

APIRG PROJECTS COORDINATION COMMITTEE (APCC)

1. Terms of Reference

1.1 The APCC is mandated by APIRG to carry out specific functions in order to coordinate and guide planning and implementation activities within the framework of APIRG, to facilitate the activities of APIRG in its Sessions, and to facilitate coordination between PIRGs, other Regional Groups and international organizations identified by APIRG. The APCC shall specifically ensure continuity between the APIRG meetings and take necessary action to avoid implementation delays in between meetings of APIRG.

2. Key Functions

2.1 Direct the work programmes and tasks of the contributory bodies of APIRG, in order to ensure that:

- a) contributory bodies have clearly defined tasks and deliverables;
- b) projects are clearly defined and monitoring information made available. This will include update of the ICAO Regional Performance Indicators Dashboard.

2.2 Review reports of the contributory bodies of APIRG in order to:

- a) provide guidance to the contributory bodies, including strategies and roadmaps on achieving the objectives of APIRG; and
- b) determine materials that have matured sufficiently for consideration and adoption of conclusions and decisions by APIRG.

2.3 Monitor progress including the life of Projects carried within the framework of APIRG.

2.4 Facilitate coordination between the following bodies:

- a) Sub-Groups of APIRG;
- b) APIRG and the RASG-AFI;
- c) APIRG and other Regional bodies and international organizations identified by APIRG.

3. Tasks

- a) to prepare the agenda for APIRG meetings in consultation with the Secretary of APIRG;
- b) to prepare the list of working documents (WPs, IPs, etc.) on materials considered ready for consideration by APIRG;
- c) review reports of the APIRG Sub-Groups including draft Conclusions and Decisions, information from other Regional Groups and international organizations and identify prioritized materials for consideration by APIRG;

- d) review trends on implementation shortcomings and deficiencies in accordance with the Council approved Uniform Methodology, and make recommendations for APIRG Conclusion and Decisions;
- e) provide guidance for the APIRG contributory bodies including implementation strategies and roadmaps on achieving the objectives of APIRG;
- f) carry necessary coordination between the Sub-Groups with particular focus on operational and infrastructure issues; and
- g) carry out other tasks as assigned by APIRG.

4. Working Methods

4.1 The APCC shall convene at least once a year which shall include a preparatory Session for an APIRG meeting. As the Committee also prepares for APIRG meetings, one of its Sessions shall take place approximately six weeks prior to an APIRG meeting. The Committee shall in between meetings, make use of available means of electronic communication including teleconferencing to progress its work and keep its members up to date on issues of concern, as well as to discuss specific issues. Venues shall be chosen with the primary aim of facilitating maximum State attendance.

5. Composition

5.1 The APCC membership shall comprise the following:

- Chairperson of APIRG
- First and Second Vice Chairperson of APIRG
- Secretary of APIRG
- Elected officials of the Sub-Groups
- Secretaries of Sub-Groups;
- Project Team Facilitators as necessary;
- Representative of the industry (IATA).

5.2 The Secretary of APIRG may assign other members of the Secretariat to support the APCC as necessary.