

## Rwanda Civil Aviation Rulemaking Making Proposal Form

For CARC Use Only			
Date of Received	Proposal No. (yy/mm/xxx)		
<p><b>C1</b> Any person or organization may propose the development of a new civil aviation legislation and related regulations/standards by completing and submitting the rulemaking proposal form to <a href="mailto:rulemaking@caa.gov.rw">rulemaking@caa.gov.rw</a> copy <a href="mailto:info@caa.gov.rw">info@caa.gov.rw</a> and <a href="mailto:div.aai@mininfra.gov.rw">div.aai@mininfra.gov.rw</a></p>			
<b>C2 Person/Organisation providing the Proposal:</b>			
Name:	Organisation:	Mob	Date
Email:			
<p><b>C3 Proposal title:</b> <i>Please insert the title of the proposal. The title should be formulating the issue to be addressed, not a potential solution to it.</i></p>			
<p><b>Introduction:</b> <i>Please provide an introduction to the proposal. If possible, please consider if rulemaking and/or other means are available to address this issue (e.g. research, awareness-raising campaigns etc.).</i></p>			
<b>C4 Analysis of the issue</b>			
a) <i>Briefly explain the probable risks should the proposal not proceed and the issue remain unresolved</i>			
b) <i>Identify the scope of the risk(s) that need to be managed</i>			
c) <i>Identify the type of people, processes or services affected</i>			
d) <i>Identify the subject, topic area, or associated regulation affected</i>			
e) <i>Provide any information, views, technical data, references or studies that justify and support the proposed action or submission</i>			
f) <i>Identify any indicative costs or expected benefits that could occur in addressing the issue</i>			
g) <i>Provide a brief statement of the desired outcome that could be expected by addressing the issue and any likely impact on aviation safety.</i>			
<p><b>C5 Your proposal:</b> <i>What is your proposal? Please provide a draft text of your proposal, if available.</i></p>			
<b>C6 Impacts of your proposal</b>			
1) <i>What are its benefits? How does it address the issues identified in section 3</i>			
2) <i>Is there any negative impact?</i>			

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3) <i>What are the costs?</i>
4) <i>Please justify why your proposal should be adopted, indicating how and to what extent it could address the issues identified in section 3.</i>
5) <i>Please consider if other means are available to address the issue (e.g. research, awareness-raising campaigns, technical training, etc.).</i>
Send your proposal to emails indicated above in C1.

Initial Review and CARC Chairman Comments
Date CARC Chairman sent the proposal to DFSS