



RTCA, Inc.  
1150 18<sup>th</sup> Street, NW, Suite 910  
Washington, DC 20036  
Phone: (202) 833-9339  
Fax: (202) 833-9434  
www.rtca.org

RTCA Paper No. 192-17/NAC-049

July 25, 2017

## TERMS OF REFERENCE

### NextGen Advisory Committee

#### Committee Leadership:

Position	Name	Organization	Telephone	Email
Chairman	David Bronczek	FedEx Corporation	(901) 434-3366	djbronzek@fedex.com
Designated Federal Officer	Dan Elwell, Acting Administrator	FAA	(202) 267-8111	daniel.elwell@faa.gov
Secretary	Andy Cebula	RTCA	(202) 330-0652	acebula@rtca.org

**Background:** NextGen offers the United States the unprecedented opportunity to increase the safety, predictability and environmental performance of aviation. The FAA seeks to establish an ongoing venue and process to enable stakeholders to advise the FAA on issues related to near- and mid-term implementation by providing a shared vision of NextGen for domestic and international arenas.

**Purpose and Scope:** The NextGen Advisory Committee will develop a common understanding of NextGen priorities in the context of overall NextGen capabilities and implementation constraints, with an emphasis on the near-term and mid-term (through 2018). The Committee provides a venue where the FAA can solicit a consensus-based set of recommendations on issues that are critical to the successful implementation of NextGen. It is also a forum to obtain a commitment of resources and/or synchronized planning between government and industry that will support and, when necessary, identify opportunities for industry participation in NextGen implementation. In conducting its work, the Committee will foster a common understanding of success with joint performance objectives and development milestones to be reviewed as implementation progresses. The Committee will primarily focus on implementation issues including prioritization criteria at a national level, joint investment priorities, location and timing of capability implementation. The Committee will provide a venue for the FAA as well as industry partners to report on progress on the implementation of NextGen operational capabilities and associated airspace performance improvements.

The Advisory Committee will include representation from affected user groups, including operators, manufacturers, air traffic management, aviation safety, airports and environmental, from civil and military perspectives, both domestically and internationally.

**Tasking:**

Within the bounds of the committee's purpose and scope, the FAA will issue specific tasking statements for consideration by the committee. Such tasks will generally reflect an FAA request for aviation community advice and recommendations on a particular operational, implementation, or investment topic. Current year tasks will be listed on the RTCA Committee website.

**Envisioned Use of Deliverables:** The deliverables of the Committee will document the consensus recommendations of the Committee informed by input from the FAA. These products will facilitate both the FAA and user community procedural planning and investments needed to achieve implementation of components of NextGen and criteria for successful implementation. The FAA will use the deliverables to inform its planning and execution of NextGen.

**Representation:** The Committee will include members who represent the following stakeholders in alphabetical order:

- Air Traffic Management Automation Providers
- Aircraft Manufacturers
- Airports
- Avionics Manufacturers
- DoD
- Environmental Interest
- Finance
- Labor
- Operators: General Aviation, Air Carriers, Business Aviation
- TSA
- Unmanned Aircraft Systems (UAS)

FAA (Air Traffic Operations, Aviation Safety, Airports, and Policy and Environment), MITRE and RTCA are non-voting members of the committee. They will take part in the committee's deliberations and provide input to final products; however, they do not represent affected user groups in reaching consensus.

**Committee Characteristics:** In addition to representing the aviation community segments described above, the NAC will have the following characteristics:

- Executive level membership who can speak for and commit their organizations
- Flexibility to reach out to necessary segments of the aviation community to answer specific requests from the FAA
- Leanness and efficiency, with membership not to exceed a reasonable number, to enable the Committee to have substantive dialog and reach timely consensus

- Appropriate expertise to include operations, policy, technology, labor relations, training and finance

**Structure of the Committee (Attachment 1):** The NextGen Advisory Committee will conduct its' deliberation on recommendations to be provided to the FAA in meetings that are open to the public. To meet the criteria described above, the Committee structure will be two-tiered with subordinate Work Groups established to develop recommendations and other documents for the Committee.

At the top level is the NextGen Advisory Committee comprised of top-level executives representing affected members of the community. Adjunct to the Advisory Committee is a Subcommittee (NAC Subcommittee) comprised of members with broad knowledge and expertise related to the implementation of NextGen. Some meetings of the NACSC will be open to the public to provide an early opportunity to identify potential concerns associated with draft recommendations.

In an effort to maintain an appropriate and manageable size, the number of NACSC members will be limited. The NACSC will utilize a rotating membership that will maximize the opportunity of participation among interested organizations. Interested parties should make their interest in serving on the Subcommittee known to the Designated Federal Official, the Chairman of NAC and the RTCA President.

The Advisory Committee may establish Work Groups (WG) and/or Task Groups (TG) to accomplish specific tasks as described above. WG products—including recommendations, where appropriate—are presented to the NACSC for review and deliberation, then forwarded to the Advisory Committee. Members of Work Groups and Task Groups will be appointed by the NACSC Co-Chairs in consultation with the RTCA President and NAC Chairman and DFO. Work Groups and Task Groups may not be open to the public. For each work group that is established, the Advisory Committee will approve Terms of Reference defining the objective, scope, membership, specific tasks and deliverables with a schedule. Unlike the Advisory Committee and NACSC, members of the Work Groups and Task Groups do not represent a particular affected entity and are selected for their expertise in the subject matter rather than their affiliation. Work Groups develop draft recommendations for consideration by the Subcommittee. Work Groups and Task Groups will disband upon delivery of their recommendations as appropriate.

- **NextGen Advisory Committee**
  - Overall direction of Committee
  - Review and approve recommendations to FAA
  - Field requests from FAA
  - Review and approve creation of Work Groups, as appropriate
  - Meet three times per year in Plenary (open to public)
  - Direct work of NACSC
- **NAC Subcommittee**
  - Staff to Advisory Committee
  - Guide and review work of WGs and TGs, present findings to NAC

- Meet bi-monthly or as needed (not all open to public)
- Forward recommendations and other deliverables to NAC for consideration
  
- **NAC Work Groups and Task Groups**
  - Created to address specific tasking
  - May be short-term or standing activities

**Operating Norms:** Advisory Committee members are appointed for a two-year term. Committee members may serve multiple terms. After the initial appointments, these will be made by the RTCA Policy Board in coordination with FAA. The RTCA President, FAA Air Traffic Organization Chief Operating Officer, and the Associate Administrator for Aviation Safety will review NextGen Advisory Committee membership yearly to ensure balanced representation that equitably represents, to the extent feasible, the aviation community. Membership is based on the ability to authoritatively and effectively represent the interests of an organization or constituency. Members will be expected to work toward consensus to the greatest extent possible.

The Advisory Committee will hold at least three plenary meetings per year (open to the public), as well as preparatory one-hour telecons (not open to the public) to ensure continuity and good preparation for public, decision-making meetings.

The NACSC will, at a minimum, meet every other month, with some of the meetings open to the public. All recommendations of the NACSC must be vetted through the Advisory Committee and forwarded to the FAA as appropriate. Recommendations will not be transmitted directly from the NACSC to the FAA.

Work Groups and Task Groups will meet as dictated by their Terms of Reference. As appropriate, Work Groups or Task Groups can reach out to individual experts and other outside groups providing advice to the FAA on NextGen implementation issues to facilitate the development of draft recommendations. Work Group and Task Group meetings are not open to the public.

**Standard Advisory Committee Meeting Agenda:** Proposed agenda items with approximate duration are to be submitted to the chair at least 45 days prior to the scheduled date of a meeting. The Chair, in consultation with the DFO, shall refine the scheduled duration of the meeting and promulgate the meeting agenda to the Committee members.

**Conduct of the Meeting:** Advisory Committee members will receive all information needed to prepare for the meeting (e.g., Work Group progress reports; Work Group products and recommendations for Committee action) at least fifteen (15) calendar days prior to the meeting.

With the exception of routine administrative items, discussions of agenda items shall, in general, be supported by written reports or formal briefing material as appropriate.

Products and recommendations submitted for Advisory Committee action will be accompanied by a one-page Action Paper prepared by the NACSC.



# NAC Structure

