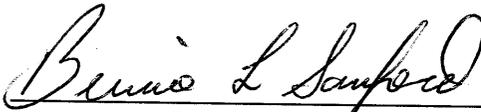


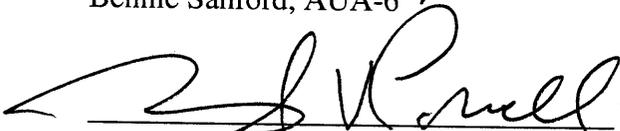
**OPERATING PROCEDURES**  
**FOR THE**  
**NAS Information Architecture Committee**  
**(NIAC)**

**Revision B**  
**March 3, 2003**

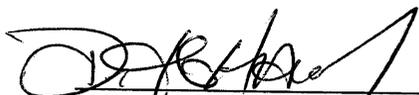
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# **Operating Procedures For the NAS Information Architecture Committee (NIAC)**

## **1.0 INTRODUCTION**

### **1.1 Purpose**

The purpose of this document is to establish the procedures for accomplishing the responsibilities assigned to the NAS Information Architecture Committee (NIAC). This Committee is responsible for developing data standards for commonly shared NAS data and acting as a pre-screening organization for proposed NAS data standards, as approved and authorized by the National Airspace System (NAS) Configuration Control Board (CCB), in accordance with FAA Order 1800.66, NAS Configuration Management. "NAS Data" is defined as the data shared among NAS applications and specified in Interface Requirements Documents that are configuration managed by the NAS CCB. The data standardization products for which the NIAC is responsible will be presented to the NAS CCB for final approval.

### **1.2 Scope**

This document identifies the responsibilities and administrative procedures for the NIAC. As a result of any future changes in organizational roles and system development strategies, as well as process improvement initiatives, the NIAC Charter and Operating Procedures will be revised as necessary to better support the management and evolution of the NAS data standards. The NIAC Permanent Members shall approve all revisions to this document.

### **1.3 Guiding Principles**

The NIAC is a product-centric organization. The guiding principle is that the NIAC, including each of the organizational elements defined in Section 2, accomplishes its goals by working and reporting to plans that define specific end items, the intended recipients, and the schedule for their development and delivery.

The NIAC is a coordination body for changes relating to NAS data standards. The NIAC is responsible for coordinating changes both with NIAC members and across all affected FAA organizations. The guiding principle is that before any changes are formally transmitted to the NAS CCB, all changes shall be fully coordinated and all issues shall be resolved within the NIAC's scope and authority.

The NIAC is an open organization that welcomes the participation of all persons having an interest in NAS Data Standards. The guiding principle is that individuals from the FAA, the NAS user community, and those private organizations that support or are associated with the FAA are welcome to participate in and contribute to the workings of the NIAC. All such participation is subject, however, to limitations defined in this document and augmented by specific Terms of Reference for individual NIAC Teams and Working Groups.

## **2.0 PARTICIPANT RESPONSIBILITIES**

The NIAC is a Committee composed of a small group of permanent voting members supported by an Executive Secretary. In addition, the NIAC is supported by the FAA Data Registrar as well as a number of goal-specific, defined-lifetime Working Groups.

### **2.1 NIAC Permanent Member Responsibilities**

The Committee of permanent voting members is the decision making body of the NIAC. The Permanent Members represent various FAA organizations and are empowered to speak and act for those organizations in matters relating to NAS data standards. The Permanent Members are equally responsible for managing the NIAC. This responsibility includes the following:

- a. Approve NIAC Operating Procedures and initiate revisions and enhancements.
- b. Preside over the NIAC meetings.
- c. Act as prescreening authority for changes presented to the NIAC, including signing NAS data standard case files before they are submitted to the NAS CCB.
- d. Evaluate NAS Change Proposals (NCP) submitted to NIAC by the NAS CCB or other configuration control board and provide comments to the board.
- e. Coordinate meeting agendas and change review packages with the Executive Secretary.
- f. Review and approve the Term of Reference (TOR)<sup>1</sup> for the NIAC Working Groups.
- g. Ensure that proposed changes are thoroughly evaluated for technical, interface, data quality assurance, and life cycle implications.
- h. Ensure that implementation actions specified on Configuration Control Decisions (CCDs), which are under NIAC jurisdiction, are completed as specified in the CCD.
- i. Ensure adherence to the provisions of the NIAC Charter and to the NIAC Operating Procedures.

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<sup>1</sup> A Terms of Reference (TOR) document described a working groups planed products and completion schedule. A Template for a ToR is included in Appendix A.  
NIAC Operating Procedures

- j. A Permanent Member who can not attend a meeting personally is responsible for:
  - 1) sending a surrogate who is empowered to make decisions on behalf of the member, or
  - 2) in the case of specific decisions that have been defined in a published agenda for a given meeting, submitting a proxy vote to the Executive Secretary.

## 2.2 NIAC Executive Secretary:

The Executive Secretary is the administrative agent of the NIAC. The Executive Secretary is appointed by the head of ASD. The Executive Secretary provides the NIAC and its Working Groups with the infrastructure required to perform their responsibilities, as defined in the NIAC Charter. The Executive Secretary is responsible for the following:

- a. Receive, process, and coordinate case files for formal review and signature by Permanent Members. Coordination will include establishing appropriate response dates based on the nature of the product and resources available for accomplishing the review.
- b. Schedule and facilitate NIAC meetings under the authority of the Permanent Members; prepare and distribute meeting notifications, agendas and change review packages; prepare and distribute official minutes for NIAC meetings.
- c. Maintain the NIAC web site and publish relevant products, meeting materials, and announcements as required to support NIAC operations.
- d. Provide NIAC and its Working Groups with access to appropriate, secure, telephonic video, or web based collaborative discussion tools such as CDIMS<sup>2</sup>.
- e. Interface with the NAS CCB and coordinate the review and disposition of case files forwarded from the NIAC to the NAS CCB.
- f. Maintain all pertinent NIAC records to support historical records retention and audit requirements.
- g. Ensure coordination with affected external groups for all NIAC products.
- h. Notify NIAC of action items assigned by the NAS CCB.
- i. Assist the Working Groups with scheduling and facilitation for their meetings.
- j. Establish and manage a NIAC process for tracking and resolving issues and action items.

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<sup>2</sup> Collaborative Discussion and Information Management Service, or CDIMS, is a Lotus Notes internet-based collaborative groupware tool.

### 2.3 FAA Data Registrar

The FAA Data Registrar acts as technical advisor to the NIAC on matters related to development and control of data standards and operation of the FAA Data Registry (FDR) tool that maintains those standards. The Registrar has the following responsibilities:

- a. Advise and assist Working Groups on the development of proposed data standards.
- b. Assist Working Groups with entry and update into the FDR of metadata associated with the data standards.
- c. Generate various reports from FDR as required by the Permanent Members.
- d. Review change packages produced by the Working Groups.
- e. Assist the Permanent Members in the evaluation of NCPs submitted to NIAC by the NAS CCB or other configuration control board.

### 2.3 Working Groups:

The NIAC Working Groups create products for NIAC. Working Group members are subject matter experts who perform such task as developing data standards, addressing technical issues, and providing recommendations to the Permanent Members. The Working Groups are individually established and authorized by the Permanent Members to achieve a specific mission. Working Groups have the following responsibilities:

- a. Prepare the Terms of Reference (ToR) document describing the Group's planned products and completion schedule and submit it for Permanent member review and approval.
- b. Define Group membership and organization to achieve the specific scope, goals, approach, and product set described in the approved ToR.
- c. Deliver the products defined in the approved ToR according to the schedule in that ToR.
- a. Forward case file packages of proposed new or revised data standards to the Executive Secretary for NIAC decision.
- b. Present and support the case files at the NIAC meeting.
- d. Monitor the proposed new or revised data standards from initiation to publication
- e. Report the status of the Group's efforts.

## 2.4 Other NIAC Participants

The Permanent Members and/or the individual NIAC Working Groups may acquire the services of a specific domain expert to participate in or become an ad hoc member of a specific NIAC activity. In such cases, the participant's responsibilities will, in addition to specific responsibilities defined by the acquiring NIAC organization, include the following:

- a. Work as an extension of the acquiring organization and within that organization's rules and procedures, e.g., ToR.
- b. Evaluate proposed changes, as requested.
- c. Attend or participate in specific NIAC meetings, as requested.
- d. Advise and counsel the Permanent Members when specialized knowledge in their areas of expertise is required.
- e. Provide technical studies and presentations, upon request, to assist the NIAC in its disposition of changes.

## 3.0 ADMINISTRATIVE PROCEDURES

The NIAC change processing flow is shown in Figure 3-1, NIAC Standards Process Flow. The data standardization process itself is covered under a separate document.

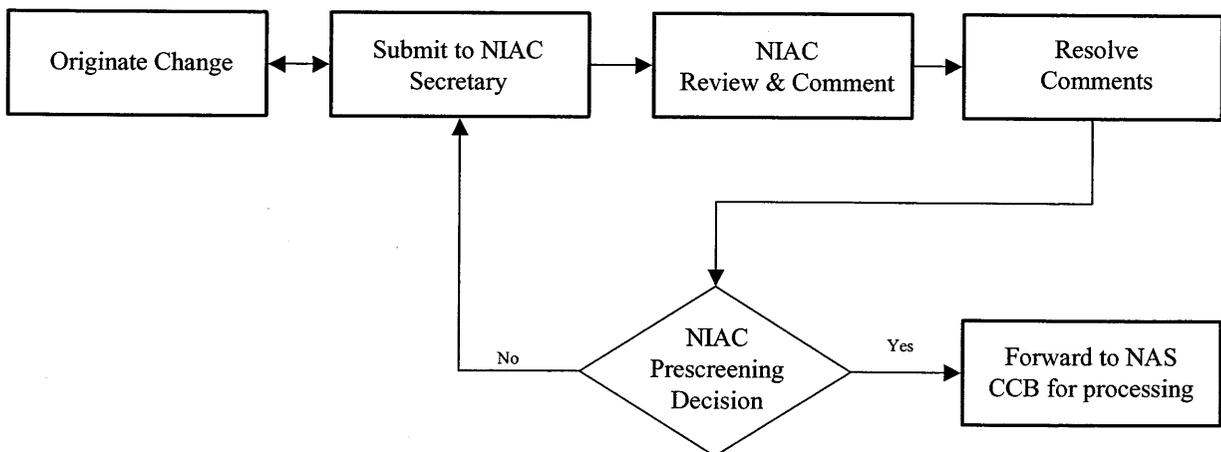


Figure 3-1. NIAC Standards Process Flow

### 3.1 Scheduling Meetings

- a. The Executive Secretary shall identify case files for inclusion in meetings when:
  - 1) All coordination/review has been completed, including the review for case files, and
  - 2) Copies of all coordination/summary materials have been attached as background information.
- b. The Executive Secretary shall schedule NIAC meetings on a regular basis, as determined by the Permanent Members.
- c. Announcement for the meeting time and place will be distributed to Permanent Members and all Working Group leads.

### 3.2 Agenda and NIAC Change Package Preparation and Distribution

- a. The Executive Secretary shall prepare a meeting agenda and any other associated materials:
  - 1) Status of deferred changes, which will be addressed.
  - 2) Each case file to be addressed at the meeting, as well as the person responsible.
  - 3) Status of action items from previous meetings, which are due for consideration, along with the person/organization responsible for providing the information.
  - 4) Each open action item to be addressed and the individual/organization responsible for providing status information.
  - 5) Other items for discussion.
  - 6) Status of pending case files.
- b. The Executive Secretary shall assemble and distribute the review packages containing the meeting notice, agenda, changes, and action items to be considered.

### 3.3 Conduct of Meeting

- a. The Permanent Members shall preside over the meeting. The Executive Secretary shall assist as required, record the minutes, and note assignment of action items.
- b. The Executive Secretary shall introduce each proposed change. The originator (normally the Working Group lead) will summarize the proposed change to the members and discuss its significance and impact.
- c. The members shall recommend approval, disapproval, or deferred action on a case file pending clarification of outstanding issues or availability of additional information. Action items to clarify issues shall be assigned to a specific individual/organization with a specified completion date.

- d. Relevant open action items from previous meetings shall be addressed by the responsible persons.
- e. The Executive Secretary will present the implementation status of previously approved case files.

#### 3.4 Guidelines for briefing presentation.

- a. The following is a suggested list for Working Groups or other initiators to use for proposing products to NIAC.
  - 1) List of proposed standards/document
  - 2) Change number and title
  - 3) Originator (Working Group Lead)
  - 4) Synopsis of proposed change (how it is currently, what is the problem or deficiency, and how the change will correct it)
  - 5) Performance, operational, technical, life-cycle implications if applicable
  - 6) Interface issues and summary of coordination, if applicable
  - 7) Other benefits or risks associated with this change
  - 8) Implementation plans, schedules, or requirements
  - 9) Summary of coordination and comment resolution
  - 10) Recommendation(s)
- b. A copy of any formal presentation materials shall be provided to the Executive Secretary for distribution to Permanent Members prior to the meeting.

#### 3.5 Preparations and Distribution of Minutes

- a. Minutes of each NIAC meeting shall be recorded by the Executive Secretary and provided to the Permanent Members at each regularly scheduled meeting.
- b. The minutes shall be uniquely numbered to identify the NIAC and the specific meeting date.
- c. The minutes will contain the following:
  - d. List of attendees
  - e. List of all changes presented at the meeting
  - f. List of action items discussed and/or initiated, including status, and individuals/ organizations responsible
  - g. Summary of items discussed in the meeting
- h. The minutes and applicable presentation materials shall be distributed to all meeting attendees and archived.

### 3.6 NIAC Decisions

The Permanent Members will recommend the disposition of and sign each case file once all positions have been heard. The decision may include:

- a. Recommend CCB Approval as written or with revision. The case file will document any changes not coordinated during the review with the originating organization.
- b. Recommend CCB Disapproval. The Executive Secretary will ensure the reason is clearly recorded on the case file and provided in a timely manner to the originator or sponsor.
- c. Defer to the next meeting. An action item will be specifically assigned for any proposed change, which necessitates specific action be taken prior to reconsideration by the NIAC (such as a requirement for additional information, etc.).

### 3.7 Preparations and Dissemination of Case files

Case file initiator will forward the completed case file to the Executive Secretary. It is recommended that the Working Group leads utilize the Collaborative Discussion Management System (CDIMS) to record their issues discussions and consensus voting.

The Executive Secretary shall forward the signed case file to the ACM control desk for NAS Change Proposal (NCP) number assignment and NAS CCB processing in accordance with the National Procedures. A draft CCD will also be provided for the final approval by the NAS CCB Co-Chairs.

## **Appendix A – Outline for Working Group Terms of Reference (ToR)**

**(Name of Working Group)**  
***Proposed* Terms of Reference**  
(Once approved by NIAC, “Proposed” will be removed)  
**(Date)**

### **Background**

Provide a one-paragraph summary of the relevant issue(s) that are the basis for specifying a Working Group.

### **Scope**

Provide a concise statement of the problem and work that will be pursued by the Working Group with appropriate boundaries to the problem. Include approximate time frame for the work of the Working Group.

### **Working Group Action Plan**

Provide, in summary form, the task elements that will be the basis for the Working Group’s activities over the term of the Working Group’s charter.

### **Product Schedule**

State the intended products, such as case file package, briefings, reports, etc., that will be produced and delivered by the Working Group. Specify the approximate date of delivery for each item.

### **Working Group Membership**

Identify the Organizations that will provide members, and the names of those individuals. Identify the Chairperson(s) for the Working Group.

*Note: Terms of Reference will be a NIAC agenda item, and the minutes of the NIAC meeting addressing the creation of a Working Group will explicitly record the conclusions. The approval of the ToR will be considered a formal recommendation of the NIAC, thereby requiring the signatures of the Permanent Members.*