

## JAMAICA CIVIL AVIATION AUTHORITY

### TECHNICAL COMMITTEE CHARTER

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#### Revision History

The following table details the revision history of this Charter.

Version	Date	Summary of Changes
1	August 2016	INITIALLY APPROVED CONTENTS
2	December 2017	EXCLUSION OF REGULATORY AFFAIRS MATTERS
3	May 2018	COMPOSITION AND QUORUM

#### POLICY STATEMENT

1. Section 6A of the Civil Aviation Act (hereinafter 'the CAA') outlines the following relevant functions of the Authority being, *inter alia*, to :-
  - a. to provide air navigation services
  - b. to advise the Minister on matters relating to the operations of the CAA
  - c. to promote the development of air transport including the establishment of training facilities for that purpose
2. the CAA also provides in Section 6A that in order to be effective in performance under the CAA, the Authority may, subject to the CAA and regulations made under it, do anything and enter into any transaction which in its opinion, is necessary to ensure the performance of its functions including the imposition of charges for the use of any facility or service provided by the Authority.
3. Authority has recognised the need to attain the following :
  - a. Ensure adequate resources are in place to effectuate the Authority's service provision in air navigation services and all administration and operations such as developments in

the technical, business development and commercial areas, support to the Industry, safety and security and regularity in all their aspects as they impact the relevant mandates

- b. Strengthening the accountability framework for the management and administration of the organisation with specific reference to and for correlation with technical areas
4. Accordingly, it has been decided to amend the Charter of the Technical Committee giving it enhanced mandate to achieve the abovementioned.

## **DUTIES**

5. The Committee shall review and make recommendations on all matters related to the following:

- (a) Provisioning for delivery of air navigation services;
- (b) Provision of training
- (c) Promotion of the development of air transport within the country
- (d) All necessary collaboration for sustainable international civil aviation
- (e) Business and commercial development of the Authority as a service provider
- (f) Technical oversight of equipment
- (g) Modernisation in all its facets for the Authority's structures, systems, procedures, training provision, fees charged by the Authority and so on.
- (h) Advice to the Minister as required and or deemed fit including on the Civil Aviation Master Plan
- (i) Information Technology governance over the organisation's information technology resources and activities
- (j) General Information Management – Collection, Preservation, Disclosure and Reporting: quality, quantity, protection, timelines including Access to Information, Records Management, Institutional Knowledge,
- (k) Adoption of ICAO SARPs and ICAO Guidance Material towards achieving the above

- (l) Matters relating to the developmental activities of all relevant laws as related to the Authority's administration, operations, and strategic objectives/goals and corporate plan
- (m) Matters relating to the developmental activities of all relevant laws as related to the Industry and its development and its integration into and or correlation with other sectors or towards enhancement of other sectors of the Jamaican economy
- (n) Ensuring along with other Committees that the Authority has within its organization the requisite resources and capabilities to meet its service-provision and technical and associated mandates.
- (o) Policy formulation relevant to matters under its portfolio
- (p) Advice to the Minister on matters relating to the operation of the relevant laws as required
- (q) Other advice as required or deemed necessary be provided to the Minister

#### **REPORT TO BOARD**

- 6. The Committee shall report to the Board after each scheduled meeting and as deemed fit otherwise on the matters relevant to the duties, role and responsibilities of the Committee.

#### **COMPOSITION AND QUORUM**

- 7. The Committee is to be comprised as follows:
  - i. As agreed by the Board, the number of Members of the Authority, who are deemed persons with the special skill and knowledge required for effective review, consideration and decision-making of relevant matters. These are voting members.
  - ii. The Director General and or his delegate(s).
- 8. The Board at its own discretion may appoint Members to the Committee or remove and replace members of the Committee; the Board may also appoint a Chairman of the Committee.
- 9. External persons may also be co-opted by the Committee, upon written approval by the Board, from time to time but these persons as well as internal resource persons have no voting rights.
- 10. The quorum for meetings consists of the simple majority of the voting Members.



11. Decisions shall be based on a majority of votes with the Chairman of the Committee having a casting vote.

12. Where deemed appropriate by the Chairman of the Committee, decisions may be made by way of a round robin resolution subject to ratification at the next meeting of the Committee.

13. Resource staff attends the meeting as required with due notice by the Chairman of the Committee. Resource staff may include but is not limited to representatives from Flight Safety Division, Economic Regulation Department, Civil Aviation Authority Training Institute, Legal Department.

### **MEETING TIMES**

14. The Committee shall meet on a monthly basis or as circumstances may require.

15. The Committee may call for and meet jointly with other Board Committees for required purposes.

### **RESOURCE MATERIAL**

16. In carrying out its duties, the Committee shall have regard to the following materials, *inter alia*;

- The Civil Aviation Act and Regulations, Orders and Directives made thereunder;
- The Airports (Economic Regulation) Act;
- The Chicago Convention on International Civil Aviation;
- The International Civil Aviation Organisation's Standards and Recommended Practices, Manuals, General Assembly's Resolutions, Declarations, Guidance Material and Circulars;
- The Authority's Policies and Procedures to include in relation to *inter alia* Service Provision, Training, Staffing, Administration, Operations
- The Carriage By Air (Montreal Convention) Act;
- The GOJ Policies in relation to *inter alia* Air Transport, Regional collaboration, interface with regional bodies
- PBMA Act, Corporate Governance Framework

### **ADOPTION & AUTHENTICATION**

This Charter has been adopted as revised by the Members of the Jamaica Civil Aviation Authority and is intended to assist the Technical 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.

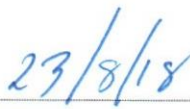
The Board of Members will review this Charter at least annually and or, where appropriate, revise, adjust or amend same from time to time.

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: