

RULES OF PROCEDURE
OF THE
CIVIL-MILITARY INTERFACE STANDING COMMITTEE

(As amended by the Permanent Commission /
ref. App.PC/14-09, dated 16.6.2014)

RULES OF PROCEDURE OF THE CIVIL-MILITARY INTERFACE STANDING COMMITTEE

Article 1 Composition

- 1.1. The CMIC shall be composed of high-level officials of the EUROCONTROL Member States. Each State may nominate two representatives, to allow the interests of both civil and military aviation to be represented. The EU is entitled to be represented and involved in the work of the CMIC and to present its positions within the framework of its competence. CMIC Members may be accompanied by experts when deemed necessary.
- 1.2. The Member States shall ensure that the list of appointed representatives is kept up-to-date.
- 1.3. Depending on the agenda, the CMIC may meet in a more limited capacity to consider solely regional matters. Nevertheless, all Members shall be invited to all meetings of the Committee.
- 1.4. The following organisations may be invited to participate in the CMIC sessions with observer status, in all or part of the meetings:
 - ICAO;
 - ECAC Member States which are not EUROCONTROL Member States;
 - ECAC Organisation;
 - NATO;
 - EASA;
 - FAA;
 - EDA;
 - SRC and PRC (through their Chairmen).

The CMIC may invite observers of other organisations which can contribute to the work of the Committee.

Article 2 Chairmanship/Vice-Chairmanship

- 2.1. The term of office for the Chairman is one year.
- 2.2. The term of office for the Vice-Chairman is two years, namely one year as Vice-Chairman followed by one year as Chairman. EUROCONTROL Member States will propose a candidate whose nomination, after acceptance by the CMIC, has to be approved by the (Provisional) Council.
- 2.3. Not later than five months before termination of office of the Chairman or Vice-Chairman, States are to be invited to forward to the Chairman CMIC their proposals for the successor State. Members will have a ten weeks notice after which the procedure as described in paragraph 2.2 will apply.

- 2.4. The Chairman may delegate parts of his duties to the Vice-Chairman.
- 2.5. In absence of the Chairman, the Vice-Chairman shall chair the sessions of the CMIC.

Article 3 Frequency and convening of meetings

- 3.1. In principle, the CMIC will meet at least two times a year. However, depending on the nature of the programmes and projects having a civil-military interface, the frequency of meetings may be adjusted. The CMIC shall meet on all occasions where the Committee considers it necessary to forward an advice to the (Provisional) Council in relation to the decision-making process. The Chairman CMIC will decide whether specific matters are mature enough to be forwarded to the (Provisional) Council for decision.
- 3.2. The CMIC shall also meet at the request of the Council, of the Chairman CMIC or on the request of at least two Member States.
- 3.3. Sessions shall be convened by written notification sent by the Secretary by post or electronic means subject to a six weeks' notice. The notification shall be accompanied by the provisional agenda.
- 3.4. Whenever possible matters of interest, in particular those requiring urgent attention, should be concluded by correspondence. This should be completed by forwarding papers to the Secretary CMIC for onward transmission to the States concerned.

Article 4 Agenda and Working papers

- 4.1. Prior to each session of the CMIC, the Secretary shall in consultation with the Chairman draw up a provisional agenda and a draft invitation to invite observers beyond those listed under 1.4 to be approved by the CMIC members. Proposals for additional agenda-items can be submitted by Members CMIC, the Director General or organisations with an observer status.
- 4.2. The following working papers are identified:
 - Action Paper (AP): CMIC action is required; e.g. recommendation to the Provisional Council.
 - Discussion Paper (DP): CMIC guidance is required.
 - Information Paper (IP): no action required.
 - Flimsy: paper presented less than one week before a CMIC session.
- 4.3. Except in cases of urgency, the Secretary shall dispatch the relevant working papers and the final version of the provisional agenda at least two weeks before the meeting. Working papers for information only may be dispatched later.
- 4.4. In order to achieve a maximum transparency, CMIC working papers will be publicly available. Only in extraordinary cases CMIC working papers may be classified as "Confidential".

Article 5 Minutes

- 5.1. At the end of each session, the Secretary CMIC will present an action list for approval by the CMIC. The action list shall contain target dates for completion of the actions.
- 5.2. Within one month after each session, the Secretary CMIC shall draw up draft minutes, which will only reflect the main proceedings of the session. After approval by the Chairman, the draft minutes are to be sent to the Members for comments. The minutes, revised as necessary, will be formally approved at the succeeding session of the CMIC.

Article 6 Communication Lines

- 6.1. The Director General is authorised to contact the Chairman CMIC directly, and vice versa, in matters which require immediate action in the civil-military interface. In this respect, the Secretary CMIC will be responsible for the correspondence.
- 6.2. The President of the (Provisional) Council and the Chairman CMIC have direct co-ordination lines.
- 6.3. All other contacts between the CMIC on the one hand and States, other bodies/ organisations or individuals on the other hand should be routed via the Secretary CMIC.

Article 7 Secretariat and Support

- 7.1. The Secretary to the CMIC shall be provided by the Agency.
- 7.2. The Agency shall provide appropriate support to the CMIC, using internal resources.

Article 8 Correspondence

- 8.1. All correspondence to the CMIC shall be addressed to its Chairman at the Headquarters of the EUROCONTROL Agency.

Article 9 Use of Language

- 9.1. The deliberations of the CMIC will be conducted in the English language.
- 9.2. General correspondence and all working papers of the CMIC will be in the English language.