

NSA Coordination Platform Terms of Reference

This document contains the second issue of the NSA Coordination Platform (NCP) Terms of Reference (ToR). The first issue was originally approved at NCP/12 held on 24th – 25th May 2016.

The need for a new version of the ToR was driven by the reorganisation of the NCP agreed at NCP/15 on 9th – 10th October 2019. The structure reflects the transfer of the Safety Oversight Working Group to EASA. It also consolidates the Cross-Border Services, Interoperability and SESAR WGs into a new 'Transversal' WG to promote efficient addressal of cross-domain topics of interest to NSAs.

This version of the ToR was approved by Advisory Board members on 10th February 2020.

1 Objectives and tasks of the NCP

The main objective of the NCP is to contribute to the overall SES implementation. Its main tasks are:

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

2 Scope of work for the NCP

The scope of the NCP focuses on concrete needs of NSAs in relation with the SES implementation process, eg:

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, in relation to NSAs role;
3. to contribute to the implementation of the performance scheme through the coordination of the activities assigned to NSAs by SES regulation in this field;
4. to address civil-military aspects of SES Implementation within the remit of NSAs competence, including relevant inputs from military authorities that exercise NSA functions;
5. to review issues related to SESAR development and deployment from an NSA perspective;
6. to promote, facilitate and steer peer review initiatives, and/or other mechanisms, to exchange best practices, lessons learnt and identify areas for improvement;
7. to share experience on Cross-Border Oversight;
8. to promote and review NSA training programmes as appropriate;
9. to follow-up the outcome of SES legislation implementation reports and the need for support to SES implementation;
10. to coordinate any other aspects identified as of interest to NSAs.

The NCP shall not duplicate activities under development elsewhere; rather it shall address their overall consistency.

3 Participants

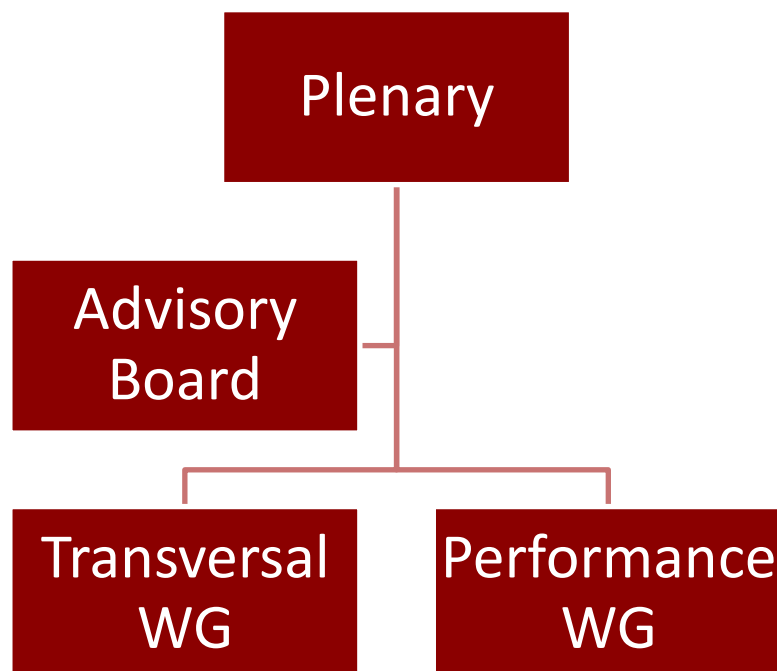
Participation in the NCP is voluntary. The following organisations/bodies are invited to join or to be represented in the NCP:

1. As members:
 - all NSAs of the 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:
- CAA/NSAs of other States having expressed an interest in participating in the work of the NCP and committed to implement SES requirements (e.g. through national regulation);
 - EASA;
 - Network Manager/EUROCONTROL;
 - ICAO;
 - PRB;
 - SESAR Deployment Manager;
 - SESAR JU
 - EDA.

4 Structure of the NCP

The NCP is organised around a Plenary meeting advised by an Advisory Board. Working Groups (WG) address specific topics of interest to NSAs.



4.1 Plenary

NCP Plenary meetings discuss strategic topics of interest to all NSAs or to decide on the direction of the NCP. Plenary meetings are attended by heads of NSAs. Observers are invited to attend the Plenary.

The Plenary meetings are chaired by the NCP Co-Chairs (see section 5.2).

The Plenary meets once a year, preferably in a Member State's premises, for instance the Member State holding the Presidency of the Council of the EU at the time of the meeting.

4.2 Advisory Board

The Advisory Board (AB) support the NCP Co-Chairs coordinate the activity of the NCP, especially by providing advice on the Work Programme of the NCP, the design of the support function and the monitoring of its performance.

The AB is composed of the NCP Co-Chairs, the WG chairpersons, the EASA ATM/ANS TeB NSA Co-Chair and, if relevant, Task Force Chairs.

Advisory Board meetings should be held adjacent to each Plenary and Transversal WG meeting, as much as possible.

4.3 Working Groups (WGs)

The Transversal WG approaches cross-domain topics that impact the work of NSAs in a holistic manner. When required, sufficient time shall be set aside to explore technical topics in detail, for example by dedicating full days to a specific area. Membership and attendance of the Transversal WG is flexible to enable NSAs to send representatives most competent in the subjects to be addressed in the agenda of each meeting. The Transversal WG meets 2 to 3 times per year, preferably in Brussels or Cologne.

The Performance WG focuses on the implementation of the performance scheme and has a fixed membership. The Performance WG meets 2 times per year, preferably in Brussels.

Task Forces (TFs) and thematic workshops may be set up on an ad-hoc basis to enable the completion of priority tasks identified by the Advisory Board.

5 Organisational aspects

5.1 General principles

The organisation and functioning of the NCP are flexible, taking account of the limited resources available in most NSAs for participation in such a forum.

Tasks undertaken by the NCP do not imply the involvement of all NSAs in all activities; all results and proposals from those activities shall be made available to all NSAs.

The Commission, in consultation with NSAs, shall ensure that suitable arrangements are implemented for the necessary secretarial and logistic support to the NCP as well as technical support in relation to the priorities identified in the NCP Work Programme.

5.2 Chairpersonship

NCP and WG chairpersons

The coordination of the NCP is through two chairpersons, "the NCP Co-Chairs":

1. Considering the interface with the SSC, the scope of activities and the need to manage support arrangements to the NCP, the Commission will act as one of the NCP chairpersons ("the NCP Commission Co-Chair");
2. The second chairperson shall come from a Member State NSA ("the NCP NSA Co-Chair").

The Transversal WG has one chairperson (TRANS WG Chair) and one Alternate (TRANS WG Alternate). The Alternate shall assist the Chair facilitating the WG (eg by leading certain topics or represent the WG at NCP meetings).

The Performance WG has one chairperson (PERF WG Chair).

In case Task Forces are established, they shall designate a chairperson for the duration of the activities of the Task Force.

5.3 Role and election of chairpersons

Chairpersons shall convene the NCP meetings. They may invite representatives of interested parties that are not NCP members or observers to the meetings of the NCP. They shall approve NCP meeting agendas, papers and minutes.

The Co-Chairs, or a member of the AB (upon request of the Co-Chairs), can represent the NCP to external parties.

WGs and TFs will designate their chairpersons among representatives of NSAs.

The election of chairpersons shall be administered by the Commission with the help of the support function. Members wishing to nominate themselves for the role of NCP NSA Co-Chair shall declare their intention to the support function. The NCP NSA Co-Chair shall be designated by the AB and be re-evaluated every two years. WG chairpersons shall be designated by the members of each WG and re-evaluated on a yearly basis.

5.4 NCP documentation

Work programme

The NCP adopts a Work Programme on an annual basis. This Work Programme sets out the topics to be addressed, also determining priorities, and indicates the timescales within which each topic is expected to be covered.

The Work Programme is developed based on the evolving needs of the NCP's members and observers. The Working Groups shall be consulted annually to ensure this.

The Advisory Board has the ultimate responsibility for the content and adoption of the Work Programme each year, after consultation of the NCP members on the draft Work Programme through written procedure.

Meeting documentation

Documentation submitted to NCP meetings shall be in the form of discussion papers or information papers and will be presented during meetings by the chairpersons, members, support function or observers as appropriate.

Prior to each NCP 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.

Invitation to NCP meetings shall be issued four weeks in advance of the meetings; it shall include the proposed agenda (as approved by the chairpersons). Dates of meetings are agreed by NCP members.

Documentation for the NCP meetings shall be distributed to the members, observers and interested parties at least one week before the meeting.

A meeting summary shall be written by the support function within a week of each NCP meeting. It shall contain key highlights and decisions, and all actions agreed at the meeting. The meeting

summary shall be sent to the chairpersons and the Commission for review. It shall then be circulated to the members and observers for comments. The final version shall be approved by the chairpersons and distributed to all relevant members and observers.

5.5 Support function

The support function shall comply with the principles of transparency, impartiality and independence.

The support function, under the supervision of the NCP Co-Chairs shall, inter alia:

1. Prepare and ensure timely distribution of the documentation (including discussion and information papers) for the NCP meetings;
2. Assist the NCP Co-Chairs and the WGs' chairpersons to keep an accurate summary record of the discussions and proceedings of the NCP meetings;
3. Prepare and ensure timely distribution of the summary for each NCP meeting;
4. Follow up and coordinate the actions of the NCP in between meetings.

The NCP should make an annual assessment of the support function performance.

5.6 IT support

The support function shall manage an online repository of information which includes all documentation and meeting material, for access by NCP members and observers.

The support function shall ensure the possibility for hosting virtual meetings of the Advisory Board, WGs and TFs of the NCP via the appropriate media.

NCP participants may decide in between meetings to apply any available electronic means for the functioning of the NCP (e.g. Forum function). The support function shall ensure the proper dissemination of information as applicable.