

Working arrangements of the EANPG and its Contributory Groups

Chairperson – The Chairperson facilitates the work of the meeting so as to encourage consensus or clearly identify barriers to consensus. The tasks of the Chairperson include ensuring the efficient conduct of the meeting, ensuring that the tasks associated with the work programme are addressed or reported upon during the course of the meeting. The Chairperson may make decisions regarding the conduct of the meeting and, in cases where it is not possible to reach consensus, determine the recommendation(s) that will be made by the meeting.

Vice-Chairperson – The Vice-Chairperson will be called upon to preside over the meeting should circumstances prevent the Chairperson from being present at the meeting. The Vice-Chairperson may also be requested to support the Chairperson in his/her role, taking over some of the Chairperson's work load whenever appropriate. The Vice-Chairperson does not automatically succeed as chairperson at the conclusion of the term of the incumbent Chairperson.

Elections of Chairperson/Vice-Chairpersons – An election of Chairperson and Vice-Chairperson shall take place every four years, even if no new candidates are proposed. Nominations of candidates must be submitted to the EUR/NAT Office of ICAO and be promulgated by the EUR/NAT Office of ICAO to the members of the Group/Task Force concerned by e-mail two months before the meeting of the Group/Task Force. Candidates for election to the post of Chairperson/Vice-Chairperson for EANPG/COG must be from a member State and nominated by a member of the Group and seconded by another member of the Group. Candidates for election to the post of Chairperson/Vice-Chairperson for Contributory Bodies must be from a member of the Group/Task Force and nominated by a member of the Group/Task Force and seconded by another member of the Group/Task Force. The Group/Task Force shall elect the Chairperson/Vice-Chairperson from the list of candidates by vote at the meeting.

The results of the election shall be presented to and confirmed by the parent Group (EANPG or COG). The parent Group also decides on the date when the Chairperson/Vice-Chairperson will assume their functions.

In order to maintain, to the extent possible, continuity and stability in addressing work programmes, efforts should be made to avoid too regular changes in Chairpersons.

Guidelines for Chairperson/Vice-Chairperson of the EANPG and its Contributory Groups

1. Personal qualities:

- good communicator and listener;
- impartial and objective;
- able to speak clearly and succinctly;
- able to draw together and summarise differing opinions;
- punctual - start and finish on time;
- sensitive and shows interest in member's viewpoints;
- tactful and approachable; and
- clear sense of direction and accountability - ensures that tasks associated with the work programme are addressed and reported upon.

2. Professional background:

- extensive experience in a civil aviation authority, airport, airline, air navigation services or similar aviation-related organization;
- practical experience in the planning and administration of civil aviation programmes rising to an executive level of responsibility; and
- have a good understanding of ICAO's role.

3. Experience with the EANPG and its Contributory Bodies:

- have participated and contributed to work of the Group/Task Force for a minimum of 4 meetings;
- have a clear understanding of and adhere to the terms of reference of the Group/Task Force; and
- have sound knowledge of the EANPG working and reporting structure.