



## Terms of Reference ACI Asia-Pacific HR Committee

### 1. Mission Statement of the ACI Asia-Pacific HR Network

HR Best Practice to support the future growth and development of airport through people

### 2. Objectives of the HR Network

To encourage the exchange of best practices among the ACI Asia-Pacific member airports and to establish and promote the standards of HR excellence in the region.

### 3. Structure of HR Network

3.1. The Network membership is open to permanent employees of HR Professionals of all ACI members with the focus on ACI Asia-Pacific members.

3.2. The HR Committee shall be the governing body of the HR Network.

3.3. Training Committee is a Working Group under HR committee.

### 4. HR Committee Members and Chairs

4.1. HR Committee shall consist of Chair, 1<sup>st</sup> Vice Chair, 2<sup>nd</sup> Vice Chair, Immediate Past Chair, and up to 20 committee members.

4.2. The committee members and Chairs shall serve a two-year term (or until the re-nomination in the next HR Network Meeting), and be eligible for re-nomination.

4.3. 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 HR Management. The nomination shall be approved by the existing HR committee members.

4.4. The Chairs shall be elected by the current members of the Committee.

4.5. The nominated candidates for the Chair positions should be HR executives of airport members and endorsed by the CEO of their respective airport for their commitment to lead the HR Committee and Network.

### 5. Responsibility of Chairs

5.1. The Chair shall be responsible for chairing committee meetings, facilitating discussion at meetings, working with the Vice Chairs and the Regional Office Committee Secretary to establish meeting agenda and representing the Committee at the ACI Regional Assembly.

5.2. The Vice-Chairs shall work with the Chair and the Regional Office Committee Secretary to establish meeting agenda, and act in the capacity of Chair in his/her absence.

5.3. The Chairs shall attend and participate in Committee meetings at least once a year.

5.4. The Chairs shall coordinate with ACI Asia-Pacific office regarding any activities and initiatives of HR Network.

5.5. The Chairs shall provide leadership for ACI Asia-Pacific HR programs and initiatives.

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## **6. Responsibility of Committee Members**

- 6.1. Build and maintain a core group of active members.
- 6.2. Promote strategic HR partnership and HR Professional Excellence for airport business.
- 6.3. Develop and drive regional HR & training program, including but not limited to the followings:
  - Lead ACI Asia-Pacific Online Forum to maintain open and regular communication between members and to provide advice and counsel to airport HR professionals
  - Contribute to HR bulletin to encourage HR best practice at the airports
- 6.4. Work with Regional Office and ACI Global Training to make the regional training more efficient.
- 6.5. Attend HR Committee Meeting at least once a year.

## **7. Responsibility of ACI Asia-Pacific Office**

- 7.1. Facilitate the communication and cooperation among HR Network members.
- 7.2. Organize meetings for the committee and record the discussion and decision of the Committee.
- 7.3. Organize HR seminars based on the members request.
- 7.4. Work with HR committee to promote regional HR Professional Excellence and develop HR and Training programs.

## **8. Rules of the HR Network Membership**

- 8.1. The Asia-Pacific HR Committee has the right to disapprove membership applications.
- 8.2. Members should provide updated contact information to HR Network group.
- 8.3. Members are welcome to propose HR initiatives to the HR Network group and committee.
- 8.4. Members may build up personal Networks, and exchange of ideas, experiences, best-practice, lessons learned, and information through regular communication.
- 8.5. Members are encouraged to build up partnership, develop strategies, create synergies, and find solutions for common challenges.

## **9. Communication**

- 9.1. Members of the HR Committee and Network will meet once a year face to face.
- 9.2. All other communication will be handled by e-mail, telephone or through on-line HR Network platform.

## **10. Confidentiality**

- 10.1. All matters discussed in the HR Network meeting is privy to ACI Asia-Pacific HR Network members only and should not be shared with nonmembers or any party not related to the HR Network without the consent of the HR Network.

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