

Rules of Procedure

NEFAB NSA Committee

Version 1.0

Revision history

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Table of Contents

Article 1: Definitions	4
Article 2: Legal basis and functions of the NSA Committee	4
Article 3: Tasks of the Committee	4
Article 4: Performance planning and monitoring.....	5
Article 5: Composition.....	6
Article 6: Chairmanship.....	6
Article 7: Tasks of the chair.....	6
Article 8: Meetings	6
Article 9: Agenda and related documents	7
Article 10: Decision-making procedure	7
Article 11: Use of NSA resources and cost allocation	8
Article 12: Language.....	8
Article 13: Documentation of deliberations and decisions	8
Article 14: Recording of documentation	8
Article 15: Relationship to the NEFAB Council.....	8
Article 16: Final clauses	8

Article 1: Definitions

“Agenda” means a list of items for consideration at a meeting.

“Committee” means a body as established by Article 10 or set up by a Council decision in accordance with Article 9.2 (m) 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 NSA in a Contracting State to represent it in the Committee according to Article 10 of the NEFAB Agreement.

“Working group” means a body established by the NEFAB NSA Committee dedicated to a specific task and for a limited period of time.

Article 2: Legal basis and functions of the NSA Committee

1. The legal basis for these rules of procedure is Article 10 of the NEFAB Agreement
2. The NSA Committee shall support and assist the Council in order to facilitate decision-making by the Council.
3. The main purpose of the NSA Committee is to facilitate necessary cooperation between National Supervisory Authorities with a view to agreeing on arrangements for safe and effective implementation of the NEFAB Agreement and to ensure the effective exchange of all information relevant to NEFAB. In addition, the NSA Committee shall conclude cooperation arrangements with NSAs in neighbouring FABs.
4. Pursuant to the NSA Agreement, the Committee may establish expert groups with specific terms of reference.

Article 3: Tasks of the Committee

The tasks of the Committee are as follows:

- a. to collect information relating to the rights and obligations of the NSAs and develop related coordination procedures in NEFAB, excluding personal data;
- b. to establish harmonised procedures for the reporting, exchange and dissemination of information, including safety-related information, pursuant to Article 8 of the NSA Agreement, excluding personal data;
- c. to develop and harmonise rules and procedures that are relevant to the functions of NEFAB;

- d. to promote close cooperation between the NSAs in connection with the supervision of air navigation services;
- e. to develop the principles and harmonise procedures for oversight of the designated air navigation service providers in NEFAB;
- f. to harmonise the respective practices, training and qualifications of personnel performing oversight tasks;
- g. to develop a common policy and procedures for safety monitoring and risk-based oversight;
- h. to develop common safety initiatives;
- i. to develop a common policy and procedures for the acceptance of safety-related changes, and for cooperation in this connection when the airspace of more than one Contracting State is involved;
- j. to harmonise procedures for the licensing of air traffic controllers, and for the certification and supervision of training organisations for air traffic controllers;
- k. to endeavour to develop a harmonised policy and procedures for the provision of Aerodrome Flight Information Service (AFIS), the licensing/authorisation of AFIS personnel, and the certification and supervision of training organisations for AFIS personnel;
- l. to prepare NEFAB performance plans and performance targets;
- m. to establish arrangements for the handling of non-compliance with the applicable common requirements in accordance with Article 25.2 of the NEFAB Agreement;
- n. to ensure that necessary corrective measures will be taken without undue delay and that the decisions made in accordance with the NSA Agreement and within the competence of each NSA will, if necessary, be implemented.

Article 4: Performance planning and monitoring

The NSA Committee is responsible for preparing and drawing up NEFAB performance plans. The NSA Committee shall, inter alia:

- a. compile relevant information for NEFAB performance plans containing targets that are consistent with European Union-wide performance targets and NEFAB performance targets;
- b. set the NEFAB performance targets and Key Performance Indicators (KPI);
- c. ensure that the NSAs provide the NSA Committee with relevant information about the business plans of the air navigation service providers;
- d. consult the stakeholders about NEFAB performance plans and targets;
- e. present NEFAB performance plans to the NEFAB Council for adoption;
- f. monitor and oversee NEFAB performance;
- g. collect data and exchange relevant information with the NSAs and with the NEFAB Council concerning performance planning and performance monitoring;
- h. report to the NEFAB Council about the implementation of NEFAB performance plans and the outcome of performance monitoring in relation to Key Performance Indicators (KPI).

In connection with its performance of these tasks, the NSA Committee will, inter alia, make use of the expertise and resources of the Finance and Performance Committee.

Article 5: Composition

1. The NSA Committee is composed of the Directors General of the NSAs and two other representatives nominated by each NSA
2. Observers without voting rights may be invited to NSA Committee meetings.

Article 6: Chairmanship

1. The NSA Committee shall be chaired by one of the NSAs for a year at a time.
2. The Chair for the following year shall be elected at the latest at the last meeting before the end of each year. A Vice-Chair shall also be elected. The Chair and the Vice-Chair shall be Representatives from two different NSAs.
3. The NSA that chairs the Committee will nominate the Chair, and the NSA holding the office of Vice-Chair will nominate the Vice-Chair. At the end of the Chair's term of office, the Vice-Chair becomes Chair.
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 NSA shall be appointed without delay by the Committee in question and shall hold office for the remainder of the term of his/her predecessor.

Article 7: Tasks of the chair

In order to perform 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, 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 the scheduled work is carried out and that the Contracting States make a balanced contribution to the Committee;
- d. serve as focal point within the remit of the Committee;
- e. ensure appropriate coordination with the NEFAB Council and other Committees;
- f. take overall responsibility for communication issues relating to the Committee.

Article 8: Meetings

1. The Committee shall meet at such times and places as may be deemed necessary, but at least four times a year in accordance with its work programme and at the 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 an NSA, call an extraordinary meeting if an item cannot be postponed until the next ordinary meeting. Such meetings shall take place two calendar weeks after the invitation at the earliest.
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. The Directors General of NSAs shall participate in at least two Committee meetings annually. At least one representative from each of the NSAs 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. In connection with individual matters, it may be necessary to add documents at a later date.
3. Documents shall clearly specify whether they are submitted for action or information.
4. The Agenda shall specify the items to be addressed in closed session.
5. Each NSA 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 NSAs agree.
7. At the request of an NSA, an item shall be discussed in closed session.
8. The final Agenda shall be adopted at the beginning of each meeting.

Article 10: Decision-making procedure

1. Each NSA has one vote. Only Representatives shall be entitled to vote. Decisions of the Committee shall be made by consensus, which requires a unanimous vote by all NSAs.
2. A decision may be made through a written procedure on the initiative of the Chair. Each NSA shall notify the Chair of its vote in writing within two calendar weeks of receipt of the draft Committee

decision. If a NSA requests that the draft decision be considered at a meeting of the Committee, the written procedure shall be suspended and the Chair shall put this item on the agenda for the next meeting of the Committee.

Article 11: Use of NSA resources and cost allocation

The Committee shall decide the principles governing the use of NSA resources and cost allocation in connection with the division of tasks.

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 and 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 within two calendar weeks, it shall be deemed to have been adopted.

Article 14: Recording of documentation

1. The Chair shall ensure that the documentation generated through the activities of the Committee is appropriately recorded.
2. Unless otherwise decided, documents relating 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 part thereof may be revoked temporarily, suspended or amended by decision of the Committee, subject to adoption by the NEFAB Council.

2. In the event of any conflict between the provisions of these rules of procedure and the provisions of the NEFAB Agreements, the latter shall prevail.

