



AFRICAN CIVIL AVIATION COMMISSION
30th AFCAC PLENARY SESSION
(LIVINGSTONE, ZAMBIA, 4 – 5 DECEMBER 2018)

Agenda Item 13: Election of the new Bureau of AFCAC (President and Vice Presidents)

DUTIES AND RESPONSIBILITIES OF THE BUREAU OF AFCAC

(Presented by the Secretariat)

SUMMARY

This Information Paper seeks to draw the attention of the Plenary to the constitutional functions, duties and responsibilities of the Bureau Members in order to equip newly elected members for the tasks ahead.

It is also intended to enhance the effectiveness of the work of the Bureau.

Furthermore, this Information Paper aims at creating awareness among Member States concerning the Functions of the Bureau, how Member States can effectively contribute to the governance of AFCAC through their Vice Presidents, as well as hold them accountable.

The VPs are also encouraged to:

- Hold regular meetings in their regions ;
- Provide reports to their regions,
- Inform their regions about activities of both the Secretariat and the Bureau.

The relevant provisions of the AFCAC Constitution have also been reproduced into this Information Paper, and the Rules and Procedures governing meetings of the Bureau are also attached.

The Plenary is invited to:

- a) Note the contents of this Information Paper.
- b) Encourage AFCAC Members States to use the information provided to assist VPs discharge their responsibilities and duties as Bureau Members, facilitate their work by hosting some of the regional meetings etc.

REFERENCE:

- AFCAC Constitution
- Rules of Procedure of Bureau

1. Introduction

The Bureau of AFCAC is a constitutional creature and an important organ within the governance structure of AFCAC. It is comprised of the President and the Vice Presidents representing the various AU Regions. The Coordinator of the African Group at ICAO shall attend

meetings of the Bureau in an ex-officio capacity. The Bureau performs certain defined functions assigned to it by the Constitution.

2. DISCUSSION

As one of the Organs of AFCAC, the Constitution sets out the composition and function of the Bureau as follows:

Article 12 *The Bureau*

1. The Bureau shall be composed of the President and five (5) Vice-Presidents elected by the Plenary in accordance with the AU geographical representation formula.
2. The Coordinator of the African Group at ICAO Council shall attend meetings of the Bureau in an ex-officio capacity.
3. The Presidency of AFCAC shall be on rotational basis, each region serving one (1) term of three (3) years: provided that the President may be reelected only once on merit.
4. Each Vice-President shall represent one AU region.
5. Each Vice-President shall serve a term of three (3) years at a time and may be re-elected only once.
6. Members of the Bureau shall possess relevant professional experience in the field of civil aviation and participate actively in carrying out AFCAC activities.
7. Members of the Bureau shall, attend all meetings of the Bureau and perform their responsibilities as assigned by the Bureau, in the interests of AFCAC.
8. Decisions of the Bureau shall be taken in accordance with its Rules of Procedure.
9. The quorum required for the Bureau meetings shall be fixed by the Rules of Procedures of the Bureau.
10. Any Member State may participate, without a vote, in the consideration by the Bureau of any question which especially affects its interests. No member of the Bureau shall vote in the consideration by the Bureau of a dispute to which that member's State is a party.
11. The Bureau may determine its own internal organization, arrangements and procedures, including the establishment of committees as may be deemed appropriate.

Article 13

Functions of the Bureau

The functions of the Bureau shall be to:

- a) convene the ordinary and extraordinary plenary sessions, subject to the relevant provisions of Article 10, and determine the provisional agenda;
- b) ensure the implementation of the AFCAC work programmes and other resolutions of the AFCAC Plenary;
- c) supervise and coordinate the activities of the Secretariat and any committee or working group;
- d) prepare its own rules of procedures and submit them to the Plenary for approval;
- e) implement the resolutions, directives and decisions of the Plenary and discharge the duties and obligations which are conferred upon it in the Constitution;
- f) select and recommend from a short-list to the Plenary, candidates for the position of Secretary General;
- g) supervise the administrative and financial management of the Secretariat;
- h) submit periodic reports on its activities to the Plenary; and
- i) carry out any other functions that may be assigned to it by the Plenary.

3. CONCLUSION

The knowledge of these Roles entrusted to the Bureau by the Constitution will undoubtedly enhance its work, promote good governance, accountability and participation.

4. ACTION REQUIRED

The Plenary is required to:

- a) Note the contents of the information provided in this document, and
- b) Encourage AFCAC Members States to use the information provided to assist VPs discharge their responsibilities and duties as Bureau Members, as well as facilitating their work by hosting the regional meetings.



RULES OF PROCEDURE FOR THE AFRICAN CIVIL AVIATION COMMISSION

BUREAU

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COMPOSITION

The Bureau of the African Civil Aviation Commission (AFCAC) is composed of a President of AFCAC, five (5) Vice-Presidents of AFCAC and the Coordinator of the African Group on the ICAO Council, in an ex-officioⁱ capacity.

MEETINGS

RULE 1

- (1) Bureau meetings shall be convened at least twice a year by the President in consultations with the five Vice-Presidents and the Coordinator of the African Group on the ICAO Council.
- (2) A majority of four members of the Bureau shall form the quorum required for a meeting to take place.
- (3) Any Member-State of AFCAC may wish to host the Bureau meeting.
- (4) The Bureau shall determine the venue and date of the next meeting. Also, the Bureau shall determine an alternate place to avoid any inconvenience, which may be caused by unforeseen circumstances.

RULE 2

Meetings of the Bureau are closed to the public. However, the Bureau may wish to invite individuals or representatives of any State, including non AFCAC Member-States or relevant international Institutions or organizations to attend and give advice as necessary.



CHAIRMANSHIP

RULE 3

- (1) The Bureau meetings shall be chaired by the President.
- (2) In the absence of the President, the Bureau members present shall choose from amongst themselves a presiding officer.

SECRETARIAT

RULE 4

- (1) The Secretary General of AFCAC shall act as Secretary to the Bureau meetings in accordance with Article 13 of the AFCAC Constitution.
- (2) The Secretary General shall keep minutes and a record of decisions of the meetings of the Bureau.
- (3) The Secretary General of AFCAC shall be the focal point and resource person for the members of the Bureau during the period between two meetings.

VOTING

RULE 5

- (1) The Bureau shall try as far as possible to reach unanimous agreement on all items. Should this fail, the Bureau shall resort to a vote.
- (2) In case of a vote:
 - a) Decisions of the Bureau shall require a majority of the members present. In case of a tie voting, the Presiding Member shall have a casting vote.



b) If requested by any member of the Bureau, the votes of individual members of the Bureau on a particular item will be recorded in the report of the relevant meeting.

c) Any member State may participate without a vote in the consideration by the Bureau of any question, which particularly affects its interests. No member of the Bureau shall vote in the consideration of any matter he/she or his/her State has significant interest.

(3) Unless if exceptional circumstances exist, the Bureau may not make a decision on any issue brought to the Bureau or contained in a document distributed shortly before the meeting and which may need consultation of the Members with their respective sub regions. Such a decision shall be delayed until the next meeting or a future date as may be decided by the Bureau in order to reach an agreement through correspondence.

PROCEDURAL QUESTIONS

RULE 6

(1) At Bureau meetings, its members shall as far as possible avoid having recourse to procedural questions. However, should the need arise, the President shall be guided by the Rules of Procedure for AFCAC Plenary meetings.

(2) The Bureau shall take decisions on Recommendations made by the Specialized Committees and monitor their implementation.

(3) In addition to Air Transport and Technical Committees set up by the Plenary or any Working Group which may be established by the Plenary, the Bureau may establish a Working Group or Task Force when deemed necessary to study any specific subject.

(4) The Bureau shall dissolve any Working Group or Task Force established by it after completion of the task assigned and reporting.





ESTABLISHMENT OF BUREAU COMMITTEES AND WORKING GROUPS

RULE 6

(1) The Bureau shall determine its organizational arrangements and procedures, which may include the establishments of committees, working groups and Task Forces as may deem appropriate, in accordance with Article 12 of the AFCAC Constitution.

(2) The Bureau may dissolve any such organs established by it after completion of the task assigned or if desirable.

AGENDA

RULE 7

(1) Provisional Agenda

In accordance with the Rule 1 above, before each Bureau meeting the Secretary General in consultation with the President shall prepare and circulate the Agenda to the Bureau members for their comments at least one month before the opening date of the meeting.

(2) Final Agenda

The Bureau will adopt the final Agenda at the beginning of each meeting.

(3) Amendment of the Agenda

The Bureau may at any time amend the Agenda.



LANGUAGES

RULE 8

Working documents and discussions of the Bureau meetings shall be prepared and conducted in the AU working languages bearing in mind the composition of the Bureau at that time as well as the cost of interpretation and translation and the need to keep it as low as possible.

REPORT

RULE 9

- (1) The Bureau shall keep minutes of its meetings.
 - (2) The Bureau decisions shall be recorded in the report of the meeting, which shall be presented to the Plenary.
 - (3) The minutes of Bureau meetings will not be submitted to the Plenary unless otherwise decided by the Bureau or so directed by the Plenary.
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