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**AREA OPERATIONS CONSULTATION MEETING (AOCM)**

**TERMS OF REFERENCE**

**BACKGROUND**

As a result of discussions between customers and NAV CANADA, a requirement was identified for the development of area operational consultation meetings to address specific local customer and stakeholder operational issues. These committees were established geographically and deal with regional matters within the geographic boundary. National issues are forwarded to ATOCC/ANSNAC plenary meetings for consideration.

**SCOPE**

The AOCMs provide a forum for consultation on technical and operational issues, together with their financial impacts, between NAV CANADA, its customers and affected stakeholders within a defined geographical area. These meeting bring together air carriers, general aviation, and airports to discuss issues of a mutual concern. Working Groups can be formed to examine particular issues.

**DUTIES**

a) Identify area ANS issues that are of concern to the member organizations and examine options of addressing them.

b) Examine ways of enhancing traffic flow, safety and operational efficiency.

c) Discuss regional ANS related topics such as air navigation, airspace management, communications, aeronautical information, aviation weather, air traffic management and flight information services.

d) Examine specific area ANS plans and programs and the various options for their implementation.

e) Examine proposed changes to existing facilities and services and strive to implement a smooth transition to any new infrastructure. These changes include airport infrastructure improvements, navigation aid replacement, etc.

f) Examine ways of minimizing the impact of system changes.**ORGANIZATION AND ADMINISTRATION**

a) Member organizations include:

* NAV CANADA
* National and Regional Aviation Operator Associations
* Area Airport Authorities
* National Air Carriers
* Regional Air Carriers.
* Local Chapters of CBAA, COPA

b) Six AOCMS will be formed:

* Pacific AOCM (Vancouver FIR)
* Alberta AOCM (Edmonton FIR)
* Manitoba AOCM (Winnipeg FIR)
* Ontario AOCM (Toronto FIR)
* Quebec AOCM (Montreal FIR)
* Atlantic AOCM (Moncton and Gander FIRs)

c) A GM FIR will chair the AOCM.

d) Meetings are held as needed and at least twice a year. These meetings shall be scheduled at least two months in advance and last minute schedule changes are to be avoided.

e) Each GM FIR will appoint a coordinator for the AOCM that will address all organizational aspects of the meeting. The coordinator shall work with adjacent FIR’s to determine meeting dates.

f) Whenever possible meetings to be made availablevia WebEX

g) Agenda items repeated at AOCM’s shall be scheduled in a time block allowing people to attend that session as warranted.

h) Whenever possible meetings should be located at the airport. When this isn’t possible a location in close proximity to the airport is desirable.

j) Committee members who are not NAV CANADA employees serve without NAV CANADA compensation and bear all costs related to their participation on the committee.

**REPORTING**

A summary of the outcome of each meeting (decision record) will be forwarded to Vice President Operations, identifying any issues that should be raised to the ATOCC/ANSNAC level for discussion.

**DURATION**

Duration of the AOCMs and these Terms of Reference will be determined by the Vice President Operations in consultation with ATOCC/ANSNAC members.