

Attachment 40-4-B

Terms of Reference [Generic]

For an

IBAC Work Group on [Issue]

Purpose

The purpose of the IBAC Work Group will be stated in one sentence. For example “*The purpose of the IBAC Work Group on Environmental Issues is a specialist group established to develop and coordinate proposed positions and policy on all environmental issues that impacts upon business aviation.*”

Background

A brief background of the reason for creating an IBAC Work Group will be provided under this heading.

An example might be the issues surrounding the increasing pressures on business aviation with respect to environmental issues. In this case a brief explanation of the environmental pressures will be explained. Next will be a brief explanation of the discussion and papers which explain the need for a coordinated business aviation approach to dealing with environmental issues. Finally, an explanation will be made of the decision to establish an IBAC environmental work group to coordinate and develop business aviation positions.

Scope

An explanation will be made in this section of the range of issues that the work group is expected to address. For example, the Work Group on Environmental Issues may be asked to address issues such as: noise, engine emissions, fluid pollution, etc.

Members

The members of the Work Group will be listed. The Planning and Operations Committee will appoint the Chairman. The size of the group will be dependent on the significance of the issue; however, the goal will be to keep work groups to a relatively small size. In some cases the group may consist of only two persons.

Meetings

Protocol for the meetings will be established in this section. Ideally, most work will be done by telephone, e-mail and correspondence. Responsibility for meetings will rest with the Chairman of the Work Group.

Communications

Protocol for communications between members will be established by the work group chairman. The chairman and the P.O.C. will mutually agree on the means of reporting results of the work group deliberations.

Costs

The P.O.C. will agree on a budget for the Work Group. Given IBAC's limited resources, ideally national and regional associations will be requested to contribute expertise. In some cases manufacturers and other business aviation interests may be able to provide support due to the wide benefits to business aviation of some of the relevant activities.