

Rules of Procedure of the EASA Stakeholders Advisory Body (SAB) and its Committees

Authorised by:



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Log of issues		
Issue	Issue date	Change description
Issue 1	16 th Oct 2017	First issue adopted by the SAB 2017-2 plenary meeting on 4 th Oct 2017, in consultation with EASA
Issue 2	25 th Oct 2018	Second issue containing changes as proposed by the Agency as well as the SAB plenary, plus update of the Appendix.



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Reference documents	
[1] EASA DECISION 2017/020/ED	Membership of the Stakeholder Advisory Body
[2] EASA MB Decision 01-2016 (SAB)	The EASA MB Decision 01-2016 of 07.06.2016 on the composition of the Stakeholders Advisory Body (SAB).
[3] EASA MB Decision 06-2011 (MB RoP)	EASA MB Decision 06-2011 Adopting the MB Rules of Procedure
[4] EASA MB Decision 18-2015 (RMP)	EASA MB Decision 18-2015 of 15.12.2015 repealing Decision 01/2012 concerning the procedure to be applied by the Agency for the issuing of opinions, certification specifications, acceptable means of compliance and guidance material ('Rulemaking Procedure').
[5] EASA MB Decision 19-2015 (MAB)	The EASA MB Decision 19-2015 of 15.12.2015 on the establishment of the Member States Advisory Body.
[6] EASA MB Decision 20-2015 (SAB)	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] Regulation (EU) No 2018/1139	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 detailed rules of procedure for the SAB Plenary, its permanent committees and any temporary working groups established within the SAB structure.

1.1.2 In this document, the term “SAB” designates the SAB Plenary and the structure of the advisory groups 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. Structure of the SAB - Principles

2.1.1 The SAB is organised in a hierarchical network of permanent groups operating according to rules of procedures that ensure:

- i. performance of the functions as per Article 3 of the EASA MB Decision 20-2015 (SAB),
- 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. efficiency of the groups (limited size, groups' activities focused by domain of competence),
- v. recognition of the key role of associations organised in stakeholders' sectors,
- vi. representativeness of the groups' members,
- vii. adherence of the groups' members to a code of conduct,
- viii. coordination between groups,
- ix. combination of bottom-up and top-down approaches.

2.1.2 Reporting to the SAB Plenary, a network of committees is established, which are differentiated by the scope of their activities and the required competence of their members:

- i. Committees, with a transverse and overarching role: Commercial Aeroplane Safety, General Aviation, Rotorcraft, Drones, Certification;
- ii. Technical Committees, with specific technical expertise: Flight Standards, Design and Manufacturing, Engineering and Maintenance, Aerodromes, Air Traffic Management and Air Navigation Services. The technical committees should maintain appropriate links with their equivalent Member States' Advisory Body (MAB) Technical Bodies – TeBs.



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2.1.3 SAB committees can establish task forces as temporary groups for performing specific tasks. These task forces shall operate according to the SAB rules of procedure. However, EASA may not be able to provide the support to such groups.

2.2. SAB and Agency Code of Conduct of participants in the SAB groups

2.2.1 All the participants in the SAB groups subject to these rules of procedure shall participate in good faith and with a view to, where possible, reaching common positions on matters of common interest. These positions should be reached in recognition of the need to balance safety, programme impact and international harmonisation, business interests, and social factors of the sector they are affiliated with.

2.2.2 All the participants in the SAB groups shall ensure transparency and the awareness of the issues of the stakeholders of the association and sector they are representing.

2.2.3 All the participants in the SAB groups shall ensure they effectively represent the interests of the stakeholders of the association and sector they are representing by liaising with the relevant members of association and sector and presenting consolidated positions of their profession.

2.2.4 For that intent, the representative associations mentioned in the EASA MB Decision 01-2016 (SAB) shall identify the relevant points of contacts in their membership for the different activities of interest to them.

2.2.5 In the event that a participant in a SAB group 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.

2.2.6 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).

2.3. Transparency and awareness of the stakeholders

2.3.1 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 shall be published in 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.

2.3.2 All SAB documentation shall be maintained on a collaborative platform by the Secretariat and the Members.

2.3.3 Access to the SAB collaborative website shall be granted to all the persons involved in the SAB groups.

2.4. Agreed positions and decisions

2.4.1 The chairperson of a group is responsible for preparing positions based on achieving consensus, the latter being 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.

2.4.2 Agreed positions and decisions, as well as any change to these Rules of Procedure, will be decided by a two-thirds majority of the total expressed votes (excluding abstentions). This does not apply to elections of Chair or Vice-Chair(s), where the most popular candidate is elected based on the votes expressed (see 2.5.7).



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

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

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

2.5. Composition and Membership of groups

2.5.1 The composition of the SAB groups shall be as defined in Appendix I to these Rules of Procedure.

2.5.2 Requests for changes to the composition or membership of the SAB groups shall be conducted in line with the process shown in the table below. Requests for changes to named Members or Alternates shall be submitted to the Secretariat, using the [nomination form](#) accessible from the EASA SAB SharePoint system.

Process for SAB – Composition / Membership Changes		Change requested by:	Change Recommended by:	Change Agreed / Appointed by:
SAB Plenary	Composition (sector/assoc/No. of seats)	Organisations or trade associations representing the industries, professions or any other interested party concerned, or the Agency	SAB Plenary	MB (Art. 4.2 of MB Decision 20-2015)
	Membership (named individuals)		SAB CG	Agency
SAB Groups (Committees and Technical committees)	Composition (sector/assoc/No. of seats)		SAB Plenary	SAB Plenary in agreement with the Agency
	Membership (named individuals)		Committee Chair	SAB CG and Agency

2.5.3 The groups 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. The expected profile of the members of the groups is specified in the relevant sections of this document.

2.5.4 Every group member is entitled to participate in all meetings of the group he/she is a member of. Members have a personal membership, but each member is entitled to nominate one alternate from the same sector. The alternate can only function in the absence of the member.

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

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



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2.5.7 Except for the SAB Plenary, which retains full independence from EASA, the other SAB committees will be supported by an EASA appointed member of staff, at management level, with the Chair being elected from amongst the industry members of the committee. The term of office of the Chair shall be a period of 48 months, extendable. The committees below the SAB Plenary may also elect a single Vice-Chair if deemed necessary by the majority of members of that committee, also for a period of 48 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.

2.6. Tasks of the chairpersons

2.6.1 The tasks of the chairs include:

- i. chairing meetings;
- ii. preparing, together with 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 committees 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.

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

2.7. Tasks of the Secretariat

2.7.1 The secretariat of a group, when it exists, is responsible for:

- i. arranging meeting rooms;
- ii. organising the group's work by preparing, collecting, and distributing documentation;
- iii. draft the meetings' summary of conclusions and, in consultation with the chair, submit it to the committee;
- iv. updating the group's membership list;
- v. assisting the chair in preparing and conducting the meeting.

2.8. Tasks of the Agency

2.8.1 For the groups below the SAB Plenary, the Agency shall nominate one of its representatives in each of those groups.

2.8.2 For the groups below the SAB Plenary, the Agency shall provide a list of the relevant points of contacts for the activities in relation with this group - typically the concerned Agency Heads of Dept./Sections or other colleagues managing the groups and the Agency Secretaries.

2.8.3 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 from the requests of the SAB Executive Secretary, while for the other groups the Agency will provide the secretariat, although minutes of meetings can be taken by a committee member if necessary on a case-by-case basis.

2.8.4 The level of support provided to the groups will include the following:

- i. distribution of preparatory documents, agenda, working papers and summary of conclusions for meetings;



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- ii. updating the groups' membership list;
- iii. making available meeting rooms;
- iv. distributing position papers, communications etc. to outside recipients;
- v. assisting with information on procedural questions;
- vi. drafting agendas and meeting documents as necessary;
- vii. preparing the meeting together with the chairs;
- viii. assisting the chairs with the conduct of the meeting;
- ix. drafting the summaries of conclusions and submitting them, as appropriate, to the Members for comments and to the chairs for endorsement;
- x. ensuring appropriate co-ordination with the work of the Member States Advisory Body and its Technical Bodies.

2.8.5 The Agency shall coordinate all requests for stakeholders' nominations to collaborative, rulemaking and safety promotion groups via the SAB. The SAB Plenary shall be informed of the subsequent nominations made by committee members.

2.8.6 The Agency shall consult the SAB for draft Agency Opinions and Decisions in accordance with Articles 8, 15 and 16 of the EASA MB Decision 18-2015 (RMP).

2.9. Meetings

2.9.1 The schedule of meetings shall be planned several months in advance and published on the collaborative platform's calendar. Each group should agree on a meeting calendar for the forthcoming year at the last meeting of each calendar year at the latest, taking into account the Agency's planning cycle.

2.9.2 Invitations to a meeting shall be sent at least one month in advance and confirmation by attendees shall be sent by e-mail at least two weeks before the meeting.

2.9.3 The Chair shall cancel a meeting not 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.

2.9.4 In case of cancellation, the chair and the secretary will arrange a new meeting date. If at the second date again less than one third of the members register for attendance, the meeting shall continue as planned, irrespective of attendance.

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

2.9.6 The Agency management shall attend the SAB Plenary meetings, or part thereof, and all its 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

2.9.7 Additional meetings of the SAB groups 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.



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2.9.8 The Chair(s) of SAB groups 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.

2.9.9 When specific subjects are discussed, the chair may invite non-members, including Member State representatives, to attend as guests of 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.

2.9.10 The necessary documentation for all meetings (agenda, reports, working papers, etc.) shall be distributed to Members via the collaborative 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.

2.9.11 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.

2.9.12 The list of actions stemming from a meeting shall be agreed before closure of the meeting.

2.10. Working arrangements

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

2.10.2 Sharing on a collaborative platform, complemented by electronic mail, shall be the normal and usual means of communication between participants, and with the Agency, including for consultation on, and endorsement of opinions and positions.

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 committees, and lead the activities within the SAB,
- iv. discuss and resolve any disagreement between its committees 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 Committees' 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)).



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- vi. coordinate the tasks of its committees and bodies 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 (mainly with the CAS.COM, GA.COM, R.COM, D.COM)
 - (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) (mainly with GA.COM, R.COM, D.COM, and the technical committees);
 - (e) contribute to the Agency’s safety risk management processes, preliminary impact assessments, regulatory impact assessments and other tools to be employed for the development of the Agency’s safety programmes; (mainly with CAS.COM, GA.COM, R.COM, D.COM, and with the support of the technical committees)
 - (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; (mainly with Committees)
 - (l) provide advice on international cooperation, agreements, and harmonisation activities (mainly with Committees, FS.TEC, EM.TEC, ATM/ANS.TEC)
- vii. consider and adopt the recommendations stemming from its Committees 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.

- 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 Committees 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 the SAB Rules of Procedure after the first year of SAB operation and then at regular intervals thereafter, with the support of the Agency, and adapt the document, if so required.



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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 due consideration of Pt. 3.2.3, 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 chairmanship 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 the remainder of that 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 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.

3.2.3 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).

3.2.4 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).

3.2.5 In order to ease the management and decision-making of the SAB, each sector will appoint a coordinator tasked with coordinating the interests of that sector for the SAB Plenary meetings. These coordinators will be invited to liaise before each SAB Plenary meeting to finalise papers and draft decisions to be taken by the SAB.

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

3.3. Meetings

3.3.1 The following complements the general provisions for meetings laid down in Pt. 2.9.

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 discretion or the proposal of a member, subject to the agreement of half of the SAB Plenary members.

3.3.4 The SAB meetings may take place at the Agency’s headquarters (in Cologne) or in Brussels.

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.



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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 Business, Strategy & Stakeholder 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.

4. COMMERCIAL AEROPLANE SAFETY COMMITTEE (CAS.COM)

4.1. Main tasks

4.1.1 The Commercial Aeroplane Safety Committee (CAS.COM) focuses on safety risk management and safety strategic developments. It has a specific focus in the field of Commercial Air Transport by Aeroplane.

4.1.2 The CAS.COM shall:

- i. review and provide industry recommendations for adoption by the SAB Plenary in relation with the SAB functions listed in Article 3 of EASA MB Decision 20-2015 (SAB), in accordance with the Matrix in Annex A to these RoPs:
 - (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; (in liaison with the Committees for General Aviation, Rotorcraft, Drones) and the technical committees
 - (e) contribute to the Agency's safety risk management processes, preliminary impact assessments, and other tools to be employed for the development of the Agency's safety programmes; (in liaison with the SAB technical committees, the CAGs and external entities such as Data4Safety)



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- (k) provide advice as appropriate in the context of ongoing efforts to improve EPAS, safety promotion, and research programming process; (in liaison with the other Committees).
- (l) provide advice on international cooperation, agreements, and harmonisation activities
- ii. contribute to the review of the industry recommendations for adoption by the SAB Plenary in relation with the SAB functions listed in Article 3 of EASA MB Decision 20-2015 (SAB):
 - (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)
 - (f) provide advice on preliminary impact assessments and terms of reference of rulemaking projects
 - (j) 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
- iii. support, together with the EASA and the MS, and in close coordination with the GA.COM and R.COM, the activities related to the Safety Risk Management by coordinating the industry’s input and contribution to the work programme of the Collaborative Analysis Groups (CAGs) and liaising with the Data4Safety structure, the Network of Analysts and other relevant sources for performing:
 - Identification of safety issues,
 - Risks and impacts assessment
 - Development and dissemination of safety promotion material
 - Measurement of the safety performance
- iv. provide advice to the SAB plenary on risk mitigation (e.g. safety promotion, focused oversight, regulations development)
- v. review and comment evaluations of safety initiatives
- vi. provide the relevant inputs to the SAB Technical committees for accomplishment of their tasks when decision on risk mitigation is to develop regulations.
- vii. provide advice, upon request of the Agency, on specific issues and concerns within the remit of the SAB.

4.1.3 The CAS.COM shall propose candidates for the CAGs, whose activities shall be coordinated with those of the CAS.COM

4.1.4 The CAS.COM shall elect a chair amongst its industry members. The chair shall serve for a term of 48 months, extendable. Election shall be made on the basis of ‘one member, one vote’ and shall be determined by simple majority of votes. The CAS.COM may also elect a single Vice-Chair, if deemed necessary (see provision under point 2.5.7).

4.2. Membership

4.2.1 The following complements the general provisions for membership laid down in Pt. 2.5.

4.2.2 It should have a maximum of 25 members (including chair and vice-chair) with a senior profile in the field of Safety Management such as Head of Safety in their company/organisation or an appropriate equivalent for trade associations.



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4.2.3 The Committees for General Aviation, Rotorcraft and Drones (GA.COM, D.COM and R.COM) shall nominate one of their members as points of contact for liaising with the CAS.COM.

4.3. Meetings

4.3.1 The following complements the general provisions for meetings laid down in Pt. 2.9.

4.3.2 The CAS.COM shall meet at least twice a year, considering the Agency's planning cycle, at dates to be defined by the Committee chair in coordination with the Agency.

4.3.3 The points of contact in GA.COM, C.COM, D.COM and R.COM are entitled to attend the CAS.COM meetings when there are agenda items of interest for the committee they represent.

4.4. Main interlocutors

4.4.1 The CAS.COM main interlocutors outside the SAB are:

- i. Relevant EASA senior management.
- ii. The Data4Safety Board
- iii. The MAB Strategy group
- iv. The Collaborative Analysis Groups in relation with CAT Aeroplanes
- v. The SM TeB of the MAB

4.4.2 The CAS.COM main interlocutors within the SAB are:

- i. the SAB Plenary,
- ii. all the other SAB Committees when elaborating overarching positions
- iii. all the SAB technical committees when elaborating on risk mitigation measures based on rulemaking tasks.

4.5. Deliverables

4.5.1 In addition to responses to consultations, positions and opinions as mentioned above, the CAS.COM shall adopt during the first meeting of the year an annual report, prepared by the CAS.COM Secretariat and endorsed by the chair, summarizing its activities and achievements during the previous year.

5. GENERAL AVIATION COMMITTEE (GA.COM)

5.1. Main tasks

5.1.1 The General Aviation Committee (GA.COM) brings to the Agency the strategic, operational and technical perspective of the General Aviation sector, this perspective being transversal to the different technical domains represented by the Technical committees, and liaising with the relevant SAB Committees.

5.1.2 The GA.COM shall:

- i. review and provide industry recommendations for adoption by the SAB Plenary in relation with the SAB functions listed in Article 3 of EASA MB Decision 20-2015 (SAB), in accordance with the Matrix in Annex A to these RoPs:
 - (b) to provide advice to the Management Board and to the Agency on strategic developments



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- (c) provide advice to the Agency on the content, priorities and execution of its safety programmes; (in close coordination with the CAS.COM and R.COM)
- (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, and other tools to be employed for the development of the Agency’s safety programmes; (in close coordination with the CAS.COM and R.COM)
- (f) provide comments on preliminary impact assessments and terms of reference of rulemaking projects;
- (g) support rulemaking groups as necessary in relation to specific rulemaking projects;
- (h) provide economic and other quantitative data for the purpose of the conduct of preliminary impact assessments, and ex post evaluation of rules; (in close coordination with the CAS.COM and R.COM and in liaising with the relevant technical committees)
- (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; (in close coordination with the CAS.COM and R.COM)
- (l) provide advice on international cooperation, agreements, and harmonisation activities
- ii. contribute to the review of the industry recommendations for adoption by the SAB Plenary in relation with the SAB functions listed in Article 3 of EASA MB Decision 20-2015 (SAB):
 - (j) 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
- iii. support, together with the EASA and the MS and in close coordination with the CAS.COM and R.COM, the activities related to the Safety Risk Management by coordinating the work programme of the Collaborative Analysis Groups (CAGs) related to the GA sector (non-commercial aeroplanes, balloons, gliders) and liaising with the Data4Safety structure, the Network of Analysts and other relevant sources for performing:
 - Identification of safety issues,
 - Risks and impacts assessment
 - Development and dissemination of safety promotion material
 - Measurement of the safety performance
- iv. provide the relevant inputs to the SAB Technical committees for accomplishment of their tasks when decision on risk mitigation is to develop regulations in relation with the GA sector.
- v. provide input on performance indicators for ex-post evaluations and support 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;
- vi. advise the Agency on implementation/standardisation issues affecting the GA sector;



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- vii. propose candidates for the GA relevant CAGs, whose activities shall be coordinated with those of the GA.COM
- viii. elect a chair amongst its industry members. The chair shall serve for a term of 48 months, extendable. Election shall be made on the basis of ‘one member, one vote’ and shall be determined by majority of votes. The GA.COM may also elect a single Vice-Chair, if deemed necessary (see provision under point 2.5.7).
- ix. provide advice, upon request of the Agency, on specific issues and concerns within the remit of the SAB.

5.2. Membership

5.2.1 The following complements the general provisions for membership laid down in Pt. 2.5.

5.2.2 Members do not necessarily need to represent an organisation or association that is member of the SAB, as there might be certain niche organisations of importance in a particular sector. It should have a maximum of 25 members, expected to be operational managers with technical expertise.

5.2.3 A member of the R.COM should be included in the GA.COM as an observer.

5.3. Meetings

5.3.1 The following complements the general provisions for meetings laid down in Pt. 2.9.

5.3.2 The GA.COM shall meet at least twice a year, considering the Agency’s planning cycle, at dates to be defined by the Committee chair in coordination with the Agency.

5.4. Main interlocutors

5.4.1 The GA.COM 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

5.4.2 The GA.COM main interlocutors within the SAB are:

- i. the SAB Plenary,
- ii. the CAS.COM, C.COM, D.COM and R.COM
- iii. all the SAB technical committees when elaborating on risk mitigation measures based on rulemaking tasks.

5.5. Deliverables

5.5.1 In addition to responses to consultations, positions and opinions as mentioned above, the GA.COM shall adopt during the first meeting of the year an annual report, prepared by the GA.COM Secretariat and endorsed by the chair, summarizing its activities and achievements during the previous year.



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6. ROTORCRAFT COMMITTEE (R.COM)

6.1. Main tasks

6.1.1 The Rotorcraft Committee (R.COM) brings to the Agency the strategic, operational and technical perspective of the Rotorcraft sector, being this perspective transversal to the different technical domains represented by the Technical committees, and liaising with the relevant SAB Committees.

6.1.2 The R.COM shall:

- i. review and provide industry recommendations for adoption by the SAB Plenary in relation with the SAB functions listed in Article 3 of EASA MB Decision 20-2015 (SAB), in accordance with the Matrix in Annex A to these RoPs:
 - (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; (in close coordination with the CAS.COM and GA.COM)
 - (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, and other tools to be employed for the development of the Agency's safety programmes; (in close coordination with the CAS.COM and GA.COM)
 - (f) provide comments on preliminary impact assessments and terms of reference of rulemaking projects;
 - (g) support rulemaking groups as necessary in relation to specific rulemaking projects;
 - (h) provide economic and other quantitative data, where available, for the purpose of the conduct of preliminary impact assessments, and ex post evaluation of rules; (in close coordination with the CAS.COM and GA.COM, and in liaising with the relevant technical committees)
 - (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; (in close coordination with the CAS.COM and GA.COM)
 - (l) provide advice on international cooperation, agreements, and harmonisation activities
- ii. contribute to the review of the industry recommendations for adoption by the SAB Plenary in relation with the SAB functions listed in Article 3 of EASA MB Decision 20-2015 (SAB):
 - (j) 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
- iii. support, together with the EASA and the MS and in close coordination with the CAS.COM and GA.COM, the activities related to the Safety Risk Management by coordinating the work programme of the Collaborative Analysis Groups (CAGs) related to the rotorcraft sector and liaising with the Data4Safety structure, the Network of Analysts and other relevant sources for performing:



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- Identification of safety issues,
 - Risks and impacts assessment
 - Development and dissemination of safety promotion material
 - Measurement of the safety performance
- iv. provide the relevant inputs to the SAB Technical committees for accomplishment of their tasks when decision on risk mitigation is to develop regulations in relation with the rotorcraft sector.
 - v. provide input on performance indicators for ex-post evaluations and support 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;
 - vi. advise the Agency on implementation/standardisation issues affecting the rotorcraft sector;
 - vii. propose candidates for the rotorcraft relevant CAGs, whose activities shall be coordinated with those of the R.COM
 - viii. elect a chair amongst its industry members. The chair shall serve for a term of 48 months, extendable. Election shall be made on the basis of ‘one member, one vote’ and shall be determined by majority of votes. The R.COM may also elect a single Vice-Chair if deemed necessary (see provision under point 2.5.7).
 - ix. Member States’ representatives may be invited to participate in relevant discussions in R.COM meetings.
 - x. provide advice, upon request of the Agency, on specific issues and concerns within the remit of the SAB.

6.2. Membership

6.2.1 The following complements the general provisions for membership laid down in Pt. 2.5.

6.2.2 Members do not necessarily need to represent an organisation or association that is member of the SAB, as there might be certain niche organisations of importance in a particular sector. It should have a maximum of 25 members, expected to be operational managers with technical expertise.

6.2.3 A member of the GA.COM should be included in the R.COM as an observer.

6.3. Meetings

6.3.1 The following complements the general provisions for meetings laid down in Pt. 2.9.

6.3.2 The R.COM shall meet at least twice a year, considering the Agency’s planning cycle, at dates to be defined by the Committee chair in coordination with the Agency.

6.4. Main interlocutors

6.4.1 The R.COM main interlocutors outside the SAB are:

- i. Relevant EASA senior management.
- ii. The Data4Safety structure
- iii. The GA group of the MAB



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- iv. The Collaborative Analysis Groups in relation with Rotorcraft sector

6.4.2 The R.COM main interlocutors within the SAB are:

- i. the SAB Plenary,
- ii. the CAS.COM, C.COM, D.COM and GA.COM
- iii. all the SAB technical committees when elaborating on risk mitigation measures based on rulemaking tasks.

6.5. Deliverables

6.5.1 In addition to responses to consultations, positions and opinions as mentioned above, the R.COM shall adopt during the first meeting of the year an annual report, prepared by the R.COM Secretariat and endorsed by the chair, summarizing its activities and achievements during the previous year.

7. DRONES COMMITTEE (D.COM) – ON HOLD, PENDING FURTHER NOTICE FROM THE AGENCY

The terms “Drones “or “unmanned aircraft” in the context of this committee 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.

7.1. Main tasks

7.1.1 The Drones Committee (D.COM) brings to the Agency the strategic and technical perspective of the unmanned aircraft systems (UAS) sector, liaising with the relevant stakeholders.

7.1.2 The D.COM shall:

- i. provide advice to the Management Board and to the relevant stakeholders on strategic developments,
- ii. contribute the activities and results prepared by the D.COM in the context of the current drone work plan of EASA,
- iii. consider all UAS categories and UAS operations in all airspaces,
- iv. identify and monitor the need for regulatory support regulatory work for the European drone sector, including all categories,
- v. identify new trends, market and technological developments affecting the safe and fair integration of UAS into the aviation system. In the context of UAS integration means enabling to unfold the drones’ full potential without affecting the key performance measures of manned aircraft in terms of capacity, flight efficiency (effectiveness),
- vi. create awareness on drone developments and concepts inside and outside the EU,
- vii. contribute to the development of the future interface and the interaction of ATM and UTM in all airspace,
- viii. consider the various ongoing research and development initiatives and findings from all stakeholders groupings to provide recommendations and requirements,
- ix. identify specific issues related to the competence, training and licensing of unmanned aircraft pilots and provide advice to the agency,
- x. identify means of enforcement of rules for UAS and related safety promotion activities,
- xi. monitor the data driven approach of Collaborative Analysis Groups, reflecting the new entrant [Drones] into the [Aviation] system and identify means of gathering necessary data,

D.COM – On Hold, until further notice from the Agency



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- xii. monitor all relevant regulatory framework activities from other relevant organisations like ICAO and JARUS,
- xiii. monitor counter-drone technology developments, and provide advice to treatment of uncooperative drones,
- xiv. monitor and advice on spectrum related issues,
- xv. provide advice or contribute to security; privacy and environment issues for the drones system,
- xvi. ensure proper coordination with other committees and technical committees on issues of common interest.
- xvii. provide quantitative and qualitative input in order to support evidence based policy making.
- xviii. elect a chair amongst its industry members. The chair shall be elected for a term of 48 months, extendable. Election shall be made on the basis of 'one member, one vote'. The term of office shall be determined by majority of votes. The D.COM may also elect a single Vice-Chair if considered necessary (see provision under point 2.5.7).

7.2. Membership

- 7.2.1 The following complements the general provisions for membership laid down in Pt. 2.5.
- 7.2.2 It should have a maximum of 25 members (including the chair and vice-chair) with a senior profile in the field of UAS and/ or UTM system development, either an individual or an organisation or an appropriate equivalent for trade associations.
- 7.2.3 The D-COM will develop appropriate working relationships with other COM and TEC with objective of avoiding duplication of work.

7.3. Meetings

- 7.3.1 The following complements the provisions for meetings laid down in Pt. 2.9.
- 7.3.2 The D.COM shall meet at least once a year, considering the Agency's planning cycle, at dates to be defined by the Committee chair in coordination with the Agency.

7.4. Main interlocutors

- 7.4.1 The D.COM 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
 - iii. The Data4Safety Structure,
 - iv. The Collaborative Analysis Groups in relation with Drones
- 7.4.2 The D.COM main interlocutors within the SAB are:
 - i. The SAB Plenary,
 - ii. All the SAB committees and technical committees

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7.5. Deliverables

7.5.1 In addition to responses to consultations, positions and opinions as mentioned above, the D.COM shall adopt during the first meeting of the year an annual report, prepared by the D.COM Secretariat and endorsed by the chair, summarising its activities and achievements during the previous year.

8. CERTIFICATION COMMITTEE (C.COM)

8.1. Main tasks

8.1.1 The Certification Committee (C.COM) brings to the Agency the perspective of the organisations for which the EASA plays the role of State of Design, this perspective being transversal to different technical domains represented by the Technical committees, and liaising with the relevant SAB Committees.

8.1.2 The C.COM shall:

- i. review and provide industry recommendations for adoption by the SAB Plenary in relation with the SAB functions listed in Article 3 of EASA MB Decision 20-2015 (SAB), in accordance with the Matrix in Annex A to these RoPs:
 - (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; (in close coordination with the CAS.COM, GA.COM, R.COM)
 - (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, and other tools to be employed for the development of the Agency's safety programmes (in close coordination with the CAS.COM, GA.COM, R.COM);
 - (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; (in close coordination with the CAS.COM, R.COM and GA.COM)
 - (l) provide advice on international cooperation, agreements, and harmonisation activities
- ii. contribute to the review of the industry recommendations for adoption by the SAB Plenary in relation with the SAB functions listed in Article 3 of EASA MB Decision 20-2015 (SAB):
 - (f) provide advice on preliminary impact assessments and terms of reference of rulemaking projects;
 - (g) provide advice to rulemaking groups as necessary in relation to specific rulemaking projects;
 - (h) provide advice on economic and other quantitative data for the purpose of, regulatory impact assessments;
 - (j) 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)



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- iii. provide the relevant inputs to the SAB Technical committees for accomplishment of their tasks when decision on risk mitigation is to develop regulations.
- iv. elect a chair amongst its industry members. The chair shall serve for a term of 48 months, extendable. Election shall be made on the basis of ‘one member, one vote’ and shall be determined by majority of votes. The C.COM may also elect a single Vice-Chair if deemed necessary (see provision under point 2.5.7).
- v. provide advice, upon request of the Agency, on specific issues and concerns within the remit of the SAB.
- vi. ensure proper coordination with other technical committees on issues of common interest.

8.2. Membership

8.2.1 The following complements the general provisions for membership laid down in Pt. 2.5.

8.2.2 Members do not necessarily need to represent an organisation or association that is member of the SAB, as there might be certain niche organisations of importance in a particular sector. It should have a maximum of 6 members, expected to be managers with technical expertise such as Head of Airworthiness in their company / organisation.

8.3. Meetings

8.3.1 The following complements the general provisions for meetings laid down in Pt. 2.9.

8.3.2 The C.COM shall meet at least twice a year, considering the Agency’s planning cycle, at dates to be defined by the Committee chair in coordination with the Agency.

8.4. Main interlocutors

8.4.1 The C.COM main interlocutors outside the SAB are:

- i. Relevant EASA senior management

8.4.2 The C.COM main interlocutors within the SAB are:

- i. the SAB Plenary;
- ii. the CAS.COM;
- iii. the DM.TEC and EM.TEC;
- iv. the R.COM, D.COM, GA.COM

8.5. Deliverables

8.5.1 In addition to responses to consultations, positions and opinions as mentioned above, the C.COM shall adopt during the first meeting of the year an annual report, prepared by the C.COM Secretariat and endorsed by the chair, summarizing its activities and achievements during the previous year.



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9. FLIGHT STANDARDS TECHNICAL COMMITTEE (FS.TEC)

9.1. Main tasks

9.1.1 The FS.TEC shall, under its dual constitution system:

- i. review and provide industry recommendations for adoption by the SAB Plenary in relation with the SAB functions listed in Article 3 of EASA MB Decision 20-2015 (SAB), in accordance with the Matrix in Annex A to these RoPs:
 - (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);
 - (f) provide comments on preliminary impact assessments and terms of reference of rulemaking projects;
 - (g) support rulemaking groups as necessary in relation to specific rulemaking projects;
 - (h) provide economic and other quantitative data for the purpose of, regulatory impact assessments;
 - (j) support 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;
 - (l) provide advice on international cooperation, agreements, and harmonisation activities
- ii. The FS.TEC shall contribute to the review of the industry recommendations for adoption by the SAB Plenary in relation with the SAB functions listed in Article 3 of EASA MB Decision 20-2015 (SAB):
 - (c) provide advice to the Agency on the content, priorities and execution of its safety programmes; (in close coordination with the CAS.COM, R.COM and GA.COM)
 - (e) contribute to, preliminary impact assessments, regulatory impact assessments and other tools to be employed for the development of the Agency's safety programmes; (under the leadership of the SAB Plenary and in close coordination with the CAS.COM, R.COM and GA.COM)
 - (k) provide advice as appropriate in the context of ongoing efforts to improve EPAS, rulemaking, standardisation, safety promotion, and research programming process; (in close coordination with the CAS.COM, R.COM and GA.COM)
- iii. support, together with the EASA and the MS the activities related to the Rulemaking Task (RMT) by liaising with the SAB representatives in the RMT groups.
- iv. provide input on performance indicators for ex-post evaluations and support 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. advise the Agency on implementation issues affecting the Air Ops and Air Crew activities;
- vi. The FS.TEC shall propose candidates for the Flight Standards RMT and Safety Promotion groups, who shall abide by the SAB rules of procedures, specifically paragraph 2, without prejudice to the EASA rules of procedure for rulemaking groups.
- vii. provide advice, upon request of the Agency, on specific issues and concerns within the remit of the SAB.



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viii. ensure proper coordination with other technical committees on issues of common interest.

9.1.2 The FS.TEC shall elect a chair amongst its industry members. The chair shall serve for a term of 48 months, extendable. Election shall be made on the basis of 'one member, one vote' and shall be determined by majority of votes. The FS.TEC may also elect a single Vice-Chair if deemed necessary (see provision under point 2.5.7).

9.2. Membership

9.2.1 The following complements the general provisions for membership laid down in Pt. 2.5.

9.2.2 Members do not necessarily need to represent an organisation or association that is member of the SAB, as there might be certain niche organisations of importance in a particular sector. It should have a maximum of 25 members, expected to be managers with technical expertise.

9.3. Meetings

9.3.1 The following complements the general provisions for meetings laid down in Pt. 2.9.

9.3.2 The FS.TEC shall meet at least twice a year, considering the Agency's planning cycle, at dates to be defined by the committee chair in coordination with the Agency.

9.4. Main interlocutors

9.4.1 The FS.TEC main interlocutors outside the SAB are:

- i. Relevant EASA senior management.

9.4.2 The FS.TEC main interlocutors within the SAB are:

- i. the SAB Plenary;
- ii. the CAS.COM;
- iii. the R.COM, D.COM, GA.COM;
- iv. the ATM/ANS.TEC and ADR.TEC.

9.5. Deliverables

9.5.1 In addition to responses to consultations, positions and opinions as mentioned above, the FS.TEC shall adopt during the first meeting of the year an annual report, prepared by the FS.TEC Secretariat and endorsed by the chair, summarizing its activities and achievements during the previous year.

10. DESIGN AND MANUFACTURING TECHNICAL COMMITTEE (DM.TEC)

10.1. Main tasks

10.1.1 The DM.TEC shall:

- i. review and provide industry recommendations for adoption by the SAB Plenary in relation with the SAB functions listed in Article 3 of EASA MB Decision 20-2015 (SAB), in accordance with the Matrix in Annex A to these RoPs:



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- (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);
 - (f) provide comments on preliminary impact assessments and terms of reference of rulemaking projects;
 - (g) support rulemaking groups as necessary in relation to specific rulemaking projects;
 - (h) provide economic and other quantitative data for the purpose of, regulatory impact assessments;
 - (j) support 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;
 - (l) provide advice on international cooperation, agreements, and harmonisation activities
- ii. contribute to the review of the industry recommendations for adoption by the SAB Plenary in relation with the SAB functions listed in Article 3 of EASA MB Decision 20-2015 (SAB):
- (c) provide advice to the Agency on the content, priorities and execution of its safety programmes; (in liaison with CAS.COM, GA.COM, R.COM).
 - (e) contribute to, preliminary impact assessments, regulatory impact assessments and other tools to be employed for the development of the Agency’s safety programmes; (under the leadership of the SAB Plenary and in close coordination with the CAS.COM)
 - (k) provide advice as appropriate in the context of ongoing efforts to improve EPAS, rulemaking, standardisation, safety promotion, and research programming process; (in close coordination with the CAS.COM, GA.COM, R.COM)
- iii. support, together with the EASA and the MS the activities related to the Rulemaking Task (RMT) by liaising with the SAB representatives in the RMT groups.
- iv. provide input on performance indicators for ex-post evaluations and support 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. advise the Agency on implementation issues affecting the design and manufacturing activities;
- vi. shall propose candidates for the design and manufacturing RMT groups and Safety Promotion groups, who shall abide by the SAB rules of procedure, specifically paragraph 2, without prejudice to the EASA rules of procedure for rulemaking groups.
- vii. provide advice, upon request of the Agency, on specific issues and concerns within the remit of the SAB.
- viii. ensure proper coordination with other technical committees on issues of common interest.

10.1.2 The DM.TEC shall elect a chair amongst its industry members. The chair shall serve for a term of 48 months, extendable. Election shall be made on the basis of ‘one member, one vote’ and shall be determined by majority of votes. The DM.TEC may also elect a single Vice-Chair if deemed necessary (see provision under point 2.5.7).



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10.2. Membership

10.2.1 The following complements the general provisions for membership laid down in Pt. 2.5.

10.2.2 Members do not necessarily need to represent an organisation or association that is member of the SAB, as there might be certain niche organisations of importance in a particular sector. It should have a maximum of 25 members, expected to be managers with technical expertise.

10.3. Meetings

10.3.1 The following complements the general provisions for meetings laid down in Pt. 2.9.

10.3.2 The DM.TEC shall meet at least twice a year, considering the Agency's planning cycle, at dates to be defined by the committee chair in coordination with the Agency.

10.4. Main interlocutors

10.4.1 The DM.TEC main interlocutors outside the SAB are:

- i. Relevant EASA senior management.

10.4.2 The DM.TEC main interlocutors within the SAB are:

- i. the SAB Plenary,
- ii. the CAS.COM,
- iii. the C.COM, R.COM, D.COM, GA.COM
- iv. the EM.TEC

10.5. Deliverables

10.5.1 In addition to responses to consultations, positions and opinions as mentioned above, the DM.TEC shall adopt during the first meeting of the year an annual report, prepared by the DM.TEC Secretariat and endorsed by the chair, summarizing its activities and achievements during the previous year.

11. ENGINEERING AND MAINTENANCE TECHNICAL COMMITTEE (EM.TEC)

11.1. Main tasks

11.1.1 The EM.TEC shall:

- i. review and provide industry recommendations for adoption by the SAB Plenary in relation with the SAB functions listed in Article 3 of EASA MB Decision 20-2015 (SAB), in accordance with the Matrix in Annex A to these RoPs:
 - (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);
 - (f) provide comments on preliminary impact assessments and terms of reference of rulemaking projects;
 - (g) support rulemaking groups as necessary in relation to specific rulemaking projects;
 - (h) provide economic and other quantitative data for the purpose of, regulatory impact assessments;



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- (j) support 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;
- (l) provide advice on international cooperation, agreements, and harmonisation activities
- ii. contribute to the review of the industry recommendations for adoption by the SAB Plenary in relation with the SAB functions listed in Article 3 of EASA MB Decision 20-2015 (SAB):
 - (c) provide advice to the Agency on the content, priorities and execution of its safety programmes; (in liaison with CAS.COM, GA.COM, R.COM).
 - (e) contribute to, preliminary impact assessments, regulatory impact assessments and other tools to be employed for the development of the Agency’s safety programmes; (under the leadership of the SAB Plenary and in close coordination with the CAS.COM, GA.COM, R.COM)
 - (k) provide advice as appropriate in the context of ongoing efforts to improve EPAS, rulemaking, standardisation, safety promotion, and research programming process; (in close coordination with the CAS.COM, GA.COM, R.COM)
- iii. support, together with the EASA and the MS the activities related to the Rulemaking Task (RMT) by liaising with the SAB representatives in the RMT groups.
- iv. provide input on performance indicators for ex-post evaluations and support 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. advise the Agency on implementation issues affecting the engineering and maintenance activities;
- vi. propose candidates for the Engineering and Maintenance RMT groups and Safety Promotion groups, who shall abide by the SAB rules of procedure, specifically paragraph 2, without prejudice to the EASA rules of procedure for rulemaking groups.
- vii. provide advice, upon request of the Agency, on specific issues and concerns within the remit of the SAB.
- viii. ensure proper coordination with other technical committees on issues of common interest.

11.1.2 The EM.TEC shall elect a chair amongst its industry members. The chair shall serve for a term of 48 months, extendable. Election shall be made on the basis of ‘one member, one vote’ and shall be determined by majority of votes. The EM.TEC may also elect a single Vice-Chair if deemed necessary (see provision under point 2.5.7).

11.2. Membership

11.2.1 The following complements the general provisions for membership laid down in Pt. 2.5.

11.2.2 Members do not necessarily need to represent an organisation or association that is member of the SAB, as there might be certain niche organisations of importance in a particular sector. It should have a maximum of 25 members, with technical expertise.

11.3. Meetings

11.3.1 The following complements the general provisions for meetings laid down in Pt. 2.9.



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11.3.2 The EM.TEC shall meet at least twice a year, considering the Agency's planning cycle, at dates to be defined by the committee chair in coordination with the Agency.

11.4. Main interlocutors

11.4.1 The EM.TEC main interlocutors outside the SAB are:

- i. Relevant EASA senior management.

11.4.2 The EM.TEC main interlocutors within the SAB are:

- i. the SAB Plenary;
- ii. the CAS.COM;
- iii. the R.COM, D.COM, GA.COM
- iv. the DM.TEC

11.5. Deliverables

11.5.1 In addition to responses to consultations, positions and opinions as mentioned above, the EM.TEC shall adopt during the first meeting of the year an annual report, prepared by the EM.TEC Secretariat and endorsed by the chair, summarizing its activities and achievements during the previous year.

12. AERODROMES TECHNICAL COMMITTEE (ADR.TEC)

12.1. Main tasks

12.1.1 The ADR.TEC shall:

- i. review and provide industry recommendations for adoption by the SAB Plenary in relation with the SAB functions listed in Article 3 of EASA MB Decision 20-2015 (SAB), in accordance with the Matrix in Annex A to these RoPs:
 - (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);
 - (f) provide comments on preliminary impact assessments and terms of reference of rulemaking projects;
 - (g) support rulemaking groups as necessary in relation to specific rulemaking projects;
 - (h) provide economic and other quantitative data for the purpose of, regulatory impact assessments;
 - (j) support 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;
 - (l) provide advice on international cooperation, agreements, and harmonisation activities
- ii. contribute to the review of the industry recommendations for adoption by the SAB Plenary in relation with the SAB functions listed in Article 3 of EASA MB Decision 20-2015 (SAB):
 - (c) provide advice to the Agency on the content, priorities and execution of its safety programmes; (in liaison with CAS.COM, GA.COM, R.COM).



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- (e) contribute to, preliminary impact assessments, regulatory impact assessments and other tools to be employed for the development of the Agency’s safety programmes; (under the leadership of the SAB Plenary and in close coordination with the CAS.COM, GA.COM, R.COM)
- (k) provide advice as appropriate in the context of ongoing efforts to improve EPAS, rulemaking, standardisation, safety promotion, and research programming process; (in close coordination with the CAS.COM, GA.COM, R.COM)
- iii. support, together with the EASA and the MS the activities related to the Rulemaking Task (RMT) by liaising with the SAB representatives in the RMT groups.
- iv. provide input on performance indicators for ex-post evaluations and support 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. advise the Agency on implementation issues affecting the aerodromes activities;
- vi. propose candidates for the Aerodromes RMT groups and Safety Promotion groups, who shall abide by the SAB rules of procedure, specifically paragraph 2, without prejudice to the EASA rules of procedure for rulemaking groups.
- vii. provide advice, upon request of the Agency, on specific issues and concerns within the remit of the SAB.
- viii. ensure proper coordination with other technical committees on issues of common interest.

12.1.2 The ADR.TEC shall elect a chair amongst its industry members. The chair shall serve for a term of 48 months, extendable. Election shall be made on the basis of ‘one member, one vote’ and shall be determined by majority of votes. The ADR.TEC may also elect a single Vice-Chair if deemed necessary (see provision under point 2.5.7).

12.2. Membership

12.2.1 The following complements the general provisions for membership laid down in Pt. 2.5.

12.2.2 Members do not necessarily need to represent an organisation or association that is member of the SAB, as there might be certain niche organisations of importance in a particular sector. It should have a maximum of 25 members, expected to be managers with technical expertise.

12.3. Meetings

12.3.1 The following complements the general provisions for meetings laid down in Pt. 2.9.

12.3.2 The ADR.TEC shall meet at least twice a year, considering the Agency’s planning cycle, at dates to be defined by the committee chair in coordination with the Agency.

12.4. Main interlocutors

12.4.1 The ADR.TEC main interlocutors outside the SAB are:

- i. Relevant EASA senior management.

12.4.2 The ADR.TEC main interlocutors within the SAB are:

- i. the SAB Plenary;



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- ii. the CAS.COM;
- iii. the R.COM, D.COM, GA.COM;
- iv. the ATM/ANS.TEC and FS.TEC.

12.5. Deliverables

12.5.1 In addition to responses to consultations, positions and opinions as mentioned above, the ADR.TEC shall adopt during the first meeting of the year an annual report, prepared by the ADR.TEC Secretariat and endorsed by the chair, summarizing its activities and achievements during the previous year.

13. AIR TRAFFIC MANAGEMENT AND AIR NAVIGATION TECHNICAL COMMITTEE (ATM/ANS.TEC)

13.1. Main tasks

13.1.1 The ATM/ANS.TEC shall:

- i. review and provide industry recommendations for adoption by the SAB Plenary in relation with the SAB functions listed in Article 3 of EASA MB Decision 20-2015 (SAB), in accordance with the Matrix in Annex A to these RoPs:
 - (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);
 - (f) provide comments on preliminary impact assessments and terms of reference of rulemaking projects;
 - (g) support rulemaking groups as necessary in relation to specific rulemaking projects;
 - (h) provide economic and other quantitative data for the purpose of, regulatory impact assessments;
 - (j) support 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;
 - (l) provide advice on international cooperation, agreements, and harmonisation activities
- ii. contribute to the review of the industry recommendations for adoption by the SAB Plenary in relation with the SAB functions listed in Article 3 of EASA MB Decision 20-2015 (SAB):
 - (c) provide advice to the Agency on the content, priorities and execution of its safety programmes; (in liaison with CAS.COM, GA.COM, R.COM).
 - (e) contribute to, preliminary impact assessments, regulatory impact assessments and other tools to be employed for the development of the Agency's safety programmes; (under the leadership of the SAB Plenary and in close coordination with the CAS.COM, GA.COM, R.COM)
 - (k) provide advice as appropriate in the context of ongoing efforts to improve EPAS, rulemaking, standardisation, safety promotion, and research programming process; (in close coordination with the CAS.COM, GA.COM, R.COM)
- iii. support, together with the EASA and the MS the activities related to the Rulemaking Task (RMT) by liaising with the SAB representatives in the RMT groups.



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- iv. provide input on performance indicators for ex-post evaluations and support 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. advise the Agency on implementation issues affecting the ATM and ANS activities;
- vi. propose candidates for the Air Traffic Management / Air Navigation RMT groups and Safety Promotion groups, who shall abide by the SAB rules of procedure, specifically paragraph 2, without prejudice to the EASA rules of procedure for rulemaking groups.
- vii. provide advice, upon request of the Agency, on specific issues and concerns within the remit of the SAB.
- viii. ensure proper coordination with other technical committees on issues of common interest.

13.1.2 The ATM/ANS.TEC shall elect a chair amongst its industry members. The chair shall serve for a term of 48 months, extendable. Election shall be made on the basis of 'one member, one vote' and shall be determined by majority of votes. The ATM/ANS.TEC may also elect a single Vice-Chair if deemed necessary (see provision under point 2.5.7).

13.2. Membership

13.2.1 The following complements the general provisions for membership laid down in Pt. 2.5.

13.2.2 Members do not necessarily need to represent an organisation or association that is member of the SAB, as there might be certain niche organisations of importance in a particular sector. It should have a maximum of 25 members, expected to be managers with technical expertise.

13.3. Meetings

13.3.1 The following complements the general provisions for meetings laid down in Pt. 2.9.

13.3.2 The ATM/ANS.TEC shall meet at least twice a year, considering the Agency's planning cycle, at dates to be defined by the committee chair in coordination with the Agency.

13.4. Main interlocutors

13.4.1 The ATM/ANS.TEC main interlocutors outside the SAB are:

- i. Relevant EASA senior management.

13.4.2 The ATM/ANS.TEC main interlocutors within the SAB are:

- i. the SAB Plenary;
- ii. the CAS.COM;
- iii. the R.COM, D.COM, GA.COM;
- iv. the FS.TEC and ADR.TEC.



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13.5. Deliverables

13.5.1 In addition to responses to consultations, positions and opinions as mentioned above, the ATM/ANS.TEC shall adopt during the first meeting of the year an annual report, prepared by the SAB Secretariat and endorsed by the chair, summarizing its activities and achievements during the previous year.



Annex A Matrix of SAB functions versus SAB groups (summary)

SAB function as per EASA MB Decision 20-2015 (SAB) Article 3	SAB Plenary	CAS.COM	GA.COM	R.COM	D.COM	C.COM	FS.TEC	DM.TEC	EM.TEC	ADR.TEC	ATM/ANS.TEC
(a) provide advice to the Management Board in accordance with the provisions of Articles 33(4) and 34(3) of the Basic Regulation	L	-	-	-	-	-	-	-	-	-	-
(b) to provide advice to the Management Board and to the Agency on strategic developments	L	P	P	P	P	P	-	-	-	-	-
(c) provide advice to the Agency on the content, priorities and execution of its safety programmes;	L	P	P	P	P	P	I	I	I	I	I
(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);	L	I	P	P	P	P	P	P	P	P	P
(e) contribute to the Agency's safety risk management processes, preliminary impact assessments, regulatory impact assessments and other tools to be employed for the development of the Agency's safety programmes;	L	P	P	P	P	P	I	I	I	I	I
(f) provide comments on preliminary impact assessments and terms of reference of rulemaking projects;	-	I	L	L	L	I	L	L	L	L	L
(g) support rulemaking groups as necessary in relation to specific rulemaking projects;	-	-	L	L	L	I	L	L	L	L	L
(h) provide economic and other quantitative data for the purpose of the conduct of preliminary impact assessments, regulatory impact assessments, and ex post evaluation of rules;	-	-	P	P	P	I	L	L	L	L	L
(i) provide advice in the case of substantially divergent views of the interested parties on a specific rulemaking project;	L	-	P	P	P	P	-	-	-	-	-
(j) support 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;	-	I	I	I	I	I	L	L	L	L	L
(k) provide advice as appropriate in the context of ongoing efforts to improve EPAS, rulemaking, standardisation, safety promotion, and research programming process; and	L	P	P	P	P	P	I	I	I	I	I
(l) provide advice on international cooperation, agreements, and harmonisation activities	L	P	P	P	P	P	P	P	P	P	P

Legend: L = leader, P = primary contributor, I = involved contributor (acts upon request)



Annex B Abbreviations

ADR.TEC	Aerodromes Technical Committee
ATM/ANS.TEC	ATM and ANS Technical Committee
C.COM	Certification Committee
CAG	Collaborative Analysis Groups
D.COM	DRONES Committee
DM.TEC	Design and Manufacturing Technical Committee
EM.TEC	Engineering and Maintenance Technical Committee
EPAS	European Plan for Aviation Safety (formerly EASp: European Aviation Plan for Safety)
EU	European Union
FS.TEC	Flight Standards Technical Committee
GA	General Aviation
GA.COM	General Aviation Committee
MAB	Member States Advisory Body
MB	Management Board
MS	Member States
R.COM	Rotorcraft Committee
RMT	Rulemaking Task
RoP	Rules of Procedure
CAS.COM	Commercial Aeroplane Safety Committee
SAB	Stakeholders Advisory Body
SAB CG	Stakeholders Advisory Body Contact Group, comprising the SAB Plenary Chair, Vice-Chairs and Executive Secretary
SSCC	Safety Standards Consultative Committee
TeBs	Technical Bodies
WI	Work Instruction

