



Belfast City Airport Accessibility Forum

Terms of Reference

March 2025

1. Background

In 2006 European Regulations¹ came into place that require all airports and airlines in the European Union to assist passengers with a disability or with a reduced mobility (PRM)² when travelling. These have been retained and written into UK law since its exit from the EU.³

Civil Aviation Authority (CAA) guidance requires airports to consult with passengers with a disability or reduced mobility.⁴ The guidance states that *'Consultation should be done by convening regular forums containing representatives of disability groups and disabled individuals, in particular those that travel through the airport and use the assistance service.'*

2. Aim and Objectives

Aim

To provide a forum for users of the Airport's Special Assistance services or their representatives to share their knowledge and experiences of services at the airport.

Objectives

- To become more aware of the specific needs of air passengers with a disability or reduced mobility; and
- For participants to provide feedback on current facilities and services and identify possible changes that could further assist air passengers;
- To act as a consultative forum in shaping future service delivery at the airport; and
- For the airport to provide feedback on actions taken from the guidance and suggestions made by the forum.

¹ EC Regulation No 1107/2006

² People of Restricted Mobility (PRM)

³ Regulation (EC) No 1107/2006 (as amended by The Air Passenger Rights and Air Travel Organisers' Licensing (Amendment) (EU Exit) Regulations 2019)

⁴ <https://www.caa.co.uk/our-work/publications/documents/content/cap1228/>



3. Forum Location

Belfast City Airport and online.

4. Frequency

Twice yearly.

One visit will include a walk through the airport.

5. Duration

2 hours

6. Chair and secretariat

An independent member will chair the meeting. The Chair may be appointed for a three year term, and serve a maximum of two terms. The secretariat will be provided jointly by the airport and The Consumer Council.

7. Proposed Membership

Membership will consist of a range of representative organisations and be no more than 20 members. One participant will be invited to attend from each organisation. This is to ensure that all members can fully participate in forum meetings. A list of current membership is below. Note that this is not an exhaustive list and other organisations can be invited to join the Forum.

- Belfast City Airport
- Alzheimer's Society
- Consumer Council NI
- Disability Action
- Guide Dogs NI
- Inclusive Mobility and Transport Advisory Committee (IMTAC)
- RNIB



- RNID
- Shop mobility
- Urostomy Association

8. Ground rules of participation

- Commitment to attend or a deputy to be sent;
- If not attending, updates to be sent in advance to chair;
- Confidentiality to be respected, where required; and
- Actions and owners require inclusion on the minutes. Update on actions to be provide at the following meeting.

9. Review of the forum

The terms of reference and forum membership will be reviewed on an annual basis.