JARUS

TERMS OF REFERENCE

Ref. JARUS ToR v8.0.2021

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1 JARUS Vision and Mission

JARUS is a group of experts gathering regulatory expertise from National Aviation Authorities (NAAs) around the world, as well as EASA and EUROCONTROL, being international regulatory authorities. JARUS coordinates with Stakeholders via a Stakeholder Consultative Body.

The Vision of JARUS is to provide timely consensus recommendations on UAS, including RPAS, that meet the common needs of JARUS members and stakeholders, including ICAO.

The Mission of JARUS is to develop technical and operational requirements for the safe, secure and efficient operation of UAS, to serve as a common reference for use in respective JARUS Member regulations and guidance, doing it in an effective and efficient manner, avoiding duplication of efforts with other international aviation organisations.

 JARUS deliverables will be made available to the UAS/RPAS Community at JARUS website (http://jarus-rpas.org) for consideration and use.

2 Objective and Scope

Aviation Authorities worldwide, are involved in the rulemaking, certification and operational approval of UAS/RPAS; it is of interest and benefit to these authorities to coordinate the effort of establishing the technical, safety and operational requirements for related projects.

The objective of JARUS is to provide guidance material aiming to facilitate each Authority to write their own requirements and to avoid duplication of efforts. If this harmonised guidance is endorsed by the Authorities, this will facilitate the validation process of foreign certificates/approvals.

In order to provide a sound and widely supported recommendation to the UAS Community, JARUS will invite interested stakeholders to contribute to all JARUS deliverables through "External Consultations". The JARUS External Consultation process is aimed at delivering a better quality, harmonised proposal for regulation.

It is not the scope of JARUS to develop law or mandatory standards. The law in fact does not only include technical, safety and operational provisions, but also procedures, legal privileges and responsibilities. Each State or Regional Organisation will need to decide how to dispose the harmonised provisions developed by JARUS. JARUS does not develop industry standards and will not draft ICAO SARPS or guidance material unless ICAO requests such assistance.

3   JARUS Structure

3.1   Chair and two Vice Chairs

The Chair and the two Vice Chairs represent the global JARUS Community. In order to reflect the JARUS worldwide presence, the Chair and the two Vice Chairs take care of the following geographical area: Americas, Europe/Africa and Asia/Australasia.

The term of office for Chair and Vice Chairs is 2 years with one re-election possible.

The Chair and the Vice Chairs lead the Plenary and Leadership Team meetings to document decisions and actions on JARUS work and coordinate work progress. The Chair and the Vice Chairs represent JARUS directly for events in front of external bodies and may delegate representation for specific events to another member of the Leadership Team.

3.2   Leadership Team (LT)

The Leadership Team (LT) is led by the JARUS Chair and the Vice Chairs and includes the Chair and the Vice Chairs, the Secretary General, and the Working Group Leaders. The LT meets monthly, or as required, to review the progress of JARUS work and coordinate actions to support work execution in accordance with decisions taken by the Plenary Team.

3.3   Plenary Team (PT)

The JARUS Plenary Team (PT) is comprised of one representative (the JARUS Focal Point or designated alternate) from each NAA or other regulatory authority. It is the highest body of JARUS and has the ultimate power of decision.

Each Plenary Team member has the freedom to submit requests for decisions to be taken on proposals made at the plenary or between plenary meetings, as necessary.

The JARUS Plenary Team discusses work programme progress and current and future challenges to the safe operation of UAS, exchang information on current and emerging technology, proposed and adopted regulations and operational developments.

The Plenary Team is charged with taking strategic decisions, amending and approving ToRs, approving the work programme, accepting products, and establishing or discontinuing Working Groups.

3.4   JARUS Secretariat (JS)

The Secretariat is the central and permanent organ that shall perform the functions assigned to it by the ToR in accordance with decisions taken by the Plenary Team. The JARUS Secretariat is managed by the Secretary General.

The JARUS Secretariat organizes the day to day work of JARUS as follows;

a. Management of the Working Groups; assess the WG's programmes and progress;

b. Serve as custodian of the JARUS online teamwork tool where all documents, deliverables, publications, etc. are archived;

c. Manages the official JARUS communications with the outside stakeholders, maintains the website and supports the JARUS internal communication;

d. Manages the project plan for JARUS, timescales, resources, risks and mitigations along with the Working Group Leaders;

e. Maintains the database of all JARUS activities;

f. Submits an annual report on the JARUS activities to the plenary meeting to be published in the JARUS website;

g. Transmits to JARUS members the notice of Plenary meeting invitations;

h. Holds monthly meetings with the Leadership Team.

Regional Offices of the Secretariat

NAAs and regulatory authorities may choose to establish regional offices to coordinate work in support of the JARUS Secretariat. The establishment of a regional office does not require dedicated office space (i.e. may be virtual), but does require the identification to the JARUS Secretariat of a person to contact and appropriate contact information. This regional point of contact serves as a communication channel to NAAs and regulatory authorities who agree to be included as part of the region. The point of contact serves under the guidance and direct supervision of the JARUS Secretariat to coordinate JARUS work and information in the region on behalf of the Secretariat.

3.5 Working Group Leaders

Working Group Leaders are either JARUS Focal Points or members from or nominated by their NAA or regulatory authorities. They provide leadership in the development of their Work Program and ensure coordination with the Secretariat.

Working Group leaders:

i. Propose changes in work programme to Plenary Team for approval;

ii. Proposes Task Forces for dedicated tasks in the WG, for which a smaller group is more appropriate to work on it;

iii. Monitoring the progress of the Task Forces;

iv. Provide monthly updates to the Secretariat and semi-annual updates to the Plenary Team on the progress of their work programmes;

v. Determine the required work group expertise to participate in timely delivery of the work group programme and notify the SCB Chair if the WG accepts subject matter expertise outside the Call for Experts (CfE) process from someone who is, or is employed by, a stakeholder within a communities of interest group.

vi. Determine the required work group expertise to participate in timely delivery of the work group programme;

vii. Provide Secretariat with results of work group nominations to replace departing leaders for confirmation by the Plenary Team.
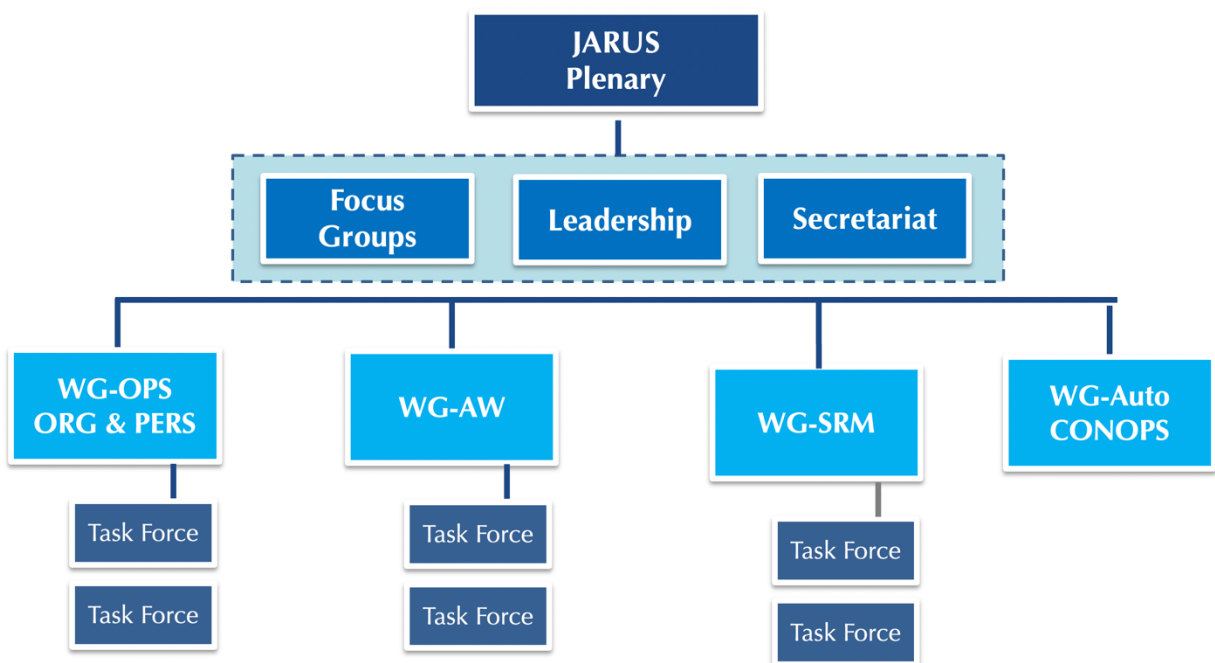
3.6 Task Force Leaders

Task Force Leaders are a member of the WG which opens a Task-Force.

They are nominated by the WG Leader or the WG team and are elected by the WG Team.

Task-Force Leaders are responsible for the progress of the Tasks and providing updates to the WG Leader.

3.7 Current JARUS & Work Program Structure

The JARUS Structure is indicated below

3.8   JARUS Plenary Meeting (PM)

The Plenary Meeting is the preferred forum for the Plenary Team discourse on sound objective arguments with regard to the JARUS work programme and its work products. Plenary Meeting discussions should reflect the views of the wide variety of people and organizations supporting the work of JARUS. JARUS Focal Points and Members, SCB members, and visitors are entitled to participate actively in the plenary discussions.

JARUS discussions and decisions are normally taken at Plenary because it has broad representation and participation. WG leaders from each work group should attend the Plenary meeting to report on their work progress and engage in discussion and decisions related to their working group programme and other JARUS work. SCB advisors are not required at the Plenary meeting, but may attend if invited to provide subject matter expertise for one or more SCB proposals.

In order to guarantee the highest Plenary Meeting participations among the JARUS Focal Points, JARUS and SCB members, the Chair and the Vice Chairs propose an "easy to reach", fixed location (considering travel time, travel costs, visa requirements, etc.), in their respective geographical area on a rotating basis. Other JARUS Member Countries may offer to host the Plenary Meeting occasionally and the "easy to reach" considerations for those proposed locations shall also apply.

3.9   Stakeholder Consultation Body (SCB)

The Stakeholder Consultation Body (SCB) should ensure proper representation of all sectors of industry and aviation communities with an interest in JARUS work to allow these stakeholders the opportunity to provide requested expertise and advice to support the JARUS work program and decisions on its execution. SCB members represent diverse and evolving communities of interest and representation.

The SCB is self-governing, should abide by democratic principles, and its Terms of Reference for its governance. The SCB approves revisions to its ToR and sends them to the Secretariat so they can be included as an appendix to this document. Key SCB interactions with JARUS (e.g. work group participation, advisory voting, etc.) are defined in the body of this document.

4   <u>Membership Policy</u>

The Membership Policy supports the JARUS work programme and broad acceptance of JARUS work products. Regular participation from all members and advisors is needed to deliver credible products on the desired schedule.

Definition of JARUS roles:

1) **JARUS Focal Point** – Person from or nominated by the NAA or regional regulatory authority who represents the authority and their advisors within the Plenary Team, and proposes advisors with appropriate subject matter expertise for one or more work groups.

   Note: A Focal Point may inform the Secretariat that they have designated an alternate to represent them when they will be absent.

2) **JARUS Member** – Other people from or nominated by the NAA or regional regulatory authority (e.g. WG leaders or advisors), other than Focal Point. JARUS members support and represent their Focal Point and fall under the responsibility of their Focal Point.

3) **SCB Member** – The Chair, co-Chair/vice-Chair, or Community of Interest (COI) representative represents the SCB and provides advice to Focal Points and Members.

   Note: An SCB Member may inform the Secretariat that one of their previously designated COI alternates will represent a COI when the representative will be absent.

4) **SCB Advisor** – The subject matter expert nominated by the SCB who has been accepted by the work group leader(s) to support the Working Group(s).

   Note: The SCB should consider the current complement of advisors in a given work group to help ensure their nominees broaden the needed expertise.

5) **Visitor** – Person invited by Focal Point, Leadership Team, to attend part of a plenary meeting to make an UAS/RPAS-related presentation. One example is someone who is invited to present a topic of interest at a JARUS Plenary meetings that their nation hosts.

Key responsibilities for **JARUS Focal Points** are as follows:

- Represent their NAA or regulatory authority at semi-annual Plenary meetings and virtual Plenary meetings, as required;

- Provide leadership and/or appropriate subject matter expertise for one or more Working Groups;

- Proposes advisors with appropriate subject matter expertise for one or more work groups;

- Present draft work products under consultation to their NAA or regulatory authority and bring comments back to JARUS for resolution;

- Present final work products to their NAA or regulatory authority to serve as a basis for future globally acceptable regulatory products;

- Respond to Secretariat requests for information on regulatory status or policies;

- Inform Secretariat if they need to designate an alternate Member in their absence or if there is any change to the advisors they provide.

Key responsibilities for **JARUS Members** are as follows:

- Assist and support their Focal Point in their responsibilities, as required;

- Provide leadership and/or appropriate subject matter expertise for one or more working groups;

- Represent their NAA or regulatory authority at semi-annual Plenary meetings and virtual Plenary meetings, as required, when delegated, as an alternate, by their Focal Points.

Key responsibilities for **SCB members** are as follows:

- Advise JARUS Focal Points and members on the views of their community of interest at semi-annual Plenary meetings and virtual Plenary meetings, as required;

- Observe work group activities at semi-annual Plenary meetings and virtual Plenary meetings, as desired;

- Nominate appropriate subject matter experts for one or more working groups in response to working group leader calls for expertise (CfE);

- Present draft work products under consultation to their communities of interest and bring comments back to JARUS for resolution;

- Present final work products to their communities of interest as the JARUS consensus on acceptable technical, safety and operational requirements;

- Inform Secretariat if their designated alternate Member will represent a COI in the absence of the representative or if there is any change to the advisors they nominate.

Access to the JARUS SharePoint site:

- JARUS Focal Points, JARUS and SCB Members benefit full access to the JARUS SharePoint site;

- SCB Members have also access to a dedicated sub-site, managed directly by the SCB;

- JARUS and SCB Advisors will be granted access only to the dedicated Working Group sub-site they are contributing to.

4.1 Confidentiality of Draft Products

The **JARUS** consensus development process requires draft material to be kept **confidential** prior to external consultation and during comment review and adjudication. All JARUS and SCB members, as well as advisors should have access to information in working groups they support. However, JARUS participants need to limit distribution of draft products to close work associates and must not publicize them or their contents. Furthermore, they must not publicly express opinions on JARUS work until the deliverable has been approved at Plenary.

4.2 Conflict of interest

All participants in the plenary have a responsibility to comply with the membership policies and other policies (e.g. Terms of Reference) to progress JARUS work. The Secretariat will remove a member of JARUS if his/her actions do not comply with the rules established in these ToR, after having heard the member's reasons and following a Plenary Team decision.

5   JARUS Work Planning and Execution Process

The overall, general work planning and execution process in JARUS is indicated below:
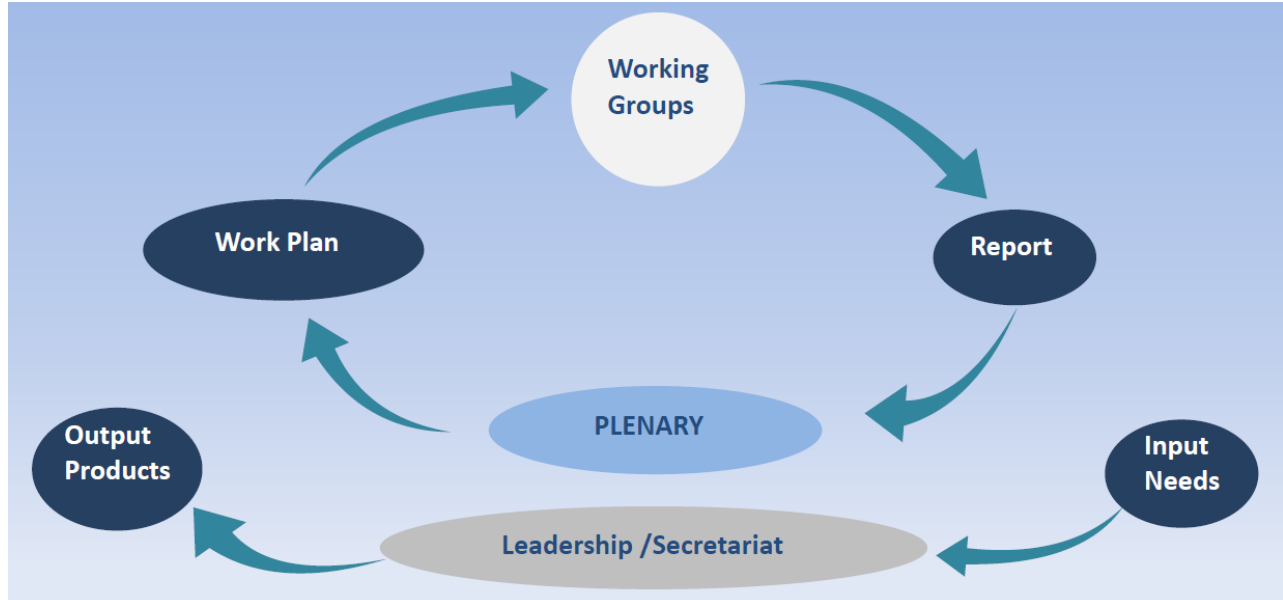
NAAs or Working Group Leaders propose potential new work tasks with a clear problem statement and proposed deliverables, the JARUS plenary approves and assigns these tasks to the appropriate Working Group(s). Working Group Leaders prioritise resources and schedule completion of new tasks in a defined sequence with all other related tasks. The Working Group Leaders report the status of each task under their programme at each Plenary meeting. Working Group Leaders may lead task forces that execute tasks or they

may have other JARUS members or their advisors lead them. Working Group Leaders may disband a task force once its approved work is complete.

Working Group Leaders update the timing and sequencing of their programs whenever the JARUS Plenary approves a new work task(s) for them to manage. Working Group Leaders monitor the progress of each task and inform the plenary that the work under their management is progressing according to the approved plan with any minor changes to the scope or timing required to adjust for problems encountered in completing assigned work. If the Working Group Leader sees the need for a significant change in the scope or timing of a work task, the Working Group Leader seeks plenary approval for that change. All changes to the timing, sequencing and scope of work tasks under the approved programme are updated at each plenary. These updated programme plans are available for JARUS and SCB member information. This annual cycle includes:
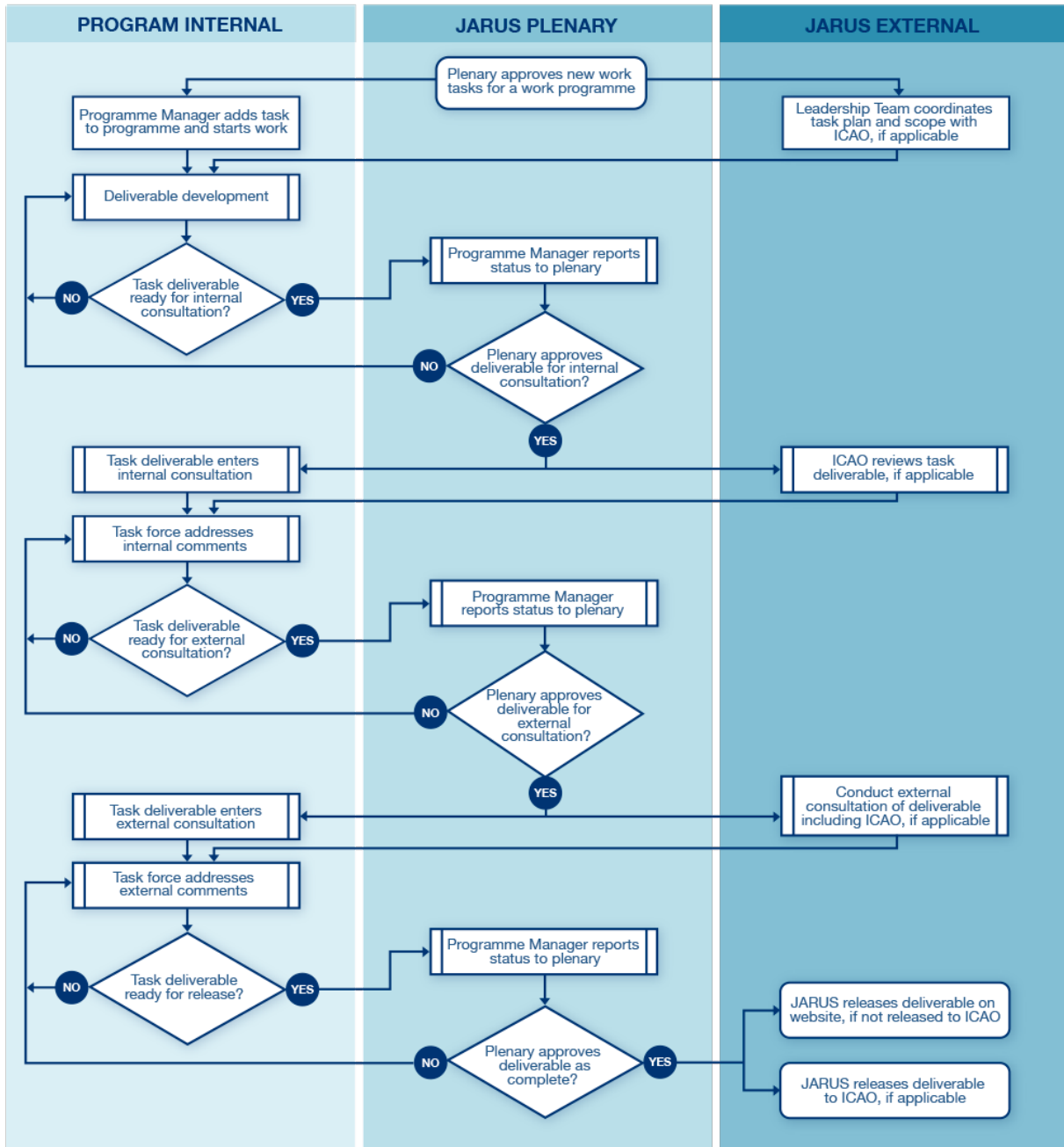
- Two Plenary Meetings per calendar year that will have dedicated time for work task and programme planning meetings. Additional virtual plenary meetings (i.e. webmeeting and conference phone) may be held to address significant changes in the planned scope or timing of approved work tasks. The Secretariat will convene these additional meetings at the request of the Working Group Leaders, in coordination with the rest of the Leadership Team.

  Note: JARUS Focal Points may approve decisions that do not require discussion via email (e.g. proposals from the last plenary with clear alternatives) unless one or more focal points request a virtual plenary discussion.

- Ad-hoc Focus Groups could be established to prepare the discussions in the Plenary of specific topics / issues, to propose decisions or alternatives after analysing the possible options and their advantages and disadvantages. After presentation of their final recommendations to the Plenary, their work will be considered finalised and they will be disbanded.

- Monthly status update meetings in the Leadership Team.

- The JARUS work programs and individual work tasks under each programme will meet as determined by the respective Workging Group Leaders via virtual meetings, if practical, to limit travel costs.

- Working Group Leaders will provide a briefing at the plenary meetings to report on the progress of their work programme and the status of the development and approval of all deliverables defined by each work task. The JARUS document development and approval

process is shown below.

JARUS WORK FLOW PROCESS

PROGRAM INTERNAL	JARUS PLENARY	JARUS EXTERNAL

Plenary approves new work tasks for a work programme

Programme Manager adds task to programme and starts work

Leadership Team coordinates task plan and scope with ICAO, if applicable

Deliverable development

Task deliverable ready for internal consultation?
NO / YES

Programme Manager reports status to plenary

Plenary approves deliverable for internal consultation?
NO / YES

Task deliverable enters internal consultation

ICAO reviews task deliverable, if applicable

Task force addresses internal comments

Task deliverable ready for external consultation?
NO / YES

Programme Manager reports status to plenary

Plenary approves deliverable for external consultation?
NO / YES

Task deliverable enters external consultation

Conduct external consultation of deliverable including ICAO, if applicable

Task force addresses external comments

Task deliverable ready for release?
NO / YES

Programme Manager reports status to plenary

Plenary approves deliverable as complete?
NO / YES

JARUS releases deliverable on website, if not released to ICAO

JARUS releases deliverable to ICAO, if applicable

6   Voting procedures

6.1   Overview of JARUS Voting

This section describes the mechanisms for voting to approve JARUS deliverables or to take decisions on proposed work program priorities or actions. There are only two Plenary

meetings during the year, so voting during Plenary must be efficient. In some cases, it may be necessary to vote between Plenary meetings, so procedures are provided to do so.

Key Principles for JARUS Voting:

1) Good governance and transparency will guide voting procedures.

2) The Secretariat will provide a specific proposal to JARUS and SCB Members before the vote, if possible, and during all voting.

3) The JARUS Chair and the Vice Chairs will allow time for the specific proposal to be discussed so supporting and opposing views can be expressed.

4) If a JARUS Focal Point requests to delay a vote until later in the Plenary, the Chair and the Vice Chairs will grant it, if it is generally supported and a similar number of voters can be expected after the delay.

5) SCB Members will be offered the opportunity to conduct an advisory vote and to provide any results to JARUS before the Plenary Team (i.e. JARUS Focal Points) vote.

6) JARUS Chair and the Vice Chairs may consider a proposal to be approved without a formal vote when there is no disagreement noted from JARUS or SCB Members with the proposal. However, if a JARUS Focal Point requests a formal vote on any proposal, then the Secretariat will conduct a formal vote with all JARUS Focal Points who are present. If there is an objection or request for a formal vote, then the Secretariat will poll the JARUS Focal Points and record their votes as either "Yes", "No", or "Abstain".

Note 1: "Abstain" is a vote that means the JARUS Focal Point or their designated alternate is present and aware about the proposal but does not express any preference on the subject.

Note 2: It is understood that counting "Abstain" votes in this way means that "Abstain" votes may prevent the approval of a proposal even though the Focal Points does not actually vote "No".

7) A proposal will be recorded as approved if two-thirds of the JARUS Focal Points who vote are in favor of its approval.

8) Any formal vote will be recorded in the meeting minutes with details of how each JARUS Focal Point votes (e.g.JARUS Focal Points voting "Yes", "No" or "Abstaining").

9) JARUS Focal Point votes are required for decisions to:

a. approve a draft document for release to "external consultation".

b. approve a completed document for publication on the JARUS website.

c. approve a new work programme item for an existing or new working group.

d. approve proposals requiring working groups to modify or change the priorities of work within their work group or between working groups.

e. approve changes to prior decisions.

f. approve WGs Leaders nominations.

g. elect Chair, Vice Chairs and Secretariat General.

h. establish and dispose WGs.

i. decide about members' removal.

10) Administrative documents (e.g. meeting minutes, agendas, member lists, etc.) will be considered approved for publication once all comments have been incorporated.

6.2 Voting protocols

a. Votes during Plenary Meetings

Votes during a Plenary meeting are the most desirable method for approving proposals on JARUS work and may be used for proposals made before the meeting or during the meeting.

i. Proposals Made Before the Plenary Meeting

The LT determines proposals that will be sent to the Plenary before the meeting. Proposals requiring significant JARUS Member review (e.g. document approvals, Terms of Reference revisions, etc.) will normally be sent out to JARUS Focal Points and Members and SCB Members at least 4 weeks before the Plenary. Other proposals should be sent out at least 2 weeks before the Plenary. JARUS Focal Points who cannot attend the Plenary may send a vote on any proposal (i.e. "Yes", "No", "Abstain") to the Secretariat and it will be included in the vote if it is received before and during the relevant voting session.

ii. Proposals Made During the Plenary Meeting

When the Plenary discussion develops a proposal that requires an approval decision, the JARUS Chair and Vice Chairs will work with the Secretariat to clearly document this proposal prior to a vote.

iii. Discussion of Proposals

The JARUS Chair and the Vice Chairs will allow time for the specific proposal to be discussed so supporting and opposing views can be expressed. If there is no objection, the proposal will be shown to the Plenary and be ready for voting.

iv.　SCB Member Vote

SCB Members will be offered the opportunity to conduct an advisory vote and to provide any results to JARUS before the Plenary Team (i.e. JARUS Focal Points) vote. The SCB Chair may present the result of the vote, and the result will be recorded in the Plenary meeting minutes.

v.　JARUS Focal Point Vote

The JARUS Chair and the Vice Chairs will determine if a formal vote is required based on the discussion and the SCB advisory voting results. When they believe that a formal vote is not necessary, they will ask the Plenary if there are any objections to the proposal. If no JARUS Focal Point objects or requests a formal vote, then the proposal will be approved without a formal vote. Objections or requests will be handled as defined in 6.1.6. The record of formal approved proposals is defined in 6.1.8, and the result of informal vote will be recorded as well in the meeting minutes.

b.　Votes between Plenary Meetings

Votes between plenary meetings are less desirable for approving proposals on JARUS work because the discussion is difficult to hold and participation may be limited. However, the LT or any Focal Point may make proposals for votes between plenary meetings when a delay is not acceptable.

i.　Proposal Timing

Proposals requiring significant JARUS Focal Point review (e.g. document approvals, Terms of Reference revisions, etc.) will normally be sent out to JARUS and SCB Members at least 4 weeks before the vote is due. Other proposals should be sent out at least 2 weeks before the vote is due.

ii.　Discussion of Proposals

If the LT or a Focal Point decides a discussion is necessary, the Secretariat will schedule a web conference at least 2 weeks before the vote is due. This discussion will be led by a JARUS Chair and the Vice Chairs and will allow time for the specific proposal to be discussed so supporting and opposing views can be expressed.

iii.   SCB Member Vote

SCB Members will be offered the opportunity to conduct an advisory vote and to provide any results to JARUS before the JARUS Focal Point vote is due. The SCB is encouraged to provide these results as soon as possible and include them in any discussion held via web conference. The Secretariat will email the results of this vote to all JARUS and SCB members and these results will be recorded in the Plenary meeting minutes.

iv.   JARUS Focal Point Vote

JARUS Focal Points email their votes to the Secretariat as either "Yes", "No", or "Abstain". To avoid confusion, JARUS Focal Points should only vote once (i.e. do not vote early and change vote one or more times later on)

Note: "Abstain" means the JARUS focal Point is aware of the vote, but does not express any preference about the proposal.

A proposal will be recorded as approved if two-thirds of the JARUS Focal Points who vote ("Yes", "No" or "Abstain") are in favor of its approval. The results of the vote will be recorded in the meeting minutes of the next Plenary.

7   Nomination process and eligibility to stand for JARUS Chair, Vice Chair, Secretary General and Work Group leaders

a. JARUS Chair, Vice Chair and Secretary General

i. When JARUS Focal Points or Members serving in these positions are approaching the end of their term in office (for Chair and Vice Chairs only) or cannot continue with the mandate, the Secretariat will send out a call for nominations and indicate when the position needs to be filled.

ii. JARUS Focal Points must send nominations to the Secretariat within four calendar weeks after the date on which the call for nominations was sent out.

iii. Candidates are eligible for elections when they have been nominated by a JARUS Focal Point. Before the relevant voting session the Leadership Team may express their advice to the PT about the capability of the candidate to perform the responsibilities of the position.

iv.   A two-stage voting procedure will be used.
In Stage one, if necessary, JARUS Focal Points vote for the candidate of their choice from 3 or more candidates to determine the top two candidates.

In Stage two, JARUS Focal Points vote to determine which of the top two candidates is elected based on which one has the most votes.

Note: If there is only one candidate, JARUS Focal Points will vote to approve the nominee using existing voting procedures in Sections 6.1 and 6.2.

b. JARUS Work Group Leaders

As stated in Section 3.5, JARUS work group leaders are either JARUS Focal Points or Members from or nominated by their NAA or regulatory authorities.

i. Nominations from existing work group members (Preferred Option)

The departing work group leader will discuss the leadership opportunity with the work group to nominate an existing work group member, if possible. The Leadership Team will propose the nomination of new work group leaders to the Plenary Team which approves the nomination(s) according to the voting procedures.

ii. Nominations when no work group members can accept leadership role

The work group leader will request the assistance of the Secretariat to send out a request to all JARUS Focal Points and establish a date for submission of all nominations. The nominations for new work group leaders will require a brief description of their competence and availability to lead work they have not been involved in with JARUS. The Leadership Team will use this information to decide on the best nominee to fill the work group leadership role, using co-leads, if desired.

Annex A –JARUS Points of Contact

Chairs

Chair Giovanni Di Antonio g.diantonio@enac.gov.it

Vice Chair – LIU Hao liuhao@buaa.edu.cn

Vice-Chair – Jeannie Stewart-Smith jeannie.stewart-smith@tc.gc.ca

Secretariat:

Acting Secretary General – LIU Hao liuhao@buaa.edu.cn

• Frederick Petracchi: frederick.petracchi@tc.gc.ca

• Marta Duarte: marta.duarte@anac.pt

• Nancy LIANG: ials@buaa.edu.cn

• TAN Tian: tantian@caacsri.com

Website: http://jarus-rpas.org

Email: contact@jarus-rpas.org

Annex B – Stakeholder Consultation Body Terms of Reference

Version 3.3

1. **OBJECTIVES**

The Stakeholder Consultation Body (SCB) collaborates with and provides advice related to the activities and deliverables of JARUS and its Working Groups. This strategic and policy advice will support the work of JARUS. The expertise in the SCB and its stakeholder interests will be used to facilitate the work and deliverables of JARUS.

2. **MODALITIES OF WORK**

The SCB acts as a forum of the stakeholder interests to enable their views to be represented and discussed in an open and constructive manner to facilitate the establishment of balanced and consolidated JARUS deliverables.

SCB Composition. The SCB is constituted by stakeholders which are organized in Communities of Interest (COI) according to Annex A. Each organization which is governed by or contributes to, directly or indirectly, unmanned aircraft systems (UAS) standards, policies, and rulemaking is qualified to be a stakeholder. In the interest of providing an appropriate balance between adequate representation and efficiency of operation, each COI is represented by one elected representative and one elected alternate. They have the mandate to speak on behalf of their COI. The SCB also includes two at-large representatives and alternates who may be an officer or employee of a stakeholder company that is part of any Community of Interest.

Stakeholders may be part of one or more other COIs. The currently defined COIs are identified in Annex A of this TOR.

Stakeholder acceptance.

International umbrella organisations that include national and/or regional organizations are considered the stakeholders representing those regional/national stakeholders.

Individual companies/national organisations should seek representation in their COI via an international umbrella organization or apply and be elected as an at-large representative or alternate.

Applications from individual or national stakeholders that cannot be put under an umbrella organization shall be decided upon by the SCB chair/Vice-chair(s) in cooperation with the COI-representative and alternate.

In the case an application is rejected, the applicant has the right to appeal. The appeal will be decided by the Chair, Vice-chair(s) and all representatives with a simple majority. Votes not cast are counted as 'no'. Electronic voting is permitted.

<u>Election of representatives and alternates</u>.

At least three months before the end of term of the COI and at-large representatives and alternates the SCB chair initiates the nomination and election of the representatives and alternates. Each COI organizes the election of one (1) representative and in a separate and subsequent procedure the election of one (1) alternate. The COI stakeholders jointly define the necessary procedure. The representative and the alternate for each COI should be from separate stakeholders and should originate from different continents if for any representative or alternate position there are nominees from different continents.

The COI representative or alternate reports the result of the election to the SCB chair and the COI stakeholders. If a stakeholder questions the proposed election procedure in his COI, that stakeholder may ask the SCB chair for a review.

Following the election of the COI representatives and alternates, the at-large representatives and alternates are to be nominated by the SCB Chair or Vice-chair(s) or any COI stakeholder and be elected by a majority vote of all voting COI representatives, the SCB Chair and Vice-chair(s).

<u>Responsibilities of representatives and alternates</u>.

Representatives and alternates will be responsible for communicating with all interested stakeholders in their COI to ensure that they are adequately informed of JARUS and SCB work and their input is properly represented in the SCB. For communication between the COI-representatives/alternates and their stakeholders a dedicated SCB sharepoint site is available on the JARUS-website.

Each representative and alternate must commit to serve two years and the representative must agree to attend the two JARUS Plenary meetings in each of the two years, although this attendance requirement may be satisfied by the attendance of the alternate. The COI

representatives and alternates must represent the global interest of their stakeholders with respect to the UAS activities undertaken by JARUS. Comments made by representatives and alternates attending the JARUS Plenary meetings will be noted in the SCB minutes of the Plenary. The SCB Chair, Vice Chair(s), representatives, and alternates will cover their own costs in the performance of their duties.

JARUS permits the SCB to cast an advisory vote before a JARUS Plenary vote. The SCB advisory vote will not be counted as a JARUS Plenary vote, but will be recorded in the minutes.

Responsibilities of the SCB Chair and Vice-chair(s).

The SCB Chair is responsible for scheduling and presiding over meetings and conference calls of the COI representatives and alternates as well as broader conference calls of all identified COI stakeholders. In consultation with the SCB Vice-chair(s), the SCB Chair will propose and present an agenda for each meeting and conference call, and will draft minutes of each meeting and conference call. Meeting documents shall be available on the sharepoint.

The SCB Chair shall attend JARUS Plenary meetings. This requirement may be met by the attendance of a Vice-chair. The SCB Chair and Vice Chair(s) will be responsible for liaison with JARUS, the JARUS Secretariat and JARUS Working Groups. The SCB Chair and Vice-chair(s) will organize the election and the voting process for SCB Chair and Vice-chair(s).

Term of SCB Chair and Vice-chair(s).

The term of the SCB Chair and Vice-chair(s) shall be 2 years. In case a successor has not been elected at the end of the term, the SCB Chair/Vice-chair(s) shall continue their mandate until a new Chair/Vice-chair(s) is elected. The SCB Chair shall attend the JARUS Plenary meetings. This requirement may be satisfied by the attendance of a Vice-chair.

Election of SCB Chair and Vice-chair(s).

The representatives and alternates will elect the Chair and Vice-chair(s) of the SCB. The persons serving as Chair and Vice-chair(s) shall be from separate continents (e.g., one person from North America and one person from Europe). Candidates for these positions shall originate from the COI and at-large representatives and alternates.

3. **PURPOSE AND TASKS**

The principal role of the SCB is to collaborate with and advise, support, and make recommendations to JARUS in the development of proportionate regulatory proposals. The representatives and alternates will support the Working Groups (WG), including commenting on and representing the stakeholder views related to the WG material. The SCB will consult with WG leaders to identify needs and opportunities for expert input.

Calls for Experts.

When informed by the JARUS Secretariat or a WG lead of the need for a subject matter expert to assist that Working Group, the SCB Chair shall promptly request the SCB Vice-chair(s), representatives and alternates to seek qualified experts from among SCB stakeholders, who may or may not be an SCB representative or alternate. Any proposed subject matter expert should submit a qualifications statement to the SCB Chair and Vice-chair(s) through the appropriate Communities of Interest group. It is expected that the SCB Chair will promptly forward any statement of qualifications of a subject matter expert that is supported by the appropriate Communities of Interest group. The WG shall choose the most appropriate candidate(s) to support the activity of the group and then notify the Plenary Team and the SCB Chair and Vice-chair(s). A WG lead who receives a statement of qualifications directly from an applicant shall notify the SCB Chair, who shall request the views of the relevant SCB Communities of Interest group.

Participation in Working Group meetings.

An SCB representative, alternate, or other stakeholder including a WG lead-selected expert, may participate in any WG meetings, including WG meetings held during JARUS Plenary meetings, after having notified the SCB Chair and Vice-chair(s), and after coordination with and approval of the respective WG leader.

Relationship with JARUS Secretariat.

The JARUS Secretariat will be the means of communication between the SCB and JARUS and, upon request, will organise periodic meetings and/or conference calls between the Chair and Vice- chair(s) and the JARUS Chair and Vice-chair(s) to discuss the status of ongoing work and new work proposals.

4. **WORK TIMETABLE AND PROCEDURES**

The SCB will schedule a meeting during each JARUS Plenary meeting, and will convene regular conference calls at a frequency to be determined by the SCB Chair in consultation with the SCB Vice-chair(s) and representatives and alternates.

The SCB Chair will record minutes of each SCB meeting and conference call and will submit the minutes of such meeting or call to the representatives and alternates for their review before these minutes are considered a final record.

As necessary, the SCB may set up sub-groups to consider specific issues. These sub-groups will report to the SCB.

The SCB should endeavour to reach consensus. In the event that a consensus is not possible, the JARUS Plenary will take the differing views into account.

5.   **MODIFICATION OF TOR**

These Terms of Reference of the SCB shall be reviewed on a regular basis (at least annually) to ensure their continued validity. Any revision to the ToR's shall be provided to the JARUS leadership for its review to ensure consistency with the JARUS TOR.

Stakeholder Seats by Communities of Interest
1) Manufacturers of small UAS (below 25kg)
2) UAS Operators including corporate operations
3) UTM hard- and software manufacturers
4) ANSP & Controllers, UTM U-space Service Providers
5) Communication providers
6) General Aviation
7 & 8) Manufacturers of large UAS (above 25kg) and manned aircraft
9) Commercial Aviation Operators
10) Commercial Aviation Pilots, Commercial remote Pilots
11) Standards Bodies
12) At-large
13) At-large