

Terms of Reference

Uncrewed Services Advisory Network

Purpose

The purpose of the Uncrewed Services Advisory Network (USAN) is to provide Airservices Australia (Airservices) with informed, objective high-level advice from the aviation community on current and emerging challenges and opportunities that have, or may have, implications for Airservices in its delivery of services to uncrewed and Advanced Air Mobility (AAM) customers.

The USAN is the primary advisory body through which Airservices will direct its engagement with uncrewed and advanced air mobility customers.

The USAN does not seek to replicate other aviation-related consultative or advisory forums and will focus on those matters that impact, or may impact, Airservices.

While Airservices is not bound to accept the USAN's advice or to agree with its recommendations, Airservices will consider the advice and recommendations of the USAN.

Scope

The scope of the USAN is to:

- provide advice to Airservices on its delivery of services to uncrewed and advanced air mobility customers;
- provide advice on airspace integration, UAS traffic management and its integration into broader air traffic management;
- be a source of industry specialised advice or technical expertise on options or proposed actions, and where necessary, to establish, task and oversight Working Groups;
- assess the outputs and recommendation of Working Groups against the agreed objectives;
- provide insight into challenges and opportunities of uncrewed and advanced air mobility customers to assist Airservices to align, where possible, its services delivery to foster market growth;
- seek opportunities to work collaboratively with Airservices to increase Australia's thought and market leadership; and
- provide advice on emerging aviation technologies, including but not limited to space launch and recovery, stratospheric operations, autonomous flight, artificial intelligence and machine learning, and how they may impact on Airservices service delivery.

Airservices may vary the scope from time to time to keep pace with current developments.

Membership

The members of the USAN may comprise of operators and allied service suppliers that may utilise or receive the benefits from our Uncrewed Services, including:

- Uncrewed Aircraft Systems (UAS) operators and manufacturers
- UAS Traffic Management (UTM) ecosystem suppliers, including UAS Service Suppliers (USS), and Supplementary Data Service Providers (SDSP), and UTM participants
- Advanced Air Mobility (AAM) operators, manufacturers, and allied service suppliers

- Conventional aircraft operators
- Airports
- Aviation-related industry associations
- the Civil Aviation Safety Authority (CASA)
- the Department of Defence

Expressions of interest will be invited for the initial stand-up of the USAN. USAN membership is determined by, and on the invitation of, Airservices and will be reviewed annually. Changes may be made to the membership at any other time at the discretion of Airservices.

Airservices' Head of Transformation Uncrewed Services or their delegate will be the chair. Airservices may appoint an industry co-chair.

USAN members from industry are members in their own right, based on their skills and experience rather than their affiliation to a particular organisation. Therefore, substitute attendance at meetings will not generally be appropriate. The chair/co-chairs may approve a substitute attendee with similar experience to the absent member in exceptional circumstances.

The chair/co-chairs may extend standing invitations to relevant Government agencies to attend meetings on an ongoing basis to assist those agencies in their work and may be called upon by the chair/co-chairs to inform USAN meeting discussions.

Airservices' intent is to have around 22 members to facilitate easy and open dialogue.

Airservices encourages members to represent collective views of their respective community or industry, rather than to focus on their personal or company objectives.

There will be no provision of financial assistance or reimbursement of time or costs for members participating in the USAN.

Conduct of meetings

Airservices and USAN members will conduct their business at all times in a way which promotes respect, mutual trust, partnership, honesty and transparency.

Meetings of the USAN will be held bi-monthly or at cadence determined by the chair/co-chairs, and in person in Canberra where possible, with an option to attend in person or by videoconference.

Draft agendas will be developed in consultation with the chair/co-chairs and distributed by the Secretariat at least 3 days prior to the meeting where possible.

Members wishing to include an item on the agenda must prepare and circulate, through the Secretariat, an agenda paper 7 days prior to the meeting.

Agenda papers must identify the issues and the outcome sought from the USAN meeting discussions. Agenda papers should be succinct, presenting relevant information such as a discussion on the issue/s, risks, timetables, financial implications, regulatory and/or service delivery impacts, compliance costs, and implementation and consultation strategies.

The chair/co-chairs may elect to defer, combine, or decline agenda requests or the agenda papers (in part or in full) in the interests of progressing discussions, priorities, or meeting outcomes.

Matters raised in the USAN may be more appropriately dealt with either in other consultative groups, or through direct discussion between a member and the relevant Government agency. The chair/co-chairs may recommend such matters be directed to the relevant forum.

The USAN is intended to be an opportunity for its members to engage in honest, open and constructive discussion and debate. As such, members should maintain appropriate confidentiality about the USAN business and discussions.

Minutes will be prepared by the Secretariat and once approved by the chair/co-chairs, meeting summaries will be made publicly available.

The USAN is an advisory body and does not have decision making authority in its own right.

Working groups

The chair/co-chairs may create and disband working groups to deal with specific topics or matters to inform the discussions of the USAN members.

The chair/co-chairs may seek nominations for membership of the Working Group. Membership of working groups will be determined by, and on the invitation, of the chair/co-chairs, and may include people who are not USAN members.

The chair/co-chairs will appoint a lead for the Working Group.

Working Groups will be tasked by the USAN directly and do not determine their own work programs. Tasking instructions will normally include specified reporting timeframes.

A Working Group will normally be disbanded upon completion of the tasking instructions, or where the co-chairs determine there has been no activity or progress made by the working group within a reasonable timeframe.

Scheduling of Working Group meetings will be determined by liaison between the Secretariat and members of the Working Group recognising the need to not over burden the Secretariat or members.

The priority accorded to different Working Groups and their meetings will be determined by the chair/co-chairs.

Secretariat

Airservices will provide a Secretariat for the USAN and any working group.

The Secretariat, in consultation with the chair/co-chairs, is responsible for:

- scheduling meetings
- preparing and distributing meeting agendas, attachments, and other meeting documents
- recording and retaining meeting records, issues log, and action item registers
- organising meeting venue and access
- providing videoconferencing access for remote members
- managing any financial requirements.

Change summary

Version	Date	Change description
1.0	05 June 2023	Initial issue

Approval

Name	Role	Date	Signature
Peter Curran	Chief Customer & External Relations Officer		