

**RULES OF PROCEDURE
OF THE
MILITARY ATM BOARD**

(As amended by the Provisional Council at its 41st Session on 22.5.2014)

RULES OF PROCEDURE OF THE MILITARY ATM BOARD

Article 1 Composition

- 1.1. Nomination of national representatives and their alternates (Article 3 ToRs) must be confirmed in writing by the appropriate authority as nationally determined.
- 1.2. The nominated national MAB-Member may select additional national delegates in his support.
- 1.3. The MAB may decide to invite other organisations as observer i.a.w. Article 5 of the ToRs. The MAB Chairman shall formally invite the organisation concerned.

Article 2 Chairmanship, Vice-Chairmanship and MAB representation

- 2.1. Chairman MAB or the Vice-Chairman (when acting as Chairman) will not represent their State in that function.
- 2.2. Not later than five months before termination of office of the Chairman or Vice-Chairman, States shall be invited to forward to the Secretary their proposals for the successors.
- 2.3. The Chairman, and in his absence the Vice Chairman, will represent the MAB at the Provisional Council (PC), the PC Coordinating Committee (PCC), and other fora as decided by the MAB members.
- 2.4. The MAB shall elect representatives and if applicable alternates for relevant bodies, such as:
 - the SESAR JU Administrative Board (SJUAB) and the SESAR Operational Performance Partnership (OPP) Board
 - the Network Management Board (NMB), the European Aviation Crisis Coordination Cell (EACCC), the Network Director of Operations (EDOP) Meeting
 - the Interim SESAR Deployment Steering Group (IDSG)
 - the Industry Consultation Body (ICB)
 - the Air Navigation Services Board (ANSB)
 - the EUROCONTROL Agency Advisory Body (AAB)
 - the EASA Technical Advisory Groups on ATM and aerodromes
- 2.5. The MAB shall determine Rules of Engagement (ROE) for their elected representatives in other bodies.

Article 3 MAB Coordination Council (MCC)

Scope

- 3.1. The MAB will set up a MCC that will manage the MAB as a continuing process. The main responsibility of this council will be the coordination amongst the representatives of MAB in different fora. The objectives are to facilitate implementation of MAB decisions as quickly as possible and to help the MAB Chairman to act pro-actively offering him, in real time, all relevant information that they have from the structures in which they act as representatives of the MAB.
- 3.2. The MCC will facilitate the preparation and coordination of positions. These draft positions will be submitted to the MAB Members for consultation and agreement at a MAB meeting or by correspondence. Unless urgency requires, a consultation time of 14 calendar days shall apply.

Composition

- 3.3. The MCC will consist of the Chairman and Vice-Chairman of the MAB, military members and alternates of the NMB, the Head of the CMAC Division and Chairman MilHaG.
- 3.4. The MCC composition can be altered by the MAB if required.

Article 4 Military Harmonisation Group (MilHaG)

- 4.2. The MilHaG:
 - will undertake any task entrusted to it by the MAB
 - will support MAB in developing harmonized military views
 - will prepare MAB decision-making as required
 - can provide proposals to MAB as required
- 4.3. The MILHAG shall report as required to the MAB.
- 4.4. The nomination of both MilHaG Chairman and MilHaG Vice Chairman shall be approved by the MAB.

Article 5 Secretariat

- 5.1. Support to the MAB shall be provided by the CMAC Division of the EUROCONTROL Agency.
- 5.2. The Head of the CMAC Division shall be the MAB Secretary, who will support the MAB as specified by the MAB Chairman.

Article 6 Frequency and convening of meetings

- 6.1. In principle, the MAB will meet 6 weeks prior to Provisional Council meetings.

- 6.2. The MAB shall also meet at the request of the Provisional Council, the Director General or the Chairman MAB for strategic matters requiring Military advice.
- 6.3. Sessions shall be convened by written invitation sent by the Secretary six weeks in advance of the meeting. The invitation shall include the provisional agenda.

Article 7 Working methods

Proceedings

- 7.1. The provisional agenda shall take into account requests from the Provisional Council, the Director General of EUROCONTROL, the MAB Chairman or its members.
- 7.2. The following working papers are identified:
 - Action Paper (AP): MAB action is required
 - Discussion Paper (DP): MAB guidance is required.
 - Information Paper (IP): no action required.
 - Flimsy: paper presented less than two weeks before a MAB session.
- 7.3. The Secretary shall dispatch the relevant working papers and the final version of the provisional agenda at least two weeks before the meeting. The agenda, the release of working papers and draft minutes will be approved by the Chairman.
- 7.4. In order to achieve maximum transparency, there will generally be no closed session; however, at the proposal of The Chair or at the request of one member MAB, upon agreement of the other members, MAB may meet in closed sessions.
- 7.5. Closed sessions shall be mandatory for all personnel related matters, such as election of MAB chairpersons and nomination of MAB representatives to other bodies, or for determining MAB advice for internal EUROCONTROL decisions, such as cooperation agreements with other entities, or for the deliberations/approval of TORs and ROPs for the MAB or subordinate groups.

Article 8 Meeting reports

- 8.1. Within one week after the meeting, the Secretary shall disseminate the conclusions reached and the decisions, recommendations and actions adopted. After approval by the Chairman, the draft minutes are to be sent to the Members for comments within one month. The minutes, revised as necessary, will be formally approved at the following session of the MAB.
- 8.2. The MAB representative participating in other bodies shall send a brief report to the MAB Secretary within 10 days for dissemination to the MAB.