

EUROPEAN HUMAN FACTORS ADVISORY GROUP

Terms of Reference

Version 5 dated 8 June 2011

Role:

The role of the group is to provide advice to EASA, NAAs and industry in the form of independent high level Human Factors expertise.

Scope:

The scope of activity of the Human Factors Advisory Group covers all domains of aviation safety.

Group Functions:

The functions of the group are:

- To respond to EASA, NAA's and industry requests for HF expertise
- To provide Human Factors expertise for the development and implementation of the European Aviation Safety Plan.
- To co-ordinate with the European Strategic Safety Initiative (ESSI) and the European Aviation Research Partnership Group (EARPG).
- To facilitate the conversion of academic research into practical applications
- To consider and share industry best practice and lessons learnt
- To propose or review existing and proposed changes to the regulatory framework
- To propose or review compliance material and develop or review guidance material
- To promote harmonisation between NAA's, including the FAA, and co-operate where possible with international bodies

Governance:

The group will:

- Report to the EASA Deputy Director for Strategic Safety
- Establish a board that is responsible for overall group management and liaison with EASA
- Set up appropriate focus groups to carry out activities as agreed by the Board in line with these terms of reference
- Nominate a Secretary

Membership:

Board Members:

- Co-Chair (nominated from an EU Member State NAA or from industry)
- EASA co-Chair (position currently vacant)
- Focus Group Chairs

Focus Group Members:

Representation from the following as agreed by the Board:

- NAA's (including FAA), EASA, European associations, industry,
- Research establishments
- Academic institutions

Roles and Responsibilities:

Co-Chairs

- Liaise with EASA for any matters related to the EHFAG activities
- Development and distribution of meeting agenda
- Chair Board meetings and plenary sessions
- Invite additional speakers or observers to meetings

Board Members

- Agree membership and structure of the group
- Liaise with EASA
- Direct focus group activities
- Endorse focus group outputs

Focus Group Chairs

- Development and distribution of focus group meeting agenda and minutes
- Provide a summary debrief of focus group activities during plenary sessions
- Maintain a prioritised list of issues for the focus group's activities
- Review Focus Group membership to ensure that representation is appropriate for the needs of the group and to notify the Board if additional membership is needed or interest is received.
- Ensure support and participation of the whole focus group in delivering the desired output

Secretary

- Development and distribution of the meeting minutes in coordination with the co-Chairs
- Management of the activity: update of group composition, website content development, follow-up of actions, and meeting arrangements as required.

Focus Group Members

- Attend all meetings
- Actively participate in meetings and focus group activities
- Perform the work in between the meetings as necessary
- Actively promote the EHFAG and its activities within their sphere of influence

Meetings

Meetings will normally take place 3 times a year at EASA HQ in Cologne.

Meetings will normally be 2 days with an opening and closing plenary meeting with Focus Group activities in-between.

Additional ad hoc meetings may take place as required.

Membership

Each Focus Group should define the membership criteria of the group to ensure the depth of experience is available that covers all aspects of the focus group activities. The ideal number in each focus group should be 10 participants.

Prospective new members would be sought and proposed by the Focus Group Chair, EASA or the EHFAG Chair and agreed by the Board. This would require a brief resume covering their experience in respect of human factors and would be given an opportunity to attend a meeting as an observer.

Continued participation is subject to attending at least one EHFAG meeting every year otherwise group members will be given the opportunity to remain as corresponding members at the discretion of the Focus Group Chair and the EHFAG co-Chairs . This includes EASA staff involved in the EHFAG.

Representative organisations may nominate an alternative to participate with the agreement of the EHFAG Co-Chairs and the Focus group Chair. Nominated alternatives will be included as corresponding members and provided access to the EHFAG Webspaces

A list of members will be held separately and included on the EHFAG Home page on the EASA website.