

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

March 07, 2018 meeting
International Air Transport Association (IATA), and
Federal Aviation Administration (FAA)

FAA Sponsoring Division:
Flight Standards Service - International Programs Division, AFS-50
202-267-0962

I. DEFINITIONS.

- The Part 129 International 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 (FS) - International Program Division (AFS-50) in the development and review of new and revised Operations Specifications (OpSpec) paragraphs and associated guidance affecting 14 CFR part 129 foreign air carriers and operators.
- *The International OSWG FAA Chairperson (129 OSWG FAA Chair)* position is assigned by AFS-50 division management.
- *The International OSWG FAA Vice Chairperson (129 OSWG FAA Vice Chair)* will be nominated by AFS-50, who will coordinate the assignment with the appropriate FS division.
- *The International OSWG Industry Chairperson (129 OSWG Industry Chair)* will be a representative from a participating foreign air carrier/operator and is elected by industry participants of the 129 OSWG.
- *The International OSWG Industry Vice Chairperson (129 OSWG Industry Vice Chair)* will be a representative from a participating foreign air carrier/operator and is elected by industry participants of the 129 OSWG.
- The International OSWG International Air Transport Association (*IATA*) *Facilitator* is assigned by IATA.
- The International OSWG Industry *Lead* (129 OSWG Industry Lead) is assigned by the 129 OSWG Industry Vice Chair and is responsible for coordinating the information necessary for industry consensus on proposals to the 129 OSWG for review.
- The *Domestic Operations Specifications Working Group (Domestic OSWG)* is a joint FAA/Industry workgroup whose primary task is to make recommendations to Flight Standards Service -Air Transportation Division (AFS-200) in the development and review of new and revised OpSpecs and associated guidance affecting U.S. certificate holders (i.e. 14 CFR part 121, 125, 135, 142, 145, 147, and 91K air carriers, operators and agencies).
- The *Domestic OSWG FAA Chairperson (Domestic OSWG FAA Chair)* is assigned by AFS-200.
- The *OSWG FAA Lead* is assigned by Flight Standards with primary responsibility for developing and issuing new and revised applicable OpSpec paragraphs.
- The *FAA OSWG Coordinator* is assigned by the Domestic OSWG FAA Chair and is responsible for the agenda and coordinating domestic and joint domestic/international OSWG meetings.

II. INTRODUCTION AND BACKGROUND.

A. *FAA participation* - The 129 OSWG FAA Chair coordinates a team consisting of members from the following FAA organizations:

1. Each Flight Standards International Field Office (IFO) issuing OpSpecs to Part 129 or 129.14 air carriers/operators.
2. Flight Standards Service - Technical Programs Branch, AFS-260
3. Flight Standards Service - International Program Division, AFS-50
4. Flight Standards Service - Aircraft Maintenance Division, AFS-300
5. Flight Standards Service - Flight Technologies and Procedures Division, AFS-400
6. Office of the Chief Counsel - International Affairs Division. (AGC-700)
7. Office of the Chief Counsel Regulations Division (AGC-200)

B. Foreign air carrier/operator participation –AFS-50 integrates representatives from Part 129 foreign air carriers/operators into the 129 OSWG as part of its outreach program towards its international stakeholders. The International Air Transport Association (IATA), as the international trade association representing 240 airlines worldwide, works with AFS-50 to provide 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 part 129 foreign operations specifications. In consultation with member airlines in the eight IATA regions, the 129 OSWG will identify and address issues that would benefit from a closer dialogue between industry and the FAA.

III. 129 OSWG WORKING ARRANGEMENTS.

A. The 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.

For tracking and reporting purposes, the *OSWG meetings are archived on the FAA’s Flight Information Management Information System (FSIMS) Publications*—OSWG website (<http://fsims.faa.gov/PICResults.aspx?mode=Publication&doctype=OSWG>). OSWG Meeting *Briefings and Documents* will be updated by the FAA OSWG Coordinator after each 129 OSWG meeting, and used to present: the status of all the proposed, pending, and final OpSpecs, the FAA and Industry project lead assignments and projects 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

“International Industry OSWG 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, Teleconference and Notification. Notification of 129 OSWG meetings will be accomplished through email to both FAA and industry 129 OSWG members. Meeting information will be posted on the FAA’s FSIMS Publications—OSWG website <http://fsims.faa.gov/PICResults.aspx?mode=Publication&doctype=OSWG..> The 129 OSWG will hold *Teleconference(s)* 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. Part 129 OpSpec revision. One or more of the following may trigger a Part 129 OpSpec revision:

- FAA Regulatory Change;
- FAA Policy Change;
- ICAO Standards and Recommended Practices (SARP) Change ;
- Comments and suggestions from foreign air carriers/operators; or
- Comments and suggestions from an IFO or another FAA office

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/operators and/or comments and suggestions from an IFO or another FAA office, will initially be reviewed at the next meeting following the receipt of the comment or suggestion.

Based on all available information, the 129 OSWG will endeavor to reach a decision during the meeting. If the 129 OSWG reaches a decision for change, the FAA Chair will forward the recommendation(s) to AFS-50 division management. If the 129 OSWG decides not to make a proposal for change to AFS-50 division management, the 129 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 paragraph, will be prepared. The FAA and industry lead will work together on preparation of a draft OpSpec paragraph proposal. Prior to being finalized, the draft proposal 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 129 OSWG FAA Chair. The 129 OSWG *FAA Chair* is responsible for:

1. Analyzing, coordinating and negotiating information acceptable to Division Manager, AFS-50.
2. Coordinating draft OpSpec changes with the OSWG FAA lead prior to submission to the full 129 OSWG.
3. Assumes FAA lead position in the absence of an FAA volunteer.

C. Role of the 129 OSWG FAA Vice Chair.

1. In the absence of the 129 OSWG FAA Chair assumes the duties of the 129 OSWG FAA Chair;
2. FAA Lead as required.

D. Role of the 129 OSWG Industry Chair.

1. Coordinate the OSWG agenda with the 129 OSWG 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. Remain cognizant of 129 OSWG industry participant's area of expertise when assigning industry lead positions.

E. Role of the 129 OSWG Industry Vice Chair.

1. In the absence of the 129 OSWG *Industry Chair* assumes the duties of the 129 OSWG *Industry Chair*;
2. Remain cognizant of 129 OSWG Industry participant's area of expertise when coordinating Industry Lead assignments;
3. Keeper of the OSWG meeting notes for industry.

F. Role of FAA Coordinator.

1. Maintains the OSWG Agenda and *Meeting Briefings and Documents* for FAA.
2. Liaison with meeting facility coordinator(s).
3. Assists International and Domestic OSWG Chairs and Vice Chairs as directed.
4. Format OSWG meeting notes for the agenda archive.
5. Maintain the OSWG email roster/address book.
6. Post the meeting agenda and agenda archive on the FAA's FSIMS Publications—OSWG website <http://fsims.faa.gov/PICResults.aspx?mode=Publication&doctype=OSWG> as required.

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

1. Analyzing, coordinating and negotiating information, as necessary, to build an FAA IFO position.
2. Coordinating with the 129 OSWG FAA 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 129 OSWG FAA Chair.

H. Role of the 129 OSWG Industry Lead. The international OSWG *industry 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 129 OSWG FAA Chair

I. 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 OSWG meetings will be planned once each calendar year or as determined by the 129 OSWG.

B. Intervening teleconference(s) may be planned throughout the year. Additional 129 OSWG FAA/Industry *teleconference(s)* and or meetings may be planned as agreed to by group consensus or by Chair agreement in the absence of group consensus.

C. Meeting hosts. In the absence of a volunteer host organization, the FAA will host the 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 written draft proposals and working papers submitted by the 129 OSWG Industry Leads and include this information with other agenda submissions. All agenda issues should be submitted to the FAA OSWG Coordinator as far in advance as possible prior to the annual 129 OSWG meeting

- Once formatted by the FAA OSWG Coordinator, the tentative draft agenda for each annual meeting and *teleconference* will be sent to the OSWG FAA & Industry participants on file.
- Introductions of the participants will be made at the beginning of each meeting, and a sign-in sheet requesting attendee details, (e.g.: name, company represented, address, telephone and fax numbers, and email address), will be collected for currency of contact information. The agenda will include a time to discuss new agenda items (those items that were not received in time for the printing of the final agenda (Any Other Business)).

The archived agenda, including *OSWG Meeting Briefings and Documents*, will be posted on the FAA's Flight Information Management Information System (FSIMS) Publications—OSWG website (<http://fsims.faa.gov/PICResults.aspx?mode=Publication&doctype=OSWG>) within 30 days of the meeting.