



## **ECONOMIC WORKING GROUP**

### **TERMS OF REFERENCE AND RULES OF PROCEDURE<sup>1</sup>**

#### **TERMS OF REFERENCE**

1. The Economic Working Group has the mandate to:

- a) Monitor the overall implementation of the ECAC Work Programme in the field of economic matters, and ensure that this work programme is co-ordinated with those of ICAO and the European Commission;
- b) Develop and implement its own annual work programme, consistent with the overall ECAC Work Programme;
- c) Promote mutual understanding on economic issues of common interest to ECAC Member States;
- d) Exchange views on current and future challenges for the aviation community and provides an effective forum for discussion on economic matters, e.g. competition issues, market access ownership and control, taxation, airport charges, intermodality;
- e) Exchange information on international developments on economic matters during its meetings; and
- f) Organise events in cooperation with industry stakeholders, e.g. ECAC Forum, ECAC/EU Dialogue.

2. The Economic Working Group shall report on its activities to Directors General at their meeting in December each year. This report may also include recommendations for further activities to be undertaken by the group and/or on issues to be discussed at Directors General meetings. This report should include the draft work programme of the group for the upcoming year.

#### **RULES OF PROCEDURE**

##### **1. Chair**

The ECAC Focal Point for Economic Matters chairs the meetings of the Economic Working Group (ECO).

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

The Chair is responsible for:

- a) Promoting discussion, collaborating and seeking consensus among members of the Economic Working Group;
- b) Ensuring the implementation of the annual work programme;
- c) Approving the draft agenda of the meetings on the basis of a draft prepared by the ECAC Secretariat, and facilitating discussions;
- d) Approving the annual report to DGCA meetings, on the basis of a draft prepared by the ECAC Secretariat; and

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<sup>1</sup> Adopted at DGCA/146, 18 May 2016

- e) Reporting regularly to the Co-ordinating Committee and Directors General on the implementation of the work programme of the group.

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

### **3. Members and observers**

#### **3.1. Members**

Members of the Economic Working Group are:

- Chairperson of the Economic Working Group (ECO);
- Chairperson of the "Network of Chief Economists"; and
- Representatives of ECAC Member States.

The ECAC Deputy Executive Secretary and the Air Transport Officer will provide secretariat support to the activities of the Economic Working Group (see section 5).

All ECAC Member States are invited to nominate representatives in the Economic Working Group.

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

#### **3.2. Observers**

Observers of the Economic Working Group are:

- European Commission
- ACI-EUROPE
- CANSO
- IATA

#### **3.3. Experts' contribution**

Experts with specific knowledge of potentially significant interest to the 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.

### **4. Meetings of the Economic Working Group**

The Economic Working Group will hold normally two meetings per calendar year. These meetings will take place at the ECAC premises or at the premises of an ECAC/EU Member State or by teleconference.

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

All members and observers should actively contribute to the work of the Economic Working 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 the meetings; and

- Contributing to the work of the working group between meetings.

#### **4.2. Use of Chatham House Rule**

The meetings are held under the Chatham House Rule, i.e., participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.

#### **4.3. 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 Economic Working Group may hold closed sessions during a regular meeting. Attendance at closed sessions is strictly limited to ECAC Member States' representatives.

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

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

- a) 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;
- b) Maintaining an up-to-date list of members and observers, to be used in communicating information (e.g. meetings and other activities);
- c) Providing updates on ECAC activities as appropriate during meetings;
- d) Preparing the draft provisional agenda for consideration by the Chair;
- e) Disseminating the provisional agenda to the members and observers at least one (1) month in advance of the meeting;
- f) Disseminating Working Papers and Information Papers prepared by members and observers at least 5 working days in advance of the meeting in order to give members an opportunity to prepare for the meeting;
- g) Preparing the draft List of Decisions for consideration by the Chair;
- h) Preparing an annual report to DGCA, circulating it to the members of the Economic Working Group for comments, and then submitting it for approval by the Chair;
- i) Facilitating written consultation processes and compiling the results for approval by the Chair as appropriate; and
- j) Submitting Working Papers and Information Papers in its own name, where appropriate.

#### **6. Amendment**

The Economic Working Group will regularly review its Terms of Reference and Rules of Procedure, and subject any amendments to ECAC Directors General for adoption.

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