



Federal Aviation Administration (FAA)

Federal Aviation Administration Aeronautical Information Products and Services Community of Interest

Enterprise Information Management (EIM)

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Aeronautical Information Services Approval:

Director, Aeronautical Information Services

Date:

G.L. Powell
11/8/2016

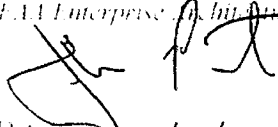
Manager, Aeronautical Information Services
Governance Group

Date:

[Signature]
11/8/16

FAA Enterprise Architectural Board Approval:

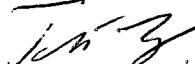
~~FAA Enterprise Architecture Board Co-Chair~~



Date

12/1/16

~~FAA Enterprise Architecture Board Co-Chair~~



Date:

12/1/16

Revision History			
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CHARTER

Aeronautical Information

Products and Services (AIPS)

Community of Interest (COI)

Federal Aviation Administration (FAA) Order 1375.1, Information/Data Management, establishes the policy for managing both information and data across the FAA. The order describes a series of roles to align operational governance practices with the goals and objectives of the policy. A Community of Interest (COI) is a governance entity, described as “A collaborative group of stakeholders who develop a common understanding and shared vocabulary for that Community of Interest’s information which is exchanged to accomplish shared missions, goals, interests and business processes. Stakeholders can include, but are not limited to stewards, architects, business subject matter experts and other involved parties.”

BACKGROUND

In accordance with FAA order 1375.1 it is mandated that the FAA develop consistent, quality processes for the development, management and use of FAA aeronautical data and information. The ability to support future operational improvements relies on the availability of a consistent set of aeronautical information products and services.

The Aeronautical Information Products & Services (AIPS) Community of Interest will provide a forum for discussing, planning and evolving aeronautical information management within the FAA and with external stakeholders.

Aeronautical Information Products & Services is a broad domain of information including the systems, services and rules that provide the foundation for air traffic management (ATM). This charter describes the function of the Aeronautical Information Products & Services Community of Interest as a community of stakeholders responsible for ensuring efficient and effective creation of and access to aeronautical information to all aeronautical information consumers within the FAA and external to the FAA.

PURPOSE

This charter establishes the FAA Aeronautical Information Products & Services Community of Interest as a subordinate body to the FAA Information and Data Advisory Board (IDAB). The IDAB is responsible for ensuring the integration of this information domain into the FAA information architecture and to oversee and aid in the reduction of unnecessary duplication or conflict across Communities of Interest and Stewardship Communities of Practice.

The FAA Enterprise Architecture Board (FEAB), to which the Information & Data Advisory Board reports, sanctions this Community of Interest and is responsible for facilitating the FAA’s transition to the target state by governing and administering the implementation of the policies, processes, and

practices through the Enterprise Architecture (EA) roadmaps and Enterprise Information Architecture (EIA).

The Aeronautical Information Products & Services Community of Interest is a key contributor to developing effective information governance within its information domain. Information domains represent the scope of the integrated data for a distinct set of business activities and requirements that produce a unique set of information products and services. Ideally the Aeronautical Information Products & Services Community of Interest will:

- Solve mission-specific aeronautical information sharing opportunities and challenges affecting its communities:
 - Increase information sharing volume, speed, and reach to known and unanticipated users;
 - Provide a user forum to drive the enterprise information sharing approach forward;
- Provide information exchange vocabulary stewardship.
- Foster collaboration within and across communities.
- Build trust.
- Identify and help resolve enterprise issues.

This Community of Interest shall promote collaboration, communication, and the sharing of aeronautical data and information among FAA organizations, other federal agencies, industry, and international peers. The Community of Interest shall support reconciliation of data access methods and information artifacts and support visibility, consistency and access to the data and information. The Community of Interest shall mediate the performance of decision-making analysis activities in the stewardship of information and represent the needs of multiple disparate organizations including non-FAA entities.

SCOPE

This document establishes the Aeronautical Information Products & Services Community of Interest, a body with delegated authority from the FAA Information and Data Advisory Board (IDAB) responsible for managing the collaboration of Information Products and Services for the aeronautical information domain. The scope of the Community of Interest is to facilitate the development of the “to be” information architecture for the domains listed below and facilitate the development of a roadmap to progress towards that architecture. The Community of Interest will do this by capturing and prioritizing business data requirements and requests from internal and external consumers at an enterprise level through a configuration control process and to review proposed solutions within the context of their enterprise business impact.

DEFINITION OF SUCCESS

- Initiate a Community of Interest focusing on collaborative decision making regarding standards, principals, and evolution of aeronautical information.

- Socialize, document, and define Aeronautical Information Products & Services data and information to ensure they are cataloged according to standards and their pedigree and lineage (i.e., their history of creation, modification or sharing) is fully documented and discoverable in the registry.
 - Standards and Principles of design and architecture are followed.
 - A 'to be' information architecture is defined and roadmap is developed.
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- Aeronautical Information Products & Services information are usable, support mission requirements and are accessible digitally.

AERONAUTICAL INFORMATION DOMAIN

Information domains represent the scope of the integrated data for a distinct set of business activities and requirements that produce a unique set of information products and services. The scope of this Community of Interest's business activity is the collection and dissemination of aeronautical information products and services to all aeronautical information consumers, inside the FAA and external to the FAA. **The information domains within this area of responsibility are:** Charting, to include Visual Flight Rules (VFR), Instrument Flight Rules (IFR), planning, supplementary and publications; and Digital Aeronautical Products and Services within the Air Transport Infrastructure Subject Area Grouping to include airspace, flight procedures and routes products and services.

AUTHORITY AND RESPONSIBILITIES

The scope of authority includes:

- Approving (as delegated) domain-specific lexicon, ontologies, taxonomies, information exchange models and services.
- Ensuring the application of Safety Management System based decisions.
- Ensuring correct use of authoritative sources and approved replicated sources for domain-specific data and information products and services.
- Ensure industry and international standards, issues, and comments are addressed at an FAA enterprise level.
- Coordinating with other Community of Interests.
- Influencing and collaborating with related Stewardship Communities of Practice (SCOPs) that manage source data structures to ensure accuracy, pedigree, consistency and timeliness.
- Managing information baselines through the Configuration Control Board (CCB) responsible for tracking and managing change requests and recommended actions for the Community of Interest and/or Information & Data Advisory Board to consider.
- Managing access rights and business rules.

The AIPS Community of Interests responsibilities will include, but are not limited to:

- Ensuring domain-specific lexicon, ontologies, taxonomies, and information models are established, documented within the information architecture, communicated in a digital Enterprise registry/repository that is easily accessible.

- Ensuring alignment, minimizing duplication or conflict, with corresponding industry and enterprise-wide or domain-specific products or services.
- Assessing, approving, disapproving and communicating all change requests including industry and international related specifically to the scope of authority.
- Assessing, documenting and communicating the effect of change requests.
- Escalating change requests that cannot be resolved within the AIPS Community of Interest to the Information & Data Advisory Board for review.
- Documenting and communicating new requirements and/or enhancements to the appropriate Stewardship Community of Practice for analysis, cost, and feedback to meet the business need.
- Collaborating on changes to the EIM roadmap and strategy.
- Ensuring plans for transitioning to a future state are developed and implemented as directed by the Information & Data Advisory Board or FAA Enterprise Architecture Board.
- Reporting progress and elevating risks to the Information & Data Advisory and FAA Enterprise Architecture Board.
- Working in partnership with related Configuration Control Boards in implementing and maintaining the baseline for aeronautical information products and services information.

Aeronautical Information Products & Services Community of Interest Stakeholders

The following FAA organizations are identified as stakeholders of the AIPS business functions and/or stakeholders in the management of AIPS information. It is expected that each sub-organization within the organization may elect to have a specific stakeholder representative to represent their interests. Additional internal and external stakeholders may be added as necessary to ensure the entire information community is represented.

Organization	Name
AJV	Mission Support Services
AJM	Program Management Organization
AJR	System Operations services
AJT	Air Traffic Services
AJW	Technical Operations
AFS	Flight Standards Services
AOV	Air Traffic Safety Oversight Services

ARP	Office of Airports
ANG	NextGen Air Transportation Systems
AST	Office of Commercial Space Transportation
AIT	Information & Technology Services
NATCA	
PASS	

Table 1: Aeronautical Information Community of Interest Stakeholders

Aeronautical Information Products & Services Community of Interest Management & Roles

The Aeronautical Information Products & Services Community of Interest will focus on the governance and management of aeronautical information products and services and is led by an executive level Chair(s), nominated by the Executive Sponsor. The Chair position will be re-nominated and confirmed annually, though the same Chairperson may serve an unlimited number of consecutive terms. The Secretariat will be appointed by the Executive Sponsor and will come from the sponsor's office. Each office/organization is responsible for providing their own resources to support the development and implementation of agreed upon information management objectives.

Position	Name	Org	Telephone	Email
Executive Sponsor	Larry Strout	AJV-5	(405) 954-5070	larry.h.strout@faa.gov
Co-Chair(s)	Brian Murphy	AJV-5	(301) 427-5171	brian.m.murphy@faa.gov
	Jill Olson		(301) 427-5172	jill.m.olson@faa.gov
Secretariat	Carolyn Meushaw	AJV-5	(301) 427-4852	carolyn.meushaw@faa.gov

Table 2: Aeronautical Information Community of Interest Leadership

The Aeronautical Information Community of Interest is a stakeholder driven team. Table 3 identifies key roles provided by participating stakeholder organizations.

Executive Sponsor	• Provides leadership • Engages stakeholders • Owns the problem statement (i.e., business case) • Focuses on realization of Community of Interest goals • Ensures continuity of sponsorship
Chair(s)	• Provides oversight and prioritizes work with stakeholders • Schedules and presides over all Community of Interest meetings • Ensures progress is made by Community of Interest toward identified deliverables • Ensures information requirements meet the needs of the stakeholder community • Provides direction and mitigates conflict when consensus cannot be reached by stakeholders • Briefs middle level and upper level governance bodies on Community of Interest status, activities, and issues if/when required • Ensures compliance with the Community of Interest Charter
Secretariat	• Coordinates and performs the administrative tasks related to the performance of the Community of Interest • Prepares and distributes agenda and read-ahead packages. Records and publishes meeting minutes in a location prescribed by the EIM governing body • Maintains approved changes to the Change Request (CR) Process and Community of Interest operating procedures • Provides the Information & Data Advisory Board Secretariat with up-to-date changes to Community of Interest leadership contact information and meeting minutes. • Tracks and monitors Community of Interest action items and Configuration Control Decisions (CCD) to closure • Ensures all Configuration Management (CM) information is validated and entered into Community of Interest Configuration Management Library
Community Managers	Individuals who manage the execution of the activities by the practitioners within a specific information domain. This role is especially concerned with planning, organizing, staffing, directing, controlling, and budgeting those information domain activities where the “real work” of producing and distributing information is performed.
Business Practitioners	Individuals who perform the activities associated with a specific information domain. This role is especially concerned those information domain activities where the “real work” of identifying, defining, categorizing, structuring/formatting, and harmonizing information is performed.

Subject Matter Experts (SME)	Individuals with in-depth business knowledge or expertise within a particular information domain. This includes SMEs for the authoritative sources and SMEs for the information and products that are created from such data.
Beneficiaries or Involved Parties	Individuals, groups, and organizations that do not perform any of the activities associated with the Information Domain; but receive some benefit from them or have the ability to influence or are influenced by them.
Architects	Enterprise, Information, and Data Architects are the conduit to the Configuration Control Board. Individuals will conceive and portray the big picture; initiates, evaluates, and influences from the perspective of the entire organization. They help implement the requirements through baselining and change control within the Configuration Control Board.

Table 3: Roles and Responsibilities