

## Specific Terms of Reference

### ECA Industrial Working Group

1. ECA Industrial Working Group (ECA IND WG) was established by the ECA Board of Directors before May 2005.
2. The aims of the ECA IND WG are to:
  - a. Monitor, assess, and promote the exchange of information between MAs in respect of industrial developments in individual companies.
  - b. Monitor, assess and promote the exchange of information between MAs and Trans-national pilot groups in respect of industrial developments in trans-national airlines.
  - c. Monitor, and assess all industrial issues of pan-European or multi-country effect.
  - d. Undertake appropriate initiatives on those above issues that are identified as a priority concern, either by the Working Group, or as directed by the Executive Board or Conference.
  - e. Anticipate and Monitor Regulatory, Geo-Political and Economic developments having an industrial impact on ECA's membership, in co-ordination with IFALPA when appropriate.
  - f. Create unity within the Pilot Groups in TNAs.
  - g. To work towards a legal and industrial framework allowing for collective bargaining and protection of pilots working in trans-national airlines, regardless of where their contracts are concluded and where they are based in the EU.
  - h. To promote the labour and safety interests of European pilots in international air services agreements, and ensure their working conditions are not undermined.
3. The tasks of the ECA IND WG are:
  - a. Provide advice to the EB and the MAs in any issue related to European industrial relations in the field of civil aviation.
  - b. Provide practical assistance to the members of the working group to prepare for coming CLA negotiations
  - c. Gather industrial related information and data
  - d. Assist MAs by promoting the use of common references such as, but not limited to: ECA/IFALPA mergers policy; ECA scope base; benchmarking 'know how'
  - e. Carry out studies and make recommendations on issues related to industrial relations in the field of civil aviation, particularly those of a comparative or benchmarking nature
  - f. Maintain/update a current database for European Airlines
  - g. Increase the membership of the ECA, including outreach to less strong or dormant Member Associations
  - h. Coordinate any assistance requested by any other WG within ECA, in relation with Industrial issues.
  - i. Engage in any other activity that is required in the industrial arena such as EU level communication when required.
  - j. To receive from and provide to the External Relations expert such input as required on External Relations.

- k. To ensure that ECA maintains a competent presence at all levels of international air service agreement negotiations that affect ECA members, and that they monitor and respond to the activities of all parties involved in air service agreements
  - l. To assist ECA's Legal and Social Dialogue functions in proposing and drafting legislative initiatives with the EU institutions
4. Working Structure:
- a. To facilitate these aims and tasks, the expectation is that the Industrial Working Group will hold two day meetings as a default. One day will focus on company (including TNA company) specific industrial issues. Day 2 will focus on wider industrial issues of pan-European or multi-country effect. Each day's meeting may have its own dedicated Chairman.
  - b. The Industrial Working Group or ECA Board may convene additional meetings on specific industrial issues where deemed necessary. These additional meetings may have work devolved to them, but will remain under the oversight of the Industrial Working Group
5. Membership: see *ECA WG General Terms of Reference below*.
5. The EB assigned the following EBD to the IND WG
- Joe Kraus and Fran Hoyas from July 2009.
  - Joe Kraus and Luis Bento from November 2009.
  - Luis Bento and Jon Horne from February 2011.
  - Jon Horne and Dirk Polloczek from November 2012
  - Dirk Polloczek and Jean-Michel Peloffy from December 2013
  - Otjan de Bruijn from Nov. 2014 and Clemens Kopetz from April 2015.
6. The EB assigned the following Staff Members to the IND WG:
- Céline Canu and Ignacio Plaza from July 2009, as well as
  - Stefano Piri from September 2014, as well as
  - Rosella Marasco from April 2015.
7. The EB appointed the following persons as Chairmen of the IND WG:
- Francisco Hoyas from August 2009.
  - Michael Anker from March 2011.
  - John Moore (Companies, Day 1) James Phillips (Issues, Day 2) from December 2013
  - James Phillips as of Dec. 2014.
8. The EB appointed the following person(s) as nominated expert on External Relations, under the oversight of the President, with a permanent seat on the IND WG:
- Martin Chalk from 2011
  - Martin Chalk and James Phillips from 2013.
9. Convening of meetings: while complying with the *ECA WG General Terms of Reference below*, the Chairman will try to coordinate with IFALPA when establishing the dates for the meetings.
10. The WG will act in accordance with the General Terms of Reference for ECA WGs below.
11. Relevant information:

- a. All members of the Industrial group will observe strict confidentiality of all benchmarking data exchanged in the course of work. No data of any participant shall be used in identifiable form outside the group without their express permission. Such permission may be given on a general or case to cases basis. The WG shall decide about rules and procedures regarding secure exchange of data and all participants shall abide by these.
- b. All participating associations shall nominate a participant who shall be the contact for any requests regarding release of data.

12. The WG will be subject to review at the July 2017 EB meeting.

20/07/2016

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**Attachment: ECA WG General Terms of Reference**

## General Terms of Reference for ECA Working Groups

2. Working Groups are established by the Executive Board (EB) under paragraphs 53 and 54 of the ECA Constitution:

*53. The Executive Board is empowered [...] in order to assist the decision making process, to establish working groups and committees of which it determines the composition, the mandate and the duration.*

*54. The members of these working groups and committees have no decision making powers as such. One or more members of these working groups and committees can however be delegated some powers by the Executive Board in accordance with paragraph 35 of this Constitution.*

3. Working Groups, in general, will be open to representatives from all MAs (subject to paragraph 13 of the ECA Constitution), all Executive Board Directors, ECA Staff at the discretion of the Secretary General and, where appropriate, to the relevant IFALPA officers. The WG may decide to invite observers/external specialists to one or several meetings.
4. The EB will assign one of its own members to the working group. He/she is responsible for communication, cooperation and oversight between the EB and the WG.

5. The EB will appoint the Chair of the Working Group, following a recommendation from the WG. This may also be the assigned EB Director, e.g. during the start-up phase.

The EB will also appoint a Vice-Chair to the Working Group, if deemed necessary, to support the Chair and for better coordination and task sharing.

Chair and Vice-Chair are appointed for a 2 years term, which is renewable by the EB. The Chair, Vice-Chair, EB Director and Secretary General will jointly review the functioning of the WG, at the latest at the end of the 2-year term.

The EB Director, Staff Members and Chair/Vice-Chair will ensure appropriate coordination and/or division of responsibilities.

- The role of the Chair will be to lead the Group, to ensure its day to day functioning and that its activities are in line with its Specific Terms of Reference.
  - The Chair will convene WG meetings in coordination with the assigned Board Director and Secretary General.
  - External meetings are to be coordinated with the ECA office and responsible EB Director; such dates should be entered into the ECA Meetings Database.
  - The expenses of the Chair incurred for attending WG meetings will be covered by ECA according to the Expenses Policy,
  - The Vice-Chair will not be eligible for expense coverage unless he /she is chairing a WG meeting in absence of the Chair.
6. The Secretary General – in coordination with the EB – will assign one or more staff member(s) to the WG.
  7. The Chair/Vice-Chair, designated EB Director and the relevant staff member(s) will work closely together in order to fulfill the mandate of the WG.
  8. The Chairman or Vice-Chair of the working group will report regularly to the assigned EB Director and Secretary General on the progress of the working group in the pursuance of its objectives.
  9. WGs will endeavour to work as much as practical by correspondence, meeting only when necessary.
  10. Specific Terms of Reference for each Working Group will be developed by the EB and issued to the WG in written form together with these General Terms of Reference for ECA Working Groups. The WG will review their Specific Terms of Reference and may propose amendments to the EB.
  11. The Specific Terms of Reference will include aims, tasks, duration, and composition of the WG, as well as any other information thought pertinent by the EB, e.g. budget expectations.

12. New positions/policies developed by the WG and any amendments thereto shall be approved by the EB before being communicated externally.
13. Formal letters and important external communications shall be approved by the assigned EB Director and the Secretary General or a second EB Director before being sent.

Final, 25.02.2015