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Terms of Reference for the SESAR Deployment Manager Stakeholders' Consultation Platform

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Document Information

Summary

The Stakeholders' Consultation Platform (SCP) is the instrument through which the SESAR Deployment Manager (SDM) will consult operational stakeholders on the Deployment Programme. The SCP shall consist of a Steering Group and Thematic Sub-Groups as needed to perform detailed analysis of specific issues.

The Steering Group and the Thematic Sub-Groups shall be chaired by representatives of the SDM. Members of the Steering Group and the Thematic Sub-Groups shall be individuals appointed to represent the interest of their respective operational stakeholders. Any structured group of operational stakeholders may mandate representatives.

The Steering Group shall develop opinions in the form of recommendations to the SDM with the objective to improve the quality of SDM's proposals and ensure stakeholders' buy-in. Steering Group recommendations shall be assessed by the SDM. It remains SDM's decision to follow recommendations or not. SDM's assessment shall provide the rationale for rejecting recommendations.

All SCP meetings and workshops shall take place in Brussels.

Document History

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0.1	19/03/2015	Draft	New Document
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Point of contact

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Terms of Reference

SESAR Deployment Manager Stakeholders' Consultation Platform

Article 1

Subject matter

1. The Stakeholders' Consultation Platform of the SDM, hereinafter referred to as the SCP, is set up and shall operate under the provisions of the present Terms of Reference (ToR).
2. The SCP is the consultation arrangement set up by the SDM to consult the operational stakeholders¹ on SDM's proposals to the European Commission, in particular for the Deployment Programme and evolutions thereof, a revision of the Pilot Common Project (PCP) and on new Common Projects (CPs)², hereinafter referred to as SDM's proposals to the SCP.
3. The purpose of the SCP is to seek stakeholders' opinion on SDM's proposals prior to their endorsement by SDM and their submission to the European Commission (EC) for approval.
4. Stakeholders' opinions shall consist of a set of comprehensive recommendations in accordance with article 4 below.
5. The SCP shall remain active as long as the SDM is in activity.

¹COMMISSION IMPLEMENTING REGULATION (EU) No 409/2013 of 3 May 2013 on the definition of common projects, the establishment of governance and the identification of incentives supporting the implementation of the European Air Traffic Management Master Plan, article 2.(10).

²COMMISSION IMPLEMENTING REGULATION (EU) No 409/2013 of 3 May 2013 on the definition of common projects, the establishment of governance and the identification of incentives supporting the implementation of the European Air Traffic Management Master Plan, articles 11 and 12.

Article 2 Members

1. The members of the SCP shall be operational stakeholders³, or representatives of operational stakeholders, impacted by the implementation of the PCP (Pilot Common Project) and future CPs (Common Projects). Operational stakeholders means civil and military: ANSPs, Airport Operators and Airspace Users. Other stakeholder groupings or stakeholders with whom the SDM has established Cooperative Arrangements⁴ will be consulted on SDM's proposals through those arrangements, but may nevertheless participate in the SCP as observers if foreseen in the respective Cooperative Arrangement.
2. SCP shall be open to all operational stakeholders. However, in order to keep the SCP within a manageable size, the operational stakeholders are encouraged to organise their participation in the SCP at existing stakeholders' groupings level. Any structured group of operational stakeholders may mandate a representative. Mandates shall be provided in writing to the Managing Director of the SDM. Confirmation of the mandate shall be provided each calendar year.
3. The SCP shall consist of a Steering Group at its main level. The Steering Group will be complemented by Thematic Sub-Groups as needed to perform detailed analysis of specific issues raised by SDM's proposals and report to the Steering Group.
4. Each group of operational stakeholders will be represented in the Steering Group by a maximum of 11 representatives in order to have a consolidated input in the consultation process. The Chair of the Steering Group may invite observers referred to in paragraph 1 to contribute to the work of the Steering Group.
5. The members of the Thematic Sub-Groups shall be experts from the operational stakeholders referred to in paragraph 1. In order to keep the Thematic Sub-Groups within a manageable size, the operational stakeholders shall organise their participation as in the Steering Group. In the Thematic Sub-Groups, the same limitations as for the Steering Group apply.
6. Members of the Steering Group and the Thematic Sub-Groups, hereinafter referred to as members, shall be individuals appointed to represent the interest of their respective operational stakeholders.
7. Members will remain in office until replaced or until the SCP is terminated.
8. Provision shall be made for the same number of alternates as members to be appointed. Alternates shall be appointed in accordance with the same conditions as members. Alternates automatically replace any members who are absent or indisposed.
9. Members who are no longer capable of contributing to the Steering Group or Thematic Sub-Groups deliberations, who resign or who do not comply with the conditions set out in paragraph 6 of this Article may be replaced for the remainder of their term of office.
10. The names of individuals participating to the Steering Group and/or the Thematic Sub-Group shall be published in the SCP's Register ("the Register") together with the operational stakeholders (or grouping of) they represent.

³ COMMISSION IMPLEMENTING REGULATION (EU) No 409/2013 of 3 May 2013 on the definition of common projects, the establishment of governance and the identification of incentives supporting the implementation of the European Air Traffic Management Master Plan, article 2.(10).

⁴ COMMISSION IMPLEMENTING REGULATION (EU) No 409/2013 of 3 May 2013 on the definition of common projects, the establishment of governance and the identification of incentives supporting the implementation of the European Air Traffic Management Master Plan, article 9.(7).

11. Personal data shall be collected, processed and published in accordance with Regulation (EC) No 45/2001.

Article 3 Operations

1. The Steering Group and the Thematic Sub-Groups shall be chaired by representatives of the SDM. In particular, the Steering Group shall be chaired by the Managing Director of the SDM or the Technical and Operations Director of the SDM. The Thematic Sub-Groups shall be chaired by a representative of the SDM nominated by the Technical and Operations Director of the SDM.
2. The Chairs of the Steering Group and the Thematic Sub-Groups may be assisted by the SDM team.
3. The Chairs of the Steering Group and the Thematic Sub-Groups may invite experts from outside the Steering Group and the Thematic Sub-Groups with specific competences directly relevant to the SCP work. Experts appointed in a personal capacity shall act independently and in the general interest.
4. All SCP participants, members as well as alternates, invited experts and observers as referred in Article 2 paragraph 1, shall comply with the obligations of professional secrecy laid down by the Treaties and their implementing rules, as well as with the Commission's rules on security regarding the protection of EU classified information, laid down in the Annex to Commission Decision 2001/844/EC, ECSC, EURATOM. Should they fail to respect these obligations, the Commission may take all appropriate measures.
5. The meetings of the Steering Group and the Thematic Sub-Groups shall be convened by their respective Chairs. The Steering Group shall meet, in principle, on a quarterly basis. The Thematic Sub-Groups shall meet as needed to fulfil their tasks in support to the Steering Group and shall maximise the use of phone/internet conferences.
6. Dedicated workshops may be held on an *ad-hoc* basis.
7. All meetings and workshops shall take place in Brussels and all communications and meetings shall be in English. The Chair of the Steering Group may allow, in exceptional circumstances, a derogation from this principle.
8. The SDM shall provide secretariat services for the Steering Group and the Thematic Sub-Groups. The secretariat shall:
 - a) Draw up the respective agendas under the responsibility of the respective Chairs and send them to the relevant members;
 - b) Send the invitations to the meetings and the draft agendas to the relevant members no later than ten calendar days before the date of the meeting;
 - c) Send meeting documents to the relevant members no later than seven calendar days before the date of the meeting;
 - d) Draw up, under the responsibility of the respective Chairs, attendance lists specifying, where appropriate, the authorities, organisations or bodies to which the participants belong;
 - e) Draft, under the responsibility of the respective Chairs, a meeting summary on the discussion on each point on the respective agendas and the opinions delivered;
 - f) Facilitate the drafting of recommendations by the Steering Group.
 - g) Agendas shall be adopted at the start of each meeting.
 - h) In urgent or exceptional cases, the Chairs may reduce the time limits for sending the documentation mentioned in paragraph 8.
 - i) The SDM shall publish relevant information on the activities carried out by the Steering Group and the Thematic Sub-Groups via a dedicated page of its website.

Article 4

Opinions and recommendations

1. The Steering Group shall issue opinions to the SDM in the form of recommendations. In the absence of consensus, the various opinions expressed in the SCP will be documented with their respective rationale.
2. The Steering Group shall develop recommendations to the SDM with the objective to improve SDM's proposals and ensure stakeholders' buy-in.
3. Recommendations shall address
 - a) SDM's proposals to EC as referred in Article 1 paragraph 2
 - b) The risks assessment in relation to the Deployment Programme;
 - c) The mitigation actions to facilitate proposals' implementation with regard to the Deployment Programme, including financial incentives.
4. Steering Group recommendations shall be assessed by the SDM. It remains SDM's decision to follow recommendations or not. SDM's assessment shall provide the rationale for rejecting recommendations and the resulting risks on SDM's proposals. The assessment of SCP's recommendations by SDM will be provided to the SCP.
5. SCP's opinion, including rejected recommendations on SDM's proposals, will be documented and delivered to the EC as an attachment to the relevant proposal.
6. The Thematic Sub-Groups are not intended to issue recommendations at their level but to deliver the analysis as needed to support Steering Group's recommendations.

Article 5

Written procedure

1. If necessary, the Steering Group could be consulted on a specific question via a written procedure. To this end, the secretariat sends to the members the document(s) on which it is being consulted.
2. However, if a simple majority of Steering Group or Thematic Sub-Group members asks for the question to be examined at a meeting of the Steering Group or the Thematic Sub-Group, the written procedure shall be terminated without result and the Chair shall convene a meeting of the Steering Group as soon as possible.

Article 6

Meeting expenses

1. Travel and subsistence expenses incurred by participants in the activities of the Steering Group or the Thematic Sub-Groups and the experts referred to in Article 3.3 shall not be reimbursed by the SDM.

Article 7

Correspondence

1. Correspondence relating to the SCP, the Steering Group or the Thematic Sub-Groups shall be addressed to the SDM, for the attention of the respective Chairs.
2. Correspondence for members shall be sent to the addresses provided for that purpose.

Article 8

Access to documents

1. Applications for access to documents developed by the SCP for the purpose of its work will be handled in accordance with Regulation (EC) No 1049/2001⁵ and detailed rules for its application.⁶

Article 9

Conflict of interest

1. At the start of each meeting, any participant (members, alternates, observers, experts) to the Steering Group or the Thematic Sub-Groups, whose contribution would raise a conflict of interest shall inform the Chair. By informing the Chair, the participant agrees to abstain from the discussion and deliberation on the items on the agenda concerned.
2. Conflicts of interest shall be reported in writing, e.g. in the meeting summary of the meetings.
3. Above paragraphs shall also apply to deliberations taken by the Steering Group and the Thematic Sub-Groups Team for written procedures.

Article 10

Confidentiality of deliberations

1. The Steering Group and Thematic Sub-Groups' deliberations shall be confidential among its' participants and stakeholders' groupings and/or organisations represented by those participants.
2. In agreement with the SDM, the Steering Group and Thematic Sub-Groups may decide to open its deliberations to the public.

Article 11

Protection of personal data

1. All processing of personal data for the purposes of these Terms of Reference shall be in accordance with Regulation (EC) No 45/2001.⁷

⁵ Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents (OJ L 145, 31.5.2001, p. 43).

⁶ Commission Decision 2001/937 of 5.12.2001. OJ L 345 of 29.12.2001, p. 94.

⁷ Regulation (EC) 45/2001 of the European Parliament and the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. (O.J. L , 12.1.2001, p.1)