



# Terms of Reference

## ACI Asia-Pacific Regional Environment Committee

September 2013

### 1 Mandate of the Committee

- 1.1 Identify and promote best practices on airport environmental issues.
- 1.2 Represent airport members in Asia-Pacific on environment related issues in liaison with the corresponding ACI World Environment Committee.
- 1.3 Communicate on environment related issues with the general Asia-Pacific membership and other regional organizations.

### 2 Structure and Membership

- 2.1 The Committee shall comprise of one Chair, one Vice Chair and Members.
- 2.2 Membership shall be restricted to permanent employees of Regular Members of the ACI Asia-Pacific Region.
- 2.3 There shall be no fixed limit on membership.
- 2.4 Members shall be nominated by the Official Representative to ACI of the airport member, usually that organization's CEO. Members are expected to have relevant experience in airport environmental issues and be conversant with Annex 16 of the Convention on International Civil Aviation.
- 2.5 The Chair, Vice Chair and Members shall serve a term of 2 years and be eligible for re-nomination.
- 2.6 The Chair and Vice Chair shall be elected by the current members of the Committee.
- 2.7 The composition of the Committee should be balanced with small and large airports.
- 2.8 Each airport member shall have no more than one representative on the Committee.
- 2.9 If any member of the Committee (i) ceases to be actively associated with, or employed by the ACI member with which he/she was originally associated, or (ii) fails, without adequate excuses on medical grounds, or other reason accepted by the Chair to attend two consecutive meetings, his/her membership shall be automatically terminated.

### 3 Other Participants

- 3.1 Observers from member airports, e.g. environmental experts of airports near meeting locations, may attend Committee meetings at the invitation of the Chair and/or Vice Chair.
- 3.2 World Business Partners may be invited by the Chair and/or Vice Chair to attend specific meeting sessions based on the relevance of their expertise, products and services to the subject of discussion.
- 3.3 Representatives from other aviation industry associations or organizations may attend meeting sessions at the invitation of the Chair or Vice Chair.

#### **4 Roles and Responsibilities**

- 4.1 The Chair shall be responsible for chairing Committee meetings, facilitating discussion at meetings, working with the Vice Chair and the Secretary to establish meeting agenda and representing the Committee in corresponding ACI World Environment Committee and at the ACI Asia-Pacific Regional Assembly.
- 4.2 The Vice Chair shall act in the capacity of Chair in his/her absence, represent the Committee in corresponding ACI World Environment Committee and work with the Chair and the Secretary to establish meeting agenda.
- 4.3 The Secretary shall be from the staff of the ACI Asia-Pacific Regional Office and shall be responsible for recording discussions and decisions of the Committee and organizing meetings for the Committee.
- 4.4 Members shall attend and participate in Committee meetings regularly, read meeting materials in advance and otherwise be prepared to participate fully in Committee meetings and activities.

#### **5 Relationship with ACI World and ACA Programme**

- 5.1 The Chair and the Vice Chair from the Committee shall be the ACI Asia-Pacific Region's appointed representatives on ACI World Committees on environmental matters.
- 5.2 The Chair may appoint another committee member to represent ACI Asia-Pacific at the Airport Carbon Accreditation Programme Task Force Meetings

#### **6 Decision Making**

- 6.1 While the Committee's members will strive to reach consensus on issues, where consensus is not achievable after an appropriate amount of discussion, decisions will be made on the basis of a three-quarters majority vote from those present.
- 6.2 Dissents and reasons for them will be recorded.
- 6.3 A quorum of 50% of Committee membership will be required for voting.
- 6.4 Only Committee members will have the right to vote and each member shall have a single vote. Observers, business partners or other participants have no vote.

#### **7 Confidentiality**

- 7.1 Unless otherwise agreed by the Committee (in accordance with its decision making policy), the content of discussions and environmental performance information concerning specifically identified airports that is shared at Committee meetings shall be treated as confidential or de-identified before dissemination outside of the Committee.