

# OSS Training Guidelines

## Training groups

The training is addressed to:

- *The Applicant Representatives, who will need to use the OSS for drafting, submitting, monitoring and accessing the decisions for SSC or VA applications.*
- *The ERA and NSA officers (Assessment Teams), who will have to use the OSS for supporting their tasks in assessing and issuing decisions for SSC or VA application files.*

## Training objective

The objective is to provide the appropriate training to all potential users of the system, in order to prepare them for using the complete OSS functionality for supporting their tasks as Applicant Representatives or ERA/NSA officers under the 4RP legislation.

In more details the Applicants will be trained in:

- *Submitting an application file;*
- *Communicating with the assessment teams;*
- *Updating an application file upon request of the assessment team;*
- *Monitoring the assessment process.*

For the Assessment Teams the main training skills to be obtained will be:

- *Assigning users to applications;*
- *Submitting the assessment reports on behalf of their organisation;*
- *Using the issues log and communicating with the applicant;*
- *Managing the application assessment process and its schedule.*

## Training method

The training will be conducted in the form of classroom session, led by an instructor, and including a number of presentations and hands-on scenarios.

## Prerequisites

It is assumed that trainees have:

1. *Very good understanding of the SSC and/or VA processes, under the 4RP legislation. The relevant documentation can be found on the ERA website:*
  - a. SSC: [https://www.era.europa.eu/applicants/applications-single-safety-certificates\\_en](https://www.era.europa.eu/applicants/applications-single-safety-certificates_en)
  - b. VA: [https://www.era.europa.eu/applicants/applications-vehicle-type-authorisations\\_en](https://www.era.europa.eu/applicants/applications-vehicle-type-authorisations_en)
2. *Basic skills and experience on the use of web browsers and office automation tools.*
3. *Good command of the English language.*

## Training calendar

Find in the table below the training sessions planned as of today. Based on your participation, it might be required that more sessions will be planned in the future. You will notice the different target groups in the second column, i.e. Assessment Teams or Applicants. You will also find the respective business domain (i.e. SSC or VA) in the third column. For ERTMS.TP no sessions are planned yet, but this will come in the next months.

Session	Target Group	Business Domain	Date	Time	Max no of participants	Venue
29	Program Managers	SSC/VA	04/06/2019	09.00-13.00	30	Valenciennes - B003
30	User and Content Managers	SSC/VA	04/06/2019	14.00-18.00	30	Valenciennes - B003
31	Program Managers	SSC/VA	05/06/2019	09.00-13.00	30	Valenciennes - B003
32	User and Content Managers	SSC/VA	05/06/2019	14.00-18.00	30	Valenciennes - B003
33	Assessment Teams	VA	06/06/2019	09.00-18.00	30	Valenciennes - B003
34	Applicants	VA	25/06/2019	09.00-13.00	20	Valenciennes - B016
35	Applicants	VA	25/06/2019	14.00-18.00	20	Valenciennes - B016
36	Applicants	SSC	26/06/2019	09.00-13.00	20	Valenciennes - B016
37	Applicants	VA	26/06/2019	14.00-18.00	20	Valenciennes - B016
38	Assessment Teams	SSC	02/07/2019	09.00-18.00	20	Valenciennes - B016
39	Assessment Teams	VA	03/07/2019	09.00-18.00	20	Valenciennes - B016
40	Assessment Teams	VA	24/09/2019	09.00-18.00	20	Valenciennes - B003
41	Assessment Teams	SSC	25/09/2019	09.00-18.00	20	Valenciennes - B003
42	Applicants	VA	01/10/2019	09.00-13.00	20	Valenciennes - B016
43	Applicants	VA	01/10/2019	14.00-18.00	20	Valenciennes - B016
44	Applicants	SSC	02/10/2019	09.00-13.00	20	Valenciennes - B016
45	Applicants	VA	02/10/2019	14.00-18.00	20	Valenciennes - B016
46	Applicants	VA	15/10/2019	09.00-13.00	20	Valenciennes - B016
47	Applicants	VA	15/10/2019	14.00-18.00	20	Valenciennes - B016
48	Applicants	SSC	16/10/2019	09.00-13.00	20	Valenciennes - B016
49	Assessment Teams	VA	29/10/2019	09.00-18.00	20	Valenciennes - B016
50	Assessment Teams	SSC	30/10/2019	09.00-18.00	20	Valenciennes - B016

#### How to register

Register for any of the training sessions by sending an email to the following email address:

[oss.training@era.europa.eu](mailto:oss.training@era.europa.eu)

Please specify in your message:

1. *Your preferred training session number (first column above), and also the alternative ones (in case there is no availability on the requested date).*
2. *Your name and surname.*
3. *Your email address.*
4. *Your organization.*

Registration is not confirmed until you receive a positive response from us.

#### What to bring with you

You are asked to bring your own laptop in the training session.

#### Training language

The training will be conducted in English. All training material and presentations will also be in English.

#### Reimbursement

There is no reimbursement of any type foreseen for the trainees.