



**TERMS OF REFERENCE
FOR THE
AVIATION COMMUNITY MEDICAL LIAISON GROUP
(ACMLG)**

10 September 2013

Table of Contents

Contents

1.	INTRODUCTION.....	1
1.1	Purpose of this Document.....	1
1.2	Purpose of ACMLG	1
1.3	Statement of Intent.....	1
1.4	Regulatory Operating Model.....	2
3.	ACMLG ROLE	3
3.1	Role of ACMLG.....	3
3.2	Objectives of ACMLG.....	3
3.3	Functions of ACMLG	3
3.4	Inputs & Outputs of ACMLG.....	4
4.	ACMLG MEMBERSHIP & COMPOSITION	5
4.1	General	5
4.2	ACMLG Membership	5
4.3	Composition of ACMLG	5
4.4	Chairperson of ACMLG	6
5.	ACMLG OPERATION	7
5.1	Meetings.....	7
5.2	Participation Costs.....	7
5.3	Document Control.....	7
5.4	Meeting Records & Reports	7

1. INTRODUCTION

1.1 Purpose of this Document

The purpose of this document is to formally describe the structure and operation of the Aviation Community Medical Liaison Group (ACMLG).

1.2 Purpose of ACMLG

The ACMLG is a body of members drawn from the wider aviation community that provides a forum for the exchange of information with the Civil Aviation Authority (CAA) on the functions and performance of the New Zealand medical certification system and those medical matters that have an impact on aviation in general.

1.3 Statement of Intent

The ACMLG reflects a range of interests in the aviation community and facilitates the development of aviation community views. The group's intention is to facilitate and promote three core focus areas as summarised:

1. *Increasing overall system effectiveness*
2. *Improving sector safety performance*
3. *(the CAA) Becoming more responsive and results orientated organisation*

A summary of the Authority Focus Area and Strategic Priorities are identified in the table below however refer to the Statement of Intent for an expanded explanation.

Authority Focus Area	Strategic Priorities
Focus Area 1: Increase overall effectiveness of the aviation system	Increase the value from safe use of NZ's airspace
	Embed a risk based approach to safety and security across the aviation sector
	Monitor and proactively engage with new and emerging technologies
Focus Area 2: Improve sector safety performance	Sustain a strong safety and security performance in the airlines sector
	Improving safety regulation and performance in key sectors
Focus Area 3: becoming a more responsive and results-driven organisation	Continue to improve our operational systems and processes
	Strengthen stakeholder relationships
	Maintain and enhance business and funding models
	Improve demonstration and reporting of performance

1.4 Regulatory Operating Model

The CAA's Regulatory Operating Model identifies the regulatory principles and the approach it adopts in regulating safety in the civil aviation system. These principles underpin the CAA's Strategic Direction. The model is a high level description of how the CAA works with the aviation community to sustain and improve safety performance. It recognises that most participants are willing and have strong incentives to undertake their activities safely. It also embodies a risk-based and proportionate approach which in turn enables the CAA to target its interventions efficiently and effectively.

Overarching Regulatory Principles

These have been identified as:

- Public Interest is paramount

- Participants are responsible for good safety management

- Attitudes and behaviour of participants and all persons carrying on activities in the civil aviation system are key to effective safety performance

The model identifies that the CAA's regulatory activity and approach will be characterised by the following:

- Timeliness and Responsiveness

- Impartiality, Fairness and consistency

- Risk based, proportionate regulatory interventions

- Information analysis-led and evidence based decisions

- Transparency

- Trust

- Effective Relationships and Constructive Engagement with industry/the aviation community on Safety Issues.

Refer to the Regulatory Operating Model for an expanded explanation.

This group is intended to support desired outcomes identified in the Statement of Intent and the Regulatory Operating Model by providing a forum to engage with stakeholders on the medical certification system and those medical matters relevant to aviation.

3. ACMLG ROLE

3.1 Role of ACMLG

The role of ACMLG is to engage in discussions surrounding the development of documentation, and monitors progress of issues relating to the medical certification system and medical matters relating to aviation in general.

The ACMLG facilitates the development of the aviation community views on issues and provides advice and information to ACMLG on those issues.

3.2 Objectives of ACMLG

Objectives of the ACMLG are to:

- Provide a forum for communication between key stakeholders
- Achieve greater understanding of issues by the members of the group
- Improve working relationships with an aim of improving safety by facilitating open communication
- Identify opportunities for improvement and enable Continuous Improvement
- Sustain a proactive approach to maintaining a functioning system
- Enable opportunity to openly discuss issues and air concerns
- Gain a wider perspective on matters of relevance by keeping up with developments
- Enable communication as a tool to arrest any potentially drifting compliance
- Provide a forum for the open and transparent consideration of multiple view points on relevant issues
- Build trust, confidence and communication

3.3 Functions of ACMLG

The functions of ACMLG are as follows;

Inform the need for Changes

Provide and seek the aviation community views on priorities for example: General Directions, Medical Information Sheets and Medical Manual etc.

Providing feedback on key documentation

Provide appropriate feedback as necessary to the CAA, including any significant issues that might be identified with key documents

Providing feedback on agreed Topics

Provide feedback advice as necessary including any significant issues of importance to the aviation community. For example, drugs and alcohol.

3.4 Inputs & Outputs of ACMLG**3.4.1 Inputs to ACMLG**

The ACMLG may receive a number of documents as they are produced, including;

- Schedule of meeting timelines
- Documents to be developed including General Directions, Medical Information Sheets, policies and other guidance material

3.4.2 Outputs of ACMLG

The ACMLG:

- advises on the aviation community's view on the proposed documentation but not taking away from the ability of the aviation community to provide comment on proposed documentation where legislatively enabled public and aviation community consultation processes are provided for e.g. for General Directions as provided for in section 27G of the Civil Aviation Act 1990.
- provides feedback on documents received
- promulgates information out to the aviation community
- provides a group response to the Aviation Community Advisory Group

4. ACMLG MEMBERSHIP & COMPOSITION

4.1 General

The ACMLG membership is a broad representative of the aviation community to ensure that the CAA has access to the appropriate advice and input on all of medical matters relating to aviation in New Zealand.

Individual members, through their aviation knowledge and experience participate effectively as members of this group.

4.2 ACMLG Membership

- wide membership - membership should reflect, as far as practicable, a broad representation of the New Zealand aviation community.
- appropriate participation - ACMLG members are to participate in a way that is consistent with the Terms of Reference.
- appropriate representation - ACMLG members are expected to facilitate the development and sharing of aviation community views, rather than solely represent the particular interests of their organisation or sector.
- appropriate knowledge - ACMLG members are expected to have an understanding of the aviation medical system, the Civil Aviation Act and Rules on medical matters relating to aviation in New Zealand.
- appropriate experience – ACMLG members are expected to have knowledge and experience of the aviation industry and community in New Zealand.
- encourage communication – ACMLG members are expected to facilitate two-way communication effectively and efficiently.

4.3 Composition of ACMLG

The Aviation Community Medical Liaison Group (ACMLG) comprises of members from the wider aviation community. This may include but not limited to:

(a) One member nominated from

- Air New Zealand
- Airways Corporation of New Zealand
- Aviation New Zealand
- New Zealand Aviation Federation
- Pilot and Controllers Mutual Benefit Fund
- New Zealand Air Line Pilots Association
- RAANZ/Sport Aircraft Association
- Warbirds
- Aviation Medical Society of New Zealand

- Flying New Zealand
- Sport Aircraft Association
- Gliding New Zealand
- Balloon Association
- Aircraft Owners and Pilots Association

4.4 Chairperson of ACMLG

The first three meetings (first year) will be chaired by the Manager, Personnel and Flight Training. This will enable the establishment of this group. The Chairs role for subsequent years will be determined after this time period.

5. ACMLG OPERATION

5.1 Meetings

It is intended that the ACMLG will meet 3 times per year. This will involve reviewing proposed documentation for the medical certification system and medical matters affecting aviation in general.

As much advanced notice of all ACMLG meetings will be given and the appropriate documents will be distributed to all ACMLG members via email so that members have sufficient time to prepare for those meetings.

The chair of ACMLG may call and conduct meetings at other times as required.

5.2 Participation Costs

There is currently no policy nor provision for the reimbursement of costs or the payment of attendance fees for any individual/organisation participating in this group. However; lunch, the facilities and administration support for these meetings will be provided by the CAA.

5.3 Document Control

This document is controlled and administered by the Manager, Personnel and Flight Training and may be amended from time to time by agreement with the ACMLG. This document is published on the CAA web site under Medical at www.caa.govt.nz.

5.4 Meeting Records & Reports

Documentation, including agendas and supporting papers, required for the meetings are no later than three (3) weeks in advance of the date of that meeting.

The CAA provides a summary record of each meeting, in the form of a draft copy.

The ACMLG provides their feedback to the CAA on the draft record, via the ACMLG administrator, with the objective that within ten (10) working days of being sent the draft copy, the response to the record of the ACMLG is officially recorded and the final document issued. Final document minutes are posted to the CAA website no later than four (4) weeks from the meeting date. A notification alert will advise members of the addition to the ACMLG section on the CAA website. A separate email providing this link will also be sent.