

TERMS OF REFERENCE

OF THE

WORLDWIDE AIRPORT COORDINATORS GROUP (WWACG)

1 OBJECTIVES

The Worldwide Airport Coordinators Group (WWACG) shall, in general;

- provide a forum to exchange information,
- take common positions on industry and regulatory issues,
- represent the interests and collective views of its Members, and
- serve the common interests of its Members in a comprehensive, consistent and efficient manner, ensuring that the principles of transparency, neutrality and nondiscrimination are met,
- enable and support communication between the different partners of the aviation industry on airport slot issues,
- provide knowhow and experience to international aviation organizations and authorities.

- 1.1 Where appropriate, the Members will consider how applicable rules, regulations, international guidelines, standards and practices are understood, interpreted, converted into national guidelines and applied, and how they might be improved.
- 1.2 The WWACG can write guidelines for its members. Guidelines shall be adopted by the majority of the present members at a plenary meeting.
- 1.3 The WWACG will promote co-operation amongst its Members whilst maintaining the independence of action of its Members.
- 1.4 The WWACG will contribute to the development of industry-wide technical standards for airport slot allocation and schedules facilitation.
- 1.5 The WWACG will undertake appropriate research to improve the general standards of airport slot allocation and schedules facilitation..
- 1.6 The WWACG will communicate with airlines and their representative organizations on issues of mutual interest or concern.
- 1.7 The WWACG operates a web site to provide information and services to its Members, the airlines, and the aviation industry.

2 TERMS OF MEMBERSHIP

- 2.1 Eligibility for Membership is subject to the following conditions;

Coordinators responsible for at least one level 3 airport, as well as Schedules Facilitators

responsible for at least one level 2 airport.

All Coordinators and Schedules Facilitators must have been officially approved by their government or appointed by an appropriate authority, have detailed knowledge of slot allocation or schedules facilitation, and perform their duties in a neutral, nondiscriminatory and transparent manner.

2.2 The secretariat regularly updates the member's distribution list. All members should provide changes to their contact details to the secretariat promptly.

2.3 Representatives of other industry bodies may be offered the status of observer where this assists with the work of the WWACG.

3 MEETINGS/COMMUNICATION

3.1 Plenary meetings will normally be held twice each year during the IATA Slot Conferences. If needed in the future an extra meeting at the end of IATA Slot Conferences will be considered. Plenary meetings will normally be called at an appropriate time by the Chair in writing, including an agenda and working papers for the meeting.

Special Meetings of the WWACG may be called if one-third of the Members or the Chair requires a meeting.

3.2 Members must be given at least 7 days' notice of a meeting or a special meeting of the WWACG.

3.3 Members will be informed of special or ad-hoc meetings that are called to discuss topical issues, especially on developments in the IATA Joint Slot Advisory Group (JSAG), by e-mail or through the WWACG website.

4 WWACG SUB COMMITTEES

4.1 Working Groups or Sub Committees may be formed to deal with specific issues. Sub Committees may be standing committees or they can be formed to deal with specific issues on a temporary basis.

4.2 A Member of the WWACG Core Group will normally chair a Sub Committee.

5. REGIONAL GROUPS

The establishment of Regional groups is to promote regional cooperation and share issues of interest that are specific to the members of their region. In addition these regional groups will promote the goals of the WWACG.

Currently, the following two groups were formed and have started their activities:

a) EUACA (European Airport Coordinators Association)

EUACA is a regional group representing coordinators and facilitators in European region.

b) APACA (Asia/Pacific Airport Coordinators Association)

APACA is a regional group representing coordinators and facilitators in Asia/Pacific region.

The establishment of regional groups in other parts of world is encouraged.

6 ELECTION PROCEDURES

6.1 Members of the WWACG are eligible for election to become members of the 'Core Group' of the WWACG.

WWACG Members will normally elect seven Core Group Members with a due consideration to geographical - representation. There should be no financial impediment to become a member of the Core Group.

The Core Group Members will represent WWACG on JSAG.

6.2 The WWACG Members will elect the Chair and Vice Chair (one or more) from the Core Group.

6.3 The Core Group will normally hold office for two years and may stand for re-election at the end of their term of office. In case a member of the Core Group leaves office during their 2 year term the Core Group can propose a candidate to be elected by the Plenary for the remaining period.

6.4 Candidates for election to the Core Group may nominate themselves. Nominations must be made in writing to the Secretary and seconded by another Member of the WWACG. Nominations of candidates are limited to one candidate per country in order to get a broad representation of worldwide coordinators on JSAG.

6.5 In electing the Core Group of the WWACG, Members are entitled to only one vote per country.

In countries where more than one Coordinator or Schedules Facilitator exists it is the responsibility of the Coordinators and Schedules Facilitators in that country to decide who is going to cast the votes for the Core Group on their behalf and the candidates for whom they wish to vote.

If agreement cannot be reached on a single candidate for any country then all prospective candidates from that country will be excluded from the election process.

7 CORE GROUP OF THE WWACG

7.1 Between the Plenary meetings, the work of the WWACG will be undertaken by the Core

Group which acts on behalf of the Members. WWACG Members will be informed by the Core Group of the work that they undertake on their behalf.

7.2 The Core Group may invite other Members to assist them in the day to day work of the WWACG.

7.3 The Chair normally acts as the spokesperson of the WWACG.

7.4 The Core Group may represent the WWACG with any institution or on any Committee, Working Group etc. where a WWACG attendance is required unless a specific representative is selected at a meeting of the WWACG.

8. WWACG WEBSITE

WWACG maintains a website to provide a central source of important airport slot information to its Members, the airlines, and the aviation industry. It will include items such as a membership list, a diary of meetings, information on topical items, important message handling date (such as SHL and SAL) and a library with pertinent documents, working papers, minutes of meetings, strategy papers, and WWACG TOR's. All members are responsible for keeping their information about their organization and airports up to date.

It is the responsibility of each coordinator to update the website with the date when the SHLs and SALs were distributed in accordance with the WSG.

9 FUNDING

In order to continue the WWACG activities and the website support, an annual membership fee will be required from all members. The amount of the yearly fee will be set at the plenary meeting. .

10 TRAINING/MENTORING

Members can request training and skill(s) development from other Members and such request will be positively considered and, if possible, complied with.

11 SECRETARIAT

The Chairman, Vice Chairmen, and the Core Group will be supported by a Secretariat.

12 DURATION, DISSOLUTION, WITHDRAWAL

12.1 The duration of the WWACG is indefinite.

12.2 Any Member may give notice of withdrawal at any time. This withdrawal will be become effective immediately after notification to the Secretary. Membership will be terminated if the

Member is no longer eligible for membership e.g. is no longer responsible for a level 2 or level 3 airport.

- Terms of Reference agreed at the Plenary Meeting 14th November 2012, in Toronto, Canada
- Revision No 9 agreed at the Plenary Meeting 09th June 2014, in Abu Dhabi, UAE