



ECA
Piloting Safety

Specific Terms of Reference

ECA Training, Licensing & Operations Working Group

1. The ECA Training, Licensing and Operations Working Group (TLO WG) was established by the ECA Executive Board (EB) at the 169 Board Meeting in February 2007.
2. The aims of the ECA TLO WG are to:
 - a. Assist in building ECA opinions in the context of flight crew licensing, training and operations based on IFALPA policies where available
 - b. Assist in representing pilots' interests in European institutions dealing with training, licensing and operational matters.
3. The tasks of the WG are to:
 - a. monitor developments in the training, licensing and operational field in Europe and abroad
 - b. maintain an overview of training, licensing and/or operational-related events of the European institutions (ECA meetings database)
 - c. assist in influencing opinions in training, licensing and/or operational issues in the relevant bodies
 - d. prioritise work and meeting attendance¹, ensuring a high level of ECA representation at meetings according to the level of priority, as well as to monitor and follow-up non-attended meetings (e.g. checking official reports; maintaining contact with chairman, secretary, etc).
 - e. develop and maintain the ability to respond quickly and competently to legislative, regulatory and/or political developments relevant to ECA;
 - f. 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 Board Director(s) to the TLO WG:
 - Juan Carlos Lozano from February 2007.
 - João Moutinho from July 2007.
 - Régis Fusenig from November 2008
 - Francis Nardy from November 2010

¹ According to the following scheme: Priority 1 (priority attendance), Priority 2 (desirable attendance), Priority 3 (attendance at NIL cost to ECA), Priority 4 (no attendance)

- Burkhart Pete Kaumanns from November 2011
 - Paul Reuter from June 2014
6. The EB assigned the following Staff Members to the TLO WG:
- Ignacio Plaza (Training and Licensing) and Fiona McFadden (Operations) from 2007.
 - Kris Van der Plas from September 2009
 - Paulina Marcickiewicz from July 2014
7. The EB appointed the following persons as Chairmen of the TLO WG:
- Francisco Hoyas and Stefan Wolf from 2007, the latter being responsible for OPS related issues, the former for licensing and training related issues. Both Co-Chairmen closely coordinate their work and substitute for each other where necessary.
 - Jean-Benoît Toulouse and Stefan Wolf from 2008
 - Jean-Benoît Toulouse and Bert Hillman from 2010
 - Bert Hillmann from 2011
 - Dara Van Langen from 2014 and Wilhelm Wesendorfer as vice-chairman from 2014
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.
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

1. 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.

2. 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.
3. 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.
4. 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.
5. The Secretary General – in coordination with the EB – will assign one or more staff member(s) to the WG.
 6. 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.

7. 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.
8. WGs will endeavour to work as much as practical by correspondence, meeting only when necessary.
9. 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.
10. 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.
11. New positions/policies developed by the WG and any amendments thereto shall be approved by the EB before being communicated externally.
12. 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