

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

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

### **“Integration of the FDM programme into operator internal processes”**

Updated on 18/05/2022

#### **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:

- 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 C of EOFDM (WGC). The general Terms of Reference of EOFDM are provided in a separate document.

1.2 The objectives of the WGC are:

- To provide guidance on FDM analysis techniques
- To define solutions for the integration of the FDM programme with the operator Safety Management System (SMS) and with other processes managed by the operator.
- To provide guidance that will help an operator to best manage:
  - limited resources;
  - the relationships with top-management and unions;
  - the application of “just culture” or “safety culture” to the use of FDM data;
  - the dissemination of the safety teachings of FDM inside the company.
- To identify best practice with regards to data handling:
  - during day-to-day operation (transfer from the aircraft to the ground, handling of memory media, etc.);
  - on the long term: storage of data in a secure way and deidentification of data.

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

---

<sup>1</sup> The term Europe is used here to designate EASA Member States i.e. the Member 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.

## 2. Participation

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

- Operators,
- Operator associations,
- Aircraft 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,
  - 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 Experts and observers external to the WGC may be occasionally invited to join a meeting.

2.3 If an organisation applies to join WGC (refer to 2.1),

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

2.4 If it is proposed that an expert or an observer joins a WGC meeting in accordance with 2.2, they should read the general terms of reference of EOFDM and send to WGC Secretary a signed copy of the terms of reference of WGC prior to that meeting. In addition, WGC members attending this meeting should be informed in advance.

### **3. Tasks**

3.1 The WGC 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 WGC 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 WGC 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 WGC sends to EOFDM steering group a summary of discussions after each meeting.

4.4 The WGC 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 WGC of EOFDM, applicants will be requested to sign these Terms of Reference. A Member not complying with these Terms of Reference may be excluded.

## 5. Organisation

5.1 The Members of WGC commit to:

- Attend meetings and conference calls to the extent possible,
- Follow up and be involved in the WG discussions,
- 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, and
- Debrief with WGC leader(s) the follow-up of any assignment.

5.2 Members of WGC 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 WGC other than EASA elect a Leader for three years, and if necessary, a deputy Leader Deputy, or alternatively two co-Leaders.

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

The Leader(s) of WGC:

- 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 WGC, and report to the EOFDM steering group;
- Accept new WGC 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 WGC, 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 WGC, 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 WGC, 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 WGC 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.

**6. Logistics and coordination**

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 operators.

6.3 Members of WGC 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) (version of 09/03/2017) and the related Terms of Reference of Working Group C (version of 18/05/2022).*

*Print name* .....

*Organization* .....

*Signed* .....

*Email address* .....