

Terms of Reference of the European authorities coordination group on FDM

1. Objectives and scope

1.1 The European Authorities coordination group on Flight Data Monitoring (EAFDM) is a voluntary partnership between the European Aviation Safety Agency (EASA) and National Aviation Authorities of EASA Member States (NAAs). Its fundamental objectives are:

- a. to foster actions by NAAs which contribute to improving the implementation of FDM programmes and to making FDM programmes more safety effective,
- b. to contribute to EASA objective of a high and uniform level of safety in Europe,
- c. to contribute to a better overview of air transport operational safety in Europe for EASA and NAAs.

1.2 The EAFDM is a voluntary and independent safety initiative. In particular, the EAFDM is independent from authority standardization activities.

2. Composition

2.1 The EAFDM members shall come from the following aviation components:

1. National Aviation Authorities of EASA Member States
2. The European Aviation Safety Agency (EASA)

Experts from States that are not members of EASA may become members of EAFDM. However they shall not represent more than half of the total number of EAFDM members. In addition the primary focus of EAFDM should stay on safety enhancement in Europe (refer to 1.1).

2.2 Experts and observers external to the group may be occasionally invited to join a meeting. In that case, the members must be informed in advance.

3. Tasks

3.1 The EAFDM determines its own activity programme taking into consideration the operational safety issues identified in the European Aviation Safety Plan (EASP). In addition, the EAFDM is free to select additional topics of interest for its members

3.2 The topics covered can be related but not limited to:

- a. Guidance for the development of national FDM forums
- b. Promotion of FDM toward operators not required to run a FDM programme
- c. Guidance for the oversight of FDM programmes by NAAs

d. Common FDM-based safety indicators

4. Documents produced and reporting

4.1 Participants to the EAFDM meetings 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".

However if a speaker's affiliation appears in the final meeting minutes with his/her consent, then this may be revealed by other participants.

4.2 Meeting minutes

- a. Meeting minutes may be produced for a better follow-up of discussions and actions; they are reserved to EAFDM members.
- b. Meeting minutes may indicate the list of participants to a meeting. However, meeting minutes shall not contain any indication on the identity or affiliation of any participant expressing an opinion or making a presentation other than:
 - i. if he/she is a member or not of the EAFDM, and
 - ii. to which type of organization he/she belongs,unless the participant explicitly approves being identified.

A typical expression used for the meeting minutes is for instance "A member from a NAA stated that..."

4.3 The EAFDM produces meetings summaries which can be communicated to the outside. A meeting summary may indicate general information on the meeting attendance; however it should not display the identities of participants.

4.4 The EAFDM may publish good practice documents and recommendations for regulators.

4.5 Provided data of sufficient quality and completeness is made available by at least 4 NAAs, the EAFDM produces a follow-up report of FDM-derived safety indicators. This report indicates the list of NAAs which contributed, however it presents aggregated results which do not allow identification of the individual results provided by each NAA.

4.6 The EAFDM always publishes documents and statements under its own name and never on behalf of any Authority. Every document disclosed by the group shall contain the following disclaimer:

"This document was produced by the European Authorities coordination group on Flight Data Monitoring (EAFDM) which is an independent voluntary group of FDM

and safety experts. It is solely presenting views agreed by these experts and it is not binding for their organizations of origin.”

5. Chairmanship

5.1 The EAFDM is co-chaired by a NAA representative and by an EASA representative.

5.2 Every two years the EAFDM elect again their chairpersons, or earlier if required.

6. Logistics and organisation of the work

6.1 A minimum of one face-to-face meeting per year is envisioned. The meetings shall take place in Europe.

6.2 EASA will offer, to the extent possible, to host meetings not exceeding 45 participants. Travel and accommodation costs are supported by the participants.

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

6.4 Actions may be distributed to EAFDM members between meetings.

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These terms of reference of EAFDM have been agreed upon and signed by its members (hereafter mentioned)

Member name and delegation	Date and member signature

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