



Joint Authorities for Rulemaking of Unmanned Systems

JARUS

TERMS OF REFERENCE

Ref. JARUS-ToR_v04.15

Table of Contents

JARUS	1
TERMS OF REFERENCE.....	1
1 Summary of Purpose	4
2 Objectives and Scope	4
3 Organizational Structure	5
3.1 Plenary Team (PT).....	5
3.2 JARUS Secretariat (ST)	5
3.3 Chairperson & Vice-chairperson	6
3.4 Working Group Leaders	6
3.5 Current Working Group Structure (<i>subject to be modified</i>).....	6
4 JARUS Development and approval process	7
5 Voting procedure.....	9
6 Points of contact	9

**TERMS OF REFERENCE OF
JOINT AUTHORITIES FOR RULEMAKING ON UNMANNED SYSTEMS
(JARUS)**

1 Summary of Purpose

JARUS is a worldwide group of regulatory experts from the National Aviation Authorities (NAAs).

Its purpose is to recommend a single set of technical, safety and operational requirements for **all aspects linked to the safe operation of the Remotely Piloted Aircraft Systems (RPAS)**. This requires review and consideration of existing regulations and other material applicable to manned aircraft, **the analysis of the specific risks linked to RPAS** and the drafting of material to cover the unique features of RPAS

The material will be made available to interested parties for consideration and use.

2 Objectives and Scope

Aviation Authorities worldwide, are involved in the rulemaking, certification and operational approval of RPAS and related crews; 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 duplicate efforts. If endorsed by the authorities, this harmonised guidance, both technical and operational, would facilitate the validation process of foreign certificates.

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.

In order to provide a sound and widely supported recommendation to the interested parties, JARUS will publicly consult interested stakeholders from the RPAS market, including Industry, on their draft deliverables. Since JARUS is not developing legally binding or mandatory regulatory material, this consultation is not in replacement of the usual consultation that a country uses in its rulemaking processes. The JARUS consultation is aimed at delivering a better quality, harmonised proposal for regulation. JARUS does not develop draft ICAO SARPS nor industry standards.

3 Organizational Structure

The JARUS's effort consists of:

3.1 Plenary Team (PT)

The JARUS Plenary Team (PT) is comprised of one representative from each participating organization assisted by advisors. It is the highest body of JARUS and has the ultimate power of decision.

Each plenary member has the freedom to submit applications to the plenary.

The JARUS PT discusses current and future challenges in the field of RPAS, including exchanging information on current and emerging technology, its testing and operational use and operational developments

The PT is charged with taking strategic decisions, amending and approving ToRs, approving the work program, accepting products, and establishing or discontinuing the working groups.

3.2 JARUS Secretariat (ST)

The Secretariat is the central and permanent organ that shall perform the functions assigned to it by the PT and shall carry out the duties entrusted to it. It is managed by the Secretary General, responsible for the management of the Secretariat.

It organizes the day to day work of JARUS as it follows;

- a. Management of the Working Groups; assists the WG's programmes and progress;
- b. Serves as custodian of the JARUS Share Point tool where all documents, deliverables, publications etc are archived;
- c. Manages the communications for JARUS including the website;
- d. Manage 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 web site;
- g. Transmits to JARUS members the notice of Plenary meetings' invitations;
- h. Holds monthly meetings with the Working Group leaders.

3.3 Chairperson & Vice-chairperson

The Chairperson represents JARUS directly or by delegation for specific event in front of external bodies and/or may appoint the Vice-Chairperson after consultation with the Plenary Team (PT).

3.4 Working Group Leaders

Provide leadership in the development of their working group and ensure coordination with the Secretariat.

WGs' leaders;

- i. Report to the Secretariat;
- ii. Provide the work programme and update on the work progress on a monthly basis;
- iii. Determine the required expertise to participate in timely delivery of the working group programme;
- iv. WGs to provide a briefing at the plenary meetings.

3.5 Current Working Group Structure *(subject to be modified)*

See Figure 1.

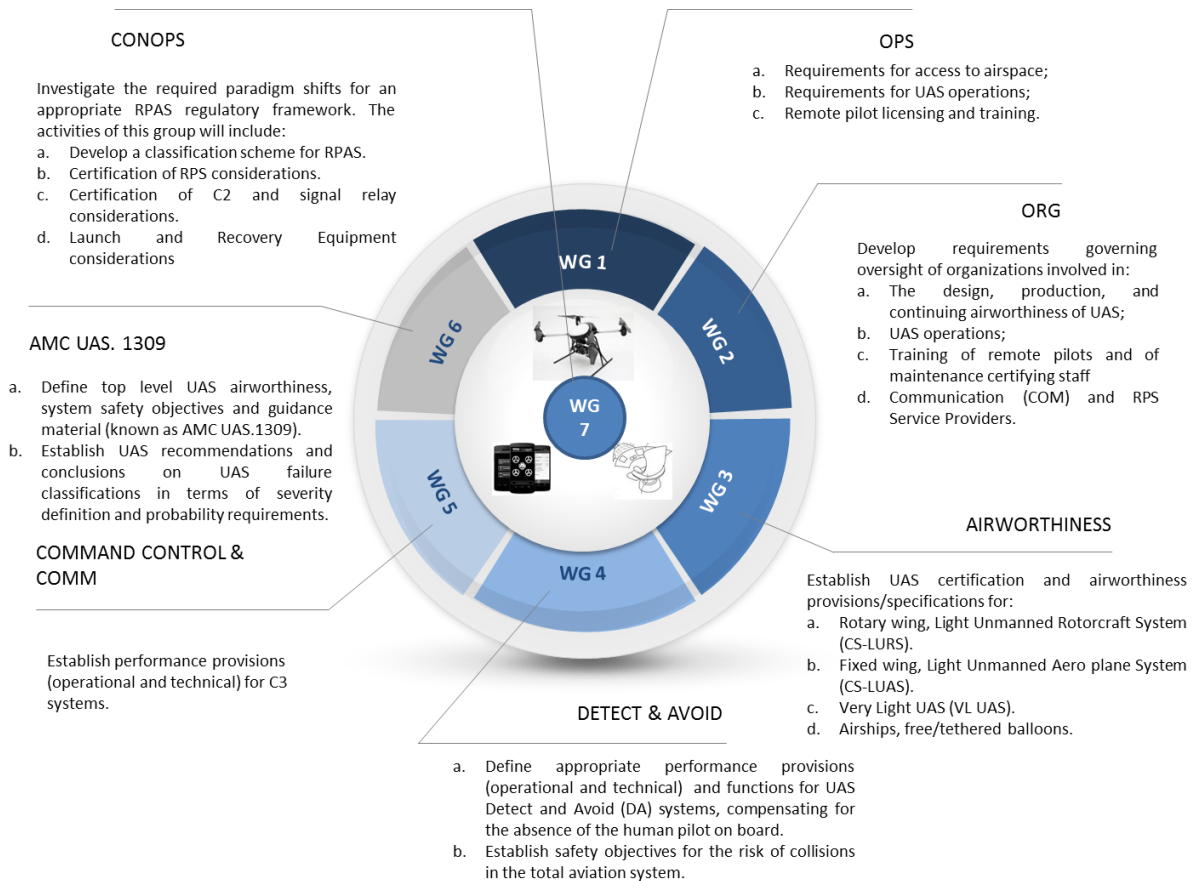
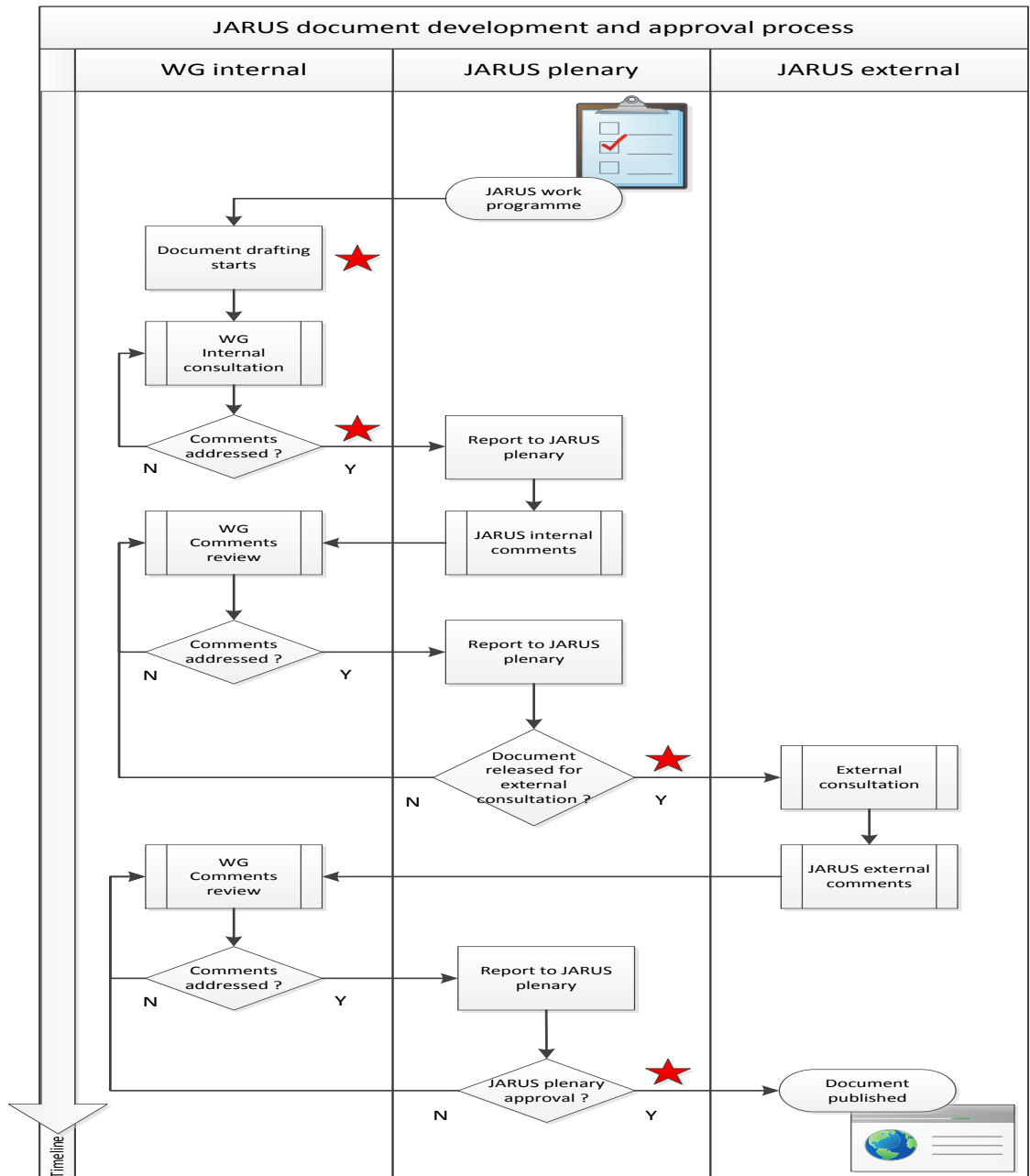


Figure 1

4 JARUS Development and approval process

WG leaders will establish their work programme at the beginning of each year and the Secretariat will document the Working Groups' tasks to reflect their plans in the annual planning and reporting cycle. It comprises:

- ✓ Two Plenary Meetings per calendar year. Additional ad hoc meetings may be organized to deal with specific issues. The Secretariat may convene additional meetings at the request of the Chairperson to discuss evaluation issues on which advice is sought. Members can also attend via videoconference.
- ✓ Monthly status' update meetings with the WG leaders.
- ✓ The JARUS WGs will meet as determined by the respective WG leader. WGs to provide a briefing at the plenary meetings.



- **Regional Offices**

The Regional Offices main function is to support JARUS Secretariat. Therefore, a person of contact has to be nominated to serve as a communication channel under the guidance and direct supervision of the JARUS Secretariat.

The specific areas of attention will include:

1. Information management, networking, liaison between local and regional authorities, the local RPAS community and JARUS.
2. Provide support services to other nearby countries if needed and promote closer regional cooperation between the administrations of the beneficiary countries to optimise the use of scarce resources.
3. Regional offices are responsible of their own Terms of Reference which has to be communicated to JARUS Secretariat.

5 Voting procedure

(under study)

6 Points of contact

Chairperson - Eric Sivel  Eric.sivel@jarus-rpas.org

Vice-Chairperson - Christopher Swider  Christopher.swider@jarus-rpas.org

Secretary General -Mike Lissone  Mike.lissone@jarus-rpas.org