
Maintenance and Engineering

Working Group

Terms of Reference

1. Background/Context

The European Helicopter Association established the Maintenance and Engineering working group to focus on those issues related to the maintenance and the engineering of the rotorcraft and to advise the Board of Governors (BG) through the Technical Harmonization Committee (THC).

The Maintenance and Engineering working group is a permanent working group amongst other EHA permanent and ad-hoc working groups as decided by the Board of Governors.

2. Roles and Functions of the Maintenance and Engineering Working Group

The roles and functions of the M&E Working Group are as follows:

- I. Focus primarily on the following EASA rules and associated AMC and GM:
Part 21, 66, 145, 147, Part M & CS-27 / CS-29
- II. Review and provide recommendations in relation with any relevant regulatory activity launched by EASA;
- III. Raise and discuss topics of concern and advise on possible actions aimed at resolving identified problems;
- IV. Provide advice on implementation/ standardisation issues of strategic or horizontal nature;
- V. Provide comments on EASA EPAS and terms of reference of rulemaking projects;
- VI. Whenever feasible and in case of need, the group shall provide economic and other quantitative data;
- VII. Support EHA in the ex post evaluation of rules issued by EASA, and in particular with regard to the need to adapt existing rules to technological and commercial evolution and progress, and in the light of the experience gained in their implementation;
- VIII. in case of need provide advice on international cooperation, agreements, and harmonisation activities;

3. Chairman and Vice Chairman

The working group shall elect a Chairman and a Vice Chairman amongst its members. The Chairman and Vice Chairman shall serve for a minimum term of 24 months. Election

shall be made on the basis of 'one member, one vote' and shall be determined by majority of votes. If the Chairman or the Chairman's company is leaving EHA, then the Vice Chairman takes over the role of the Chairman without election.

The tasks of the Chairman include:

- chairing meetings;
- preparing, with the support of the EHA Policy Administration Manager, the agenda and documentation for the meetings;
- adopting the summary of conclusions of the meetings;
- when necessary draft letters or recommendations to be submitted to the BG via the THC;
- preparing an annual report to the EHA THC on working group activities.

4. EASA Advisory Body – Eng. And Maintenance Technical Committee (EM.TEC)

Nomination to the EM.TEC shall be made by the EHA Policy Administration Manager after consulting with the EHA Maintenance and Engineering Working Group, who will be asked to submit a nomination amongst its members. This nomination shall be then submitted to the EHA Executive Board (EB) for approval. Once confirmed, the BG and THC will be informed of the new representative.

5. Code of conduct of members

All members shall participate in good faith and with a view to, where possible, reaching common positions on matters of common interest. These positions should be reached in recognition of the need to balance safety, programme impact and international harmonisation, business interests, and social factors.

6. Agreed positions and decisions

The Chairman is responsible for preparing positions based on achieving consensus. Consensus does not mean explicit unanimity, but a sufficient level of common understanding which each Member of the group can accept as a common position. An agreed position might include dissenting opinion(s): if no consensus can be found, but the majority of the group wishes to take a certain position, the members who do not support the majority position may disassociate themselves from the majority position and may request to be mentioned as holding dissenting opinion(s), whenever the majority position is communicated internally or externally.

Agreed positions will be decided by a two-thirds majority of the total expressed votes (excluding abstentions). This does not apply to elections of Chairman or Vice-Chairman, where the most popular candidate is elected based on the votes expressed.

Any change to these ToRs, will be discussed amongst the working group members and submitted to the BG via the THC for final approval.

Where a position is to be taken, the draft proposal must be circulated to the members and then submitted to the THC Chair who will then draw a recommendation for the BG.

7. Membership

Members of the working groups are proposed from the EHA General Assembly and selected by the EB. The BG and THC will be informed of the WG membership by the EB.

8. Support from the EHA Policy Administration Manager

The EHA Policy Administration Manager supports the Chairman in:

- assisting the Chairman in preparing the meeting and arranging meeting rooms;
- organising the group's work by preparing, collecting, and distributing documentation;
- drafting the meetings' minutes and submit it to all participants for approval;
- updating the group's membership list.

9. Meetings

The schedule of meetings shall be decided during each meeting. Meetings of the M&E WG will be held face-to-face or virtually when face-to-face meetings are impractical. The frequency is typically twice per year. This may vary depending on activities.

Invitations to a meeting shall be sent at least two months in advance and confirmation by attendees shall be sent by e-mail at least one month before the meeting.

The Chairman may cancel a meeting not later than one month before the meeting when more than one third of the group's members are not expected to be present. No decisions or positions may be taken in a meeting unless the minimum quorum of at least one third of the active members are present.

In case of cancellation, the Chairman supported by the EHA Policy Administration Manager will arrange a new meeting date. If at the second date again less than one third of the members register for attendance, the meeting shall continue as planned, irrespective of attendance.

Additional meetings may be proposed by the Chairman, either at his/her initiative, or following the request of at least half of the group's members.

When specific subjects are discussed, the Chairman may invite non-members to attend as guests of the relevant agenda items. The Chairman will inform members in advance of the meeting of his/her intention and reasons for doing so.

Draft minutes of all meetings shall be circulated following the approval of the Chairman and Vice Chairman to all participants within four weeks following the meeting. The draft minutes and the summary of the conclusion of the meeting shall be submitted for final adoption at the following meeting.

Attendees to meeting will be responsible for their own time, travel and accommodation in support of Working Group meetings.

10. Working Arrangements

English shall be the working language and will be used for all internal correspondence, meetings, and external.

Working group documents will be uploaded by the EHA Policy Administration Manager on the EHA website restricted area.