



TERMS OF REFERENCE FOR NATIONAL AIRSPACE COMMITTEE (NASCOM)



Department: Aviation Safety Infrastructure
Document Owner: Executive: Aviation Safety Infrastructure
Name of Document:

NATIONAL AIRSPACE COMMITTEE (NASCOM) TERMS OF REFERENCE

Table of Contents

1	PURPOSE	3
2	OBJECTIVES OF THE COMMITTEE	3
3	TERMS AND ABBREVIATIONS	3
4	MANDATE	4
5	MEMBERSHIP	4
6	CHAIRPERSON	5
7	SECRETARIAT	5
8	MEETINGS.....	5
9	SUBCOMMITTEES AND WORKGROUPS.....	6
10	QUORUM REQUIREMENTS	6
11	DECISION MAKING AND VOTING.....	6
12	CONFIDENTIALITY	7
13	PROPOSALS	7
14	PERMANENT CRITERIA	7
15	GENERAL	8
16	DOCUMENT AMENDMENT AND REVIEW.....	8
17	CONFLICT OF INTEREST.....	8
18	CONTINUOUS IMPROVEMENT, MEASUREMENT AND ANALYSIS.....	8
19	DOCUMENT AUTHORISATION	9



NATIONAL AIRSPACE COMMITTEE (NASCOM) TERMS OF REFERENCE

1 PURPOSE

The purpose of NASCOM is to review airspace utilisation throughout the Republic of South Africa.

2 OBJECTIVES OF THE COMMITTEE

The objective of the NASCOM is to, inter alia, provide the Director with clear guidelines and recommendations in respect of the appropriate designation of airspace in terms of the SACARs.

3 TERMS AND ABBREVIATIONS

3.1 Terms

DEFINITIONS	DESCRIPTION
None	

3.2 Abbreviations

ABBREVIATION	MEANING
ATNS	Air Traffic and Navigation Services SOC Limited
CTR	Control Zone
DCA	Director of Civil Aviation
ICAO	International Civil Aviation Organisation
NASCOM	National Airspace Committee
SACAA	South African Civil Aviation Authority
SACARs	South African Civil Aviation Regulations, 2011
SACATS	South African Civil Aviation Technical Standards
WP/IP	Working/Information Papers
TMA	Terminal Control Area



NATIONAL AIRSPACE COMMITTEE (NASCOM) TERMS OF REFERENCE

4 MANDATE

- 4.1 NASCOM has been established in terms of Regulation 11.05.1 of the SACARs, to provide a forum where the SACAA and organisations which provide services in the national airspace as well as the users of such airspace can consider the construction, amendment and usage of such airspace. NASCOM shall ensure that such airspace adequately protects any flight procedures designed for such airspace.
- 4.2 NASCOM is tasked to, inter alia, provide the Director with clear guidelines and recommendations in respect of the appropriate designation of airspace in terms of the SACARs.
- 4.3 Airspace may only be strategically designated after consultation with NASCOM and in relation to the air traffic services which are to be provided. Any such designation shall be made by the Director in terms of Regulations 172.02.1, 172.02.3, 172.02.4, 172.03.5 and 172.03.6 and shall be published in accordance with Regulation 172.02.1 (3).

5 MEMBERSHIP

- 5.1 The Chairperson of NASCOM shall be appointed by the Director.
- 5.2 Membership to NASCOM is open to all users and service providers who have an interest in airspace construction, amendment and utilisation. Members shall be organisations or bodies and not individuals.
- 5.3 Commercial and private civil aviation organisations, stakeholder bodies and statutory bodies as recognised by the Director that wish to be appointed as a member of NASCOM shall apply in writing to the Director in line with SA-CATS 11.05.1.
- 5.4 Such bodies as recognised by the Director shall appoint individuals who are to represent their organisations in NASCOM. The appointees shall declare any aviation interests to the Director and shall keep such declarations up to date.
- 5.5 Members participating in NASCOM shall:
 - 5.5.1 nominate a maximum of two of its representatives to participate in NASCOM activities, being a principal and an alternate;
 - 5.5.2 such nominees will be the contact points for NASCOM members for the purposes of NASCOM; and
 - 5.5.3 each member shall be entitled to one vote.
- 5.6 Observers shall be permitted to attend NASCOM meetings at the discretion of the Chairperson of NASCOM.
- 5.7 Members shall reaffirm or update the nominated representatives at the beginning of the calendar year in writing to the Chairperson.



NATIONAL AIRSPACE COMMITTEE (NASCOM) TERMS OF REFERENCE

- 5.8 A member ceases to be a member if its representatives fail to attend in four (4) consecutive meetings without any apology. Such an organisation may apply for readmission as a member of NASCOM and may be readmitted upon showing good cause to the Director. The Director must confirm re-appointments.

6 CHAIRPERSON

- 6.1 the Chairperson shall:
- 6.1.1 Ensure that meetings are scheduled;
 - 6.1.2 Invite specialists and observers to attend meetings when required by NASCOM;
 - 6.1.3 Draft meeting agenda in consultation with secretariat;
 - 6.1.4 Guide the meeting according to the agenda and time allocated;
 - 6.1.5 Ensure that all discussion items end with a decision, action or definite outcome;
 - 6.1.6 Review and approve draft minutes before distribution;
 - 6.1.7 Present the minutes of previous meeting to members for approval; and
 - 6.1.8 Sign the minutes within three days after date of approval.

7 SECRETARIAT

- 7.1 the Secretariat shall:
- 7.1.1 Schedule meetings and notify Members of the scheduled meeting;
 - 7.1.2 Prepare and distribute upcoming meeting pack four week prior to the meeting;
 - 7.1.3 Keep a register of all members;
 - 7.1.4 Take notes of proceedings;
 - 7.1.5 Track progress with regard to action items and report to the Chairperson and NASCOM;
 - 7.1.6 The draft minutes shall be approved at the following meeting and kept for record purposes; and
 - 7.1.7 The SACAA shall provide Secretariat services and be responsible for NASCOM associated administrative duties.

8 MEETINGS

- 8.1 The meetings shall be chaired by Chairperson.
- 8.2 If the Chairperson is absent from a meeting of the committee, the members present shall from among their number elect a person to preside at that meeting.



NATIONAL AIRSPACE COMMITTEE (NASCOM) TERMS OF REFERENCE

- 8.3 Members are expected to attend all meetings as scheduled by the secretariat and in cases where a member cannot attend the meeting for whatever reason, the members must tender their apologies.
- 8.4 Members shall be notified timeously of the meeting at least four weeks in advance.
- 8.5 NASCOM shall only consider relevant matters relating to current or proposed airspace structures and associated services provided or intended to be provided within such airspace structures or any amendment thereof, including any such matter, referred to it by the Director.
- 8.6 Experts in their respective fields may, with consent of the Chairperson, be called upon to present a specific case on an ad hoc basis.
- 8.7 The minutes of the previous meeting, the agenda, and copies of WP/IPs shall be distributed at least four weeks prior to the meeting.
- 8.8 The Chairperson at his/her discretion and in coordination with Secretariat may call for a special meeting.
- 8.9 Unless specifically permitted by the Chairperson, and under conditions specified for such permission, experts or stakeholders invited to make presentations to NASCOM shall not sit in the NASCOM meetings outside of the times of presentation and questions-and-answer sessions where the presenter's response is required.
- 8.10 Members are required to provide written feedback on their assigned action items before the meeting.
- 8.11 NASCOM will meet quarterly.

9 SUBCOMMITTEES AND WORKGROUPS

- 9.1 The committee may, with the approval of the Director, establish such subcommittees/ workgroups as it may deem necessary for the performance of its functions.
- 9.2 The Chairperson of NASCOM shall appoint a Chairperson for each subcommittee so established.

10 QUORUM REQUIREMENTS

A quorum of members must be present before a meeting can proceed. A quorum shall be established when total attendance represents 50% plus one (50% + 1) of Members present. If a quorum is not achieved, the meeting shall be postponed and rescheduled to a later date as determined by the Chairperson.

11 DECISION MAKING AND VOTING

- 11.1 Decisions shall as far as possible be taken by consensus and only when consensus cannot be reached may the Chairperson call for a vote in order to reach a decision.



Department: Aviation Safety Infrastructure
Document Owner: Executive: Aviation Safety Infrastructure
Name of Document:

NATIONAL AIRSPACE COMMITTEE (NASCOM) TERMS OF REFERENCE

11.2 In cases where voting is required, each member present shall have one vote and in the case of a tie, the Chairperson shall cast the deciding vote.

11.3 After members voting, the proposals and objections thereon shall be forwarded to the Director as recommendation and the Director shall deliberate and consider the matter, with due regard to the information supplied and relevant safety considerations and shall make a decision.

12 CONFIDENTIALITY

12.1 Each member agrees that all matters, discussions and documents emanating from his or her participation at NASCOM are confidential and undertakes to treat them as such.

13 PROPOSALS

13.1 Submissions or proposals requiring consideration and a decision by NASCOM for recommendation to the Director shall be made in the form of an appropriately detailed WP/IP. WP/IP shall be submitted to the NASCOM Secretariat at least six weeks in advance of the meeting in which they are to be addressed.

13.2 The WP/IP shall be accessible from the SACAA website.

13.3 Appropriately detailed graphic presentations must accompany submissions proposing the demarcation of airspace boundaries, including associated flight procedures where applicable.

13.4 Recommendations of the NASCOM shall be forwarded to the Director for decision or ratification.

13.5 The Director shall, if he or she is satisfied, after considering the recommendation made by the NASCOM in terms of regulation 11.05.1 (1) of the SACARs, and in the interest of aviation safety, make her decision and ensure that any changes are published in the IAIP.

14 PERMANENT CRITERIA

14.1 ICAO Standards and Recommended Practices, civil aviation legislation will have pre-eminence and, where appropriate international best practices will be the foundation for proposals, with obvious regard for the relevant South African legislation.

14.2 Where known third-parties may be affected, adequate consultation shall be made with such parties or their legal representatives, and the records thereof shall be made available to the NASCOM. Any agreements or dispensations with such parties must be recorded and made available to the NASCOM.

14.3 All restricted, dangerous and prohibited airspaces shall be reviewed annually by SACAA and ATNS and shall be reported to NASCOM in accordance with the National Airspace Master Plan.

14.4 Any airspace re-structuring must be to the benefit of the majority of users.



Department: Aviation Safety Infrastructure
Document Owner: Executive: Aviation Safety Infrastructure
Name of Document:

NATIONAL AIRSPACE COMMITTEE (NASCOM) TERMS OF REFERENCE

14.5 The last NASCOM meeting of the year shall consider the need for a review of the National Airspace Master Plan.

15 GENERAL

Applications for airport certificates/ licences, heliport certificates/ licences and helistop approvals, as well as significant changes to existing airport and heliport certificates/ licences, and the establishment of airports, heliports or helistops within controlled airspace and under a TMA, or within 10nm of any CTR boundary, including any changes thereof, shall be referred to NASCOM, due to the inseparable association with airspace allocation, prior to final approval.

16 DOCUMENT AMENDMENT AND REVIEW

16.1 Any amendments to these TOR shall be ratified by a 50% plus one (50% + 1) majority of members present during the meeting at which such amendments are tabled. Each member organisation shall have one vote.

16.2 This TOR shall be reviewed every five years, or earlier at the discretion of the Chairperson.

17 CONFLICT OF INTEREST

The Chairperson and the secretariat positions must be filled by two different persons. Members shall request the chairperson to excuse them from the Steercom should any conflict of interest arise.

18 CONTINUOUS IMPROVEMENT, MEASUREMENT AND ANALYSIS

These Terms of Reference will be verified or continuously improved in accordance with SACAA Continuous Improvement, Measurement and Analysis GP001.



Department:

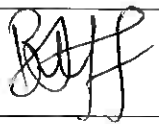
Aviation Safety Infrastructure

Document Owner:

Executive: Aviation Safety Infrastructure

Name of Document:

**NATIONAL AIRSPACE COMMITTEE (NASCOM)
TERMS OF REFERENCE****19 DOCUMENT AUTHORISATION:**

DEVELOPED BY:		
	TEMBISA MAPHIKE	12-08-2026
SIGNATURE OF E: ASI	NAME IN BLOCK LETTERS	DATE
REVIEWED & VALIDATED BY:		
	Sebalwa Molandeni	14/08/2026
SIGNATURE OF E: LAC	NAME IN BLOCK LETTERS	DATE
APPROVED BY		
	Poppy Khoza Director of Civil Aviation	19 AUG 2026
SIGNATURE OF DCA	NAME IN BLOCK LETTERS	DATE