

# Terms of Reference

## **ICAS** **"International Cooperation on Airport ATM Systems"**

Rev. 2.0 (09. July 2021)

## Change Track

Rev.	Change	Changed Chapters	Author
1.0	New Document	All	P. Andersen
1.1	Reviewed	All	P. Anderson
1.2	Work-group overall 19.04.2007	All	Workgroup
1.3	Review by Chairman	All	A. Husfeldt
1.4	New Layout	All	A. Husfeldt
1.5	Update	All	A. Husfeldt
1.6	Change of scope to Airport ATM Systems	All	Workgroup
1.7	Update after ICAS49-3	All	Review
2.0	Finalization Scope Update	All	ICAS Group

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## 1. Preamble

The "International Cooperation on Airport ATM Systems" (ICAS) is a user group of Airports and Air Navigation Service Providers (ANSPs). In the ICAS group Project and Product Managers, Engineers, Air Traffic and Apron Controllers meet to discuss Airport ATM issues, developments, products and regulatory requirements. The members exchange their experiences with different technologies, services, functions, procedures, regulations and infrastructural constraints.

## 2. Scope

The scope of the ICAS group is to support the different stakeholders, Airports, ANSPs and other organisations in the planning, implementation and integration of current and future systems and procedures at an airport environment, covering all phases of the ground and air movement. In doing so, the group also seeks dialogue with regulatory agencies (EASA, EUROCAE, ICAO etc.), research and development organizations (DLR, NLR, FAA, NASA etc.), and industry.

The original intention of ICAS was to exchange experience on A-SMGCS. Considering ongoing developments, the ICAS group has widened its scope to airport ATM Systems in general, covering. i.e.:

- ground surveillance, relevant and new sensor technologies etc.
- remote/digital tower operations
- drone detection and avoidance
- arrival and departure management
- digitalization projects
- etc.

## 3. Objectives

The objectives of the ICAS group are:

- Professional networking and global intercultural exchange
- Exchange technical and operational issues, experiences and information, i.e., on:
  - Requirements
  - Evaluation reports
  - Quality measurement methodology
  - Safety regulations
  - Proposals for common procedures, practises and standards
  - Use of best practises for maintenance, system operation, personnel (resource) assignment and training
  - Experiences with the industry
- Initiate bilateral or multilateral forms of cooperation on various Airport ATM related subjects.

- Give feedback and recommendations to international legislation organisations e.g., EASA, ICAO, EUROCAE, Eurocontrol
- to promote Airport Safety aspects of Airport ATM systems
- dialog with other relevant organisations,
- Provide information on a WEB site about the ICAS group activities.
- Create information material that can inform Airports, ANSPs regulators, the industry etc. about the scope and goals of the group.

## 4. Participants

### 4.1 Members

The members of the ICAS group are Airport ATM service providers, represented by Airports, ANSPs and EUROCONTROL. They are responsible for the implementation and the use of Airport ATM systems. The intention is to include all interested parties in Airport ATM e.g., administrative, technical, and operational staff.

### 4.2 Guests

Representatives from R&D, academic institutes and the industry can be invited as guests by the chairman of the ICAS group. Any institution can apply to participate by contacting the chairman. The participation shall be restricted to technical/operational issues without sales talk.

### 4.3 Industry Partners

Industry partners are companies that ensure the continuity of the ICAS online communication platform through their engagement on the ICAS Group website [www.icas-group.org](http://www.icas-group.org).

ICAS offers the possibility for mutual exchange between the operational side and the industry. Industry Partners attendance in ICAS meetings will be given priority over other industry presentations.

Industry interested in becoming a member should get in contact with the chairman or secretary of the group:

[chairman@icas-group.org](mailto:chairman@icas-group.org) / [secretary@icas-group.org](mailto:secretary@icas-group.org).

### 4.4 Fees

There are no membership fees. All travel expenses due to meetings are covered by the participants themselves.

## 5. Mandate to the chairman

To represent the ICAS group, the chairman has the member's mandate to do so.

## **6. Meetings**

### **6.1 Frequency**

Generally, three meetings are held per year, each meeting lasting two days. Depending on the agenda, one meeting might be exclusively for members of the ICAS group, while other meetings include external participation, e.g., industry.

### **6.2 Meeting location**

In principle the meeting locations rotate among the members of the ICAS group. Additionally, it is welcomed by the group when industry partners act as host. If circumstances require, meetings are held online.

### **6.3 Election of chairman and secretary**

The election shall take place every four years. Voting is restricted to members of the ICAS group.

The chairman and the secretary must be elected by the members of the ICAS group by the absolute majority of the participating members.

### **6.4 Agenda**

The agenda will be provided by the chairman in coordination with the host organisation. It should be distributed three weeks before the meeting. Industry participation should be specific to the topic at hand.

### **6.5 Minutes**

The minutes should be distributed within one month after the meeting. Other materials, as presentations, are distributed via the WEB site.

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