

(SAMPLE)

CHARTER OF THE USERS GROUP COMMITTEE (UGC)

1.0 Introduction

1.1 Upon decision of the Humanitarian Coordinator the United Nations Joint Logistics Centre (UNJLC) and the WFP Humanitarian Air Service (HAS) have been appointed to establish a common passenger and cargo service to support the Agencies and other humanitarian organisation in providing humanitarian assistance in the region of The service is available, subject to the approval of the Users Group Committee (hereinafter referred to as the "UGC") for assisting the humanitarian organisations in the Region of and under the terms and conditions established herein, to:

- a. Organs of the UN system, UN agencies, bodies, funds and programmes (hereinafter referred to as the UN), International Organisations (IOs) and implementing NGO partners of the UN Agencies, engaged in humanitarian assistance activities in the Region of ... ;
- b. Officials of humanitarian aid donor governments;
- c. Government officials of host nations directly involved in humanitarian, peacekeeping, rehabilitation and reconstruction activities of the primary host nation sponsored by the UN; and
- d. Any other person(s) sponsored by the UN approved by the UGC.

1.2. The United Nations Joint Logistics Centre (UNJLC) will endeavour to:
(NOTE: The UNJLC will only fulfill these functions during the initial phase of the emergency. It is part of UNJLC's exit strategy to transfer these functions to HAS).

- a. In coordination with participating Agencies, establish the requirements for both passenger and cargo humanitarian air services;
- b. Monitoring the implementing of the guidelines established by the UGC for passenger and cargo movements;
- c. Assisting the UGC in obtaining operating rights and regional blanket clearances; and
- d. Arranging for and/or providing HAS with operational support services and facilities.

1.3. The Humanitarian Air Service (HAS) will endeavor to:

- a. Charter the necessary air assets for complying with the requirements;
- b. Schedule the air assets in accordance with the requirements;

- c. Organize medical/security evacuation on request of Agencies or UN Security Chief in accordance with its Standard Operating Procedures.

2.0 Purpose of the Users Group Committee (UGC)

- 2.1 The UGC is established by the Humanitarian Coordinator (HC) for the purpose of providing administrative direction and guidance for the utilization of the air transport resources under the management of UNJLC, which can further delegate execution authority to the HAS.
- 2.2 The UGC shall be chaired by the HC or his/her designate and comprise:
 - a. Representatives from the stakeholders;
 - b. An ex-officio representative from UNJLC;
 - c. An ex-officio representative from HAS; and
 - d. Any other person(s) invited by the Chairperson of the Board.

Note: Implementing NGOs partners are represented on the UGC by their sponsor UN agency, body, fund or programme. NGOs may be allowed to attend UGC meetings as observers by invitation of the Chairperson but shall not participate in the decision-making process.

- 2.3 Members of the UGC may withdraw their representation by advising the Chairperson in writing of their intention.
- 2.4 Members of the UGC shall nominate in writing, to the Chairperson an alternate from within their respective agency to represent them in their absence.
- 2.5 Except on aircraft operational and safety issues, the UGC shall make decisions by a majority vote if decision by consensus is not possible.
- 2.6 The Chairperson, shall, on behalf of the UGC, take administrative and financial decisions as it deems necessary for the efficient administration of the operation, based on the guidelines and instructions issued by the UGC.

3.0 Responsibilities of the Users Group Committee (UGC)

- 3.1 The UGC is responsible for administrative policies and guidance for the utilisation of humanitarian air transport. These responsibilities shall include but is not limited to:
 - a. Within the safe and economical employment of UN resources, periodically review the air transport requirements of the UGC member organisations and agree on the destinations required to be services and the route structure for the provision of air transportation;
 - b. Assisting the UNJLC and HAS, when requested, in securing operating rights and privileges in accordance with the Convention on Privileges and Immunities for the United Nations;
 - c. Deciding on, other than the UN, which organisations are eligible to utilise the air services on a free-of-charge basis and/or on a cost-reimbursement basis;

- d. Taking the advice of the UNJLC on interagency requirements and HAS on technical aspects under consideration:
 - (1) Periodically review route structures and determine the most economical route structure that will best serve the humanitarian community as a whole;
 - (2) Review and approve quarterly financial report when presented by HAS, monitoring the funding situation and advising and endorsing any procedures deemed necessary to ensure adequate resources are available for its continuing operation.
 - (3) Periodically review the administrative and financial performance of the operation.
 - e. Enforcing the terms, conditions and established procedures for the use of service;
- 3.2 Seek external contributions collectively through joint appeals and receive such contributions;
 - 3.3 Approve the administrative guidelines, and any changes thereto as necessary;
 - 3.4 Meet when requested by any of the UGC and with the concurrence of the Chairperson.
 - 3.5 Addressing aviation safety matters brought to the attention of the UGC.