The National Air Traffic Management Advisory Committee (NATMAC) - Terms of Reference and Constitution

Version History

New Draft - Version 1.0 / 7th October 2022 / Author: Jonathan Beadle / Chair – Jon Round Head of Airspace, Air Traffic Management & Aerodromes.

The Committee

1   The National Air Traffic Management Advisory Committee (NATMAC) is a non-statutory advisory body chaired by the CAA. The Committee is consulted for advice and views on any major matter concerned with airspace management and strategy matters. A similar description of the committee is also referenced in Appendix J of CAP 1616 (page 274).

Terms of Reference

2   NATMAC is to assist the CAA in the development of airspace policies, configurations, and procedures in order that due attention is given to the diverse requirements of all users of United Kingdom airspace, civil and military.

Constitution

3   The Committee is chaired by the Head of Airspace, Air Traffic Management & Aerodromes (AAA) at the CAA, with membership strictly by the chair's invitation and remaining under constant review. The present membership is listed in Annex 1.

4   NATMAC is a sounding board which functions on the principle that those who have a voice in the formulation of policies are more likely to abide by those policies. Such a principle leans heavily on mutual trust and interest. Matters discussed are "In Confidence" in that they are not available for general release without prior approval from the Chair.

Meetings

5   Most of the business of the Committee is conducted by correspondence but the Committee meets in Plenary Session twice a year in April and October. These sessions may be required to be held either in person or virtually on a Microsoft Teams call, and this will be decided by the Chair. Members will be informed in advance of each meeting when and where it will take place.

6   The Secretary will distribute key documents in advance of each meeting. These will usually consist of an Agenda, Chair's Report, Progress Report (against captured Actions), and the presentations that will be given at the meeting. It is expected that AOBs (Any other business) is sent to the Secretary well before the meeting so that this can be addressed in the meeting.

7   All matters discussed at the meetings will be recorded and detailed into minutes, which will help identify any actions raised. The minutes and actions will be shared with the committee.

8   NATMAC functions best when all topics discussed at the meetings are passed down to stakeholders who need to be kept informed. Many members of the committee

represent a broader group of stakeholders; therefore, it is the responsibility of all who attend the NATMAC sessions to share and cascade this information amongst their wider membership.

Correspondence

9   All NATMAC members are required to provide at least two email addresses to the Secretary. One main email address, and another email address as a back-up. NATMAC members are to inform the Secretary if an email address changes, or a new point of contact has been selected for NATMAC matters. The Secretary owns and maintains the NATMAC contact list from the information that is provided by the committee.

10   From time to time, proposals and/or policies that originate within the CAA will be circulated to all members for comment. Please follow any instructions on all email correspondence from the Secretary.

11   NATMAC is mentioned in CAP 1616 (page 36, para 121), that forms part of a Change Sponsor's expected stakeholder engagement exercise. This applies to Airspace Change Proposals at levels 1, 2, M1 and M2 for Stage 1B of the CAP 1616 process. Therefore, it should be expected that change sponsors of ACPs will approach the CAA for the latest NATMAC contact list, and the committee should expect to receive correspondence from change sponsors. For this reason, it is expected that NATMAC members work productively with their wider membership, to ensure relevant information is cascaded down, with a view to invite comments and coordinate responses on behalf of the wider membership.

12   A new NATMAC webpage is being created on the CAA website. This will give stakeholders of Airspace Change, and all other interested parties a chance to get to know what NATMAC is, who is represented and how it operates. It is anticipated that some material will also be published on here to allow a broader audience to see what matters are being discussed (such as meeting minutes), but this is currently work in progress and all published information will be subject to approval from the Chair.

Working Groups

13   NATMAC remains open for relevant working groups to join from time to time as appropriate, and by the Chair's invite only.

Annex

1.   Membership of NATMAC – Dated 30th September 2022

Annex 1 Membership of NATMAC

Airlines UK
Airspace4All
AOA - Airport Operators Association
AOG - Airfield Operators Group
AOPA - Aircraft Owners and Pilots Association
ACOG - Airspace Change Organising Group
ARPAS-UK - Association of Remotely Piloted Aircraft Systems UK
AEF - Aviation Environment Federation

BA - British Airways
BAE Systems
BALPA - British Air Line Pilots Association
BBAC - British Balloon and Airship Club
BBGA - British Business and General Aviation Association
BGA - British Gliding Association
BHA - British Helicopter Association
BHPA - British Hang Gliding and Paragliding Association
BMAA - British Microlight Aircraft Association
BMFA – British Model Flying Association
British Skydiving

Drone Major
GAA - General Aviation Alliance
GATCO – Guild of Air Traffic Control Officers
HCAP – Honourable Company of Air Pilots
HCGB - Helicopter Club of Great Britain
Heavy Airlines
Iprosurv
Isle of Man CAA
LAA – Light Aircraft Association
Low Fare Airlines

MAA – Military Aviation Authority
Ministry of Defence - Defence Airspace and Air Traffic Management
NATS
Navy Command HQ
PPL/IR
UKAB - UK Airprox Board
UKFSC - United Kingdom Flight Safety Committee
USAFE - United States Visiting Forces (USVF), HQ United States Country Rep-UK (HQ USCR-UK)