



Terms of Reference ACI Asia-Pacific HR Network & Committees

Mission Statement of the ACI Asia-Pacific HR Network

HR Best Practice to support the future growth and development of airport through people

Objectives of the HR Network

To encourage the exchange of best practices among the ACI Asia-Pacific member airports and to establish and promote the standards of HR excellence

HR Committee and Training Committee

The HR Network members will elect the core committee members each year at the annual HR network meeting. The committee members will serve for two year term or until the re-nomination in the next HR Network Meeting.

The Training Committee is a sub working group under the HR Network. Its main responsibility is to provide input and suggestions on the regional training to the Regional Office and ACI Global Training Hub to make the regional training more efficient.

Chairman and Vice Chairman

The Chairman, First Vice Chairman and Second Vice Chairman will be elected by the HR network members at the annual meeting and will serve at least two year term or until the re-nomination in the next HR Network Meeting.

Responsibility of Chairman and Vice Chairman

- Coordinate with ACI Asia-Pacific office regarding any activities and initiatives of HR Network
- Report to the ACI Asia-Pacific Regional Assembly once a year on the activities and initiatives of HR Network.

Responsibility of ACI Asia-Pacific Office

- Facilitate the communication and cooperation among HR Network members
- Organize HR seminars based on the members request
- Keep members informed of the updated membership list

Airports Council International, Asia-Pacific Regional Office

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Responsibility of Committee Members

- Build and maintain a core group of active members
- Develop and fulfill any HR activities and initiatives among members
- Maintain open and regular communication between members
- Encourage HR best practice at the airports
- Provide advice and counsel to airport HR professionals
- Advice ACI on HR and training related needs

Membership Criteria

- All ACI Asia-Pacific Member HR professionals are eligible to apply to join the network
- Application of membership has to be approved by the Asia-Pacific HR Network Committee

Rules of the Membership

- The HR Network consists of one Chairman, one Vice Chairman, Committee Members and regular members.
- Each airport member has one vote for Chairman, Vice Chairman and HR committee members
- Members should provide updated contact information to HR Network group
- Members are welcome to propose HR initiatives to the HR network group and committee
- Members may build up personal networks, and exchange of ideas, experiences, best-practice, lessons learned, and information through regular communication
- Members are encouraged to build up partnership, develop strategies, create synergies, and find solutions for common challenges

Communication

- Members of the HR Network Committee will meet once a year face to face
- All other communication will be handled by e-mail, telephone or through on-line HR Network platform

Confidentiality

- All matters discussed in the HR Network meeting is privy to ACI Asia-Pacific HR Network members only and should not be shared with nonmembers or any party not related to the HR Network without the consent of the HR Network

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