

International Maintenance Review Board Policy Board (IMRBPB) Charter 2017

The IMRBPB is envisioned as a system for the continuing development of international policies, procedures and guidance for the use of personnel operating under the purview of various Maintenance Review Boards (MRBs). In addition to promoting harmonization with other regulatory authorities, the IMRBPB advocates the standardization of MRB policy and procedures by the issuance and/or amendment of the MSG and International MRB/MTB Process Standard (IMPS) documents.

The present agreement between the Federal Aviation Administration – USA (FAA), Transport Canada Civil Aviation (TCCA), European Aviation Safety Agency (EASA), Hong Kong Civil Aviation Department (HKCAD), National Civil Aviation Agency - Brazil (ANAC), Civil Aviation Authority of Singapore (CAAS), Japan Civil Aviation Bureau (JCAB), Civil Aviation Administration of China (CAAC) and Civil Aviation Safety Authority of Australia (CASA), has been enhanced since the first agreement that was established between Joint Aviation Authorities (JAA)/TCCA/FAA in Glasgow, Scotland, in November, 1994.

Terms of Reference

1. The IMRBPB will normally meet once a year.
2. A portion of the IMRBPB meeting timeframe will be allocated for a joint industry/regulatory discussion. Any industry representation should be limited to appropriate representatives dealing with the issue being discussed.
3. Regulatory or Technical Working Group(s) may be convened in order to prepare for the IMRBPB meeting as needed. A portion of these meeting(s) may be allocated for a joint industry/regulatory discussion.
4. The meeting venues will normally rotate among the IMRBPB members. The host authority will provide administrative and logistic support i.e. meeting room, securing accommodation, external internet access, remote communication access and the taking of meeting minutes in conjunction with the IMRBPB secretary. Scheduling information is located on the IMRBPB web site.
5. Membership will include Regulatory Authorities. IMRBPB members are those who signed this agreement, although participation is open to any Regulatory Authority. Member authorities need to support their representation on the IMRBPB meeting, and the working group meetings, as required.
6. A Chairperson, Co-Chairperson and Secretary will be elected from the IMRBPB; they will serve for three-year terms typically with an election at the end of the meeting held in the same year that the MSG-3 document and IMPS are revised. An authorized person from a member authority can be nominated as Chairperson or Co-Chairperson. The Secretary can be nominated from any person representing a member authority. The general responsibilities for each position are:

Chairperson:

- Acts as point of contact for the Regulatory Authorities and industry.
- Acts as focal point for collection of Issue Papers (IP), assures completeness and transmits IPs to EASA for inclusion in IMRBPB web site.
- Coordinates with the host authority regarding logistics for IMRBPB and Regulatory Working Group meetings.
- Prepares and issues meeting agendas.

- Chairs IMRBPB and Regulatory Working Group meetings.
- Transmits Regulatory Working Group related information to member authorities.
- Transmits IMRBPB related information to member authorities and industry.
- Fosters relationships with other Regulatory Authorities.

Co-Chairperson:

- Assists the chairperson and performs chairperson duties in his or her absence.
- Serves as the primary liaison/focal point with MPIG/RMPIG, attending MPIG/RMPIG meetings as invited and reporting back to the Board on MPIG/RMPIG issues.
- Serves as the primary librarian for Issue Papers as detailed in the IP Management Procedure.

Secretary:

- Takes minutes of IMRBPB and Regulatory Working Group meetings.
- Sends draft minutes to member and participating authorities for review and comments.
- Sends draft IMRBPB minutes (joint meeting only) to Industry members for review and comments.
- Sends completed IMRBPB meeting minutes (joint meeting only) to Chairperson for inclusion in IMRBPB web site within 3 months after the meeting.

7. A quorum of 66% of the member authorities shall be present in order to hold the IMRBPB meeting.
8. A quorum of 75% of the member authorities shall vote for the elections of the Chairperson, Co-Chairperson and Secretary. Each member authority present has one vote for each of the elections.

Upon the early resignation of any of these positions a new election will be held for the remaining period of their term during the next IMRBPB meeting.

9. The member authorities shall ensure that any domestic MRB policy issue which has an impact on international harmonization is first considered whenever possible by the IMRBPB before implementation.
10. Industry (MPIG/RMPIG) typically invites IMRBPB representatives to act as advisors during their annual face-to-face meeting. According to the agenda subjects, the participation function would routinely be the responsibility of the Co-Chair, but may include different or additional personnel as the IMRBPB feels is appropriate for a given meeting.
11. Industry may create dedicated technical Working Groups to address complex issues that may require the participation of regulatory subject matter experts. The IMRBPB Chairperson or Co-Chairperson shall seek appropriate specialists from within the regulatory communities to participate in these Working Groups. When accepted the regulatory representative will provide a report back to the IMRBPB.
12. The IMRBPB will maintain the following: a reference list of IPs affecting MSG-3 and the IMPS document; associated documents, such as minutes of meetings; an action item list;

- substantiation documents; associated IMRBPB procedures and policy decisions; and the IMPS document. EASA commits to maintain the IMRBPB web site on EASA web site to make these documents available to the public.
13. The IMRBPB will only discuss issues related to the MRB/MSG processes. All issues will be based upon the latest revision MSG-3 Volume 1 and Volume 2 and the IMPS document.
 14. The IMRBPB may provide the outcome of the annual IMRBPB meeting and discuss matters related to the MRB/MSG processes with other aviation entities or groups. If required, the Chairperson or a representative will liaise and update the IMRBPB on the results.
 15. Each member authority will be responsible for disseminating and distributing harmonized policy information in a timely manner, which includes if and how the IMPS document is implemented into their regulatory framework.
 16. Proposed agenda items and Candidate Issue Papers (CIP) should be submitted to the IMRBPB Chairperson normally 60 days prior to the scheduled meeting. CIPs should be submitted as per the IMRBPB Issue Paper management procedure.
 17. Revisions to this Charter shall be formally proposed to the IMRBPB Chairperson, and shared with all signatories of the Charter, 30 days in advance of the annual IMRBPB meeting.



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Date



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28 APRIL 2017


Date



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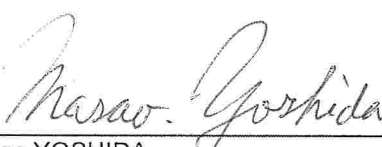
Date



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