

In accordance with Article 125(2) and Article 118(2) of the Aviation Act ("Official Gazette of the Republic of North Macedonia" No. 14/24) the Director General of the Civil Aviation Agency enacted

REGULATION ON FLIGHT DISPATCHERS

I. GENERAL PROVISIONS

Article 1

This Regulation prescribes the manner and special conditions for competent training of persons responsible for persons in charge of flight planning, dispatching and tracking (flight dispatchers), determining competence, obtaining the appropriate certificates and the form, content, records and procedure for their issuance, extension, renewal or modification, as well as for the recognition of the obtained ratings, passed exams, i.e. obtained certificates.

Article 2

Certain terms used in this Regulation have the following meaning:

- (1) **Flight Dispatcher Duties** are tasks related to the flight planning, dispatching and tracking, i.e. determining the conditions for a flight, procedures for flight planning and control over certain aspects of a flight that can be performed by a person holding a valid flight dispatcher license;
- (2) **Flight Dispatcher** means a person who based on his licensed may perform flight planning, dispatching and tracking;
- (3) **Flight Dispatcher Licence** means a document confirming that the person holding the license is qualified to perform tasks related to the planning, dispatch and monitoring of flights, which are of aviation safety importance;
- (4) **Aircraft Operator** means any legal or natural person who operates or plans to operate one or more aircraft;
- (5) **Operations Manual** means a manual containing procedures, instructions and guidelines used by operational personnel in their duty's performance;
- (6) **Training Programme** means a document containing details and instructions on the content and duration of the competency training of flight dispatcher candidates in relation to flight planning, dispatching and tracking;
- (7) **Flight Dispatch Instructor** means a person who in his licence has an authorization determining the special conditions, rights or restrictions relating to the professional training of flight dispatcher candidates in relation to flight planning, dispatching and tracking and
- (8) **Authorized Flight Dispatch Examiner** means a person who has a special authorization as a flight dispatch examiner to conduct a practical examination for the acquisition of a flight dispatcher licence.

II. COMPETENCY-BASED TRAINING

1. Special conditions of competency – based training

Article 3

- (1) Flight dispatcher competency-based training is performed in authorized organizations or training centres that shall meet the necessary conditions prescribed by this Regulation.
- (2) The organizations or training centres for flight dispatchers may be established as independent legal entities or as part of commercial or non-commercial (CAT/NCC) aircraft operators.

Article 4

- (1) In order to conduct ab-initio training for flight dispatchers, training organizations or centres established in the Republic of North Macedonia shall have an approval certificate issued by the Civil Aviation Agency (hereinafter: the Agency).
- (2) In order to obtain the approval certificate, the training organizations or centres shall meet the following specific conditions necessary for safe and orderly operation:
 - to have Training Programme in accordance with Part 4.6, Annex 1 of the ICAO Convention of International Civil Aviation and ICAO Doc. 10106 - Manual on Flight Operations Officers/Flight Dispatchers Competency-based Training and Assessment;
 - to have an operational manual for conducting the training approved by the Agency;
 - to have an appropriate organizational structure and management structure of the organization or training centre;
 - to have proof of ownership or a contract for the use of the premises, equipment for conducting the training (where applicable);
 - to have documents for recording of the training, namely: a register of student/candidates, a logbook for recording theoretical training, an on-job training log book and appropriate forms and records;
 - to have a sufficient number of competent personnel for training and testing (instructors/or examiners);
 - to have professional literature in accordance with the approved training program and
 - to have premises for conducting theoretical training with the necessary equipment and a classroom for the professional staff (instructors), premises for housing the equipment, teaching aids, school documentation - archive and library.
- (3) The training program referred to in line 1 paragraph (2) of this Article shall be approved by the Agency and as a minimum, shall include: title page, content, list of amendments, purpose and duration of the training, theoretical and practical part.
- (4) The training program shall be submitted to the Agency for approval in two copies and shall be regularly updated.
- (5) The training implementation manual referred to in line 2 paragraph (2) of this Article shall determine the manner of implementation of the training (theoretical and practical), the phases,

standards, system and procedures implemented during the training and the manner of keeping records of the implementation of the training.

- (6) The training implementation manual shall contain in particular: title page, content, list of amendments, plan for implementation of the training in phases, training program developed by exercises with methodology, instructions for the method of performance, use of teaching aids, implementation of control testing and monitoring of the progress in the candidate's training.
- (7) Practical training shall be conducted in an active/operational dispatch centre within the framework of an aircraft operator by persons holding a flight dispatch instructor license according to a plan prepared on the basis of the approved training program or with an operator in the case when the organization or training centre is an independent legal entity.
- (8) The active operational-dispatch centre referred to in paragraph (7) of this Article shall meet the necessary conditions for conducting practical training, i.e. have: an operational manual prepared in accordance with EU Regulation 965/2012, facilities, professional staff, professional literature, Aeronautical Information Publication (AIP), airway manual, electronic/manual navigation calculator with user manual, spatial and route maps, globe, models, procedures, drawings, audio-visual aids and other necessary equipment and teaching aids.

Article 5

The organization or the training centre for flight dispatchers should provide the candidate (in electronic or paper form) with professional literature, planning systems (where applicable), documents and other materials necessary for the implementation of the training, before the start of the training.

2. Form, content, records and procedure for issuing, extending, renewing or modification of the certificate for conducting flight dispatcher training

Article 6

- (1) For issuing, extending, renewing or modification of the certificate for conducting flight dispatcher training, the organizations or training centres shall submit an application to the Agency, attaching evidence that the conditions for obtaining a certificate for conducting training in accordance with Article 4 of this Regulation have been met.
- (2) The application for extension of the training certificate shall be submitted at least 30 days before the expiry of the certificate, and for renewal no later than 30 days after the expiry of the certificate.
- (3) If the organization or training centre fails to submit an application for extension or renewal within the deadlines set out in paragraph (2) of this Article, the certificate shall be considered withdrawn.

Article 7

- (1) Upon receipt of the application, the Agency shall verify whether the administrative fee and fee for the issuance, extension, renewal or modification of the certificate for conducting flight dispatcher training prescribed by the Agency's Tariff Regulation have been paid, verify the attached documentation and perform an operational inspection (oversight) in order to determine whether the organization or training centre meets the requirements and technical capabilities for conducting flight dispatcher training.

- (2) The inspection referred to in paragraph (1) of this Article shall also be performed upon extension, renewal or modification of the certificate.
- (3) During the inspections referred to in paragraph (1) of this Article, the Agency shall use checklists previously prepared in accordance with the documentation and data being inspected.
- (4) If the inspection referred to in paragraph (1) of this Article establish that a particular organisation or training centre meets the requirements for providing training for flight dispatchers, the Agency shall adopt a decision to issue, extend, renew or modify the certificate, which shall be submitted to the applicant together with the training certificate.
- (5) If it is recognised that a particular organisation or training centre does not meet the requirements for providing training for flight dispatchers, the Agency shall reject the application for issuing, extending, renewing or modification of the training certificate with a decision containing the reasons for the rejection.

Article 8

- (1) The certificate for conducting flight dispatcher training shall be issued to organizations or training centres on the form given in Appendix 1, which is an integral part of this Regulation.
- (2) The certificate for conducting flight dispatcher training shall be issued with a validity period of two years.
- (3) In addition to the certificate for conducting flight dispatcher training referred to in paragraph (2) of this Article, an addendum to the certificate shall be issued with details and specifications of the authorizations for conducting the approved training given in Appendix 2, which is an integral part of this Regulations.
- (4) Records of the issued flight dispatcher training certificates shall be kept in the Agency.
- (5) The records referred to in paragraph (4) of this Article shall contain data on the organization or flight dispatcher training centre, as well as contact telephone numbers and addresses of the responsible persons.

3. Manner of conducting flight dispatcher training

Article 9

- (1) The competence training for flight dispatchers aims to equip flight dispatchers' candidates with the necessary knowledge, routine and skills for obtaining a license and/or appropriate rating.
- (2) The training referred to in paragraph (1) of this Article shall consist of ab-initio training, practical training and renewal or requalification training for flight dispatchers.
- (3) The training referred to in paragraph (1) of this Article shall be conducted in the scope and manner determined in the training program prepared in accordance with Part 4.6 of Annex 1, of the ICAO Convention on International Civil Aviation, Doc 10106 - Manual on Flight Operations Officers/Flight Dispatchers Competency-based Training and Assessment и ICAO Doc 9868 – Procedures for Air Navigation Services – Training.

3.1. Ab-initio training

Article 10

In order to be admitted to ab-initio training, a dispatcher candidate must:

- be at least 18 years old;
- have English language proficiency of at least pre-operational level 3 according to the ICAO scale or English language proficiency of at least level B2 according to the European framework (CEFR – Common European Framework of Reference for Languages);
- medical fitness certificate of at least class 4 and
- completed secondary education.

Article 11

- (1) The ab-initio training aims to prepare the flight dispatcher candidate with basic proficient knowledge and skills necessary for the beginning of practical training.
- (2) The candidate must successfully complete the ab-initio training within six months from the start of the training.
- (3) The ab-initio training is considered successfully completed if the candidate demonstrates a minimum success rate of 75% in each subject of the training individually.

3.2 Practical training

Article 12

- (1) The practical training aims to prepare the flight dispatcher candidate with the necessary practical knowledge, skills and abilities to obtain a flight dispatcher license and perform the duties of a flight dispatcher.
- (2) The flight dispatcher candidate shall commence the practical training no later than six months after the completion of the ab-initio training.
- (3) The practical training lasts at least 90 working days and the flight dispatcher candidate should complete it within 12 months since completing the ab-initio training, otherwise he/she should complete again the ab-initio training from Article 11 of this Regulation.
- (4) The practical training is considered successfully completed if the flight dispatcher candidate has completed all elements of the practical part of the training program, which is confirmed by a submitted practical training plan for each candidate, completed, signed and certified by an authorized flight dispatcher instructor (On Job Log Book).

3.3 Renewal or requalification training

- (1) Renewal or requalification training is training to refresh the proficiency and competence of flight dispatchers whose licenses have expired to the level required to perform the duties of a flight dispatcher.

- (2) The training referred to in paragraph (1) of this Article shall consist of theoretical and practical training.
- (3) Theoretical training for renewal or requalification covers the same subjects as the ab - initio training, but in a smaller scope and number of hours.
- (4) Practical training for renewal or requalification training implements a person who holds a flight dispatch instructor certificate and it is conducted in an active/operational dispatch centre.
- (5) The practical training referred to in paragraph (4) of this Article shall be completed within 30 days of the completion of the theoretical renewal or requalification training and shall last at least 40 working hours, otherwise the candidate shall again complete the theoretical renewal or requalification training referred to in paragraph (3) of this Article.

4. Records kept by the organization or training centre

Article 14

- (1) Organizations or centres for flight dispatcher training shall keep a separate record for each candidate who has attended training, which shall include the candidate's personal data, application for training, decision on acceptance for training, copy of employment or engagement contract, curriculum vitae (CV), copy of instructor certificate, copy of medical fitness certificate, copy of English language proficiency certificate, data on duration of training, data on instructors who conducted the training, on passed exams, school record and level of training.
- (2) The organizations or centres for training flight dispatchers shall also hold:
 - student register (certified by the Agency);
 - theoretical teaching diary;
 - practical training diary;
 - individual plans for practical training (Log Book);
 - records of conducted training (regular and additional);
 - records of issued certificates for completed training;
 - a list of professional personnel who carry out the training and checks and
 - other necessary records and documentation for work in the organization or training centre.

Article 15

- (1) Training organizations or centres shall issue each candidate a certificate for each individual training that the candidate has completed within their premises.
- (2) The certificate referred to in paragraph (1) of this Article shall contain: name of the organization or training centre, personal data of the candidate, data on the training completed by the candidate, date of start and completion of the training, grades in the subjects and the candidate's overall success.

III. ASCERTAINING OF COMPETENCE

1. Passing the exam for obtaining a flight dispatcher license and/or ratings

Article 16

- (1) The candidate for obtaining a flight dispatcher license and/or flight dispatch instructor and/or examiner rating submits an application to the Agency to take the exam to obtain that license and/or authorization.
- (2) With the request referred to in paragraph (1) of this Article, the candidate for taking the exam for obtaining a flight dispatcher license shall submit evidence that he/she meets the following requirements:
 - a) has graduated from the Air Traffic and Transport University (VII/1) and one year of working experience (internship) in performing the tasks of an assistant flight dispatcher at an aircraft operator performing air transport under the supervision of a flight dispatcher with a valid licence; or
has a total of two years of working experience performing one or a combination of the following job assignments: flight crew member, meteorologist providing support in the operational control of an aircraft carrier, air traffic controller, or technical personnel providing support to flight dispatchers (flight operations officer); or
has completed theoretical and practical training in accordance with this regulation
 - b) has a medical fitness certificate class 4;
 - c) has English knowledge of at least level B2 according to the European framework (CEFR Common European Framework of Reference for Languages) or ICAO operational level 4 and
 - d) has paid the administrative fee and compensation for issuing a licence and/or authorization determined by the Agency's Tariff Regulation.
- (3) With the application referred to in paragraph (1) of this Article, the candidate for obtaining a flight dispatch instructor certificate submits evidence that meets the requirements of paragraph (2) Article 21, of this Regulation.
- (4) With the application referred to in paragraph (1) of this Article, the candidate for obtaining a flight dispatch examiner certificate submits evidence that meets the requirements of paragraph (3) Article 21, of this Regulation.

Article 17

- (1) The Agency, upon receipt of the application for taking the exam, shall verify whether the candidate meets the requirements for taking the exam under Article 16 of this Regulation.
- (2) If it is determined that the candidate meets the prescribed conditions, the Agency shall, within 30 days from the date of receipt of the request, issue a decision approving the taking of the exam, which shall determine the date and place of taking the exam.
- (3) The exam cannot be scheduled within a period of less than ten days from the date on which the decision referred to in paragraph (2) of this Article was delivered to the candidate.
- (4) If the Agency determines that the candidate does not meet the prescribed conditions for taking the exam, it shall issue a decision to reject the application, which shall contain the reasons for the rejection.

Article 18

- (1) The examination for obtaining a flight dispatcher license consists of a theoretical and practical part.
- (2) The theoretical part of the exam referred to in paragraph (1) of this Article shall be conducted by the Agency based on a previously prepared list of questions.
- (3) The practical part of the exam referred to in paragraph (1) of this Article shall be conducted by an authorized flight dispatchers examiner.
- (4) The candidate may repeat the practical part of the exam a maximum of three times within a period not exceeding nine months.
- (5) A person who has trained a candidate for a flight dispatcher license may not be appointed as a flight dispatcher examiner.
- (6) The exam for obtaining a flight dispatch instructor certificate consists of a theoretical part and covers two thematic areas: teaching methodology and aviation regulations and is administered by the Agency. The candidate is considered to have passed the exam if he/she demonstrates a success rate of at least 75% in each subject individually.
- (7) The examiners shall submit to the Agency the examination lists and materials from the examination held within seven days from the date of completion of the examination.

Article 19

- (1) The theoretical part of the examination for obtaining a flight dispatcher license shall cover the subjects listed in Section 4.6 of Annex 1 of the Convention on International Civil Aviation and ICAO and Doc. 10106 – Manual on Flight Operations Officers/Flight Dispatchers Competency-based Training and Assessment, as follows:
 1. Air law;
 2. Aircraft general knowledge and instrumentation;
 3. Flight Performance calculations, Planning procedures and loading;
 4. Mass and balance;
 5. Human factors in aviation (HF – Human Factors/ DRM-Dispatch Resource Management;
 6. Meteorology;
 7. Navigation;
 8. Operational procedures;
 9. Principles of flight and
 10. Radio Communication.
- (2) The theoretical part of the examination shall be taken in writing using multiple-choice tests. The candidate shall be deemed to have passed the theoretical examination if he or she achieves a score of at least 75% in each subject individually, whereby the examination may be organised in a

maximum of six examination sessions within 18 months from the date of the first examination, and the candidate may take the same subject a maximum of four times.

- (3) If the candidate does not pass the theoretical part of the exam within the deadlines referred to in paragraph (2) of this Article, the exam shall be considered to have been failed in its entirety.
- (4) If the candidate for obtaining a flight dispatch instructor certificate fails to pass one subject of the theoretical part of the examination, the examination shall be considered to have been failed in its entirety.
- (5) If necessary, the candidate may use a calculator when taking the theoretical part of the exam.

Article 20

- (1) The practical part of the exam for obtaining a flight dispatcher license is taken after successfully passing the theoretical part and consists of solving tasks that cover the elements necessary to perform the specific flight in real conditions, namely:
 - analysis of the constraints for a specific airport with the given conditions and calculation of maximum payload for that aircraft type and for that flight;
 - calculation of weight and balance;
 - analysis of NOTAM, ATC slots and weather situations;
 - development of an operational navigation plan;
 - calculation of the minimum fuel quantity for that flight and
 - making decisions
 - to execute a flight in given conditions.
- (2) When conducting the practical part of the exam, simulation of the necessary conditions may be carried out for certain procedures in performing the duties of a flight dispatcher.
- (3) The candidate is considered to have passed the practical part of the exam if he/she has successfully solved all elements of the tasks set in paragraph (1) of this article.
- (4) If the candidate does not pass the practical part of the exam within the deadline set out in paragraph (4) Article 18 of this Regulation, the exam shall be considered to have been failed in its entirety.

IV. OBTAINING OF LICENCES AND/OR RATINGS

1. Special conditions for obtaining a licence and/or ratings

Article 21

- (1) Flight dispatcher clearance can be acquired by a person who meets the following conditions:
 1. is at least 21 years old;
 2. possesses a certificate of completion of at least secondary education;
 3. possesses a certificate of completed theoretical and practical training in accordance with this regulation;

4. has a certificate of passing the exam for obtaining a flight dispatcher license;
5. has working experience in accordance with paragraph (2) Article 16 of this Regulation;
6. holds a valid medical fitness certificate class 4 and
7. has English knowledge in accordance with Article 10 of this Regulation.

(2) Flight dispatch instructor rating can be obtained by a person who meets the following conditions:

1. holds a valid flight dispatcher license,
2. has passed the exams referred to in paragraph (6) Article 18 of this Regulation, or has completed an instructor course in an authorized organization or has a flight instructor licence and
3. has at least five years of work experience as a flight dispatcher or at least three years of work experience as flight dispatcher and a minimum of two years of experience as a meteorologist, air traffic controller or an aircraft pilot.

(3) Special authorization for flight dispatch examiner can be acquired by a person who meets the following conditions:

1. holds/had a flight dispatcher license and has at least three years of experience as a flight dispatch instructor, or
2. holds/has held a flight dispatcher license and has at least two years of work experience as a flight dispatcher and a minimum of two years of experience as an air traffic controller or aircraft pilot, or
3. holds/has held a flight dispatcher license and has a flight examiner - pilot rating.

2. Form, content, records and procedure for issuance, extension, renewal or modification

Article 22

The flight dispatcher's licence should contain the following data as a minimum:

- I. Logo and name of Agency,
- II. License title,
- III. License number,
- IV. State of issue,
- V. Name and surname of license holder,
- VI. Date and place of birth,
- VII. Address (applicable in paper form of licence),
- VIII. Citizenship,
- IX. Holder's signature (applicable in paper form of licence),
- X. Date of first issue
- XI. Valid until (signature and stamp - applicable in paper form of licence)
- XII. Instructor endorsement and date,

- XIII. Special endorsement-examiner and
- XIV. Remarks.

Article 23

The Agency, in accordance with paragraph (2) Article 118 of the Aviation Act and this Regulation, issues, extends, renews or modifies flight dispatcher licenses and/or the associated authorizations.

Article 24

- (1) For issuance, renewal, renewal or modification of a flight dispatcher license and/or the associated authorizations, the candidate shall submit an application to the Agency, accompanied by evidence that the conditions prescribed by this Regulation have been met.
- (2) Upon receipt of the application, the Agency shall verify whether the administrative fee and the compensation determined by the Agency's Tariff Regulation have been paid and shall verify the attached documentation.
- (3) When performing the checks referred to in paragraph (2) of this Article, the Agency shall use checklists previously prepared in accordance with the documentation and data being checked.
- (4) If, through the checks referred to in paragraph (3) of this Article, the Agency determines that the candidate meets the requirements prescribed by this Regulation, it shall adopt a decision to issue, extend/renew or modify the flight dispatcher license, which shall be delivered to the candidate together with the license and/or the relevant authorizations.
- (5) If the Agency determines that the candidate for flight dispatcher does not meet the requirements for the issuance, extension/renewal or modification of a flight dispatcher and/or the associated authorizations prescribed by this Regulation, shall reject the request with a decision containing the reasons for the rejection.

Article 25

The flight dispatcher license and the flight dispatcher instructor rating are issued with a validity of three years. The special flight dispatcher examiner rating is issued with an unlimited validity until suspended or revoked by the Agency.

Article 26

- (1) The application for extension of validity of flight dispatcher license and/or flight dispatch instructor rating shall be submitted at least 30 days, but not more than 60 days, before the expiration of the licence and/or authorization.
- (2) The person submitting an application for the extension of the validity of the license and/or the flight dispatch instructor rating shall submit:
 - valid flight dispatcher license;
 - confirmation that in the last three months before the expiry of the licence and/or authorisation he has successfully completed a regular proficiency check and competence

check in accordance with Article 27 of this Regulation, which follows a refresher course for maintaining competence, which is carried out at a workplace under the supervision of a flight dispatch instructor for a period of at least one day, where the candidate should observe the performance of work activities on specific flight operations;

- medical fitness certificate class 4 and
- certificate of English language proficiency in accordance with Article 10 of this Regulation.

(3) If during the validity of the licence, the licence holder has had a pause in performing the duties as a flight dispatcher longer than 12 months, in addition to the evidence referred to in paragraph (2) of this Article, a certificate of completed renewal or requalification training shall be submitted.

Article 27

(1) The holder of a flight dispatcher licence shall undergo a regular proficiency and competence check every 12 months.

(2) The regular check referred to in paragraph (1) of this Article shall be carried out by a flight dispatch instructor and shall include an oral examination and a practical exercise. The regular check shall contain, as a minimum, the following elements:

- the company's Operational Manuals familiarisation;
- aviation rules and regulations familiarisation;
- operator procedures familiarisation;
- aircraft performance;
- meteorology analysis;
- NOTAMs analysis;
- preparation of navigation flight plans and fuel calculations;
- traffic monitoring;
- communications;
- Minimum Equipment List (MEL) and Configuration Deviation List (CDL);
- analysis of conditions and state of routes and airports;
- pre-flight crew briefing;
- emergency response plan and
- briefing at shift change.

(3) The results of the check shall be recorded on an appropriate form and shall be evaluated by:

- standard - successful;
- standard with briefing and repeating elements (if necessary), or
- below standard - failed.

(4) The check shall be considered successfully completed if none of the elements referred to in paragraph (2) of this Article is assessed as below standard.

Article 28

- (1) The person who does not extend the validity of the licence within the period referred to in paragraph (1) Article 26 of this Regulation, may renew the licence if he/she successfully completes the renewal or requalification training and successfully passes the proficiency and competence test referred to in Article 27 of this Regulation, if since the expiration of the license no more than three years have passed.
- (2) If more than three years have passed since the expiry of the validity of the licence, the person submitting an application for renewal of the air traffic controller licence must complete again the ab - initio training for obtaining a license/authorization and take the theoretical and practical exam for obtaining a flight dispatcher license.
- (3) A person who will not extend the validity of the flight dispatch instructor authorization, within the period referred to in paragraph (1) Article 26 of this Regulation, can obtain the licence by complying with the conditions of paragraph (2) Article 21 of this Regulation.

Article 29

- (1) The flight dispatcher license will be replaced with a new one if:
 - the holder of the licence loses it or is otherwise be left without it;
 - the licence is damaged to the extent that it is no longer usable or has been brought into disreputable condition as a public document;
 - all sections required for the extension of the licence are completed;
 - there has been a modification in the personal data of the licence holder or
 - there has been a change to the licence form.
- (2) If the licence holder loses or otherwise remains without the licence, the request for issuance of a new licence must include proof that the licence was published as lost in the Official Gazette in accordance with Article 123 of the Aviation Act.

Article 30

The Agency keeps records of issued licences and authorizations in a manner determined by the internal procedures.

3. Extraordinary assessments

Article 31

The procedure for extraordinary assessment is carried out by the Agency, based on the proposed measures determined by an aviation inspector in accordance with Article 122 of the Aviation Act.

V. RECOGNITION OF ACQUIRED COMPETENCY, PASSED EXAMS I.E. LICENCES AND/OR RATINGS

Article 32

Completed training, training programs, passed exams and obtained licences and ratings abroad are recognized if, in a procedure conducted by the Agency, it is determined that they were carried out according to a program developed in accordance with Part 4.6 Annex 1 of the International Convention on Civil Aviation and ICAO Doc 10106 - Manual on Flight Operations Officers/Flight Dispatchers Competency-based Training and Assessment.

Article 33

- (1) A person applying for recognition of the completed training and training syllabus, passed exams, obtained licenses and ratings abroad shall submit an application to the Agency.
- (2) The following documents shall be submitted with the application for recognition of training completed abroad:
 - evidence that the training centre or organisation is authorised by the national aviation authority to conduct flight dispatcher training;
 - evidence that the training is completed in accordance with Part 4.6 Annex 1 of the International Convention on Civil Aviation and ICAO Doc 10106 - Manual on Flight Operations Officers/Flight Dispatchers Competency-based Training and Assessment;
 - a syllabus after which the specified training was completed, approved by the national aviation authority, and
 - evidence of payment of the recognition fee.
- (3) the following documents shall be submitted with the application for recognition-validation of a flight dispatcher license and/or authorization obtained abroad:
 - valid identification document (passport);
 - valid original flight dispatcher license and/or authorization;
 - evidence that the training is completed in accordance with Part 4.6 Annex 1 of the International Convention on Civil Aviation and ICAO Doc 10106 - Manual on Flight Operations Officers/Flight Dispatchers Competency-based Training and Assessment in an organization or centre for flight dispatchers authorized by the national aviation authority to conduct flight dispatcher training;
 - medical fitness certificate class 4;
 - certificate of English language proficiency in accordance with Article 10 of this Regulation and
 - evidence of payment of the recognition fee in accordance with the Agency's Tarif Regulation
- (4) The candidate for recognition-validation of a flight dispatcher license and/or authorization obtained abroad shall take an exam in the subject of aviation rules and regulations.
- (5) A citizen of the Republic of North Macedonia or a person with permanent residence in the Republic of North Macedonia, with the request for recognition-conversion of a flight dispatcher license and/or authorization issued abroad, for the issuance of an appropriate Macedonian license and/or authorization for a flight dispatcher, shall submit the following documents:
- (6) valid identification document (passport);
 - citizenship of the Republic of North Macedonia or permanent residence permit;

- valid original flight dispatcher license and/or authorization;
 - evidence that the training is completed in accordance with Part 4.6 Annex 1 of the International Convention on Civil Aviation and ICAO Doc 10106 - Manual on Flight Operations Officers/Flight Dispatchers Competency-based Training and Assessment in an organization or centre for flight dispatchers authorized by the national aviation authority to conduct flight dispatcher training;
 - medical fitness certificate class 4;
 - certificate of English language proficiency in accordance with Article 10 of this Regulation and
 - evidence of payment of the recognition fee in accordance with the Agency's Tarif Regulation
- (7) The candidate for recognition-conversion of a flight dispatcher license and/or authorization obtained abroad shall take the theoretical and/or practical part of the exam for the differential subjects or tasks.
- (8) When an application for recognition of a flight dispatcher licence and/or authorization is submitted, the Agency may request from the aviation authorities that issued the licence and/or authorization a confirmation of the validity of the licence and the standards according to which it was issued.
- (9) The Agency shall inspect the submitted documentation for compliance with the criteria for recognition of completed training, i.e. permits and authorizations acquired abroad.
- (10) If it is determined that the recognition criteria have been met, the Agency shall adopt a decision recognizing the completed training, i.e. issuing a validation of the flight dispatcher license and/or authorization or issuing a Macedonian flight dispatcher license and/or authorization, depending on the type of application submitted.
- (11) If it is determined that the recognition criteria are not met, the Agency shall reject the request for recognition by decision.

VI. SPECIAL PROVISIONS

Article 34

- (1) The provisions of the Law on General Administrative Procedure shall apply subsidiary to the procedures provided for in this Regulation, unless otherwise determined by this Regulation.
- (2) As an exception to paragraph (1) of this Article, the procedures for taking exams shall be completed no later than three months from the date of their initiation.
- (3) The deadline referred to in paragraph (2) of this Article shall commence from the day on which the applicant has submitted the complete documentation specified in this Regulation.
- (4) Evidence of fulfilment of the conditions for obtaining a certificate or recognition of training in accordance with this regulation may also be submitted in English.
- (5) With each request for issuance, extension, renewal or modification of the certificate for conducting training of flight dispatchers, an administrative fee and compensation prescribed by the Agency's Tarif Regulation shall be paid.
- (6) Organizations or flight dispatcher training centres approved by the Agency, pay an annual fee for conducting continuous oversight as prescribed in the Agency's Tariff Regulation.

- (7) With each application for issuance, extension, renewal, modification, replacement of a flight dispatcher license or authorization, applicants shall pay an administrative fee and compensation prescribed by the Agency's Tariff Regulation.

VII. TRANSITIONAL AND FINAL PROVISIONS

Article 35

- (1) Valid flight dispatcher licenses and/or authorizations issued in accordance with the Regulation on training, examination, licensing and ratings of Flight Dispatchers ("Official Gazette of the Republic of Macedonia" No. 161/11, 108/12 and 09/16) the Agency shall replace them with licences and/or authorizations in accordance with this Regulation within one month from the date of entry into force of this Regulation.
- (2) The holders of flight dispatcher licenses and/or authorisations issued in accordance with the Regulation on training, examination, licensing and ratings of Flight Dispatchers ("Official Gazette of the Republic of Macedonia" No. 161/11, 108/12 and 09/16), and whose validity has expired for no longer than six months, the Agency will issue new ones in accordance with this Regulation if they have completed a regular proficiency and competence check in accordance with Article 27 of this Regulation, which follows a refresher course for maintaining competence, carried out at a workplace under the supervision of a flight dispatch instructor for a period of at least one day, where the candidate should observe the performance of work activities on specific flight operations.

Article 36

On the date of entry into force of this Regulation, the Regulation on training, examination, licensing and ratings of Flight Dispatchers ("Official Gazette of the Republic of Macedonia" No. 161/11, 108/12 and 09/16) shall cease to be applied.

Article 37

This Regulation shall enter into force on the day following its publication in the "Official Gazette of the Republic of North Macedonia".

No. 10-853/1

10 July 2024

Skopje

Director General

Civil Aviation Agency

Dragi Stojanoski



РЕПУБЛИКА СЕВЕРНА МАКЕДОНИЈА
АГЕНЦИЈА ЗА ЦИВИЛНО ВОЗДУХОПЛОВСТВО
*REPUBLIC OF NORTH MACEDONIA
CIVIL AVIATION AGENCY*

УВЕРЕНИЕ ЗА РАБОТА
APPROVAL CERTIFICATE

Ова уверение му се издава на/ *This certificate is issued to:*

Адреса/*Address:*

Број/*Number:*

MKD.DSP-TO.001

Агенцијата за цивилно воздухопловство потврдува дека горенаведената организација ги исполнува условите пропишани со Правилникот за диспечери на лет.

The Civil Aviation Agency confirms that the above named organization complies with the requirements prescribed in Regulation on Flight Dispatchers.

Ова уверение, освен ако не биде суспендирано или повлечено, ќе остане во сила до:
This certificate, unless suspended or revoked, shall continue in effect until:

Датум на издавање/*Date of issue:*

Потпис/*Signature:*

Директор/*Director General*

АНЕКС на Уверението MKD.DSP-TO.001
Annex to the Certificate MKD.DSP-TO.001



РЕПУБЛИКА СЕВЕРНА МАКЕДОНИЈА
АГЕНЦИЈА ЗА ЦИВИЛНО ВОЗДУХОПЛОВСТВО
*REPUBLIC OF NORTH MACEDONIA
CIVIL AVIATION AGENCY*

ОДОБРЕНИЕ НА КУРСЕВИ НА ОРГАНИЗАЦИЈА/ЦЕНТАР ЗА ОБУКА НА ДИСПЕЧЕРИ НА ЛЕТ
APPROVAL OF COURSES OF THE TRAINING ORGANISATION/CENTER FOR FLIGHT DISPATCHERS
MKD.DSP-TO.001

Согласно Правилникот за диспечери на лет и уверението за организација/центар за вршење на обука на диспечери на лет, Агенцијата за цивилно воздухопловство на Република Северна Македонија со ова ги одобрува следните курсеви:
Pursuant to the Regulation on Flight Dispatchers and the Approval Certificate as Organization/Center for conducting training of the Flight Dispatchers, the Civil Aviation Agency of the Republic of North Macedonia hereby approves the following courses:

Курс

Course

Програма (Ревизија/дата)

Programme (Revision/date)

Забелешки

Remarks

--

- i. Основна теоретска обука за диспечер на лет**
Ab-initio training for flight dispatcher
- ii. Практична обука (обука на работно место) за диспечер на лет**
Practical (On-Job) training for flight dispatcher
- iii. Обука за обнова или реквалификација**
Renewal or requalification training

None

--

Одобрените курсеви се важечки додека:

- (a) одобрението не се врати, замени, ограничи, привремено одземе или повлече; и
- (b) сите активности се вршат согласно Правилникот за диспечери на лет, други важечки национални прописи и по потреба согласно постапките во документацијата на организацијата како што се бара согласно Правилникот за диспечери на лет.

The approved courses are valid as long as:

- (a) *the approval has not been surrendered, superseded, limited, suspended or revoked; and*
- (b) *all activities are conducted in compliance with the Regulation on flight dispatchers, other applicable national requirements, and, when relevant, with the procedures in the organization's documentation as required by the Regulation on flight dispatchers.*

Датум на издавање / *Date of issue:*

DD.MM.YYYY

Потпис/ *Signature:*

Директор / *Director General*