

IMRBPB – MPIG – RMPiG Activities and Communication Procedure

Candidate Issue Papers (CIP) are used as a vehicle to propose changes to the IMRBPB's International MRB/MTB Process Standard (IMPS) and/or A4A's MSG-3 document. The latest version of the template is used to assure a minimum content that will allow discussion on the issue identified, the problem and a proposed recommendation (including implementation).

The IMRBPB Charter includes the following as item 17 in the Terms of Reference:

Proposed agenda items and Candidate Issue Papers (CIP) should be submitted to the IMRBPB Chairperson in accordance with the timeline set into the IMRBPB – MPIG – RMPiG Activities and Communication Procedure.

This paper details the timeline of activities (including the process of authoring, sharing and managing of Candidate Issue Papers/Issue Papers) and communication between the IMRBPB and the A4A's Maintenance Program Industry Group (MPIG), as custodians of MSG-3 Volume 1, and the Rotorcraft MPIG (RMPiG), as custodians of MSG-3 Volume 2.

As such, it is divided in the following sections:

- 1) [Management of CIP Authoring Process](#)
- 2) [Timeline of Activities and Communications between IMRBPB and MPIG/RMPiG](#)
- 3) [IMRBPB Issue Papers Management Procedure](#)
- 4) [IMRBPB Issue Paper Template](#)

and aims to provide additional guidelines as well as to combine and harmonize all the guidance previously addressed in single different documents.

1. Management of CIP Authoring Process

CIPs authoring

CIPs may be authored by Regulatory or Industry members of the IMRBPB or MPIG/RMPIG.

- CIPs authored by IMRBPB members (Regulatory CIPs) are typically initiated by a single IMRBPB member. These may be shared with Industry and other Regulatory members.
- CIPs authored by MPIG or RMPIG members (Industry CIPs) are typically authored by a single member but shall be submitted to the IMRBPB by MPIG/RMPIG. This requires that consensus is established before discussion with the IMRBPB occurs.

The following guidance is established to maximize the efficiency of this process. It provides details of opportunities to share issues between the Regulatory and Industry groups to determine whether a CIP is justified and to avoid both communities developing CIPs that address the same, or similar, issues.

Initiation of CIPs

Two times a year, an on-line IMRBPB Members Meeting (IMM) is scheduled during which all IMRBPB Authority members identify issues that they believe should be addressed by a CIP. After agreement on the principle, the CIP is developed by the individual member.

During the IMM, a slot is provided for MPIG/RMPIG Leadership to summarize CIPs that are under discussion in their communities. This, for example, provides an early opportunity for the IMRBPB to advise that they do not support a CIP and thus avoid Industry spending time reaching consensus. Agreement to proceed with a CIP shall be considered a preliminary decision that may be revisited after further consideration.

In addition, if it is evident that both IMRBPB and MPIG/RMPIG communities have launched CIPs to address the same or similar issues, discussion in the IMM will identify the lead author to avoid duplication of CIPs. Consideration will be given to creating a cross community forum to develop the single CIP.

During the IMM, MPIG/RMPIG Leadership will be informed of the CIPs that are under development by IMRBPB members.

Development of CIPs

During the IMM, having reached agreement on the validity of the subject/issue and the need for a CIP, the assigned member will develop a recommendation to address the issue.

IMRBPB CIP recommended solutions may be reviewed during the on-line IMM meetings and/or during the IMRBPB Intermediate Meeting (IIM). There is no objective to seek consensus prior to the IMRBPB Annual Meeting (IAM).

MPIG/RMPIG CIPs will be reviewed during their monthly web-meetings. Once consensus is reached between members, the CIP is forwarded to the IMRBPB Leadership Team. This maximizes the review time of PB members and permits early feedback to MPIG/RMPIG allowing for an updated version to be prepared for submission 60 days in advance of the IMRBPB Annual Meeting (IAM).

During the IIM, the IMRBPB will provide an anticipated position on the need for MPIG/RMPIG CIPs brought to the IMRBPB attention during the earlier IMMs. This could impact finalized CIPs as well as those under development. The intent is to provide MPIG with the option of withdrawing a CIP if the PB consider it unlikely to be agreed in the IAM. The IMM agenda will provide time for the IMRBPB to brief the MPIG/RMPIG Leadership as to the reasons for their position.

Formal submittal of CIPs

As stated in the IMPS, Candidate Issue Papers (CIP) should normally be submitted to the IMRBPB Chairperson 60 days prior to the scheduled IAM meeting.

Unless they have been withdrawn following review during the IIM, all finalized MPIG/RMPIG CIPs shall be forwarded by the MPIG Secretary (A4A member) to the IMRBPB Chairperson 60 days in advance of the first day of the IAM. The Chairperson will distribute these CIPs to IMRBPB members within 10 days.

IMRBPB members shall forward their CIPs to the IMRBPB Chairperson and made available to the MPIG Secretary (A4A member) 60 days in advance of the first day of the IAM.

On a case by case basis, the IMRBPB Chairperson may accept a late submittal of a CIP from either an IMRBPB member or from MPIG/RMPIG if a resolution to the issue described is recognized as being urgently needed or if the CIP require only some minor last minute adjustments. The shorter review time might prevent members developing consolidated position prior to the IAM. To address this consequence, either the IMRBPB or MPIG/RMPIG may request that any decision taken on that CIP during the IAM be put on hold for a 15-day period following the IAM during which time an IMRBPB member or MPIG/RMPIG may indicate any concern they have with the conclusion reached. Since such situations should be considered as exceptional circumstances, the IMRBPB Leadership [Team](#) will decide on a case-by-case basis as to the resolution of this.

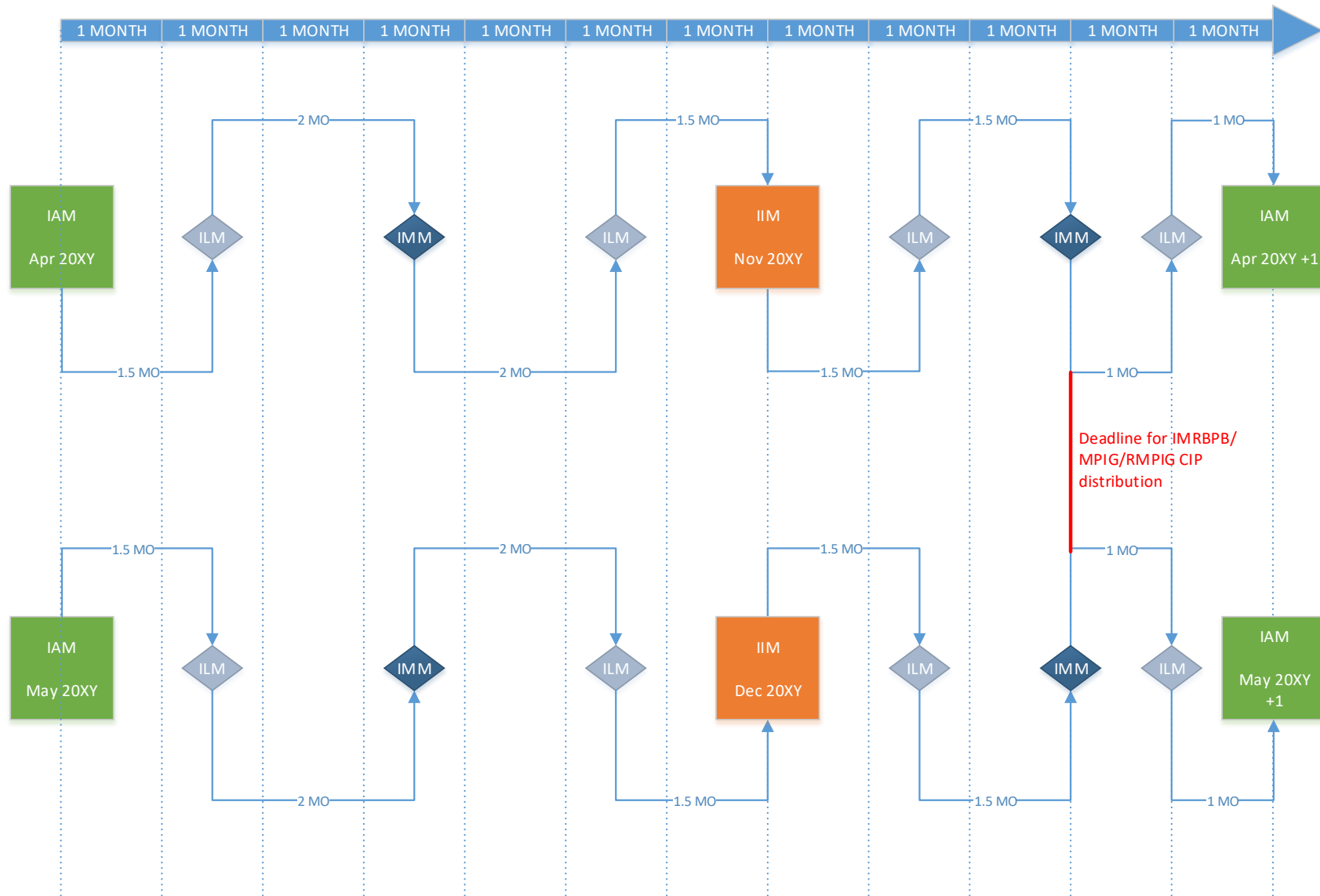
2. Timeline of Activities and Communications between IMRBPB and MPIG/RMPIG

<i>WHAT</i>	<i>HOW</i>	<i>WHOM</i>	<i>WHEN</i> ¹	<i>OUTCOME</i>
IMRBPB Leadership Team Meetings (ILM)	Web-Meeting/Teleconference (1 Hour)	IMRBPB Leadership Team	Four times a year	Update and status of ongoing activities
IMRBPB Members Meetings (IMM)	Web-Meeting/Teleconference (2 Hours)	IMRBPB Authorities Members MPIG/RMPIG Leadership (30 minutes slot)	Two times a year	Update and status of ongoing activities Discussion about IMRBPB CIP subjects Preliminary feedback on feasibility or acceptability of MPIG/RMPIG CIPs
IMRBPB Intermediate Meeting (IIM)	Web-Meeting/Teleconference as a standard (Face-to-Face on a case-by-case basis, if strictly needed)	IMRBPB Authority members MPIG/RMPIG Leadership if needed	November / December	Preparation of next IMRBPB Annual Meeting, including preliminary list of CIPs to be reviewed Anticipated position on go/no-go for MPIG/RMPIG CIPs
CIP Final Delivery	E-Mail sent by IMRBPB Chairperson	IMRBPB Authority members MPIG RMPIG	60 days prior to IMRBPB Annual Meeting	Final versions of CIP to be discussed at IMRBPB Annual Meeting
IMRBPB Annual Meeting (IAM)	Face-to-Face	IMRBPB Authority members MPIG RMPIG Other Members External Participants (based on needs)	April / May	Issue Papers IMPS MSG-3 Other Guidance

¹ Dates and times can, of course, be adjusted based on needs.



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3. IMRBPB Issue Papers Management Procedure

Any request to seek the position of IMRBPB should be handled in accordance with this procedure.

- 1) Issues to be submitted should be in the form of Candidate Issue Papers (CIP)² that may be submitted through member authorities of the IMRBPB, the Maintenance Programs Industry Group (MPIG) of Air Transport Association (ATA) of America, or the Rotorcraft Maintenance Programs Industry Group (RMPIG) of Helicopter Association International.
- 2) The CIP should be developed with the template as provided on the IMRBPB web page and provided to the IMRBPB Chairperson as a Microsoft Word document.
- 3) For ease of understanding of the changes to the MSG-3 and/or IMPS proposed through a CIP, the following colour-code should be used:
 - a. Any new proposed text should be in **blue**.
 - b. Any text removal recommendations should be crossed-out in **red**.
- 4) To be considered in the coming IMRBPB meeting, a package consisting of the CIP and any associated substantiation data and/or attachments should be sent directly to the IMRBPB Chairperson at least 60 days prior to the meeting date. The Chairperson will copy the package to the member authorities, MPIG and/or RMPIG Chairperson as appropriate in a timely manner.
- 5) When the IMRBPB Chairperson receives the CIP, he/she will send the CIP package to EASA focal for posting (upon receipt or as soon as practical) it in the meeting data package on the IMRBPB website.
- 6) The CIP Number will be allocated as:
 - a. “CIP REG XXXX-YY” for regulatory proposed CIP, with REG to be replaced by the submitting authority’s abbreviation (e.g. FAA, TCCA, EASA, etc); XXXX is the year of creation; YY is the sequence number of the year.
 - b. “CIP IND XXXX-YY” for MPIG or RMPIG proposed CIP, with IND to be replaced by the submitting group’s abbreviation (e.g. MPIG, RMPIG, etc); XXXX is the year of creation; YY is the sequence number of the year.
- 7) In the IMRBPB meeting, the CIP will be presented and discussed jointly by member authorities and industry as necessary, unless the originator wishes to withdraw the proposal at this stage.
- 8) A CIP is then either:
 - a. Accepted by the IMRBPB.
 - b. Reworked by the attendees and accepted by the IMRBPB.

² For simplicity, CIP means and includes papers submitted by IMRBPB Member Authorities, MPIG or RMPIG.

- c. Returned to the originator for additional work, information or justifications.
- 9) Once a CIP is accepted, an Issue Paper (IP) number is assigned sequentially following the IP index. The date the IP was accepted is the “Initial Date”, with revision 0.
- 10) Once an Issue Paper is issued, an Effective Date will be established. Normally, the Effective Date will be 60 days after the Initial Date (or Revision Date, whichever the later) unless otherwise determined by the IMRBPB.
- 11) Once accepted, the main body of the IP is then frozen, and it leaves the last three sections open to the IMRBPB to update:
 - a. The block for the “*IMRBPB Position*” should be used for keeping track of the discussions of the IP in that and subsequent meetings. Records should begin with the “date” of the meeting, then salient points of discussion, comments, actions required and IMRBPB position, as appropriate, to follow.
 - b. The “Status of Issue Paper” where the current status of the IP should be stated. The three possible statuses of an IP are:
 - i. “*Active*” – used to refer to an IP that has been agreed to by the IMRBPB.
 - ii. “*Incorporated*” – used to refer to an IP that has been used to amend the MSG-3 and/or the IMPS document and which will not be maintained for future changes.
 - iii. “*Archived*” – used to refer to an IP that is, for any other reason than incorporation, now only valuable for reference.
 - c. “*Recommendation for implementation*” where the applicability and retroactivity should be considered when the recommendation is made.
- 12) If there is a need to revise an existing IP before it is incorporated into the IMPS or MSG-3 documents, the CIP process will be followed as indicated above. The revised IP will be tracked with “*Revision/Date*” where *Revision* starts with 1 and increases by one each time; and the *Date* is the date the change is incorporated.
- 13) Changes between revisions of existing IPs need to be tracked and highlighted using a specific colour-code identification. To avoid confusion with the guidance defined in bullet 3), the following should be used:
 - a. Any new text addition should be in **green**.
 - b. Any new text removal should be crossed-out in **orange**.
- 14) IPs that are “*Incorporated*” or “*Archived*” will not be further revised; rather, a new CIP will need to be proposed to amend the IMPS or MSG-3 documents.
- 15) When the IMRBPB meeting is adjourned, the IMRBPB page of the EASA website should be updated with the latest information for the IP, IP index, and associated information, in a timely manner.




- 16) When the need for changes are identified in an active IP once the IP is published on the EASA website, the following procedure(s) should be used:
- a. If the IP does not reflect the minutes of the meeting or the understanding of a member, that member should contact the IMRBPB Chair. The Chair will consult with the IMRBPB members and, by consensus, decide if the IP should be withdrawn pending a longer discussion at the next meeting, or implemented as-is.
 - b. If the IP contains obvious/simple grammatical/formatting errors that need to be corrected so that MSG-3 or IMPS can be correctly updated, the IMRBPB Chair should be contacted. The Chair will consult with the IMRBPB members via email and, given unanimous agreement by the members, the IMRBPB Leadership Team will make the required changes and post an updated version to the website in a timely manner. The IP will not have a new "*Revision/Date*".
- 17) The IMRBPB Leadership Team is responsible for monitoring the publication of new versions of the MSG-3 documents and IMPS. When they are published, the management should review them to determine that the changes stated in recent active IPs were reflected.
- 18) Once those changes are in place, the IMRBPB Leadership Team should then add an additional statement to the "*Status*" section of each IP to reflect where and when the information was incorporated. Finally, the status of the IP should be changed from "*Active*" to "*Incorporated*" in the IP Index.
- 19) If the IP is not incorporated into a document has no current effect (for example, see IP 7) then, with agreement of the IMRBPB, the status should be changed to "*Archived*" once the subject has been resolved.
- 20) Once an IP is listed as "*Incorporated*", all parties should refer to the revised document rather than the IP text (as the document may reflect subsequent changes.) If an IP is listed as "*Archived*", parties should not use the IP text in further MRB processes but may refer to it for historical context.



4. IMRBPB Issue Paper Template



IMRBPB Issue Paper
Template - Rev 7 - 0



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Issue Paper (IP)

IP Number:
Initial Date (DD/MM/YYYY):
Revision - Date (DD/MM/YYYY):
Effective Date (DD/MM/YYYY):
Retroactivity (Y/N):

Title:											
Submitter:		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Applies To:</th> </tr> </thead> <tbody> <tr> <td>MSG-3 Vol 1</td> <td style="text-align: center;">X</td> </tr> <tr> <td>MSG-3 Vol 2</td> <td style="text-align: center;">X</td> </tr> <tr> <td>IMPS</td> <td style="text-align: center;">X</td> </tr> </tbody> </table>		Applies To:		MSG-3 Vol 1	X	MSG-3 Vol 2	X	IMPS	X
Applies To:											
MSG-3 Vol 1	X										
MSG-3 Vol 2	X										
IMPS	X										

Issue:

Problem:

Recommendation (including Implementation):

IP Template Rev 7, dated 01 October 2022



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Issue Paper (IP)

IP Number:
Initial Date (DD/MMM/YYYY):
Revision - Date (DD/MMM/YYYY):
Effective Date (DD/MMM/YYYY):
Retroactivity (Y/N):

IMRBPB Position:	
Date:	
Position:	
Recommendation for Implementation:	

Status of the Issue Paper:	<input checked="" type="checkbox"/>	Active
	<input checked="" type="checkbox"/>	Incorporated in MSG-3 / IMPS (with details)
	<input checked="" type="checkbox"/>	Archived