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Aviation Stakeholder Forum in Ireland

1. PURPOSE OF DOCUMENT

In accordance with Article 76 of the Air Navigation and Transport Act 2022 (hereinafter referred to as ANTA 2022), the purpose of this advisory memorandum is to:

- a) specify the organisations invited to participate in the Stakeholder Forum, to include recognised aviation stakeholder groups, recognised aviation trade unions and representative bodies, certified aviation organisations and other interested parties; and
- b) determine the rules and procedures of the Forum including the composition of membership to ensure a representative participation from each organisation and the publication of minutes of meetings of the Forum.

2. REFERENCES

Air Navigation and Transport Act 2022 (Number 40 of 2022).

3 Organisations invited to participate in the Stakeholder Forum

The following organisations will be invited to participate in the Stakeholder Forum. This list is not exhaustive, and it is subject to update on an ongoing basis in consultation with Forum members.

Organisations that feel they are not included in one of the lists below but who nonetheless consider themselves eligible and willing to participate in accordance with the provisions of the ANTA 2022, are welcome to contact the IAA to for an invitation.

3.1 Recognised Irish aviation trade unions


- Irish Airline Pilots Association
- FÓRSA
- SIPTU
- Irish Professional Drone Pilots Association

3.2 Irish Aviation representative bodies

- Federation of Aerospace Enterprises in Ireland
- Aircraft Leasing Ireland
- General Aviation Safety Council of Ireland
- Unmanned Aircraft Association of Ireland
- Model Aeronautics Council of Ireland

3.3 Certified aviation organisations in Ireland

- All regulated organisations approved, or declared, in accordance with Regulation (EU) 2018/1139 (EASA Basic Regulation) and its associated implementing rules and delegated acts
- Nationally approved organisations under the Irish Aviation Act as amended by ANTA 2022 and associated Irish national aviation regulations

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3.4 Irish interested parties

- Department of Transport - Safety and Security Division
- Air Accident Investigation Unit
- Air Corps, Irish Defence Forces
- National Civil Aviation Security Council
- Irish Coast Guard
- National Ambulance Service/Health Service Executive
- Environmental Protection Agency
- Met Éireann, Aviation Services Division

3.5 Recognised aviation stakeholder groups

Representatives from the following Stakeholder groups may be invited to participate in the Forum as appropriate to agenda

- European Commission
- EASA
- Eurocontrol
- European Cockpit Association

4 Terms of Reference for Stakeholders Forum

The draft terms of reference for the Stakeholder Forum were subject to public consultation during the first quarter of 2023. The terms of reference were amended following consideration of comments received and are included as Appendix 1 to this Advisory Memorandum.

5 Logistics

5.1 Nominations from Forum attendees

According to the terms of reference for the Forum, each invitee is entitled to nominate one member to attend Stakeholder Forum meetings. Invitees may also identify an alternative member to facilitate the case where the member is unable to attend a specific Forum meeting. The IAA will contact invitees directly to ascertain their interest in participating in the Forum and to obtain their nominations for member/alternative member of the Forum.

The responsibilities and duties of the Forum members are outlined in the terms of reference.


5.2 Organisation of Stakeholder Forum Meetings

The ANTA 2022 specifies that the Forum shall meet not less than twice per year. The terms of reference address how the Forum will organize its activities in this regard on an ongoing basis. Meetings will normally be planned as in-person meetings.

Timelines for the organisation of the first meeting of the Forum are as follows:

Date	Action
June 2023	IAA issues invitations to participate in the Stakeholder Forum
July 2023	Participants nominate members and IAA organises the first meeting
August 2023	IAA issues draft Agenda for first meeting to nominated members
September 2023	First meeting of Stakeholder Forum

Thereafter, future membership of the Forum and arrangements for subsequent meetings will be agreed as part of normal Stakeholder Forum activities (See Appendix 1).

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Appendix 1 to GAM.03



Aviation Stakeholders Forum (ASF)

Terms of Reference

Version 2.0

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1. Background - Aviation Stakeholders Forum

The IAA Act 1993 was amended by Air Navigation Transport Act 2022 to require that the IAA convene a forum, not less than twice per year, to be known as the Aviation Stakeholders Forum (ASF), to foster the maintenance and improvement of aviation safety and to support the development of a positive aviation safety culture within the aviation community.

The IAA is required as soon as is practicable after the commencement of section 76 of the Air Navigation and Transport Act 2022 and in consultation with aviation stakeholders, by notice published on the company's website to:


- (a) specify the organisations invited to participate in the Forum, which will include recognised aviation stakeholder groups, recognised aviation trade unions and representative bodies, certified aviation organisations and other interested parties; and
- (b) determine the rules and procedures of the Forum including the composition of membership to ensure a representative participation from each organisation and the publication of minutes of meetings of the Forum.

2. Purpose of the Aviation Stakeholder Forum

The Forum will meet for the following purposes:

- a) promoting the sharing of best practice aviation safety initiatives;
- b) engaging with the IAA on matters relating to the regulation of aviation safety in commercial air transport;
- c) the provision of views on proposals for European Union or national regulatory changes in relation to aviation safety;
- d) the establishment of routine communication channels to enable the sharing of aviation lessons learned, best aviation practices, aviation safety performance indicators and the provision of information on specific aviation safety risks.
- e) Provide input to the IAA on the Licence Holders Charter, setting out the standards of engagement that will be undertaken by the company with the holders of licences.

<p>Note: The purpose of the forum is set out in primary legislation and, as such, cannot be changed without amendment by the Oireachtas.</p>
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3. Number of members of the Forum

Recognising the purpose of the forum, membership will be invited from organisations who have a direct role in ensuring the safety of aviation in Ireland. Thus, Stakeholders from the following groupings, as specified in the regulation, will be invited to nominate a member to the ASF:

- Recognised aviation stakeholder groups
- Recognised aviation trade unions
- Representative bodies
- Certified aviation organisations
- Other interested parties

Note: The primary legislation sets out the groupings from which members may be invited and, as such, cannot be changed without amendment by the Oireachtas.


Rules and Procedures of the Forum

4. Nominations of Members

- 4.1 The IAA will contact organisations as listed in appendix A inviting them to nominate a member of the forum. The invite will include a request to provide a short curriculum vitae outlining the nominee’s expertise and experience in aviation safety.
- 4.2 The IAA will provide, on the IAA website, information on the ASF and the opportunity for any other stakeholder, who believe they qualify, to submit an application and propose a nominee. For purposes of establishing the forum, the IAA will determine if the stakeholder meets the criteria and thus whether the nominee may be accepted on the forum. Thereafter, the Forum Chairperson will perform this determination in consultation with the members.
- 4.3 An organisation may advise a change to their nominated expert at any time, with an accompanying curriculum vitae for their new nominee. This may include the nomination of an alternative member to deputise in case of a temporary need.
- 4.4 If a member fails to contribute to the work of the panel or fails to attend two consecutive meetings or send a deputy, the chairperson may ask the organisation concerned whether it wishes to maintain its nominee on the panel. If no reply is received within three months, it will be assumed that the organisation wishes to withdraw its nominee.

5. Duties of Forum members

- 5.1 The duty of members is to contribute to the forum’s work.
- 5.2 Members are participating in their expert capacity and as representatives of their nominators. Members should therefore express their professional opinions as well as representing established policies or points of view of their nominating organisation.
- 5.3 Members should make it clear when addressing the forum when the opinions expressed are their own professional opinions that do not represent a position adopted by their nominating organisation.

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6. Commitment of nominating Organisations

- 6.1 It is important that nominating organisation ensures that their nominees are able to contribute freely and effectively to the forum’s work. The organisation should thus ensure that their nominee has the resources and capacity required for the work of the forum.
- 6.2 Costs incurred by members in participating to the work the forum are borne by their nominating organisations.

7. Convening of a Forum Meeting


- 7.1 The IAA will convene the forum at least twice yearly. The IAA will endeavour to provide at least two months notification of the convening of the forum. The IAA may propose to convene a meeting at short notice in response to an urgent need or following request by a forum member(s). In such cases the IAA will consult with all members of the Forum in finalising the arrangements.
- 7.2 In notifying the convening of the forum, the IAA will provide a proposed agenda and invite members to propose any additional agenda items.
- 7.3 The IAA will endeavour to provide the finalised agenda one month prior to the date of the forum, recognising this may not be possible if a forum is called at short notice.
- 7.4 The final agenda will be determined, taking into account the safety importance, maturity and urgency of each proposed agenda item.

8. Conduct of a Forum Meeting

- 8.1 The forum will be chaired by a person designated by the IAA, hereinafter referred to as Chairperson.
- 8.2 All costs associated with hosting the forum will be borne by the IAA. Expenses incurred by members in participating to the work the forum are borne by their nominating organisation.
- 8.3 When necessary, or upon request of forum members, the Chairperson may invite subject matter experts other than members to participate. Such individuals do not have the status of member but act in an advisory / expert capacity to the forum. Their purpose is to assist the work of the forum.
- 8.4 Normally, meetings will be planned as in-person events. The Chairperson may accept the remote participation of a limited number of members in extenuating circumstances. However, if the efficiency or effectiveness of the forum may be adversely affected, the Chairperson may restrict such participation.

9. Working Groups of the Forum

- 9.1 The Forum may wish to establish working groups consisting of forum members to examine areas of specific interest.
- 9.2 The Chairperson, in consultation with the forum, will give working groups clear terms of reference and a deadline for presenting the results of their work. Any such working group will report to the chairperson, or the forum as applicable.
- 9.3 The size and membership of each Working Group will be determined on a case-by-case basis and must adhere to the following basic principles:
 - It must convene quickly, once approved by the chairperson, and maintain the required membership across relevant stakeholders to fulfil its function

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- It must be focused on a tangible subject matter or specific outcome
- It must set a specific timeframe to conclude its work
- It must agree its reporting arrangements with the Chairperson

9.4 A Rapporteur will be approved by the Chairperson for each such group from among the working group members. Unless there are exceptional circumstances the Chairperson should not act as a Rapporteur of a working group.

9.5 The IAA will provide secretarial support to the Working Group.

10. Gaining Consensus in the Forum

10.1 The forum will endeavour to obtain consensus agreement on all opinions reached, particularly on issues likely to result in proposals for amendments to EU or national legislation.

10.2 If it is not possible to reach consensus, the Chairperson will ensure that the measure of support is clearly reflected in the report, together with the views and arguments of the minority.

11. Forum Documentation

11.1 Any Forum member (hereinafter referred to as the originator) may submit a working paper for consideration under an agenda item. Working papers will contain specific proposals for action by the Forum.

11.2 The originator must limit the working paper to four pages but may include appendices with supporting data. Each working paper will normally be limited to one specific agenda item.

11.3 The originator should submit the working paper as far in advance of the meeting as practicable to enable the distribution and consideration of the working paper by all members.

11.4 Information papers may be submitted comprising content to support agenda items that the originator wishes to bring to the attention of the Forum. Typically, an information paper does not propose any actions for the Forum but is used to support ongoing discussions or to highlight issues for future consideration. Information papers are not restricted in format; however, they should be as brief as possible.

12. Forum Report

12.1 The Chairperson will produce a report of each meeting. The report will provide a synopsis of the various discussions and outcomes. It will be written in such a manner as to avoid identification of specific forum members, unless they expressly request that they be identified.

12.2 The reports will be made publicly available unless the members determine it contains sensitive information that cannot be shared.