

ACI-NA Airport Sustainability Integration Steering Team (ASIST)
Charter
May 2008

Purpose: Provide strategic oversight for the ACI-NA Sustainability Integration Team (SIT) with a goal of furthering the coordination and collaboration of the airport industry to develop broader understanding and support for integration of sustainability practices across all areas of the airport. Provide proposed policy guidance to the ACI-NA Board of Directors.

Membership: One representative from each ACI-NA Standing Committee, as designated by the Chair of that Committee.

Member Roles and Responsibilities:

1. Each ASIST member has the responsibility to become self-educated about general sustainability principles in order to establish baseline understanding of airport sustainability.
2. The members will establish the roles of each ASIST member within the ASIST and their responsibilities to their respective committees.
3. The members will establish the governance of ASIST and its placement within the greater ACI-NA organizational structure.
4. Each member will be an active advocate for sustainability principles in their Committee, their organization, and within ACI-NA.
5. Each member is responsible for developing a sense of ownership for sustainability within their respective committees.
6. Continuously recruit new members for the SIT.

Actions:

1. Garner support for establishing a Board of Directors liaison, possibly as an ad hoc position.
2. Regularly examine the existing work plans for each committee to identify opportunities for integrating sustainability concepts or projects. Communicate results of review to Committees.
3. Define the role of the SIT as a cross-functional team outside of the normal ACI-NA committee structure. Communicate results to Committees and Board of Directors.
4. Define the relationship of the ASIST to the SIT as helping to strategically identify activities and tasks that will advance the sustainability objectives of ACI-NA.
 - Expand SIT participation across all ACI-NA Standing Committees.
 - Identify projects for SIT. Encourage SIT members to identify projects. Recommend individuals to accomplish projects.
5. Develop and implement a workplan to identify needed projects and establish schedules and priorities. Initial projects to be considered shall include:
 - Populating the website - www.sustainableaviation.org
 - Collecting "workable solutions" and case studies for airport sustainability
 - Developing communications/marketing plan
 - Develop training tools

6. Develop a communication plan for use within committees and with the Board of Directors to address both the concept of sustainability and the process/roles of the SIT and ASIST within the organization.

Operating Guidelines:

1. The ASIST shall establish meeting schedules based upon need.
2. Meetings may be held in person or by conference call, with at least one meeting per year being in person.
3. If a member is unable to attend a meeting or call, alternates may be requested to attend if issues on the agenda warrant it. However, alternates will not generally be requested.