



Aviation Regulator

Consultation Document

Aviation Stakeholders Forum (ASF)

Terms of Reference

Version 1.0

1. Background - Aviation Stakeholders Forum

The IAA Act 1993 is being amended to mandate that the IAA convene a forum, 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 number of members of the Forum, (b) determine the manner by which the members are to be nominated from recognised aviation trade unions and representative bodies, recognised aviation stakeholder groups, certified aviation organisations and other interested parties, and (c) determine the rules and procedures of the Forum.

The IAA wishes to proceed with this forum as soon as possible. This stakeholder consultation document sets out draft terms of reference for the new forum. Feedback is invited on all aspects of this terms of reference.

2. Purpose of the Aviation Stakeholders Forum

The Forum shall 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.

Note: The purpose of the forum is set out in primary legislation and, as such, cannot be changed without amendment by the Oireachtas.

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 will 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 shall 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 shall 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. The IAA will determine if the stakeholder meets the criteria and thus whether the nominee may be accepted on the forum.
- 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 substantially 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.

6. Commitment of nominating Organisations

- 6.1 It is important that the 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 will be borne by their nominating organisation.

7. Convening of a Forum Meeting

- 7.1 The IAA shall convene the forum. IAA will endeavour to provide two months notification of the convening of the forum, however, may provide a shorter notification should the IAA deem it necessary to consult with the forum at shorter notice.
- 7.2 In notifying the convening of the forum, the IAA shall 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 the activities of the forum are borne by their nominating organisation.
- 8.3 When necessary, 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 shall 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 shall 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
 - 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 shall 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 shall 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 this is not possible to reach consensus, the Chairperson shall 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 shall contain specific proposals for action by the Forum.
- 11.2 The originator shall 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 shall produce a report of each meeting. The report shall 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 shall be made publicly available unless the members determine it contains sensitive information that cannot be shared.

Appendix A: Specified Organisations

Membership Category	Organisations
Recognised aviation trade unions	Recognised aviation trade unions representing aviation personnel e.g. pilots, cabin crew, ATCOs, maintenance personnel, ground handlers, etc
Representative bodies	Bodies representing the interests of a sector of the Irish aviation industry e.g. Federation of Aerospace Enterprises in Ireland, Unmanned Aircraft Association of Ireland, General Aviation Safety Council of Ireland
Recognised aviation stakeholder groups	Recognised aviation stakeholder groups who input to ICAO and EU safety regulation development
Certified Aviation Organisations	Commercial aviation organisations certified by the IAA in accordance with Regulation (EU) 2018/1139 and its associated implementing rules and delegated acts.
Other interested parties	Other interested parties who contribute to the improvement of aviation safety in Ireland e.g. AAIU, Air Corps, Dept of Transport.