

**The CAPSCA-Europe project Terms of Reference. CAPSCA-Europe:**

- 1 Is established in the European/North Atlantic region of ICAO.
- 2 Is comprised of representatives from:
  - States and Territories that have joined the CAPSCA project (Civil Aviation Authorities and Public Health Authorities);
  - Donors (States and Organizations);
  - ICAO, WHO and other partner UN and aviation and health related Regional and International Organisations; and
  - Other representatives as necessary, as determined by the ICAO CAPSCA project manager.
- 3 Is chaired by a Chairperson and Vice-Chairperson elected by the representatives of CAPSCA member States present in the meeting when the election is held, representing sub-regions and languages, if applicable, normally for a period of 3 years, or until the project is completed, whichever is earlier.
- 4 Meets annually in conjunction with the Global Coordination Meeting when held in the region. The Global Coordination Meeting is held annually in conjunction with a regional meeting.
- 5 Contributes to the ongoing review of all guidelines, including those for States, airport and aircraft operators, and air navigation service providers, and submits recommendations for revision to the corresponding organisations through ICAO and WHO.
- 6 Interprets and disseminates guidelines for applicability in the region.
- 7 Is open to any representative who can further the objectives of CAPSCA, including International Organizations, as determined by the ICAO CAPSCA Project Manager.
- 8 Provides ongoing assessment, planning advice and assistance visits to States.
- 9 Contributes to the ongoing review of the ICAO CAPSCA checklist for assistance visits to States and airports.
- 10 Trains technical advisors designated by States to carry out assistance visits to States in accordance with ICAO provisions and WHO International Health Regulations (2005), and associated guidelines.