



Joint Authorities for  
Rulemaking on Unmanned  
Systems

# **JARUS**

## **TERMS OF REFERENCE**

Ref. JARUS ToR v8.2.2024

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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 Industry Stakeholder Body (ISB).

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.

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, exchange 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**

NAA's 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 NAA's 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 ISB Chair if the WG accepts subject matter expertise outside the Call for Experts process.
- 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**

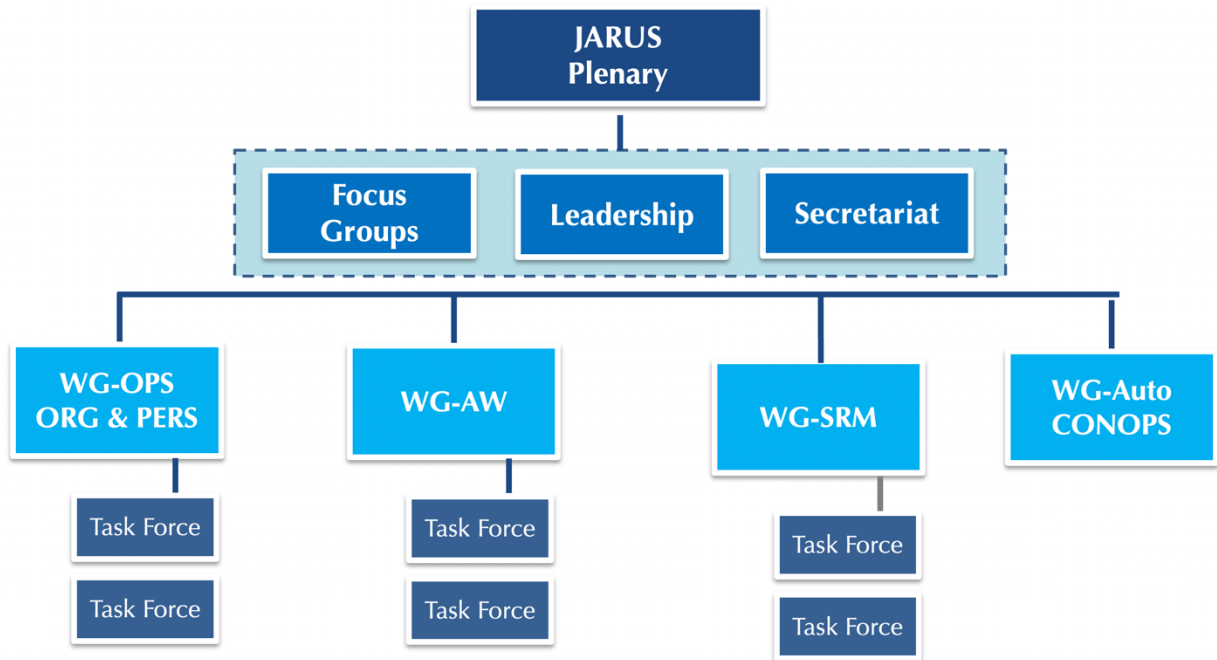
Task Force Leaders are a member of the WG which opens a Task-Force.

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, ISB 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. ISB advisors are not required at the Plenary meeting, but may attend if invited to provide subject matter expertise for one or more ISB proposals.

In order to guarantee the highest Plenary Meeting participations among the JARUS Focal Points, JARUS and ISB 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 Industry Stakeholder Body (ISB)**

The ISB 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. ISB members represent diverse and evolving communities of interest and representation.

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

## **4 Membership Policy**

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) **ISB Steering Committee** – as defined in the ISB Terms of Reference.



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

**Note:** The ISB 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 ISB Steering Committee are as follows:

- Advise JARUS Focal Points and members on the views of their community 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 ;
- Maintain the list of ISB Advisors.

Access to the JARUS SharePoint site:

- JARUS Focal Points, JARUS and ISB Advisors benefit full access to the JARUS SharePoint site;
- ISB Advisors have also access to a dedicated sub-site, managed directly by the ISB;
- JARUS and ISB 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 ISB 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.

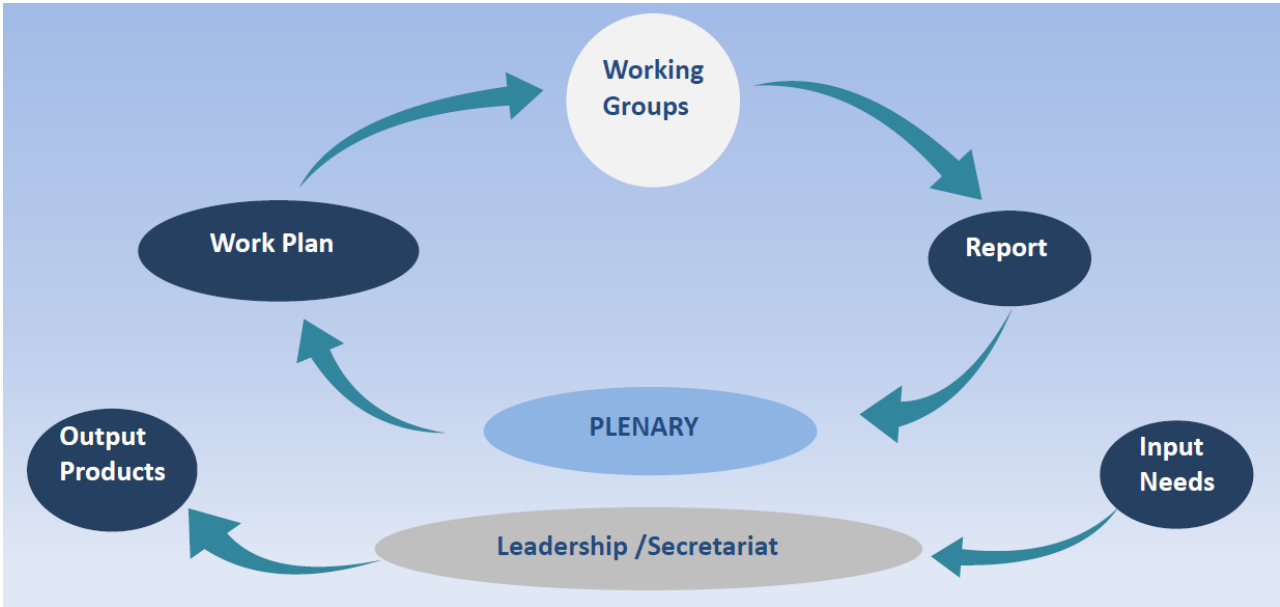
In order to provide a sound and widely supported recommendation to the UAS Community, JARUS will invite interested stakeholders to contribute to all JARUS deliverables through “External Consultations”. The JARUS External Consultation process is aimed at delivering a better quality, harmonised proposal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

**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:



NAA 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

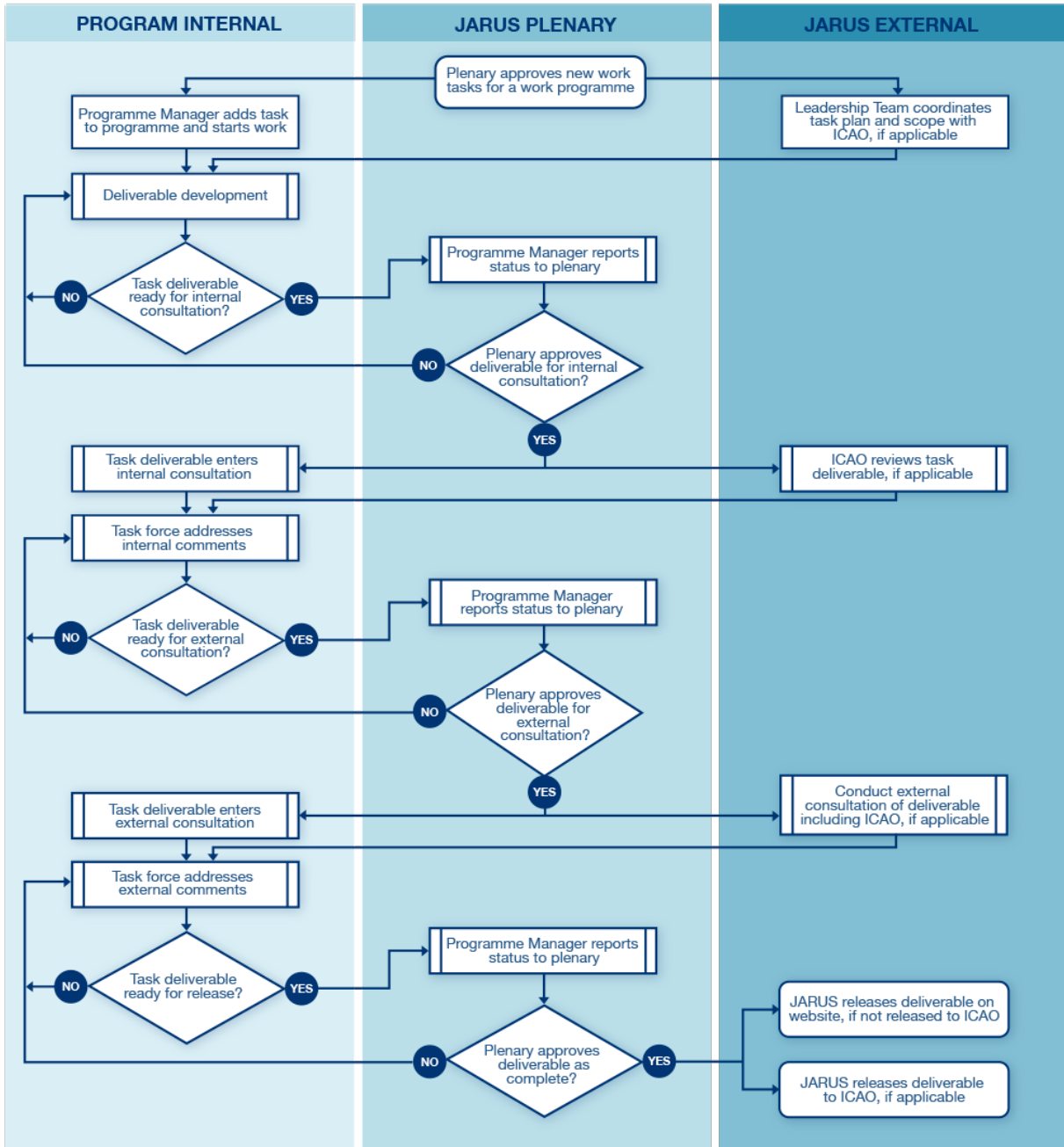
Leaders monitor the progress of each task and inform the plenary that the work under their management is progressing according to the approved plan with any minor changes to the scope or timing required to adjust for problems encountered in completing assigned work. If the Working Group Leader sees the 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 ISB Advisors 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 Working 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



## 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 ISB 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) ISB 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. 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 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. ISB Vote

ISB 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 ISB 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 ISB 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 Focal Points 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. ISB Vote

ISB 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 ISB 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 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](mailto:g.diantonio@enac.gov.it)

**Vice-Chair** – Catalin Radu [Catalin.Radu@caa.gov.kz](mailto:Catalin.Radu@caa.gov.kz)

### **Secretariat:**

**Secretary General** – LIU Hao [sg@jarus-rpas.org](mailto:sg@jarus-rpas.org)

- Nancy LIANG: [liangbingjie@bit.edu.cn](mailto:liangbingjie@bit.edu.cn)
- Tian TAN: [tantian@jarus-rpas.org](mailto:tantian@jarus-rpas.org)
- Yonara Capitani: [y.capitani@enac.gov.it](mailto:y.capitani@enac.gov.it)
- Arne Mwape: [arneluringmwape@yahoo.com](mailto:arneluringmwape@yahoo.com)
- Nurzhan Adimolda: [Nurzhan.Adimolda@caa.gov.kz](mailto:Nurzhan.Adimolda@caa.gov.kz)
- Arailym Kaliyeva: [arailym.kaliyeva@caa.gov.kz](mailto:arailym.kaliyeva@caa.gov.kz)

**Website:** <http://jarus-rpas.org>

**Email:** [contact@jarus-rpas.org](mailto:contact@jarus-rpas.org)

## **Annex B – Industry Stakeholder Body Terms of Reference**

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# **JOINT AUTHORITIES FOR RULEMAKING ON UNMANNED SYSTEMS (JARUS)**

## **INDUSTRY & STAKEHOLDER BODY (ISB)**

### **TERMS OF REFERENCE**

#### **1. ISB Purpose & Objectives**

The Industry & Stakeholder Body (ISB) is a group of subject matter experts that originate from industry & recognized stakeholder organizations worldwide, and works in partnership with the Joint Authorities for Rulemaking on Unmanned Systems (JARUS).

The ISB represents interests of its Members of the General Assembly at JARUS meetings and in JARUS work groups & focus groups to enable the views of Members to be presented to JARUS leadership.

The ISB supports JARUS by providing experts, on a voluntary and non-compensated basis, to serve on JARUS work groups & focus groups, and by providing its expertise and perspective to JARUS leadership and at JARUS meetings and with respect to JARUS documents.

The ISB also ensures that documents and other information developed by JARUS are made available to all Members, to promote industry comments in internal and external consultation. In this respect the ISB works in partnership with JARUS.

The ISB interacts on all levels within the JARUS organization and 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.

#### **2. ISB Status**

The ISB is a non-profit informal association of representatives and individuals.

The ISB is not a legal-entity, and it is not registered in any country and does not have a registered office.

The ISB is a successor to the Stakeholder Consultation Body (SCB).

The business of the ISB is conducted through meetings held in person, by video conferencing, or by conference calls, at venues by invitation of JARUS or as determined by the Steering Committee.

### **3. ISB Membership**

ISB membership is open to representatives acting on behalf of organizations, associations, coalitions, companies, other entities and to individuals who meet the eligibility criteria in Annex A. Upon admission, each shall be referred to as "Member" and collectively shall constitute the General Assembly.

- Membership applications should be directed in writing to the Secretariat.
- All Members are subject to approval of the Steering Committee, who shall verify the eligibility criteria based on the CV submitted by the candidate.
- Members are entitled to refer to their ISB membership by using the emblem ISB.

All ISB members are obliged to report their contact information, as determined by the Secretariat, including any changes concerning such information.

### **4. ISB Termination of Membership**

A Member may continue to serve as such while remaining in good standing or as defined below. Termination by resignation:

- A Member may terminate membership at any time upon providing notice to the Chair in writing or in electronic form.
- A Member may be terminated upon notice of the Member's dissolution as a legal entity or organization.

Termination for cause:

A Member may be terminated upon a decision by the Steering Committee, by simple majority vote of those voting, upon a finding that the Member is no longer in good standing, in that the Member:

- No longer meets the eligibility requirements for membership in Annex A
- Denigrates the ISB, the Steering Committee, of other Members or otherwise has engaged in conduct that jeopardizes the reputation and purpose of the ISB.

Upon any termination of membership (for whatever cause) the resigning or terminated Member shall immediately cease to refer to its ISB membership or anyway use the emblem ISB.

Upon termination of membership (for whatever cause) the Chair shall inform the Secretariat, who shall inform the General Assembly and record it in the official minutes.

### **5. ISB Membership Fees**

No person shall be required or requested to pay any fee or dues or other payment with respect

to participation in JARUS and the ISB activities or the receipt or review of any documents.

All costs for participating as an ISB member in any capacity, in meetings, events or plenaries are borne by the members themselves and at their own expense. There is no entitlement to reimbursement of any travel or other costs.

## **6. Structure of the ISB**

The internal structure of the ISB is composed by the following bodies:

- General Assembly (GA), which consists of all Members in good standing
- The Steering Committee (SC)
- The Secretariat (SEC)
- The Chair and Vice-chair

## **7. ISB General Assembly (GA)**

The General Assembly (GA) is composed by all Members in good standing and will meet at least once a year at a date set by the Chair; the Chair will preside over all GA meetings.

The General Assembly is entitled to elect up to [five] Members to serve on the Steering Committee (SC).

The Chair, after consultation with the Steering Committee, shall prepare an invitation to schedule a General Assembly meeting. The invitation shall be forwarded by electronic mail with a proposed agenda to each ISB member in good standing with the last known contact information at least 4 weeks in advance of the GA meeting. On request of 10% of all Members, the Chair is obliged to call in for a GA meeting.

All resolutions to be voted on in the GA meeting, including for the election of Members to serve on the Steering Committee. Pending Resolutions and other ISB issues requiring GA approval must be distributed to Members in writing at least two weeks before the GA meeting.

Each Member shall have one (1) vote. All decisions are taken by a simple majority of all Members present.

Should the situation arise that one particular organisation/entity has a significant number of members on the ISB the ISB reserves the right to change these ToRs to one vote per entity rather than one vote per member.



## 8. ISB Steering Committee (SC)

Composition - The Steering Committee shall include the following:

- Chair
- Vice-chair
- Secretariat
- Up to [five] Members elected by the General Assembly
- One subject matter expert participating in each JARUS work group or focus group, will be selected by industry experts participating in such work group or focus group, each of whom shall serve as Point of Contact for the ISB.

Duties - The Steering Committee (SC) shall perform the following duties:

- Nominating and electing the ISB Chair and Vice-chair and Secretariat.
- Approving and terminating Members.
- Recruiting, Vetting, and Approving experts to participate in JARUS work groups and focus groups.
- Advising the Chair and Vice-chair with respect to any matter on which the JARUS Plenary, JARUS leadership, or a JARUS work group or focus group requests input from the ISB.
- Assisting in organizing General Assembly meetings, recruiting Members, and in preparing for JARUS Plenary meetings.

Meetings - The meetings of the SC will take place at least once each three-month period and are presided over by the Chair. The invitation, including the agenda and the place of meeting, shall be issued at least two weeks before the date of the meeting, in writing, by electronic mail.

Voting - A decision of the SC is valid without an in-person or videoconference meeting, in the event a majority of the SC have declared their agreement in writing either by letter or by electronic mail. The decisions of the SC shall be recorded in writing. The minutes shall be signed by the Chair or Vice Chair.

Term of service - Each member of the Steering Committee may serve for two (2) years and may be re-selected for one or more consecutive terms as provided for in this Terms of Reference.

## **9. ISB Chair and Vice Chair**

Election - The ISB Chair and Vice Chair shall be elected among members of the Steering Committee.

The Chair and Vice Chair(s) must be chosen from different continents.

Term of service - The Chair, and Vice-Chair will be elected to serve a two (2) year term; however, may be re-elected for one or more consecutive term.

The Chair and the Vice Chair(s) shall be elected by the Steering Committee members with an absolute majority of Steering Committee members.

Vacancy - In case of the resignation or departure for any reason of the Chair, Vice Chair, Secretariat, or other member of the Steering Committee, the SC shall conduct a nomination and election process to fill the vacant position(s).

## **10. ISB Secretariat (SEC)**

The Secretariat shall be elected by Steering Committee members by an absolute majority of members or removed by members of the Steering Committee.

The Secretariat shall participate in all meetings of the General Assembly and Steering Committee to take notes and report minutes or designate a member of the General Assembly or Steering Committee to assist when required.

The Secretariat oversees the communication and transparency of information to the Steering Committee and all Members of the General Assembly, including notification of meetings and coordination.

The ISB Secretariat shall coordinate with the JARUS Secretariat all information related to internal/external consultation activities and other necessary information.

The Secretariat may be formed by one or more ISB members holding roles as defined by the steering committee.

Term of service - Members of the Secretariat shall serve a term of two (2) years but may be re-elected for one or more consecutive terms.

## **11. ISB Liability and Intellectual Property**

Neither the Chair, Vice-chair, Steering Committee, or General Assembly shall be regarded as having entered into any obligation because of their function within the ISB, nor shall any such person be personally liable for engagement taken by the non-profit informal association.

The ISB assumes no liability for information provided by Members and experts.

All documents produced by the ISB, including the Chair, Vice-chair(s), Secretariat, Steering Committee, or General Assembly are not subject to copyright. All information can be published, unless the ISB Steering Committee decides by majority vote of those voting against the publication of any specific information.

## **12. ISB Subject Matter Experts**

Call for Subject Matter Experts:

- When informed by the JARUS Secretariat or a JARUS work group lead of the need for a subject matter expert to assist that work group, the ISB Chair shall promptly request the Steering Committee to seek qualified experts from among the General Assembly.
- Any proposed subject matter expert should submit a qualifications statement to the Steering Committee.
- The Steering Committee shall review the statement of qualifications and vote whether to approve the transmission of the statement of qualifications with an endorsement of the expert to the JARUS Secretariat and/or JARUS work group lead.
- In the event that there are more expert candidates than expert position requested, the Chair shall consult with the work group lead and, if necessary, the Steering Committee shall choose the most appropriate candidate(s) to support the activity of the work group.

It is expected that when the JARUS Secretariat or JARUS work group lead who receives a statement of qualifications directly from an applicant shall notify the ISB Chair, who shall then consult with the Steering Committee.

## **13. ISB Points of Contact:**

ISB Subject Matter Experts participating in each JARUS work group and focus group shall select one expert who shall serve on the Steering Committee as the ISB Point of Contact for that work group or focus group.

A Point of Contact shall serve as liaison between the ISB and the work group or focus group.

## **14. Dissolution**

The ISB can be dissolved by resolution of an extraordinary meeting of the General Assembly specifically convened for such purpose. The resolution must receive a majority of three-quarters of the votes eligible to be cast by Members in good standing.

## Annex A

Any person is eligible to become a member of the ISB including an organization, association, coalition, company, or other entity, including an individual person and is eligible to serve as a Member, upon demonstrating, to the satisfaction of the Steering Committee, that the individual possesses:

- a minimum of knowledge or experience in aviation, either legacy or unmanned.
- an interest in assisting the ISB in areas that are needed to solve questions or topics of JARUS, including in the provision of subject matter experts.
- Willingness to dedicate time and expertise to matters relevant to the ISB, including but not limited to participation in JARUS WGs.