

## Ports and Airports Sector Interest Group - Terms of Reference

### Objectives:

1. To actively engage in ACE lobbying and research activities by providing a mechanism for membership engagement on key issues affecting member companies and the industry;
2. To represent ACE at stakeholder events, and encourage interaction with industry on best practice and issues surrounding regulation and public policy;
3. To proactively engage (as a specific requirement of membership to ACE group engagement strategy) with stakeholders and clients as part of ACE's overall lobbying function;
4. Provide a source of expertise, resource and information as part of ACE policy and economic research.

### Ports and Airports Sector Interest Group Objectives:

1. Identify and promote best practice in the field of maritime and aviation in the built environment;
2. Demonstrate the breadth and value of maritime and aviation services and solutions offered by ACE member companies;
3. Engage with key governmental stakeholders, such as, the Civil Aviation Authority, Department for Environment, Food & Rural Affairs (DEFRA), Maritime & Coastguard Agency, Department for Transport (DfT) and the Marine Management Organisation; as well as key commercial stakeholders, such as Heathrow, Gatwick and Manchester Airports.

### Terms of reference:

1. All Sector Interest Groups to be kept under continuous review by ACE's Policy and External Affairs (PEA) team to ensure that they fully cover the ACE and external policy landscape appropriately;
2. The justification for an area's promotion is to be proportional to the resources that it requires. For example, promoting a group from third party interaction to research level can be approved by PEA with limited consultation. However, promotion of an area up to that of bi annual meetings should require approval of CEO, COO and Director of PEA;
3. Snapshot content is to be guided and approved by the Communications Manager, Policy Officer, and PEA team;
4. Strategic Group meetings occur once a year with each Sector Interest Group undertaking at least three further meetings throughout the year;
5. Research and workshop engagement is to be approved by the Director of PEA;
6. As part of the new third party engagement level a member of PEA will attend at least one major event per year in the specific area. Contacts and interactions at these events will then be utilised to build ACE's expert distribution panels.



**Formation:**

1. 10-15 company representatives who must be sector champions within their own companies for the relevant group;
2. The PEA team within ACE will provide the secretariat. Further members of ACE will attend as and when appropriate;
3. Where appropriate, key stakeholders from within that sector including experts and clients;
4. Chaired by a company representative from an ACE member company who will serve one two-year term, renewable for a further two years on agreement with the rest of the Sector Interest Group and the PEA team;
5. A vice-chair will be appointed in consultation with the chair and group for the same term of office as above, with a view to becoming the chair at the next available opportunity;
6. Chairpersons of the majority of the groups will become an ACE board member;
7. Meeting at least three times per year, some of which may be a virtual meeting. Groups will also be encouraged to hold meetings at locations relevant to their various interests.