



Global HFDM Steering Group Charter

Notes on revisions for Version 2.0: Charter amended to remove Committees and implement 'Projects.' Projects are task-oriented and directed by the Steering Group to be conducted by one or more members from the HFDM community.

1. Vision

Encourage the routine and effective utilisation of Helicopter Flight Data Monitoring (HFDM) in a just culture environment across the global helicopter industry.

2. Mission

Improve helicopter safety through provision of focus and leadership on issues concerning the manufacture, provision, support and operation of HFDM systems.

3. Goals

- a. Co-ordinate user's requirements for HFDM systems, and support and advise aircraft and equipment manufacturers in meeting those requirements.
- b. Provide a source of expertise, information and advice for users wishing to adopt HFDM systems.
- c. Develop and communicate industry best practice on HFDM matters.

4. Global HFDM Community

All members of the aviation industry with an interest in HFDM and a willingness to improve specific aspects in which they are involved by sharing information are automatically members of the Global HFDM Community. All such members are encouraged to make efforts to keep up-to-date with the deliberations of the Steering Group and to attend the periodic Global HFDM Steering Group open meetings. They should be prepared to involve themselves with Steering Group projects and to contribute with ideas and initiatives which assist in achieving the various aims and goals of the Steering Group.

5. Approach

The Global HFDM Community will create an executive Global HFDM Steering Group to achieve the vision and goal that will:

- a. Operate in a spirit of openness within the constraints of commercial confidence.
- b. Determine the individual disciplines that form a fully functional HFDM Programme.

- c. Formulate projects, as needed, to explore current issues or topics on HFDM implementation and continued HFDM operation. Topics include areas of over-complexity and poor standardisation
- d. Represent the HFDM stakeholders.

6. Objectives

The Global HFDM Steering Group will:

- a. Maintain an infrastructure to ensure a continued commitment to the goal.
- b. Reach decisions by an established quorum.
- c. Set and supervise the activities of specific Global HFDM projects.
- d. Maintain a liaison with members of the Global HFDM Community and ensure continued dissemination of progress.
- e. Seek and respond to feedback from the Global HFDM Community on the work of the Global HFDM Steering Group.

7. Tasks

The Global HFDM Steering Group shall:

- a. Operate through clearly defined leadership from all Steering Group members.
- b. Define and establish a projects to concentrate specialist effort in specific areas to aid the achievement of the overall goals.
- c. Review and approve the recommendations and products resulting from project work.
- d. Provide adequate and timely communications regarding project recommendations and products to the OEMs, avionics manufacturers, regulators and the extended Global HFDM Community.

8. Resources

- a. The Global HFDM Steering Group is an unfunded partnership of its member's organisations:
 - i. Member's organisations each agree to provide suitable representatives for the arranged meetings and to cover the expenses of their participating staff members.
 - ii. Member organisations commit to participate on an equal basis in the initiatives and to dedicate enough human and material resources to ensure the reasonable achievement of the goal.
- b. Travel and meeting costs will be minimised and members of the Steering Group agree to the provision of meeting rooms in reasonable turn.

9. Membership

- a. The Steering Group shall consist of members representing each of the various eligible stakeholder groups in HFDM, so far as reasonably practical. These stakeholder groups include the helicopter manufacturers, operators, regulators, the

- customers of helicopter operators, research organisations and any others as agreed upon by the Steering Group.
- b. Each stakeholder group will nominate one (or more) suitable representative(s) who will have responsibility for liaison with their respective group and will have the authority to speak for and make commitments on behalf of their respective group in respect of support to the Global HFDM Steering Group and non-commercial HFDM policy matters.
 - c. Due to the competitive nature of the industry, specialist equipment and software vendors are not included in the eligible stake-holder group; however individuals from this valuable area of HFDM can join in and take a lead in the Steering Group's activities through participation in Steering Group Projects and attendance at Global HFDM Steering Group open meetings.
 - d. Subsequent nominations for new or replacement members of the Steering Group shall be made to the co-chairpersons for agreement by the Steering Group.
 - e. Requests for membership of a new stakeholder group will be welcomed and referred through the Global HFDM Steering Group co-chairpersons for confirmation.
 - f. The Steering Group will be comprised of at least 6 and up to 15 members.
 - g. A quorum of the Steering Group will be a minimum of two-thirds of the Steering Group member total.

10. Steering Group Meetings.

- a. Steering Group meetings should ideally be held at regular intervals and at least twice per year. The locations of the meetings should be alternated across the Atlantic to ensure maximum participation.
- b. Meetings of the Global HFDM Steering Group will be designated as either:
 - i. Open to the wider Global HFDM Community (a Global HFDM Steering Group Open Meeting);
 - ii. Or closed to all except Steering Group members (a Global HFDM Steering Group Closed Meeting).
- c. Members of the wider Global HFDM Community will be encouraged to attend Global HFDM Steering Group Open Meetings.

11. Roles and Responsibilities

- a. Co-Chairperson Responsibilities. The Global HFDM Steering Group will be chaired by two co-chairpersons selected from within the Steering Group, one from the operator stakeholder group and one from the non-operator stakeholders. The co-chairs will:
 - i. Co-chair Global HFDM Steering Group and Global HFDM Steering Group meetings.
 - ii. Represent the Global HFDM Steering Group's aims and goals to the industry.
 - iii. Assist in organising and arranging meetings of the Global HFDM Steering Group and Global HFDM Community.
- b. Secretary Responsibilities. The secretary shall assist the co-chairpersons with administrative and organizational tasks, as needed.

- c. **Steering Group Members.** Steering Group Members may designate an alternate representative and shall endeavour to nominate an alternate representative when unable to attend Steering Group meetings or in the event of their permanent absence. Steering Group Members will:
 - i. Prepare for and attend Steering Group meetings.
 - ii. Assist in driving the aims and goals of the Steering Group forward in their respective stakeholder group.
 - iii. Advocate for the Steering Group at other aviation safety meetings.
 - iv. Raise issues and promote discussion within the Steering Group.
 - v. Be prepared to commit time to Steering Group efforts.
 - vi. Be prepared to take part in the Global HFDM projects.
 - vii. Be encouraged to supervise the activities of a project.

12. Steering Group Projects

- a. The Global HFDM Steering Group will establish projects, as necessary to address HFDM topics that need further exploration.
- b. Members of the Global HFDM Community will have the opportunity to lead and participate in projects.
- c. The projects are task-oriented with a specific goal and may be on-going or have a finite beginning and end.
- d. The projects will be comprised of a project leader and may or may not have additional members assisting. The scope of the project will be determined by the Steering Group, but may be adjusted as needed throughout the course of the project.
- e. Each project leader will be responsible for:
 - i. Ensuring the work remains focused on the assigned goal.
 - ii. Organising any project meetings and liaising with the Steering Group on project progress and problems encountered.
 - iii. Delivery of the project's recommendations or finished products to the Steering Group.

13. Global HFDM Steering Group Charter Updates

- a. Charter shall be reviewed at least annually to ensure it adequately reflects the methods and goals of the Steering Group.
- b. Alterations shall be accepted with a quorum of the Steering Group.

14. Global HFDM Community Logos

- a. The Global HFDM Steering Group may grant permission to a member or member company to use one or more of the logos in circumstances that, in the opinion of the Steering Group, merit the award or use of such logo.
- b. The Global HFDM Steering Group has made a Global HFDM 'COMMUNITY' logo available for the use by the Global HFDM Community members and the rules governing its use are as follows:
 - i. Members of the Global HFDM Community who support the initiatives of the Global HFDM Community and indicate a willingness to abide by the relevant

- parts of the Global HFDM Steering Group Charter may be granted access to the Global HFDM Community logo.
- ii. Companies which have HFDM Programmes in place and show interest in the Global HFDM Community's activities may be granted access to the Global HFDM Community logo.



- c. The Global HFDM Steering Group has made a Global HFDM 'MEMBER' logo available for the use by the Global HFDM Community members and companies that play active roles in the Global HFDM Community and/or Steering Group.



- d. The Global HFDM Steering Group logo is for use on all official communications and external correspondence of the Global HFDM Steering Group.



15. Effective Date

The Global HFDM Steering Group will be established on 25th March 2010—the effective date of this Charter.