

Aviation Sector Coordinating Council Charter

Article I – Official Designation

This organization shall be known as the Aviation Sector Coordinating Council, hereinafter referred to as “Aviation SCC”.

Article II – Mission and Purpose

The Aviation SCC serves as the primary private sector policy coordination and planning entity to collaborate with the Transportation Security Administration, Federal Aviation Administration and Cybersecurity and Infrastructure Security Agency, Aviation Government Coordinating Council (GCC), and other government entities to address the entire range of critical infrastructure security and resilience activities and issues related to aviation.

The purposes of the Aviation SCC 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 Aviation SCC will work with the Aviation GCC to ensure that any new proposed structures, practices or procedures are risk-based and leverage available intelligence information, existing security requirements, processes and programs to serve as the foundation or baseline.

Article III – Objectives and Scope of Activity

The Aviation SCC is self-organized, self-run, and self-governed. Its objective is to establish and maintain a representational membership and mechanism enabling owners and operators, and their trade associations to interact with the Aviation GCC and other agencies on a wide range of sector-specific strategies, policies, activities, and issues related to critical infrastructure security and resilience.

The Aviation SCC serves as a voice for the sector and represents a principal interface for collaboration with government for critical infrastructure security and resilience activities. Wherever possible, the Aviation SCC will participate in efforts to establish voluntary practices to ensure that sector perspectives are included in relevant presidential policy directives (PPDs), the *National Infrastructure Protection Plan* (NIPP), sector specific plans (SSPs), and other policy documents related to critical infrastructure security and resilience.

Article IV – Membership and Member Representatives

Membership

The Aviation SCC 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 Aviation SCC should strive to ensure that all major segments of the aviation sector’s critical infrastructure have representation. Aviation SCC 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 Aviation SCC members or alternates.

Prospective members shall complete a membership application and submit it to the Aviation SCC via the Chair. The application will be placed on the agenda of the next meeting of the Aviation SCC. The prospective voting member will receive full consideration and will be notified by the existing Aviation SCC Chair following a committee vote. If the Aviation SCC 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.

Member Representatives

The members of the Aviation SCC are listed in the footnote¹. The Aviation SCC shall include both voting and non-voting members. Criteria for voting members are above.

Non-voting members of the Aviation SCC must represent a component of the critical infrastructure of US domestic aviation. Examples of Aviation SCC 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 Aviation SCC via the Chair. The application will be

¹ Aircraft Owners and Pilots Association; Airlines for America; Airports Council International – North America; American Association of Airport Executives; Aviation ISAC (non-voting member); The Boeing Company; Cargo Airline Association; National Air Carrier Association; National Air Transportation Association; National Business Aviation Association, Inc.; Regional Airline Association

placed on the agenda of the next meeting of the Aviation SCC. 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 Aviation SCC 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.

Article V – Governance and Officers

Governance

The Aviation SCC 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 Aviation SCC, and they will designate the individual representing the organization as well as an alternate(s) as appropriate. When decisions are made by the Aviation SCC, each member organization shall receive one vote.

Aviation SCC 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 Aviation SCC or Aviation GCC.
- 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 Aviation SCC and the government on 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 Aviation SCC; 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 Aviation SCC unless specifically empowered to do so.
- Not use membership in the Aviation SCC for the purpose of promotion or marketing.

Officers

The Aviation SCC will select a Chair and Vice Chair. They will be drawn from Aviation SCC voting member organizations and appointed for a two-year term.

The Aviation SCC Chair and Vice Chair or their Aviation SCC designee will represent the Aviation SCC in other venues on Aviation SCC business and will work to:

- Gather input from Aviation SCC members on issues that the Aviation SCC will address in conference calls, meetings, email communications, etc.
- Develop meeting agendas.
- Ensure the flow of information to and from Aviation SCC members.
- Solicit agenda topics for Aviation SCC and Joint Aviation SCC/Aviation GCC meetings based on communication with the Aviation SCC members and alternates.
- Notify 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 Aviation SCC meeting on a timely basis.
- Distribute relevant background information prior to each meeting.
- Arrange for meeting location and support logistics.
- Distribute meeting notes; clarifying with the Aviation SCC membership that the meeting summaries and decisions are accurate prior to finalization; and distributing final summaries and decision messages to all Aviation SCC members.
- Maintain and follow up on a catalogue of Aviation SCC topic/issues and work products and their status.
- Maintain an updated contact list for Aviation SCC members (voting and non-voting) and alternates.
- Identify other support as needed and clarify who should provide that support to the Aviation SCC.

Article VI – Meetings

Following are guidelines for Aviation SCC meetings:

- Aviation SCC meetings should be for members and alternates only. Others will attend by invitation only. The Chairs will coordinate joint meetings with members of the Aviation GCC in advance.
- The Aviation SCC 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 Aviation SCC discussion and deliberations must consider all members' contributions.
- Nonattendance can be grounds for removal from the Aviation SCC. Members who miss multiple meetings will be contacted by Leadership regarding their participation.

Article VII – Working Groups and Special Committees

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

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

Article VIII – Communications

Communications from the Aviation SCC to the Aviation GCC will come from the Aviation SCC Chair or Vice Chair.

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

Article IX – CIPAC Membership and Representation

Council Participation in CIPAC

As explained in the current *CIPAC Charter*, the Secretary of Homeland Security established the CIPAC in March 2006 and exempted CIPAC from *The Federal Advisory Committee Act (FACA)*.

CIPAC facilitates interaction between government officials and representatives of the community of owners and/or operators for each critical infrastructure sector defined by PPD-21 and identified in the current NIPP. When participating in CIPAC activities, the Aviation SCC will comply with all requirements defined in the current *CIPAC Charter* and guidance issued by the CIPAC DFO within the CIPAC Executive Secretariat.

CIPAC Member and CIPAC Member Representative

CIPAC membership is defined in the *CIPAC Charter*. SCC member organizations will automatically be a CIPAC Member when the council chair notifies the CIPAC DFO via CIPAC@hq.dhs.gov.

The procedure for maintaining a CIPAC member representative list within the Aviation SCC are as follows:

- The Aviation SCC Chair will provide a list of members to the CIPAC Executive Secretariat.

Article X – Amendments

The Aviation SCC may at any time amend this charter by consensus of the membership. The amended charter will be submitted to the CIPAC DFO in a timely manner for posting on the CIPAC public website.

Article XI – Approval and Duration

The Aviation SCC approved this charter on January 23, 2024, in accordance with its procedures, as attested to by the following signature authorities and will be in effect for five years.

Article XII Approval

The Aviation SCC ratified this version of the charter on January 23, 2024, in accordance with its procedures, as attested to by the following signature authorities:

Christopher R. Bidwell
Chair, Aviation SCC
January 24, 2024