

**FLIGHT SAFETY FOUNDATION
INTERNATIONAL ADVISORY COMMITTEE**

TERMS OF REFERENCE

BACKGROUND

The mission of the Flight Safety Foundation (FSF) is to be the leading voice of safety for the global aviation community. The FSF is assisted in accomplishing this mission through the efforts of advisory committees.

The Board of Governors (BOG), as the governing body of the Flight Safety Foundation, authorized establishment of an Industry Advisory Committee in 1954 to provide its members with a means of guiding and assisting the efforts of the Foundation in advancing flight safety. To more effectively reflect the expanding global mission of the Foundation, and to facilitate support needed from Foundation membership, the Industry Advisory Committee was reorganized and renamed the International Advisory Committee (IAC) in 1970. A major aim of this action was to ensure that FSF would continue to be a forum from which balanced views were presented without mis-reporting or fear of embarrassment.

The IAC now assists the Foundation in its efforts to bridge regional, political, ethnic, and cultural differences, and to deliver credible safety information to the international aviation community. The committee's responsibilities include both general and specific assistance on present and future activities, identification of regional and international aviation safety issues, and advice on special study requirements and seminar programs.

IAC GOALS

To provide advice and assistance to the Foundation through specific support in operations, airworthiness and maintenance, training, management, and human factors areas, including:

- Identify international aviation safety concerns
- Actively recruit and involve elements of the international aviation community for safety projects
- Develop and obtain agreement on international aviation safety programs
- Coordinate and integrate safety activities with other aviation organizations
- Upon approval of the President and CEO, the IAC will allocate resources after determination of areas of greatest need
- Deliver technical programs for the International Air Safety Summit (IASS), workshops, and conferences
- Conduct workshops/symposia as required focused on safety concerns identified
- Establish sub-committees, working groups, or task forces as required to address specific challenges
- Assign responsibilities for any actions required
- Establish and monitor action plans for projects

SPECIFIC SUPPORT

Specific support to FSF is provided by the IAC in the following areas:

1. Operations

- a. Flight – Advice and assistance to FSF for the implementation of flight and cabin safety best operating practices and procedures. This includes manuals, records, flight planning, inspections, auditing, safety data analysis and information sharing, cockpit procedures, navigation, publications, safety and survival equipment, and crew qualifications.
- b. Ground – Advice and assistance to FSF for the implementation of programs addressing best ground operating practices and procedures. This includes airport safety, auditing, safety data analysis and information sharing, ground vehicular activities, ground crew qualification, and reduction of damage to aircraft occurring from ground operations.
- c. Air Traffic Services – Advice and assistance to FSF for the implementation of programs addressing safety practices and procedures relating to the operation of air traffic services.

2. Airworthiness and Maintenance

The IAC provides advice and assistance to FSF for the implementation of programs focusing on safe aircraft technology/design philosophy, and best maintenance practices and procedures. This includes airworthiness design issues, maintenance manuals, records, quality control, hangar and line maintenance, shops, material stores, fuel facilities and aircraft servicing.

3. Training

The IAC provides advice and assistance to FSF for the implementation of programs focusing on flight and ground training of all relevant air and ground personnel. This includes initial, upgrading and recurrent training, standardization, examinations and checks, flight deck and cabin safety management, CRM, and incorporation of technologies and programs such as evidenced based training (EBT) and competency based training (CBT).

4. Management

The IAC provides advice and assistance to FSF for the implementation of programs for managers and decision makers of any issues that affect safety of aviation operations and for studying the complex relationship between organizational structure, management practices, and safety. This includes Safety Management Systems, State Safety Programs, and the associated safety data analysis and information sharing systems designed for management and oversight of aviation safety at the operator, country, regional, and global levels.

5. Human Factors

The IAC provides advice and assistance to FSF with the implementation of programs addressing human factors issues.

MEMBERSHIP

The IAC is composed of a Chair and a Vice-Chair, who serve three-year terms, and committee members. The committee members will include not more than fifty or fewer than thirty representatives from the Foundation's membership, invited by the President of the Foundation to serve as an IAC member for a period of three years.

The membership of the IAC should comprise recognized safety professionals, individuals from airlines, manufacturers, industry organizations, labor groups, air traffic control representatives, airports, insurers, and regulatory bodies.

In order to ensure both full expertise and regional representation on the IAC, consideration will be given to ensure that the membership is representative of each of the major geographical areas of the world and the broad scope of membership expertise. A membership matrix (page 4) is provided as a guide to selecting IAC members. All effort should be made to ensure at least 75 percent of the membership matrix is represented on the IAC. Members will share their own safety experience and that of their organizations. Membership on the IAC requires that the organization the member represents be a member of FSF and implies a willingness to support FSF with time and other resources.

Non-members of FSF (e.g., ICAO, DGCAs, etc.) may serve on the IAC for special assignments by invitation and appointment by the FSF President in consultation with the IAC Chair.

MEETINGS

IAC meetings will normally be held not less than two times during the calendar year. One meeting will be scheduled in conjunction with the Foundation's annual International Air Safety Summit (IASS). The other meeting will be more tactical in nature and will be scheduled in conjunction with an IAC workshop to address IAC work projects and particular safety concerns arising from the IASS. A web based or electronic meeting may also be called. The IAC Chair or FSF President when deemed necessary may call special meetings.

The IAC Chair shall preside over all IAC meetings, with the Vice-Chair acting in his absence. At any meeting held pursuant to due notice, ten members shall constitute a quorum for the transaction of any and all business. The Foundation will provide a recommended agenda at least thirty days prior to regular meetings. The Executive Secretary of the IAC will record the meeting minutes and forward them to all members.

WORKING GUIDELINES – PROCEDURES

3. Meeting Attendance

IAC members are encouraged to attend each meeting, but may appoint their own alternates to ensure that they are represented at meetings.

Attendance at a minimum of one IAC function a year is required to maintain IAC membership. In extraordinary circumstances, the IAC Chair may extend the membership of those who do not meet the participation requirement one time only. The President of FSF must approve further extensions. Guests and observers may be invited to the IAC business meetings and conferences as follows:

Members of FSF Board of Governors will be welcome as observers at IAC business meetings and to participate in IAC conferences, workshops and seminars.

IAC members or their alternates may invite guests and observers to the IAC meetings and workshop with prior coordination with the IAC Chair and the Executive Secretary. The Executive Secretary may limit the total number of guests and observers if conditions require.

4. Member Term Length

IAC members serve a three-year term, which will begin on the date of invitation and expire on December 31, three years subsequent. The FSF President may make extension invitations to serve an additional three-year term. A member may serve a maximum of three consecutive three-year terms followed by a mandatory one year stand down. Following that stand down, an individual may be reappointed to begin the cycle anew. The FSF President may waive the one-year stand down if the member provides unique representation or contributions to the IAC.

5. Chair

The Chair of the IAC is nominated by the IAC members to the Foundation President and appointed by him. The IAC Chair shall preside over all committee meetings and perform all other duties incident to the office.

a) **Term.** The Chair serves a three-year term. The Foundation President may extend the term of the IAC Chair. Time served as Chair will not be included when computing the maximum term length specified in paragraph 2 above. The ex-Chair will be eligible to remain on the committee.

b) Duties

- 1) The Chair will preside at each meeting
- 2) The Chair will preside at the IASS
- 3) The Chair will present an annual IAC report to the FSF Board of Governors once a year.
- 4) The Chair or, in his absence, the Vice-Chair, will serve as an ex-officio member of the FSF Board of Governors.

5) The Chair may name regional Vice Chairmen when appropriate.

6. Vice-Chair

The Vice-Chair of the IAC is nominated by the IAC members to the Foundation President and appointed by him.

a) **Term.** The Vice-Chair serves a three-year term. The Foundation president may extend the term of the IAC Vice-Chair. The ex-Vice Chair will be eligible to remain on the committee.

b) Duties

- 1) The Vice-Chair shall function as Chair in the absence of the Chair.
- 2) The Vice-Chair shall be charged with development, through sub-committee action, of any IAC project. These projects will be developed using the resources of the IAC and presented to the entire IAC for approval.

7. Executive Secretary

The Foundation President will designate the Executive Secretary. The Executive Secretary is responsible for preparation and distribution of the IAC meeting agenda and minutes, and responsible, with appropriate FSF staff, for making support arrangements at IAC meeting locations.

8. Ex-Officio Membership.

The FSF President and the Vice President of Global Programs are ex-officio members of the IAC.

The FSF President and appropriate FSF staff will provide a status report at each IAC annual meeting on work that is ongoing at FSF and on future undertakings.

The FSF President will present a summary report on FSF's financial and membership status at each annual IAC meeting.

The Chairs of the Flight Safety Foundation's European Advisory Committee and Business Advisory Committee are ex-officio members of the IAC. Either may be called upon by the IAC Chair, when appropriate, to brief the IAC on projects undertaken by their respective committees.

a) General

- 1) Each IAC member is requested to share with the IAC safety concerns from within his own organization, industry segment or geographical region so that solutions can evolve from group discussion.
- 2) The IAC Chair or the FSF President may form IAC sub-committees, working groups, or task forces as required, under the Chair-ship of an IAC member. Besides serving as sub-committee chairs, they will also assist, if necessary, by arranging meetings with other organizations with similar interests and goals.
- 3) IAC members are encouraged to take note of safety problems or concerns presented by other FSF members and to provide, if relevant, a report either to

the IAC Chair during the IAC meeting, or the Foundation directly when the issue is time sensitive and cannot await the next IAC business meeting.

- 4) IAC members are encouraged to keep FSF informed of specific safety studies conducted by their own or other organizations, thus enabling FSF to avoid duplication of efforts. In the event of such studies being conducted by more than one agency the FSF may act as the coordinator of the overall effort when appropriate with the consent of those involved.
- 5) Those IAC members closely associated with other safety organizations and efforts should keep FSF informed of the relevant events of their meetings.
- 6) The FSF is dependent upon its members for support in kind. Those IAC members who are able may assist the Foundation by providing occasional complimentary air transportation to FSF staff to visit their facilities or others in their geographical vicinity. These trips would be for the purposes of keeping FSF staff members current on safety concerns, making FSF more productive in the exchange of safety information, visiting prospective members, attending significant conferences, or meetings on other safety matters.

The above Terms of Reference are effective on

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