

# Rules of Procedure

## NEFAB Civil-Military Committee

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Version 1.0

## Revision history

| Version | Date       | Description/Change | Author                   | Approved   |
|---------|------------|--------------------|--------------------------|------------|
| 1.0     | 31.01.2013 | Draft              | Civil-Military Committee | 06.02.2013 |
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## Article 1: Definitions

“Adviser” means an expert who supports a Representative and works for the same Contracting State as the Representative in question.

“Agenda” means a list of items for consideration at a meeting. “Alternate” means a person appointed by a Contracting State to represent it in the Committee in the absence of the Representative.

“Committee” means a committee as established by Article 10 of the NEFAB Agreement.

“Council” means the NEFAB Council as established by Article 8 of the NEFAB Agreement.

“NEFAB Agreement” means the Agreement of 4 June 2012 on the establishment of the North European Functional Airspace Block (NEFAB) between the republic of Estonia, the Republic of Finland, the republic of Latvia and the Kingdom of Norway.

“Representative” means a person appointed by a Contracting State to represent it in the Committee.

## Article 2: Legal basis and tasks of the Committee

1. The legal basis for these Rules of Procedure is Article 10 of the NEFAB Agreement.
2. The Committee shall coordinate positions between civil and military aviation.
3. In order to fulfil its tasks as defined in the NEFAB Agreement, it shall, inter alia:
  - a. assist and support the Council in order to facilitate decision-making by the Council;
  - b. submit proposals and working papers to the Council and other Committees for action or information within its area of responsibility;
  - c. perform any other tasks assigned to it by the Council
4. The Committee may establish working/expert groups dedicated to a specific task for a limited period of time.

## Article 3. Functions of the Committee

The Civil-Military Committee shall assist the NEFAB Council with the implementation of Articles 14 – 16 of the NEFAB Agreement, in particular. With this in mind, it shall, in particular:

- a. define areas of cooperation between the Contracting States within the scope of the NEFAB Agreement as regards military aviation;
- b. enhance the use of airspace in NEFAB, taking account of military aviation needs, including military mission effectiveness;
- c. provide for efficient and consistent application of the concept of ‘flexible use of airspace’ by the Contracting States;
- d. provide for the development of arrangements for military training activities regardless of existing boundaries;

- e. facilitate arrangements for cross-border air traffic services for state aircraft as well as cross-border tactical control services for operational air traffic;
- f. provide input to the NEFAB performance plan concerning military mission effectiveness;
- g. facilitate harmonised positions between the competent civil and military authorities of the Contracting States concerning NEFAB in relation to relevant issues under consideration within the framework of the Single Sky legislation.

## **Article 4: Composition of the Committee**

1. The Committee is composed of Representatives of the following bodies from each Contracting State:
  - a. Military Aviation Authority
  - b. Civil Aviation Authority
2. A representative of the air navigation service providers is invited to attend committee meetings, or parts thereof, that are not held in closed session.
3. Each Contracting State shall designate an Alternate for each of its Representatives, with the same rights and obligations as assigned to the Representative.
4. A Representative may only represent one Contracting State.
5. Each Representative may be accompanied by one or more Advisers.

## **Article 5: Chairmanship**

1. Unless otherwise decided, the Chairmanship and Vice-Chairmanship shall rotate each calendar year.
2. The Chairmanship and Vice-Chairmanship shall be mixed civil-military.
3. At the end of the term of a Chairmanship, the competent authority holding the Vice-Chairmanship assumes the Chairmanship for the next term, and a new Vice-Chair is selected.
4. In the absence of the Chair, the Vice-Chair shall preside at meetings of the Committee and perform the other duties of the Chair.
5. If the Chair or the Vice-Chair is unable to complete his/her term of office, a new Chair or Vice-Chair shall be designated by the Contracting State concerned without delay and shall hold office for the remainder of the term of his/her predecessor.

## **Article 6: Tasks of the Chair**

In order to fulfil his/her tasks, the Chair shall inter alia:

- a. organise, convene and preside at the meetings of the Committee, including sending out invitations and distributing the agenda, the related documents and meeting reports;
- b. organise the work of the Committee, prepare the work programme for the Committee and ensure that it is followed up, including through an annual report;
- c. take necessary actions to ensure that scheduled work is carried out and that the Contracting States make a balanced contribution to the work of the Committee;
- d. prepare the meetings in order to facilitate the deliberations of the Committee;
- e. inform the Committee about decisions adopted by the Council;
- f. act as a focal point within the remit of the Committee;
- g. take overall responsibility for communication issues relating to the Committee;
- h. perform any other tasks assigned to him/her by the Council or by these Rules of procedure.

## **Article 7: Observers**

1. Unless the Committee objects, the Chair may invite Observers representing airspace users, airport operators, non-Contracting States, international organisations or other stakeholders.
2. Observers may attend the meetings of the Committee or parts thereof not held in closed session.

## **Article 8: Meetings**

1. The Committee shall meet at such times and places as may be deemed necessary, but at least twice a year according to its work programme and at the written invitation of the Chair.
2. The Chair shall determine the dates and locations of the meetings at the beginning of his/her term of office.
3. The Chair may at any time, on his/her own initiative, or at the request of a Contracting State, call an extraordinary meeting in case an item cannot be postponed to the next ordinary meeting. Such a meeting shall take place as soon as reasonably possible.
4. In cases of necessity or urgency, the Chair may conduct a meeting by telephone or other means of telecommunication as soon as reasonably possible.
5. The Chair may consult the Committee in writing, by e-mail or by any other means of communication on matters that do not justify calling a meeting of the Committee.
6. At least one representative from each of the Contracting States shall be present at each meeting.

## **Article 9: Agenda and related documents**

1. The provisional agenda shall be prepared by the Chair.

2. The provisional agenda and related documents submitted for action by the Committee shall be distributed with the invitation to all Representatives, and to the Observers if necessary, at least two calendar weeks before the meeting of the Committee.
3. Documents shall clearly mention whether they are submitted for action or information.
4. The agenda shall specify the items to be dealt with in closed session.
5. Any Contracting State may propose items for the agenda no later than one calendar week before the meeting of the Committee.
6. Any new items not specified in the agenda may be discussed if all Contracting States agree.
7. At the request of a Contracting State, an item shall be discussed in closed session.
8. The final agenda shall be adopted at the beginning of each meeting.

## **Article 10: Administrative support**

1. The Chair fulfils its functions with the support of the staff and the means to its disposal within its national administration. Support can be requested from administrations from other Contracting States if necessary in order to ensure the proper functioning of the Committee.
2. Unless the Committee decides otherwise, expenses arising from the performance of the Chair's duties, as well as any administrative support provided, are borne by the individual Contracting State(s).

## **Article 11: Decision procedure**

1. Decisions of the Committee shall be made by consensus of the Representatives of the competent authorities.
2. If the Committee is unable to reach a unanimous decision, the dissenting opinions shall be documented in the record of the meeting, as well as in any subsequent submission to the NEFAB Council.

## **Article 12: Language**

The deliberations of the Committee shall be conducted in English. The decisions and other documentation shall be in English.

## **Article 13: Documentation of deliberations and decisions**

1. The Chair shall ensure that a record of the meeting is drawn up after each committee meeting. It shall contain a brief summary of deliberations, the conclusions reached, any decisions adopted together with the timeframe for their implementation and a list of actions to be carried out.
2. The Chair shall distribute the draft record of the meeting to the Representatives within two calendar weeks of the meeting. Unless comments are received by the Chair within a period of two calendar weeks it shall be deemed to have been adopted.

## **Article 14: Documentation recording**

1. The Chair shall ensure that the documentation generated through the activities of the Committee is appropriately recorded.
2. Unless otherwise decided, documents related to the activities of the Committee are deemed to be public

## **Article 15: Relationship to the NEFAB Council**

1. The Rules of procedure of the Committee shall be approved by the Council.
2. The Chair shall maintain regular contact with the Chair of the Council.

## **Article 16: Final clauses**

1. These Rules of procedure or any portion thereof may be revoked temporarily, suspended or amended by the Committee, subject to approval by the NEFAB Council.
2. In the event of any conflict between any provision of these Rules of procedure and any provision of the NEFAB Agreement, the latter shall prevail.