

## Rules of Procedure of the EASA Stakeholders Advisory Body (SAB)

Authorised by:



Mr Giancarlo BUONO  
SAB Plenary Chair



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<b>Log of issues</b>		
Issue	Issue date	Change description
Issue 1	16 <sup>th</sup> Oct 2017	First issue adopted by the SAB 2017-2 Plenary meeting on 4 <sup>th</sup> Oct 2017, in consultation with EASA.
Issue 2	25 <sup>th</sup> Oct 2018	Second issue containing changes as proposed by the Agency as well as the SAB Plenary, plus update of the Appendix.
Issue 3 Draft 3	12 <sup>th</sup> October 2022	Draft third issue containing changes from the restructure of the EASA Advisory Bodies. Adopted during SAB Plenary meeting 2022-3
Issue 3	13th April 2023	Issue 3 final after exchanges between EASA and SAB.AG001 and review within the SAB.AG001.



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Reference documents	
[1] EASA DECISION2017/020 /ED	Membership of the Stakeholder Advisory Body
[2] <a href="#">EASA MB Decision 01-2016 (SAB)</a>	The EASA MB Decision 01-2016 of 07.06.2016 on the composition of the Stakeholders Advisory Body (SAB).
[3] <a href="#">EASA MB Decision 06-2011 (MB RoP)</a>	EASA MB Decision 06-2011 Adopting the MB Rules of Procedure
[4] <a href="#">EASA MB Decision No 01-2022 (RMP)</a>	EASA MB Decision No 01-2022 on the Rulemaking Procedure, repealing MB Decision 18-2015 (by written procedure)
[5] <a href="#">EASA MB Decision 19-2015 (MAB)</a>	The EASA MB Decision 19-2015 of 15.12.2015 on the establishment of the Member States Advisory Body.
[6] <a href="#">EASA MB Decision 20-2015 (SAB)</a>	The EASA MB Decision 20-2015 Stakeholder Advisory Body (SAB) of 15.12.2015 on the establishment of the Stakeholder Advisory Body and replacing Decision 3/2002 of the Management Board establishing the Advisory Body of Interested Parties.
[7] <a href="#">Regulation (EU) No 2018/1139</a>	Regulation (EU) No 2018/1139 of the European Parliament and of The Council of 4 July 2018 on common rules in the field of civil aviation and establishing a European Union Aviation Safety Agency.



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## 1. INTRODUCTION

1.1.1 The purpose of this document is to define the rules of procedure for the SAB Plenary, its Communities, their steering groups and any Activity groups established within the SAB structure.

1.1.2 In this document, the term “SAB” designates the SAB Plenary and the Communities, their steering groups and Activity Groups in a structure below the SAB Plenary, which is the group established according to Article 4 of the EASA MB Decision 20-2015 (SAB).

## 2. GENERAL

### 2.1. Purpose of the SAB

2.1.1 The SAB is organised in a network of Communities and agile Activity Groups lead by the SAB Plenary. The SAB operates according to rules of procedure that aim to ensure:

- i. performance of the functions as per Article 3 of the EASA MB Decision 20-2015 (SAB), including provision of advice to the Management Board and to the Agency on strategic goals,
- ii. transparency and awareness of the SAB activities to the stakeholders,
- iii. proper dialogue with the different levels of management in the EASA system (EASA MB, EASA management) and escalation in case of disagreements,
- iv. proper dialog and coordination with the MAB,
- v. efficiency of the groups (limited size, groups' activities focused by domain of competence),
- vi. recognition of the key role of associations organised in stakeholders' sectors,
- vii. representativeness and adequate expertise of the groups' members,
- viii. adherence of the Community and Activity Group members to a code of conduct,
- ix. coordination between groups.

### 2.2. Structure of the SAB

The SAB consists of

2.2.1 The SAB Plenary with representatives from the sectors as stated in the EASA MB Decision 01-2016 (SAB) and shown in Appendix 1.

2.2.2 The SAB Plenary Contact Group, consisting of the SAB Plenary Chair, the Vice-Chairs and the Executive Secretary.

2.2.3 A network of Communities (abbreviation COMM), defined by their respective scope of activities, is established and reports in an advisory capacity to the SAB Plenary. The Communities consist of experts, nominated by their representative associations. The number of members depends on the scope of activities. A Community ensures the widest possible expertise for consultative work and enables the industry at large to be informed about on-going EASA activities. Upon agreement with the MAB and industry members of the community, Member States representatives may join a Community.

2.2.4 The communities are established as follows:

- Aerodromes Community (ADR.COMM)
- ATM/ANS Community (ATM/ANS.COMM)



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- Commercial Aviation (Large transport airplanes and business jets) Community (CA.COMM)
- Drones and UAM Community (D.COMM)
- General Aviation Community (GA.COMM)
- Rotorcraft Community (R.COMM)

2.2.5 A Community Steering Group (abbreviation CSTG) will be established for each Community with responsibility for the proposal, implementation and monitoring of the Work Programme related to their domains. The secretariat will be provided by EASA unless otherwise agreed between EASA and the SAB.

2.2.6 The Communities should maintain appropriate links with their equivalent Member States' Technical Bodies – TeBs.

2.2.7 The organisation of work within a Community is based on an agreed Work Programme proposed by the CSTG and coordinated with the SAB Plenary and EASA. It follows a flexible and topic-based approach (i.e., the topics identified in the Work Programme guide the composition of any Activity Groups working on them).

2.2.8 Activity Groups (abbreviation AG) may be set up by the Communities (one or more CSTG or by an informal group of sponsors) to cover areas of interest which are not specific to a particular domain or consider certain areas of a domain in more detail. Such groups are of particular importance for the performance of cross-domain work, such as Training, OPS, Ground Handling etc. In this respect, it is envisaged that certain Activity Groups, may report to several Communities. See more in section 12.

2.2.9 Proper coordination between the associations within a sector as defined in EASA MB Decision 01-2016 (SAB) is necessary to ensure sector representatives in the CSTGs faithfully represent the position of the sector.

2.2.10 Participation of guests in SAB Plenary, CSTGs and Activity Groups is possible at the discretion of the Chair.

### **2.3. SAB and Agency Code of Conduct**

2.3.1 All participants in the SAB subject to these rules of procedure shall participate in good faith with a view to reaching common positions on matters of common interest. These positions should be reached in an efficient and pragmatic manner recognising the need to balance safety, programme impact, international harmonisation, business interests, and social factors of the sector they are affiliated with which are relevant to these positions.

2.3.2 All the participants in the SAB shall ensure transparency and, in particular, make sure members of their association and the sector they represent have visibility of the issues being discussed and positions being taken in the SAB.

2.3.3 All the participants in the SAB shall ensure they represent the interests of the members of the association and sector they are representing by liaising with the relevant members of their association and other associations in the sector and presenting a consolidated position or positions as appropriate on each topic.

2.3.4 To support point 2.3.3 SAB members shall ensure they have identified the relevant points of contacts in their associations for the different activities of interest to them.

2.3.5 In the event that a participant in the SAB repeatedly does not comply with these obligations, the SAB Plenary is entitled, after two notifications to the management of the organisation, to request the replacement of the failing participant.

2.3.6 All the participants in the SAB groups shall comply with the SAB Code of Conduct and the Agency's Code of Conduct for external experts (ref PO.SFPRG.00002).



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## 2.4. Transparency and awareness of the stakeholders

2.4.1 In accordance with the Agency's policy on access to documents by the public, the SAB's membership list, the meeting agendas and the summaries of the conclusions of the meetings of the SAB Plenary shall be published on the Agency's website, except when related to the SAB function to advise the MB in accordance with the provisions of Articles 98(4) and 99(5) of the Regulation (EU) No 2018/1139.

2.4.2 All SAB documentation shall be maintained on a collaborative IT platform, provided by EASA, by the Secretariat and the Members. Documents should be retained for a minimum period of 10 years.

2.4.3 Access to the SAB collaborative website, provided by EASA, shall be granted to all the persons involved in the SAB groups.

## 2.5. Agreed positions and decisions

2.5.1 The chairpersons of the groups (SAB Plenary, CSTGs) and leaders of the Activity Groups are responsible for preparing positions based on achieving consensus. Consensus is defined as a progressive adaptation of multiple opinions to a solution satisfying the largest possible majority of members and without expressed opposition to it. Consensus does not mean explicit unanimity, but a sufficient level of common understanding which each Member of the group can accept as a common position. An agreed position might include dissenting opinion(s): if no consensus can be found, but the majority of the group wishes to take a certain position, the members who do not support the majority position may disassociate themselves from the majority position and may request to be mentioned as holding dissenting opinion(s), whenever the majority position is communicated internally or externally.

2.5.2 Agreed positions and decisions of the SAB Plenary and of the CSTGs, as well as any change to these Rules of Procedure, will be made on the basis of 'one member, one vote' and shall be decided by a two-thirds majority of the total expressed votes (excluding abstentions).

2.5.3 Where a position is to be adopted or a decision is to be taken, the draft proposal must be circulated to the SAB members at least 2 weeks before the milestone.

2.5.4 Decisions and positions can be agreed by silent written procedure, where members are given a minimum of two weeks to raise objections.

2.5.5 No binding decisions or external positions may be taken at a SAB meeting unless the minimum quorum of at least half the members is present or represented by proxy-holders.

## 2.6. Composition and Membership of Communities and groups

2.6.1 Requests for changes to the composition (sector/assoc/No. of seats) of the SAB Plenary shall be recommended by the SAB Plenary and approved by the EASA Management Board in accordance with Art. 4.2 of MB Decision 20-2015.

2.6.2 The CSTGs will consist of up to 2 representatives by sectors involved in the community (as defined in EASA MB Decision 01-2016 (SAB)) with a Chair and, if so agreed, Vice-Chair. The sectors involved in each community are defined in Annex B.

2.6.3 Requests for changes to named Members or Alternates for the CSTGs shall be submitted to the Secretariat by the relevant association, using the nomination form accessible from the EASA SAB SharePoint system. This will be circulated by the Secretariat to relevant CSTG and the Agency for a 2 week period to raise any objections.



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~~2.6.4~~ The Communities shall be composed of persons proposed by the representative organisations defined in the appropriate Agency or MB Decision in accordance with Article 4 of MB Decision 20-2015. These nominated persons may be employees of trade associations or companies representing the industries, professions, domains, and any other interested party concerned within the scope of the Basic Regulation 2018/1139. The expected profile of the members of the groups is specified in the relevant sections of this document.

2.6.5 Every group member is entitled to participate in all meetings of the group they are a member of. Each member is entitled to nominate one alternate from the same sector. The alternate can only function in the absence of the member.

2.6.6 Members undertake to inform the Chair and Secretariat of any changes in their position within their organisations and propose a replacement nominee, where possible.

2.6.7 The nominating organisations and associations shall regularly assess whether their representation remains effective and efficient.

2.6.8 Except for the SAB Plenary, which retains full independence from EASA, the other SAB Communities and certain Activity Groups (to be agreed with EASA depending on their scope and duration) will be ~~supported~~ attended by an EASA appointed member of staff, at management level.

2.6.9 The term of office of the SAB Plenary Chair shall be a period of 48 months, extendable. The communities CSTG below the SAB Plenary may also elect a single Vice-Chair if deemed necessary by the majority of members of that community, also for a period of 24 months, extendable. The election of a chair or vice-chair shall be made on the basis of ‘one member, one vote’ and shall be determined by simple majority of votes.

## **2.7. Tasks of the chairpersons**

2.7.1 The tasks of the chairs include:

- i. chairing meetings;
- ii. preparing, assisted by the secretariat, the agenda and documentation for the meetings;
- iii. adopting the summary of conclusions of the meetings;
- iv. representing, when necessary, the SAB and its Communities in its contacts with the Agency, the Management Board, and other bodies;
- v. serving as the Agency’s contact point on subjects dealt with by the members between meetings.

2.7.2 For the Communities below the SAB Plenary, the chair may organize preparatory meetings with the industry members for coordinating industry positions and inputs.

## **2.8. Tasks of the Secretariat**

2.8.1 The secretariat where present is responsible for:

- i. arranging meeting rooms or setting up online meetings as required;
- ii. organising the group’s work by preparing, collecting, and distributing documentation;
- iii. drafting the meetings’ summary of conclusions and, in consultation with the chair, submit it to the Community; minutes of meetings can be taken by a Community member if necessary on a case-by-case basis;
- iv. updating the group’s membership list;



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- v. assisting the chair in preparing and conducting the meeting;
- vi. ensuring that the collaborative IT platform is up-to-date and all members have the necessary access rights.

## 2.9. Tasks of the Agency

2.9.1 For the Communities below the SAB Plenary, the Agency shall nominate one of its representatives.

2.9.2 For the Communities below the SAB Plenary, the Agency shall provide a list of the relevant points of contact for the associated activities - typically the concerned Agency Heads of Dept./Sections or other colleagues managing the Communities and the Agency Secretaries.

2.9.3 The Agency shall provide the SAB with the requested administrative and logistical support necessary for its operation. For the SAB Plenary, this level of support will depend on the requests of the SAB Executive Secretary, while for the other Communities the Agency will provide the secretariat unless otherwise agreed between the Agency and the SAB. Not all groups will require Agency involvement.

2.9.4 The Agency should ensure appropriate co-ordination with the work of the Member States Advisory Body and its Technical Bodies.

2.9.5 The Agency shall coordinate all requests for stakeholder nominations to collaborative, rulemaking and safety promotion groups via the SAB. The SAB Plenary shall be informed of any subsequent nominations made by Community members.

2.9.6 The Agency shall consult the SAB and its Communities in the course of its rulemaking actions in accordance with Art. 6 of EASA MB Decision 1-2022 (the rulemaking procedure).

## 2.10. Meetings

2.10.1 The schedule of meetings shall be planned in advance as much as possible and published on the collaborative IT platform's calendar. The SAB Plenary and the Each Community Steering groups should agree on a meeting calendar for the forthcoming year at the last meeting of each calendar year at the latest, considering the Agency's planning cycle. Meetings may be in person, online or hybrid at the discretion of the chair, and subject to the availability of suitable meeting space.

2.10.2 Invitations to a meeting shall be sent as far in advance as possible and confirmation by attendees shall be sent by e-mail at least two weeks before the meeting.

2.10.3 The Chair shall cancel a meeting no later than two weeks before the meeting when more than one third of the group's members are not expected to be present or represented by their alternate. In special cases, if the circumstances so warrant, the chair may observe a shorter period before cancellation. Minimum quorum of a SAB meeting being defined as at least half of the members being present or represented by proxy-holders.

2.10.4 In case of cancellation, the chair and the secretary (if any) will arrange a new meeting date. If at the second date less than one third of the members register for attendance, the meeting shall continue as planned, irrespective of attendance. Groups members should demonstrate the necessary degree of flexibility and commitment in order to support the planning and orderly and effective execution of meetings.

2.10.5 Meetings may be organised in two parts: an Industry only session, and a combined Industry and Agency session, both chaired by the industry chair.

2.10.6 The Agency management shall attend the SAB Plenary meetings, or part thereof, and all its Communities steering groups, in order to facilitate and complement the exchange of information and positions as well as inform the SAB on the Agency's ongoing and future activities.



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2.10.7 Additional meetings may be proposed by the chair, either at his/her initiative, or following the request of at least half of the group's members. Such meetings should be thematic in nature and focus on specific issues.

2.10.8 The Chair(s) shall prepare the agenda for the meetings, making sure that the agenda contains all the points that need to be raised and where recommendations are expected, including specific items raised by members and by the Agency. The agenda shall indicate for each item the requested action to be taken by the group: for decision, for discussion, for information.

2.10.9 When specific subjects are discussed, the chair may invite non-members, including Member State representatives, to attend as guests for the relevant agenda items. The European Commission's staff can also be invited by the Chair on a case-by-case basis. The chair will inform members in advance of the meeting of his/her intention and reasons for doing so.

2.10.10 The necessary documentation for all meetings (agenda, reports, working papers, etc.) shall be distributed to Members via the collaborative IT platform. The agenda should be available 4 weeks in advance of the meeting and working papers at least fifteen calendar days before the meeting. Article 7 of the EASA MB Decision 06-2011 (MB RoP) applies for the Management Board documents. The distribution of Management Board Documents related to financial and budgetary issues is restricted to European organisations or trade associations.

2.10.11 Draft minutes of all meetings (in the form of summary of conclusions) shall be circulated in agreement with the respective Chair(s) to all participants within four weeks following the meeting. The draft minutes and the summary of the conclusion of the meeting can either be adopted in writing or at the following meeting.

2.10.12 The list of actions stemming from a meeting shall be agreed before closure of the meeting and distributed within one week.

## **2.11. Working arrangements**

2.11.1 English shall be the working language of the SAB and will be used for all internal correspondence, meetings, and external communications (unless dictated otherwise by the third party concerned).

2.11.2 Members of the SAB Plenary, Communities and Activity Groups interact through the EASA provided collaborative IT platform. Its main purpose is to limit reliance on emails, to ensure awareness and transparency and should have the following features:

- i. repository of the list of persons with their parent association, their domains of interest, indication of the communities / groups they belong to, of the groups they are following;
- ii. repository of calendars of the group's meetings, of the documents used by the groups;
- iii. support notifications to users according to their domains of interest, their groups (members/followers of);
- iv. support the collection of feedback of documents submitted by groups (to their members, their followers, designated communities);
- v. support the concept of rolling logs for easy tracking of activities on a specific topic;
- vi. support the control of access to items when 'private'.



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### 3. SAB PLENARY

#### 3.1. Main tasks

##### 3.1.1 The SAB Plenary shall:

- i. focus on addressing strategic and horizontal issues,
- ii. ensure a proper balance of the SAB positions, opinions, and recommendations in the interests of public safety and of aviation stakeholders,
- iii. coordinate the activities of its Communities, and lead the activities within the SAB,
- iv. discuss and resolve any disagreement between its Communities and the Agency; in case such disagreements cannot be resolved within the SAB Plenary they will be elevated to the appropriate EASA senior manager.
- v. raise issues to the attention of the Management Board on matters of concern to interested parties and in relation with the activities of EASA, on its own initiative or further to a request from one of its CSTG chairs. The SAB Plenary is entitled to receive responses from the EASA Management Board (Article 14.3 of EASA MB Decision 06-2011 (MB RoP)).
- vi. coordinate the tasks of its Communities for preparing positions, opinions and responses to MB requests in relation with functions listed in Article 3 of the EASA MB Decision 20-2015 (SAB), in accordance with the Matrix in Annex A to these RoPs:
  - (a) provide advice to the Management Board in accordance with the provisions of Articles 98(4) and 99(5) of the Regulation (EU) No 2018/1139;
  - (b) to provide advice to the Management Board and to the Agency on strategic developments;
  - (c) provide advice to the Agency on the content, priorities, and execution of its safety programmes;
  - (d) provide advice to the Agency on implementation/ standardisation issues of strategic or horizontal nature (including high-level, cross-domain implementation policies, such as the policy on acceptance of industry standards);
  - (e) contribute to the Agency's safety risk management processes, impact assessments, and other tools to be employed for the development of the Agency's safety programmes;
  - (i) provide advice in the case of substantially divergent views of the interested parties on a specific rulemaking project;
  - (k) provide advice as appropriate in the context of ongoing efforts to improve EPAS, rulemaking, standardisation, safety promotion, and research programming process;
  - (l) provide advice on international cooperation, agreements, and harmonisation activities.
- vii. consider and adopt the recommendations stemming from its Communities in relation with the functions described in Article 3 of the EASA MB Decision 20-2015 (SAB).
- viii. provide advice, upon request of the Agency, on specific issues and concerns within the remit of the SAB.

3.1.2 The SAB Plenary is entitled to act vis-à-vis institutions other than EASA, wherever aspects related to aviation safety, aviation security or administrative aspects of aviation are concerned, under the conditions highlighted below. However, it is recognised that when doing this, the views provided by the SAB do not in any way bind the Agency or represent its views, although the Agency is to be informed of the position adopted by the SAB in these cases.



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- the institution (other than EASA) concerned has not established any consultative body or procedure for the expression of interested parties’ positions; and
- SAB decides and adopts a position on a case-by-case basis.

3.1.3 SAB Plenary responses to consultation from the Management Board will be provided in writing and will be supplemented as necessary by complementary verbal information by its Chair, Vice-Chairs, or Executive Secretary. The SAB Plenary will liaise with its Communities as appropriate when preparing responses.

3.1.4 The SAB Plenary shall adopt these rules of procedure in consultation with the Executive Director of the Agency as required by the article 5.2 of EASA MB Decision 20-2015 (SAB).

3.1.5 The SAB Plenary shall review this revision of the SAB Rules of Procedure during the first year of their implementation and amend it or add further explanation as required as the new structure evolves. It will be reviewed at regular intervals thereafter, with the support of the Agency, and adapted, as required.

3.1.6 The SAB Plenary shall elect a chair and two vice-chairs who shall belong to different organizations, which represent different sectors. For consistency with Article. 99(5) of the Regulation (EU) No 2018/1139, Chairs and vice-chairs shall serve for a term of 48 months, extendable. With consideration of Pt. 3.2.4, election shall be made on the basis of ‘one member, one vote’ and shall be determined by simple majority of votes. The handing-over of chair role to the elected Chairperson shall take place at the next meeting after the election.

3.1.7 In case of resignation of the current Chairperson before the end of his/her term of office, a new Chairperson shall be elected for a new term of office. The election shall take place during the next SAB meeting after the resignation.

## **3.2. Membership**

3.2.1 The Composition of the SAB Plenary is dependent on the agreement of the Management Board in consultation with the Agency, in accordance with Article 4 of MB Decision 20-2015. The nomination of members is made to the Agency by these named organisations or trade associations. Persons representing a particular national sector only, niche organisation or single company, or persons with only a personal interest in relation with the activities of the Agency, shall not be considered.

3.2.2 Requests for changes to named Members or Alternates of the SAB Plenary shall be submitted to the Secretariat by the relevant association, using the nomination form accessible from the EASA SAB SharePoint system. The Secretariat should submit this nomination to the Agency for agreement.

3.2.3 The SAB should have a maximum of 36 members, distributed among sectors as stated in the EASA MB Decision 01-2016 (SAB), or any subsequent revision thereof.

3.2.4 Non-EU Industry Associations will participate to the SAB Plenary in full right, except that they shall not have the right to be nominated for election to the SAB Chairpersonship or Vice-Chair positions, or to vote on the SAB’s functions related to Articles 98(4) and 99(5) of the Regulation (EU) No 2018/1139, in accordance with Article 5.1 of the EASA MB Decision 20-2015 (SAB). Dedicated meetings or parts of SAB Plenary or Community meetings can be used for focused discussions with EU industry, on topics that affect exclusively or primarily the EU industry or EU citizens and their interests. Conversely, focused discussions with non-EU industry can be facilitated should certain topics be of relevance to these stakeholders only.

3.2.5 The SAB Plenary shall appoint an Executive Secretary who shall attend all meetings, but will not necessarily be a member of SAB. If not a member of SAB, the Executive Secretary shall have no voting rights (unless acting as an alternate for a member).



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3.2.6 In order to facilitate communication between the SAB Communities and the Plenary, the SAB Plenary will nominate from its members a “Champion” for each community, responsible for maintaining communication between the Plenary and its assigned Community.

### **3.3. Meetings**

3.3.1 The following complements the general provisions for meetings laid down in Pt. 2.10.

3.3.2 With reference to the SAB functions as listed in Article 3 of the MB Decision 20/2015, the SAB Plenary shall hold between two to four meetings per year, considering the Management Board meetings and the Agency’s planning cycle, and at the invitation of the Chair.

3.3.3 The SAB Plenary Chair may propose further meetings at his/her discretion or the proposal of a member, subject to the agreement of half of the SAB Plenary members.

3.3.4 The SAB meetings will normally take place at the Agency’s headquarters in Cologne. They may also be held online or at other venues as agreed by the SAB Plenary Chair.

3.3.5 The SAB Contact Group (SAB CG) represented by the SAB Plenary Chair, the Vice-Chairs and the Executive Secretary, should meet with the EASA Strategy and Safety Management Director in between the Plenary meetings in order to prepare the next meetings and follow-up on-going issues.

3.3.6 In order to ease the management and decision making of the SAB, the SAB Coordination Group (SAB.COG) should finalise papers and draft decisions to be taken by the SAB. See section 11.

### **3.4. Attendance at EASA Management Board meetings**

3.4.1 In accordance with Regulation (EU) No 2018/1139 Article 99(5), the SAB will nominate four of its members to participate as observers at EASA Management Board meetings.

3.4.2 Normally, the nominations will be the Chair, the Vice-Chairs, and the Executive Secretary.

3.4.3 The SAB Chair may propose to the EASA MB Chair to invite an additional person whose opinion might be of interest according to the EASA MB meeting's agenda.

3.4.4 The SAB representatives shall report back to the SAB Plenary on the outcome and discussions that take place at Management Board meetings and any similar meetings with the MB Chair or EASA Management.

### **3.5. Main interlocutors**

3.5.1 The SAB Plenary main interlocutors in the Agency are:

- i. the EASA Management Board Chair
- ii. the EASA Executive Director
- iii. the EASA Strategy and Safety Management Director.
- iv. the EASA Head of Department for Strategy and Programmes
- v. the EASA Head of Section for Strategic Management

### **3.6. Deliverables**

3.6.1 In addition to responses to consultations from the EASA MB and other opinions or positions as mentioned above, the SAB Plenary shall adopt during the first meeting of the year an annual report, prepared by the SAB Secretariat and endorsed by the chair, summarizing the activities and achievements of the SAB Plenary during the previous year.



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## 4. COMMUNITIES

### 4.1. Main Tasks

4.1.1 The Communities are tasked with providing advice to the Plenary and the Agency for their domain, as identified in more detail in this section. Clearly the nature of the issues and hence advice will vary significantly between the Communities. This section provides generic requirements for all Communities with specific information for individual Communities in the following sections.

4.1.2 Each Community shall:

- i. Establish a CSTG with responsibility for the proposal, implementation and monitoring of the Work Programme related to their domains. The secretariat will be provided by EASA unless otherwise agreed between EASA and the SAB.
- ii. Review and provide industry recommendations for adoption by the Plenary in relation to the SAB functions identified in Article 3 of EASA MB Decision 20-2015 (SAB) and listed in Section 3.1 vi. as pertinent to its domain.
- iii. Contribute to the review and provision of industry recommendations for adoption by the Plenary in relation to the following SAB function listed in Article 3 of EASA MB Decision 20-2015 (SAB) as pertinent to its domain.
- iv. Provide advice to the Agency in the ex post evaluation of rules, and in particular with regard to the need to adapt existing rules to technological and commercial evolution and progress, and in the light of the experience gained in their implementation
- v. Support the development of the annual SAB Workplan by identifying key activities with regards to 4.1.2 i. and ii. and develop a Workplan for its Community to feed into the SAB Workplan.
- vi. Provide nominations for rulemaking, safety promotion, Collaborative Analysis Groups and other tasks and groups as requested by the Agency, pertinent to its domain, and monitor progress on such tasks as required to ensure that industry positions can be taken where needed.
- vii. Support Safety Risk Management by coordinating the domain's input to the work programme of relevant Collaborative Analysis Groups (CAGs) and liaising with Data4Safety, the Network of Analysts and other sources as appropriate to help optimise safety risk management tasks such as the identification of safety issues, risk and impact assessment, development and dissemination of safety promotion material and measurement of safety performance.
- viii. Advise the Agency on implementation/standardisation issues affecting its domain.
- ix. Provide advice, upon request of the Agency, on specific issues and concerns related to its domain.
- x. Adopt during the first meeting of the year an annual report, prepared by the specific Community Secretariat and endorsed by the Chair, summarizing its activities and achievements during the previous year.

## 5. COMMERCIAL AVIATION COMMUNITY (CA.COMM)

### 5.1. Relevant Domain

5.1.1 The Commercial Aviation Community covers large transport aeroplanes and business jets and brings to the Agency the strategic, operational and technical perspective of the Commercial Aviation sector, this perspective being transversal to the different technical domains of EASA.



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## 5.2. Main interlocutors

5.2.1 The CA.COMM main interlocutors outside the SAB are:

- i. Relevant EASA senior management.
- ii. The Data4Safety structure
- iii. The OPS, (P&CA.TeB) and Air Crew TeBs of the MAB
- iv. The Collaborative Analysis Groups in relation with CAT Aeroplanes
- v. The SM TeB of the MAB

5.2.2 The CA.COMM main interlocutors within the SAB are:

- i. the SAB Plenary,
- ii. all the other SAB communities when elaborating overarching positions.
- iii. all the CA.COMM Activity Groups when elaborating on risk mitigation measures based on rulemaking tasks.

## 6. GENERAL AVIATION COMMUNITY (GA.COMM)

### 6.1. Relevant Domain

6.1.1 The General Aviation Community brings to the Agency the strategic, operational and technical perspective of the General Aviation sector, this perspective being transversal to the different technical domains of EASA.

### 6.2. Main interlocutors

6.2.1 The GA.COMM main interlocutors outside the SAB are:

- i. Relevant EASA senior management.
- ii. The Data4Safety structure
- iii. The GA.TeB of the MAB
- iv. The Collaborative Analysis Groups in relation with GA

6.2.2 The GA.COMM main interlocutors within the SAB are:

- i. the SAB Plenary,
- ii. all other communities
- III. all the GA.COMM Activity Groups when elaborating on risk mitigation measures based on rulemaking tasks.

## 7. ROTORCRAFT COMMUNITY (R.COMM)

### 7.1. Relevant Domain

7.1.1 The Rotorcraft Community brings to the Agency the strategic, operational and technical perspective of the Rotorcraft sector, this perspective being transversal to the different technical domains of EASA.



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## 7.2. Main interlocutors

7.2.1 The R.COMM main interlocutors outside the SAB are:

- i. Relevant EASA senior management.
- ii. The Data4Safety structure
- iii. The GA.TeB of the MAB (OPS, Air Crew, P&CA TeBs – see comment on scope above)
- iv. The Collaborative Analysis Groups in relation with Rotorcraft sector

7.2.2 The R.COMM main interlocutors within the SAB are:

- i. the SAB Plenary,
- ii. the other communities
- iii. all the R.COMM Activity Groups when elaborating on risk mitigation measures based on rulemaking tasks.

## 8. DRONES AND UAM COMMUNITY (D.COMM)

### 8.1. Relevant Domain

8.1.1 The terms “Drones “or “unmanned aircraft” in the context of this Community mean any aircraft operating or designed to operate autonomously or to be piloted remotely without a pilot on board, considering all categories of aircraft (including aircraft carrying humans) and operations in all airspaces.

8.1.2 The term Urban Air Mobility (UAM) refers to an air transportation system for passengers and cargo in and around urban environments generally based around new vertical take-off and landing aircraft utilising electric propulsion technology.

### 8.2. Main interlocutors

8.2.1 The D.COMM main interlocutors outside the SAB are:

- i. Relevant EASA senior management, also acting as focal point for all the various subject matter groups (e.g., JARUS, ICAO, EC, etc.)
- ii. EUROCAE working groups in relation to Drones and UAM.
- iii. The Data4Safety structure,
- iv. The UAS.TeB
- v. The Collaborative Analysis Groups in relation to Drones and UAM.

8.2.2 The D.COMM main interlocutors within the SAB are:

- i. The SAB Plenary,
- ii. All the SAB communities and the D.COM Activity Groups



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## 9. AERODROMES COMMUNITY (ADR.COMM)

### 9.1. Relevant Domain

9.1.1 The Aerodromes Community brings to the Agency the strategic, operational and technical perspective of Aerodrome and ground handling Operation.

### 9.2. Main interlocutors

9.2.1 The ADR.COMM main interlocutors outside the SAB are:

- i. Relevant EASA senior management.
- ii. The ADR.TeB
- iii. Collaborative Analysis Groups in relation with Aerodrome and Ground Handling
- iv. The SM.TEB for safety management
- v. EUROCAE working groups.
- vi. The Data4Safety structure

9.2.2 The ADR.COMM main interlocutors within the SAB are:

- i. the SAB Plenary;
- ii. other SAB communities
- iii. ADR.COM Activity Groups

## 10. AIR TRAFFIC MANAGEMENT AND AIR NAVIGATION SERVICES COMMUNITY (ATM/ANS.COMM)

### 10.1. Relevant Domain

10.1.1 The Air Traffic Management and Air Navigation Community brings to the Agency the strategic, operational and technical perspective of Air Traffic Management and Air Navigation Service provision.

### 10.2. Main interlocutors

10.2.1 The ATM/ANS.COMM main interlocutors outside the SAB are:

- i. Relevant EASA senior management.
- ii. The ATM/ANS.TeB

10.2.2 The ATM/ANS.COMM main interlocutors within the SAB are:

- i. the SAB Plenary;
- ii. the other SAB Communities

## 11. SAB COORDINATION GROUP (SAB.COG)

### 11.1. Main tasks

11.1.1 The COG shall:



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- i. In coordination with EASA and the SAB Plenary, discuss issues of transversal nature to the SAB Communities and agree on the need to set up cross domain Activity Groups;
- ii. In coordination with EASA and the SAB Plenary establish and supervise, when necessary, cross-Community Activity Groups to perform specific technical work, in accordance with the Communities' work programmes, and provide them with clear deliverables, objectives and timelines;
- iii. Ensure the absence of overlaps or duplication between the different Work Programs
- iv. Align and standardize the work methodology of the Communities;

## 11.2. Membership

11.2.1 The COG is composed by the Chairs and Vice-Chairs of all SAB CSTG and the SAB Plenary Contact Group.

## 11.3. Meetings

11.3.1 The following complements the general provisions for meetings laid down in Pt. 2.10.

11.3.2 The COG meets monthly via tele-conference.

## 11.4. Main interlocutors

11.4.1 The COG main interlocutors outside the SAB are:

- i. Relevant EASA senior management.

11.4.2 The COG main interlocutors within the SAB are:

- i. the SAB Plenary;
- i. the CSTG of the miscellaneous SAB Communities

## 12. ACTIVITY GROUPS (AG)

### 12.1. Nature of Activity Groups

12.1.1 Activity Groups are set up by the Communities to deliver on a specific objective or perform a specific task. They may be of a temporary or permanent nature, depending on whether the objective or task is ongoing or time limited and should be assigned clear deliverables . Such groups are of particular importance for the performance of cross-domain work, such as Training, OPS, Ground Operations etc. In this respect, it is envisaged that certain activity groups, may report to several communities.

12.1.2 The list of current Activity Groups will be identified on the EASA collaborative IT Platform.

12.1.3 The general provisions laid down in sections 2.3, 2.4, 2.5, 2.5, 2.7, 2.10, 2.11 are applicable to Activity Groups.

### 12.2. Membership of Activity Groups

12.2.1 Members of an Activity Group are proposed by the associations, agreed by the relevant CSTGs and should cover all domains interested in the specific activity/task to be performed. The Activity Group lead will be elected by the members of the group and confirmed by the relevant Community Steering Group(s). Their work should be transparent and shared on the EASA collaborative IT Platform.



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12.2.2 Changes to the membership of an AG can be proposed by associations and agreed by the relevant CSTG(s).



**Annex A Sectors involved in the Communities**

Sectors ↓ / Communities →	CA	GA	R	D	ATM/ ANS	ADR	Total
Aerospace Medicine	x	x	x	x	x		5
Air Sports		x			x	x	3
Airports	x	x			x	x	3
ATM/ANS	x	x	x	x	x	x	6
Aviation Personnel	x	x	x	x	x	x	6
Commercial Operators	x		x	x	x	x	5
General/non-commercial operators	x	x	x	x	x	x	6
Maintenance industry	x	x	x	x			4
Manufacturers	x	x	x	x	x	x	6
Non-EU Industry	x	x	x	x	x		5
Training Industry	x	x	x	x	x	x	6
<b>Total</b>	<b>10</b>	<b>10</b>	<b>9</b>	<b>9</b>	<b>10</b>	<b>8</b>	



**Annex B    Abbreviations**

ADR.COMM	Aerodromes Community
AG	Activity Group
ATM/ANS.COMM	Air Traffic Management and Air Navigation Services Community
CA.COMM	Commercial Aviation Community
CAG	Collaborative Analysis Groups
CSTG	Committees Steering Group
D.COMM	Drones and UAM Community
EPAS	European Plan for Aviation Safety
EU	European Union
eVTOL	Electric Vertical Take-off and Landing
GA	General Aviation
GA.COMM	General Aviation Community
MAB	Member States Advisory Body
MB	Management Board
MS	Member States
R.COMM	Rotorcraft Community
RMT	Rulemaking Task
RoP	Rules of Procedure
SAB	Stakeholders Advisory Body
SAB CG	Stakeholders Advisory Body Contact Group, informal group.
SAB.COG	Coordination Group at SAB level. Informal group.
TeBs	Technical Bodies, reporting to the MAB
UAM	Urban Air Mobility
UTM	Unmanned Traffic Management
WI	Work Instruction

