

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

### TERMS OF REFERENCE

*Adopted by ACCRPG/1, 05 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 purpose of the group is to take into account the priority of ICAO's strategic objectives and work proactively in coordination with the DGCAs, International Organisations, ICAO (HQ and Regional Offices) and other relevant 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, prioritize and make recommendations to address specific issues arising from the ICAO *Council Aviation Recovery Task Force* (CART), which require, or will in the future require remedial or preventive action by Member States and/or ICAO; and

7.4.4. Coordinate work and assist States and industry with the implementation of the CART's work.

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