



## ECAC FACILITATION GROUPS

### TERMS OF REFERENCE AND RULES OF PROCEDURE

#### TERMS OF REFERENCE

##### FACILITATION PROGRAMME MANAGEMENT GROUP

1. The Facilitation Programme Management Group (FPMG) has the mandate to:
  - a) Define and monitor the implementation of the ECAC work programme in facilitation, and ensure that this work programme is co-ordinated with those of ICAO and the European Commission;
  - b) Approve, taking into account the proposals of the Facilitation Working Group and its Sub-Groups, their work programmes and deliverables on a yearly basis;
  - c) Consider the reports and deliverables of the Facilitation Working Group and its Sub-Groups, and decide on further action;
  - d) Nominate the Chair and Deputy Chair of the Facilitation Working Group by majority vote of its members;
  - e) Propose to Directors General for formal appointment the Chair and Deputy Chair of the Facilitation Working Group;
  - f) Appoint the Chair and Deputy Chair of the Sub-Groups;
  - g) Adopt new or amended Annexes to ECAC Doc 30, Part I; and
  - h) Consider and endorse new or amended ECAC Doc 30, Part I, Recommendations before submission to Directors General for approval.
2. The FPMG shall submit to Directors General for their approval any proposed amendment to the Recommendations in Doc 30, Part I that it has itself approved. It shall consider, and may itself approve, guidance material for insertion as Annexes to Doc 30, Part I, and report them to Directors General for information.
3. The FPMG shall report on its work to Directors General at their meeting in December each year, and submit at that same meeting the proposed overall Facilitation work programme for the following year.

##### FACILITATION WORKING GROUP

4. The Facilitation Working Group (FAL WG) has the mandate to:
  - a) Ensure consistency between Doc 30, Part I and EU/EC regulations and ICAO Annex 9 Standards and Recommended Practices (SARPs);
  - b) Harmonise measures among ECAC Member States, by:
    - Developing Doc 30 Recommendations and Annexes, and guidance material on access to air transport for persons with disabilities or with reduced mobility (PRMs) and persons, Immigration issues and Cargo issues; and
    - Organising capacity-building activities (e.g. brainstorming sessions, workshops) on topics of common interest such as passengers' rights.

- c) Promote the mutual understanding of facilitation issues with regional and international organisations, through:
- Cooperating with relevant authorities (e.g. EC, ICAO, WCO, EASA, US DOT);
  - Monitoring developments in relevant industry fora (e.g. IATA/CAWG);
  - Organising joint events (e.g. workshops) with international partners; and
  - Preparing European contributions to the ICAO Facilitation Panel and ICAO FAL Division, and ICAO Assemblies.
- d) Promote the sharing of information and best practices among ECAC Member States, including by:
- Developing and maintaining online ECAC surveys (e.g. on biometric initiatives and on API initiatives) and databases (e.g. on complaints regarding PRM assistance); and
  - Developing model programmes (e.g., model National Civil Aviation Facilitation Programme).
- e) Promote the implementation of passengers' rights provisions in all ECAC Member States, including by:
- Establishing, in coordination with the European Commission, an ad hoc group on passengers' rights to exchange information, best practices and experiences between ECAC Member States; and
  - Organising capacity building activities.
- f) Contribute to the full implementation of Doc 30 Recommendations regarding assistance to PRMs, including by:
- Organising capacity building activities for National Enforcement Bodies and aviation authorities;
  - Conducting assessments of the implementation of Doc 30 Recommendations in respect of PRMs, by air carriers, airport operators and other entities, at the request of ECAC Member States; and
  - Promoting best practices in the assistance provided to PRMs by airport operators, air carriers and other entities, and ensuring coordination with entities such as EASA regarding the safety implications of the transport of PRMs.

5. The Facilitation Working Group shall report on its work to the Facilitation Programme Management Group.

#### **SUB-GROUP ON THE TRANSPORT OF PERSONS WITH REDUCED MOBILITY**

1. The Sub-Group on the Transport of Persons with Reduced Mobility (FAL-PRM-SG) has the mandate to:
- a) Promote the full implementation of Doc 30 Recommendations regarding assistance to persons with reduced mobility (PRMs), in liaison with the European

Commission in respect of the application of Regulation (EC) 1107/2006, in order to prevent any duplication of effort;

- b) Promote the sharing of information, and develop guidance material and best practices on the handling of PRMs, including on training issues;
  - c) Encourage the development of expertise in ECAC Member States, particularly in National Enforcement Bodies (NEBs), and support their efforts to ensure the implementation of Doc 30 Recommendations;
  - d) Exchange information on initiatives undertaken in ECAC Member States to improve the assistance provided to PRMs;
  - e) Liaise with the US Department of Transportation (DOT) to ensure harmonisation of measures;
  - f) Contribute expert input to ECAC workshops addressing PRM implementation issues (ECAC Capacity Building Programme);
  - g) Contribute to the development and updating of ICAO Standards and Recommended Practices, including by drafting proposals for amendments to ICAO Annex 9;
  - h) Contribute, when necessary, to the work undertaken by the other ECAC Sub-Groups, by providing relevant information and material; and
  - i) Keep Doc 30 Recommendations and its Annexes up to date on matters within the Sub-Group's remit.
2. The FAL-PRM-SG shall provide regular reports on its work to the Facilitation Working Group, for the information of all ECAC Member States, Observer States and organisations.
  3. The FAL-PRM-SG shall report to the Facilitation Working Group, which having considered the Sub-Group's proposals shall define its annual work programme, and consider its deliverables at each of the Working Group's meetings.
  4. Directors General at their December meeting shall review the achievements of the FAL-PRM-SG, and consider its proposed work programme for the coming year as part of their consideration of the overall Facilitation work programme.

#### **SUB-GROUP ON IMMIGRATION**

1. The Sub-Group on Immigration (FAL-IMMIGRAT-SG) has the mandate to:
  - a) Consider the facilitation aspects of immigration issues, and in this framework:
    - Monitor developments at the national, European and global levels (EU and ICAO) and within industry organisations and relevant fora (e.g. IATA/CAWG);
    - Promote international coordination and cooperation on immigration matters;
    - Share experience and develop best practices on immigration matters, e.g. regarding inadmissible passengers, deportees, automated border controls

- (ABC), biometrics collection and use, passenger data collection and use (e.g. API and PNR); and
- Monitor the development and application of new technologies (e.g. biometrics) or requirements (e.g. API and PNR) in ECAC Member States.
- b) Contribute to the development and updating of ICAO Standards and Recommended Practices, including by drafting proposals for amendments to ICAO Annex 9;
  - c) Conduct its work in liaison with the European Commission, and other entities concerned;
  - d) Contribute, when necessary, to the work undertaken by the other ECAC Sub-Groups by providing relevant information and material; and
  - e) Keep Doc 30 Recommendations and its Annexes up to date on matters within the Sub-Group's remit.
2. The FAL-IMMIGRAT-SG shall provide regular reports on its work to the Facilitation Working Group, for the information of all ECAC Member States, Observer States and organisations.
  3. The FAL-IMMIGRAT-SG shall report to the Facilitation Working Group, which having considered the Sub-Group's proposals shall define its annual work programme, and consider its deliverables at each of the Working Group's meetings.
  4. Directors General at their December meeting shall review the achievements of the FAL-IMMIGRAT-SG, and consider its proposed work programme for the coming year as part of their consideration of the overall Facilitation work programme.

**RULES OF PROCEDURE**  
**FACILITATION PROGRAMME MANAGEMENT GROUP**

### **1. Chair**

The ECAC Focal Point for Facilitation and Security chairs the meetings of the Facilitation Programme Management Group (FPMG).

### **2. Role and duties of the Chair**

The Chair is responsible for:

- Promoting discussion, collaborating and achieving consensus among members of the FPMG;
- Ensuring the implementation of the ECAC work programme as noted by Directors General at their December meeting each year;
- Approving the draft agenda of the FPMG meetings on the basis of a draft prepared by the ECAC Secretariat, and facilitating discussions;
- Approving the annual report to DGCA meetings, on the basis of a draft prepared by the ECAC Secretariat; and
- Reporting regularly to Directors General on the implementation of the ECAC work programme.

In addition, the Chair shall ensure that FPMG members are familiar with the group's Terms of Reference and Rules of Procedure, and respect them.

### **3. Members**

Members of the FPMG are:

- Chairperson of the Facilitation Working Group;
- Chairperson of the Sub-Group on Immigration;
- Chairperson of the Sub-Group on the Transport of Persons with Reduced Mobility; and
- ECAC Deputy Executive Secretary, holding the facilitation portfolio.

Members of the FPMG shall participate in each meeting of the FPMG. Should a member not be in a position to participate in a meeting, he/she may be represented by his/her deputy provided that the Chair and the ECAC Secretariat have been informed in advance of the meeting.

### **4. Meetings of the FPMG**

The FPMG will organise one meeting per calendar year. This meeting will take place at the ECAC premises or by teleconference.

#### **4.1. Contribution to the meetings**

Members shall sign an attendance list at each meeting. All members should actively contribute to the work of the FPMG including 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 FPMG meetings; and
- Contributing to the work of the FPMG 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.

### **5. Role of the ECAC Secretariat**

The ECAC Secretariat shall attend all meetings and be responsible for:

- Making all administrative arrangements for the preparation of the meetings (e.g. circulation of all documents, such as agendas, Working/Information Papers) in liaison with the Chair;
- Maintaining an up-to-date list of members, to be used in communicating information (e.g. meetings and other activities);
- Providing updates on ECAC activities as appropriate during meetings;
- Preparing the draft provisional agenda for consideration by the Chair;
- Disseminating the provisional agenda to the members at least one (1) month in advance of the meeting;
- Preparing an annual report to DGCA to be circulated once approved by the Chair;
- Facilitating written consultation processes and compiling the results for approval by the Chair as appropriate; and

- Submitting Working Papers and Information Papers in its own name, where appropriate.

## **FACILITATION WORKING GROUP**

### **1. Chair**

The Chair and Deputy Chair shall be representatives from an ECAC Member State. Directors General of ECAC Member States shall appoint the Chair and Deputy Chair upon written nomination by the Facilitation Programme Management Group.

#### **1.1. Appointment of the Chair**

The appointment procedure is as follows:

- Not less than three (3) months before the meeting of the Facilitation Working Group at which the Chair is to be considered, Member States 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 Facilitation Working Group members for consideration;
- The views of the Facilitation Working Group members shall be transmitted to the Facilitation Programme Management Group; and
- ECAC Directors General (according to Article 11.1 of ECAC Constitution) appoint the Chair based upon the proposal made by the FPMG.

#### **1.2. Role and duties of the Chair**

The Chair is responsible for:

- Approving the provisional agenda of each meeting of the Facilitation Working Group, on the basis of a draft prepared by the ECAC Secretariat;
- Facilitating discussion, and seeking consensus among members and observers on issues which come before the Facilitation Working Group;
- Leading the Group in its delivery of the annual work programme as noted by Directors General at their December meeting each year;
- Approving the Summary of Discussions of each meeting, on the basis of a draft prepared by the ECAC Secretariat;
- Informing the Secretariat in cases where he/she is not available for a meeting due to urgent, unavoidable and/or unforeseeable circumstances;
- Reporting regularly to the FPMG on the work of the Group; and
- Representing the Group at meetings of Directors General of Civil Aviation and other relevant meetings, when necessary.

In addition, the Chair shall ensure that Facilitation Working Group members and observers are familiar with its Terms of Reference and Rules of Procedure, and respect them.

#### **1.3. Appointment of the Deputy Chair**

The appointment procedure for Chair (paragraph 1.1.) applies *mutatis mutandis* to the nomination of the Deputy Chair.

#### **1.4. 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 by the Chair in leading the Facilitation Working Group with respect to the implementation of its annual work programme;
- Acting as Chair of the Group meeting 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; and
- Representing the Facilitation Working Group at relevant meetings when the Chair is not available to do so.

## **2. Participation in the Facilitation Working Group**

### **2.1. Members**

Membership of the Facilitation Working Group is open to all ECAC Member States.

#### **2.1.1. Procedures for becoming a member**

ECAC Member States may nominate members to the Facilitation Working Group by writing to the ECAC Secretariat, providing the following information:

- Name, Administration/entity, position; and
- Short job description, fields of expertise, and any other relevant information in support of the application,

A Member State may nominate more than one expert, if the institutional arrangements in the State in question are such that the relevant expertise in the main areas of facilitation (i.e. transport of PRMs, immigration, health) lies with different national authorities/entities.

### **2.2. Observers**

Observers from organisations and non-ECAC Member States (known as Stakeholders), which are included in the ECAC stakeholder list (see point 6), may participate in Facilitation Working Group meetings.

The inclusion of any new organisation or non-ECAC Member State in the ECAC stakeholder list is subject to the approval of the FPMG.

#### **2.2.1. Procedures for becoming an observer**

The procedures for becoming a member (paragraph 2.1.) shall apply *mutatis mutandis* to the participation of observers.

### **2.3. Resignation**

Members and observers, who wish to resign from the Group, should do so in writing to the Chair, copying the ECAC Secretariat.

### **2.4. Alternates**

Members and observers may be replaced – normally only for one meeting per year – by their alternate, provided the following conditions are met:

- The alternate has been formally nominated and is included in the members/observers' list;
- The alternate shall comply with the same Rules of Procedure as the member/observer;
- The alternate shall act in the same capacity as the member/observer; and
- The Chair and the ECAC Secretariat shall be informed in advance of the participation of the alternate in a meeting of the Group.

## **2.5. Chair of Sub-Groups**

The Chairs of ECAC Facilitation Sub-Groups shall participate in meetings of the Facilitation Working Group. Should a chair not be in a position to participate in a meeting, he/she may be represented by his/her deputy provided that the Chair of the Facilitation Working Group and the ECAC Secretariat have been informed in advance of the meeting.

## **3. Meetings of the Facilitation Working Group**

The Facilitation Working Group will organise two (2) meetings per calendar year, at least one of which will take place at the ECAC premises.

### **3.1. Contribution to meetings**

Members and observers will sign an attendance list at each meeting. A record of attendance by members and observers will be made available after each meeting.

All members and observers are expected to contribute actively to the work of the Group, including 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 Facilitation Working Group meetings; and
- Contributing to the work of the Facilitation Working Group between meetings.

All papers shall be submitted to the ECAC Secretariat at least ten (10) working days in advance of the meeting to which they relate, in order to give members and observers the opportunity to read them as part of their preparation for the meeting. Papers received by the ECAC Secretariat less than ten (10) working days before the meeting will not be circulated by the Secretariat.

### **3.2. Experts' contribution**

Experts with specific knowledge of potentially significant interest to the Facilitation Working Group may be invited by the Chair to participate in one (or more) of its meetings, or only a part thereof, on an ad hoc basis.

### **3.3. Organisation of closed sessions**

When necessitated by the political/commercial sensitivity of the issue to be considered and/or its confidentiality, or as deemed appropriate by the Chair, the Facilitation Working Group may



hold closed sessions during a regular meeting. Attendance at closed sessions is strictly limited to ECAC Member States' representatives.

**3.4. Failure to attend meetings by observer State/organisation**

Failure to attend (or be represented by an alternate) at three consecutive meetings of the Facilitation Working Group will result in the observer State/organisation being removed from the Facilitation Working Group list of stakeholders. The ECAC Secretariat will notify the observer State/organisation in writing of its removal.

**4. Role of the ECAC Secretariat**

The ECAC Secretariat is a member of the Facilitation Working Group, acts as Secretary of the meetings responsible for:

- Making all administrative arrangements for the preparation of the meetings (e.g. circulation of all documents, such as agendas, Working/Information Papers) in liaison with the Chair;
- Maintaining an up-to-date list of members and observers of the Facilitation Working Group, to be used in communicating information (e.g. meetings and other activities);
- Providing updates on ECAC activities as appropriate during meetings;
- Preparing the draft provisional agenda for consideration by the Chair;
- Disseminating the provisional agenda to the members and observers of the Group at least two (2) months in advance of the meeting;
- Preparing a List of Decisions after each meeting, to be circulated to the Group within ten (10) working days after the meeting and once approved by the Chair;
- Submitting Working Papers and Information Papers in its own name, where appropriate;
- Preparing a draft annual report of the Facilitation Working Group's activities, to be submitted to Directors General at their December meeting, once agreed by the FPMG;
- Coordinating work with the ICAO Secretariat; and
- Organising the European coordination for the meetings of the ICAO Facilitation Panel.

**5. Facilitation Working Group - List of stakeholders**

**5.1. Observer States**

To date, the following non-ECAC Member States have the status of observer in the Facilitation Working Group:

<b>OBSERVER STATES</b>	
Israel	United States of America

**5.2. Observer Organisations**

To date, the following organisations have the status of observer in the Facilitation Working Group:

<b>OBSERVER ORGANISATIONS</b>

ACI-EUROPE	A4E
AIRE	EASA
EBAA	European Commission
ECA/IFALPA	ECTAA
EDF	ERA
FIATA	FRONTEX
GEA	IATA
WCO	

## FACILITATION SUB-GROUPS

### 1. Chair

The Chair and Deputy Chair shall be representatives from ECAC Member States. The FPMG shall point the Chair and Deputy Chair of Facilitation Sub-Groups upon written nomination by a Member State and recommendation from the Sub-Group concerned.

Each mandate is limited to three (3) years. An individual may serve for a maximum of two mandates, which need not necessarily be consecutive.

#### 1.1. Appointment of the Chair<sup>1</sup>

The appointment procedure is as follows:

- Not less than two (2) months before the meeting of the FPMG at which the Chair is to be considered, Member States are 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 Sub-Group members for their consideration;
- The appointment of the new Chair shall be approved by the FPMG by majority vote, after considering the respective Sub-Group opinion;
- In case the FPMG cannot reach a decision by majority vote, the Chair of the FPMG shall appoint the new Chair; and
- The appointment shall be communicated to the Directors General at their next following DGCA meeting, for their information.

#### 1.2. Role and duties of the Chair

The Chair is responsible for:

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<sup>1</sup> The chairmanship of each Sub-Group should be held by representatives from different ECAC Member States, whenever possible.

- Facilitating discussion, and seeking consensus among members and observers on issues which come before the Sub-Group;
- Leading the Sub-Group in its delivery of the annual work programme as approved by the Facilitation Programme Management Group;
- Approving the provisional agenda of each meeting, on the basis of a draft prepared by the ECAC Secretariat;
- Approving the List of Decisions of each meeting, on the basis of a draft prepared by the ECAC Secretariat;
- Informing the ECAC Secretariat, should he/she not be available to chair a meeting due to urgent and important reasons;
- Reporting regularly to the Facilitation Working Group meetings on the work of the Sub-Group; and
- Representing the Sub-Group at the Facilitation Working Group meetings and other relevant meetings.

In addition, the Chair shall ensure that Sub-Group members and observers are familiar with the Terms of Reference and Rules of Procedure, and respect them.

### **1.3. Appointment of the Deputy Chair**

The appointment procedure for Chair (paragraph 1.1.) applies *mutatis mutandis* to the appointment of Deputy Chair.

### **1.4. 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 by the Chair in leading the Sub-Group with respect to the implementation of its annual work programme;
- Acting as Chair of the Sub-Group meeting 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; and
- Representing the Sub-Group at the Facilitation Working Group meetings and other relevant meetings when the Chair is not available to do so.

## **2. Participation in a Sub-Group**

The FPMG will be provided with a list of members and observers in Sub-Groups on a yearly basis.

### **2.1. Members**

Membership of a Sub-Group is open to all ECAC Member States' experts fulfilling the specific conditions for each Sub-Group, which are defined as follows:

- Sub-Group on the Transport of Persons with Reduced Mobility: experts in PRMs issues, and persons responsible for the development and/or implementation of PRMs provisions and training programmes in their respective entities; and
- Sub-Group on Immigration: experts in the definition of immigration policies and procedures, and/or involved in the operational implementation of immigration regulations.

#### **2.1.1. Procedures for becoming a member**

ECAC Member States may nominate members to the Sub-Groups by writing to the ECAC Secretariat<sup>2</sup>, providing the following information:

- Name, Administration/entity, position; and
- Short job description, fields of expertise, and any other relevant information in support of the application,

The Chair and the ECAC Secretariat will review the application and determine whether the candidate has the necessary expertise to be able to contribute usefully to the work of the Sub-Group. If this is considered to be the case, the nomination will be accepted, and the nominating State informed.

A Member State may – in exceptional circumstances – nominate more than one expert, if the institutional arrangements in the State in question are such that the relevant expertise in the main areas of facilitation lies with different national authorities/entities.

## **2.2. Observers**

Observers from organisations and non-ECAC Member States (known as stakeholders), which are included in the ECAC stakeholder list for a specific Sub-Group (see paragraph 5), may nominate observers to participate in that Sub-Group's meetings.

Any organisation and non-ECAC Member States, which are not on the ECAC stakeholder list for Sub-Groups, and wishes to join a Sub-Group and nominate observers, shall submit a written request to the ECAC Secretariat. This request will be considered by the FPMG based upon a recommendation of the Chair of the Sub-Group concerned.

### **2.2.1. Procedures for becoming an observer**

The procedures for becoming a member of the Sub-Group shall apply *mutatis mutandis* to the participation of observers.

## **2.3. Resignation**

Members and observers, who wish to resign from a Sub-Group, should do so in writing to the Chair, copying the ECAC Secretariat.

## **3. Meetings of the Sub-Groups**

Each Sub-Group will organise at least two (2) meetings per calendar year. These meetings will take place at the ECAC premises. When deemed necessary in consideration of specific work priorities, additional meeting(s) may be convened. Should additional meetings be organised, the Chair may decide to hold meetings outside of the ECAC premises. The ECAC Secretariat will only provide administrative support to one meeting per year outside of Paris.

Should more than one meeting be organised outside of the ECAC premises by decision of the Chair, the Chair will be responsible for writing the List of Decisions and sending it to the ECAC Secretariat within ten (10) working days after the meeting.

### **3.1. Contribution to the meetings**

Members and observers will sign an attendance list at each meeting. A record of attendance by members and observers will be made available after each meeting.

All members and observers are expected to contribute actively to the work of the Sub-Group, including by:

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<sup>2</sup> Official emails should be accepted if duly sent by the relevant person

- Producing Working Papers and/or Information Papers (WP/IPs) in English;
- Providing comments on Working Papers and Information Papers presented at each meeting;
- Contributing to the discussions during the Sub-Group meetings; and
- Contributing to the work of the Sub-Group between meetings.

All papers shall be submitted to the ECAC Secretariat at least ten (10) working days in advance of the meeting to which they relate, in order to give members and observers the opportunity to read them as part of their preparation for the meeting. Papers received less than ten (10) working days before the meeting will not be circulated by the ECAC Secretariat in advance of the meeting.

### **3.2. Experts' contribution**

Experts with specific knowledge of potentially significant interest to the Sub-Group may be invited by the Chair to participate in one (or more) of its meetings, or only a part thereof, on an ad hoc basis, to give a presentation on a specific topic of interest to the Sub-Group.

### **3.3 Experts information session on ECAC's Sub-Group Persons with Reduced Mobility activities**

ECAC may organise once a year an information session for experts (e.g. training organisations, providers of PRM assistance) in order to provide them with recent updates and developments regarding the work of the Sub-Group and receive their direct feedback to improve the work programme. The sessions will include the participation of representatives of the Sub-Group on PRMs, who are able to answer questions about its activities

### **3.4. Organisation of closed sessions**

When necessitated by the political/commercial sensitivity and/or confidentiality of the issue to be considered, the Sub-Group may hold closed sessions during a regular meeting. Attendance at closed sessions is strictly limited to ECAC Member States' representatives. On a case-by-case basis, representatives of Observer States or organisations with which ECAC has a cooperation agreement for the sharing of confidential information may participate.

### **3.5. Failure to attend**

Should a member or observer not attend two consecutive meetings of the Sub-Group, the ECAC Secretariat will notify the member or observer of the procedure regarding participation in meetings and of the consequences of not attending three consecutive meetings.

Failure to attend at three consecutive meetings of the Sub-Group will result in the member or observer being removed from the Sub-Group, from the Sub-Group list of stakeholders (for observer States/organisations) and its mailing list. The ECAC Secretariat will notify the member or observer in writing of his/her removal.

## **4. Role of the ECAC Secretariat**

The ECAC Secretariat is a member of the Sub-Group, acts as Secretary of the meetings and is responsible for:

- Making all administrative arrangements for the preparation of the meetings (e.g. circulation of all documents, such as agendas, Working/Information Papers) in liaison with the Chair;
- Maintaining an up-to-date list of members and observers of the Sub-Group, to be used in communicating information (e.g. meetings and other activities);

- Providing updates on ECAC activities as appropriate during meetings;
- Preparing the draft provisional agenda for consideration by the Chair;
- Disseminating the provisional agenda to the members and observers of the Sub-Group at least three weeks in advance of the meeting;
- Preparing a List of Decisions after each meeting, to be circulated to the Sub-Group within ten (10) working days after the meeting and once approved by the Chair;
- Submitting Working Papers and Information Papers in its own name, where appropriate; and
- Preparing a draft annual report of the Sub-Group's activities, to be submitted to Facilitation Working Group once agreed by the Chair.

## 5. Sub-Groups – List of stakeholders

### 5.1. Observer States

There are no States having the status of observers to the Sub-Groups. However, where relevant, the Sub-Groups may organise separate contacts or meetings with States having the status of observers to the Facilitation Working Group, for the purpose of sharing of information and coordination of actions.

### 5.2. Observer Organisations

To date, the following organisations have the status of observer in the Sub-Groups, as follows:

#### FAL-PRM-SG

- ACI-EUROPE
- AIRE
- A4E
- EASA
- EBAA
- European Commission (EC)
- ECA/IFALPA
- ECTAA
- EDF
- ERA
- IATA

#### FAL-IMMIGRAT-SG

- ACI- EUROPE
- AIRE
- A4E
- EBAA
- European Commission (EC)
- ECA/IFALPA
- ERA
- FRONTEX
- IATA

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