

Doc 10208



AD HOC CYBERSECURITY COORDINATION COMMITTEE (AHCCC)

RULES OF PROCEDURE

Approved and published by decision of the Council

First Edition – 2024

International Civil Aviation Organization

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Published in separate English, Arabic, Chinese, French,
Russian and Spanish editions
by the INTERNATIONAL CIVIL AVIATION ORGANIZATION
999 Robert-Bourassa Boulevard, Montréal, Quebec, Canada H3C 5H7

For ordering information and for a complete listing of sales agents
and booksellers, please go to the ICAO website at www.icao.int

First Edition, 2024

**Doc 10208, Ad Hoc Cybersecurity Coordination Committee (AHCCC)
Rules of Procedure**

Order Number: 10208
ISBN 978-92-9275-407-5

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FOREWORD

International Civil Aviation Organization (ICAO) Assembly Resolution A39-19 (2016) – *Addressing cybersecurity in civil aviation* called upon States and stakeholders to collaborate in the development of ICAO’s aviation cybersecurity framework by ensuring a horizontal, cross-cutting and functional approach.

ICAO Assembly Resolution A40-10 (2019) – *Addressing cybersecurity in civil aviation* called on ICAO to bring the work of the multiple bodies involved in addressing aviation cybersecurity in ICAO under the aegis of an overarching structure.

In line with the direction of the Assembly, the Council, on 15 March 2021 during its 222nd Session (CDEC 22/11), agreed to establish the Ad Hoc Cybersecurity Coordination Committee (AHCCC) to coordinate all of ICAO’s cybersecurity activities. The Council, at its fourth meeting of the 224th Session on 27 October 2021, approved the Terms of Reference for this Committee (C-DEC 224/4 refers). Following their revision, the Council, at its third meeting of the 231st Session on 18 March 2024, approved the revised Terms of Reference (C-DEC 231/3 refers).

This First Edition was approved by the Council at its third meeting of the 231st Session, on 18 March 2024, and is published as Doc 10208, First Edition – 2024.

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DEFINITIONS

Alternate – means a person appointed by a Member of the AHCCC to participate and act on its behalf in a Committee meeting which the respective nominated Member is unable to attend.

Council – means the Council of the International Civil Aviation Organization.

Meeting – a single sitting of the Committee, either physical or virtual, from the time it comes to order until it adjourns.

Member – means nominees selected and appointed to serve on the Committee.

Observer – means a person who is not a Member and who is nominated by a State or organization to participate in one or more of the meetings of the Committee.

1. MEMBERSHIP

1.1 AHCCC Members

1.1.1 Members of the AHCCC are appointed by the Council based on nominations received from the Air Transport Committee (ATC), the Aviation Security Committee (ASC), the Air Navigation Commission (ANC) and every panel and expert group regularly addressing aviation cybersecurity matters in its respective work programmes or mandate.

1.1.2 The following shall be taken into account when nominating and selecting Members of the AHCCC:

- a) knowledge of aviation cybersecurity;
- b) comprehensive understanding of the work programme and plans related to aviation cybersecurity matters of their respective Committee, Commission, panel, expert group or any subsidiary body thereof; and
- c) capacity to inform the AHCCC on the work developments related to aviation cybersecurity matters of their respective Committee, Commission, panel, expert group or any subsidiary body thereof.

1.1.3 In addition to the criteria in paragraph 1.1.2, Membership of the AHCCC would ensure:

- a) an adequate representation of the different aviation domains of relevance to aviation cybersecurity;
- b) balanced gender and geographical representation, to the extent possible; and
- c) participation of industry, to the extent possible.

1.1.4 The ATC, the ASC and the ANC will each nominate one Member on the AHCCC for the Council's consideration.

1.1.5 The panels and expert groups invited to nominate AHCCC Members shall each submit to Council in writing a nomination of a prospective Member accompanied with the nominee's curriculum vitae having due regard to the criteria in paragraphs 1.1.2 and 1.1.3.

1.1.6 Members who are nominated from panels and expert groups shall act in a capacity of representing their panels and expert groups when informing the AHCCC regarding the cyber-related work of their panels and expert groups, in order to support the development and coordination of a comprehensive ICAO Aviation Cybersecurity Work Programme.

1.1.7 During the AHCCC deliberations, Members work in their respective personal expert capacity. Members shall therefore express their professional views and not established policies or points of view of a State or organization.

1.1.8 Should the AHCCC identify additional areas of its work that are not adequately covered by the expertise of its Members, it may recommend to Council expanding AHCCC membership to cover the missing expertise.

1.1.9 Members on the AHCCC shall serve on the Committee insofar as they continue to be Members of their respective Committees, Commission, panels, and expert groups defined in paragraph 1.1.1.

1.1.10 If a Member of the AHCCC withdraws for any reason, the concerned Committee, Commission, panel or expert group shall nominate a candidate for the Council's consideration. The applicable selection and nomination process in paragraphs 1.1.4 or 1.1.5 is applied to replace the withdrawing Member.

1.1.11 If a nominated Member is not able to participate in a meeting of the Committee, the Member shall coordinate the nomination of an Alternate with the Chairperson/President of their respective Committees, Commission, panels and expert groups. The nomination will be submitted for approval of the Chairperson of the Committee.

1.1.12 If a Member is not present at two consecutive meetings, and fails to nominate an Alternate for those meetings, the Council, at the recommendation of the Chairperson, may terminate the mandate of that

Member and request the concerned Committee, Commission, panel or expert group to submit a nomination to fill the vacant position according to the applicable process in paragraphs 1.1.4 or 1.1.5.

1.2 AHCCC Observers

1.2.1 The AHCCC may invite Observers, including upon request, to participate in meetings to bring their independent views, knowledge and experience, as well as ensure additional adequate contribution of the industry to the AHCCC work.

1.2.2 Observers have the right to submit papers, receive meeting documentation and take part in the discussions of the AHCCC but without the right to vote, move or second motions.

1.3 Others

1.3.1 The AHCCC may arrange for participation by aviation and/or non-aviation experts other than Members and Observers on an ad hoc basis. Such individuals act in an advisory capacity to the Committee.

2. GOVERNANCE

2.1 Chairperson and Vice-Chairperson

2.1.1 The Chairperson and Vice-Chairperson of the AHCCC shall be appointed by the ICAO Council. The Chairperson shall remain in office for one year or until a successor is elected. The Chairperson and Vice-Chairperson may be reappointed.

2.1.2 The Chairperson serves as the primary liaison with the Council. The functions and responsibilities of the Chairperson are:

- a) developing the agenda of the meetings for approval by the President of the Council under delegated authority;
- b) convening and presiding over the meetings, opening and closing each meeting, directing the discussion in a structured, focused and objective manner, according the right to speak, putting questions to vote and announcing the results;

- c) developing and presenting the AHCCC meetings' reports to the Council; and
- d) ensuring the observance of the AHCCC Terms of Reference and Rules of Procedures.

2.1.3 A Member discharging the functions of Chairperson or Vice-Chairperson under these Rules shall retain the right to vote as a Member.

2.1.4 In the absence of the Chairperson, the Vice-Chairperson shall exercise the functions vested in the Chairperson by these Rules.

3. WORKING METHODS

3.1 Meetings of the AHCCC

3.1.1 A majority of Members of the Committee shall constitute a quorum for the conduct of the business of the AHCCC.

3.1.2 Meetings shall normally be convened at least once per calendar year. The determination of the date, duration and place of a meeting will be made by consultation between the AHCCC Chairperson and the Secretariat and is subject to ICAO's meeting programme.

3.1.3 The Chairperson, with the approval of the President of the Council, may call for a meeting outside the scheduled programme.

3.1.4 An agenda shall be distributed to all Members and Observers before the meeting in order to allow sufficient time for all experts to provide documents relevant to the agenda, as necessary, and taking into consideration administrative requirements.

3.1.5 Meetings of the AHCCC may take place in a physical, virtual or hybrid format as determined by Council. Physical meetings are normally held at ICAO Headquarters.

3.2 Voting

3.2.1 Each Member has one vote.

3.2.2 The AHCCC endeavours to reach consensus on the substance of all the agenda items. Should this fail, the meeting shall resort to a vote and the conclusion/decision/recommendation will be adopted by a majority of the Members of the Committee present at the meeting at which the vote is taken. In such a case, the views of the minority will be recorded in the report as per paragraph 3.3.2.

3.3 Reporting to the Council

3.3.1 The AHCCC reports the outcome of its discussions to the Council. The report should contain sufficiently detailed explanations concerning the conclusions and recommendations reached.

3.3.2 Should the AHCCC adopt a conclusion/decision/recommendation by majority of votes cast, the report shall include records of the views of the minority as well as views of the majority of Members and the elements that support each view.

3.3.3 The Council refers such reports to the Air Transport Committee, the Aviation Security Committee and the Air Navigation Commission for review. The Air Transport Committee, the Aviation Security Committee and the Air Navigation Commission will present oral reports on their respective reviews to the Council for its consideration.

3.3.4 The decisions of the Council related to the ICAO Aviation Cybersecurity Work Programme that affect the work of ICAO expert groups will be enacted respectively by the ATC, the ASC, and the ANC, as required.

— END —

ISBN 978-92-9275-407-5



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