

FASVIG Working Arrangements

Final for Review - 27 Jan 14

Purpose of Working Arrangements

Agreed, practical measures to organise & run the FASVIG & Working groups.

Agreed relationships and connectivity with existing ASI and FAS WGs:

- Electronic Conspicuity Working Group
- Visual Conspicuity Working Group
- Class G Airspace Risk Study
- Low Density Low Complexity Airspace Study
- Others?

Efficient & Transparent process

Stable work plan including meeting and publication dates.

Stakeholder Participation and commitment

Policy for communication of data and minutes including web-portal

Proposed Timetable

FASVG Meeting	Date	Alternative
FASVIG 1	17 Jan 2014	Launch Meeting
FASVG 2	21 Feb 2014	
FASVG 3	10 Jun 2014	
FASVG 4	16 Sep 2014	

Then tbd

Need stability of dates to allow planning (ours and yours).

Please advise Eryl Smith (ES) if dates are acceptable by 3 February 2014

Stakeholder Participation

Invitation to all sent 17 Dec 2013.

- Stakeholders asked to register for further communication & website access. ES will arrange.
- Request each participating organisation advise their named contact point(s) to ES ideally by 3 Feb 14.
- Expected that focal points or deputies will attend FASVIG meetings aided by subject matter experts as required.
- FASVIG will accept positions taken by nominated representatives as the position of the organisation.
- Named stakeholder focal points and their deputies will receive website logon via mail.

FAS VIG Co-Chairs

- John Brady and Tim Hardy have offered to act as co-chairmen for FASVIG.
- If Stakeholders would like to nominate anyone else please advise ES by 3 Feb 14
- In the event that co-chairman are unable to attend a FASVIG, the meeting attendees may nominate an alternate for that meeting.

Any comments on purpose, schedule, stakeholder participation or co-chairs?

Working Groups

- Outcomes from FASVIG 1 will be processed to produce manageable work packages for discussion and approval at FASVIG 2.
- Stakeholders will be invited to participate in groups to develop and deliver the policies to meet the FASVIG vision.

Programme Coordination

Eryl Smith has been appointed programme coordinator

Meeting facilities will be provided by the CAA.

Documents and publications will be managed through ES

Funding

Stakeholders and participant organisations will be responsible for their own costs.

Funding for the programme coordinator will be shared by agreed GA organisations and the CAA.

Funding for facilities and publications will be dealt with by central arrangement tbd.

Web Portal

A web portal will be managed by the programme Coordinator and will contain:

- Terms of reference & draft working arrangements.
- Draft content plan including schedule and agendas for each meeting.
- Supplementary papers for each FASVIG meeting no later than one week before meeting.
- Presentations used at previous FASVIG meetings.
- Minutes of each meeting
- Contact details for chair(s)
- Propose it also has contact details for named stakeholder representatives subject to your agreement.

Material may be released into the public domain unless stakeholders consider it is confidential - should be clearly stated on material.

Comments?

- Have we missed anything from the working arrangements?
- Do you agree with the working arrangements?
- Do you agree to publishing contact details for stakeholder representatives on the web-portal?
- If following the meeting you have any further comments on the working arrangements, dates or content plan please let ES know asap.

Contacts:

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Reference documents:

Future Airspace Strategy

Class G Airspace for the 21st Century