TERMS OF REFERENCE AND RULES OF PROCEDURES
ECAC CERTIFIED AVIATION SECURITY AUDITORS’ GROUP (AUD)

TERMS OF REFERENCE

1. The ECAC Certified Aviation Security Auditors’ Group (AUD) has the mandate to:
   a) review the status of implementation of ECAC aviation security audits in the scope of the ECAC Audit and Capacity Building Programme;
   b) propose amendments to the ECAC Audit Methodology and Auditors’ Aide, in cooperation with the ECAC Secretariat;
   c) offer a forum for the exchange of knowledge and experience between ECAC auditors;
   d) contribute to the professional development of ECAC auditors;
   e) develop new auditing tools for use by ECAC auditors and for insertion in the Auditors’ Handbook;
   f) in cooperation with the ECAC Guidance Material Task Force, propose and review ECAC Doc 30, Part II (Security) interpretation guidance material.

2. The AUD shall report on its work to the Security Programme Management Group once a year.

RULES OF PROCEDURE

1. Chair
The chair shall be a representative from an ECAC Member State who is an experienced ECAC aviation security auditor.

The Security Programme Management Group shall appoint the chair from the roster of ECAC certified auditors, based on nominations received. Each mandate is limited to three (3) years and only two mandates can be served consecutively.

The appointment procedure is as follows:

- Not less than two (2) months before the meeting of the SPMG at which the chair is to be considered, Member States, which have ECAC certified auditors, shall be invited to nominate candidates for the position in writing to the ECAC Secretariat;
- The nominations received shall be presented by the ECAC Secretariat to the SPMG members for their consideration;
- The appointment of the new chair shall be approved by the SPMG by majority vote;
- In case the SPMG cannot reach a decision by majority vote, the chair of the SPMG shall appoint the new chair.

2. Role and duties of the chair
The chair is responsible for:

- Promoting discussion, collaborating and achieving consensus among members of the AUD;
Approving the draft agenda of the AUD meetings on the basis of a draft prepared by the ECAC Secretariat;

Approving the List of Decisions of AUD meetings on the basis of a draft prepared by the ECAC Secretariat; and

Facilitating discussion, and seeking consensus on issues which come before the AUD group;

Leading the AUD group in its delivery of the actions agreed at meetings.

In addition, the chair shall ensure that AUD members are familiar with the group’s Terms of Reference and Rules of Procedure, and respect them.

3. Appointment of the Deputy Chair

The appointment procedure for the chair applies mutatis mutandis to the appointment of the deputy chair.

3.1 Role and duties of the Deputy Chair

The deputy chair, who should not be from the same Member State as the chair, is responsible for:

- Assisting as required the chair in leading the AUD group with respect to the implementation of its tasks; and
- Acting as chair in the absence of the chair. In such cases, the same Rules of Procedure apply and the deputy chair leads the meeting in the same capacity as the chair.

4. Members

Members of the AUD are ECAC certified auditors.

5. Meetings of the AUD

The ECAC Secretariat will convene each AUD, which will be one meeting per calendar year. The meeting will usually take place at the ECAC premises or a location determined by the ECAC Secretariat. In the event that a meeting is planned to take place in a location other than the ECAC premises, the location shall be approved by the Executive Secretary in order to ensure that the cost incurred is necessary. Administrative support of AUD meetings will be provided by the ECAC Secretariat.

5.1. Contribution to the meetings

Members shall sign an attendance list at each meeting. All members should actively contribute to the work of the AUD by:

- Producing working papers and/or information papers (WPs/IPs) in English;
- Providing comments on working papers and information papers presented at each meeting;
- Contributing to the discussions during AUD meetings; and
- Contributing to the work of the AUD in-between meetings.
All papers shall be submitted to the ECAC Secretariat at least ten (10) working days in advance of the meeting in order to give members an opportunity to prepare for the meeting.

6. Role of the ECAC Secretariat

The ECAC Secretariat is responsible for:

- Convening AUD meetings annually;
- Preparing the draft agenda for consideration by the chair, at least 60 working days before the meeting;
- Making all administrative arrangements for the preparation of the meetings (e.g. circulation of all documents, such as agendas, working/information papers);
- Maintaining an up-to-date list of ECAC auditors and their security clearance validity period, to be used in communicating information (e.g. meetings and other activities);
- Providing updates on ECAC activities as appropriate during meetings;
- Disseminating the provisional agenda to the members at least 30 working days in advance of the meeting;
- Preparing a List of Decisions within five working days after of each meeting, and circulating it once approved by the chair;
- Organising written consultation processes (e.g. on new guidance for auditors) and compiling the results for approval by the chair as appropriate; and
- Submitting working papers and information papers in its own name, where appropriate.

7. Confidentiality of Documentation and Information Exchanges

The following rules apply to ensure that documentation exchanged before, during and after meetings, is adequately protected:

- Documents shall be defined as “ECAC for official use only”,

Note: “ECAC for official use only” means that information is not classified but considered sensitive and not for public dissemination (e.g. limited for use within ECAC Member States and ECAC stakeholders). Such documents are distributed on a need to know basis only and may be sent electronically, including by electronic mail.

- Each member shall adequately handle and protect all documents and information exchanged before/during/after meetings in line with their classification level;
- Working papers and information papers shall not be circulated outside the AUD; and
- Working papers and information papers once adopted by the AUD become the property of ECAC.

Breaching the Rules of Procedure regarding confidentiality will result in the dismissal as an ECAC auditor. The relevant Appropriate Authority will be notified by the ECAC Secretariat in order for this authority to determine whether any legal action against the person having breached the aforementioned rules is required in accordance with national regulations.

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