

## **Chapter 4 -Implementation phase**

### **Attachment 4.1**

#### **Draft Terms of Reference (ToR) of the A-CDM Steering Committee**

##### **1. Purpose**

The A-CDM Steering Committee (SC) is established to provide strategic oversight, coordination, and governance for the implementation and continuous improvement of Airport Collaborative Decision Making (A-CDM) at [Airport Name]. The SC ensures alignment with the objectives of the A-CDM Memorandum of Understanding (MoU) and promotes collaboration among all stakeholders.

##### **2. Objectives**

The objective of the SC is to:

- Guide the implementation and evolution of A-CDM processes and systems.
- Ensure transparency and trust among stakeholders through regular communication and data sharing.
- Monitor performance and benefits realization using agreed Key Performance Indicators (KPIs).
- Facilitate resolution of strategic issues and disputes.
- Promote continuous improvement and stakeholder engagement.

##### **3. Membership**

The Steering Committee shall include senior representatives from each Contracting Partner, including but not limited to:

- Airport Operator
- Air Traffic Control (ATC)
- Aircraft Operators / Airline Operators Committee (AOC)
- Ground Handling Agents
- Network Operations (as observer or advisor)
- Other relevant stakeholders as agreed

Each member organization shall designate a primary and alternate representative.

##### **4. Roles and Responsibilities**

The Steering Committee shall:

- Approve the A-CDM implementation roadmap and major changes.
- Appoint the A-CDM Project Manager.
- Endorse operational procedures and data sharing protocols.
- Review and approve system upgrades and configuration changes.
- Oversee stakeholder onboarding and integration.
- Ensure compliance with confidentiality and data ownership principles.
- Approve access to data for non-signatory parties under defined conditions.

##### ***Project Manager Role***

The A-CDM Project Manager reports to the A-CDM steering committee and shall:

- Manage day-to-day operations of the A-CDM project.
- Coordinate with stakeholders to ensure timely implementation of A-CDM processes.
- Monitor and report on project progress and performance.
- Facilitate regular meetings and communication among stakeholders.
- Ensure adherence to agreed procedures and protocols.

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- Identify and address any issues or challenges in the implementation of A-CDM.
- Promote continuous improvement and stakeholder engagement.

#### **6. Meetings**

The SC shall meet at least quarterly, or more frequently as required.

- Meetings shall be convened by the Chairperson, who shall be elected by the SC members.
- Agendas and supporting documents shall be circulated at least one week in advance.
- Minutes shall be recorded and distributed within one week after each meeting.

#### **7. Decision-Making**

Decisions shall be made by consensus where possible.

- Where consensus cannot be reached, a majority vote of present members shall decide.
- Each Contracting Partner has one vote.

#### **8. Reporting**

The SC shall report progress and issues to the executive leadership of the Contracting Partners.

Regular updates shall be provided to the project manager, advisory group and working group(s) if any.

#### **9. Confidentiality and Data Governance**

All members shall adhere to the data sharing and confidentiality provisions of the MoU.

- Data originators retain ownership of their data.
- Access to shared data shall be governed by agreed rules and procedures.

#### **10. Amendments**

This ToR may be amended by consensus of the Steering Committee.

Amendments must be documented and appended to the MoU.

#### **11. Effective Date and Review**

This ToR becomes effective upon approval by the Steering Committee.

It shall be reviewed annually or as needed to reflect changes in the A-CDM environment.