International Operational Evaluation Practices Board (IOEPB) Charter

1. Purpose

The International Operational Evaluation Practices Board's (IOEPB) mission is to strive for harmonization among authorities on the effective training and operational aspects of aircraft certification. On pursuing this mission, the IOEPB would facilitate and support, where appropriate, development of harmonized regulations, policies and industry standards, interpretation of certification requirements, and facilitating their adoption. The IOEPB improves Operational Evaluation/Operational Suitability Data (OE/OSD) activities and processes within and between the authorities, and with the industry community. This group reports directly to the CMT Secretariat (CMTS).

The participating Civil Aviation Authorities (CAAs) in this group currently includes OE/OSD Subject Matter Experts (SMEs) from the Federal Aviation Administration (FAA), the European Union Aviation Safety Agency (EASA), Transport Canada Civil Aviation (TCCA), and the Agência Nacional de Aviação Civil (ANAC).

2. Objectives

In order to achieve its mission, the objectives of the IOEPB are to:

- Minimize duplication of effort among authorities during activities on OE/OSD matters by maximizing reliance on findings of compliance and decisions made by the certifying authority as much as practical;

- Support the continuous improvement and development of individual CAA approaches regarding the harmonization and standardization of OE activities;

Specific IOEPB objectives are defined and adopted by the CMTS. IOEPB will develop and submit an annual work plan, for approval by CMTS, which more precisely documents how the objectives in Section 2 will be implemented.

The IOEPB provides a forum for resolving issues and sharing information by:

- Consistently and effectively supporting current bilateral agreements and implementation procedures;

- Routinely reviewing existing OE processes and regulatory material for improvement

October 26, 2022

- Identifying regulations and policies, including interpretation of these regulations and policies, where differences among national authorities may lead to an impasse in the certification and validation approval processes; and
- Promoting efficient use of authority resources for certification and continuing airworthiness

3. Scope and Boundaries

The responsibilities of IOEPB relate directly to the responsibility of each of the member authorities.

Rulemaking and policy processes and procedures are outside the scope of the group and are constrained by the provisions contained in applicable bilateral agreements and other international agreements, including ICAO Annex 8, Airworthiness of Aircraft. However, when an issue arises that indicates necessity of revision of regulations or Implementation Procedures for Airworthiness (IPA), Technical Implementation Procedures (TIP), it should be elevated to the CMTS.

4. Organization, Administration and Roles

4.1 General

- The IOEPB will meet face to face at least once per year. The IOEPB may elect to add additional day(s) to meet with industry at the conclusion of their meeting.
- During CAG meetings with industry, the CAG may ask for individual industry participant's views on potential work topics, priorities, and needs. The CAG may also ask individual industry participants to submit data or other relevant information to further the work of the CAG.
- The IOEPB meeting lead will be a representative of the host CAA with authority for making decisions. The host CAA will provide a meeting conference room, arrange for logistics, arrange virtual meeting links, lead agenda development, and publish meeting minutes as described in more detail below.
- The host CAA will rotate with every meeting unless other arrangements are made.
- Issues as they arise will be resolved on a consensus based format among the members of the group.
- The group is responsible to jointly resolve issues at the lowest level and will

2

report any impasse or concerns directly to the CMTS.

- The group will maintain a website accessible to all members (e.g. CMT's SharePoint or FAA Huddle site).
- The IOEPB may inform the industry of the CMTS approved decisions.
- After CMTS acceptance of IOEPB decisions, each authority should implement the decision through its internal process. (Industry may provide input to the authorities during each authority's internal process, or as the decision is used on a project specific basis). If any of the Authorities receives comments from industry or other members of the public to its decisions, the Authority may bring the comments to the IOEPB to determine whether the comments might justify re-evaluating the decision. The IOEPB must obtain CMTS approval using the CMT Task Request Form to re-open its completed task and to commit resources to perform additional work.

4.2 Membership

- Each authority will provide at least one member, but not more than two, as the representative(s) for the IOEPB. Additional SMEs may support the IOEPB representatives, as needed.
- The IOEPB may invite other CAAs to attend as observers in the spirit of outreach with specific goal to further enhance international collaboration and OE standardization internationally. IOEPB observers are limited to other CAAs. Such invitations will be agreed by the CMT, by written procedure, before invitations are sent. IOEPB members extending invitations to observers will notify the other IOEPB members of the invited observers at least six weeks before the meeting.

4.3 Activity/Tasks

- The IOEPB will identify technical issues of concern on OEs and prioritize them for harmonization with the four authorities of IOEPB.
- New tasks should be submitted to the CMTS for approval.
- In case of impasse, the group should seek CMTS decision (stop or continue the task).
- The IOEPB will document final dispositions and decisions for issues addressed.
- The group must obtain CMTS approval of final dispositions and decisions.
- For some tasks, the IOEPB may decide to endorse the output of external entities, such as industry standard groups.

4.3.1 IOEPB Deliverables to CMT

International Operational Evaluation Practices Board (IOEPB) Charter

- Provide Best Practice Documents (BPDs) comprising of Board recommendations on best harmonized practices,
- Responses to tasks assigned by the CMT,
- Report regularly on tasking progress or on any new challenges or issues to be addressed to the CMT.
- Report and provide corrective action recommendations for OE processes and regulatory inadequacies, redundancies, and/or inefficiencies to the CMT (the IOEPB member of the CMT meeting host, would normally present such reports),
- Share meeting minutes.to include a summary along with well-defined open/closed "Action Items", etc.,
- Develop and produce viable alternative OE options if so requested by the CMT,
- Provide harmonized OE Plan and Report templates.

4.3.2 Meeting Presentations & Supporting Material

- Agenda representatives will coordinate with SMEs to ensure material necessary for the meeting is developed and made available a minimum of two weeks prior to the meeting
- Individuals responsible for presenting an item on the authority-only agenda will coordinate with representatives responsible for the same subject matter from the other participating CAAs prior to the meeting
- Alignment or misalignment among the authorities will be highlighted
- Convey a coordinated proposal to management where appropriate

4.3.3 Meeting Minutes & Annual Report

- The host authority will prepare meeting minutes in coordination with agenda representatives, and distribute final minutes within 30 days of the close of the meeting
- The minutes will include significant discussion points, agreements, actions, and next steps
- An Annual Report highlighting important discussions, decisions and Issues will be provided to the CMT Secretariat in advance of the CMT annual meeting by the IOEPB

October 26, 2022

5. Resources and Support

Each participating CAA is responsible for providing the necessary resources to support the meetings and the on-going activities resulting from and in support of the meetings.

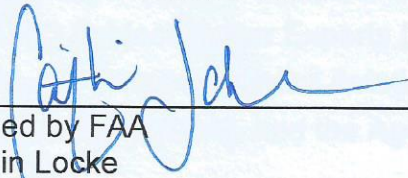# International Operational Evaluation Practices Board (IOEPB) Charter

_____
Signed by EASA
Grégory Lièvre
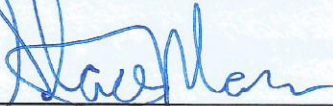Manager, Certification Director's Office

26/10/2022
Date

_____
Signed by FAA
Victor Wicklund
Acting Director, Policy & Innovation Division
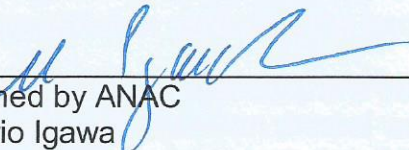Aircraft Certification Service

26.OCT.2022
Date

_____
Signed by FAA
Caitlin Locke
Acting Deputy Executive Director,
Flight Standards Service

10/26/22
Date

_____
Signed by TCCA
Stacey Mason
Director, Standards Branch
Transport Canada Civil Aviation

Oct 26/2022
Date

_____
Signed by ANAC
Mario Igawa
Manager, Aeronautical Product Certification
Agência Nacional de Aviação Civil

26/10/2022
Date