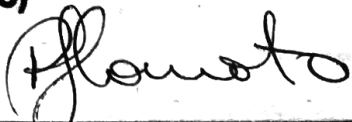


Terms of Reference Approval

**For Agência Nacional de Aviação Civil
(ANAC)**

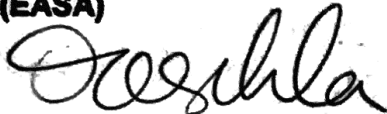


23 JUL 2020

Roberto Honorato
Airworthiness Superintendent

Date

**For European Aviation Safety Agency
(EASA)**



09. JUL 2020

Rachel Daeschler
Certification Director

Date

**For Federal Aviation Administration
(FAA)**

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Date: 2020.06.12 16:01:38
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Earl Lawrence
Executive Director
Aircraft Certification Service

Date

**For Transport Canada Civil Aviation
(TCCA)**



2020-06-25

Robert Sincennes
Director, Standards

Date



Transport
Canada

Transports
Canada

2020

Certification Management Team (CMT)

TERMS OF REFERENCE

REVISION 1, 25 JUNE 2020

Revision History		
Rev.	Description of Change	Effective Date
-	Original Release	18 September 2018
1	Document updated to clarify the overall CMT governance	25 June 2020

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CHAPTER 1. INTRODUCTION

1. Purpose

This Terms of Reference (TOR) establishes the Certification Management Team (CMT), its objectives, scope of work, governance framework, and the procedures under which the members agree to work. It consists of the CMT charter and the governance policy.

2. Membership

CMT membership is comprised of the following civil aviation authorities (CAA):

- Agência Nacional de Aviação Civil (ANAC)
- European Union Aviation Safety Agency (EASA)
- Federal Aviation Administration (FAA)
- Transport Canada Civil Aviation (TCCA)

3. Background

On September 25, 2014, the leadership of the aircraft certification and standards departments of ANAC, EASA, FAA, and TCCA met in Washington, D.C. They determined increased globalization of the aviation business necessitates greater collaboration among the four authorities in harmonizing regulatory systems in order to respond effectively to common industry issues and concerns. Initially, Industry requested the development and implementation of a multilateral aviation safety agreement among Brazil, Canada, the European Union, and the United States. The four authorities agreed that such an agreement would pose significant, and potentially unsurmountable, legal and regulatory issues. In addition, a multilateral aviation safety agreement could take many years to develop whereas the authorities and Industry sought immediate improvements in efficiency and safety regarding the certification, manufacture, export, and continued airworthiness of aeronautical products between territories.

The certification leadership recognized that actions towards the harmonization of the existing bilateral agreements and arrangements as well as addressing issues common to all authorities could occur without a multilateral aviation safety agreement. They established a governance structure amongst themselves to more efficiently and effectively develop and implement regulatory and policy solutions to common certification issues.

4. CMT Information

Information related to the CMT is available on the [CMT SharePoint site](#).

Information related to the bilateral agreements and arrangements between CMT partners is located on the appropriate website for the respective CMT authority:

[ANAC International Agreements](#)
[FAA Aviation Safety Bilateral Agreement Listing](#)

[EASA Bilateral Agreements](#)
[TCCA Bilateral Agreements and Arrangements](#)

CHAPTER 2. CMT CHARTER

This charter establishes the CMT scope, objective, structure, and governance framework under which the leadership of the aircraft certification and standards departments of ANAC, EASA, FAA, and TCCA agree to work.

1. Scope of the CMT

The CMT manages certification, manufacturing, export, and continued airworthiness issues common among the four authorities.

It is within the scope of the CMT to develop and implement harmonized solutions for policies, guidance material, means of compliance, and interpretation of rule and standards. The CMT commits to take individual actions towards issuing new or revised documentation, as appropriate, within this scope after reaching consensus in achieving harmonization.

The CMT's scope is limited to addressing only issues and concerns of common interest to all four Authorities.

It is not within the scope of the CMT to perform rulemaking activities. The Authorities recognize that relevant subjects may arise that are not yet addressed in standards or regulations. When these issues arise, the CMT commits to coordinate participation in the proper technical forums (e.g., ICAO technical expert groups, SAE, ASTEM, or other groups not led by the CMT) or specific rulemaking initiatives under development within one of the authorities (e.g., FAA's ARAC, E.U.'s RMT), as appropriate.

In addition, it is outside the scope of the CMT to address issues related to Flight Standards exclusively. When subjects arise that cross competencies of Flight Standards and Aircraft Certification, the CMT will develop cooperative work with the responsible offices within each Authority or with a common international forum of discussion where all four Authorities participate, as appropriate.

In order to facilitate this cooperation, each CMT meeting agenda will include an item on the relation with the Maintenance Management Team (MMT) where all the members are the Flight Standard Office of the members of the CMT.

Furthermore, an agenda item will address the activities of the International Operational Evaluation Practices Board (IEOPB): the reporting will be ensured by the hosting CMT member.

2. Objective of the CMT

The CMT's main objective is the improvement of the efficiency of product certification activities among the four Authorities, assuring continuity of the high level of safety provided by their individual certification systems.

The CMT will focus on the following:

- a. Harmonizing policies, guidance material, means of compliance, interpretation of rules and other infra-regulatory documentation;

- b. Developing common solutions and procedures to optimize validation of product among the four authorities;
- c. Enhancing communication to address continued airworthiness issues; and
- d. Working towards increase confidence between the four authorities and expand recognition of certificating authority approvals.

The CMT understands that the above activities will result in better use of authority and industry resources, a reduction in the time needed for validation activities, and the enhancement of safety in the global aviation system.

3. Interaction of the CMT with the Aviation Industry

The CMT recognizes industry input regarding issues and concerns related to certification systems is an important driver for CMT prioritization efforts.

The CMT will keep an open communication channel with representatives of the aviation industry in Brazil, Canada, the European Union, and the United States.

Industry may participate in the annual CMT meeting to share their views on the CMT's work, provide feedback on CMT outcomes, and highlight concerns for future consideration by the CMT.

The CMT will leverage industry efforts by seeking participation on industry-led working groups for coordination on proposals of harmonized solutions for issues identified by the industry.

4. Structure of the CMT

The CMT is co-chaired by the four authorities responsible for certification and standards in Brazil, Canada, the European Union and the United States as follows:

- a. Brazil: ANAC – Airworthiness Superintendent;
- b. Canada: TCCA – Director of Standards;
Note: While the TCCA co-chair is the Director of Standards, the TCCA organizational structure in context of aircraft certification results in a dedicated National Aircraft Certification (NAC) service with its own Director. As such, to ensure effective functioning of the CMT, the TCCA co-chairs always ensures active participation by the NAC Director at CMT.
- c. European Union: EASA – Director of Certification;
- d. United States of America: FAA – Executive Director of Aircraft Certification.

There is a CMT Secretariat body (CMTS), who act on behalf of the CMT.

The CMT will charter Certification Authorities Groups (CAGs) and Task-Specific Teams (TST) to focus on areas of particular interest or concern. A CAG or TST can be focus on either policy (i.e., bilateral or certification policy issue) or technical (i.e., product specific certification issue) areas.

With representation from each of the four authorities, CAGs and TSTs are empowered to address tasks and activities assigned to them by the CMT. They report progress outcomes directly to the CMTS via an Executive Sponsor, to provide guidance and review deliverables accordingly.

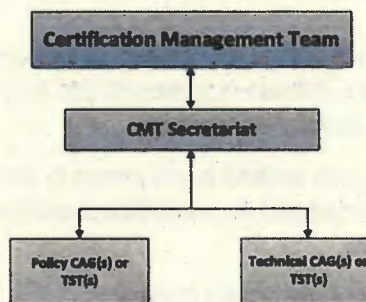


Figure 1. CMT Governance Structure

5. Role of CMT co-chairs (CMTL)

CMTL are responsible for the strategy of the CMT: it covers:

5.1 Managing the actions necessary to reach the CMT objective, including:

- a. Prioritize the tasks relevant to meet the CMT objectives.
- b. Deliberate on proposed tasks by industry, bilateral groups, or individual CMT authorities
- c. Deliberate on the outcome of the tasks completed by the CAGs/TSTs

5.2 Managing the resources necessary to the effective pursuit of the CMT objective, including:

- a. Approve the charter for each new TSTs or CAGs;
- b. Decide on the deletion of one TST or CAG
- c. Identify host Authority at the annual meeting; and

5.3 Assuring proper participation of industry in the CMT activities, including:

- a. Act as the primary interface for all issues and concerns brought to them by Industry or when communicating a position to Industry;
- b. Allocate time for industry associations to provide inputs and feedback to the CMT during the yearly meetings;
- c. Assuring openness of TSTs to industry input and feedback; and
- d. Seek collaboration with industry and encourage the development of proposed harmonized solutions by industry working groups, as appropriate.

- 5.4 Coordinating issues of cross-reference with Flight Standards with the Maintenance Management Team (MMT) or the appropriate office within each of the Authorities' organizations.**

Additionally, each CMTL is responsible for committing to CMT harmonized solutions and implementing them internally, as appropriate. This can include revising bilateral agreements, policies, guidance material and other documentation within the scope of the CMT and under the competencies of each individual authority.

6. CMT Secretariat (CMTS)

The CMT Secretariat is a group of direct support to the CMTL and is composed of at least one Executive/Senior Manager from each authority as named by each CMT Leader and other representatives to support the CMT Secretariat. The CMTS is responsible for:

- 6.1 Implementing the strategy defined by CMTL**
- 6.2 Providing technical advice and recommendation to the CMTL;**
- 6.3 Coordinating and supervising the work of the CAGs and TSTs managed directly by the CMTS, including;**

- a. Coordinate the elaboration of the task description, workplan and objectives of proposed CAGs/TSTs to be managed directly by the CMTS.**

When proposing a CAG or a TST, the CMTS, should consider the following:

- i. Clearly describe the problem to be addressed;**
 - ii. Describe expected deliverables and outcome;**
 - iii. Name the specific experts to compose the TST;**
 - iv. Detail the schedule of the group (including initiation of activities, expected meetings, and milestones, due date for deliverables); and**
 - v. Describe an estimate resource necessary for the task (e.g. quantity of meetings, men-hour, personnel involved, etc.).**

- b. Evaluate the CAGs/TSTs proposed Annual Workplans (Top 3 tasks) and provide instructions and recommendations prior to approve them;**

Note: In extenuating circumstances the CMTS can reprioritize the list of tasks as soon as necessary.

- c. Follow-up the status of the tasks requested by the CMT to CAGs and TSTs;**
 - d. Evaluate outcomes presented by CAGs and TSTs prior to submit to the CMTL.**

- 6.4 Managing administrative activities of the CMT, including;**

- a. Control the CMT Action Items list (monitoring the progress of the items and making the proper coordination with TSTs);
 - b. Plan, coordinate and manage all CMT meetings (including recording and circulating the meeting minutes and all other relevant CMT documents);
 - c. Develop and manage process mechanisms and tools necessary for the adequate governance of the CMT (such as managing the CMT SharePoint, standard CMT documents, and information flow along the CMT structure).
- 6.5 Acting as the conduit for communications between the CMTL, the CAGs/TSTs, and Industry representatives, as appropriate.**

Note: The CMTS representative for the host authority serves as the primary source of communications during the year his/her authority is responsible for the overall leadership of the CMT. Under certain circumstances, other CMTS representatives may act as a point of contact.

7. Certification Authorities Groups

The CMT establishes CAGs as technical groups specialized in specific areas of interest considered as priority by the CMT to focusing efforts in harmonization. They are continuous work groups and respond directly to the CMTS. Each CAG is composed of one technical expert from each CMT Authority. The CAG representative is expected to occupy a position within its Authority's organization that holds the competencies necessary to assure proper flow of the CAGs decisions within the organization (e.g., approval of policies and interpretations, proposal for revisions of guidance material and other infra-regulatory documents).

It is in the scope of the CAGs to identify and prioritize harmonization issues and decide on the revision and issuance of new policy, guidance material, means of compliance and other interpretative documentations at their own disposition. However, the CAGs must propose the prioritization of the tasks and activities assigned to them by the CMT and seek their approval from CMTS.

It is not in the scope of the CAGs to work proposal of new or revised regulations. However, when an issue arises that indicates necessity of revision of regulations it should be elevated to the CMTS.

CAGs are empowered to resolve issues at the lowest level and will report issues of concern directly to the CMTS via their Executive Sponsor for CMT review and response.

The CAGs are responsible for:

- 7.1 Identifying and prioritizing issues for harmonization;**
- 7.2 Elaborating and submitting to the CMTS an Annual Workplan, containing at least:**
 - a. List of prioritized items to be worked (proposed top 3 items);
 - b. Description of the problems, and proposed deliverables;

- c. Description of work-force necessary for each item;
- d. Schedule of planned meetings (teleconference, face-to-face) and milestones for each item; and
- e. Description of TSTs, if proposed.

7.3 Documenting final dispositions and decisions over all issues worked;

7.4 Assuring proper communication with industry for purposes of input and feedback related to the work performed by the CAG;

7.5 Reporting to the CMT at the annual meeting, or any other meeting as appropriate, on the status of their issues and respective activities;

7.6 Proposing TSTs for CMTL approval;

The Certification Authorities Groups may propose that the CMT charter Task-Specific Teams to focus on areas of particular interest or concern after coordination with the CMTS and approval by the CMT. When managing a TST, the CAG will be responsible for providing status of the task and opinion on the deliverables to the CMTS.

8. Task-Specific Teams

The CMT establishes TSTs to address specific issues that require more specialized knowledge and experience and/or demand significant effort. In addition, the CMT may propose a TST for issues not covered by the scope of any CAGs, or which require a direct CMTS follow-up.

Each TST must have the support of an Executive/Management sponsor who is responsible for communicating on the team's activities to the CMTS. In addition, one TST member is selected as a team lead who is responsible for communicating with the Executive/Management sponsor and/or CMTS as well as performing administrative roles and functions for the team.

The TSTs are responsible for:

8.1 Identifying and prioritizing issues for harmonization;

8.2 Elaborating and submitting to the CMTS an Annual Workplan, containing at least:

- a. List of prioritized items to be worked (proposed top 3 items);
- b. Description of the problems, and proposed deliverables;
- c. Description of work-force necessary for each item;
- d. Schedule of planned meetings (teleconference, face-to-face) and milestones for each item; and

8.3 Documenting final dispositions and decisions over all issues worked;

9. Recognition of Bilateral Agreements between CMT Members

Although the CMT strives to harmonize certification efforts and address common issues, each member recognizes that the authorities have agreements or arrangements that require a bilateral approach to address potential and existing issues.

Bilateral Groups are two-authority teams established between two specific countries or jurisdictions based on a bilateral aviation safety agreement or comparable arrangement. The primary objective of these groups is to manage the overall bilateral relationship, the associated agreement or arrangement, and any resulting issues between the two authorities acting on behalf of their respective countries.

The CMT charter does not govern Bilateral Groups. Each CMT member will strive to collaborate with his or her respective partners to harmonize bilateral efforts with CMT activities as well as introduce bilateral decisions and recommendations to the CMT for awareness and consideration for broader implementation.

Bilateral Groups between Authorities are expected to:

- a. Provide a linking member or mechanism for communication and collaboration to each of the CAGs or TSTs, as appropriate;
- b. Elevate specific project issues to the CMT for overall awareness or consideration of a harmonized multi-authority solution; and
- c. Provide regular general reports or updates to the CMT on Bilateral Group activities, if appropriate.

Note: The Bilateral Group is solely responsible for resolution of authority-to-authority project specific issues.

The CMT governance structure accounts for issues originating from specific projects between two authorities when the issue has multi-authority implications. An issue that starts at a project level, but cannot be resolved between the two authorities, can be elevated to the CMT. The CMT may establish a CAG or TST to develop recommendations for resolving the bilateral issues that are recurrent among projects or programs, or are issues that have identified systemic flaws or shortcomings in the overall certification process. Prior to the establishment of a CAG or TST, the CMT should coordinate with the Bilateral Group to identify any existing or future efforts to address similar issues.

10. Duration

The CMT will review its overall mandate and the effectiveness of its governance periodically. In addition, any CAG, TST, and the CMT, in general, can be terminated at the discretion of the CMT.

CHAPTER 3. CMT Governance Policy

The governance policy allows the CMT to maintain confidence in its governance framework by defining the participants and providing information related to the roles, responsibilities, and reporting structure necessary to connect the governance with the operational requirements.

It establishes the various roles and responsibilities of participants and defines the interactions and linkages to ensure that the CMT actively manages incoming proposals and oversight of ongoing tasks and activities.

The governance applies to all participants of the CMT and associated groups on both a regular and ad hoc basis.

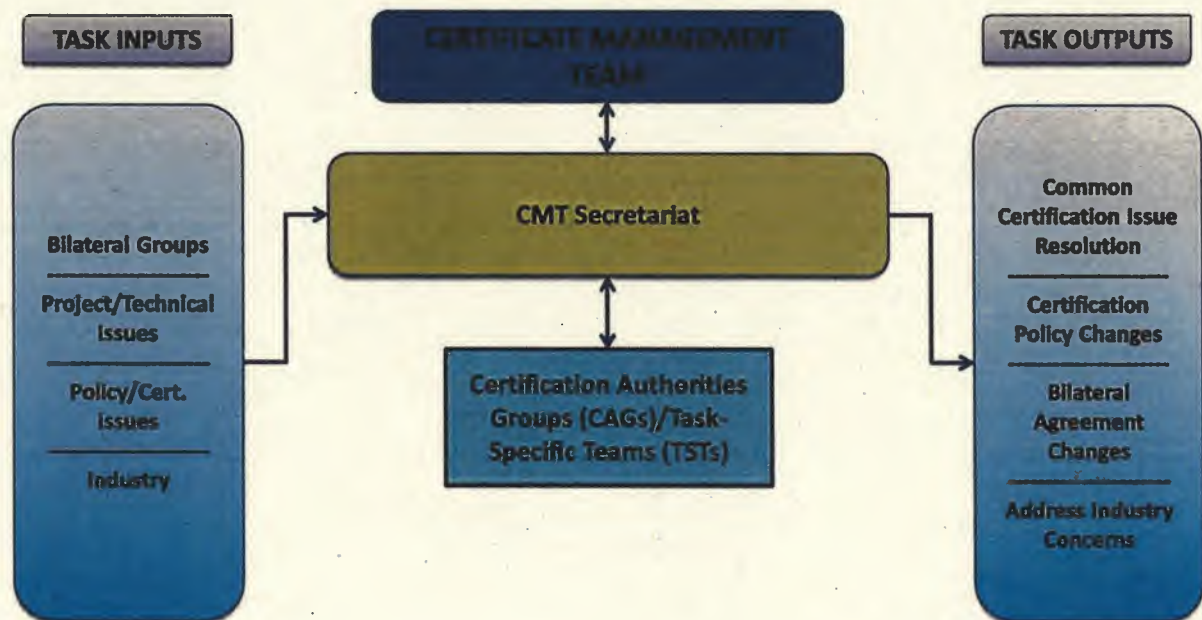


Figure 2. Overall CMT Governance Framework

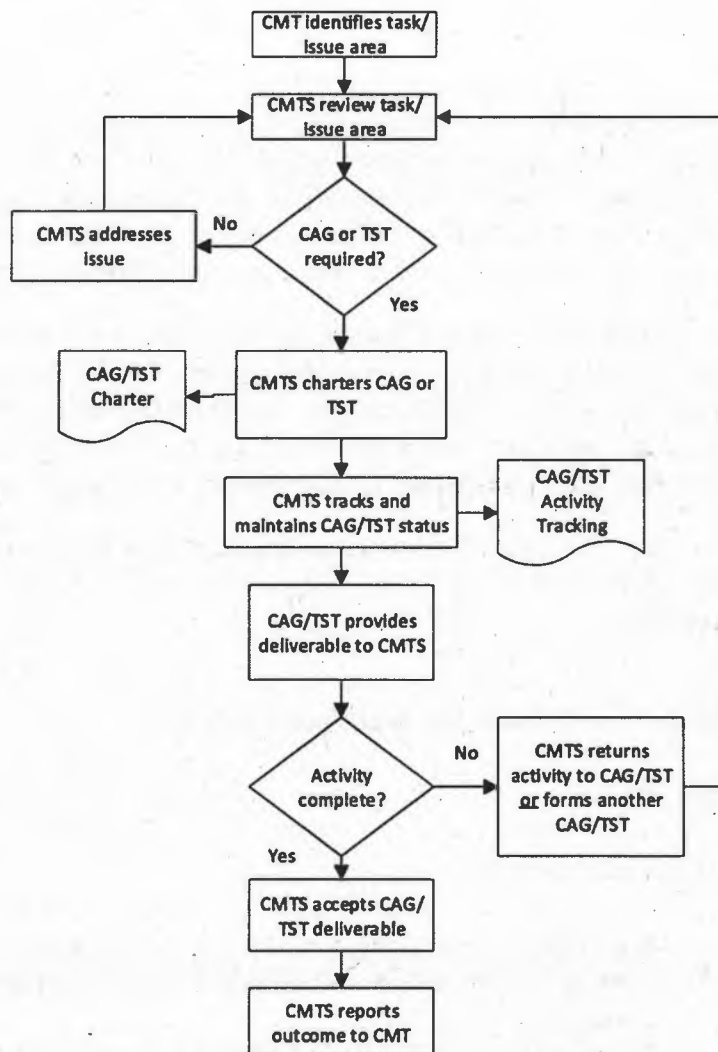


Figure 3. CMT Task Assignment Process

Note: When the CMTS returns a task to a CAG or TST for update or additional actions, the CMTS will communicate this information, as appropriate. In responding to a CMTS-assigned task, a CAG or TST may report that a deliverable cannot be met, or should be addressed through alternate means. Any such CAG or TST recommendations will be evaluated by the CMTS to determine the appropriate course of action. In addition, the CMTS may raise critical or significant issues to the CMT if additional guidance or clarification is necessary.

1. Background

The CMT governance framework serve as the means to implement the CMT Collaboration Strategy effectively. It facilitates achievement of the CMT vision by developing and implementing strategic initiatives and managing challenges related to validation or safety oversight policy, and/or technical project issues in the international context. These challenges or related tasks may originate from the CMT, Bilateral Groups, or Industry.

The CMTS shall acts as a facilitator of the CMT governance on behalf of the CMT. This allows for overall awareness and a harmonized approach in the collaboration of the CMT, the CAGs, the TSTs, and all other pertinent interactions with stakeholders. It also minimizes opportunities for duplicative efforts based on increased communication amongst all parties focused on the continuous improvement of aircraft certification standards and practices.

The overall process for the CMT governance framework is depicted in the above two figures. Figure 2 provides the overview of the governance framework. Figure 3 details the CMT task assignment process.

2. CMT Meetings, Activity Tracking, and Documentation

2.1 Meetings

2.1.1 Ad Hoc Meetings

- a. The CMT schedules ad hoc meetings, as appropriate. Only the CMT is required to attend these meetings with additional attendees at the discretion of the CMT.
- b. The appropriate CMTS representatives, or delegate, is responsible for all coordination, preparation, and planning for the ad hoc meeting. This includes, if necessary, drafting the agenda, capturing the meeting minutes and new action items, updating the current action items, and circulating the final documents for final approval.
- c. The CMTS may request a status update from the appropriate CAG or TST on outstanding action items or assigned tasks considered a high priority by the CMT for discussion at these meetings.

2.1.2 CMT Mid-Year and Annual Meetings

- a. The CMT meets for both a mid-year and annual meeting. Both meetings are attended by CMT, the CMTS, any appropriate CAG or TST representative(s), and associated authority participants.
- b. The CMT conducts the annual meeting in the country of the Authority responsible for hosting the CMT activities for the year, as allowable.

- c. The CMTS is responsible for all coordination, preparation, and planning for the meeting. This includes drafting the agenda, capturing the meeting minutes and new action items, updating the current action items, and circulating the final documents for final approval.
- d. The mid-year meeting will occur over a two-hour period. The annual meeting will occur over a four-day period with one and a half days dedicated to bilateral meetings, two days for CMT discussions, and one day dedicated to discussions with representatives of the aerospace industry. Representatives from the aerospace industry are responsible for organizing all Industry Day activities, including the agenda and associated action items.
- e. The CMTS may request a status update from the appropriate CAG or TST on outstanding action items or assigned tasks considered a high priority by the CMT for discussion at these meetings.

2.1.3 CMTS Meetings

- a. The CMTS meets at least once a month. In-person meetings are conducted, as appropriate.
- b. The CMTS is responsible for all coordination, preparation, and planning for the meeting. This includes drafting the agenda, capturing the meeting minutes and new action items, updating the current action items, and circulating the final documents for final approval.

2.1.4 CAG/TST Meetings

- a. The CAGs and TSTs conduct regular meetings while addressing the CMT-assigned task. An in-person meeting may be held, as allowable.
- b. The CAG or TST team lead is responsible for all coordination, preparation, and planning for the meeting. This includes drafting the agenda, capturing the meeting minutes and new action items, updating the current action items, circulating the final documents for final approval, and forwarding the final recommendations and/or decisions to the CMTS.
- c. Representatives from the appropriate aerospace industry may be present for at least one day of a CAG or TST meeting, if appropriate and authorized by the CMTS. An Industry liaison to the CAG or TST and the CAG/TST team lead should coordinate on the activities for Industry Day.
- d. When possible, a CMTS representative may represent the CMTS at the CAG or TST meeting.
- e. The attending CMTS member will report the outcome of the CAG or TST meeting to the CMTS and identify emerging areas of interest for CMT consideration. The host CMTS representative will report these items to the CMT, as appropriate.

2.2 CMT Governance Tools

The CMTS, the CAGs and/or the TSTs, in coordination with other relevant stakeholders (e.g., Bilateral Groups, Industry representatives) will initiate and complete delivery of the following items:

2.2.1 CMT Action Items

- a. All actions items originating from the CMT are tracked in the CMT Action Items on the CMT SharePoint site. The CMT must review and approve all action items with their signatures.
- b. The CMTS will maintain the status of all CMT action items. All action items originating from the CMT's interactions with Industry are tracked by an Industry liaison to the CMT (e.g., the CMT – Industry Day Action Items list). The CMTS will maintain contact with the appropriate Industry representatives to ensure the accuracy of the list.

2.2.2 CAG/TST Activity Tracking

- a. All CAG and TST activities will be maintained on the CMT SharePoint site. The CAG or TST team lead will maintain the status of the action items.
- b. The CMTS will maintain contact with the appropriate Executive/Management sponsor and/or CAG/TST team lead to ensure accuracy of the action items.

2.2.3 CMT Meeting Agenda

- a. CMT Meetings should have an agenda. The CMT Meeting Agenda template should be used for each meeting, as appropriate. The current version of the template is maintained on the CMT SharePoint site.
- b. An agenda should be considered for ad hoc meetings, as appropriate.
- c. The CMT must review and approve the agenda prior to the meeting.
- d. The CMTS will maintain oversight of the CMT Meeting Agenda template and ensure its continued accuracy.

2.2.4 CMT Meeting Minutes

- a. All mid-year and annual CMT Meetings require meeting minutes, which are used to document the discussions for each agenda item. The CMT Meeting Minutes template must be used for each meeting. The current version of the template is maintained on the CMT SharePoint site.
- b. Minutes should be considered for ad hoc meetings, as appropriate.

- c. The CMTS is responsible for capturing the meeting minutes. The CMT must review and approve the meeting minutes prior to posting the document to the CMT SharePoint site.
- d. The CMTS will maintain oversight of the CMT Meeting Minutes template and ensure its continued accuracy.

2.2.5 CMT White Papers and Discussion Papers

- a. In preparation for a meeting, or in response to an action item, the CMT may require the development of white or discussion papers. The CMT Paper template must be used for each paper. The current version of the template is maintained on the CMT SharePoint site.
- b. The CMTS will maintain oversight of the CMT Paper template to ensure its continued accuracy.
- c. The CMTS is responsible for ensuring the availability of the white and discussion papers on the CMT SharePoint site prior to the CMT Meeting where any of the papers will be discussed.

2.2.6 CMT CAG/TST Report Out and Look Ahead

- a. In preparation for the Mid-Year and Annual CMT meetings, the CMTS will require a report on all CAG and TST activities.
- b. The CMTS will maintain oversight of the CAG and TST task report outs to ensure its continued accuracy.

2.3 CMT Deliverables

2.3.1 Meeting Minutes

- a. Meeting minutes do not require the CMT's signature. The document can be approved via e-mail or the CMT SharePoint site.

2.3.2 Letters, Reports, Memos, and Other Documentation Requiring One Signature

- a. The CMT, the CMTS, the CAGs, and the TSTs will complete activities resulting in deliverables. These deliverables can be in the form of a letter, a report, or other documentation, which is available through the CMT SharePoint site. All parties must use the appropriate template for these deliverables.
- b. If there is no available template for the activity, the appropriate parties must contact the CMTS regarding the use of suitable alternatives.
- c. If the deliverable will be circulated outside of the CMT, the CMT must approve it. The CMTS will ensure the document is reviewed and approved by the CMT, via e-mail or the CMT SharePoint site, before distribution.

- d. If appropriate, the host CMT member will sign the document on behalf of the entire CMT and forward it accordingly with courtesy copies to the other CMT members.
- e. If a document requires signatures from all CMT members, the host CMT will sign the document and notify the next CMT member of its availability for signature. The next CMT member will review the document; sign it; and provide notification to the next CMT member. This ratification process will continue until all four signatures are obtained.