

Note: Proposed amendments to the ACCRPG terms of reference below, prepared by the Secretariat based on feedback received from Singapore (CAAS), are arranged to show deleted text using strikethrough (~~text to be deleted~~), and added text with grey shading (text to be inserted).

DRAFT TERMS OF REFERENCE

Revised 04 June 2020

1. Name and establishment of group

1.1. ICAO APAC COVID-19 CONTINGENCY AND RECOVERY PLANNING GROUP (ACCRPG)

1.2. The ICAO APAC DGCA *Information Sharing web-conference*, on the subject of COVID-19, 31 March 2020, decided to form a task force/group to assist the DGCAs in coordinating their approach to the management of civil aviation through, and out of, the current extraordinary circumstances resulting from the COVID-19 pandemic.

2. Membership and appointment

2.1. The size of the group should be commensurate with the need for expeditious and efficient handling of group's business.

2.2. Membership should provide the group with ready access to required research and supporting expertise, demonstrated experience in contingency management, post recovery and adequate geographical representation.

2.3. Members should be nominated by the Civil Aviation Authorities and international organizations concerned and confirmed by ICAO.

2.4. The term of the group will be for one year. However, the term may be extended by the DGCAs as necessary.

2.5. The Secretary of the group is the ICAO APAC Regional Director; with assistance from additional ICAO staff as necessary.

3. Chairing

3.1. The group shall elect a Chairperson at its first meeting from experts nominated by the members.

4. Frequency of meetings and quorum

4.1. The group will determine an appropriate frequency and schedule for its meetings.

4.2. A simple majority of members is required for the group to carry a motion.

5. Record of meetings

5.1. The group will record key discussion and outcomes of each meeting in the form of a progress report.

5.2. The Secretary will be responsible for the records of the group's meetings.

6. Reporting mechanism

6.1. The Secretary will deliver oral and/or written progress reports to the DGCAs, ICAO and other key stakeholders as necessary.

7. Functions and delegated authority

7.1. The role and purpose of the group is to take into account the priority of ICAO's strategic objectives and work proactively in close coordination with the DGCAs, International Organisations, ICAO (HQ and Regional Offices) and other relevant programmes/bodies to assist the DGCAs with coordinating the management of international civil aviation contingencies of the COVID-19 pandemic.

7.2. The role of the group is to advise the DGCAs on aviation policy issues.

7.3. The scope of the group will accommodate contingencies of the immediate, recovery and post-recovery phases of the COVID-19 pandemic.

7.4. The key functions of the group are the following:

7.4.1. Obtain and share information on the implementation by Member States, ICAO, International Organizations, industry and other key stakeholders of measures to manage civil aviation contingencies of the COVID-19 pandemic;

7.4.2. Inform the DGCAs on a regular basis of the coordinated measures to manage civil aviation contingencies of the COVID-19 pandemic to encourage harmonised application;

7.4.3. Identify, anticipate and prioritize specific matters/issues* concerning the management of civil aviation in contingencies of the COVID-19 pandemic, which require, or will in the future require remedial or preventive action by Member States and/or ICAO;

7.4.4. Make soundly based recommendations for Recommend to the DGCAs specific, prioritized remedial or preventive action, which Member States and/or ICAO should take; to address matters resolve the specific issues* concerning the management of civil aviation in contingencies of the COVID-19 pandemic, for further consideration and possible action by the DGCAs, and in its aftermath; and

7.4.5. Review the function of the CAPSCA (Global and Asia Pacific) and work in close coordination to strengthen the CAPSCA programme while avoiding duplication of efforts and improving PHE preparedness planning. Coordinate work and avoid duplication of effort with, and supplement the outcomes of, other relevant efforts concerned with the management of civil aviation contingencies of the COVID-19 pandemic, such as the *Collaborative Arrangement for the Prevention and management of public health events in Civil Aviation* (CAPSCA) and ICAO's *Council Aviation Recovery Task Force* (CART).

***Note:** The Appendix to this document provides a list of suggested topics from which the group may wish to draw specific issues for further consideration. These include, but are not limited to, topics pertaining to the coordination and management of emergency operations and contingencies as well as topics related to the broader aspects of business continuity plans and recovery plans for aviation, such as the anticipation of possible post COVID-19 scenarios for the civil aviation system in the APAC Region.

7.5. The group would do the following:

~~7.5.1. Obtain and share relevant information, when and as necessary, from Member States, International Organizations, industry and other key stakeholders;~~

~~7.5.2. Make soundly based recommendations, when and as necessary, for action by Member States and/or ICAO, with consideration to the immediate and future issues impacting the sustainable growth of the global civil aviation system; and~~

~~7.5.3. Inform and advise the DGCA, when and as necessary, in order to ensure coordinated action by Member States, International Organizations, industry and other key stakeholders.~~

APPENDIX TO THE DRAFT TERMS OF REFERENCE

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