

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
REGIONAL COMPREHENSIVE IMPLEMENTATION PLAN FOR AVIATION
SAFETY IN AFRICA (AFI PLAN)**



DOCUMENTATION FOR GROUP 3

CAPE TOWN, SOUTH AFRICA

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CONSTITUTION OF THE TRAINING ADVISORY BOARD (TAB) AFRICA AND INDIAN OCEAN

The following constitution of the Aforesaid Governing Body is hereby approved and adopted by The General Assembly of AFCAC, dated on _____

1. NAME

The Governing body shall be known as the Training Advisory Board hereinafter referred to as the TAB.

2. ADDRESS

The address for all correspondence and communication to the TAB shall be:-

Physical:
.....
.....
.....

Postal:
.....
.....
.....

3. TAB's VISION STATEMENT

To promote excellence in research in aviation training and a forum for collaboration and dialogue where all learn and teach one another in an atmosphere of mutual respect and pursuit of excellence; retaining of staff motivated to excel in their respective fields as well as to contribute to the broadly defined aviation market.

4. MISSION STATEMENT

We pledge to:

4.1 Ensure that the continental learning centres are founded on academic excellence from which all AFI partners in the aviation educational process emerge prepared to contribute productively, responsibly, and ethically to AFI and the global aviation market as a whole.

4.2 To advise on policy and strategy to meet the aims of ATOs.

- 4.3 To anticipate and create opportunities and design pathways that transform vision into reality.
- 4.4 To identify potential new sources of funding for the TAB.
- 4.5 To do all such things as are incidental or conducive to the attainment of the above aims.

5. PURPOSE

The primary purpose of the TAB shall be to use its members' influence and resources to further the goals of the ATO's, advise on specific questions/needs within the AFI, and act as a sounding board for potential objectives and priorities of the Board and the AFCAC's leadership. The TAB will provide an opportunity for the ATO's to become more involved with the leadership and planning processes in the AFCAC, which should greatly increase their interest in aviation industry programmes.

6. OBJECTIVES

The objective of the TAB shall be:-

- 6.1 To offer guidance, advice and assistance that will enhance the interests, welfare and existence of Aviation Training Organisations.
- 6.2 To act as an Oversight and Monitoring body.
- 6.3 To act as a Harmonising and Ratifying body.
- 6.4 To fulfil the functions of an Appeals body.
- 6.5 To promote co-operation and good relationships between the Aviation Community within Africa and the Indian Ocean in order to create a conducive climate for harmonisation.
- 6.6 To create aviation research centres in the AFI Region with the capability of pursuing world class research and training relevant to the aviation fraternity.
- 6.7 To promote a managed and cooperative approach to research and education in the AFI Region so as to maximise the benefits from that research and education.
- 6.8 To address all matters pertaining to the above objectives in a democratic and transparent manner.

7. COMPOSITION

The composition of the TAB read as follows:-

- 7.1 The Chairperson.
- 7.2 The Vice- Chairperson.
- 7.3 The Secretariat.
- 7.4 10 Board Members.
- 7.5 AFCAC Representative.
- 7.6 Representatives would be from the 4 regions from different stakeholder Bodies viz. AATO, ANS, Airlines, Regulators, Airports.

8. TERM OF OFFICE

- 8.1 A member shall hold office for 3 years, which period shall commence at the beginning of the term in which the election of members is held.
- 8.2 At the end of a term of office, members elected under clause 8.1 may be re-elected to the TAB for a maximum of only two terms of office (six years).
- 8.3 Any member who does not attend three (3) consecutive meetings shall be removed from office at the discretion of the Board.
- 8.4 A member of the TAB who resigns from the TAB during his/her tenure of office may not be re-elected or co-opted during the current term of office of the board. In the event of resignation, the TAB shall co-opt the next most successful candidate featuring in the respective election.

Or

If no such candidate is available, the TAB shall co-opt a willing member, who shall have voting rights.

Or

To call up an Election.

9. ELIGIBILITY

A member who is eligible for election is either from AATO, ANS, an Airport, an Airline or a Regulator from the four regions.

10. FRANCHISE

10.1 Every member shall be entitled to vote for a Board Member and shall have one vote in respect of each candidate with a maximum number of votes equal to the number of members to be elected.

10.2 Every member nominated must be present when voting.

11. ELECTION OFFICER

AFCAC shall appoint an officer to act as an election officer for electoral procedures at the TAB regarding the nomination and election of Board Members. The election officer shall draw the attention of all eligible voters to the provisions of this Constitution relevant to the election of members to the TAB.

12. NOMINATION MEETING FOR MEMBERS

12.1 The election officer shall determine a date, time and place for a nomination Meeting to be held, this shall be held within the first quarter of the new financial year.

12.2 The election officer shall prepare a notice of the nomination meeting at least Twenty- one (21) days prior to the date of the nomination meeting.

12.3 Nominations must be made by lodging with the election officer a duly completed nomination form by the proposer, the seconder, and the candidate within the time allowed by the election officer at the nomination meeting.

12.4 After the allotted time, the election officer shall consider all nominations and reject those which do not comply with the requirements as set out in this constitution.

12.5 If the total number of valid nominations is less than the required number of members, the election officer shall dissolve the nomination meeting and request via round robin new nominations within fourteen (14) days.

12.6 If the total number of valid nominations is equal to the required number of members, the election officer shall declare the nominated candidates to be duly elected.

12.7 If the total number of valid nominations is more than the required number of members, the election officer shall hold a poll.

13. PROCEDURE AFTER THE ELECTION OF MEMBERS

After the election of members the election officer shall:-

- 13.1 Place all documents, including ballot paper, used in the election in envelopes and seal such envelopes.
- 13.2 Keep sealed envelopes in safe custody for a period of at least three (3) months from date of the election.
- 13.3 Notify each member in writing of his or her election.

14. ELECTION OF AN EXECUTIVE COMMITTEE

14.1 At the first meeting of the TAB which shall be convened not less than twenty one (21) days and not more than thirty(30) days after the last election of members with voting rights shall, from its members with voting rights, elect the following office bearers:-

- (a) A Chairperson
- (b) A Vice- Chairperson
- (c) A Treasurer

14.2 Members of the Executive Committee shall remain in office for a term not exceeding thirty-six (36) months from the date of his/her election and may, after the expiry of his or her term of office, be re-elected for one term only.

14.3 Where, for whatever reason, the position of a member of the Executive Committee becomes vacant, the TAB shall at the next meeting, elect one of its members with voting rights to fill the vacancy in that office.

14.4 The Chairperson of the TAB shall convene and chair the meetings of the TAB and in his or her absence the Vice-Chairperson of the TAB shall chair the meeting.

14.5 The Secretary of the TAB shall perform the duties contemplated in these regulations, and in his or her absence the members of the TAB shall appoint a member to perform such duties.

15. MEETINGS OF THE TAB

15.1 The TAB shall meet at not less than once every six (6) months.

15.2 A quorum of the TAB shall be 50% of the members eligible to vote on the relevant business of the TAB plus one (1).

- 15.3 At least two (2) week's notice of any ordinary meeting shall be given by the TAB to AFCAC who shall have the right to attend any meeting of the TAB, but shall not have the right to vote at such meeting.

16. ANNUAL GENERAL MEETING

The TAB shall, between July and November of their final term of office convene an Annual General Meeting of members at which:-

- 16.1 The Chairperson of the TAB shall submit a written report on the TAB for the previous three (3) years.
- 16.2 The latest audited financial statements shall be made available.
- 16.3 The budget shall be presented.
- 16.4 Any matters relating to member fees may be discussed.
- 16.5 Any other matters relating to the TAB may be discussed.

17. EMERGENCY MEETING

An emergency meeting of the TAB shall be called by the Chairperson if he/she deems TAB matter to be of such urgency that it warrants an emergency meeting.

18. SUB-COMMITTEE MEETINGS

- 18.1 If and when the necessity arises, the TAB may appoint sub-committees to advise it and subject, to the instructions of the TAB, to perform such of its functions as the TAB may determine
- 18.2 All sub-committee meetings shall be chaired by a member of the TAB.
- 18.3 The TAB may appoint to a sub-committee, persons who are not members of the TAB.
- 18.4 Sub-committees shall report directly to the TAB.
- 18.5 A Sub-committee meeting may not take place without the necessary quorum.
- 18.6 The TAB may alter or invalidate any decision of a sub-committee.

19. NOTICE OF MEETINGS

- 19.1 All notices of meeting shall be given in writing.

19.2 Meeting notices shall be as follows:-

- a) Annual General Meeting - 30 Days
- b) Special General Meeting - 14 Days
- c) Meeting of the TAB - 21 Days
- d) Emergency Meeting - 7 Days
- e) Sub-Committee - 14 days

19.3 Agenda.

19.3.1 Every meeting notice must be accompanied by an agenda.

19.3.2 For the meeting of the TAB the following items on the Agenda shall be compulsory:-

- a) Minutes of the previous meeting.
- b) Additions, deletions, and amendments to the minutes.
- c) Acceptance of minutes.
- d) Matters arising from the Minutes.
- e) Correspondence.
- f) Finance.
- g) General (Way Forward).
- h) Declaration of Interest

19.4 Quorum at meetings.

19.4.1 Annual General Meeting - 10% of stakeholders

19.4.2 Special General Meeting - 20% of Stakeholders

19.4.3 Meeting of the TAB - 50% members eligible to vote

19.4.4 Emergency Meeting - 50% of members eligible to vote

19.4.5 Sub-Committee Meetings - 50% of members eligible to vote

19.5 Voting

19.5.1 Except for the Chairperson of the Meeting, no person shall vote in more than one capacity.

19.5.2 The Chairperson of the meeting shall have a casting vote as well as a deliberate vote.

19.5.3 Eligible voters must be physically present to vote.

19.5.4 Voting shall be done by secret ballot or show of hands.

19.5.5 Members votes may be exercised by proxy vote provided that the proxy voter has written authority of the member.

20. FUNCTIONS OF THE OFFICE BEARERS

20.1 The Chairperson

20.1.1 The Chairperson shall chair Annual General Meetings, Special Meetings and Meetings of the TAB.

20.1.2 The chairperson shall have a deliberate as well as a casting vote.

20.1.3 The Chairperson may, with the consent of the members present at a Meeting, adjourn the Meeting. At such adjourned meetings only such business remaining shall be transacted.

20.1.4 The Chairperson shall have the power to order the convening of meetings, and shall convene meetings in the absence of the Secretary, or the neglect of the Secretary.

20.1.5 The Chairperson shall represent the TAB when and wherever necessary.

20.1.6 The Chairperson shall present an annual report at the Annual General Meeting.

20.1.7 The Chairperson shall sign all minutes of the TAB.

20.1.8 The Chairperson shall not hold office for more than one term, but can be re-elected as an ordinary TAB member.

20.2 The Vice-Chairperson

20.2.1 The Vice-Chairperson shall take over the duties of the Chairperson in his/her absence.

20.2.2 In the absence of both the Chairperson and the Vice-Chairperson the meeting shall appoint a Chairperson from the members present.

20.3 The Secretariat

20.3.1 The Secretariat shall record the proceedings, in the form of minutes, of all meetings held by the TAB and sign all minutes.

20.3.2 The Secretariat shall act as convener of all meetings of the TAB.

20.3.3 The Secretariat shall prepare meeting notices and agendas in consultation with the members for all meetings of the TAB, and ensure that all relevant parties receive this in good time.

20.3.4 The Secretariat shall attend to, receive and dispatch all correspondence regarding the TAB, and read the same at meetings.

20.3.5 The Secretariat shall sign on behalf of the TAB in all correspondence regarding the TAB.

20.3.6 The Secretariat shall present/circulate the minutes of meetings with agenda of a following meeting.

20.3.7 The Secretariat shall keep in safe custody all the minutes, correspondence and other documents of the TAB.

20.3.8 The Secretariat shall, upon the expiry of the term of office of members, hand over to the next Secretary all minutes and other documents of the TAB.

20.3.9 The Secretariat shall inform the AFCAC director of all meetings and forward copies of minutes to the AFCAC office.

20.4 The Treasurer

20.4.1 The Treasurer shall keep proper books of accounts in which shall be recorded all financial transactions of the TAB.

20.4.2 Receive and prepare all moneys collected by the TAB.

20.4.3 The Treasurer shall assist the Secretary with the preparation of all financial requirements for presentation to the appointed auditor.

21. DUTIES/VALUES OF THE TAB

21.1 In addition to such duties and functions as are conferred on it by any other law, the TAB shall have the duties and functions conferred on it as set out here under.

- 21.2 Subject to the provisions of any law, the governance of the TAB is vested in AFCAC.
- 21.3 The TAB stands in a position of trust towards its members.
- 21.4 The professional Management of the TAB shall be undertaken by AFCAC.
- 21.5 The TAB or a member of the TAB in his/her capacity as a member of the TAB, may not interfere with the professional work of member organisations.
- 21.6 Convene meetings of members officially affiliated to the TAB to report on and discuss matters relating to the TAB.
- 21.7 Prepare and distribute to member organisations written reports on its activities.
- 21.8 Ensure a good member-TAB relationship exists.
- 21.9 Develop and adopt a code of conduct for the TAB members.
- 21.10 Shall promote the best interests of the members and strive to ensure the growth of the TAB.
- 21.11 Shall decide upon the TAB's mission goals and objectives and develop the mission statement of the TAB.
- 21.12 Shall open and maintain a banking account.
- 21.13 Establish budget priorities and prepare a budget each year according to guidelines determined by the Executive Committee which shows the estimated income and expenditure of the TAB for the following financial year.
- 21.14 Present the budget referred to in paragraph 20.13 before it is approved by the Executive Committee, to an Annual or Special General Meeting of members for consideration and approval by a majority of members present and voting.
- 21.15 The TAB shall serve as an oversight and monitoring body for Aviation in the region of Africa.
- 21.16 The TAB shall serve as a ratifying, harmonisation, accreditation and Appeals body and shall determine the harmonisation processes within the AFI ATOs.
- 21.17 Establish and maintain a strategy for the integrated and harmonized development of aviation training needs, research and administration in line with AFCAC objectives.
- 21.18 Maintain a policy framework for aviation through the development of regulations, codes of conduct and appropriate standards.
- 21.19 The TAB shall appoint a Management Committee as well as standing technical Sub-Committees with members from the regions as well as from different

Aviation bodies, to inform the management committee on areas requiring technical expertise.

- 21.20 The TAB shall be strictly bound to conduct itself according to the provisions of this Constitution always subject to the existing legislation, policies and procedures of AFCAC.

22 FINANCIAL CONTROL

22.1 Budget.

The TAB shall appoint a Finance committee under the chairmanship of the Treasurer. The other members of the Finance committee shall be the chairperson of the TAB and any other persons the Finance committee may wish to co-opt

22.2 Administration of funds.

The regular administration of accounts shall be controlled by the Chairperson and the Treasurer jointly payments of accounts shall be effected on the following basis: -

- (a) An order form (requisition) shall be presented to the Treasurer requesting payment of account, together with the official invoice of the supplier.
- (b) On approval of the account for payment, the Treasurer shall sign the order form and present the account to the Chairperson. On approval of the account for payment by the Chairperson and one other Board member, the Treasurer shall sign the order form.
- (c) The Treasurer shall draw a cheque for payment which shall be signed jointly by the Chairperson and the Treasurer.
- (d) All cheques to be made to the supplier only. All cheques shall be crossed and marked “ Not Transferable”.
- (e) The receipt for payment shall then be attached to the order form and invoice.
- (f) The order form and invoice shall be marked “Paid” and the date of the payment and cheque number shall be endorsed on the order form and invoice.
- (g) The Treasurer shall report to the Finance committee monthly.
- (h) The TAB may, charge fees in accordance with a resolution adopted by a majority of members present at an Annual or Special General Meeting , if such a resolution provides for:-

- The amount of fees to be charged.
- Equitable criteria and procedures for the non-payment of fees by member organisations.

22.3 Audit and Financial Records.

22.3.1 The TAB ensures that the records and financial statements are audited or examined in terms of Fiduciary laws.

22.3.2 Submit to member organisations, within six months after the end of each financial year, a copy of the Annual Financial statements, audited or examined in terms of paragraph 22.3.1

22.3.3 At the request of an interested person/party, make available for inspection the records and the audited or examined financial statements referred to herein.

23. DUTIES OF THE TAB MEETINGS

The TAB shall:-

- (a) On request, make information contained in the minutes of any meeting available for inspection by any member organisation or any interested party, unless.
- (b) Disclosure of the information requested would constitute an invasion of the privacy of an identifiable individual/organisation and that individual/organisation has not consented to the disclosure of the information.
- (c) The information requested was supplied to the TAB in confidence by a third party and that third party has not consented to the disclosure of the information.
- (d) The information requested cannot be found after a diligent search.

24. FUNCTION OF THE TAB- APPOINTMENT OF SECRETARIAT

The TAB may recommend to AFCAC the appointment of a Secretariat to administer the affairs of the TAB full time basis.

25. AMENDMENTS TO THE CONSTITUTION

25.1 A decision to amend the Constitution shall require a two thirds majority of the total membership of the TAB, after all members have

been informed of such proposed amendments in writing at least two months in advance.

- 25.2 If too few members are present at a meeting called to vote on any change to the Constitution, a second meeting shall be called exclusively for this purpose at least 3 weeks after the first meeting. **If two thirds of the members are not present at this meeting the proposed amendments maybe effected by the members present.**
- 25.3 All amendments to the Constitution shall be submitted to AFCAC for confirmation that they are consistent with the provisions of any legislation and its regulations, until such confirmation is received, no amendment of the Constitution shall be valid.

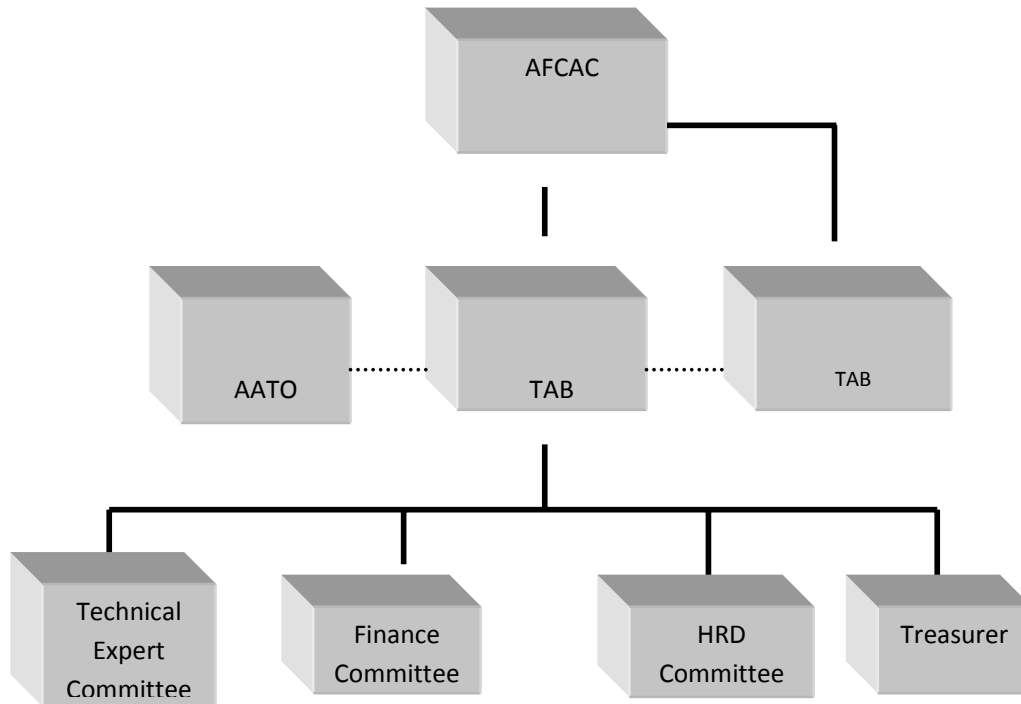
THUS ADOPTED THIS _____ DAY OF _____ 2011
BY RESOLUTION OF THE TRAINING ADVISORY BOARD

CHAIRPERSON

VICE-CHAIRPERSON

SECRETARY

TAB STRUCTURE



Relationship between Major Players

- *AFCAC Coordinates States on TAB Functions*
- *AATO will be a link between the TAB and the ATOs and will have a representative at the TAB.*
- *The Treasurer will be the administrator of the finance committee that will be chaired by elected TAB member. She/he will be appointed from the TAB*
- *The technical committee will give an expert advice to TAB on all technical and professional matters*
- *HRD Committee will coordinate Aviation training needs and training capacity in Africa
(Training Policy, New Development on training Delivery)*

TRAINING ADVISORY BOARD BUSINESS PLAN

PROJECTIONS	2012	2013	2014	2015	2015
INCOME					
<u>Member state's contributions</u>					
Training center fees (Association of Aviation Training Organization)					
ICAO support					
AFCAC support					
IATA support					
Airlines and airports contribution					
TOTAL INCOME					
EXPENDITURE					
<u>Operational cost</u>					
Meetings	1				
TAB	2				
AGM	3				
Special TAB	4				
Sub committee	5				
Travel cost					
TAB	6				
Special TAB	7				
Sub committee	8				
Admin costs					
Production of material	9				

Communication cost	10					
Measurement and evaluation of training centers (quality assurance)						
Technical assistance						
Legal experts						
Technical experts						
MISCELLANEOUS						
TOTAL EXPENDITURE						
BALANCE						

NOTES

- 1) venue hire, catering, translation cost, admin cost, accommodation
- 2) *2
- 3) 1 in 3 years
- 4) 1 a year
- 5) 2 a year * 3
- 6) *12*2
- 7) 12*1
- 8) 2*3*3
- 9) reports minutes, info booklets
- 10) internet, phone

