



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL FOR ENERGY AND TRANSPORT  
DIRECTORATE F - Air Transport  
**F/2 Single Sky & Modernisation of ATC**

**NSA COORDINATION PLATFORM**

**TERMS OF REFERENCE**

## **I. Background**

The setting up of a 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 soon, e.g. in the context of the amendment to SES legislation and the extension of EASA competence to ATM/ANS and aerodromes.

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 level in full.

## **II. 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 creation and validation of guidance material to NSAs, including material to support the harmonisation of their procedures and arrangements;
3. to share best practices and experiences;
4. to advise on regulatory issues within the defined responsibilities of the NSAs; as appropriate;
5. to identify potential problems emerging from SES implementation and identify ways and means for their solution;
6. to provide a framework for possible mutual assistance with regards to human resources and expertise.

## **III. 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 and 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, (e.g. the transition path towards EASA gaining full competence in the field of ATM and aerodromes safety; effective interfaces between the EASA and SES II regulations when being implemented);
3. to review and issue opinions on safety issues in partnership with SRC and EASA;

4. to prepare the performance scheme and its implementation through the coordination of the activities assigned to NSAs by SES II 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 advisory opinions on outputs, changes and business cases resulting from the execution of the ATM Master Plan, as presented to the Platform by the SESAR JU; the opinions will cover safety, security, technical-operational, economic, civil-military coordination, environmental and social aspects of the business cases as appropriate;
7. to steer the peer review initiative, to provide the EC with advice on its implementation, and to manage the consolidation and dissemination of its outputs;
8. to monitor progress at FAB level as regards FAB NSA co-operation agreements (in liaison with individual FABs and the FAB Focal Points Group);
9. to support NSA training programmes from Eurocontrol (SRU, SESI, IANS);
10. to discuss the outcome of SES legislation implementation reports and support to SES implementation;
11. to exchange best practices, lessons learnt and identify areas for improvement, notably those arising from the peer review initiative;
12. 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 Plan; this Work Plan should evolve in order to accommodate the needs of the Platform's members and observers.

#### **IV. Participants**

Participation to 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 the NSAs from Iceland, Norway, and Switzerland;
- NSAs of the states in the European Civil Aviation Area (ECAA), after a transitional period;
- The European Commission.

##### 2. As observers:

- EASA

- SESAR JU
- FAB NSAs platforms
- The SRC and PRC chairmen /vice Chairmen
- Eurocontrol units as appropriate (SRU, PRU, SESI, etc.)

#### **IV. Organisational aspects**

##### ***Platform Moderator***

The coordination of the Platform will be done through a "NSA platform moderator".

Considering the low maturity of the Platform, the interface with the SSC as well as the scope of activities, initially the Commission will act as the Platform Moderator during the establishment period. In one year after the establishment, this arrangement will be reviewed in the light of the possibility of one of the Member State NSAs to perform this role.

The Moderator should take all necessary actions to work closely with the European Commission.

##### ***Advisory board***

In coordinating the activity of the Platform the Moderator will be supported by an Advisory board composed of representatives designated by the NSAs. It will comprise of no more than 5 representatives.

##### ***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. Task forces will be set up to work on priority tasks such as Guidance material for capacity building and the Performance scheme. The representation in the 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 organisation of and the support to the Platform;
6. Eurocontrol will provide 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.

## ***Working arrangements***

### *Platform moderator*

1. The Moderator will be chairing the meetings of the NSA Coordination Platform.
2. The Moderator will be responsible to ensure the consistency of the Work Plan of the Platform with activities under development in other fora.
3. The Moderator may invite representatives of interested parties (apart from the members and observers) to the meetings of the Platform.
4. The Moderator or a member of the Advisory Board shall represent the NSA Coordination Platform to external parties.

### *Secretary*

1. The Technical Secretariat of the NSA Coordination Platform will be provided by Eurocontrol SIS Unit.
2. The Secretary, under the supervision of the Moderator shall, *inter alia*:
  - a. Convene the Platform meetings;
  - b. Prepare and ensure timely distribution of the documentation for the Platform meetings;
  - c. Assist the Moderator and keep an accurate summary record of the discussions and proceedings of the Platform meetings;
  - d. Prepare and ensure timely distribution of the reports from the Platform meetings;
  - e. Follow up and coordinate the actions of the Platform in between meetings.
  - f. Draft and update the work plan of the Platform.

### *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 Moderator, the members, the Secretary or the observers as appropriate.

5. Prior to each Platform meeting, the Secretary shall draw up a provisional agenda and submit it to the Moderator 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 Moderator) 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.

### *Meeting Reports*

1. A meeting report shall be drafted by the Secretary 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 Moderator 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 Moderator. The report shall then be finally distributed in three weeks time to the members, permanent observers and other interested parties, as appropriate.

### *IT Support*

1. The Platform will have dedicated OneSky Team and webpage to be managed by the Secretary under the supervision of the Moderator. The Secretary will ensure the possibility for hosting virtual meetings of task forces or sub-groups of the Platform via the appropriate media.
2. The NSA Platform participants may decide in between plenary meetings to apply any available electronic means for the functioning of the Platform. The Secretary shall ensure the proper dissemination of information as applicable.