



International Civil Aviation Organization

MIDANPIRG/18 and RASG-MID/8 Virtual Meeting

(15-22 February 2021)

Agenda Item 5.4.1: MIDANPIRG Working Arrangements and Future Work Programme

MIDANPIRG CHAIRPERSON ELECTION GUIDELINE PROPOSAL

(Presented by the United Arab Emirates)

SUMMARY

This paper supports the enhancement of MIDANPIRG activities through a proposal to amend the MIDANPIRG procedural handbook to adopt election guidelines for MIDANPIRG chairperson and to include chairperson vice-chairperson's responsibilities.

Action by the meeting is in paragraph 3

REFERENCES

- ICAO EUR Doc 001 - EANPG Handbook
- ICAO MID Doc 001 - MIDANPIRG Procedural Handbook

1. INTRODUCTION

1.1 The Middle East Air Navigation Planning and Implementation Regional Group (MIDANPIRG) was established by the Council of ICAO on 19 November 1993, through CNP/9819 during the 7th meeting of 140th session (C140/7) with the objectives and terms of reference approved then.

1.2 The Middle East Air Navigation Planning and Implementation Regional Group (MIDANPIRG) Procedural Handbook is a publication prepared by the ICAO Secretariat and adopted by the MIDANPIRG. Its purpose is to provide, for easy reference of interested parties, consolidation of material, particularly of a procedural nature, about the work of the MIDANPIRG and its contributory bodies. It contains the Terms of Reference of the MIDANPIRG and certain other provisions approved by the Council of ICAO. It also contains the working arrangements and internal instructions developed by the Group for the practical application of its Terms of Reference.

1.3 The United Arab Emirates is a Member State under the MIDANPIRG and is interested in keeping the meeting effective, and its objectives are accomplished within the stated timeframe which ensures continuous and coherent development of the Middle East Regional Air Navigation Plan.

1.4 This paper proposes to amend MIDANPIRG procedural handbook and include the guideline to ensure the election of the most suitable candidate/s for MIDANPIRG Chairperson.

2. DISCUSSION

2.1 The Chairperson must ensure that the MIDANPIRG functions properly, that all relevant matters are discussed and that effective decisions are made and carried out and play a key role in keeping the MIDANPIRG meetings effective, and on track towards success. The success of the meeting largely depends on how a Chairperson runs the meeting.

2.2 The review of the MIDANPIRG Procedural Handbook shows that there is the possibility to further enhance the meeting productivity by amending the MIDANPIRG Procedural Handbook to include Chairperson and Vice-Chairperson Responsibilities and Guidelines for the election of Chairperson.

3. ACTION BY THE MEETING

3.1 The meeting is invited to review, update and agree to the proposed amendments to the MIDANPIRG Procedural Handbook at **Appendix A**.

***DRAFT MIDANPIRG DECISION 18/XX: AMEND MIDANPIRG PROCEDURAL
HANDBOOK TO INCLUDE CHAIRPERSONS'
ELECTION GUIDELINES***

That, the MIDANPIRG Procedural Handbook be revised to include additional Guidelines related to the Chairperson and Vice-Chairpersons responsibilities; and the professional background and personal qualities required for the election of Chairpersons, as at **Appendix A**.

APPENDIX A

**DRAFT AMMENDMENT OF MIDDLE EAST AIR NAVIGATION PLANNING AND
IMPLEMENTATION REGIONAL GROUP (MIDANPIRG)
PROCEDURAL HANDBOOK
PART II
WORKING ARRANGEMENTS**

3. Administration of the Group

3.1 The Group shall be administered as follows:

- a) by a Chairperson elected from the Representatives designated by Member States of the Group. A First and Second Vice-Chairperson shall also be elected from the said Representatives; and
- b) by a Secretary designated by the Secretary General of ICAO. In the execution of his duties the Secretary will be supported by the MID Regional Office.

~~3.2 The Chairperson, in close co-operation with the Secretary, shall make all necessary arrangements for the most efficient working of the Group. The Group shall at all times work with a minimum of formality and paper work (paperless meetings).~~

3.2 The Chairperson, in close co-operation with the Secretary, shall make all necessary arrangements for the most efficient working of the Group and facilitate the work of the meeting so as to encourage consensus or clearly identify barriers to consensus. The tasks of the Chairperson include ensuring the efficient conduct of the meeting, ensuring that the tasks associated with the work programme are addressed or reported upon during the course of the meeting. The Chairperson may make decisions regarding the conduct of the meeting and, in cases where it is not possible to reach consensus, determine the recommendation(s) that will be made by the meeting. The Group shall at all times work with a minimum of formality and paperwork (paperless meetings).

3.3 The Vice-Chairperson will be called upon to preside over the meeting should circumstances prevent the Chairperson from being present at the meeting. The Vice-Chairperson may also be requested to support the Chairperson in his/her role, taking over some of the Chairperson's workload whenever appropriate. The Vice-Chairperson does not automatically succeed as Chairperson at the conclusion of the term of the incumbent Chairperson.

3.4. Guidelines for chairperson election

3.4.1 Chairperson personal qualities:

- a. *good communicator and listener;*
- b. *impartial and objective;*
- c. *able to speak clearly and succinctly;*
- d. *able to draw together and summarise differing opinions;*

- e. *punctual - start and finish on time;*
- f. *sensitive and shows interest in member's viewpoints;*
- g. *tactful and approachable; and*
- h. *a clear sense of direction and accountability - ensures that tasks associated with the work programme are addressed and reported upon.*

3.4.2 Chairperson Professional background:

- a. *extensive experience in a civil aviation authority, airport, airline, air navigation services or similar aviation-related organization;*
- b. *practical experience in the planning and administration of civil aviation programmes rising to an executive level of responsibility; and*
- c. *have a good understanding of ICAO's role.*

3.4.3 Chairperson experience with the MIDANPIRG and its Contributory Bodies:

- a. *have participated and contributed to work of the Group/Task Force for a minimum of 4 meetings;*
- b. *have a clear understanding of and adhere to the terms of reference of the Group/Task Force; and*
- c. *have sound knowledge of the MIDANPIRG working and reporting structure.*