

# Terms of Reference - Working Group A

## European Operators Flight Data Monitoring Forum (EOFDM)

### “Monitoring operational Safety Issue”

Approved on 17/05/2016

#### 1. Objective and scope

1.1 The European Operators FDM forum (EOFDM) is a voluntary partnership between European<sup>1</sup> aeroplane operators<sup>2</sup> and the European Aviation Safety Agency (EASA) in order:

- to facilitate the implementation of Flight Data Monitoring (FDM) programmes by operators, and
- to help operators in drawing the maximum safety benefits from an FDM programme.

This document contains the Terms of Reference specific to Working Group A of EOFDM (WGA). The general Terms of Reference of EOFDM are provided in a separate document.

1.2 The objectives of the WGA are: “Define relevant common risks, safety defences and related operational issues to be monitored by FDM programmes (eg inappropriate reactions to TCAS RA, unstabilized approaches, hard landings, etc.) in order to support operators SMS programmes. The selected operational safety issues will refer whenever possible to ICAO/CAST aviation occurrence categories”.

1.3 The WGA does not take instructions from a regulator, nor does it involve itself in any regulatory activity and regulatory oversight.

#### 2. Composition

2.1 The Members of the WGA may come from the following organisations:

- Aeroplane operators,
- Aeroplane operator associations,
- Aeroplane manufacturers,
- Research and Education institutions,
- Pilot associations,
- EASA,
- National aviation authorities and international aviation regulators,

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<sup>1</sup> The term Europe is used here to designate EASA Member States i.e. the 28 States of the European Union + Iceland, Lichtenstein, Norway and Switzerland.

<sup>2</sup> Aeroplane operators having their principal place of business in an EASA Member State.

2.2 Experts and observers external to the WGA may be occasionally invited to join a meeting. In that case, members attending this meeting must be informed in advance.

### **3. Tasks**

3.1 The WGA determines its work programme in coordination with EOFDM steering group and taking into account the Safety Actions of the European Plan for Aviation Safety . The work programme must be consistent with the objectives established in 1.2.

### **4. Documents produced and reporting**

4.1 Members of the WGA commit themselves to respect the Chatham House Rule, which states that:

*"When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed".*

In addition:

- information related to an on-going ICAO Annex 13 investigation should not be exchanged or used in the frame of EOFDM activities; and
- participants are free to exchange FDM data or FDM derived documents (such as plots, graphics, tables, animations, etc.), however these data and documents should not contain information that make it possible to identify a particular operator or a particular flight crew, unless with the consent of all parties involved.

4.2 Minutes of any meeting or conference call of WGA are subject to the following rules:

- they are reserved to EOFDM members;
- they may indicate the list of participants to a meeting. A member has the right to request that his identity of affiliation be omitted on the minutes when expressing an opinion or making a presentation during a meeting.

4.3 The WGA sends to EOFDM steering group a summary of discussions after each meeting.

4.4 The WGA may prepare written documents for publication (such as best practice documents, positions, recommendations), however documents must be sent to EOFDM steering group for review before they are published.

4.5 Prior to being accepted as a Member of WGA of EOFDM, applicants will be requested to sign the specific WG Terms of Reference. A Member not complying with these principles may be excluded.

## **5. Organisation**

5.1 The Members of WGA commit to:

- Attend meetings and conference calls to the extent possible,
- Follow up and be involved in the WG discussions, and
- Take in occasional tasks (such as preparing a paper or a presentation, commenting documents, taking a position when requested, producing documentation etc.), herein referred as Assignments.
- Debrief with WGA leader(s) the follow-up of any Assignment.

5.2 Members of WGA other than EASA have one vote for each organization for:

- Electing the Leader(s) and his/her deputy or the two co-leaders,
- Adopting the work programme,
- Adopting any document sent to EOFDM steering group for publication, and
- Voting on the dates of next face-to-face meetings and conference calls.

5.3 Members of WGA other than EASA elect a Leader for two years, and if necessary, a deputy Leader Deputy, or alternatively two co-leaders.

The Leader and his/her Deputy should be representatives of European aeroplane operators. If they are not, they shall be approved by the EOFDM steering group.

The Leader(s) of WGA:

- Propose a work programme,
- Prepare the agendas of meetings and chair them,
- Make sure that these terms of reference are complied with,
- Monitor the progress of WGA, and report to the EOFDM steering group;
- Accept new WGA members.
- In order to keep a reactive group with a reasonable size, the Leaders may ask Members to reconfirm their participation. In the absence of a response from a Member, the Leaders may decide to cancel his/her Membership until he/she requests again to be a Member.

5.4 EASA appoints an EASA Secretary to WGA, which is providing assistance and advice to the Leaders.

For coordination purposes, the Leaders inform without delay the EASA Secretary in all decisions relative to WGA, including the points mentioned above. They may occasionally delegate their responsibilities to the EASA Secretary (e.g. because of unexpected absence to a meeting).

In case the leader (or one co-leader) is not able to fulfil his/her obligation for a period of time exceeding three months, he/she must step back, this must be

announced to WGA, and the Secretary should replace the missing leader (or co-leader) until replacement is found.

5.5 The Leader(s) and the EASA Secretary of WGA have each a seat on the EOFDM steering group and as such they take part to guide EOFDM overall strategy. The overall strategy should be agreed on a consensual basis within the EOFDM steering group.

<b>6. Logistics and coordination</b>
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6.1 Travel and accommodation expenses are the responsibility of individual participants.

6.2 All meetings should take place in Europe to favour the participation of European aeroplane operators.

6.3 Members of WGA agree to the provision of meeting rooms in reasonable turn for their meetings and conferences.

6.4 The coordination between meetings is conducted through distant communication means (phone, dedicated extranet workspace, emails, etc.).

*By signing below you accept the General Terms of Reference of the European Operators Flight Data Monitoring Forum (EOFDM) adopted on 20/04/2016 and the related Terms of Reference of Working Group A Approved on 17/05/2016*

*Print name* .....

*Organization* .....

*Signed* .....

*Email address* .....