



ECAC NETWORK OF CHIEF ECONOMISTS

TERMS OF REFERENCE AND RULES OF PROCEDURE¹

TERMS OF REFERENCE

1. The Network of Chief Economists is set up with the objective of bridging the gap of incomplete knowledge of essential data such as true O&D (origin & destination), freight traffic and logistics, jobs in the air transport sector and supply chain, and has the mandate to:

- Identify and list existing economic studies, statistics and other relevant materials on issues such as connectivity, taxation, airport charges, traffic data, route potential analysis, economic impact of regulations, air navigation services charges, etc.
- Share information on economic studies they intend to develop.
- Exchange views on permanent or current challenges for the aviation community with regard to methods (e.g. data collection, surveys, studies, strategic intelligence).
- Establish a platform for exchanging afore-mentioned studies, statistics and relevant materials as well as national and international data sources.
- Provide analysis in order to support policy discussion in the Economic Working Group, as requested and subject to resources being available.
- Share information on the impact of new technologies for air transport economics and the impact of macro issues on the air transport sector such as globalisation and migrations.

2. The Network of Chief Economists shall report on its activities to the Economic Working Group on an annual basis. This report may also include recommendations for further activities to be undertaken by the Network and/or on issues to be discussed at Directors General meetings. This report should include the draft work programme of the Network for the upcoming year.

RULES OF PROCEDURE

1. Chair of the Network

The Chair shall be a representative from ECAC Member States. The Economic Working Group shall appoint the Chair upon written nomination by a Member State. 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

The appointment procedure is as follows:

- Not less than one (1) month before the meeting of the Economic 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;

¹ Adopted by Directors General through written consultation on 15 August 2016

- The nominations received shall be presented by the ECAC Secretariat to the Economic Working Group members for their consideration;
- The appointment of the new Chair shall be approved by the Economic Working Group by majority vote;
- The appointment shall be communicated to the Directors General at their next DGCA meeting for their information.

2. Role and duties of the Chair

The Chair is responsible for:

- a) Promoting discussion, collaborating and seeking consensus among members of the Network of Chief Economists;
- 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
- d) Reporting regularly to the Economic Working Group on the implementation of the work programme of the Network.

In addition, the Chair shall ensure that Network of Chief Economists members and observers are familiar with these Terms of Reference and Rules of Procedure, and respect them.

3. Members and observers

3.1. Members

Members of the Network of Chief Economists are representatives nominated by ECAC Member States. All ECAC Member States are invited to nominate qualified representatives/their chief economists/experts in the Network of Chief Economists.

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.

The ECAC Deputy Executive Secretary and the Air Transport Officer will provide secretariat support to the activities of the Network of Chief Economists (see section 5).

3.2. Observers

The European Commission is granted an observer status in the Network of Chief Economists.

3.3. Experts' contribution

Experts (e.g. from industry stakeholders) with specific knowledge of potentially significant interest to the Network 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 Network of Chief Economists

The Network of Chief Economists will hold at least one meeting per calendar year. This meeting will take place at the ECAC premises or at the premises of a Member State or by teleconference. The Network will primarily work on an electronic basis.

4.1. Contribution to the meetings

All participants should actively contribute to the work of the Network of Chief Economists 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 Network 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 Network of Chief Economists 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:

- 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, 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 at least one (1) month in advance of the meeting;
- 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;
- Preparing the draft List of Decisions for consideration by the Chair;
- Preparing an annual report to the Economic Working Group, circulating it to the members of the Network of Chief Economists for comments, and then submitting it for approval 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.
- Act as Chair of a meeting in case the Chair cannot participate in this meeting.

6. Amendments and modifications

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

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