

# **General Terms of Reference of the European Operators Flight Data Monitoring Forum (EOFDM)**

(Adopted on 09/03/2017)

## **1. Objective and scope**

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

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

1.2 The EOFDM is a voluntary safety initiative.

1.3 The EOFDM does not take instructions from a regulator, nor does it involve itself in any regulatory activity and regulatory oversight. However, the EOFDM may be the identified action owner for safety actions in the European Plan for Aviation Safety.

## **2. Tasks**

2.1 The EOFDM determines its own activity programme taking into consideration the industry priorities and the European Plan for Aviation Safety.

2.2 The topics covered can be related but not limited to data acquisition processes, FDM events programming, software and hardware, data handling and storage, integration into an operator SMS, use for ATQP, use of FDM for training and safety communication, etc.

## **3. Documents produced and reporting**

3.1 Members of a working group of EOFDM and occasional participants to a group meeting (refer to 4.4) shall abide by the terms of reference of that working group.

3.2 The EOFDM may publish best practice documents, presentations (subject to approval of the presenter), results of surveys, recommendations, etc.

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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> Aircraft operators having their principal place of business in an EASA Member State.

## **4. Organisation**

4.1 The EOFDM is coordinated by a steering group. The steering group is composed of the leaders of the EOFDM working groups and of EASA.

4.2 The technical activities of EOFDM is performed by working groups.

4.3 The members of an EOFDM working group may come from the following aviation components:

- operators,
- the European Aviation Safety Agency (EASA), and
- other entities, as determined by the terms of reference of the working group.

4.4 Experts and observers external to the EOFDM may be occasionally invited to join a working group meeting or a steering group meeting. In that case, the members of the corresponding group must be informed in advance.

4.5 The steering group shall:

- Support the organisation of EOFDM conferences,
- Maintain the visibility of the activities of the working groups and of the expected deliverables,
- Consult EOFDM members on adoption of a document or a recommended action,
- Approve the publication of EOFDM documents,
- Approve the setup, closure and merging of working groups,
- Approve any change to these terms of reference.

4.6 EOFDM working groups shall:

- Determine their work programme in coordination with the steering group,
- Report to the steering group on their progress,
- Consult the steering group on documents destined to be published.

## **5. Logistics and coordination**

5.1 Travel and accommodation expenses are supported by meetings participants.

5.2 All meetings should take place in Europe.

5.3 EASA will offer, to the extent possible, to host steering group meetings.

5.4 Members of the steering group agree to the provision of meeting rooms in reasonable turn for their meetings and the conferences.

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