

# **Terms of Reference - Working Group B**

## **European Operators Flight Data Monitoring Forum (EOFDM)**

### **“Programming and equipment related aspects”**

Updated on 24/06/2022

#### **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 B of EOFDM (WGB). The general Terms of Reference of EOFDM are provided in a separate document.

1.2 The objectives of the WGB are:

- Define and test FDM events needed for monitoring operational issues defined by EOFDM WGA;
- Identify useful techniques to investigate flight data, either for automatic analysis (managing bad recordings, defining flight phase, etc) or for manual analysis (data mining, data presentation, correlation with other data sources);
- Define parameters and their characteristics (e.g. sampling rate, recording resolution, accuracy, etc) needed to: define FDM events, conduct data analysis and make flight measurement.
- Investigate aircraft on-board recorders related issues (data format, parameter sampling rate, data frame layout documentation, aircraft related hardware and software issues);
- Look for ways to improve the interoperability between equipment available on the market, including ground FDM replay and airborne equipment;
- Provide and update an overview of technical solutions (hardware and software) and of their comparative performance.

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

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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. Participation

2.1 The Members of the WGB may be representatives of the following types of organisations:

- Aeroplane operators,
- Aeroplane operator associations,
- Aeroplane manufacturers,
- Research and Education institutions,
- Pilot associations,
- EASA,
- National aviation authorities and international aviation regulators,
- Other organisations. In that case:
  - the candidate organisation should justify its request to join;
  - the candidate organisation should declare all its commercial or lobbying activities related to FDM or to recording equipment, and
  - The participation of that organisation should be approved by EOFDM steering group.

2.2 At least 50% of Members of WGB must be delegated by aeroplane operators. If less than half of Members are representing aeroplane operators, new membership applications from other organisations may be suspended until the proportion of aeroplane operators is restored.

2.3 Experts and observers external to the WGB may be occasionally invited to join a meeting.

2.4 If an organisation applies to join WGB (refer to 2.1),

- This organisation should provide the names of its proposed delegates to WGB, their position in the organisation and their professional contact details, including their professional email addresses. Group or shared email addresses and non-professional email addresses are usually not accepted.
- If requested by WGB Leader(s) or WGB Secretary, the organisation should also provide information on its business and on the qualifications and experience of its proposed delegates.
- Each proposed delegate of that organisation must read the general terms of reference of EOFDM and send to WGB Secretary a signed copy of the terms of reference of WGB.
- The WGB Leader(s) or the WGB Secretary may reject an application if any point here above is not fulfilled, or if a delegate is already registered to another working group of EOFDM.

2.5 If it is proposed that an expert or an observer joins a WGB meeting in accordance with 2.2, they should read the general terms of reference of EOFDM

and send to WGB Secretary a signed copy of the terms of reference of WGB prior to that meeting. In addition, WGB members attending this meeting should be informed in advance.

### **3. Tasks**

3.1 The WGB 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. Protection against commercial influence or use**

4.1 It is acknowledged that Members of WGB may have commercial interest in the field of FDM, however in order to not distort the original intent of EOFDM, it is essential that the WGB activities remain separate from any marketing influence or use.

4.2 Members of WGB are not allowed to advertise for their commercial activities during meetings, teleconferences, or by sending group emails.

4.3 Any communication to Members of WGB on a free product, a free service, a free course, a free event or a free initiative by a Member is subject to prior approval by the Leader(s) of WGB (see 6.3).

4.4 Members of WGB may inform third parties or the public of their membership, however they must not state or imply that WGB is recommending, endorsing, or using any of their products, services, events or initiatives.

4.5 Members of WGB may use information exchanged inside WGB to improve their own free or commercial activities, to the extent that it complies with the principles stated in section 5 “Documents produced and reporting”, however they must not attempt to patent the collective work of WGB.

4.6 Prior to being accepted as a Member of WGB of EOFDM, applicants will be requested to sign the Terms of Reference that are specified in this current document. A Member not complying with these principles may be excluded.

### **5. Documents produced and reporting**

5.1 Members of the WGB 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.

5.2 Minutes of any meeting or conference call of WGB are subject to the following rules:

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

5.3 The WGB sends to EOFDM steering group a summary of discussions after each meeting.

5.4 The WGB 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.

5.5 Prior to being accepted as a Member of WGB of EOFDM, applicants will be requested to sign these Terms of Reference which include the confidentiality principles stated here above. A Member not complying with these principles may be excluded.

## **6. Organisation**

6.1 The Members of WGB 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 WGB leader(s) the follow-up of any Assignment.

6.2 Members of WGB 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.

6.3 Members of WGB other than EASA elect a Leader for three (3) 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 WGB:

- 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 WGB, and report to the EOFDM steering group;
- Accept new WGB 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 their Membership until they request again to be a Member.

6.4 EASA appoints an EASA Secretary to WGB, 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 WGB, 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 WGB, and the Secretary should replace the missing leader (or co-leader) until replacement is found.

6.5 The Leader(s) and the EASA Secretary of WGB 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.

## **7 Logistics and coordination**

7.1 Travel and accommodation expenses are the responsibility of individual participants.

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

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

7.4 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 B Approved on 20/04/2016*

*Print name* .....

*Organization* .....

*Signed* .....

*Email address* .....