

GUIDELINES FOR ACI WORLD STANDING COMMITTEES AND OTHER BODIES

(December 2016)

1. ROLE AND RESPONSIBILITIES

- a. The ACI World Governing Board, acting in accordance with the ACI By-Laws 2015 (below), has established the following ACI World Standing Committees (WSCs): Airport IT (Information Technology), Aviation Security, Economics, Environment, Facilitation & Services, and Safety & Technical.

ACI World By-Law 5.11.3 states:

The Governing Board may set up permanent *ad hoc* committees or other bodies to study questions of world interest for ACI, known as “**World Standing Committees**”. Such World Standing Committees shall report to the Governing Board through the Director General.

ACI World By-Law 5.10.8 states:

The Executive Committee shall monitor and co-ordinate the activities of the World Standing Committees. The Executive Committee shall be responsible for developing worldwide services to members.

ACI World By-Law 5.10.9 states:

The Executive Committee shall appoint the chairs and vice-chairs of the World Standing Committees.

The committees exercise their functions subject to Terms of Reference or policy directives that may be issued to them, from time to time, by the Governing Board and Executive Committee through the Director General. In the absence of specific mandates, a Committee’s general role is to assist ACI World (the Board and/or Secretariat, as appropriate) and specifically to:

- i. Monitor industry developments and trends and their implications on airports;
- ii. Advise on strategic, policy and technical issues, and help formulate industry positions;
- iii. Help define industry best practices and standards (where appropriate);
- iv. Assist in the production of guidance material, training content and other publications;
- v. Advise on the need and assist in the development of industry benchmark surveys, analysis and reports; and

- vi. Advise on the (subject matter) training and developmental needs of airports.

2. MEMBERSHIP

a. Overview

The World Standing Committees will normally have a maximum of 22 airport members, with a discretionary maximum of 42 members. The membership is made up of: a Chair, a Vice-Chair, ten (10) Regional Representatives, ten (10) Members-at-Large (with provision in c (i) below for an increase to a maximum of 30), plus a maximum of five (5) World Business Partners. In addition, the Immediate Past Chair and other actively involved past Chairs may be invited to stay on the committee, provided that they are still employed by an ACI member airport. The WSC Chair and Vice-Chair are appointed by the World Executive Committee for a term of two years.

b. Regional Representatives

Each of the five (5) ACI Regions (Africa, Asia-Pacific, Europe, Latin America & Caribbean, and North America) is entitled to designate up to two (2) official Regional Representatives on each World Standing Committee for a term of two years, with a provision for reappointment if the region concerned so desires. Their particular role as Regional Representatives is to provide a regional input to ACI's policies and ensure smooth communication between the World Standing Committees and the corresponding regional committees or groups. Where possible, the Chair or Vice-Chair (or Immediate Past Chair) of the Region's own committee should serve as the Regional Representative.

c. Members-at-Large

- i. Ten (10) Members-at-Large will be appointed to each WSC to provide independent expertise in their respective committee's areas of activity. They are appointed by the Director General, on the recommendation of the Committee Chair and Secretary, following consultation with the Region concerned. The number of Members-at-Large on any particular World Standing Committee may be increased at the discretion of the Director General (with a limit of 30 Members-at-Large), provided that no region shall have more than 30% of such members.
- ii. Members-at-Large serve for a term of three years, with a provision for reappointment. To encourage airports to submit candidatures for Members-at-Large on the World Standing Committees, calls for candidates will be published periodically in the ACI World and

Regional newsletters and bulletins.

d. World Business Partners

- i. Up to five (5) World Business Partners (WBPs) can participate on each standing committee. Each Region may nominate a WBP to sit on the Committee. The selection of the candidate will be a matter for the Region concerned but should be someone with the appropriate expertise who is able to make a commitment to attend the meetings and contribute to the work of the respective committee.
- ii. Where a Region does not have a WBP nomination, ACI World may allocate vacancies to other suitable WBPs. Typically, these will be WBP's who are known to either ACI World or a Region Secretariat and who can make a substantial contribution to the work of the committee concerned. Vacancies filled in this manner will be subject to the approval of the Director General.
- iii. World Business Partners will normally serve a term of two years and then be replaced by a new WBP. Exceptionally, where there is no replacement, the WBP representative may be reappointed by the Director General, either at the nomination of the Region or on the recommendation of the Chair and Secretary of the committee.

e. Miscellaneous

- i. If any member of a World Standing Committee (i) ceases to be actively associated with, or employed by the ACI member with which s/he was originally associated, or (ii) fails, without adequate excuses on medical grounds or other reason accepted by the Committee, to attend two consecutive meetings, his/her membership shall be reviewed in conjunction with the relevant region and may be terminated.
- ii. Succession by one airport member, from a specific organisation, by a new airport member, from the same organisation, should be allowed upon agreement of the Committee Chair, Committee Secretary and Director General.
- iii. Each World Standing Committee will have a Secretary appointed by the Director General from the staff of ACI World.

3. MEETINGS

- a. Each World Standing Committee shall meet at least once a year on dates and places to be decided by the Committee. Consideration should be given

to rotating the meetings regionally, and also to meet in Montreal where ACI World is located. The key considerations should be accessibility and economy, to maximize participation by WSC members.

- b. ACI World shall make optimum use of the internet, information and communication technology to further the work of the WSCs and to facilitate virtual meetings.
- c. In addition to members, WSC meetings shall be open to any member of the World Governing Board, the Director General, and any other person whom the Chair, in consultation with the Committee Secretary, may authorize to attend as an observer. The above non-members shall not be entitled to vote.
- d. World Standing Committees may exclude non-voting members, including WBP representatives, from certain parts of their discussions, based on an agenda notified in advance.

4. VOTING AND ACTION

Each airport member of a World Standing Committee shall have one vote. World Business Partners and Observers will not be allowed to vote. When it is decided to proceed with a vote, the decision of the majority of the members will prevail. No action or decision by any World Standing Committee shall become final or binding upon ACI until and unless duly approved by the World Governing Board or World Executive Committee. However, the WSCs are authorized, in consultation with the Director General, to present views on behalf of the organisation within the policy framework approved by the World Governing Board.

5. TASK FORCES

The World Standing Committees are empowered to create short-term, ad hoc task forces which will be entrusted with considering matters coming before the WSCs, and interfacing with other international organisations. Task forces report to their World Standing Committees. Members of such task forces need not be members of the WSCs and can include World Business Partners. Any non-WSC member of the Task Force shall be identified and appointed by the Committee Chair, in consultation with ACI World, on the recommendation of their chief executives or regional offices concerned. In all cases, their appointment should be approved by the airport management concerned. Task forces may be dissolved by the relevant World Standing Committee on the completion of the purpose for which they were set up or by the Director General as appropriate.

6. SUBCOMMITTEES

- a. Subcommittees may be set up and authorised by the World Governing Board upon recommendation of the World Standing Committee or Director General. The Subcommittee work program will be developed and approved by the parent World Standing Committee and regular activity reports will be submitted to the relevant WSC.
- b. A Subcommittee Chair will be appointed by the parent World Standing Committee. The Chair will serve a term of two years, with the possibility of reappointment.
- c. Each Subcommittee will have a Secretary appointed from the ACI World staff by the Director General.
- d. Membership of a Subcommittee will be decided by the Subcommittee Chair and Secretary. A Subcommittee member will be appointed for a maximum of three years, with the possibility of reappointment.
- e. In addition to members, Subcommittee meetings should be open to any member of the World Governing Board, the Director General, and any other person whom the Subcommittee Chair, in consultation with the Subcommittee Secretary, will authorize to attend as an observer.
- f. Subcommittees may exclude non-voting members, including WBP representatives, from certain parts of their discussions, based on an agenda notified in advance.

7. GENERAL REMARKS

- a. In all external representation functions, members of World Standing Committees shall represent ACI as a whole, and not the geographical region to which they belong, or their airport.
- b. For the sake of speed and efficiency, World Standing Committees, Subcommittees and Task Forces are encouraged to work as informally as possible. For these reasons, only these summary rules are established.
- c. The Director General and/or the Committee Secretary will keep the World Governing Board and regional offices regularly informed of the World Standing Committees' activities.

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