



Draft Terms of Reference

ACI Asia-Pacific Regional Airport Information Technology Liaison Group

Revised January 2010

1. Introduction

- 1.1 The ACI Asia-Pacific Regional Airport Information Technology Liaison Group was formed in late 2009 to promote the development of information technology in airports of the Asia-Pacific region.
- 1.2 The Liaison Group will function similar to the other ACI Committees but will work in a less formal manner and communicate primarily via email and phone, thereby minimizing time and budget commitment from its members.

2. Accountability

- 2.1 The Liaison Group shall be accountable to the Regional Board of ACI Asia-Pacific.

3. Mandate of the Liaison Group

- 3.1 To represent ACI Asia-Pacific in liaison with the corresponding ACI World Airport Information Technology Committee and other regional organizations on airport IT issues;
- 3.2 To discuss and provide input to the development of best and recommended practices and standards in airport IT, especially in liaison with ACI World Airport Information Technology Committee; and
- 3.3 To promote best and recommend practices and standards in airport IT amongst the membership of ACI Asia-Pacific.

4. Structure and Membership

- 4.1 The Group will comprise of one Chair and other Members.
- 4.2 Membership will be restricted to employees of Regular Members of the ACI Asia-Pacific Region.
- 4.3 There will be no fixed limit on membership.
- 4.4 Members will 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 IT.

- 4.5 The Chair and Members will serve a term of 2 years and be eligible for re-nomination.
- 4.6 The Chair will be elected by the current members of the Liaison Group.
- 4.7 Each airport member will have no more than one representative in the Liaison Group.
- 4.8 If any member of the Liaison Group ceases to be actively associated with, or employed by the ACI member with which he/she was originally associated, his/her membership will be automatically terminated.

5. Other participants

- 5.1 Observers from member airports, e.g. IT experts may participate in Liaison Group communication and meetings at the invitation of the Chair.
- 5.2 ACI World Business Partners may be invited by the Liaison Group to participate in specific activities based on the relevance of their expertise, products and services to the subject of discussion.
- 5.3 Representatives from other aviation industry associations or organizations may participate in specific activities at the invitation of the Liaison Group.

6. Conduct of Business

- 6.1 The group will discuss and communicate primarily via phone and email with support by the ACI Asia-Pacific Regional Office;
- 6.2 The group may hold informal face-to-face meetings when the opportunity arises, e.g. alongside ACI conferences and seminars.

7. Roles and Responsibilities

- 7.1 The Chair will be responsible for chairing conference calls, online discussion and face-to-face meetings, establishing work plan for the Liaison Group with the Secretary and representing the Liaison Group in communication with other ACI IT committees.
- 7.2 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 Liaison Group and organizing conference calls and meetings for the Liaison Group.
- 7.3 Members shall actively participate and provide input to discussions of the Liaison Group.

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