

Data Management Plan

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1. Introduction

1. By Commission Implementing Decision (EU) 2296/2016¹ the European Commission has designated the Performance Review Body (PRB) to assist the Commission in the implementation of the performance and charging schemes.
2. For the purpose of delivering its tasks and responsibilities, the PRB requires access to the performance-related data referred to in Article 36 and Annex VI of Commission Implementing Regulation (EU) No 2019/317².
3. According to the Decision, the PRB must adopt a Data Management Plan, which sets out the methods by which this data is handled and ensures appropriateness, efficiency and confidentiality. This document considers appropriate relation with the PRB Terms of Reference (Rules of Procedure), Annual Work Programme, Communication Policy and Stakeholder engagement plan.

2. Scope

4. The Data Management Plan details the high level principles supporting the method behind data collection, storage and reporting in support of the full implementation of the Performance scheme.
5. This document outlines the data requirements and management processes related to the PRB's standing and ad hoc activities and their corresponding data requests. The data will originate from a range of stakeholders, and in general will be handled confidentially and with the required data protection.

3. Data Collection Obligations

6. The PRB recognises that the data management processing differs in regularity depending on the requirements of the Regulation. The data collection for these tasks occurs on different timescales, either periodic, one-off or on ad hoc basis. The management of this data will be carried out continuously.
7. Data collection obligations are in line with the stakeholder engagement document, whereby all performance-related data sources are coordinated in order to provide adequate data by the regulatory deadlines.
8. The PRB assists the Commission in the periodic activities of target setting and monitoring of the performance of air navigation services at local and Union-wide levels. PRB activities require the regular collection and analysis of data as defined in Article 36 and Annex VI of Commission Implementing Regulation (EU) No 2019/317, as well as the

¹ Commission implementing decision (EU) 2016/2296 of 16 December 2016 setting up the independent group of experts designated as Performance Review Body of the single European sky

² Commission Implementing Regulation (EU) 2019/317 of 11 February 2019 laying down a performance and charging scheme in the Single European Sky and repealing Implementing Regulations (EU) No 390/2013 and (EU) No 391/2013 (OJ L 56, 25.02.2019, p.1)

collection of evidences provided by the European Commission, EASA, other EU institutions and Eurocontrol.

9. In addition, as defined in Implementing Decision (EU) 2296/2016, the PRB provides one-off or ad hoc information or reports on performance-related issues on request of the Commission. Furthermore, the PRB assists the NSAs at their request by providing an independent view of performance issues including the benchmarking of air navigation service providers operating in similar environments, and the analysis of changes in performance.
10. Data is to be provided in relation to the one-off or ad hoc activities depending on the nature of any requested study or analysis.
11. The providers are required to ensure the quality, validation and timely transmission of the data.

4. Data Management

12. Data Management represents the method behind the data collection, storage and reporting in support of the full implementation of the performance scheme.
13. PRB requests for data is based on data-set specifications as defined in the Annex VI of Commission Implementing Regulation (EU) No 2019/317. Where possible, guidance documentation is provided.
14. The information are provided to the Commission through the ESSKY document submission tool. This is subsequently provided to the PRB in accordance with the tasks highlighted in Section 3 of this document.
15. Where data is provided to the PRB by other institutions (e.g. Eurocontrol), the PRB data management processes is carried out from the point of request and is treated in the same way as for operational stakeholders.
16. In order to fulfil its tasks, the PRB is required to collect some personal data (e.g. in the organisation of events access). The processing of data by the PRB is strictly limited to the purposes relating to its mandate and responsibilities deriving from Article 3 of Implementing Regulation 2019/317 and Implementing Decision 2016/2296. Accordingly, the processing of personal data by the PRB is necessary for the performance of task carried out in the public interest, within the meaning of Article 5(1)(a) of Regulation 2018/1725 (Regulation governing the processing of personal data by Union institutions, bodies, offices and agencies). The data subjects will be duly informed about how the PRB processes personal data and how it applies the data protection principles stemming from Regulation 2018/1725.
17. All data received by the PRB are stored and handled in accordance with the contractual obligations placed on them by the European Commission. This highlights that all confidential data received orally or in writing is treated as such and is subject to the following requirements:

- a. not use confidential information or documents for any purpose other than to perform the tasks of the PRB;
 - b. ensure the protection of such confidential information or documents with the same level of protection as its own confidential information or documents and in any case with due diligence;
 - c. not disclose, directly or indirectly, confidential information or documents to third parties without the prior written agreement of the other party.
18. Communication in relation to data collection and dissemination between the PRB and stakeholders/data providers (as defined in the Stakeholder engagement document) is handled through the bilateral arrangements, consultation process, monitoring, assessment and reporting activity, target setting process and any other ad-hoc request.
 19. The PRB ensures that due protection is given to all data supplied by Member States and other stakeholders.
 20. Data storage arrangements ensures that where necessary, data is separated depending on source to maintain quality and integrity.
 21. Reports and recommendations of the Performance Review Body are published on a dedicated website (www.eusinglesky.eu).