

Specific Terms of Reference

ECA Flight Data Working Group

1. The ECA Flight Data Working Group (FD WG) was established by the Executive Board (EB) at the 166 Board Meeting, on 22 November 2006.
2. The aims of the ECA FD WG are to:
 - a. Support and promote ECA's work in the defence of flight crews' fundamental rights in any operation involving the handling of flight data.
 - b. Ensure that by establishing 'best practices' and getting them accepted at European level, a contribution is made to (further) enhance flight safety.
 - c. Support the development of ECA positions regarding Mandatory and Voluntary Occurrence Reporting and Accident/ Incident Investigations, with relation to Flight Data considering the framework of Just Culture.
3. The tasks of the Working Group are:
 - a. Monitor developments in the field of Flight Data, occurrence reporting and accident prevention in Europe and abroad.
 - b. Propose and support the implementation of related ECA actions when necessary.
 - c. Maintain an overview of Flight Data related events of the European institutions (ECA meeting database).
 - d. Regarding Flight Data Monitoring:
 - i. Collect information / identify best practices
 - ii. Identification of specific issues
 - iii. Contribute to the drafting of a common document with the other EU social partners.
 - e. Analyse the present Occurrence Reporting Directive and Accident Investigation Regulation of the European Union; identify specific issues and recommendations for future amendment; support ECA and any related lobbying and stakeholder activities.
 - f. Provide input to IFALPA's position via the ECA Executive Board.
 - g. Work closely with the IFALPA Committees, avoiding the duplication of work.
 - h. Provide reports on attended meetings (according to established ECA reporting guidelines).
4. Membership: *see ECA WG General Terms of Reference below.*
5. The EB assigned the following EB Director(s) to the FD WG:
 - Henk de Vries from 2006.
 - Régis Fusenig from 2008
 - Francis Nardy from 2010
 - Burkhardt Pete Kaumanns from 2012
 - Paul Reuter from June 2014

6. The EB assigned the following Staff Members to the FD WG:
 - Fiona McFadden and Deren Derya from 2006
 - Fiona McFadden and Céline Canu from 2007.
 - Loïc Michel from 2010
7. The EB appointed the following persons as Chairman of the FD WG:
 - Henk de Vries from 2006.
 - Renault Bosma and Juan Carlos Lozano from 2008.
 - Renault Bosma from 2010
 - Renault Bosma and Régis Fusenig from 2011
 - Renault Bosma from 2012
 - Paul Reuter from 2013 (co-Chair)
 - Renault Bosma from Jan. 2015 and Bert Bonke vice-chairman from January 2015
8. Convening of meetings: see *ECA WG General Terms of Reference below*.
9. The WG will act in accordance with the General Terms of Reference for ECA WGs, (ECA Procedures Manual.)
10. The WG will be subject to review by the ECA Executive Board at the July 2017 EB meeting.

Date: 20/07/2016

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Attachment: ECA WG General Terms of Reference

General Terms of Reference for ECA Working Groups

11. Working Groups are established by the Executive Board (EB) under paragraphs 53 and 54 of the ECA Constitution:

53. The Executive Board is empowered [...] in order to assist the decision making process, to establish working groups and committees of which it determines the composition, the mandate and the duration.

54. The members of these working groups and committees have no decision making powers as such. One or more members of these working groups and committees can however be delegated some powers by the Executive Board in accordance with paragraph 35 of this Constitution.

12. Working Groups, in general, will be open to representatives from all MAs (subject to paragraph 13 of the ECA Constitution), all Executive Board Directors, ECA Staff at the discretion of the Secretary General and, where appropriate, to the relevant IFALPA officers. The WG may decide to invite observers/external specialists to one or several meetings.

13. The EB will assign one of its own members to the working group. He/she is responsible for communication, cooperation and oversight between the EB and the WG.

14. The EB will appoint the Chair of the Working Group, following a recommendation from the WG. This may also be the assigned EB Director, e.g. during the start-up phase.

The EB will also appoint a Vice-Chair to the Working Group, if deemed necessary, to support the Chair and for better coordination and task sharing.

Chair and Vice-Chair are appointed for a 2 years term, which is renewable by the EB. The Chair, Vice-Chair, EB Director and Secretary General will jointly review the functioning of the WG, at the latest at the end of the 2-year term.

The EB Director, Staff Members and Chair/Vice-Chair will ensure appropriate coordination and/or division of responsibilities.

- The role of the Chair will be to lead the Group, to ensure its day to day functioning and that its activities are in line with its Specific Terms of Reference.
- The Chair will convene WG meetings in coordination with the assigned Board Director and Secretary General.
- External meetings are to be coordinated with the ECA office and responsible EB Director; such dates should be entered into the ECA Meetings Database.
- The expenses of the Chair incurred for attending WG meetings will be covered by ECA according to the Expenses Policy,
- The Vice-Chair will not be eligible for expense coverage unless he /she is chairing a WG meeting in absence of the Chair.

15. The Secretary General – in coordination with the EB – will assign one or more staff member(s) to the WG.

16. The Chair/Vice-Chair, designated EB Director and the relevant staff member(s) will work closely together in order to fulfill the mandate of the WG.

17. The Chairman or Vice-Chair of the working group will report regularly to the assigned EB Director and Secretary General on the progress of the working group in the pursuance of its objectives.

18. WGs will endeavour to work as much as practical by correspondence, meeting only when necessary.

19. Specific Terms of Reference for each Working Group will be developed by the EB and issued to the WG in written form together with these General Terms of Reference for ECA Working Groups. The WG will review their Specific Terms of Reference and may propose amendments to the EB.
20. The Specific Terms of Reference will include aims, tasks, duration, and composition of the WG, as well as any other information thought pertinent by the EB, e.g. budget expectations.
21. New positions/policies developed by the WG and any amendments thereto shall be approved by the EB before being communicated externally.
22. Formal letters and important external communications shall be approved by the assigned EB Director and the Secretary General or a second EB Director before being sent.

Final, 25.02.2015