



INSTRUCTION FOR GENDER BALANCE FOSTERING IN CIVIL AVIATION (SHT-TCD)

CHAPTER ONE Objective, Scope, Basis and Definitions

Objective

ARTICLE 1 – (1) The objective of this instruction is to;

- a) Monitor gender balance and engage in actions to ensure its improvement,
- b) Conduct activities to create equal opportunity for genders in terms of selection of aviation professions
- c) Establish the Gender Balance Improvement Commission under the body of the Directorate General of Civil Aviation (DGCA) to encourage , in particular, women towards education and training in fields related to aviation and to determine the procedures and principles regarding works and operations to be carried out by Turkish civil aviation sector in order to improve gender balance in Turkish civil aviation sector.

Scope

ARTICLE 2 – (1) This Instruction covers all public institutions and organizations, real and legal persons operating in civil aviation sector.

Basis

ARTICLE 3 – (1) This instruction is drawn up on the basis of article 4 of Law No 5431 dated 10/11/2005 On Organization and Duties of Directorate General of Civil Aviation, Prime Ministry Circular No 2010/4 On Increasing Women Employment and Ensuring Gender Equality published in the Official Gazette No 27591 dated 25/05/2010, “ICAO Gender Equality Programme” and “UN Sustainable Development Targets 5: Ensuring Gender Equality and Empowerment of All Women and Young Girls” initiatives developed by the ICAO and the United Nations.

Definitions

ARTICLE 4 – (1) The following terms included in this instruction have the meaning defined for them below;

- a) UN: The United Nations
- b) Advisory Board: DGCA- Advisory Board for Improving Gender Balance included in article 11 of this instruction
- c) Director General: Director General of Civil Aviation
- ç) Directorate General: Directorate General of Civil Aviation
- d) Commission: the Civil Aviation Gender Balance Commission established under the body of the Directorate General to coordinate those who participate in ensuring gender balance in Turkish civil aviation sector; and to support those, who organize activities in this field.
- e) ICAO: International Civil Aviation Organization
- f) Gender Balance (GB): Both genders participating in all public and private areas of life in a balanced manner and having balanced visibility in such areas.



g) Gender equality: Both genders participating in all public and private areas of life in an equal manner and having equal visibility in such areas.

CHAPTER TWO

General Principles

Day(s) and Week(s) to Organize Memorial and Celebration Activities

ARTICLE 5 – (1) Activities are organized within the year to contribute to ensuring social gender balance in Turkish civil aviation sector; and activities organized for this purpose are monitored; and the ones deemed suitable are safeguarded and/or supported.

Women of Aviation Worldwide Day / Week activities

ARTICLE 6 – (1) The week covering the 8th day of March each year is identified as “Women of Aviation Worldwide Week” and realized with activities that would contribute to the improvement of social awareness on this matter.

(2) The Commission identifies the activities that could be carried out under the scope of 8th of March Women of Aviation Worldwide Day and Week in accordance with the theme to be determined each year by The Institute for Women Of Aviation Worldwide or with a theme stipulated by national requirements; and encourages organizing sector organizations.

(3) The activities that could be carried out under the scope of “Women of Aviation Worldwide Week” are as follows:

a) To contribute to improvement of gender balance at all levels, to encourage civil aviation sector institutions and organizations to organize “Women of Aviation Worldwide Day” activities (such as conference, panel, symposium, forum and other activities) organized on a global scale by The Institute for Women Of Aviation Worldwide so that such activities can spread across Turkey; to provide intellectual support and participation to the organized activities in accordance with the decision of the Commission,

b) To promote cooperation in civil aviation sector for the purpose of raising awareness on history of contribution of women to aviation, opportunities for women in aviation, improvement of qualitative and quantitative role and effectiveness of women in aviation, to ensure participation and to provide intellectual support to the organized activities

(4) For the purpose of carrying out duties specified in paragraph 3 of this article;

a) Conferences, panels, symposiums, forums and other activities across the country can be organized at every reasonable and available opportunity and time; the ones deemed suitable from the organized activities can be safeguarded.

b) Activities promoting aviation in a way to improve social gender balance can be organized.

c) Persons/institutions/organizations engaged in actions to eliminate gender based discrimination in aviation field within the previous year are identified and shared with the sector and if deemed appropriate such bodies can be awarded a prize.

ç) Prizes can be awarded to persons, groups and institutions considered to raise awareness on the matter in the community and to provide contribution and support to efforts towards such end; those to award prizes can be encouraged, prizes can be awarded to aviator women making a difference.



CHAPTER THREE

Establishment, Duties and Activities of Directorate General of Civil Aviation Gender Balance Fostering Commission

Establishment and operation of the Commission

ARTICLE 7 – (1) The Commission consists of a total of eight (8) permanent members to be appointed by the Director General, four (4) of whom representing Directorate General and the other four (4) representing private sector; and a total of two (2) substitute members to be appointed by the Director General, one (1) of whom representing Directorate General and the other one (1) representing private sector. One (1) of four (4) members of the Directorate General is appointed as Chairman by the Director General.

(2) The term of duty for Commission members is two years; at the end of two years the member can be selected as a Commission member again. The Chairman is selected among General Directorate members. The person selected as the Chairman holds office for 2 years and cannot be reselected as the Chairman for the subsequent 2 year period.

(3) In case one of the members of the Commission leaves for any reason, one of the substitute members is selected as a permanent member of the Commission with the approval of the General Director to replace the leaving member. Such member holds office for the remaining part of the two year term.

Working principles of the commission

ARTICLE 8 – (1) Commission convenes at least two times a year when deemed necessary.

(2) A meeting to be held by the Commission within the year will be held with the participation of members of DGCA – Gender Balance Fostering Advisory Board included in article 11 of this Instruction. The suggestions in such meeting are submitted to the approval of the Commission members.

(3) Secretariat works of the Commission are carried out by Aviation Security Department and this department draws up reports of its actions and submits them to the relevant bodies, follows up decisions and archives the reports.

(4) Up-to-date works, decisions and reports of the Commission can be published at the website of the Directorate General.

Meeting and Decision Making Principles of the Commission

ARTICLE 9 – (1) The Commission convenes with the full number of members. The Commission decides by majority of votes. Each member has the right to cast one vote and abstaining vote is not allowed. In case of equality, the decision is taken in accordance with the Chairman's vote. The Commission decisions enter into force with the approval of the Director General.

Duties of the Commission

ARTICLE 10 – (1) The Commission, in accordance with the objective specified in this Instruction, identifies the framework for intellectual, cultural and social activities and principles and goals of such activities. The activities within the scope of the 8th of March Women of



Aviation Worldwide Day / Week are addressed and carried within this scope. It may announce relevant developments and news on the website of the Directorate General, cooperate with the sectoral organizations, and assign duties to them if it deems necessary.

(2) The Commission may establish sub-working groups and sub-commissions to operate in the designated fields. Operations of such sub-working groups are assessed and finalized by the Commission.

(3) The Commission follows the intellectual, cultural and social activities organized in our country or abroad (e.g. conference, panel, symposium, forum and other activities) in order to contribute to improvement of the gender balance in aviation. The Commission may enable such activities to be announced on the website of the Directorate General with the Chairman's decision, and it contribute and participate as determined by the Directorate General.

(4) In the aviation industry, in order to contribute to the gender balance at all levels, it promotes expansion of the conferences, panels, symposium, forum and other activities organized by The Institute for Women Of Aviation Worldwide at the global scale to our territory; and may support the civil aviation sector organizations and institutions in order to enable them to organize such activities.

(5) It raises awareness in women with regard to the opportunities in aviation, and promotes cooperation's in the civil aviation sector in order to improve the qualitative and quantitative roles and effectiveness of women in aviation.

CHAPTER FOUR

Organization, Duties and Working Principles of the Directorate General of Civil Aviation Gender Balance Fostering Advisory Board

DGCA - Organization, Duties and Working Principles of the Gender Balance Fostering Advisory Board

ARTICLE 11 – (1) DGCA - Gender Balance Fostering Advisory Board is formed of the members selected from among the representatives of aviation authorities and sector, in a number determined by the Commission's decision, in order to contribute to the activities of the Commission and ensure that the assessments and activities to be carried out are heard at a larger scale.

(2) The term of duty of the Advisory Board is the same with the term of duty of the Commission. Each Commission designate an Advisory Board to be assigned for the term of duty.

(3) The Advisory Board attend to the Commission meetings when called by the Commission and perform the duties assigned by the Commission.

(4) The Advisory Board convenes at times as designated by the Commission.



CHAPTER FIVE

Registry of First Aviatrices

Registry of First Aviatrices

ARTICLE 12 – (1) In accordance with the purpose of this Instruction, the Commission keeps a register in order to ensure national and international recognition of the first or leading women, who flew or contributed to flight of an aircraft, significantly contributed to development of aviation, pioneered and raised awareness in the subject. It is called “Registry of First Aviatrices”. This registry is published on the official website of the Directorate General.

(2) The women recorded in Registry of First Aviatrices are awarded a Certificate of Appreciation in accordance with the format set out in the corporate identification guide of the Directorate General.

(3) In the Certificate of Appreciation stated in second paragraph; full names, dates of birth, fields of pioneering and registration numbers of first aviatrices are indicated.

(4) The Certificate of Appreciation is awarded to whom concerned or his/her legal representative and/or guardian, in the name of the Directorate General, during collective activities of the Commission.

Principles on keeping Registry of First Aviatrices

ARTICLE 13 – (1) Identification of the women, who significantly contributed to development of aviation and will be recorded in Registry of First Aviatrices, is carried out by obtaining the required documents and information or through official correspondences of the Commission with the institutions and organizations, for which they work or which issued their licenses.

(2) Information and documents received from relevant organizations and institutions are archived by the Directorate General.

(3) In case a woman is known to be a First Aviatrice but no tangible document could be obtained, it is decided in accordance with the assessment of the Commission whether such woman should be recorded in Registry of First Aviatrices.

(4) The decision is announced on the official website of the Directorate General, <http://web.shgm.gov.tr>. Opinions and objections in respect of the decision are requested. Unless the decision is challenged within 7 days, the woman in question is recorded in Registry of First Aviatrices.

CHAPTER SIX

Final Provisions

Principles to be followed in execution of the activities

ARTICLE 14 – (1) All of the activities planned to be carried out under the coordination of the Commission, including those related to 8th of March Women of Aviation Worldwide Day / Week, are entered into force upon information and approval of the Directorate General.



(2) The Directorate General may cooperate with other public and private legal persons. The cooperated institutions/organizations under the coordination of the Commission may be delegated for duty or requested to carry out activities.

Interim Commission

ARTICLE 15 – (1) The Interim Commission is assigned for planning, arrangement and organization of the activities to be carried out within the year of publication of this Instruction, including those related to the first Women of Aviation Worldwide Day / Week.

(2) The Interim Commission consists of 5 persons in total, under the chairmanship of the Director General or the relevant Deputy Director General, one member from each Legal Consultancy, Air Transportation Department, Sectoral Regulation and Training Department and Air Navigation Department.

(3) Members of the Interim Commission are designated by the Director General.

(4) The Interim Commission convenes upon the call of the Chairman and take decisions by absolute majority of the participants. In case of equality, the decision is taken in accordance with the Chairman's vote. The Commission decisions enter into force with the approval of the Director General.

(5) Secretariat works of the Interim Commission are carried out by the Air Transportation Department; it draws up the reports thereof, follows-up the decisions and archives the reports.

(6) Until the members of the Commission are designated, the Interim Commission applies the provisions of this Instruction as they are.

Entry into Force

ARTICLE 16 – (1) This Instruction enters into force on the date of its publication.

Enforcement

ARTICLE 17 – (1) Provisions of this Instruction are enforced by the Director General.