



## **DANGEROUS GOODS PANEL (DGP) WORKING GROUP MEETING (DGP-WG/17)**

**Montreal, 24 to 28 April 2017**

**Agenda Item 5: Specific work items identified by the Air Navigation Commission:  
5.1: Aviation security/dangerous goods coordination (ANC job card DGP.001.01)**

### **COOPERATIVE WORKING BETWEEN ICAO AND THE UPU: TERMS OF REFERENCE AND MEMBERSHIP FOR CONTACT COMMITTEE**

(Presented by the Secretary)

#### **SUMMARY**

This information paper provides an update on activities related to the ICAO/UPU Contact Committee. It contains the draft terms of reference developed by the two Secretariats.

## **1. INTRODUCTION**

1.1 DGP-WG/16 was informed of work being undertaken between ICAO and the Universal Postal Union (UPU). The secretary advised that while there had been on-going coordination between aviation security, facilitation and the UPU, the need for increased cooperation with dangerous goods had been recognized in recent years. DGP members and observers were invited to nominate themselves or an adviser to be members of the committee. It was noted that committee members would be representing their State's views and not their own personal views as is customary on ANC panels. Accordingly, members and advisers from three States advised the Secretary of their interest in participating.

## **2. BACKGROUND**

1.1 ICAO and the UPU signed an MoU in 2009, which was updated in 2015 to include the provision for a Contact Committee. Input to the Committee from the ICAO Secretariat will be on a collaborative basis between the cargo safety and security sections, with the Chief, Cargo Safety Section, designated as the focal point.

1.2 The purpose of the Contact Committee is to provide a forum for discussion of matters relating to the safety, security and facilitation of air mail and any other subjects relevant for both parties.

1.3 The revised MoU also requires that the functioning of the Contact Committee be governed by Terms of Reference (ToRs).

1.4 The Secretariats of the two Organizations have accordingly agreed to the draft ToRs as attached in the Appendix. These are subject to approval by the relevant bodies on both sides, including the Dangerous Goods and Aviation Security Panels for ICAO.

1.5 The ToRs specify that each Organization shall nominate eight members for the Committee and that the meetings shall be alternately chaired by a representative from each Organization. The membership is to be selected, in so far as possible, with a view to ensuring representation from all geographical regions and preferably from amongst experts who are actively involved with the regulation of international airmail shipments.

1.6 The UPU's Postal Security Group has already nominated members from the following States: Canada, China, Egypt, Japan, Netherlands, Poland, Tunisia and United States (Co-Chair). There were also a number of requests for observer status (to be agreed by the co-chairs).

1.7 Meetings of the Contact Committee are not expected to occur more than once annually and will be held alternately at the UPU Headquarter in Berne, Switzerland, and at ICAO Headquarters in Montréal (or elsewhere, as arranged by ICAO).

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1.10 Meetings of the Contact Committee are not expected to occur more than once annually and will be held alternately at the UPU Headquarter in Berne, Switzerland, and at ICAO Headquarters in Montréal (or elsewhere, as arranged by ICAO).

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## **APPENDIX**

### **DRAFT TERMS OF REFERENCE FOR THE ICAO–UPU CONTACT COMMITTEE**

#### **1. INTRODUCTION**

In 2009 the International Civil Aviation Organization (ICAO) and the Universal Postal Union (UPU) established a Memorandum of Understanding (MoU) as a framework for cooperation on issues of mutual interest. This MoU was updated in 2015 to include a provision for a Contact Committee.

The impetus for the establishment of the Committee was provided by Resolution C 51/2012 of the UPU Congress, which charged the Postal Operations Council (POC) with a number of actions related to the transport of mail by air, specifically to increase collaboration with the civil aviation sector, to find common opportunities for improvement and to undertake new initiatives, including the establishment of an ICAO-UPU Contact Committee.

The Committee is intended to provide a forum for the discussion of matters relating to the safety, security and facilitation of air mail and any other subjects relevant for both parties. The terms of reference as agreed by the Committee shall be available to the membership of both Organizations.

#### **2. MEMBERSHIP OF THE CONTACT COMMITTEE**

The Committee shall consist of experts drawn from the membership of the UPU and ICAO and shall be supported by the ICAO and UPU Secretariats. The total membership of the Committee shall be sixteen, selected in so far as possible with a view to ensuring representation from all geographic regions.

The UPU delegation shall be composed of eight POC members. Each member shall be represented by an expert, actively involved with the safety, security and/or facilitation of international airmail, to take part in the work of the Contact Committee for a continuous term of up to four years, renewable once.

The ICAO delegation shall consist of eight members nominated by ICAO from among its experts, which may include members of the Dangerous Goods Panel or the Aviation Security Panel, preferably involved with the regulation of international airmail shipments, to take part in the work of the Contact Committee for a continuous term of up to four years, renewable once.

At the end of every four year period, the membership of the Committee shall be reviewed with a view to ensuring that at least four of the available places are offered to ICAO members and four to UPU members who have not served continuously for the previous four year term of the Committee. The Co-chairs of the Committee shall be chosen by each organization. The UPU chair shall be chosen by the POC. The ICAO chair shall be chosen by agreement amongst the eight members selected.

The two organizations shall communicate the list of representatives, and any subsequent changes to this list, to the Co-chairs of the Contact Committee. Additional nominees shall be proposed to the Chair as and when needed to keep the total number of representatives on the Committee at sixteen.

The Co-Chairs of the Contact Committee shall be authorized to invite and/or accept requests from other stakeholders with a legitimate interest in the safety and security of airmail, including States, representatives of international organizations and industry associations to attend its meetings as observers.

### 3. PURPOSE AND SCOPE

The Contact Committee shall address matters of common interest for the UPU and ICAO memberships which fall within or relate to their respective regulatory frameworks, specifically the UPU's Acts and ICAO's Standards and Recommended Practices (SARPs) as set out in the Annexes to the Chicago Convention, especially Annex 9 – *Facilitation*, Annex 17 – *Security* and Annex 18 – *The Safe Transport of Dangerous Goods by Air*, along with supporting guidance material.

The Committee shall seek to identify and explore options for strengthening and aligning existing provisions for the safe and secure air transport supply chain as it relates to postal services and for raising levels of implementation, and may propose or undertake new initiatives to these ends.

Specifically, the Committee shall:

- investigate all opportunities for improvements in the processing and transportation of airmail, including regulatory, procedural and technological aspects, with a view to facilitating the safe and secure operation of the supply chain through to the point of delivery;
- examine proposals submitted by designated postal operators and other stakeholders relating to the regulatory framework for airmail as contained in the UPU Acts and ICAO SARPs;
- carry out an in-depth study of the two organizations' regulations and procedures with a view to simplifying and streamlining them wherever possible and ensuring that they are aligned;
- examine the various security standards of the two organizations to ensure that they are compatible with and complementary to provisions governing facilitation, without compromising the effectiveness of the security measures;
- explore options for ensuring that effective security arrangements have been made for the conveyance of postal items, including the consideration of new and emerging threats;
- examine the operational problems related to safety and security faced by designated postal operators, airlines and other stakeholders and identify practical and sustainable solutions;
- identify tools, techniques and opportunities for raising the level of implementation of safety and security requirements, including information dissemination, training and monitoring issues;
- consider options for supporting the development of electronic communications and e-commerce;
- submit recommendations based on any of the above elements to the appropriate bodies within the UPU and ICAO for further consideration and decisions, as required; and

- accomplish goals enshrined in the Memorandum of Understanding between ICAO and the UPU.

#### 4. **KEY DELIVERABLES**

The Contact Committee shall adopt a report reflecting the discussion on Agenda items and the conclusions reached. The Co-chairs of the Committee shall submit the details of any recommended changes to the provisions for the safety, security and facilitation of airmail to the appropriate ICAO and/or UPU bodies, as advised by the Secretariat.

#### 5. **COMMITTEE OPERATION AND RESOURCES**

Meetings of the Committee shall be coordinated alternately by officials from the ICAO Secretariat and the UPU International Bureau (IB). The working language for all meetings of the Committee shall be English.

Meetings of the Contact Committee organized by the UPU IB shall normally be held in Berne where the UPU IB will provide the secretariat. Meetings of the Contact Committee organized by ICAO may be held in Montréal or elsewhere as arranged by ICAO, with ICAO providing the secretariat.

Face-to-face meetings shall normally take place annually and shall be of two days duration. Virtual meetings, including teleconferences and video conferences, may also be arranged for instance to address urgent issues or new developments.

The Agenda for each session shall be drawn up by the lead Secretariat and agreed with the other before circulation to the membership of the Committee. The draft Agenda shall be circulated 60 days in advance in advance of the Committee session. Documents, especially those which may require consultation at the national level, should be available to the Committee in sufficient time to allow for appropriate consideration of the document, generally at least 30 days in advance of each meeting.

All participants, including invitees, may take the floor during meeting discussions. The meeting shall be chaired by the Chair representing the host organization.

Any correspondence (invitations, agendas, working documents, reports) shall be sent by the ICAO Secretariat or the UPU International Bureau (as the case may be) directly to all members irrespective of their expected attendance at any specific meeting of the Contact Committee. Relevant documentation, including meeting reports, shall also be provided to invitees or observers as appropriate. To ensure a wider distribution and visibility of the work of the Contact Committee, the ICAO Secretariat and the UPU IB shall maintain a list of stakeholders who have expressed interest in the work of the Contact Committee and add them to the distribution list.

The Committee shall endeavour to arrive at preliminary positions by consensus and in a spirit of mutual consultation. Where there is no general consensus, this shall be recorded in the report of the meeting.