



ÚDARÁS EITLIÓCHTA NA hÉIREANN
IRISH AVIATION AUTHORITY

UAS STAKEHOLDER FORUM TERMS OF REFERENCE

ISSUE 01
DATE 20.02.2026



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1. Change Record

Date	Issue	Revision Description
20.02.2026	1	Initial publication

2. Purpose

The Unmanned Aircraft Systems (UAS) Division (UASD) of the Irish Aviation Authority ('the Authority') in order to:

- improve the safety of UAS operations,
- support the development of a positive UAS safety culture,
- review safety issues related to UAS operations, and
- discuss any difficulties in implementing the UAS regulatory framework

will convene a UAS Stakeholder Forum ('Forum'), not less than four times annually.

3. Members

Recognising the purpose of the Forum, membership will be invited from parties who have a direct role in UAS operations and the safety of UAS operations in Ireland. Thus, stakeholders from the following groupings, will be invited to nominate a member to the Forum:

- UAS specific category operators in the State,
- UAS RTEs,
- UAS representative bodies,
- UAS stakeholder groups,
- Subject Matter Experts, and
- Other interested parties.

Note: Given the high numbers of operators and remote pilots in the open category, a separate UAS Open Stakeholder Forum to address stakeholder engagement in this category will be convened.

4. Rules and Procedures

4.1 Nominations of Members

- a) The Authority will contact relevant parties, inviting them to participate in the Forum. Organisations will be invited to nominate one (1) member for the Forum. Organisations may also identify an alternative member to facilitate the case where the member is unable to attend a specific Forum meeting. Where a stakeholder falls into multiple categories they will receive one invitation.
- b) The Authority will provide, on the UAS section¹ of the Authority website, information on the Forum and the opportunity for any other stakeholder, who believe themselves eligible and willing to participate to request an invitation by emailing drones@iaa.ie, with the subject 'UAS Stakeholder Forum, Invitation Request'.
- c) For purposes of establishing the Forum, the Authority 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.
- d) An organisation may advise a change to their nominee, or alternate, at any time to drones@iaa.ie, with the subject 'UAS Stakeholder Forum, Nominee Change'.
- e) If a stakeholder fails to contribute to the work of the panel, or fails to attend two consecutive meetings, or send a deputy, the chairperson may ask whether they wish to maintain their membership on the Forum. If no reply is received within three months, it will be assumed that they wish to withdraw.

4.2 Duties of Forum members

- a) The duty of Forum members is to contribute to the Forum's work.
- b) Individual members are participating in their expert capacity and should therefore express their professional opinions.
- c) Where members are representing an organisation, they are participating in their expert capacity and as representatives of their nominators. They should therefore express their professional opinions as well as representing established policies or points of view of their nominating organisation. They 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. If this is not clearly stated, the opinion will be taken as a position adopted by their nominating organisation.

4.3 Convening of a Forum Meeting

- a) The Authority will convene the Forum four times annually. The Authority will endeavour to provide at least one month's notification of the convening of the Forum. The Authority may propose to convene the Forum at short notice in response to an urgent need.
- b) In notifying the convening of the Forum, the Authority will provide a proposed agenda and invite members to propose any additional agenda items.
- c) The Authority will endeavour to provide the finalised agenda two weeks prior to the date of the Forum, recognising this may not be possible if the Forum is called at short notice.

¹ <https://iaa.ie/drones>

- d) The final agenda will be determined, considering the safety importance and urgency of each proposed agenda item.

4.4 Conduct of a Forum Meeting

- a) The Forum will be chaired by a person designated by the Authority, hereinafter referred to as Chairperson.
- b) All costs associated with hosting the Forum will be borne by the Authority. Expenses incurred by members in participating in the Forum are borne by individual, or in the case of an organisation's nominate person, the organisation.
- c) 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.
- d) Meetings will be planned as hybrid events (both online and in-person). In-person attendance is encourage for efficiency and effectiveness.
- e) 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.

4.5 Working Groups of the Forum

- a) The Forum may wish to establish working groups consisting of Forum members to examine areas of specific interest.
- b) The Chairperson, in consultation with the Forum, will give Working Groups (WG) 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.
- c) The size and membership of each WG 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,
 - It must be focused on a tangible subject matter or specific outcome,
 - It must set a specific timeframe to conclude its work, and
 - It must agree its reporting arrangements with the Chairperson.
- d) A Rapporteur will be approved by the Chairperson for each such WG from among the WG members. Unless there are exceptional circumstances the Chairperson should not act as a Rapporteur of a working group.
- e) The Authority will provide secretarial support to the WG.

4.6 Gaining Consensus in the Forum

- a) 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.
- b) 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.

4.7 Forum Documentation

- a) 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.
- b) 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.
- c) 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.
- d) 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.

4.8 Forum Report

- a) 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.
- b) The reports will be made publicly available unless the members determine it contains sensitive information that cannot be shared.