

Terms of Reference
for the FAA / IATA Part 129 Operations Specifications
Working Group (129 OSWG)
Agenda Proposal, Review, and
Coordination Process

February 05, 2014 meeting
International Air Transport Association (IATA), and
Federal Aviation Administration (FAA)

FAA Sponsoring Division:
Flight Standards Service - International Programs and Policy Division, AFS-50
202-385-8070

I. DEFINITIONS.

- The Part 129 Operations Specifications Working Group (129 OSWG) is a joint FAA/Industry workgroup whose primary task is to make recommendations to the FAA's Flight Standard Service - International Programs and Policy Division (AFS-50) in the development and review of new and revised Operations Specifications (OpSpec) paragraphs and associated guidance.
- *The FAA Chairperson (FAA Chair)* position is assigned by AFS-50.
- *The FAA Vice Chair* will be nominated by AFS-50, who will coordinate the assignment with the appropriate AFS division.
- *The Industry Chairperson (Industry Chair)* will be a representative from a participating carrier and is elected by industry participants of the 129 OSWG.
- *The Industry Vice Chair* will be a representative from a participating carrier and is elected by industry participants of the 129 OSWG.
- The *IATA Facilitator* position is assigned by IATA.
- The *OpSpec Lead* is an individual assigned by the 129 OSWG Industry Vice Chair and is responsible for coordinating the information necessary for industry consensus on proposals to the OSWG for review.

II. INTRODUCTION AND BACKGROUND.

A. *FAA Participation* - The 129 OSWG FAA Chairperson is the AFS-50 129 OpSpecs Coordinator, (designated by AFS-50 management), with team members from each of the following FAA organizations:

1. Each AFS: International Field Office (IFO), International Field Unit (IFU), and Flight Standards District Office (FSDO) which issues OpSpecs to Part 129 or 129.14
2. Flight Standards Service - Technical Programs Branch, AFS-260
3. Regional International specialists
4. Flight Standards Service - International Programs and Policy Division, AFS-50
5. Flight Standards Service - Aircraft Maintenance Division, AFS-300
6. Flight Standards Service - Flight Technologies and Procedures Division, AFS-400
7. Office of the Chief Counsel - International Affairs and Legal Policy Branch. (AGC-270)
8. Office of the Chief Counsel International Law, Legislation & Regulations Division (AGC-200)

B. *Foreign airline industry participation* –AFS-50 has integrated representatives from Part 129 foreign air carriers into the 129 OSWG as part of its outreach program towards its international stake holders. The International Air Transport Association (IATA), as the international trade association representing 240 airlines worldwide, working with AFS-50, provides the administrative support necessary to facilitate and coordinate this integration. The 129 OSWG, in cooperation with the IATA

secretariat and on behalf of all non-US member IATA carriers, undertakes an improvement and simplification of the Industry/FAA coordination process as it relates to FAA foreign operations specifications. The 129 OSWG, includes representatives from both the FAA and industry. In consultation with member airlines in the 8 IATA regions, the 129 OSWG will identify and address issues that would benefit from a closer dialogue between industry and FAA.

III. 129 OSWG WORKING ARRANGEMENTS.

The 129 OSWG developed FAA/IATA “Terms of Reference (TOR) for 129 OSWG Agenda, Proposals, Review, and Industry/FAA Coordination” - This document provides guidelines and milestones for developing, reviewing, and submitting proposed OpSpecs recommendations to AFS-50.

The *OSWG Notes*. For tracking and reporting purposes, the *OSWG Notes* will be updated by the 129 OSWG after each OSWG meeting, and used to present: the status of all the proposed, pending, and final OpSpecs, the FAA and Industry project lead assignments and their due dates.

B. Procedures for OpSpecs Review by the 129 OSWG. The procedures outlined in this document are intended to allow early foreign industry involvement in the development and revision process of the OpSpecs. The procedures are intended to enact a proactive and cooperative process that allows the FAA to capitalize on the expertise of the foreign aviation industry. An “Industry OpSpecs Lead” will be designated for each proposed OpSpec revision to work with affected users in review and early redress of individual airline issues. The 129 OSWG will also develop, promote and provide advice on the use of the Web-based Operations Safety Subsystem (WebOPSS), an effective electronic means for working with OpSpecs.

C. Meetings, telecons and notification. Notification of 129 OSWG meetings will be accomplished through email to both FAA and foreign industry 129 OSWG members. Meeting information will be posted at <http://fsims.faa.gov/PublicationForm.aspx>. The workgroup will hold telecons as needed and will normally meet once a year in Washington DC or at an alternate location as determined by the workgroup.

IV. PROCEDURES FOR OPSPECS REVIEW BY THE 129 OSWG.

A. 129 OpSpecs revision. One or more of the following may trigger a Part 129 OpSpec revision:

- FAA Regulatory Change;
- FAA Policy Change;

- ICAO SARP Change (Standards and Recommended Practices);
- Comments and suggestions from foreign carriers; or
- Comments and suggestions from the IFO/IFU/FSDO or another FAA Division

Any one of the first three triggering events will require AFS-50 review of current Part 129 OpSpecs paragraphs and may result in an OpSpec amendment. The fourth and fifth triggers, comments and suggestions from foreign air carriers and/or comments and suggestions from the IFO or another FAA Division, will initially be reviewed at the next meeting following the receipt of the comment or suggestion.

During the meeting, based on all available information, the 129 OSWG will endeavor to reach a consensus decision. If the 129 OSWG reaches a consensus decision for change it will, through the FAA Chair, forward its recommendation to AFS-50. If the 129 OSWG decides not to make a proposal for change to AFS-50, the OSWG will provide feedback to the individual submitting the comment or suggestion about why the group decided not to adopt it. If the comment or suggestion is accepted by AFS-50 then a draft OpSpec, with the help of the FAA and industry lead will be prepared. The draft proposal, prior to being finalized, will be posted at http://www.faa.gov/aircraft/draft_docs/ for at least 30 days to allow for public comment.

B. Role of the Industry OpSpecs Lead. The *industry OpSpecs lead* collects comments for proposed changes and is responsible for:

1. Analyzing, coordinating and negotiating information, as necessary, to build a final industry position.
2. Coordinating with the appropriate AFS-50 representative and other industry users to reach an FAA/Industry consensus prior to submission to the full 129 OSWG.
3. Coordinating with other operators, as well as pilot and labor organizations, for additional technical data, justification and draft procedures.
4. Submitting the proposal in writing to the 129 OSWG industry chair with copies to the AFS-50 chair.

C. Role of the FAA OpSpecs Lead. The *FAA OpSpecs Lead* collects comments for proposed changes and is responsible for:

1. Analyzing, coordinating and negotiating information, as necessary, to build an FAA field position.
2. Coordinating with the AFS-50 chair and other industry users to reach an FAA/Industry consensus prior to submission to the full 129 OSWG.
3. Submitting the proposal in writing to the 129 OSWG industry chair with copies to the FAA chair.

D. Role of the FAA OpSpec Chair. The *FAA OpSpec chair* collects comments for proposed changes and is responsible for:

1. Analyzing, coordinating and negotiating information, as necessary, to build an FAA headquarters position.
2. Coordinating with the FAA lead draft OpSpec changes prior to submission to the full 129 OSWG.
3. In the absence of an FAA lead acting as his/her backup.

E. Role of the FAA Vice Chair.

1. In the absence of the FAA OpSpec Chair assumes the duties of the FAA OpSpec Chair;
2. FAA Lead as required;
3. Keeper of the OSWG meeting notes for FAA.

F. Role of the Industry OpSpec Chair.

1. Coordinate the OSWG agenda with the FAA Chair;
2. Reviews all Industry recommendations/requests for Ops Specs changes to determine validity and acceptance for submission to the FAA for consideration;
3. In liaison with AFS - 50, ensure standardization in the application of al 14 CFR 129 Ops Specs paragraphs;
4. Move the OSWG meeting along to stay on schedule;
5. Coordinate the OSWG agenda with the FAA Chair;
6. Works to understand OSWG industry participant's areas of expertise.

G. Role of the Industry Vice Chair.

1. In the absence of the *Industry OpSpec Chair* assumes the duties of the *Industry OpSpec Chair*;
2. Coordinate the industry Lead assignments;
3. Keeper of the OSWG meeting notes for industry.

G. Written proposed revisions requiring 129 OSWG review. Each proposed revision submitted to the 129 OSWG may vary in terms of the amount of required data. Simple proposals for typographical errors, minor wording changes, or basic technical changes may be adequately justified by a single sentence or short paragraph. Proposals for which some technical evaluation is necessary may require more substantial discussion and written justification.

V. 129 OSWG ANNUAL MEETINGS AND TELECONS

A. *Annual meetings* will be planned twice each calendar year or as determined by the 129 OSWG.

B. Intervening internal FAA *telecons* will be planned in between the annual meetings. Additional intervening Part 129 OSWG FAA/Industry telcons and or meetings will be planned as necessary and agreed to by group consensus and/or in its absence by Chair agreement.

C. *Meeting hosts*. In the absence of a volunteer host organization, the FAA will host each annual meeting in Washington DC. The host organization will make every effort to provide suggested accommodations and detailed directions to the meeting facility no later than 60 days before the meeting date.

D. *Meeting Agenda*. The 129 OSWG Industry and FAA Chairpersons will collect the written draft proposals/working papers submitted by the Industry OpSpec Leads and include this information with other candidate agenda items, usually 30 days before the 129 OSWG annual meeting or telecon.

- The tentative agenda for each semi-annual meeting and telecon will be sent to the OSWG Industry and FAA participants on file two weeks before the meeting or telecon with a request for any additional agenda items.
- The agenda should include a time to discuss new agenda items which were not received in time for the printing of the final agenda. Introductions of the participants will be made at the beginning of each meeting, and a sign-in sheet requesting attendee details, (such as the name, company represented, address, telephone and fax numbers, and electronic mail address), will be collected for currency of contact information.
- Meeting *notes* will be sent within approximately 30 days of the meeting to each participant. Additionally, meeting *notes* will also be posted at the following website: <http://fsims.faa.gov/>.