



Terms of Reference

World Civil Aviation Fire Chief's Meetings

1. Purpose

The World Civil Aviation Fire Chief's Meetings aim to provide a global platform for airport fire chiefs and senior fire service leaders within the civil aviation sector to:

- Share knowledge, best practices, and emerging trends in airport fire and rescue services.
 - Discuss operational challenges and solutions.
 - Enhance international collaboration and standardisation of fire safety and emergency response protocols at airports.
 - Foster alignment with International Civil Aviation Organization (ICAO) guidelines and global aviation safety frameworks and aspire to influence regulators.
 - Promote training, technology advancement and mutual aid arrangements across countries.
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2. Scope

This forum focuses on all matters related to civil aviation firefighting and rescue operations, including but not limited to:

- Regulatory compliance and ICAO standards.
- Incident response and management.
- Airport fire station design, equipment, and technology.

- Aircraft rescue and firefighting (ARFF) training and certification.
 - Occupational safety and health for firefighting personnel.
 - Mutual aid agreements and regional emergency preparedness.
 - Environmental and sustainability practices in airport fire services.
 - Assisting with work on developing fuels.
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3. Membership

3.1 Composition

The meeting is open to:

- Fire Chiefs or Heads of ARFF from civil aviation authorities, airport operators, or related agencies worldwide including the military.
- Senior representatives of regulatory bodies (e.g., ICAO, EASA, FAA).
- Invited subject matter experts, researchers, and solution providers.

3.2 Roles

- **Chairperson:** Appointed by the chair of the International Aviation Fire Protection Association (IAFPA) to guide discussions, ensure adherence to the agenda, and represent the group between meetings.
 - **Secretariat:** Provides administrative and logistical support, maintains records, and disseminates documentation.
 - **Working Groups:** May be established to focus on specific technical or strategic topics.
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4. Meetings

4.1 Frequency

- The World Civil Aviation Fire Chief's Meeting shall convene as per and as part of the IAFPA conferencing calendar.
- Additional ad hoc or regional meetings may be organized as necessary.

4.2 Location

- The meeting location will be as per the IAFPA conference, as decided by the IAFPA board.

4.3 Format

- Hybrid format (in-person and virtual) is encouraged to maximise participation.

- May include keynote addresses, panel discussions, workshops, and technical tours.

4.4 Agenda

- The agenda shall be developed collaboratively and circulated at least 30 days prior to the meeting.
 - Members may propose items in advance through the Secretariat.
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5. Outputs

- A formal **Meeting Report** summarising key discussions, outcomes, and action items.
 - **Good Practice Guidelines** or **Technical Papers** developed collaboratively.
 - Updates to international firefighting practices or proposed recommendations to ICAO member country representatives (Civil Aviation Authorities).
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6. Decision-Making

- Decisions shall be made by consensus where possible.
 - Where consensus cannot be reached, a majority vote among attending official members may be used for procedural matters.
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7. Confidentiality and Information Sharing

- Participants are encouraged to share openly under the Chatham House Rule unless otherwise agreed.
 - Sensitive information disclosed during meetings must not be shared externally without permission.
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8. Review and Amendment

- These Terms of Reference shall be reviewed every three (3) years or upon request by members.
 - Amendments require majority approval of the voting members present at the meeting where the revision is proposed.
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Adopted on: 7 October 2025
Last Reviewed: 7 October 2025
Next Review Due: 7 October 2028

Gillies Crichton

Chair, World Civil Aviation Fire Chiefs Meeting.
