



PKD Board Rules of Procedure

PKD Board Rules of Procedure

Forwarded by: 2015 Chairperson

Reference Document(s): Organization of the Board, B-MoU/10 dated 16.02.2015
Procedure to Determine the Composition of the PKD Board and
the PKD Executive Body (EB), B-RoP/107 dated 01.09.2015

Introduction

1. The ICAO PKD has been established to promote a globally interoperable ePassport validation scheme for electronic travel documents to support ICAO's strategic objectives to improve aviation security and improve the efficiency of civil aviation.
2. The benefits of ePassport validation are collective, cumulative and universal.
3. The objective of the ICAO PKD is to support validation of all ePassports that are widely accepted for travel and identity verification purposes by ICAO Contracting States.

Nominating Representatives to the PKD Board

4. Consistent with the PKD MoU, PKD Board Members are nominated by PKD Participants and appointed by ICAO Council.
5. Until ICAO PKD participation reaches fifteen, the PKD Board will request the ICAO Secretariat to seek ICAO Council's appointment of the PKD Board Member nominated in the ICAO PKD documentation.
6. Prior to the expiry of a PKD Board Member appointment, the Chairperson of the PKD Board will consult all PKD Participants, with a view to recommending:
 - the names of the next PKD Board Members of the fifteen PKD Participants who should constitute the PKD Board from a date indicated by the PKD Board, or
 - an increase in PKD Board membership and the names of the PKD Board Members of all the proposed PKD Participants and a recommendation on date of effect of the change.
 - The PKD Board will prepare the decision in due time.

While preparing a proposal for the composition of the PKD Board for ICAO Council approval, the following principles apply:

- Continual, efficient and effective PKD operation has the highest priority.
- The PKD Board must always be in the position to take a decision.

Continued information on PKD Board business is given or shared with those PKD Participants who are not represented by PKD Board Members but PKD Board Delegates.

7. In making recommendations on the composition of the PKD Board, the Chairperson of the PKD Board will apply a policy of rotation of PKD Board membership consistent with ICAO principles of non-discrimination and equitable geographic location and the efficient and effective operation of the ICAO PKD.

8. In the event of a PKD Board Member's death, or resignation, or if the PKD Board Member is otherwise unable to complete his term of office, a new PKD Board Member representing that PKD Participant shall be nominated by the PKD Participant and the details submitted to ICAO Council for appointment.
9. A PKD Board Member may nominate a PKD Board Alternate Member and PKD Board Advisers to attend PKD Board meetings. Where neither the PKD Board Member nor the PKD Board Alternate Member is able to attend a PKD Board meeting they may designate another PKD Board Member to vote on their behalf. Each PKD Board Member has just one vote however it is exercised.
10. The PKD Participants designate government personnel as PKD Board Members or PKD Board Delegates. The non-State entity PKD Participants designate personnel of that entity as PKD Board Members or PKD Board Delegates. The designation of vendor representatives as PKD Board Members or PKD Board Delegates is limited to exceptional and temporary cases, which will be made transparent and which are subject to the approval by the PKD Board.

Consideration of Issues

11. Issues for the consideration of the PKD Board may be considered at PKD Board meetings, or with the agreement of the PKD Board, between PKD Board meetings.
12. Issues to be raised between PKD Board meetings must be proposed by a PKD Board Member (including the Chairperson) and supported by at least two other PKD Participants. Proposals should be forwarded to the PKD Board Chairperson.
13. All issues considered between PKD Board meetings must be the subject of a PKD Board Discussion Paper with the following format: purpose of the paper, the background to the issue(s) to be raised, which include the reason(s) why a consideration between PKD Board meetings is required, and recommendations for addressing the issues. The outcome of issues considered between PKD Board meetings will be reported to PKD Board Members at its resolution and will be recorded in the agenda and minutes of the next PKD Board meeting.
14. Agenda items for discussion at PKD Board meetings may be nominated by PKD Participants, by PKD Board Members (including the Chairperson), by the ICAO Council or by the ICAO Secretariat. Substantive issues for consideration of the PKD Board raised in agenda items should be the subject of a PKD Board Discussion Paper, with the format described in section 13 above. The Discussion Paper should be available for circulation to PKD Board Members 7 days prior to the meeting. Other papers maybe accepted at the discretion of the PKD Board.
15. For Discussion Papers and other documents of the PKD Board the guidelines in Attachment A apply. The PKD Board may publish further guidelines on the structure and presentation of Discussion Papers and other documents.

Conduct of Meetings

16. The Chairperson will call meetings consistent with paragraph 4 and 5 of Attachment C of the PKD MoU. These meetings will be scheduled for dates and venues with a view to maximising the attendance of PKD Board Members.
17. The Chairperson will circulate an agenda and Discussion Papers to all PKD Board Members and/or their nominated PKD Board Advisers prior to the meeting date. Extracts from the agenda and selected agenda papers may be provided to other observers at the discretion of the PKD Board Chairperson.
18. The Chairperson will manage the conduct of business at meetings of the PKD Board.
19. Participation at PKD Board meetings will be subject to the provisions of the PKD MoU (see paragraphs 4 and 5.2 of Attachment C of the PKD MoU). PKD Participants, as defined, may contribute to all PKD Board discussions, when recognised by the Chairperson, for the purpose of the orderly conduct of meetings.
20. All PKD Participants participating at the PKD Board meeting and current with fee payment will have the right to vote on any issue that would require voting.
21. As referenced in the PKD MoU, additional observers may attend PKD Board meetings at the invitation of the Chairperson. Observers attending by invitation may include, but are not limited to, provisional PKD Board Members (pending ICAO Council appointment), representatives of prospective PKD Participants, additional representatives of PKD Participants and ICAO Secretariat staff. Observers at PKD Board meetings may contribute to PKD Board discussions at the invitation of the Chairperson, but not otherwise. Attendance at the PKD Board meetings by vendors and document distribution to vendors will be made transparent to PKD Participants

Record Keeping and PKD Board Meetings

22. Summary minutes and a consolidated list of action items will be prepared following each PKD Board meeting and once approved by the PKD Board, provided to PKD Board Members. Draft minutes should be prepared and circulated within 21 days of the date of the meeting.
23. Copies of, or extracts from, the minutes and action item lists may also be provided to PKD Participants and prospective PKD Participants, the PKD Operator, the ICAO Secretariat, the MRTD TAG, the MRTD TAG NTWG, the ICBWG, and PKD Board Members as determined appropriate by the PKD Board.

Selection of PKD Board Chairperson

24. Consistent with the PKD MoU, the PKD Board shall elect a Chairperson for a term of one year, with dates of commencement and termination to be determined by the PKD Board.

25. PKD Board Members may nominate themselves or other PKD Board Members to be considered for the position of Chairperson at or prior to the first meeting of the PKD Board in any year.
26. The selection of Chairperson will be done through vote (see paragraph 2.3 of Attachment C of PKD MoU).
27. In the absence of any PKD Board Members nomination to take over the role of Chairperson, the ICAO Secretariat is to be advised. The Chairperson will, with the support of the PKD Board, remain in the role as Chair until rotation is again considered as required by the MoU at the first meeting of the following year.
28. In the event of the Chairperson's death or resignation, or if the Chairperson is otherwise unable to complete his/her term of office, a new Chairperson shall be elected by the PKD Board as soon as possible.
29. If the Chairperson gives prior notice of resignation, the election shall be held on a date to be decided by the PKD Board, if possible before the resignation takes effect.

Selection of PKD Board Vice-Chairperson

30. The PKD Board shall elect a Vice-Chairperson for a term of one year, with dates of commencement and termination to be determined by the PKD Board.
31. PKD Board Members may nominate themselves or other PKD Board Members to be considered for the position of Vice-Chairperson at or prior to the first meeting of the PKD Board in any year.
32. The selection of Chairperson will be done through vote (see paragraph 2.3 of Attachment C of PKD MoU).
33. In the absence of any nominations to take over the role of Vice-Chairperson, the ICAO Secretariat is to be advised. The Vice-Chairperson will, with the support of the PKD Board, remain in the role as Vice-Chair until rotation is again considered at the first meeting of the following year.
34. In the event of the Vice-Chairperson's death or resignation, or if the Vice-Chairperson is otherwise unable to complete his/her term of office, a new Vice-Chairperson shall be elected by the PKD Board as soon as possible.
35. If the Vice-Chairperson gives prior notice of resignation, the election shall be held on a date to be decided by the PKD Board, if possible before the resignation takes effect.

Working Groups and Committees of the PKD Board

36. The ICAO PKD Board may establish sub-committees and working groups on either a standing or temporary basis.

37. Working groups and sub-committees will comprise nominees from PKD Participants that are current with their fee payments and may include experts, specialists and advisors.
38. A PKD Board Member will be nominated by the PKD Board to coordinate each working group and sub-committee, and shall provide a report to each ordinary meeting of the PKD Board.
39. In each case, the terms of reference and working methods of working groups and sub-committees shall be determined by the PKD Board. The PKD Board may seek external expert advice at its discretion.

PKD Executive Body

40. The PKD Board establishes a PKD Executive Body (PKD EB). The PKD EB consists of the PKD Board Chairperson, three PKD Board Executive Members (EBM) that are current with their fee payments. ICAO Secretariat, the Operator and ISO representative should participate as advisors. The PKD EB may invite experts to the meetings if advice is required.
41. The members of the PKD EB are elected for a two-year term by the PKD Participants that are current with fee payments and are present in the meeting. The election shall take place at the PKD Board Meeting preceding expiry of the term. The procedure to elect the PKD EB Members will follow B-RoP/107. In case of termination of the PKD Board Membership the EB Membership will end as well.
42. The PKD EB has the following tasks:
 - Meet regularly, at least twice a year, and keeps summary minutes of its meetings;
 - Evaluate and discuss operational issues in regards to the PKD with the operator;
 - Evaluate and discuss issues raised by Members or Participants;
 - Exercise the oversight over the operator (checks and approves monthly reports, checks the audit reports, tracks mandates and projects);
 - Prepare policy and strategy decisions of the Board;
 - Check and approve the fund statements per 30.06.20xx and formulate a recommendation to the Board regarding financial statements regarding the ICAO PKD and any related financial activities and the budget proposals;
 - Report its work to the Board; and
 - Execute the mandates given by the Board.

Amendments to PKD Board Rules of Procedure

43. These Rules of Procedure are subject to amendment at the discretion of the PKD Board.

Relationship between these Rules of Procedure and other PKD Documentation

44. These Rules of Procedure are intended to give effect to relevant provisions in the PKD MoU while remaining subordinate to them. Arrangements for the conduct of business of the PKD Board are set out, inter alia, in paragraphs 3 and 7 and in Attachments B and C of the PKD MoU.
45. The provisions of this document are intended to be applied in conjunction with the following PKD Board documents:
- PKD Board Procedure for Handling Operational Complaints
 - PKD Board Procedure for Amendments to the MoU
 - PKD Board Procedure for the PKD Fee Schedule
46. Technical documents relating to the operation of the ICAO PKD include the Regulations for the ICAO Public Key Directory, Procedures for the ICAO Public Key Directory and ICAO PKD Interface Specifications.¹ Approving amendments to these technical documents is part of the business of the PKD Board. Amendments to the PKD technical documents must be consistent with Document 9303. Where required the PKD Board will seek NTWG and TAG/TRIP approval of amendments to Document 9303.

¹ The ICAO PKD Interface Specifications are not publicly available.

Attachment A

1. Header

The header of a document on the **left margin** indicates the body that the document is addressed to. The entries "PKD Board" and "Contract Support Group" are reasonable. However, in the future additional working groups and sub-committees of the PKD Board are conceivable so that new entries may appear over time.

The header of a document in the **centre** indicates the degree of confidentiality of the document. It is proposed to use "ICAO PKD in confidence" if distribution is limited to the body that the document is addressed to or "ICAO PKD unclassified" if no restriction to distribution is applicable. It is proposed to always start with "ICAO PKD in confidence" and to downgrade confidentiality to "ICAO PKD unclassified" if it is appropriate (the other direction usually does not work). The degree of confidentiality "ICAO PKD unclassified" does not necessarily mean unlimited proactive distribution. For the moment "ICAO PKD in confidence" means distribution among PKD Board Members and their Advisers as well as PKD Board Observers, i.e. prospective PKD Participants.

The header of a document on the **right margin** indicates a short reference of the document and a number separated by slash "/". The short reference consists of the indicator of the body that the document is addressed to ("B" for PKD Board, "CSG" for the Contract Support Group) followed by dash "-" followed by an indication of the area that the document is mainly focused on, i.e. multiple indications are not applicable. Those areas could be the following.

short indication of area	area
Con	contractual issues
Cor	Chairperson correspondence
Fin	financial issues
Min	minutes of a meeting
MoU	Memorandum of Understanding
Par	participation in the PKD
Pub	publicity / web content
RoP	rules of procedure
Tec	technical issues

The number is set by the ICAO Secretariat that keeps a record of all issued documents. The number begins with "1" and is increased by one for each new document in the respective area (exception: the 4th meeting of the PKD Board has "4" as there were three meetings before). Different versions can be distinguished by the footer.

The header shows up on **each page** of a document and is separated by a straight line from the body.

2. Footer

The footer of a document on the **left margin** indicates "last modification saved" and the according date in the format "dd.mm.yyyy". This helps to distinguish different versions of a document as it is more flexible than a version indication like "1.4 - September 2007" or so.

The footer of a document in the **centre** indicates either "draft" or "final" depending on the status of the document. A document marked with "final" is distributed as a PDF or another format that prevents modification if the document has the degree of confidentiality "ICAO PKD unclassified".

The footer of a document on the **right margin** indicates the "current page number" and "number of pages" separated by slash "/". This helps to refer to a certain paragraph, table, image or portion of text in a document with numerous pages.

The footer shows up on **each page** of a document and is separated by a straight line from the body.

3. Body

All documents should contain an indication of the author ("Forwarded by:"). The only exceptions are minutes of a meeting as the minutes are always forwarded by the Chairperson of the body that the document is addressed to. If applicable previous documents should be referenced ("Reference Document(s):"). The body ends with "-----"; attachments follow.

4. Cover Page

For Discussion Papers marked "ICAO PKD unclassified" a uniform cover page may be added. The cover page contains the header, followed by seven empty lines (12 pt. height), followed by the PKD Logo (left) and the ICAO Logo (right) as outlined below (5 cm height incl. white areas), followed by eight empty lines (12 pt. height), followed by the bold type face title (16 pt. height), followed by the footer.



5. Type Face

The style of lettering is Times New Roman 12.

Attachment B**1. Contract Support Group - Terms of Reference**

The Contract Support Group

- reports to the PKD Board,
- closely cooperates with the ICAO Secretariat,
- handles tender procedures for the PKD operational contract,
- prepares and submits to the PKD Board for final agreement relevant PKD Board tender procedure deliverables.