



**ECA**  
Piloting Safety

## Specific Terms of Reference

### ECA ATMA Working Group

1. The ECA Air Traffic Management (ATM) Working Group was established by the ECA Board of Directors in February 2000. In May 2007 the Executive Board decided to enlarge the WG to Airport issues and to consequently re-name it ATMA Working Group.
2. The objectives/aims of the ECA ATMA WG are:
  - a. Represent the interests of European pilots and ECA/IFALPA in European ATM/Airports institutions
3. The tasks of the ECA ATMA WG are:
  - a. Monitor developments in European ATM and Airports matters, considering also global developments.
  - b. Maintain an overview of European ATM/Airports related fora and meetings (ECA Meeting Database).
  - c. Organise attendance of suitable experts at Priority 1 & 2 meetings.
  - d. Develop draft ECA positions on ATM and Airport matters for adoption by the ECA Executive Board.
  - e. Coordinate issues and cooperate with other relevant European and/or international organisations, such as IFATCA –overseen by the Executive Board.
4. Membership: *see ECA WG General Terms of Reference below.*
5. The EB assigned the following EB Director(s) to the ATM/ATMA WG:
  - Heinz Frühwirth from 2005
  - Riku Aakkula from 2009
  - Álvaro Gammicchia from 2010
  - Johan Glantz from 2015
6. The EB assigned the following staff members to the ATM/ATMA WG:
  - Fiona McFadden from 2004
  - Loïc Michel and Paméla Grillet-Paysan from 2010
  - Loïc Michel from 2012
7. The EB appointed the following persons as Chairman of the ATM/ATMA WG:
  - Christian Denke from 2000 to 2002
  - Heinz Frühwirth from 2002 to 2007
  - Paul Vissers from June 2007 (Co-Chair ATM)
  - Bernd Hechenegger from July 2007 (Co-Chair Airports)
  - Wolfgang Starke from March 2011 (Co-Chair Airports)

- Wolfgang Starke from September 2013 (Chair ATM & Airports)
8. Convening of meetings: see *ECA WG General Terms of Reference* below. The individual subgroups may be convened either independently from each other or together.
  9. The WG will act in accordance with the General Terms of Reference for ECA WGs.
  10. The WG will be subject to review at the July 2017 EB meeting.

20/07/2016

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**Attachment: ECA WG General Terms of Reference**

## General Terms of Reference for ECA Working Groups

11. Working Groups are established by the Executive Board (EB) under paragraphs 53 and 54 of the ECA Constitution:

*53. The Executive Board is empowered [...] in order to assist the decision making process, to establish working groups and committees of which it determines the composition, the mandate and the duration.*

*54. The members of these working groups and committees have no decision making powers as such. One or more members of these working groups and committees can however be delegated some powers by the Executive Board in accordance with paragraph 35 of this Constitution.*

12. Working Groups, in general, will be open to representatives from all MAs (subject to paragraph 13 of the ECA Constitution), all Executive Board Directors, ECA Staff at the discretion of the Secretary General and, where appropriate, to the relevant IFALPA officers. The WG may decide to invite observers/external specialists to one or several meetings.
13. The EB will assign one of its own members to the working group. He/she is responsible for communication, cooperation and oversight between the EB and the WG.

14. The EB will appoint the Chair of the Working Group, following a recommendation from the WG. This may also be the assigned EB Director, e.g. during the start-up phase.

The EB will also appoint a Vice-Chair to the Working Group, if deemed necessary, to support the Chair and for better coordination and task sharing.

Chair and Vice-Chair are appointed for a 2 years term, which is renewable by the EB. The Chair, Vice-Chair, EB Director and Secretary General will jointly review the functioning of the WG, at the latest at the end of the 2-year term.

The EB Director, Staff Members and Chair/Vice-Chair will ensure appropriate coordination and/or division of responsibilities.

- The role of the Chair will be to lead the Group, to ensure its day to day functioning and that its activities are in line with its Specific Terms of Reference.
- The Chair will convene WG meetings in coordination with the assigned Board Director and Secretary General.
- External meetings are to be coordinated with the ECA office and responsible EB Director; such dates should be entered into the ECA Meetings Database.
- The expenses of the Chair incurred for attending WG meetings will be covered by ECA according to the Expenses Policy,
- The Vice-Chair will not be eligible for expense coverage unless he /she is chairing a WG meeting in absence of the Chair.

15. The Secretary General – in coordination with the EB – will assign one or more staff member(s) to the WG.

16. The Chair/Vice-Chair, designated EB Director and the relevant staff member(s) will work closely together in order to fulfill the mandate of the WG.

17. The Chairman or Vice-Chair of the working group will report regularly to the assigned EB Director and Secretary General on the progress of the working group in the pursuance of its objectives.

18. WGs will endeavour to work as much as practical by correspondence, meeting only when necessary.

19. Specific Terms of Reference for each Working Group will be developed by the EB and issued to the WG in written form together with these General Terms of Reference for ECA Working Groups. The WG will review their Specific Terms of Reference and may propose amendments to the EB.

20. The Specific Terms of Reference will include aims, tasks, duration, and composition of the WG, as well as any other information thought pertinent by the EB, e.g. budget expectations.

21. New positions/policies developed by the WG and any amendments thereto shall be approved by the EB before being communicated externally.
22. Formal letters and important external communications shall be approved by the assigned EB Director and the Secretary General or a second EB Director before being sent.

Final, 25.02.2015