

BILATERAL MANAGEMENT TEAM CHARTER

FOR

THE IMPLEMENTATION PROCEDURES FOR AIRWORTHINESS

BETWEEN

THE NATIONAL CIVIL AVIATION AGENCY OF BRAZIL (ANAC)

AND

TRANSPORT CANADA CIVIL AVIATION (TCCA)

Revision History		
Revision	Description of Change	Effective Date
-	Original Release	17 October 2023
1	Established Validation Task Team (VTT) as a standing bilateral task team and added VTT Charter as Appendix I	10 June 2024

THE BILATERAL MANAGEMENT TEAM

With regard to the *Memorandum Of Understanding Between The Transport Canada Civil Aviation and The National Civil Aviation Agency of Brazil For The Promotion Of Civil Aviation Safety* dated January 2019 (hereinafter as MOU), on designating its executive agents to implement the MOU and maintain the Implementation Procedures, and

With regard to the governance specified in the *Implementation Procedures For Airworthiness Covering Design Approval, Post Design Approval Activities, And Technical Assistance* dated June 2023 (hereinafter as IPA)

HAS DECIDED TO ADOPT THE FOLLOWING RULES OF PROCEDURE:

Article 1 - Chair and Composition

- 1.1 The Bilateral Management Team (BMT) shall be co-chaired by the ANAC Head of Airworthiness Department (SAR) and jointly by TCCA Director of Standards (AART) and Director of National Aircraft Certification (AARD).
- 1.2 ANAC and TCCA shall be represented by their respective offices responsible for (but not limited to) civil aeronautical product certification, airworthiness and environmental regulations and standards, certification policy, quality management systems, internal standardization and bilateral policy, as necessary. When warranted, the Co-Chairs may invite other offices of their organization by subject matter or situation.

Article 2 – Duties

- 2.1 The BMT shall provide governance to the IPA, and be responsible for the effective functioning, implementation, and continued validity of the IPA, including revisions and amendments.
- 2.2 The BMT may amend the IPA at any time when mutually agreed upon.
- 2.3 The BMT shall also define the activities required to promote continued understanding and compatibility in each other's system and to preserve and further expand the high degree of mutual confidence between ANAC and TCCA.

Article 3 - Meetings

- 3.1 The BMT shall meet at regular intervals and in person at least once a year. Either Co-Chair may request the convening of a meeting. The meeting venue will alternate between Canada and Brazil, unless otherwise agreed.
- 3.2 When necessary, and by mutual agreement, additional meetings may be held in person, by videoconference, or teleconference. Decisions and recommendations taken during the additional meetings will have the same value as those taken in the formal meetings defined in 3.1.

Article 4 - Secretariat

- 4.1 An official of the ANAC Airworthiness Standards and Innovation Technical Branch (GTNI) and an official of TCCA Aircraft Certification Standards Division, International Arrangements Office (AARTC/I) shall act jointly as the Secretariat of the BMT.
- 4.2 The Secretariat shall be responsible for BMT meeting coordination and preparation, BMT recordkeeping, and follow-up of open action items. Official electronic records will be stored on a mutually agreed repository site (e.g. Huddle, SharePoint, etc.).
- 4.3 The Secretariat shall also be responsible for coordinating with and assisting the BMT in the governance of IPA-related activities, including managing the bilateral task teams defined in Article 7 on its behalf.

Article 5 - Agenda and Documentation of the Meetings

- 5.1 The Secretariat shall establish the final agenda for each meeting as early as possible but no later than five (5) working days before the date of the meeting, in order to finalize preparations for the meeting. Submissions received after the cut-off time may be added when concurred by the Co-Chairs.
- 5.2 The lead Authority's Secretariat will prepare meeting minutes in coordination with the other Authority's Secretariat. The minutes shall include significant discussion points, decisions and recommendations, actions, and next steps to be taken.
- 5.3 At the end of each meeting, the BMT shall confirm the action items recorded during the meeting so that follow-on actions can be initiated in advance of formalizing the meeting minutes.
- 5.4 Within 60 days following the meeting, the final minutes shall be submitted by the Secretariat to the BMT for concurrence. In addition, the BMT Co-Chairs will recognize the previous meeting's minutes by adopting them at the beginning of the next meeting.

Article 6 – Decision-making

- 6.1 The BMT shall make decisions and/or formulate recommendations through mutual agreement.
- 6.2 Where a bilateral issue is deemed by the BMT as potentially common, affecting or requiring multilateral or collaborative approach with other Authorities, the BMT may agree to raise the issue for discussion with the Certification Management Team (CMT).
- 6.3 In the case where BMT cannot reach an agreement on interpretations of the laws, airworthiness or environmental regulations/standards, requirements, or acceptable means of compliance pertaining to certifications, approvals, or acceptance under the IPA, the interpretation of the Authority whose laws,

regulations, standards, requirements, or acceptable means of compliance are being interpreted shall prevail. (Reference: MOU Article 5)

Article 7 - Bilateral Task Teams

- 7.1 The BMT may establish bilateral task teams to assist them in carrying out the duties under the MOU, Articles 7 and 8. The bilateral task teams may be ongoing or ad-hoc teams and shall work under the authority and direction of the BMT, to which they shall report on a regular basis through the BMT Secretariat. The BMT retains decision making on all issues requiring changes to the agreed principles and procedures of the IPA.
- 7.2 Bilateral task teams will be composed of representatives of ANAC and TCCA and will operate under a specific charter or terms of reference (TOR) approved by the BMT. The charter or TOR shall be of bilateral interest in scope and provide the objectives and deliverables expected of the team. The bilateral task team shall be responsible for organizing their activities under their charter or TOR.
- 7.3 As of this Charter revision the following bilateral task team has been identified as an ongoing team:
- Validation Task Team (VTT) (a BMT approved charter is in Appendix I):
 - The VTT will meet at its discretion, or as determined by the BMT, to discuss effective functioning and consistent application of the IPA on certification and validation projects, to resolve technical issues, to share information on safety issues, and to develop action plans to address them.
 - A member of the BMT Secretariat may attend VTT meetings, at its discretion, to provide feedback from the BMT or receive feedback for the BMT.

Article 8 - Escalation

- 8.1 Conflicts or technical issues are encouraged to be resolved at the working level to the greatest extent possible. However, conflicts or technical issues that cannot be resolved at the working level will be raised to the BMT for resolution through the BMT Secretariat.
- 8.2 Issues may be raised, through the bilateral task teams or the responsible working level office, to the BMT Secretariat and if the BMT Secretariat agree the issue warrants BMT involvement, they will mutually notify the BMT Co-Chairs with the pertinent information and track progress of resolution. The originator of the issue will be kept on notice as any issues progress through this escalation.
- 8.3 The BMT shall preside over the unresolved issue in accordance with Article 6.

Article 9 – Effectivity

- 9.1 This BMT Charter takes effect on the date of signature by both executive agents.

- 9.2 This BMT Charter shall remain valid for the duration of the IPA, unless otherwise terminated by mutual agreement by the Chairpersons.

National Civil Aviation Agency of Brazil***Transport Canada Civil Aviation***

Roberto Jose Silveira Honorato
Head of Airworthiness Department

Stacey Mason
Director, Standards Branch

Date: _____

Date: _____

* - Original signed copy filed in GTNI/SAR/ANAC

APPENDIX I

Validation Task Team (VTT) Charter

1.0 Purpose

- 1.1 The BMT recognizes the need for a technical forum to regularly discuss the effectiveness and consistency of implementing the IPA based on the actual experiences of both certification and validation staff. This bilateral technical forum is intended to be an ongoing activity to address and resolve real or emerging certification or validation issues or themes that may prevent a Certifying Authority (CA) or a Validating Authority (VA) from complying with the provisions of the IPA.
- 1.2 Therefore, the BMT has agreed to charter a Validation Task Team (VTT), which will be a standing bilateral task team in accordance with Article 7 of the BMT Charter. This Charter defines the roles, responsibilities, and the general working procedures under which the VTT will conduct itself while remaining accountable to the BMT.

2.0 Objectives

- 2.1 The VTT provides a technical forum for ANAC and TCCA certification and project management staff to discuss, resolve or provide recommendations to the BMT on issues or difficulties being experienced by either of the two Authorities on matters involving effective implementation of the IPA, efficiency in validation under the IPA, aircraft certification, Continuing Airworthiness (CAW), regulations, internal standardization, and bilateral policy. The forum may also be used for support of resolution of conflicts under the IPA, paragraph 1.8.
- 2.2 The VTT objectives and deliverables are:
 - a) Discuss and resolve technical issues from examples of projects where there was a deviation from the written expectations on either Authority.
 - b) Generate best practices to improve the effective functioning and consistent application of the IPA on future certification and validation activities.
 - c) Improve communication on the overall working relationship of technical staff regarding validation programs, CAW issues, policy updates, challenges, and expectations.
 - d) Notify the BMT through the BMT Secretariat of any requests for support, guidance or decision on any issues that may be raised under paragraph 1.8 of the IPA.

3.0 Scope

- 3.1 The VTT will:
 - a) Manage a common list of action items and systematic validation issues regardless of the issues origin.
 - b) Work to address the issues that have been identified.
 - c) Make recommendations to the BMT for modifications or clarifications to the IPA as appropriate.

- d) Make recommendations to the BMT for formal decisions or request their feedback and direction, as necessary.
- e) Consider validations for all types of projects covered by the IPA that involve Brazilian or Canadian applicants.
- f) Consider contributions from and work to support maintenance of confidence activities with respect to validation policies or processes.
- g) Review validation data to identify maintenance of confidence issues.
- h) Recommend creation of sub-teams or supplemental teams to the BMT to address project specific or task specific validation challenges.

3.2 The VTT shall not make policy decisions affecting the agreed upon provisions of the IPA without the approval of the BMT.

4.0 Organization, Administration and Roles

4.1 General

- a) The VTT shall be responsible for convening the forum and determining their own working procedures consistent with the purpose of their charter or mandate.
- b) The VTT will meet at its discretion, or as determined by the BMT, and meetings may be conducted in-person or by tele/video conferencing as needed.

4.2 Membership:

- a) The VTT co-chairs shall be appointed by the BMT.
- b) The team members shall include appropriate representatives from ANAC and TCCA who are involved in certification and validation activities, including CAW.
- c) At the discretion of the co-chairs, individuals may be invited to observe or advise.
- d) The co-chairs, at their discretion, will be responsible for delivering periodic reports to the BMT and appropriate status reports when requested.
- e) The VTT meeting will be an authorities only meeting. The group may collect project-specific or system level information from industry regarding their validation challenges.

5.0 Deliverables

5.1 The following deliverables will be provided to the BMT:

- a) Status reports.
- b) Recommendations on proposed IPA clarification or improvement.

6.0 Duration

6.1 The VTT is established as a standing bilateral task team for an indefinite term at the discretion of the BMT.