**AVIATION SECTOR COORDINATING COUNCIL**
**GOVERNANCE PRINCIPLES AND OPERATING PROCEDURES**

## Mission and Purposes

The mission of the Aviation Sector Coordinating Council (ASCC) is to proactively foster advances in the way the aviation industry, alone and in partnership with the Aviation Government Coordinating Council (AGCC), provides for critical infrastructure protection for the aviation sector of the U.S. economy.

The purposes of the ASCC are as follows.

- Serve as a policy-level interface with the Department of Homeland Security, and other federal and state agencies on homeland security matters related to aviation;
- Communicate the sector's needs and requests for resources to the government;
- Facilitate intra-sector communications, coordinate processes for information sharing; facilitate priority setting regarding sector strategy, planning, policies and procedures; foster best management practices; support threat communication and analysis, as well as sector protection, response and recovery planning and activities; and
- Facilitate communications, plans and activities with other relevant infrastructure sectors, government entities, and others necessary to secure the nation's aviation industry and critical infrastructure.

It is important to note, much work is being done to enhance the security of the aviation sector. In order to recognize the efforts undertaken by the aviation industry, the ASCC will work with the AGCC to ensure that any new proposed structures, practices or procedures are risk-based and leverage existing security requirements, processes and programs and serve as the foundation or baseline.

## Composition

The ASCC consists of organizations (i.e., owners and/or operators and/or their associations) with a primary business focus in, and control over, aspects of the critical infrastructure of U.S. domestic aviation. The ASCC should strive to ensure that all major segments of the aviation sector's critical infrastructure have representation. ASCC voting members and their designated alternates must be employees of owners and/or operators of the domestic aviation industry or employees of their associations. Consultants, representatives, attorneys or others who are not employees of owners and/or operators of the sector or their associations cannot serve as ASCC members or alternates. Prospective members shall complete a membership application and submit it to the ASCC via the Secretariat. The application will be placed on the agenda of the next meeting of the ASCC. The prospective voting member will receive full consideration and will be notified by the existing ASCC Chair following a committee vote.  If the ASCC declines to approve the membership application of a voting member, the application will be returned to the prospective member with an explanation of the

basis for action.  The members of the ASCC are listed in the footnote[1].The ASCC shall include both voting and non-voting members. Criteria for voting members are above. Non-voting members of the ASCC must represent a component of the critical infrastructure of US domestic aviation. Examples of ASCC Non-Voting members include but are not limited to organizations or individuals not employed by owners or operators, their associations, or associations within the industry not directly representative of owners and operators. Prospective non-voting members shall submit a request for membership to the ASCC via the ASCC Chair. The application will be placed on the agenda of the next meeting of the ASCC. The prospective non-voting member will receive full consideration and will be notified of approval by the existing members following a committee vote.

If the ASCC declines to approve the non-voting membership application, the application will be returned to the prospective member with an explanation of the basis for the action.


## ASCC Meetings
Following are guidelines for ASCC meetings.
- ASCC meetings should be for members and alternates only. Others will attend by invitation only. The Chairs will coordinate joint meetings with members of the AGCC in advance.
- The ASCC will meet on an as needed basis, as decided by the consensus of the Council, but expects to meet initially every two months in its first six months of operation.
- Meetings can be conducted in-person or by a teleconference.
- Discussion and deliberations must recognize and take advantage of each member organization's strengths, skills, and perspective.
- Results of ASCC discussion and deliberations must consider all members' contributions.
- Nonattendance can be grounds for removal from the ASCC. Members who miss multiple meetings will be contacted by the Secretariat regarding their participation.


## ASCC Decision Making, Roles and Responsibilities
The ASCC will make decisions using a consensus process. Consensus is defined as a decision or action  all voting members can support or choose not to oppose. In cases where consensus is not achieved then majority (i.e., 50% plus one of the voting members) will rule and minority positions may be articulated. Organizations are members of the ASCC and they will designate the individual representing the

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[1] 1 Aerospace Industries Association; Air Carrier Association of America; Aircraft Owners and Pilots Association; Airlines for America; Airports Council International – North America; American Association of Airport Executives; The Boeing Company; Cargo Airline Association; National Air Carrier Association; National Air Transportation Association; National Business Aviation Association, Inc.; Regional Airline Association

organization as well as an alternate(s) as appropriate. When decisions are made by the ASCC, each member organization shall receive one vote.

ASCC voting and non-voting members are expected to:
- Work together towards the goal of improving the effectiveness and efficiency of the nation's systems for protecting aviation critical infrastructure.
- Participate in (or designate an alternate for) meetings, conference calls, and any other such activities whether called by the ASCC or AGCC
- Play a leadership role in helping to identify critical needs, problems and opportunities as well as identify linkage to other critical infrastructure sectors or the government.
- Represent and communicate the interests of their organizations and members and the aviation sector in general to the ASCC and the government in aviation security matters;
- Collect and convey information to their organizations and members; consult as broadly as possible on pending decisions and issues requiring feedback to the government or others outside the ASCC; and initiate liaison with others who can help serve the security needs of sector members. This might include but not be limited to other critical infrastructure sectors such as research and academic institutions; and others.
- Not act in an official capacity or speak publicly on behalf of the ASCC unless specifically empowered to do so.
- Not use membership in the ASCC for the purpose of promotion or marketing.


## Working Groups and Subject Matter Experts
The ASCC can, at its discretion, establish working groups comprised of ASCC members and non-member subject matter experts, to accomplish tasks as needed. Each working group shall designate a Chair who shall be an ASCC voting member. Non-voting members can be designated as co-chairs or vice chairs. The ASCC voting membership will approve the scope and responsibilities of working groups. Reports and recommendations from working groups will be presented to the ASCC members for approval as appropriate.

The ASCC can engage subject matter experts on an ad-hoc basis. Subject matter experts may be invited to participate or assist the ASCC by consensus agreement (or vote if necessary) of the ASCC membership.


## ASCC Leadership
ASCC will select a Chair and Vice-Chair. They will be drawn from ASCC voting member organizations and appointed for a two year term.
The ASCC Chair and Vice-Chair or their ASCC designee will represent the ASCC in other venues on ASCC business and will work with the ASCC Secretariat to:
- Gather input from ASCC members on issues that the ASCC will address in conference calls, meetings, email communications, etc.

- Develop meeting agendas.
- Ensure the flow of information to and from ASCC members.


**ASCC Secretariat**

The ASCC will establish or designate a Secretariat for the ASCC and its working groups. The Secretariat will provide meeting and organizational support to include, but not limited to:
- Soliciting agenda topics for ASCC and Joint ASCC-AGCC meetings based on communication with the ASCC Chair and ASCC members and alternates.
- Notifying members and alternates of meetings by email, telephone or both, and informing members and alternates of agenda items, and decision items likely to be taken up at each ASCC meeting on a timely basis.
- Distributing relevant background information prior to each meeting.
- Arranging for meeting location and support logistics.
- Taking and distributing meeting notes; clarifying with the ASCC membership that the meeting summaries and decisions are accurate prior to finalization; and, distributing final summaries and decision messages to all ASCC members.
- Maintaining and following up on a catalogue of ASCC topic/issues and work products and their status.
- Maintaining an updated contact list for ASCC members (voting and non-voting) and alternates.
- Identifying other support as needed and clarifying who should provide that support to the ASCC.


**Information Exchange Protocols**

Communications from the ASCC to the AGCC will come from the ASCC Chair or Vice-Chair.

Communications from the AGCC to the ASCC Chair or Vice Chair should be sent simultaneously to all ASCC members as well as the ASCC Secretariat. The Secretariat and/or Chair/Vice Chair of the ASCC will convey the ASCC member and alternate information (e.g., name, organization, email, phone, and fax) to the AGCC Chair.


*For CIPAC Purposes:  This version of the charter was ratified by the ASCC on December 20th, 2017.*