

JAMAICA CIVIL AVIATION AUTHORITY
HUMAN RESOURCE MANAGEMENT COMMITTEE
CHARTER

Revision History

The following table details the revision history of this Charter.

Version	Date	Summary of Changes
1	August 2016	INITIALLY APPROVED CONTENTS
2	May 2018	COMPOSITION AND QUORUM

POLICY STATEMENT

The Authority recognizes that its human capital is its greatest asset and in this regard, seeks to maintain and improve its ability to achieve its objectives and to achieve and maintain a competitive advantage in the global marketplace, by developing strategies designed to increase the present and future contributions of its human capital.

The Human Resource Management Policy Manual or Conditions of Service applies to permanent, contractual and temporary workers within the Authority *and its subsidiary*. It is intended to be a guide to implementing the human resource strategies within the Authority.

Duties and Responsibilities

- Periodically review the human resource policy manual or Conditions of service and make recommendations for its continuous improvement
 - Review the human resource component of the Authority's statutory operations mandate and organizational goals
 - Review the annual human resource programme, budget, and implementation strategy.
- Ethics Management programme – including Whistle-blowing apparatus of the law
- Talent Management, Staff Development and Succession Planning

-Reviewing and approving mandates and job descriptions for senior positions within the Authority and to monitor the handling of these for all levels of staff

- Periodically review the performance management system - inclusive of training and development - to ensure its consonance with strategic human resource planning and organizational goals.
- Review compensation and benefits in keeping with the strategic direction of the Authority, its organizational goals, performance management system, and benchmarking/best practices research data, all in accordance with GOJ guidelines.
- Periodically review the Occupational Safety and Health Administration (OSHA) policy and implementation strategies and make recommendations for their continuous improvement.
- Recommend mechanisms for continuous improvement in industrial and employee relations.
- Recommend the acquisition and utilization of appropriate technology to support the organization's human resource data and information management systems
- Review the operations and management of the Pension Plan- review reports on the Plan's performance, funded status, governance; oversee activities of the trustees and administrators of the Plan

Composition and Quorum

The Committee is comprised of the Director General and such number of Members of the Authority as agreed by the Board. Resource persons including the Deputy Directors General and the Director Human Resources (DHR) shall or may, as the case may be, be in attendance at the meeting as well as other persons who are co-opted by the Committee.

External persons may also be co-opted by the Committee from time to time but these persons as well as internal resource persons have no voting rights

The quorum is a simple majority of the Board Members on the Committee.

Meeting Times

The Committee meets and reports on a monthly basis; or when requisitioned by the Chairman in the event of any serious matter submitted by an affected person prior to the scheduled meeting date.

Joint meetings may be held with other committees as required to address identified issues

Shall meet separately with DHR as required but no less than two times per annum

There will be in-camera meeting at the end of each scheduled meeting in the absence of management.

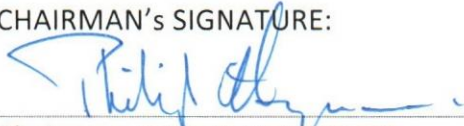
ADOPTION & AUTHENTICATION

This Charter has been adopted as revised by the Members of the Jamaica Civil Aviation Authority and is intended to assist the Human Resource Management Committee in the exercise of its assigned responsibilities. It is reiterated that these principles and policies are in addition to and are not intended to change the applicability of, nor interpretation of any Law or GOJ requirements and guidelines.

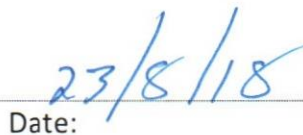
The Board of Members will review this Charter at least annually and or, where appropriate, revise, adjust or amend same from time to time.

This version has been adopted by the Board at its meeting held 4 Winchester Road, Kingston 10, on May 29, 2018 and the signature of the Chairman of the Jamaica Civil Aviation Authority signifies such approval for effectiveness

CHAIRMAN'S SIGNATURE:



Chairman: PHILLIP HENRIQUES



Date: