

NSA Coordination Platform

Terms of Reference

Revision v1.0/2013 as agreed by the NCP Advisory board on 06.03.13.

1 Background

The setting up of the NSA Coordination Platform in the context of the Single European Sky, as agreed in the EC workshop of 23 June 2009 and then confirmed in the Single Sky Committee (SSC) meeting of 29-30 June 2009, is an opportunity to create synergy among NSAs and to develop added value between various NSA-related activities. These activities may be already on-going or to be initiated. Member States and the European Commission have agreed that the Platform will contribute to the SES implementation under the aegis of the SSC and therefore the Platform will report to the SSC on a regular basis. Considering both the number of actors and the number of activities, the Platform should get pragmatic, cost-efficient and effective support in order to ensure cross-fertilisation and to help NSAs playing their supervisory role at national and FAB levels.

2 Objectives and tasks of the platform

The main objective of the Platform will be to contribute to the overall SES implementation. Its main tasks will be:

1. to provide for discussion on SES implementation in relation to NSAs role;
2. to validate and/or contribute to the identification of best practices among NSAs, including material to support the harmonisation of their procedures and arrangements;
3. to identify potential issues, current and future, emerging from SES implementation and identify ways and means for their solution;
4. to provide a framework for possible mutual assistance with regards to human resources and expertise.

3 Scope of work for the NSA platform

The scope of the platform will focus on concrete needs of NSAs in relation with the SES implementation process, e.g.:

1. to review solutions (including their effectiveness) to the most frequent weaknesses identified as regards the way NSAs perform their tasks;
2. to obtain a common understanding and monitor the different aspects of the implementation of SES legislation and EASA regulations, in relation to NSAs role;
3. to review and express opinions on safety issues in partnership with EASA;
4. to contribute to the implementation of the performance scheme through the coordination of the activities assigned to NSAs by SES regulation in this field;
5. to address civil-military aspects of SES Implementation within the remit of NSAs competence, including relevant inputs from military authorities that exercise NSA functions;
6. to review issues related to SESAR development and deployment from an NSA perspective;
7. to promote, facilitate and steer peer review initiatives, and/or other mechanisms, to exchange best practices, lessons learnt and identify areas for improvement;
8. to monitor progress at FAB level as regards FAB NSA co-operation agreements (in liaison with individual FABs);

9. to promote and review NSA training programmes as appropriate;
10. to follow-up the outcome of SES legislation implementation reports and the need for support to SES implementation;
11. to coordinate any other aspects identified as of interest to NSAs.

The Platform will not duplicate activities under development elsewhere; rather it will address their overall consistency.

The Platform will adopt a Work Programme; this Work Programme should evolve in order to accommodate the needs of the Platform's members and observers.

4 Participants

Participation in the Platform will be voluntary. The following organisations/bodies will be invited to join or to be represented in the NSA Coordination Platform:

1. As members:
 - all NSAs of the 27 EU Member States and from Iceland, Norway, and Switzerland (including FAB NSA Working Groups/Committees representatives as appropriate);
 - NSAs of the States in the European Civil Aviation Area (ECAA);
 - The European Commission.
2. As observers:
 - EASA
 - SESAR JU
 - The PRB
 - Eurocontrol
 - CAA/NSAs of other States having expressed an interest in participating in the work of the platform and committed to implement SES requirements.
 - ICAO

5 Organisational aspects

5.1 Platform Chairpersons

The coordination of the Platform will be done through two "NSA Platform Chairpersons".

Considering the interface with the SSC as well as the scope of activities, the Commission will act as the one of the Platform Chairpersons, in particular considering the interface with the SSC and the management of support arrangements to the NCP. The second Chairperson will come from a Member State NSA and will be designated by the Advisory Board for one year.

5.2 Advisory Board

In coordinating the activity of the Platform, the Chairpersons will be supported by an Advisory Board (AB) composed of representatives designated by the NSAs. It will comprise of no more than the number of established FABs.

The AB will provide advice on issues of interest for the NSAs, especially the Work Programme of the platform, the design of the support task and the monitoring of its performance.

5.3 General principles

1. The organisation and functioning of the Platform will be flexible, taking account of the limited resources available in most NSAs for participation in such a forum;
2. The Platform activities do not imply the involvement of all NSAs in all activities; all results and proposals from those activities being made available to all NSAs;
3. Work and information sharing will be organised in a virtual environment supplemented by few plenary meetings (e.g. 2 meetings per year) or workshops;
4. Working Groups (WGs) and Task Forces (TFs) will be set up to work on priority tasks identified by the Platform. The representation in the WGs and TFs will aim to ensure as much variety of representatives covering as many NSAs as possible;
5. The Commission, in consultation with NSAs, will make sure that suitable arrangements will be implemented for the necessary secretarial and logistic support to the Platform as well as technical support in relation to the priorities identified in the activity of the Platform.

5.4 Working arrangements

1. The Chairpersons will chair the plenary meetings of the NSA Coordination Platform. WGs and TFs will designate their chairpersons among representatives of NSAs.
2. The Chairpersons, supported by the AB, will be responsible to ensure the consistency of the Work Programme of the Platform with activities under development in other fora.
3. The Chairpersons will convene the Platform meetings; the chairs of the WGs and TFs will convene the related WGs and TFs 'activities.
4. The Chairpersons may invite representatives of interested parties (apart from the members and observers) to the meetings of the Platform.
5. The Chairpersons or a member of the Advisory Board shall represent the NSA Coordination Platform to external parties.

5.5 Support Function

1. The Commission will be responsible to ensure the availability of a support function for the NSA Coordination Platform including dedicated secretariat, logistic and technical support.
2. The support function will comply with the principles of transparency, impartiality and independence.
3. The support function, under the supervision of the Chairpersons shall, inter alia:
 - a. Prepare and ensure timely distribution of the documentation (including technical working and information papers) for the Platform meetings;
 - b. Assist the Chairpersons and the WGs' chairpersons to keep an accurate summary record of the discussions and proceedings of the Platform meetings;

- c. Prepare and ensure timely distribution of the reports from the Platform meetings;
 - d. Follow up and coordinate the actions of the Platform in between meetings;
 - e. Draft and update the work plan of the support function.
4. The NSA Coordination Platform will make an annual assessment of the support function performance.

5.6 Documentation

1. Documentation submitted to the NSA Coordination Platform meetings shall be in the form of Discussion papers or Information papers.
2. Discussion papers will deal with matters requiring an opinion or position by the members of the Platform. The aim of the papers is to allow the members to reach a conclusion on the discussed issues and to agree on the actions to follow, if appropriate.
3. Information papers are submitted in order to provide the members of the Platform with information on which no specific action is required. Information papers will not normally be subject of discussion.
4. Documentation to be considered at the NSA Coordination Platform meetings shall be presented by the Chairpersons, the members, the support function or the observers as appropriate.
5. Prior to each Platform meeting, the support function shall draw up a provisional agenda and submit it to the Chairpersons for approval. The agenda shall be limited to those matters that are sufficiently mature for discussion and documented for a position or opinion of the Platform.
6. The invitation for the NSA Coordination Platform meetings shall be issued four weeks in advance of the meeting; it shall include the proposed agenda (as approved by the Chairpersons) and a list of supporting documents. Dates of meetings will be agreed by the Platform itself.
7. Documentation for the Platform meetings shall be distributed to the members, observers and interested parties at least one week before the meeting.

5.7 Meeting Reports

1. A meeting report shall be drafted by the support function after each Platform meeting. It shall contain a summary of the discussions, the conclusions reached and positions/opinions adopted at the meeting.
2. The meeting reports are intended to serve as a record of the Platform proceedings and as a brief for future actions.
3. There shall be no detailed minutes of the Platform meetings.
4. The draft meeting report shall be drafted and sent to the Chairpersons for review within two weeks of the meeting. It shall then be circulated to the members and observers for comments. The final versions, including the comments shall be approved by the Chairpersons. The report shall then be finally distributed in three weeks' time to the members, permanent observers and other interested parties, as appropriate.

5.8 IT Support

1. The Platform will have a dedicated website and webpage to be managed by the support function under the supervision of the Chairpersons. The support function will ensure the possibility for hosting virtual meetings of the Advisory Board, WGs and TFs of the Platform via the appropriate media.
2. The Platform participants may decide in between plenary meetings to apply any available electronic means for the functioning of the Platform. The support function shall ensure the proper dissemination of information as applicable.