



Procedure to Determine the Composition of the PKD Board and the PKD Executive Body (EB)

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Forwarded by: 2015 Chairperson

Reference Document(s):

1. PKD Board Discussion Paper, B-RoP/36 dated 16.06.2010
2. Organization of the Board, B-MoU/10 dated 16.02.2015
3. PKD Board Rules of Procedures, B-RoP/106 dated 01.09.2015

Preface

The PKD Memorandum of Understanding, Section 7 uses the terms delegate (PKD Board Member) and Participant (PKD Participant) synonymously. This is translated into the notion of a PKD Board Member who represents his/her PKD Participant.

Introduction

1. On the basis of the PKD Memorandum of Understanding the ICAO Council approves a recommendation of the PKD Board to appoint PKD Board Members who represent their PKD Participants. An appointment can lead to a term of up to three years.
2. Once a term is going to expire the PKD Board needs to determine how to proceed with the term as the PKD Board must always be in the position to take a decision in accordance with the Rules of Procedure.
3. The replacement of persons, i.e. PKD Board Members of the same PKD Participant within a running term, is not subject to this document.

Timeline

4. The ICAO Secretariat keeps the PKD Board informed about incoming expiries of terms of PKD Board Members who represent their PKD Participants.
5. The PKD Board forwards a recommendation for its future composition to the ICAO Council at least three months before the incoming expiry takes effect.

Appointments / Replacements

6. The PKD Board decides in a meeting about a recommendation to the ICAO Council.
7. A recommendation to the ICAO Council may comprise
 - (re)appointments of PKD Board Members who represent their PKD Participants (confirmation of PKD Board composition), or
 - replacements of PKD Board Members who represent their PKD Participants (change of PKD Board composition).
8. The PKD Board may decide to recommend a replacement already within a running term. The reasons for such a recommendation will be documented in the minutes following the meeting.

Procedure

9. Each PKD Participant wishing to be represented by a PKD Board Member sends a filled in Attachment A to all other PKD Participants and the ICAO Secretariat before the meeting. The ICAO Secretariat supports the distribution on request.
10. The ICAO Secretariat prepares a summary of all filled in Attachments A using Attachment B before the meeting. The filled in Attachment B is distributed to the PKD Board.
11. The ICAO Secretariat prepares an analysis of the existing PKD Board using Attachment C before the meeting. The filled in Attachment C is distributed to the PKD Board.
12. The PKD Board considers Attachments A, B and C and forwards on that basis a recommendation for its future composition to the ICAO Council after the meeting. The recommendation is directed towards a balanced representation of the three groups mentioned in Attachment C.

Ballot

13. The following principles apply.
 - All PKD Participants present in the meeting and current with fee payment have the right to ballot.
 - A secret ballot is carried out.
14. In case the number of filled in Attachments A is less or equal to the number of incoming expiries the PKD Board recommends all PKD Participants wishing to be represented by a PKD Board Member to the ICAO Council for appointment.
15. In case the number of filled in Attachments A is bigger than the number of incoming expiries the following additional principles apply.
 - The PKD Participants present in the meeting and current with fee payment constitute the quorum.
 - A recommendation requires a simple majority.
 - A PKD Participant may support oneself.
 - The ballot is carried out using Attachment D.
 - For the number of incoming expiries times the vote marked in Attachment D must be "yes". For the number of filled in Attachments A times minus the number of incoming expiries times the vote marked in Attachment D must be "no". Any other choice of "yes" or "no" invalidates a filled in Attachment D.
 - Any additions, deletions, remarks or other entries beyond the vote "yes" or "no" invalidate a filled in Attachment D.
16. The ICAO Secretariat under the supervision of the Chairperson analyses and presents the outcome of the ballot.
17. In case the ballot results in a number of recommendations not equal to the number of incoming expiries the Chairperson in consultation with the PKD Board takes a decision how to proceed.

Appointments / Replacements of EB Members

18. The procedure and the conditions to elect PKD Board Members defined above apply to the election of EB Members. The election of an EB Member does not require the approval of the ICAO Council.
19. PKD Board Members wishing to be represented in the PKD EB will fill out Attachment E instead of Attachment A and the form used for voting will be form F.

Attachment A

PKD Participant (name, three letter code):

	yes	no	remark
applies to be represented by a PKD Board Member			term:
names the following person for appointment	-	-	name: position:
is currently represented by a PKD Board Member			previous appointments:
is active in the PKD			as of:
chair function of the PKD Board or a Support Group			
is current with fee payment			
is continuously represented in PKD Board meetings			
has PKD based border control facilities in operation			
represents geographic region ⁽¹⁾	-	-	
participates in ICAO fora ⁽²⁾			
emphasizes the following additional justification for appointment (remark: optional non-exhaustive list)			(A) volume of air transport: (B) number of ePassports issued annually: (C) number of valid ePassports in circulation: (D) number of travellers across borders: (E) other:

(1) AFI, ASIA, CAR, EUR, MID, NAM, PAC, SAM - columns yes / no do not apply

(2) TAG MRTD, NTWG, ICB WG, FALP

(A), (B), (C), (D), (E)

indicate time span, year, source or other basic data to make statistics comparable

Attachment B

Number of Incoming Expiries:

Applicants (summary presented by the ICAO Secretariat):

	three letter code	PKD Board Member	active in the PKD	EB Membership	chair function	current with fee payment	present in meetings	border control with PKD	geographic region ⁽¹⁾	other fora ⁽²⁾	other justification claimed ⁽³⁾
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											
13.											
14.											
15.											
16.											
17.											
18.											

(1) AFI, ASIA, CAR, EUR, MID, NAM, PAC, SAM

(2) 1 = TAG MRTD, 2 = NTWG, 3 = ICB WG, 4 = FALP

(3) A = volume of air transport, B = number of ePassports issued annually, C = number of valid ePassports in circulation, D = number of travellers across borders, E = other

Attachment C

PKD Board (analysis presented by the ICAO Secretariat):

	PKD Board Member	active in the PKD	EB Membership	chair function	current with fee payment	present in meetings	PKD based border control	geographic region	other fora input
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									

Group 1 - five PKD Participants - following table shows state as is (to reflect the highest priority of efficient and effective PKD operation in terms of active participation in the PKD)

activity in the PKD	active	not active
number of Members		

Group 2 - five PKD Participants - following table shows state as is (to reflect the liaison with other parties, including operative PKD based border control, that gives important input or feedback)

input / feedback	TAG MRTD	NTWG	ICB WG	FALP	PKD based border control
number of Members					

Group 3 - five PKD Participants - following table shows state as is (to reflect the equitable geographic representation or to correct geographic underrepresentation in terms of number of ePassports issued or number of people travelling across borders)

geographic region	AFI	ASIA	CAR	EUR	MID	NAM	PAC	SAM
number of Members								

Attachment D

Please

- mark either "yes" (support) or "no" (rejection) in each row with a PKD Participant,
- mark as many times "yes" as there are incoming expiries; mark the rest with "no",
- hide your choice while filling in,
- then fold the sheet with your choice inside.

Please

- **do not** write your name on the sheet,
- **do not** write the PKD Participant you represent on the sheet,
- **do not** cancel text,
- **do not** add text.

	PKD Participant who applies to be represented by a PKD Board Member	yes	no
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10			
11			
12			
13			
14			
15			
16			
17			
18			

Attachment E

PKD Board Member (name, three letter code):

	yes	no	remark
applies to be represented by a EB Member			term:
names the following person for appointment	-	-	name: position:
is active in the PKD			as of:
chair function of the PKD Board or a Support Group			
is current with fee payment			
is continuously represented in PKD Board meetings			
has PKD based border control facilities in operation			
represents geographic region ⁽¹⁾	-	-	
participates in ICAO fora ⁽²⁾			
Short Biography (attach CV):			

(1) AFI, ASIA, CAR, EUR, MID, NAM, PAC, SAM - columns yes / no do not apply

(2) TAG MRTD, NTWG, ICB WG, FALP

(A), (B), (C), (D), (E)

indicate time span, year, source or other basic data to make statistics comparable

Attachment F

Please

- mark either "yes" (support) or "no" (rejection) in each row with a PKD Board Member,
- mark as many times "yes" as there are incoming expiries; mark the rest with "no",
- hide your choice while filling in,
- then fold the sheet with your choice inside.

Please

- **do not** write your name on the sheet,
- **do not** write the PKD Participant you represent on the sheet,
- **do not** cancel text,
- **do not** add text.

	PKD Board Member who applies to be represented by a PKD EB Member	yes	no
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
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