



Australian  
**BORDER FORCE**

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# **ABF/Conference of Asia Pacific Express Carriers - Terms of Reference**

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# The Australian Border Force / Conference of Asia Pacific Express Carriers Bilateral Terms of Reference

## 1. Purpose

The ABF/Conference of Asia Pacific Express Carriers (ABF/CAPEC) bilateral provides a forum for discussion and resolution (where possible) of operational and policy issues in order to facilitate enhanced efficiencies in air freight services, in support of trade expansion and economic growth.

### 1.1. Authority

The ABF/CAPEC bilateral is established as a consultative forum and does not operate as a decision making body.

### 1.2. Responsibilities

The ABF/CAPEC bilateral considers and discusses issues of concern that affect the CAPEC members' business operations, provides a conduit for confidential communication on trade and customs systems, and enables the identification of opportunities to participate in the Government's customs and border modernisation agenda.

The Chair will conduct each meeting in accordance with the agenda and organisational requirements to enable participation, discussion and problem-solving. The Chair has the authority to seek, approve and amend agenda items.

The role of members is to provide input and advice on matters relevant to the ABF/CAPEC bilateral purpose. This includes supporting development of the agenda, reviewing meeting papers ahead of meetings, and follow through with resolution of assigned actions.

Industry Engagement section will provide secretariat functions. The secretariat will be responsible for meeting logistics including the preparation of meeting agendas, collating meeting papers, taking minutes and maintaining an action items register, providing guidance in relation to governance arrangements, and undertaking policy processes in development of forward work programs. The Secretariat can be contacted by email at [industry.engagement@abf.gov.au](mailto:industry.engagement@abf.gov.au).

### 1.3. Engagement Principles

This committee will adhere to the following principles of engagement:

- **Strategy** - focus on strategic issues and exploring opportunities to realise mutual benefits for the Government and CAPEC members in the air cargo environment.
- **Proactivity** - proactive in identifying and discussing emerging strategic issues and risks in the international cargo environment. The committee will seek out opportunities and initiatives and will explore solutions to strategic issues.
- **Collaboration** - members will be constructive, creative and strategic in their discussions, carefully weighing the impact of any proposals on all stakeholders.
- **Accountability** - the committee will be accountable for its recommendations. All recommendations must be objective, transparent and open to external scrutiny.

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## **1.4. Membership**

ABF/CAPEC membership shall consist of ABF representatives and organisations that are members of the CAPEC.

The membership shall consist of:

- Australian Border Force (Chair)
- DHL
- Fedex
- UPS

Approval for the attendance at meetings of proxies, observers and subject matter experts will be at the discretion of the Chair.

Meetings will be chaired by the First Assistant Secretary, Industry and Border Systems (or delegate).

## **2. Meetings and Administrative Support**

### **2.1. Meeting cadence**

The ABF/CAPEC bilateral will meet at least two (2) times a year. Meetings may occur more frequently, as required and agreed to by the Chair. Extraordinary meetings may be scheduled at the Chair's discretion. Meetings can be conducted in Canberra, Sydney or virtually, as decided by the Chair.

All costs relating to attending meetings will be borne by members.

Where required, other tasks will be progressed out-of-session, as agreed by members.

### **2.2. Meeting Agendas**

Members will be invited to nominate agenda items and papers ahead of each meeting.

The Secretariat will circulate the meeting agenda, agenda papers and any member updates at least 10 days in advance of the meeting.

Distribution of minutes and post-meeting materials will be undertaken following Chair clearance of the minutes.

### **2.3. Review of the Terms of Reference**

The Secretariat will undertake periodic reviews—at least every two (2) years—of these Terms of Reference to ensure they remain fit for purpose.

In the event of amendments to the Terms of Reference, as and if required by the Chair, the amendments will be circulated to all members for comment and endorsement prior to approval by the Chair at the next meeting.

In the event of organisational change or variations to the names of business areas contained in these Terms of Reference, the reference is considered to be referring to the area that assumes the previously referred business area's functions or responsibilities.

### 3. Document Control

All amendments and variations to the Terms of Reference that are substantial changes to the content or intent are included in the document control table below.

Version Number	Date of issue	Section change	Brief description of change	Endorsement	Approver	Sent to members
V0.2	Sep 2023		Draft Terms of Reference			
V0.3	Oct 2023		Redraft of Terms of Reference			
V0.4	Jan 2024		Broad amendments and addition of new section	M. Kershaw		
V0.5	Feb 2024		ToRs - endorsed	CAPEC	Meeting of 22/02/2024	07/03/2024

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