



ECA
Piloting Safety

Specific Terms of Reference

ECA Security Working Group

1. The ECA Security Working Group (SEC WG) was established by the Executive Board on 9 January 2006.
2. The objectives/aims of the Security WG are:
 - To follow-up the developments in the area of aviation security in Europe
 - Assist in representing pilots' interests vis-à-vis EU Institutions in aviation security related matters.
3. The tasks of the ECA Security WG are:
 - Collect and share information on developments in the Aviation Security field in Europe
 - Convey to the European Institutions the IFALPA policy and the pilots' positions on aviation Security
 - To discuss and develop, based on the IFALPA policy, possible solutions to the legal and political initiatives of the European Institutions in the field of aviation security
 - To inform IFALPA on the European developments in this area and to propose, if appropriate, new or modified policy.
 - Propose and assist the Commission Security Departments in drafting legislation
 - To promote and protect the role of the Pilot in Command also in the area of Security.
4. To assist and advice the ECA Executive Board on Aviation Security issues and on positions to be taken.
5. The EB assigned the following Board Director(s) to the Security WG
 - Odd Haugsbak from 2006.
 - Timo Eckardt from 2007.
 - Nico Voorbach from 2011
 - Otjan de Bruijn from Nov. 2014.
6. The EB assigned the following Staff Member to the Security Working Group:
 - Ignacio Plaza from 2006.
 - Céline Canu from 2009
 - Rosella Marasco from April 2015.
7. The EB appointed the following persons as Chairmen of the Security WG:

- Odd Haugsbak from January 2006.
 - Gavin Shaw from 28 September 2006.
 - Simon Espensen from 2009
 - Martin Drake from 2011
8. Membership: *see ECA WG General Terms of Reference below*. Given the nature of the WG, some documentation may need to be restricted in its distribution.
 9. The Security WG will act in accordance with the general terms of reference for ECA WGs.
 10. Convening of meetings: *see ECA WG General Terms of Reference below*.
 11. The WG Terms of Reference will be subject to review by the Executive Board in July 2017.

20/07/2016

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Attachment: ECA WG General Terms of Reference

General Terms of Reference for ECA Working Groups

10. 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.

11. 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.

12. 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.

13. 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.

14. The Secretary General – in coordination with the EB – will assign one or more staff member(s) to the WG.

15. 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.

16. 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.

17. WGs will endeavour to work as much as practical by correspondence, meeting only when necessary.

18. 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.

19. 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.
20. New positions/policies developed by the WG and any amendments thereto shall be approved by the EB before being communicated externally.
21. 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