

Unmanned Aircraft Safety Team (UAST) Mission & By-Laws

Mission

The Unmanned Aircraft Safety Team (UAST) is an industry-government partnership committed to ensuring the safe operations of Unmanned Aircraft Systems (UAS) in the National Airspace System (NAS). The UAST strives to enable the safe integration of UAS by defining consensus-based safety enhancements based on a data-driven process and collaboration amongst members of the UAS industry.

Purpose

The UAST will use a data-driven, consensus-based approach to achieve the following:

- Proactively identify and analyze data and unmanned aircraft issues to other aircraft as well as to enhance safety to both people and property on the ground.
- Develop voluntary and implementation-focused intervention strategies to enhance safety future accidents and mitigate risk involving unmanned aircraft.
- Promote cooperation, communication, and coordination amongst members of the UAS community in addressing matters important to UAS safety.

Tenets

Safe – The safety of persons and property (inclusive of operators, users, bystanders and other impacted parties) is our highest priority. Our recommendations shall be grounded in safety and viewed in terms of risks and mitigations.

Aviation and Technology Inspired – We are inspired by over a century of aerospace engineering and operational rigor; we combine this inspiration with state of the art technologies to support the creation of an industry that is scalable, reliable, safe and secure.

Balanced and Adoptable – Our recommendations shall balance all stakeholder interests, including their corresponding technical, operational and financial ability to invest in any required performance or technical capabilities; we carefully balance the utility each UAS service provides to users, versus the risk and/or complexities it introduces to the NAS. Most importantly, recommendations will be voluntary and easily adopted on a broad scale.

Innovative – We shall enable rapid innovation to support UAS industry growth and broad societal benefits. It's our mission as industry stakeholders to enable innovators, small and large, to be safe and successful.

Transparent, Proactive and Non-punitive – Our industry is healthier when we share safety-related data and integrate lessons-learned rapidly. We will encourage the broad sharing of such data so we may convert lessons learned and best practices into recommended safety mitigations while also respecting the need to safeguard sensitive and proprietary data.

Impartial – While many of us may compete in the marketplace, none of us should use UAST to gain business advantage. UAST will be used solely to promote common safety elements, not economic or business interests.

UAST By-laws

1. Membership

1.1. Membership Criteria – UAST member organizations are required to be active participants at UAST meetings and support working groups to maintain status as a member and retain voting rights. Each organization will designate a primary and alternate individual to represent them at UAST.

1.2. Membership – The UAST membership should maintain a balance that represents the different sectors within the UAS industry, as well as manned aviation and other safety organizations that are impacted by UAS operations. While a numerical limit will not be set for membership totals, the number should be kept as low as possible while still providing a balanced and open environment. UAST Co-Chairs reserve the right to temporarily suspend consideration of additional membership requests if they feel the UAST has grown so large it has become inefficient.

1.3. New Organization/Returning Member Approval – Organizations that would like to join the UAST must contact the Executive Secretariat with a written request detailing why they feel they should be a member and what benefits they would bring to the UAST. Membership approval will be evaluated by the following criteria:

- (a) Effect it has on the balance of the UAST membership.
- (b) How much the organization is willing and able to participate.
- (c) Experience with safety programs and/or safety data.
- (d) Confidentiality, as members must keep certain UAST matters confidential.

New members must be in a position to contribute substantially to the UAST process (e.g. safety data or unique resource expertise). UAST Co-Chairs may invite guests and advise the Steering Committee (SC). Membership will be approved by SC via 2/3 SC vote. All requests by members who change organizations yet wish to retain UAST membership will be handled on a case by case basis by the SC.

1.4. Membership Termination – Participation is key to the success of the UAST. Failure by an organization to participate in two consecutive plenaries will lead to revocation of their membership status, subject to re-application to rejoin UAST.

1.5. Subject Matter Experts (SME) – SMEs can be invited to participate in meetings and working groups when expertise on a particular subject is not represented by the current UAST member or observer. SME input is limited to the subject they were brought in on to provide expertise.

1.6. Guests – Organizations interested in attending a UAST meeting must submit in writing the purpose of the visit to the executive secretariat. The request will be reviewed by the Steering Committee based on the organization's written agreement to keep all information confidential and any safety benefit that will be derived from them attending (i.e. will they learn something that will benefit UAS safety).

2. UAST Positions

2.1. Co-Chairs

2.1.1. The two UAST Co-Chair positions will be comprised of one individual from industry and one from FAA.

2.1.2. Industry Co-Chair will be chosen by UAST members with a 2/3 concurrence for a two-year term, unless resignation or removal with 2/3 of the UAST membership vote.

2.1.3. FAA Co-Chair will be the Director of the UAS Integration Office (AUS).

2.1.4. Industry Co-Chair must have aviation safety experience, be a representative of the unmanned industry, have UAS operational experience, provide thought leadership and be available for discussion with UAST members. The Industry Co-Chair must also be the designated representative of a current UAST member organization.

2.1.5. The responsibilities of the Co-Chairs shall include:

- (a) Appointing members of the Steering Committee (other than the co-chairs)
- (b) Presiding at all UAST SC and UAST meetings while providing leadership and overall guidance and direction.
- (c) Representing UAST to significant external bodies.
- (d) Promoting consensus among the UAST members.
- (e) Appointing Steering Committee members

2.2. Steering Committee

2.2.1. The Steering Committee (SC) will consist of nine members that will best represent the different UAS, aviation, and safety sectors that comprise the UAST. The SC shall consist of the UAST Co-Chairs, Working Group leads, and three at-large members appointed by the UAST Co-Chairs (which generally should include the most recent outgoing industry co-chair). All SC members (other than the co-chairs) will be appointed to two-year terms. Upon conclusion of the two-year terms, SC members may request one year extensions subject to approval by the co-chairs. SC terms will be published at each plenary meeting.

2.2.2. The responsibilities of the Steering Committee shall include:

- (a) Focusing the UAST on identifying high priority safety and risk reduction issues and solutions.
- (b) Determining membership for UAST.
- (c) Developing the agenda and logistics for UAST meetings.
- (d) Serving as leads for working groups.
- (e) Vetting resource requirements for priority projects.

2.2.3. The UAST co-chairs, in advisement with the SC, shall appoint lead WG positions in the following areas:

- Communications
- Data Gathering, Analysis and Sharing
- Safety Mitigation
- Safety Assurance

SC working group leads in the above mentioned areas will oversee will all ad hoc activities that fall under their functional category, coordinate briefings at all UAST plenary events, and assist in the development of UAST strategic recommendations. They may also appoint alternates, with approval of the SC, to fulfill WG duties in the absence of the SC WG lead.

2.2.4 UAST Secretary

2.2.4.1. The UAST Co-Chairs will select a member of the Steering Committee to serve as the UAST Secretary. The Secretary will maintain plenary and Steering Committee meeting minutes and ensure the By-Laws and other UAST documents are kept up to date.

2.2.4.2. The responsibilities of the UAST Secretary shall include:

- (a) Acting as facilitator at UAST meetings (to include quorum and attendance).
- (b) Ensuring the recordation and distribution of meeting minutes and materials.
- (c) Tracking and reporting status of UAST action items.

2.3. Government Secretariat

2.3.1. The Government Secretariat shall be a member of the FAA UAS Integration Office.

2.3.2. The responsibilities of the Government Secretariat shall include:

- (a) Coordinating UAST meeting logistics (this does not include soliciting funds for events).
- (b) Acting as co-facilitator at UAST meetings.
- (c) Liaison between UAST and FAA.
- (d) Tracking and reporting status of UAST member applications.

2.4. Working Group Leads

2.4.1. Other than those standing WG lead positions filled by members of the SC, UAST members can volunteer to be ad hoc working group leads for specific tasking's (e.g. SE group leads) until such time as the assigned tasking's are complete. Ad-hoc leads must be approved by the Steering Committee.

2.4.2. The responsibilities of a working group lead shall include:

- (a) Providing guidance and direction to advance the group's goals.
- (b) Briefing the UAST through their host on the SC on the working group's progress and achievements.

3. Quorum and Voting Policies

3.1. UAST members are encouraged to freely speak and share ideas or opinions, including any dissenting opinions. The UAST will strive to achieve unanimous decisions. However, at a minimum, all decisions of the UAST will be consensus based.

3.2. Simple majority of UAST organizations are required for a quorum for voting purposes. Remote participation counts towards a quorum.

3.3. Other than minor format and grammatical corrections, amendments to the UAST Mission and By-Laws must be approved by a 2/3 majority of voting members present or attending remotely, subject to quorum rules.