

EBAA ADVOCACY COMMITTEE

Terms of Reference



1. The mandate

All large Brussels-based trade associations have in their structures a working group dedicated to public affairs. The rationale of this entity is the strategic importance of European political affairs for those industries and the need to have a working group exclusively dealing with European affairs.

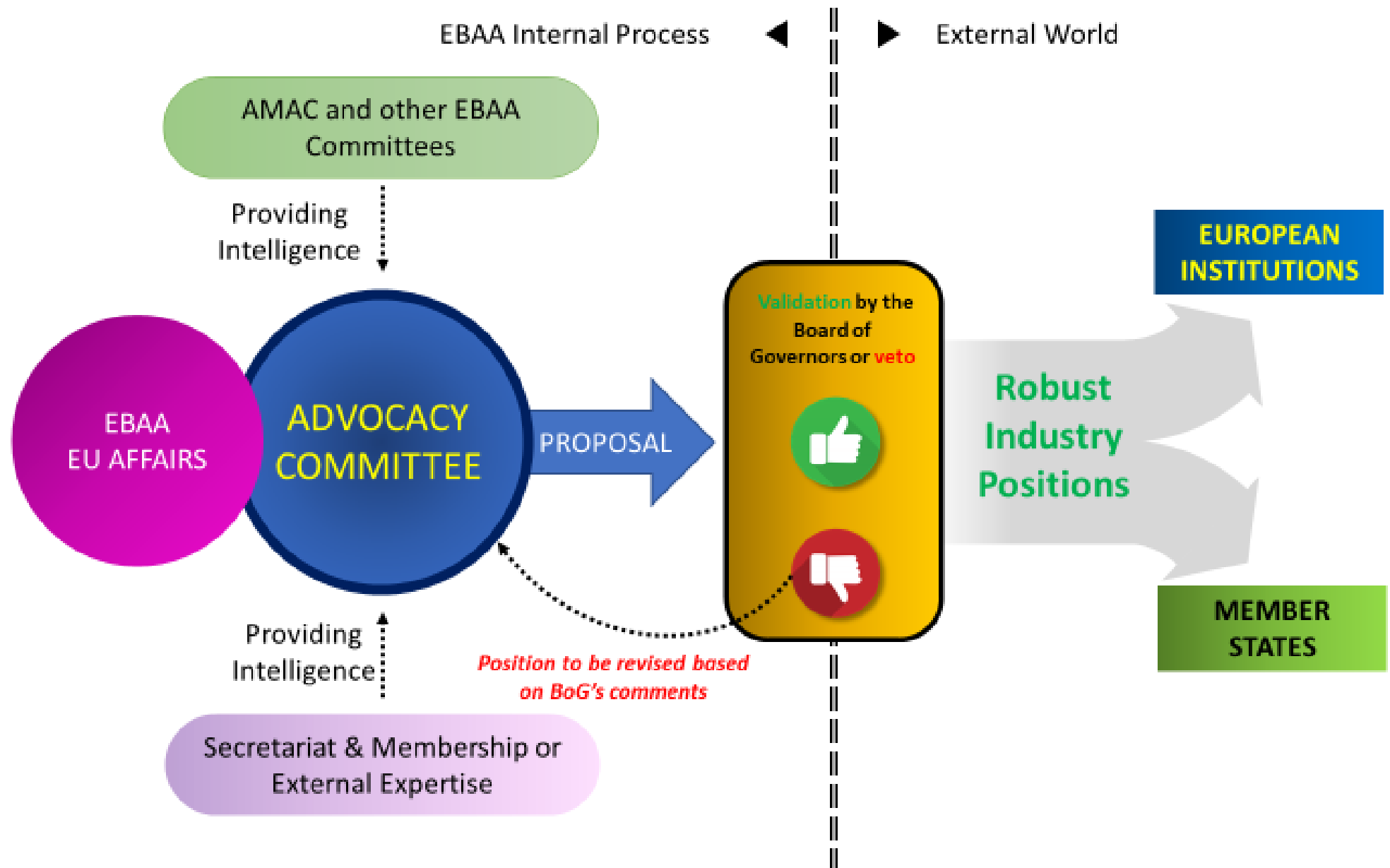
A strong and effective advocacy committee will examine policy issues and will assist the association in setting up common positions and advocacy strategies for the industry.

The new European political framework that will follow the 2019 European elections will be a momentum for the advocacy committee as new political orientations and strategies for the aviation sector will be elaborated by the newly elected or appointed policy makers.

The aims of the committee:

- **Defining positions** for the industry.
- **Influencing and lobbying** the development of new and existing **European and national legislation at political level** where it impacts members.
- **Monitoring and influencing** the work of the European Commission, Parliament & Council and other institutions at political level (decision making bodies of the European Union).
- **Promoting** the economic, social and environmental contribution of EBAA's members.
- **Representing the interests of the EBAA membership** to European political bodies where decisions made impact EBAA members.
- **Offering advice and information** to members on how to prepare for and implement legislation related to industry affairs.
- **Providing easily understood information to members** including national associations to enable them to make representations to officials of local, regional and national governments and to MEPs of their constituencies.

2. Rules of procedure



Scope of work

The advocacy committee will implement the activities and tasks aforementioned in the section 1 “The mandate”.

Composition

The advocacy committee will be composed of 10 industry experts with both subject matter and ideally advocacy experience. The committee will be balanced in terms of geographical distribution to reflect European business aviation key markets as well as secondary markets.

Seven committee members will be experts working directly or indirectly for corporate or commercial operators. Three committee members will be other experts with a relevant knowledge of the business aviation ecosystem.

The committee members will be selected by the secretariat through an open call for expression of interest. The composition of the committee will be validated by the Board of Governors. The duration of the first mandate of the advocacy committee will be two years.

A chair person will be elected by the committee to moderate the discussions and chair the committee. Members of the committee will vote by a show of hands to elect the chairperson during the first meeting of the committee.

The Board of Governors being the body validating or rejecting industry positions, Board Members are not allowed to sit in the advocacy committee.

Meetings

The advocacy committee will meet four times a year: two meetings in the framework the AGM (mid-March) and EBACE (second half of May); and two meetings in September and December in Brussels or any other central and well-connected European location if a meeting can be hosted by a committee member.

In addition to those physical meetings **ad hoc conference calls** might be organised to address urgent issues or to follow-up on physical meetings.

In order to gather technical expertise in each specific policy area **the committee may invite individuals** to attend a meeting of the advocacy committee as guests. Such an invitation may be repeated. Based on the agenda items, those guests might be members of other EBAA committees or external guests (non-EBAA Members).

Responsibilities of the advocacy committee members

Committee members will be actively involved in the activities of the committee. Any member who misses two consecutive physical meetings will lose his/her seat within the committee.

In addition to the physical meetings **committee members will commit to dedicate sufficient time in the preparation of the meetings and the activities of the committee.** This will include joint drafting exercises aiming at producing industry position papers.

Responsibilities of the Secretariat

The EU affairs representative will coordinate the activities and the meetings of the advocacy committee.

The issues to be addressed by the committee will be discussed within EBAA and with the advocacy committee members. The rationale to put an issue in the agenda of the committee will be a majority of experts within the committee and/or the secretariat considering that an issue should be analysed and discussed as it fits with the mandate and the scope of work of the committee.

The Board of Governors can also mandate the advocacy committee to address any relevant issue falling within the prerogative of the advocacy committee

The secretariat of the committee will provide the administrative and logistical support necessary for its operation and should include the following:

- Distribution of preparatory documents, agenda, working papers and summary of conclusions;
- Logistics for the meetings;
- Distribution of working papers, communications etc., to outside recipients inside and out;
- Drafting of agendas and preparatory documents as necessary;
- Assistance in the conduct of the meetings as necessary;

Decision Making Process

Decisions by the advocacy committee shall be taken by consensus. A simple majority of members present at a meeting will suffice to make a decision regarding the definition of a common industry position or any other issue.

Draft industry positions issued by the committee will be validated or rejected by Board of Governors. If a position is rejected by the Board of Governors a comment will be provided to the committee to amend the position or to withdraw it if the Board of Governors considers that a position even amended would be detrimental to the industry.