



ECA
Piloting Safety

Specific Terms of Reference

ECA Flight Time Limitations (FTL) Working Group

1. The ECA FTL Working Group was established by the Executive Board (EB) on 24 Oct. 2007.
2. The aims of the ECA FTL WG are:
 - a. To work towards the highest, scientifically supported FTL safety standards in Europe, both with EU-OPS and the future EASA rules, as well as Fatigue Risk Management (FRM);
 - b. To prevent any safety regression which would reduce current higher national safety standards to a lower EU-wide minimum;
 - c. safeguard of a legally binding EU-wide framework providing for a uniform level of FTL safety standards for all operators;
 - d. to allow National Authorities and their operators to safely vary from EU-wide FTL rules, only when a sound, transparent, scientifically based and safety-driven procedure has been followed.
3. The tasks of the ECA FTL WG are:
 - a. Represent pilots' interests vis-à-vis European institutions dealing with FTL related matters and vis-à-vis stakeholders.
 - b. Monitor application of Subpart Q as well as the interpretation, implementation and further development of the future EASA FTL rules, including AMCs and GM;
 - c. Monitor and contribute to the EASA process for variations/derogations from legal FTL requirements, including to provide FTL experts to the EASA Panel of Experts;
 - d. Provide support and advice to MAs with regard to FTLs and FRM, including:
 - i. Collect and share information on various national FTL and FRM airline schemes, as well as on new science regarding fatigue and alertness;
 - ii. Monitor fatigue/alertness software, as well as FRM developments and related best practices, that can be used as tools for the MAs in their discussion with airline companies;
 - e. Develop and maintain the ability to respond quickly and competently to legislative, regulatory and/or political developments relevant to ECA;
 - f. Work closely with the IFALPA Committees, avoiding the duplication of work.
 - g. Help on the creation of legal certainty by unambiguous safety-based EU interpretations of Subpart Q provisions and EASA FTL rules;
 - h. Help on the further development of EASA FTL rules, in line with the findings of scientific evidence, their uniform interpretation and implementation;

- i. support ECA's technical and a political lobbying activities related to the above, serving as coordination platform for any ECA/MA activities and advocacy.
4. Membership: see ECA WG General Terms of Reference below.
5. The EB assigned the following Board Director(s) to the FTL WG:
 - George Karambilas from 2005 (as Chair of the FTL Steering Committee)
 - Fran Hoyas from November 2007.
 - Luis Bento from November 2009, backed up by Jon Horne from Nov. 2010.
 - Philippe Benban from November 2011, backed up by Jon Horne.
 - Jon Horne from Nov. 2012.
 - Jean-Michel Peloffy from Nov. 2013, backed up by Jon Horne.
 - Clemens Kopetz from April 2014.
6. The EB assigned the following Staff Members to the FTL WG:
 - Philip von Schöppenthau from 2007, as well as
 - Kris Van der Plas from 2009
 - Paulina Marcickiewicz from 2014.
7. The EB appointed the following persons as Chairmen of the FTL WG:
 - Gustavo Barba and Carsten Reuter from October 2007.
 - Gustavo Barba and Patrick Magisson from May 2009.
 - Patrick Magisson and Didier Moraine from Sept. 2012.
 - Chairman: Didier Moraine, from March 2015 (no Vice-Chairman)
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 below.
10. The WG will be subject to review at the July 2017 EB meeting.

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