



*International Civil Aviation Organization*

**SIXTEENTH MEETING OF THE  
COMMUNICATIONS/NAVIGATION/SURVEILLANCE AND  
METEOROLOGY SUB-GROUP (CNS/MET SG/16) OF APANPIRG**

Bangkok, Thailand, 23-27 July 2012

---

**Agenda Item 18: Working Arrangement for CNS and MET Sub-groups in 2013**

- 2) Change in meeting arrangement for APANPIRG 2013

**CONSIDERATION ON ELECTION OF CHAIRPERSONS FOR  
THE CNS SUBGROUP AND MET SUBGROUP**

(Presented by Chairman CNS/MET SG)

**SUMMARY**

This Sixteenth Meeting of the CNS/MET Subgroup is its final meeting before being reconstituted into separate CNS and MET Subgroups reporting directly to APANPIRG. Each Subgroup has terms of reference approved by the 2011 APANPIRG/22 Meeting. APANPIRG/22 also revised the Procedural Handbook on the appointment of Chairpersons and Vice Chairpersons of Contributing Bodies including Subgroups. This paper discusses the role and responsibility of Subgroup Chairpersons and encourages the nomination of suitably qualified and experienced experts from participating States to lead the Subgroups into the future.

**1. Introduction**

1.1 The CNS/MET Subgroup was established in 1997 as the COM/MET/NAV/SUR Subgroup bring together the former COM/MET and NAV/SUR Subgroups. The next step in the evolution takes place with the separation of the Subgroup into separate CNS and MET Subgroups at the end of this Sixteenth Meeting of CNS/MET. APANPIRG/22 in 2011 considered the recommendations of the APANPIRG Contributory Bodies Structure Review Task Force and accepted the separation of CNS/MET SG with effect from 2013. This year was viewed as a transitional meeting for the Subgroup to transform to the new structural arrangements.

1.2 APANPIRG/22 also considered revisions to the Procedural Handbook as it applies to the appointment of Chairpersons and Vice Chairpersons of Contributing Bodies including Subgroups. The existing provisions allow for positions of chairpersons to be considered at each meeting if so requested by a participating State. Concern was expressed that due to politeness sitting chairpersons were not challenged on a periodic basis and provision have now been introduced that contributory body chairpersons should be reviewed by election once every four years. Chairpersons can be re-elected to continue to serve until another election is triggered either by the expiry of another four year period or a State requests an election.

**Agenda Item 18 (2)**

23/07/2012

1.3 The separation into the CNS Subgroup and MET Subgroup is a natural opportunity to consider the election of chairpersons to lead the subgroups forward in the new structure of APANPIRG. This paper provides some thoughts on the role and characteristics of the chairpersons.

**2. Discussion**

2.1 The protocol for the conduct of meetings of subgroups is established in the *APANPIRG Procedural Handbook*. Part IV of the Handbook addresses contributing bodies.

2.2 A review of the handbook enables the identification of personal characteristics required of chairpersons.

Handbook - Part IV	Characteristic
2.1 Each Subgroup ...shall be composed of experts ... having experience in the relevant field.	The chairperson shall have domain knowledge and experience to facilitate discussion and determination of issues within the terms of reference of the subgroup.
5.1 The language of, and supporting documentation for meetings ... shall be English.	The chairperson shall be comfortable in the use of spoken and written English.
	The chairperson shall facilitate the engagement of meeting participants who have English as a second language to assure their expert knowledge is available for the benefit of the subgroup.

2.3 The primary role of the Chairperson is to conduct the meetings of the subgroup. Additionally the Chairperson has the following functions:

- In conjunction with the members and the Secretary, decide the date and duration of the subgroup meetings.
- Support the Secretary in establishing the agenda of meetings.
- Report the activities of the subgroup to APANPIRG. Associated within this is assisting the Secretary in the preparation of meeting reports and attendance at APANPIRG meeting to present the report of the subgroup.
- Coordinate the activities of the subgroup with the work programs of other contributory bodies. This is normally achieved by correspondence and an annual meeting of subgroup chairpersons immediately prior to the APANPIRG meeting.

2.4 Continuity is important to the effective and efficient work of the subgroup. In nominating for the position of chairperson or vice-chairperson the candidate should have the support of their State to serve for the envisaged four year term and to consistently achieve the obligations of the role throughout the term of appointment.

**3. Action by the Meeting**

3.1 The meeting is invited to:

- a) note the information contained in this paper; and
- b) consider the information provided in this paper when identifying suitable candidates for the appointment as Chairperson and Vice-chairperson to lead the CNS Subgroup and MET Subgroup into the future.

-----