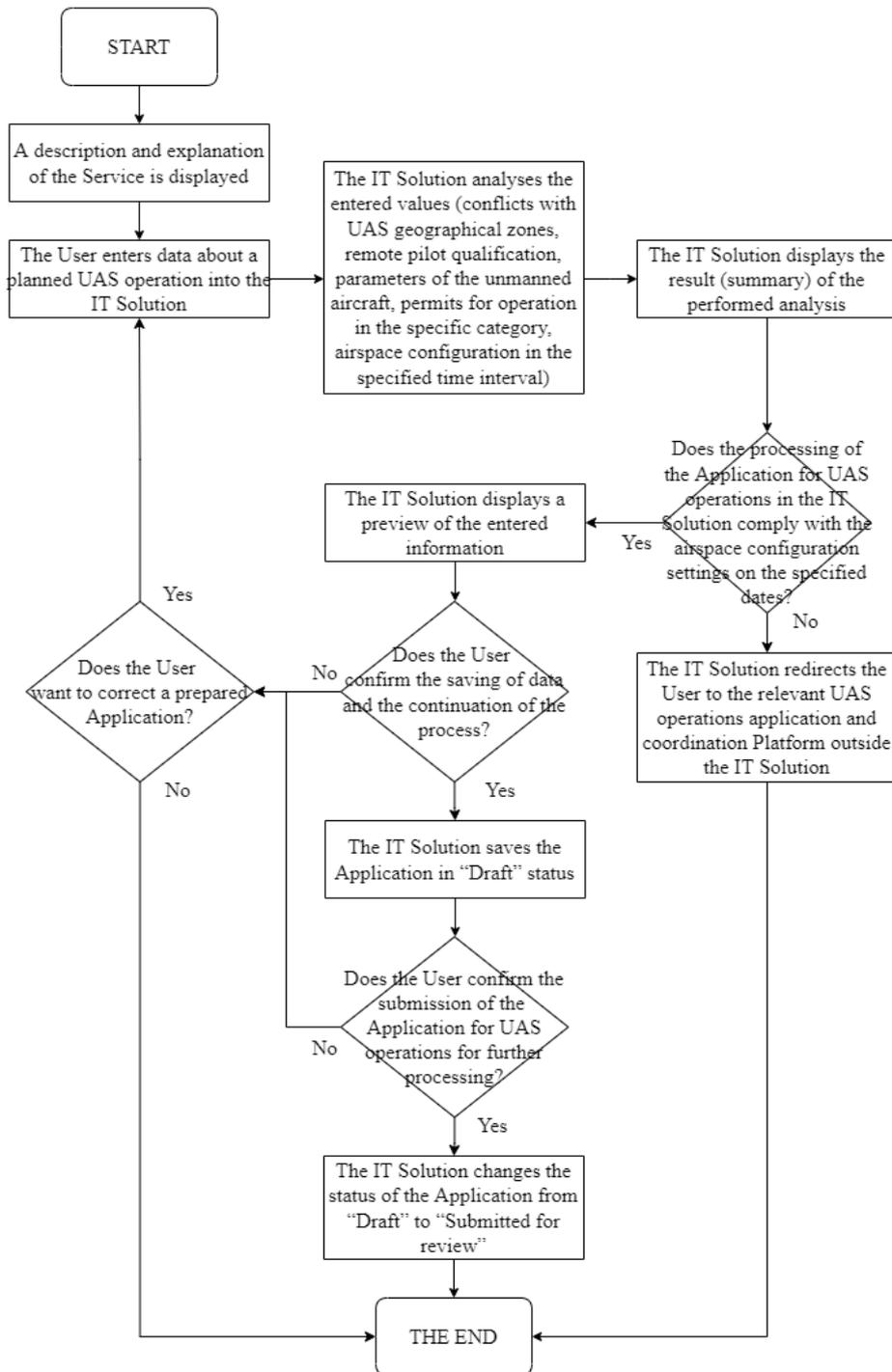
The IT Solution must have the process “TC 00.02-01: Configuration of airspace volume parameters” executed.

Possible results:

- Positive result
The application for UAS operation has been submitted in the IT Solution and its initial analysis has been performed.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TC 01.01-01-B: Application processing for UAS operations



v_39_a / v_47_a / v_52_a

TC 01.01-01-B: Application processing for UAS operations

Process identifier	TC 01.01-01-B
Process	Application processing for UAS operations
Service	Application for UAS operation and its coordination

Description:

The sub-process “TC 01.01-01-B: Application processing for UAS operations” is the second part of the process “TC 01.01-01: Application for UAS operation and its coordination”.

Process participants:

User, IT Solution

Preconditions for the execution of the process:

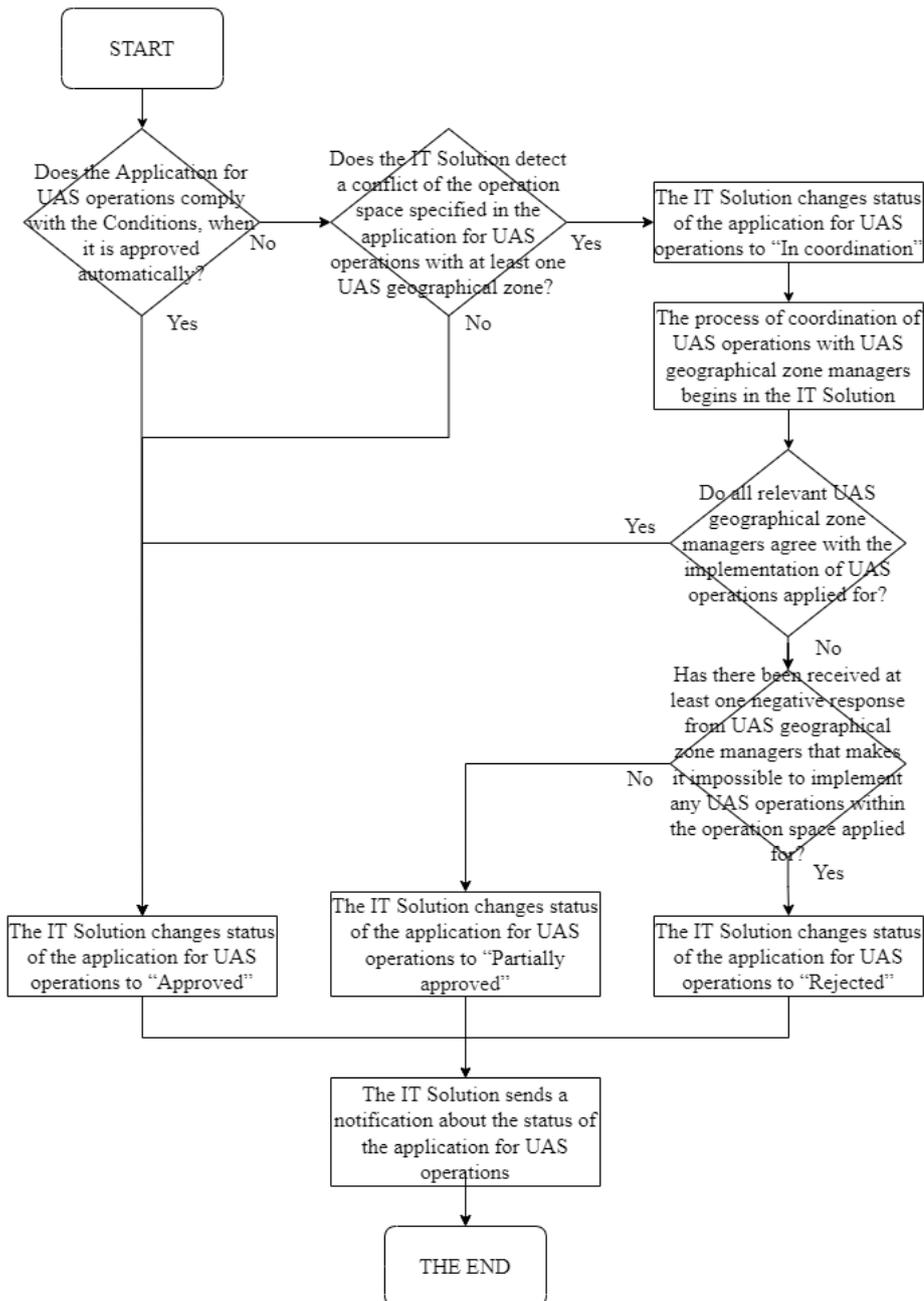
Execution of the sub-process “TC 01.01-01-A: Creation and initial analysis of the application for UAS operations” with positive result.

Possible results:

- Positive result
The application for UAS operation has been processed – the application status has been changed to one of the following statuses: “Approved”, “Partially approved”, “Rejected”, “Cancelled at the initiative of the submitter”.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TC 01.01-01-A: Creation and initial analysis of the application for UAS operations



TC 01.01-04: Withdrawal of application for UAS operation

Process identifier	TC 01.01-04
Process	Withdrawal of application for UAS operation
Service	Withdrawal of application for UAS operation

Description:

The process “TC 01.01-04: Withdrawal of application for UAS operation” provides the User with the possibility of cancelling a UAS operation previously applied for.

Process participants:

User, IT Solution

Preconditions for the execution of the process:

Execution of the sub-process “TC 01.01-01-A: Creation and initial analysis of the application for UAS operations” with positive result.

At least one application for UAS operation for the specific User is registered in the IT Solution, which can be revoked.

Possible results:

- Positive result

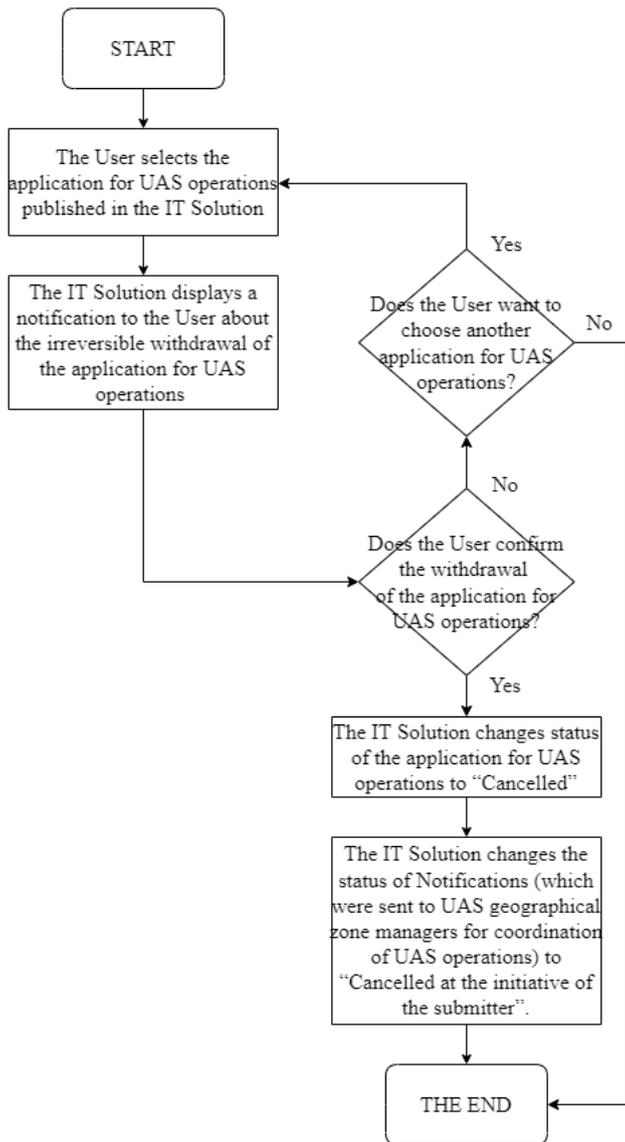
The status of the application for UAS operation is changed to “Cancelled at the initiative of the submitter”.

- Negative result

The process has been aborted/cancelled.

Related processes:

- TC 01.01-01: Application for UAS operation and its coordination



UAS Missions

TC 01.01-11: UAS mission creation

Process identifier	TC 01.01-11
Process	UAS mission creation
Service	UAS mission creation

Description:

The process “TC 01.01-11: UAS mission creation” provides Users with the opportunity to create a clarified operation space for planned UAS operations within the limits of the operation space specified in the application for UAS operations. Missions are created in cases when the operation space initially applied for is much larger than the actual operation space or if coordination for implementation of UAS operations has not been obtained from all applicable UAS geographical zone managers.

Process participants:

User.

Preconditions for the execution of the process:

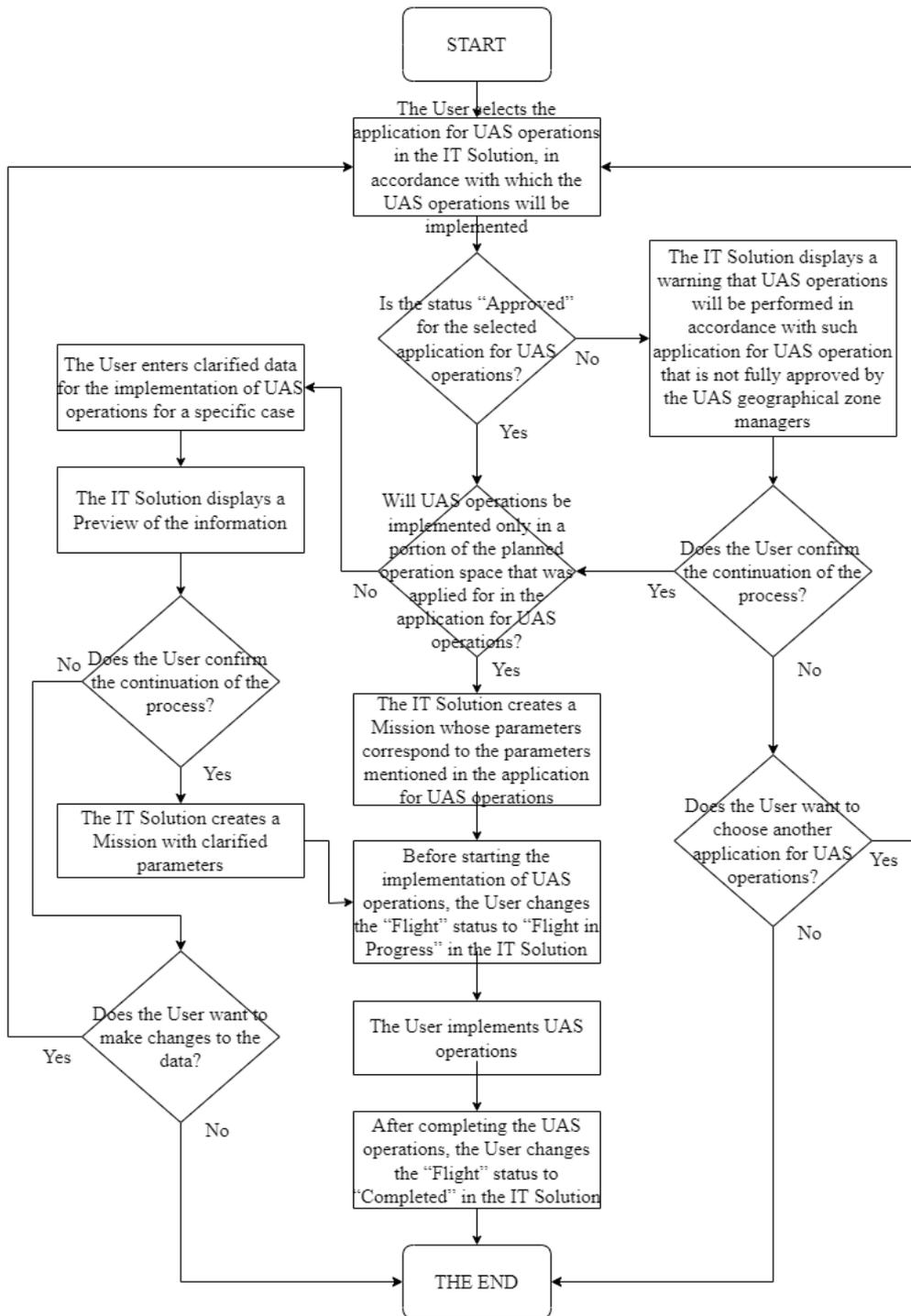
The user has at least one application for UAS operations available.

Possible results:

- Positive result
The UAS Mission has been created in the IT Solution.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TC 01.01-01: Application for UAS operation and its coordination
- TC 01.01-31: Implementation of UAS operation



v_43_a / v_47_a / v_52_a

Unmanned aircraft flights

TC 01.01-31: Implementation of UAS operation

Process identifier	TC 01.01-31
Process	Implementation of UAS operation
Service	Implementation of UAS operation

Description:

The process “TC 01.01-31: Implementation of UAS operation” describes the order in which a record is created in the IT Solution about the implementation of a specific unmanned aircraft flight under a specific “UAS mission”. The record about the unmanned aircraft flight contains data on the start and completion of UAS operations, as well as on the unmanned aircraft itself, remote pilot, UAS operator, etc.

Process participants:

User

Preconditions for the execution of the process:

The user has at least one record for the UAS Mission in the IT Solution available.

Possible results:

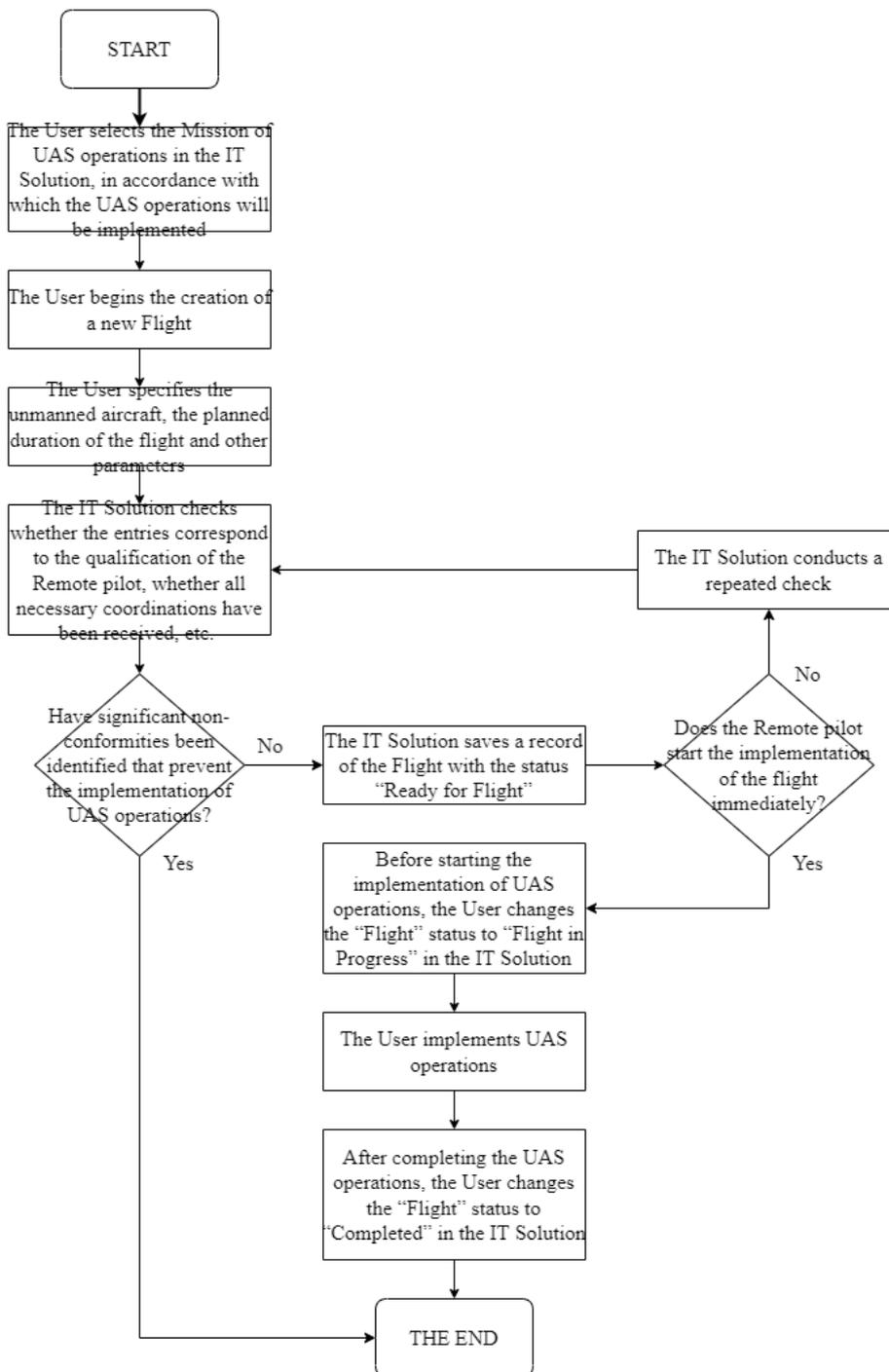
- Positive result
A record of the unmanned aircraft flight is created in the IT Solution.

- Negative result
The process has been aborted/cancelled.

Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TC 01.01-01: Application for UAS operation and its coordination
- TC 01.01-11: UAS mission creation



Module C2: Coordination of UAS operations

“Module C2: Coordination of UAS operations Module C2: Coordination of UAS operations” is a compilation of several sub-modules that provides coordination of UAS operations in different operational environments, for example, in uncontrolled airspace outside aerodrome environment, in aerodrome environment and others.

Module C2 consists of the following sub-modules:

- C2.1 – Coordination of UAS operations with UAS geographical zone managers
- C2.2 – Coordination of UAS operations at aerodromes with ATC or AFIS;
- C2.3 – Other solutions.

This document only addresses the coordination of UAS operations with UAS geographical zone managers.

Sub-module TC 02.01: Coordination of UAS operations with UAS geographical zone managers

An application for UAS operations is represented for coordination with the UAS geographical zone manager as a new Notification, which, when processed, creates a Record of Decision in the IT Solution.

Table 12.2

Statuses of applications for coordination of UAS operations in the IT Solution

Status name	Description
New	The notification has been created and transferred to the Recipient. The notification is not open.
Under review	This status means that the Record is under review – it is set automatically as soon as the User (CAA) starts reviewing the Application.
Rejected. Clarification	The processing of the Record has resulted in a negative Decision. Additional data, clarifications are requested from the Submitter.
Rejected	The processing of the Record has resulted in a negative Decision.
Approved	The processing of the Record has resulted in a positive Decision.
Approved with conditions	The processing of the record has resulted in a positive Decision, but additional conditions have been set that must be met by the UAS operator or remote pilot.
Cancelled at the initiative of the Submitter	The applicant for UAS operations has withdrawn its application.

Table 12.3

Illustration of the diversity of coordination provided by UAS geographical zone managers

Application	Coordination	Type of Coordination/Decision	Periods
Application for UAS operations	Coordination from UAS geographical zone #1001	Only to the application	For the entire period
			For separate periods
		To the entire UAS geographical zone	For the entire period
			For separate periods
	Coordination from UAS geographical zone #1003	Only to the application	For the entire period
			For separate periods
		To the entire UAS geographical zone	For the entire period
			For separate periods
	Coordination from UAS geographical zone #1004	Only to the application	For the entire period
			For separate periods
		To the entire UAS geographical zone	For the entire period
			For separate periods

TC 02.01-01: UAS operation coordination by the UAS geographical zone manager

Process identifier	TC 02.01-01
Process	UAS operation coordination by the UAS geographical zone manager
Service	UAS operation coordination by the UAS geographical zone manager

Description:

In this process, the UAS geographical zone manager receives notification of an application for UAS operations in the relevant UAS geographical zone available for review.

Process participants:

User

Preconditions for the execution of the process:

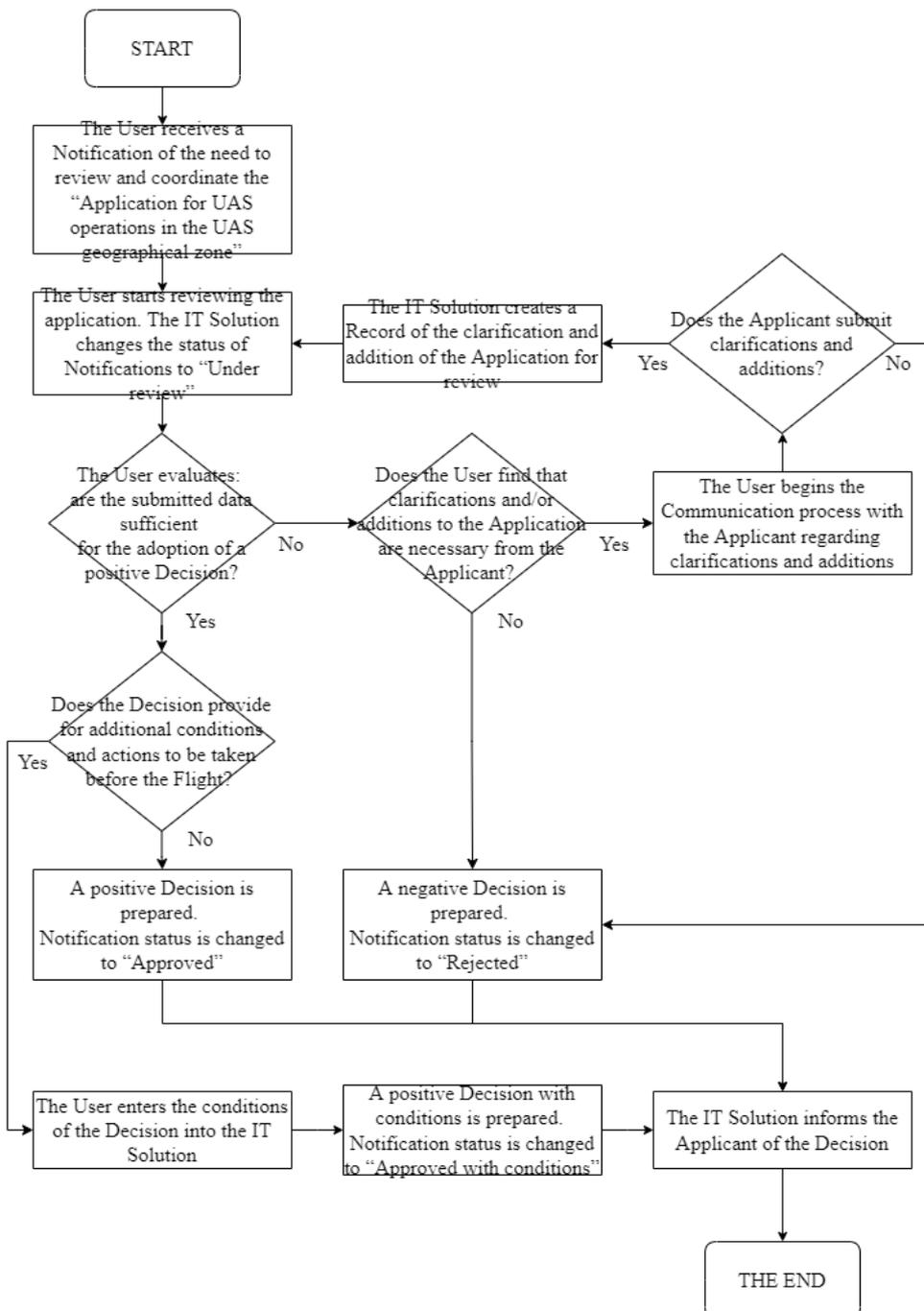
Information about the UAS geographical zone manager who can make records in the IT Solution about the nature of the coordination is available in the IT Solution.

Possible results:

- Positive result
A decision on coordination of the UAS operation is made by the UAS geographical zone manager. The decision can be positive or negative.
- Negative result
The process has been aborted/cancelled.
Note: Algorithms embedded in the IT Solution must facilitate the completion of the process with a positive result.

Related processes:

- TB 01.01-01-C: Configuration of the UAS geographical zone profile
- TC 01.01-01: Application for UAS operation and its coordination



TC 02.01-04: Operations with UAS operations permit

Process identifier	TA 02.01-04
Process	Operations with UAS operations permit
Service	Operations with UAS operations permit

Description:

The process “TC 02.01-04: Operations with UAS operations permit” allows UAS geographical zone managers to manage the status of previously issued UAS operations permits. Possible actions are: suspend, restore, revoke and modify. These actions have the following meanings:

- Suspension – restriction or revocation of UAS operations permit for a certain period of time;
- Resuming – the action is the opposite of the “Suspending” action;
- Revocation – cancellation of a UAS operations permit;
- Amendment – implementation of changes in the previously issued UAS operations permit.

Process participants:

User

Preconditions for the execution of the process:

The user is granted the right to make changes in the status of issued UAS operations approvals in the IT Solution.

Possible results:

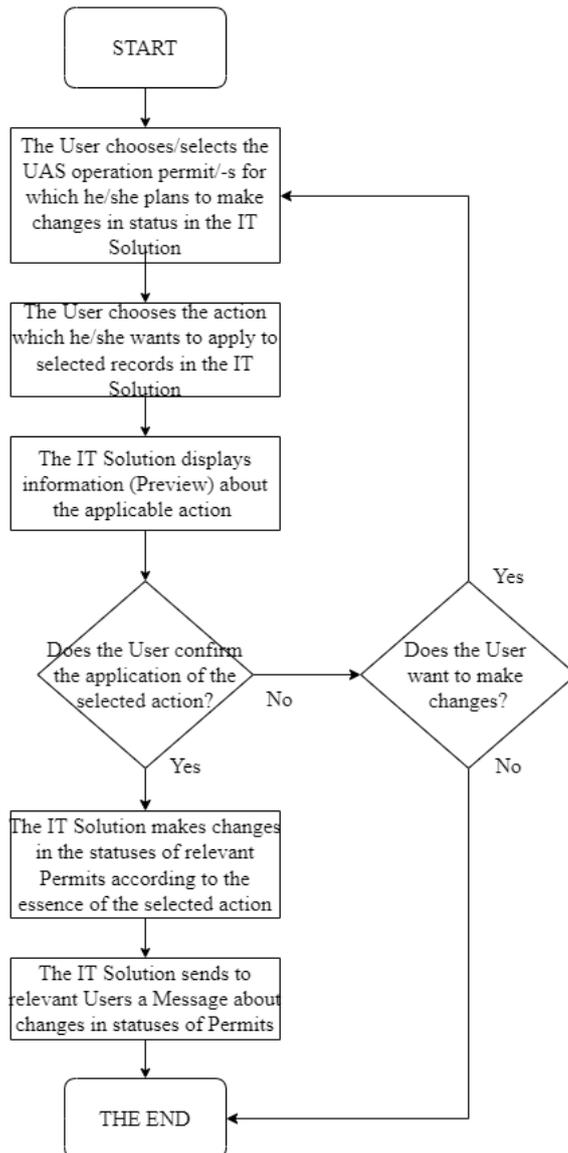
- Positive result
The intended operation is carried out with the coordination of UAS operations.
- Negative result
The process has been aborted/cancelled.

Related processes:

- TC 02.01-01: UAS operation coordination by the UAS geographical zone manager

Operations with UAS operations permit

TC 02.01-04



13. Annexes

Cabinet Regulation No. 891 of 21 December 2021 “Price list of public paid services of the State Agency “Civil Aviation Agency”” (excerpt)

No.	Type of service	Unit of measurement	Price without VAT (euro)	VAT (euro)	Price with VAT (euro)	Price with VAT in 2022	Price with VAT in 2023
V. Unmanned aircraft systems							
25.	Registration of unmanned aircraft system operators and unmanned aircraft subject to certification*						
25.1.	unmanned aircraft system operator registration	electronic confirmation	5.00	0.00	5.00	5.00	5.00
25.2.	registration of an unmanned aircraft subject to certification	certificate of registration	50.00	0.00	50.00	50.00	50.00
26.	Unmanned aircraft system operation declarations, permits and certificates*						
26.1.	submission of the unmanned aircraft system	confirmation of receipt and completeness of the declaration	30.00	0.00	30.00	30.00	30.00

No.	Type of service	Unit of measurement	Price without VAT (euro)	VAT (euro)	Price with VAT (euro)	Price with VAT in 2022	Price with VAT in 2023
	operation declaration						
26.2.	evaluation of the submission of the unmanned aircraft system operator based on a predefined risk assessment (PDRA)	assessment of conformities/non-conformities	50.00	0.00	50.00	50.00	50.00
26.3.	evaluation of the submission of the unmanned aircraft system operator without a predefined risk assessment (PDRA)	assessment of conformities/non-conformities	200.00	0.00	200.00	200.00	200.00
26.4.	operation permit issuance	operation permit	25.00	0.00	25.00	25.00	25.00
26.5.	monitoring of such unmanned aircraft system operator, to whom an	monitoring programme annual fee	50.00	0.00	50.00	50.00	50.00

No.	Type of service	Unit of measurement	Price without VAT (euro)	VAT (euro)	Price with VAT (euro)	Price with VAT in 2022	Price with VAT in 2023
	operation permit has been granted						
26.6.	initial assessment of the unmanned aircraft system operator for obtaining a light unmanned aircraft operator's certificate (LUC)	opinion on compliance/non-compliance with requirements	900.00	0.00	900.00	900.00	900.00
26.7.	issuance of light unmanned aircraft operator's certificate (LUC)	certificate	100.00	0.00	100.00	100.00	100.00
26.8.	amendment of light unmanned aircraft operator's certificate (LUC)	certificate	500.00	0.00	500.00	500.00	500.00
26.9.	monitoring of light unmanned aircraft operator's certificate (LUC) holder	monitoring programme annual fee	300.00	0.00	300.00	300.00	300.00

No.	Type of service	Unit of measurement	Price without VAT (euro)	VAT (euro)	Price with VAT (euro)	Price with VAT in 2022	Price with VAT in 2023
26.10.	assessment of the light unmanned aircraft operator's certificate (LUC) holder according to the monitoring cycle	audit report	50.00	0.00	50.00	50.00	50.00
26.11.	assessment of a model aircraft club or association submission and issuance of operation permit	operation permit	20.00	0.00	20.00	20.00	20.00
27.	Taking the face-to-face theoretical knowledge exam of remote pilots, issuance of a certificate*						
27.1.	taking the open category A2 sub-category remote pilot theoretical knowledge face-to-face exam	face-to-face exam	10.00	0.00	10.00	10.00	10.00
27.2.	issuance of the open category A2 sub-category remote pilot	certificate	5.00	0.00	5.00	5.00	5.00

No.	Type of service	Unit of measurement	Price without VAT (euro)	VAT (euro)	Price with VAT (euro)	Price with VAT in 2022	Price with VAT in 2023
	competency certificate						
27.3.	taking the specific category remote pilot theoretical knowledge face-to-face exam	face-to-face exam	15.00	0.00	15.00	15.00	15.00
27.4.	issuance of the specific category remote pilot theoretical knowledge face-to-face certificate	certificate	5.00	0.00	5.00	5.00	5.00
28.	Assessment of the recognized entity in the field of unmanned aircraft, issuance of a certificate. Submission of a declaration of remote pilot practical training and skill assessment operations covered by standard scenarios*						
28.1.	assessment of the recognized entity	assessment of conformities/non-conformities	450.00	0.00	450.00	450.00	450.00
28.2.	confirmation of the recognized entity	certificate	50.00	0.00	50.00	50.00	50.00
28.3.	amending the conditions of the recognized entity certificate	certificate	50.00	0.00	50.00	50.00	50.00

DEVELOPMENT OF BUSINESS PROCESSES AND BUSINESS MODELS

No.	Type of service	Unit of measurement	Price without VAT (euro)	VAT (euro)	Price with VAT (euro)	Price with VAT in 2022	Price with VAT in 2023
28.4.	recognized entity monitoring	monitoring programme annual fee	110.00	0.00	110.00	110.00	110.00
28.5.	assessment of the recognized entity according to the monitoring cycle	audit report	80.00	0.00	80.00	80.00	80.00
28.6.	check of the qualifications of instructors and assessors of the recognized entity	face-to-face exam	15.00	0.00	15.00	15.00	15.00
28.7.	issuance of qualification certificates of instructors and assessors of the recognized entity	certificate	10.00	0.00	10.00	10.00	10.00
28.8.	submission of a declaration of practical training and skill assessment of remote pilots for unmanned aircraft operations	confirmation of receipt and completeness of the declaration	20.00	0.00	20.00	20.00	20.00

No.	Type of service	Unit of measurement	Price without VAT (euro)	VAT (euro)	Price with VAT (euro)	Price with VAT in 2022	Price with VAT in 2023
	covered by standard scenarios						
28.9.	monitoring of such unmanned aircraft system operator that has submitted a declaration of practical training and skill assessment of remote pilots for unmanned aircraft operations covered by standard scenarios	monitoring programme annual fee	20.00	0.00	20.00	20.00	20.00

Space for notes

Space for notes