



Joint Authorities for Rulemaking on Unmanned Systems

JARUS

**Membership Policies and
Procedures**

1 Purpose of Membership Policies and Procedures

The purpose of this JARUS membership policy is to outline: 1) the categories of voluntary membership or participation, 2) criteria for membership, 3) benefits of membership and 4) the procedures for applying for membership. JARUS needs to provide membership policies that assist the JARUS work programme completion and the analysis of JARUS operations, work and deliverables. The intent of these policies is to encourage and facilitate the running of JARUS. It is **service oriented** rather than control. Since each current member is unique there are two main concerns; (1) the ability to fulfill the JARUS work programme and (2) the evaluation of JARUS achievements.

Current and future members must understand that the goal is regular participation from members who are engaged in the common work we all need to accomplish. Both new and existing members need to demonstrate that they will be able to play their part as such, namely by:

- Providing subject matter expertise on RPAS related work under development
- Having the consent of their CAAs' authorities to make decisions on their behalf
- Bearing in mind that if a delegation is sent on behalf of the CAA, it will have the consent to approve or decide on any relevant issues

In practical terms:

- a) Membership becomes effective on the date the CAA/NAA or organizations have shown interest either by email or letter.
- b) Members must seek to identify areas within JARUS WGs where they consider themselves to be able to contribute to the development of work group products
- c) Members are part of JARUS on a voluntary basis. There are no budgetary provisions for any missions or services provided. Therefore, members have to pay their own expenses when participating in meetings.
- d) The membership is established through correspondence (a letter sent by email) between JARUS Secretariat and the CAA/NAA and organizations' request.

2 Confidentiality of Draft Products

- 2.1 The **JARUS** consensus development process requires draft material to be kept **confidential** prior to external consultation and during comment review and adjudication. All JARUS participants (i.e. focal points, advisors, SCB members/advisors) should have access to information in working groups they support. 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.

3 Categories of Membership; Capacity and composition

- 3.1 **Focal points:** Focal points are the individual representatives selected by each Civil/National Aviation Authority, organization, or agency of JARUS to represent their member country. The focal points for all the member countries form the **Plenary Team** as per the JARUS ToR and have the ultimate power of decision. They can appoint representatives from their own country to participate in the JARUS WGs and delegate alternate representatives from their country to vote on their behalf when they are absent. Focal points and other representatives they appoint from their country can engage in any tasks or activities. They are required to have a degree of technical or operational knowledge and experience. Active focal point engagement is encouraged and includes the following work activities:

- Expressing views on JARUS work and participating in decisions made at the Plenary sessions.
- Participating as Working Group leaders or participants
- Presenting draft work products for consultation within their CAA/NAA or organization and bringing comments back to JARUS for resolution.

- Presenting final work products to their CAA/NAA or organization to serve as a basis for regulatory products developed within their own country to ensure global acceptance

3.2 **Advisors:** There are three types of advisors; focal point advisors, WG advisors, and Stakeholder Consultative Body advisors. Advisors have no voting rights.

3.2.1 Focal Point Advisors: Focal point advisors are identified by focal points to assist in WG product development. Focal points advisors who directly work for the Civil/National Aviation Authority, organization, or agency may be appointed by their respective focal point to individual WGs. Otherwise focal point advisors are nominated to the individual WGs. In plenary, the focal points should consider proposals from his or her advisors but the focal point shall retain final approval voice. Advisors are usually assigned to support a specific working group task, but their PT focal point may propose them to new or different JARUS tasks as desired.

3.2.2 WG advisors: WG advisors are identified by the WG leaders to fulfill a set of tasks that are specific to a JARUS work group deliverable. Advisors have a consultative capacity to advance progress of technical tasks in a close but informal manner. Advisors participate at meetings when required by the WG leader and provide technical input.

3.2.3 Stakeholder Consultative Body (SCB) Advisors: The SCB may nominate advisors in response to WG calls for expertise. Once the nominees are accepted by the WG leaders, they will participate in the WG activities along with other advisors.

4 Non-Members

4.1 **Visitors:** The person invited by the Focal Point (plain member) to attend certain slots of the plenary sessions to make RPAS-related presentations. One example are host nation authorities who are invited to present topics of interest at JARUS Plenary meetings that their nation hosts.

5 Membership fee

There is no fee.

6 Eligibility Criteria

The JARUS Secretariat will regularly review and approve the membership list and change the situation if required depending on the contribution to JARUS.

Countries wishing to join JARUS must have:

- Experts on RPAS that can make contributions to the Working Groups
- The capacity to cope with the pressure of delivering JARUS work products on a demanding schedule by providing their own or their advisor's help
- The ability to take on and implement effectively the obligations of membership

ACTION : *The commitment from JARUS Secretariat will be to inform the CAAs/NAAs and organisations throughout the process by sending regular reports, newsletters strategy papers and clarification on conditions for having their experts supporting JARUS in order to be transparent.*

7 Responsibilities of plain members (Focal Points)

- Plain members are the countries' representatives in JARUS. They are named Focal points and only one person can represent a country.
- A Focal Point must identify himself/herself as the main representative of the country and inform the Secretariat on any changes regarding this position
- The Focal Point must update JARUS Secretariat on any changes concerning RPAS rules/procedures/legislation of the country the Focal Point is representing
- The Focal Point must communicate to JARUS any replacements of the people that are already members of JARUS or contribute to the Working Groups or any newcomers
- All plain members must:

- Submit clear, concise and interesting volunteer position descriptions when participating in the working groups;
- Provide all necessary information; contact details, email address, title and position
- Provide their current situation within their countries with regards to RPAS, logo of their organization if he/she is the Focal Point of the country

8 Membership Benefits

- Assistance if required by any member of JARUS
- Access to all JARUS documentation
- Connections to and networking with other organizations and with provincial and national associations dedicated to RPAS
- Opportunities to participate in other workshops, seminars etc.
- Opportunity to participate in new initiatives, programmes and services

9 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 are considered prejudicial to the rules herewith established.