



INTERNATIONAL CIVIL AVIATION ORGANIZATION

**SECOND MEETING OF WATER AERODROME SMALL WORKING GROUP
(WASWG/2)**

Colombo, Sri Lanka, 29 February to 2 March 2016

Agenda Item 3: Future work programme

WORKING METHODOLOGY AND WORK PROGRAMME OF WASWG/2

(Presented by the Secretariat)

SUMMARY

This Paper presents the working methodology and work programme of the WASWG/2.

1. INTRODUCTION

1.1 The Water Aerodromes Small Working Group had completed its task in developing the sample regulations for water aerodromes. Following this the AOPWG/3 meeting invited the group to develop the sample requirements for use as a reference document in the Asia/Pacific Region and in Decision AOPWG 3/3 adopted the amended ToR of the WASWG.

2. DISCUSSION

2.1 The Terms of Reference of the WASWG stipulated that the group shall complete its work in two years' time frame. The work would be carried out by means of electronic correspondence as far as practicable and minimum amount of face to face meetings would be planned.

2.2 Working Methodology for e meetings:

A. Election of a Working Group Leader.

Working Group leader is responsible to steer the Water Aerodrome Working Group Meetings and will act as the secretariat to the meeting. Meeting start and ends dates will be set by the WG leader and will also be responsible in the preparation and dissemination of meeting minutes.

B. Procedure for the electronic correspondence of the e-Working Group Meetings.

1. Starting the Meeting: The WG leader sends an e-mail to all participating members notifying them that the official start of the meeting will begin on a particular date at least five (5) business days in the future.
2. The notification will include an agenda and attachments/links to all other materials necessary to conduct the anticipated meeting, such as reading materials, documents, reports, and minutes from the previous meeting.

3. The agenda must specify commenting period, the start and end dates of discussion.
4. On the specified date the members shall reply with their comments and if they have no comments shall reply with a “no comment” before the specified date of commenting.
5. The names of the members and contact information for the specified meeting will serve as the basis of the “Meeting Attendees” list.
6. It is assumed that the meeting will begin as per the date specified in Meeting notification and continue until the end date specified in the meeting notice. Although not all members may be constantly following the discussion and responding immediately to the conversation that unfold during the e-meeting, it is the responsibility of each member to periodically engage in the meeting process. (To be considered “present” at a meeting means that one has access to a computer and access to the ongoing emails during the time of the meeting). Therefore, being present is defined as having the ability, electronically, to follow the on-going conversations of the meeting and participate fully over the meeting time.
7. The WG leader shall set an end date sufficient enough for all members to participate in the electronic discussions.
8. While commenting, members may electronically comment upon to other member’s comments, but all messages must be addressed to the WG leader and copied to all other members.
9. The end date specified in the notice will mark as the end of the e-meeting and the WG leader will take the electronic record and produce the minutes of the meeting.
10. The Minutes of the meeting with a specified commenting period will be forwarded to all members to seek their consent.

2.3 The following draft work programme has been developed to complete the task by August 2017.

	WASWG work programme	Responsible	Date
1	First Face to Face Meeting of the Group to establish working methodology	WASWG	Feb/March 2016
2	Present Preliminary Proposal- First Draft E circulation	CAA Maldives	October 2016
3	Receive Comments from small working group	WASWG	December 2016
4	Present Draft Final Proposal to WASWG Face to Face meeting	CAA Maldives	February 2017
5	Present Final Report with recommendations to AOPSG/1	WASWG/ Maldives	June 2017
6	Present Final report with recommendations to APANPIRG/28	Chair WASWG	September 2017

3. ACTION BY THE MEETING

3.1 The Meeting is invited to:

- a) Review and update the work programme; and
- b) Discuss any relevant matters as appropriate.

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