

Terms of Reference - Working Group B

European Operators Flight Data Monitoring Forum (EOFDM)

“Programming and equipment related aspects”

Approved on 20/04/2016

1. Objective and scope

1.1 The European Operators FDM forum (EOFDM) is a voluntary partnership between European¹ aeroplane operators² 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 WG B;
- 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 DAR/QAR 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.

2. Composition

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

¹ 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.

² Aeroplane operators having their principal place of business in an EASA Member State.

- Aeroplane operators,
- Aeroplane operator associations,
- Aeroplane manufacturers,
- Research and Education institutions,
- Pilot associations,
- EASA,
- National aviation authorities and international aviation regulators,

2.1 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.

2.2 Experts and observers external to the WGB may be occasionally invited to join a meeting. In that case, members attending this meeting must 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 and Advisory Group 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 safe of any marketing influence or use.

4.2 Members of WGB and Advisory Group 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 and Advisory Group 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 and Advisory Group 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 try and 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 specific WG Terms of Reference. 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 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.

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 two 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 his/her Membership until he/she requests 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 FDM Advisory Group (AG)

7.1 The AG is composed by FDM systems and service providers recognized for their expertise and knowledge on Flight Data Analysis area.

7.2 Any FDM systems and Service Provider may request to WGB leaders to be part of the AG.

7.3 AG Members are invited by WGB Leaders to be part of this group. Any member of WGB can propose a new AG member.

7.4 AG discussions within EOFDM are conducted in a non-commercial way, following the premises from section 4 of this document.

7.5 AG Members commit to:

- Comment on documents produced by WGB and propose modifications relevant to implementation on FDM tools, and
- Attend meetings and conference calls to the extent possible

7.6 AG Members may request information on the progress of WGB, and if approved by WGB leaders, copies of WGB work documents.

8 Logistics and coordination

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

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

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

8.4 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