

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. Representatives nominated by the Health Authorities and/or any relevant authority are encouraged to participate in the States delegations. WHO regional representatives are also encouraged to participate in the Group.

2.4. The term of the group will be ~~for one year~~ up to the 6th of June 2022. 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.

2.6. The Group may convene sub-groups to consider specific aspects and, where appropriate, external experts. Sub-groups will undertake specific tasks in support of the Group overall remit and will report back to the Group upon completion of each of these tasks.

3. Chairing

3.1. The group shall elect a two Co-Chairs. Chairperson at its first meeting from experts nominated by the members. One Chair shall be appointed among the States representatives and one Chair among the Industry Partners. The Co-Chairs shall be appointed for a period of two (2) years and act in an independent manner.

4. Frequency of meetings and quorum

4.1. The Group is expected to meet six (6) times virtually. The group will determine an appropriate may review the frequency and schedule for its of meetings, whenever appropriate.

Commented [SPR1]: Justification: The experience gained shows that health and other relevant authorities are essential decision-makers in policies that affect the air transport sector. Collectively Increasing the level of awareness would benefit all parties involved.

Commented [SPR2]: Justification: The complexity of the crisis requires a Steering Group to continue to work for (at least) one more year.

Commented [SPR3]: Justification: ACCRPG still need expert advice from SGs on Public Health, Safety and Security & Facilitation matters:

- Meetings are virtual and short and with large participation
- ACCRPG cannot cover in depth focused areas
- Frequency of SGs' meetings can be modulated as needed

Commented [SPR4]: Justification: The complementary role of State and industry guidance is consistent with the objectives of the ToRs and has worked well during the first year of existence of the Group.

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Commented [SPR5]: Justification: Some degree of rotation should be contemplated to ensure a more inclusive process and higher engagement by the Members of the Group

Commented [SPR6]: Justification: The frequency should coincide with major updates from ICAO CART and CAPSCA and/or subregional/national developments. The frequency is also consistent with the objective of periodically monitoring the progress of the crisis management

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.

6.2. At the end of the mandate of the group, the Co-Chairs shall deliver to the DGCAs a final report taking stock of the achievements and outstanding issues to address at regional level.

Commented [SPR7]: Justification: In line with the objective of the Group to advise the DGCAs (par. 7.2), the Group shall issue final recommendations by the end of its mandate.

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.

7.4.5. In full compliance with the international standards set by the CART and the WHO, work in a proactive, consistent and coordinated manner to aim at reaching, to the maximum extent possible, regionally harmonized, flexible and mutually accepted measures, protocols and tools, in full respect of national needs, capabilities and risk assessments run at local level.

Commented [SPR8]: Justification: Alignment with regional standards on measures, procedures and tools including securely record test and vaccination data in formats that will be internationally recognized shall be the aspirational objective of the group.

7.4.6. Facilitate the dialogue with health authorities and other relevant authorities at regional and national level to manage civil aviation contingencies of the COVID-19 pandemic.

8. Confidentiality

8.1 If any aspects of discussions and documents tabled at meetings are to be treated as confidential, this shall be duly highlighted.

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Commented [SPR9]: Justification: Fostering a multilateral dialogue that engage the authorities responsible for managing the crisis is key to increase awareness at national and regional level.

Commented [SPR10]: Justification: Self-explanatory.