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# Australasian Advisory Board Terms of Reference

## Background

The mission of the Flight Safety Foundation (the Foundation) is to pursue the continuous improvement of global aviation safety and the prevention of accidents. The Foundation is assisted in accomplishing this mission through the efforts of advisory committees.

The Board of Governors (BOG), as the governing body of the Foundation, authorized establishment of the Australian Advisory Board (AAB) in 2009 to provide a means of guiding and assisting the efforts of the Foundation in advancing flight safety, particularly in Australian corporate and regional operations. The major aim of this action was to ensure that Australian members were provided with a forum under the auspices of the Foundation from which their views can be presented.

In 2013 the Australian membership responded to suggestions that the New Zealand aviation industry be included within a newly formed regional structure such that a stronger and more diverse influence within the region might be developed. This action would also ensure that New Zealand members were provided with a broader forum under the auspices of the Foundation from which their views can be presented.

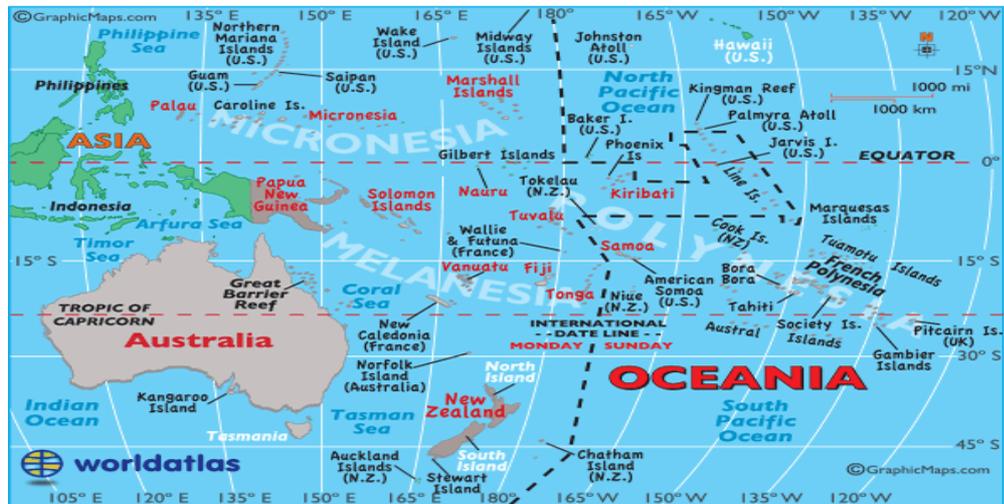
This new Australasian Advisory Board will assist the Foundation in its efforts to deliver credible safety information to all elements of the aviation community within Oceania and the South West Pacific through a local presence as well as strategic alliances and international aid programs.

## Vision

Advisory Board members are expected to represent the broad interests of the AAB as a vehicle for the promotion of aviation safety and not the parochial interests of themselves, their employers or their national interests. It is anticipated that the AAB will operate under a 'spirit of regional cooperation' and be a non-political forum. It is also expected that members will assist the Foundation wherever possible, to achieve its goal of '*the continuous improvement of global aviation safety and the prevention of accidents*'.

The Board will exist as a regional advisory group rather than a commercial 'board of directors'. It will consequently operate in a less formal framework in order to promote and encourage creative thinking and knowledge sharing by the members.

The declared region for the direction of any requested support is contained, but not limited to the states depicted below. The AAB will hold neither authority nor influence on any individual state and at all times will work within a spirit of cooperation with national regulatory frameworks.



## Role of the AAB

AAB responsibilities will include both general and specific assistance on present and future activities, identification of corporate and regional aviation safety issues, and advice on special study requirements and seminar programs. The AAB will provide strategic and site specific advice on Australasian aviation safety issues to the Chief Executive Officer and the Board of Governors of the Flight Safety Foundation.

Advice will be collated and formulated through collective intelligence received by individual members of the AAB. It may relate to any legitimate area of civil aviation relevant to safety. Mutually regarded interface arrangements with Australian and New Zealand military aviation elements may be utilised to supplement civilian flight safety initiatives.

The AAB is **not** a board of directors and has no decision-making authority within the Foundation unless requested; its role is strictly advisory.

## AAB Goals

- Actively involve and recruit elements of the Australasian aviation community
- Develop and obtain agreement on international and regional safety programs
- Coordinate and integrate safety activities with other aviation organizations
- Upon approval of the Board of Governors, the AAB will allocate resources after consideration of areas of greatest need
- Identify Australasian aviation safety concerns
- Conduct and deliver programs, workshops/symposia centred on identified safety concerns
- Establish working groups to prioritize programs
- Assign responsibilities
- Establish and monitor action plans

## Membership

### Board Structure

It is envisaged the AAB will be composed of a Chairman or two Co-Chairs with the board comprising of a no less than 12 representatives from the Foundation's membership.

There will be no national quota of advisory board membership. Members will be selected for their technical and professional backgrounds, active participation in the aviation community, and their interest in promoting aviation safety within the region. Members will be actively encouraged to share their own safety experience and that of their organizations.

Membership of the AAB implies a willingness to support the Foundation with time and other resources.

Non-members of the AAB may support the AAB for special assignments by invitation and appointment by the Foundation's CEO in consultation with the AAB Chair (or Co-Chairs).

### Member Appointments

Invitations to sit on the AAB may be issued at any time. The composition of the Board will be reviewed by the CEO in January each year to ensure an appropriate skill set is available to address the AAB's goals.

Invitations to participate (or continue to participate) in the AAB will be issued by 30 January each year.

## Meetings

It is proposed for AAB meetings to be held three times annually during the calendar year with a rotation of meeting venues between majority member locations. Meetings may be scheduled in conjunction with major aviation industry conventions or seminars.

A web based or e-meeting may be called in extenuating circumstances. Special meetings may be called by the AAB Chair (or Co-Chairs) when deemed necessary. The Chair or Co-Chair shall preside over all meetings of the board, with a nominated member acting in his absence. At any meeting held pursuant to due notice, not less than 30% of member attendance shall constitute a quorum for the transaction of any and all business.

It is planned for the Foundation to provide pertinent material for the agenda at least thirty days prior to regular meetings. Minutes of the meetings will be recorded and forwarded to all members.

## Working Guidelines – Procedures

### Meeting Attendance

1. AAB members are encouraged to attend each meeting, but may appoint their own alternates to ensure that they are represented at meetings. Attendance at a minimum of one AAB function a year is required to maintain AAB membership. In extraordinary circumstances, the AAB Chair may extend the membership of those who do not meet the participation requirement one time only.
2. Guests and observers may be invited to the AAB business meetings and conferences as follows:
  - a. Members of the Foundation's Board of Governors will be welcome as observers at AAB meetings and to participate in conferences, workshops and seminars.
  - b. AAB members may invite guests and observers to the AAB meetings and workshops with prior approval by the AAB Chair or Co-Chair. The AAB Chair or Co-Chair may limit the total number of guests and observers.

## Chair

The Chair (or Co-Chairs) of the AAB are appointed by the CEO. The AAB Chair (or Co-Chairs) shall preside over all board meetings and perform all other duties incident to the office.

## Duties

1. The Chair (or Co-Chairs) will preside at each meeting.
2. The Chair (or Co-Chairs) will preside at nominated regional conferences and or seminars  
The Chair (or Co-Chairs) will present the annual AAB safety agenda recommendations and action plan to the CEO and the Board of Governors.

## General

1. Each AAB member is requested to share with the AAB safety concerns from within their own organization, industry segment or geographical region so that solutions can evolve from group discussion.
2. Members are expected to represent the broad interests of the AAB as an organisation for the promotion of regional aviation safety and not the parochial interests of their employers.
3. AAB members must make contact details available to the CEO for use in communication. These details will remain confidential to the AAB and the CEO.
4. In the event of any serious and/or repeated violations of any expectations contained within this document, the Chair (or Co-Chairs) may recommend to the CEO that disciplinary action be taken against a member, or members, of the AAB. This action may extend to the withdrawal of AAB membership.
5. The Chair (or Co-Chairs) or the CEO may form AAB sub-committees or working groups as required, under the chairmanship of any AAB member, designated by name. Besides serving as sub-committee chairmen, they will also assist, if necessary, by arranging meetings with other organisations with similar interests and goals. The Chair (or Co-Chairs) will be responsible for setting the meeting agendas.
6. AAB members are encouraged to illustrate emerging safety problems or concerns presented by other members of the Foundation and to provide, if relevant, a report either to the Chair (or Co-Chairs) during the AAB meeting when the issue is time sensitive and cannot await the next AAB business meeting.
7. AAB members are encouraged to keep the Foundation informed of specific safety studies conducted by their own or other organisations, thus enabling the Foundation to avoid duplication of effort.
8. AAB members associated with the aviation safety departments of their individual organizations are encouraged to inform the Foundation of any non confidential emerging safety issues that may benefit the Australasian industry as a whole.
9. The Foundation is dependent upon its members for support in kind. Those AAB members, who are able, may assist the Foundation by providing occasional air transportation to Foundation staff to visit their facilities or others in their geographical

vicinity. Such trips would be for the purposes of updating the Foundation staff members on current safety concerns, making the Foundation more productive in the exchange of safety information, visiting prospective members, attending significant conferences on safety, or meeting on other Foundation matters.

10. Members are expected to disclose any significant or conflicting relationships or interests within elements of the Australasian aviation industry.

## Advisory Group External Communication

The AAB Chair (or Co-Chairs) will lead AAB relationships and liaison with other organisations within the region. Formal communication through the CEO will be channelled through the Chair.

The AAB will provide a summary of each of its meetings to the CEO and to the Board of Governors.

The above Terms of Reference are effective XX 2013.

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Signed

Kevin Hiatt  
President and CEO  
Flight Safety Foundation

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Date