

1 **European Helicopter Safety Implementation Team**
2 **Specialist Team – Training (EHSIT ST-T)**
3 **Terms of Reference**

4 **Object**

5 The **EHSIT Specialist Team - Training** (hereafter referred as EHSIT ST-T) is a
6 sub-team of the European Helicopter Safety Implementation Team (EHSIT).

7 **Background**

8 The EHSIT is the implementation team of the European Helicopter Safety Team
9 (EHEST).

10 The EHEST is both the helicopter component of the European Strategic Safety
11 Initiative (ESSI) and the European component of the International Helicopter
12 Safety Team (IHST).

13 IHST and EHEST are ten year programmes spanning from 2006 to 2016.
14 EHEST is committed to the IHST goal of reducing the helicopter accident rate by
15 80 percent by 2016 worldwide; with emphasis on improving European helicopter
16 safety.

17 The EHSIT is organised in:

- 18 – EHSIT Core Team (EHSIT CT);;
- 19 – EHSIT Regional Teams (EHSIT RTs);
- 20 – EHSIT Specialist Teams:
 - 21 o Specialist Teams on Training (EHSIT ST-T);
 - 22 o Specialist Teams on SMS/operation (EHSIT ST-OPS);
 - 23 o Other.

24 **Organisation**

25 The **EHSIT ST-T** was formed by, and reports to, the EHSIT.

26 **Method and Tasks**

27 The EHSIT ST-T is tasked to **process the Implementation Recommendations**
28 **(IRs) related to Training** aggregated by the EHSIT CT on the basis of the
29 European Helicopter Safety Analysis Team (EHSAT) work.

30
31 The EHSIT ST-T will:

- 32 - Examine and finalise the Implementation Recommendations (IRs)
33 aggregated by EHSIT CT;
- 34 - Identify, develop and submit to EHSIT a suitable action strategy regarding
35 Training;
- 36 - Develop detailed action plans targeting the industry, the authorities and
37 the action operators, including private individuals in the GA community, to
38 implement strategies approved by the EHSIT;
- 39 - Make the best possible use of materials and actions plans produced by
40 other groups such as the Joint Helicopter Safety Implementation Team
41 JHSIT and ESSI Teams;

- 42 - Coordinate with other European and international partners, in particular
43 the EHSIT and its Joint Helicopter Safety Implementation Team (JHSIT),
44 and other ESSI Teams.

45 **Scope**

46 EHSIT ST-T will consider all helicopter operations, including those aircraft
47 addressed by Annex II of the Basic Regulation (EC 216/2008), within EASA
48 Member States.

49 Training covers flight operations, maintenance, and ground operations, but
50 excludes ATC. The focus will be on flight operations.

51 **Deliverables and Timeline**

52 The main deliverable of EHSIT ST-T will be an **action strategy** and a **set of**
53 **detailed actions plans** addressing Training.

54 The action strategy is due by 1 dec 2009 and the first set of draft detailed plan by
55 April 2010.

56 The EHSIT ST-T may produce additional deliverables as necessary.

57 Deliverables will be submitted to the EHSIT CT for review and consolidation and
58 to the EHEST for approval.

59 **Working languages**

60 The working language of the EHSIT ST-T is English.

61 **Governance and Secretariat**

62 The **EHSIT ST-T Chair** will be suggested by the EHSIT CT and approved by the
63 EHEST.

64 The chair will provide leadership and direction to the Team and:

- 65 – Review and approve the meeting agendas;
- 66 – Chair the meetings;
- 67 – Promote consensus among the team members;
- 68 – Keep the team focused on high-priority items;
- 69 – Identify and manage the required administrative support;
- 70 – Liaise with the EHSIT and EHEST co-chairs and other IHST and ESSI Teams as
71 appropriate,
- 72 – Facilitate progress and make operational decisions.

73 The **EHSIT ST-T Secretary** will be nominated by the Team and perform classical
74 secretariat-related tasks.

75 **Meetings**

76 The EHSIT ST-T will meet as necessary to perform the work program, in locations
77 agreed during or in-between meetings by the Team.

78 Teleconferences may be organised with the support of EASA.

79 Minutes are drafted by a nominated person for circulation. Corrections and
80 suggestions for improvements are made directly on the text, and sent back to the
81 author(s) and the final draft will be placed on CIRCA. Minutes are reviewed at
82 next meeting for approval and placed on CIRCA.

83 EASA will provide coordination support, expertise, and meeting rooms when
84 meetings are held in Cologne.

85 **Funding, Resources and Support**

86 As component of the IHST, the EHST ST-T is a voluntary partnership where
87 participants cover their own expenses. Optionally, funding may be sought from
88 external finding sources or sponsors.

89 Members commit to participate on an equal basis in the initiative, and to dedicate
90 enough human and material resources to ensure success.

91 Travel and accommodation costs will be minimised.

92 **Communication**

93 The **CIRCA website** will be used for internal communication and document
94 storage.

95 The analysis data will be stored in a separate, password protected, web location
96 (see Data Protection and Confidentiality).

97 The **ESSI/EHEST/IHST websites**, press releases, publications, presentations in
98 safety conferences or seminars, communication events and dedicated workshops
99 are means to promote the EHSIT. The EHEST/EHSIT websites are regularly
100 updated and progressively enriched.

101 Terms of References will be public.

102 Members will promote the initiative in particular within their sector.

103 **Data Protection and Confidentiality**

104 The EHSIT ST-T will use different protection measures:

- 105 – **EHSAT Disclaimer:** Shall mention that the analyses and recommendations
106 produced by EHSAT are based on expert judgement, and are solely aimed at
107 improving helicopter safety, are not binding, and under no circumstances
108 should be considered to take precedence over the official AIB reports.
- 109 – **EHSAT Database General Terms and Conditions:** Will govern the use of
110 the EHSAT Database. Shall combine different types of legal protections:
111 Intellectual property rights, User Licence to use the EHSAT Database,
112 Limitations of Liability, Restricted Access and Confidentiality. The EHSAT
113 General Terms and Conditions provide protection at a global level; national
114 teams could develop similar protection at national level if felt appropriate.
- 115 – **Personal Confidentiality Statement:** To be signed by all EHSIT and all
116 those who intend to access the EHSAT database.

117 EASA has set up a process of **password-based authorisation** for accessing the
118 EHSAT database.

119 **Dismantlement**

120 The EHSIT ST-T will be dismantled when its work program is completed, or if so
121 decided by the EHSIT.

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