

APAC Water Aerodrome Working Group (WAWG) e-Meeting #01 Report Final

Meeting Start Date:	01 September 2014
Meeting End Date:	09 September 2014
Commenting Period:	01 – 09 September 2014

- Meeting Attendees:**
1. Ms. Wahyu D. Agustini - Indonesia
 2. Mr. Alexander - Indonesia
 3. Ms. Fathimath Ramiza - Maldives
 4. Ms. Aminath Shiznee - Maldives
 8. Mr. Nick Jackson - New Zealand
 9. Mr. Michael A.P. Meyers – USA
 10. Mr. Atula Jayawickrama – Srilanka
 11. Mr. Natarajan Sekhar – ICAO APAC

Agenda

01. Election of a Working group Chair and a Deputy Chair.
02. Procedure for the electronic correspondence of the e-Working Group Meetings.
03. Proposal for Working group Programme with time lines.
04. Proposals for the frequency of e-meetings and number of face to face meeting to be planned for the task force.
05. Any other items.
06. Date of Next Meeting.

Attachment 01 – TOR for Water Aerodrome Working Group

01. Election of a Working group Chair and a Deputy Chair.

1.1 Working group leader is responsible to steer the Water Aerodrome Working group meetings and will act as the secretariat to the meeting. Meeting start and ends dates will be set by the WG leader and will also be responsible in the preparation and dissemination of meeting minutes.

CONCLUSION/01

With the suggestions of the Members, Ms. Fathimath Ramiza is elected as the Chair of the Water Aerodrome Working Group and Ms. Wahyu Augustini, Indonesia as the Deputy Chair.

2. Procedure for the electronic correspondence of the e-Working Group Meetings.

2.1 Starting the Meeting: The WG leader sends an e-mail to all participating members notifying them that the official start of the meeting will begin on a particular date at least five(5) business days in the future.

2.2 The notification will include an agenda and attachments/links to all other materials necessary to conduct the anticipated meeting, such as reading materials, documents, reports, and minutes from the previous meeting.

2.3 The agenda must specify commenting period, the start and end dates of discussion.

2.4 On the specified date the members shall reply with their comments and if they have no comments shall reply with a “no comment” before the specified date of commenting.

2.5 The names of the members and contact information for the specified meeting will serve as the basis of the “Meeting Attendees” list

2.6 It is assumed that the meeting will begin as per the date specified in Meeting notification and continue until the end date specified in the meeting notice. Although not all members may be constantly following the discussion and responding immediately to the conversation that unfold during the e-meeting, it is the responsibility of each member to periodically engage in the meeting process. (To be considered “present” at a meeting means that one has access to a computer and access to the ongoing emails during the time of the meeting. Therefore, being present is defined as having the ability, electronically, to follow the ongoing conversations of the meeting and participate fully over the meeting time.

2.7 The WG leader shall set an end date sufficient enough for all members to participate in the electronic discussions.

2.8 While commenting, members may electronically comment upon to other member’s comments, but all messages must be addressed to the WG leader and copied to all other members.

2.9 The end date specified in the notice will mark as the end of the e-meeting and the WG leader will take the electronic record and produce the minutes of the meeting.

2.10 The Minutes of the meeting with a specified commenting period will be forwarded to all members to seek their consent.

CONCLUSION/02

Procedures of the electronic correspondence of the e-Working Group Meetings is approved as above.

3. Proposal for Working group Programme with time lines.

Action Item		Date of completion
01	WAWG/ E Meeting #01	September 2014
02	WAWG/ E Meeting #02	October 2014
03	WAWG/ E Meeting #03	December 2014
04	WAWG/ E Meeting #04	February2015
05	WAWG/ Face to Face meeting #01 – Discussion on draft model regulations result from E meetings.	March 2015
06	WAWG/E Meeting # 05 Finalization of Draft of Model Regulations for Submission to AOPWG	April 2015
08	Final Draft	AOPWG May/June 2015
#	Additional Face to face meeting (If required)	Open

CONCLUSION 03

Working group Programme with timelines is finalized with the comments from members.

4. Proposals for the frequency e-meetings and number of face to face meeting to be planned for the task force.

4.1 Maldives suggests to have an e-meeting at least every other month.

4.2 Maldives suggests having the last meeting (face to face to) in Maldives. This meeting will finalize the model regulation and give the participants the opportunity to experience the Water Aerodrome operations in Maldives.

CONCLUSION 04

Working programme with frequency and number of Face to face meetings is finalized -- refer CONCLUSION 03

Members agreed that Water Aerodrome Working Group, face to face meeting to be held in Maldives.

5. Any other items

CONCLUSION 05

The Terms of Reference of Water Aerodrome Working Group (Attachment 01) unanimously approved as put forward.

6. Date of Next Meeting: *October 2014*

TERMS OF REFERENCE
APAC WATER AERODROMES WORKING GROUP

Deliverable(s)

- a) APAC Model Regulations for water aerodromes (sea plane operations).

Scope of work

The following are the broad principles describing the scope of work:

- a) take into account the existing regulations, guidance material and procedures related to water aerodromes and float operations ; and
- b) be consistent with the ICAO Annex 14, Volume I and international maritime requirements.

Composition

The Working Group would be composed of experts nominated by Indonesia, Maldives, Sri Lanka, New Zealand and USA. Additional membership could be invited from other regions if required.

Conduct of the work and schedule

The Working Group shall complete its work by May 2015. The work would be carried out by means of electronic correspondence as far as practicable. Minimum amount of face to face meetings would be planned.

End