Charter of the ATO Space Collaboration Forum
Federal Aviation Administration

1. Official Designation. Air Traffic Organization (ATO) Space Collaborative Decision Making (SpCDM) Forum.

2. Authority. The ATO SpCDM Forum is established under the authority of the Federal Aviation Administration (FAA) specifically:

§50903. Commercial Space Launch Activities
(a) General. —The Secretary of Transportation shall carry out this chapter.
(b) Facilitating Commercial Launches and Reentries. —In carrying out this chapter, the Secretary shall—

> (1) encourage, facilitate, and promote commercial space launches and reentries by the private sector, including those involving space flight participants; and

> (2) take actions to facilitate private sector involvement in commercial space transportation activity and promote public-private partnerships involving the United States Government, State governments, and the private sector to build, expand, modernize, or operate a space launch and reentry infrastructure.

3. Objective and Scope of Activities. ATO SpCDM provides an opportunity for space integration stakeholders of the National Airspace System (NAS) to come together for the purpose of dialogue, education, data and information exchange. ATO SpCDM will focus on integrating space and air operations to maximize NAS access for stakeholders. ATO SpCDM facilitates dialogue between stakeholders in support of continuous improvement to system performance for launch and reentry events and other constrained operations. Better information and data exchange between the FAA and individual stakeholders and industry groups results in improved management of the NAS, and the following high-level categories identify the primary focus for stakeholders:

a) Data and information exchange,
b) Integrated air and space operations and initiatives,
c) Access to the NAS (airspace), policies and procedures,
d) Tools and technology, and
e) Data quality.

ATO SpCDM represents a significant amount of the ATO's direct interaction with the space industry outside of the daily operational discussions and will ensure consistent communication between the space and aviation communities. ATO SpCDM is open to relevant operational stakeholders and includes but is not limited to; the ATO as well as other FAA lines of business such as the Office of Airports (ARP), Next Generation Air Transportation System (NextGen), and Office of Commercial Space (AST). Focused on the technologies, processes, and procedures associated with the integration of launch and reentry operations, ATO SpCDM utilizes the process of data and information exchange to create technological and procedural solutions to integrate space launch and reentry operations into the NAS. The ATO SpCDM is not a policy formulative body, nor a forum for providing consensus-based policy advice or recommendations. All final policy and procedure decisions are made by the agency.

Topics discussed at ATO SpCDM relate to concepts, requirements, operational capabilities, the associated use of technology, and related considerations to operations that affect the future of Traffic Flow Management (TFM) and the integration of new technologies. ATO SpCDM provides the FAA with subject matter experts/individuals from industry and other government agencies to provide opinions and information exchange regarding the position on prioritization and tasks related to the development, implementation, and operation of proposed TFM-related technologies, tools, procedures, and real-time interactions that will increase the efficiency of the NAS.

4. Executive Committee Description of Duties. The ATO Space Executive Steering Committee (SpCDM ESC) provides oversight for the ATO SpCDM program. The purpose of the ATO SpCDM ESC is to provide overall strategic direction and coordination of efforts related to the integration of Space launch and reentry operations while providing direction, guidance, and process to sub-teams and sub-team activities. The ATO SpCDM ESC is represented by FAA/ATO lines of business and industry stakeholders who actively participate in ATO Space Operations.

5. Designated ESC Leadership. The FAA and industry will share the leadership of ATO SpCDM and the ESC. Duties of the leadership team include:

  a) Call and attend all the ATO ESC SpCDM meetings
  b) Jointly formulate and approve all ESC and ATO SpCDM agendas
  c) Adjourn any meeting when doing so would be in the public interest
  d) Co-Chair meetings with the designated FAA and industry Co-Chairs

  5a. Designated FAA Lead. The Director, NAS Operations (AJR-1), will serve as the Co-Chair of the ESC for the ATO SpCDM program. The Director or designee will ensure that resources are provided for all activities. A Vice/Alternate FAA Co-Chair is also selected by the FAA members of the ESC and pserves a 2-year staggered term with the industry Co-Chair. The Vice/Alternate FAA Co-Chair also serves as the FAA ATO SpCDM Co-Lead.

  5b. Designated Industry Lead. As selected by industry members, the designated industry lead will serve as the Co-Chair of the ESC and ATO SpCDM. The industry Co-Chair is selected by the industry members of the ESC and serves a 2-year term with an annual review by the industry members of the ESC. A Vice/Alternate industry Co-Chair is also selected by the industry members of the ESC and serves a 2-year staggered term with the industry Co-Chair. The Vice/Alternate industry Co-Chair also serves as the industry ATO SpCDM Co-Lead. Co-Chair and Vice/Alt Co-Chair designation will not increase the number of representatives to the ESC for any operator or association.

6. Support. The ATO SpCDM program is managed under ATO Space Operations (AJR-1800). The program management will provide support, including maintaining meeting minutes, agendas, sub-team tasks, activities, and any other records deemed appropriate.

7. Estimated Number and Frequency of Meetings. The ESC and ATO SpCDM will meet at least every three months at rotating locations to carry out their responsibilities. At least one meeting each year will occur at the Air Traffic Control System Command Center (ATCSCC). In addition, the ESC will meet every six months in the DC metro area. Meetings may be in person, virtual, or a combination of the two.

8. Duration. The ATO SpCDM program will be active until the Secretary or Secretary's designee, with the advice and consent of the ESC, determines that that the forum is no longer required to foster dialogue between stakeholders in support of continuous improvement to system performance for launch and reentry events and other constrained operations.

9. Termination. If the ESC, SpOC, and/or ATO SpCDM is terminated, the FAA will provide at least 30 days' notice.

10. ESC Membership and Designation. The ESC will consist of the following:

FAA Membership

    a) Director, ATO Space Operations, AJR, or designee, serves as the ATO Lead and Co-Chair of the ESC
    b) Director, ATO Terminal Services, AJT, or designee
    c) Director, PMO Air Traffic Systems Directorate, AJM-2, or designee
    d) Director, ATO Mission Support Strategy, AJV-S, or designee
    e) Manager, ATO Space Operations, AJR-1800
    f) Program Manager, ATO SpCDM, AJR-1800

Industry Membership

FAA will select ESC membership that reflects active operators and associates for current and near-future operations. Including:

    a) Space Operators: One primary and one alternate representative from each space operator

    b) Space Associations: One primary and one alternate representative where the mission is active within ATO space operational activities

Participation by the representatives is critical to the continuity of the ESC. A quorum for any meeting of the ESC requires a minimum of 60% of the ESC. A joint review of the ESC participants will occur on an annual basis and outreach efforts may be adjusted to ensure representation on the ESC provides a broad spectrum of space expertise. Non-participation in ESC activities for two consecutive meetings as determined by the ESC will result in removal. The expectation for ESC interaction includes information exchange and opinions. ESC members may invite guests or Subject Matter Experts (SMEs) who may otherwise have direct association with or influence on an ESC agenda item.

11. Space Operations Committee (SpOC). The ATO SpCDM forum where participants and groups are to exchange information and opinions with the FAA for more dynamic airspace management and situational awareness and to help implement the details charted.

12. Sub-Teams. The ESC has the authority to create and dissolve sub-teams as needed. Sub-teams and their respective working groups will not work independently of the ESC and SpOC. A sub-team will be established when it is determined that a certain knowledge base or skill set is required to accomplish further research and/or development of space-related tools, requirements, or concepts. The SpCDM ESC establishes a sub-team based on the team objectives and the skill set required for the established tasks.

Sub-teams are established by the following:

a) The FAA ESC leadership will select FAA representatives as sub-team members and will appoint an FAA lead and FAA alternate lead in accordance with negotiated labor agreements.

b) The Industry ESC leadership will select industry representatives as sub-team members and will appoint an industry lead and industry alternate lead. Industry lead and alternate lead serve a two-year staggered term reviewed annually by the ESC.

FAA sub-team representatives will be selected from FAA personnel. Industry sub-team representatives will typically be selected from active SpOC participants as determined by ESC and SpOC industry stakeholders. The alternate leads should work closely with the leads to ensure leadership can be smoothly transferred should one of the leads move on to another position. The ATO SpCDM co-leads support sub-team development, process and procedures associated with assigned tasks, and serves as the liaison between the sub-teams, the ESC, and the SpOC.

A grassroots philosophy of ideas/suggestions is embraced but the SpCDM ESC must control the determination of the viability and prospect of success for a particular proposals and the determination must be made in a disciplined manner. Sub-team task requests must be submitted in writing to the ESC endorsed by the SpOC for consideration. After consideration and discussion with the SpOC, the SpCDM ESC will:

a) Accept or modify a proposal and prepare a task assignment
b) Reject the proposal
c) Assign the proposal to an existing sub-team or establish a new ad-hoc sub-team
d) Determine what FAA office has primary responsibility

Sub-team meeting agendas should be provided to the ATO SpCDM Co-Leads two weeks prior to each sub-team meeting. The meetings should have clear objectives relevant to the SpCDM ES assigned task, with agendas that define meeting goals and discussion topics for all participating attendees. Notes shall be taken at each sub-team meeting and posted to their respective locations with the ATO SpCDM. Similar to the parent SpCDM, sub-teams will not be tasked to provide consensus policy advice or recommendations to the SpCDM or the FAA.

ATO SpCDM Co-Leads and sub-team Co-Leads shall host annual meetings to discuss the direction of ATO SpCDM as well as the current activities of the sub-teams. Monthly sub-team leadership teleconferences will be held to maintain communication and interaction among the sub-teams.

13. Data and Information Exchange

The ATO SpCDM was recommended by the Airspace Access Priorities (AAP) Aviation Rulemaking Committee (ARC) to:

a) Utilize relevant data elements and formats to be specified and standardized to ensure efficiency and interoperability.
b) Further define the data sets and metrics moving forward and assess applicability to NAS Users.
c) Focus on methods of achieving near-term improvements in airspace operations.

The ATO SpCDM program will review adherence to the terms and conditions of active data and information exchange and discuss operational concerns related to data and information exchange.

The exchange of ATO SpCDM data and information is solely intended to support FAA and industry decision-making associated with the daily management of space launch and reentry operations.

This initiative provides common situational awareness among participating stakeholders, improves demand predictions, enhances traffic management decisions, and reduces delays.

Data and information exchange is predicated on a realized systemic benefit to the NAS resulting from the exchange of unique launch or reentry information and/or data between the requesting NAS stakeholder and the FAA. Data and information exchange will be evaluated by the benefit provided to the NAS as a whole. This benefit may include a number of unique launch and reentry operations, strategic benefit of unique launch and reentry data, or other operational information as determined by the FAA.

14. FAA Handling of Proprietary Information
a. Should proprietary information be submitted to the FAA as a result of the ATO SpCDM, industry must properly mark the material before providing the materials to the ATO SpCDM. The FAA will protect the material to the full extent authorized by law. Of note, should a FOIA request pertain to this information, the FAA can only protect the material to the extent that a FOIA exemption applies.

b. Should industry provide proprietary information to a non-government participant assisting the Government with the ATO SpCDM, that participant will sign a Nondisclosure Agreement (NDA).

15. Recordkeeping.
a. The records of the ESC, NCF, and sub-team activities will be handled in accordance with the General Records Schedule or other approved agency records disposition schedules.

b. These records will be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. § 552. The records, reports, transcripts, minutes, and other documents that are made available to or provided for or by NCF are available for public inspection.

16. Modifications
No modifications can be made to this charter once effective, unless by mutual consent of the parties.

16. Date effective. This charter is effective August 30, 2024.