Terms of Reference

for 'The European Society of Air Safety Investigators'

(ESASI)

The Terms of Reference is written as a guide to the organisation, based on the ESASI Constitution document of 2021 and ESASI's further development.

Mission Statement

ESASI is the European 'regional society' of the International Society of Air Safety Investigators (ISASI), committed to improving air safety through a focus on current European and International issues relevant to the investigation and prevention of aviation accidents and incidents. ESASI's mission is:

- to promote air safety by the exchange of ideas, experiences and information including the findings from and outcomes of aircraft accident and incident investigations, and to otherwise aid in the advancement of flight safety;
- to promote technical advancement by providing professional education through lectures, displays and presentations and by the exchange of information for mutual development of improved investigations;
- to broaden professional relationships among members;
- to maintain and increase the prestige, standing and influence of the Air Safety Investigator in matters of air safety.

ESASI will not adopt specific positions on particular safety topics or debates and Trustees and Members may not use ESASI as a platform to represent any particular position.

Membership, benefits and legal status

Full voting membership of ESASI is automatic for any person who:

- is an individual member of the International Society of Air Safety Investigators (ISASI) in good standing ('paid-up') and
- has a valid European connection, such as citizenship of a European country or working for a European-based organisation.

ESASI does not aim to have a membership subscription beyond the requirement to be an individual member in good standing with the International Society, ISASI. ESASI therefore offers members a cost-free opportunity to benefit from both formal and informal exchanges with fellow practitioners, whether experienced or new to the

profession, drawn from across the entire aviation landscape - civil and military, including academia.

There is no formal ‘Corporate’ membership of ESASI as Corporate memberships are arranged through ISASI. However, it is recognised that Europe-based ISASI Corporate members have been extremely supportive of ESASI and continue to be an important part of ESASI’s development.

For legal and accounting purposes, ESASI is registered as a Charitable Incorporated Organisation (CIO) with the Charity Commission for England and Wales, in the United Kingdom. This is described fully within the 2021 ESASI Constitution under a separate heading on the ESASI website.

This status places no limitations on the nationalities of the charity trustees or of the voting membership of ESASI.

ESASI history

A brief history of ESASI is shown under a separate heading on the ESASI website.

ESASI governance – ‘Executive committee’

ESASI is led by an Executive committee, who also act as the ‘charity trustees’, as defined by the Charity Commission.

At the acceptance of the constitution in 2021, ESASI had six ‘charity trustees’ previously elected. There is provision in the Constitution to increase this up to a maximum of 10 with the potential to co-opt in up to two ‘nominated trustees’, for particular expertise, and up to two *ex-officio* trustees to maintain continuity. The current Trustees are listed separately on the ESASI website.

There is an official ESASI Annual General Meeting (AGM) every year, either at the ESASI seminar or, if that is not held, at the ISASI seminar or, if necessary, as a separate online meeting. At alternating AGMs (every two years) one-third of the elected Trustees will stand for re-election or retire from office, triggering an ESASI trustee election. All current ESASI members in good standing are eligible to stand for election as a Trustee and to vote.

The Trustees currently allocate among themselves the following roles: President, European Councillor, Treasurer, Secretary, Technical Members and Committee Members. The roles are described below. The committee meets regularly by online scheduled meetings.

In addition to the AGM, the Executive Committee (that is, the Trustees) generally report back to the membership through Newsletters and at ISASI and ESASI seminars.

Roles in the Executive Committee

President: The President organises and chairs the meetings. The President calls the annual general meeting of the members and presents the Trustees' annual report to the AGM.

European Councillor: The European Councillor represents ESASI at the ISASI International Council Meetings (ICM) and liaises with ISASI headquarters in Virginia (USA).

Treasurer: The Treasurer deals with the finances of the society and sends the annual statement of accounts to the AGM and to the Charity Commission.

Secretary: The Secretary deals with membership and maintains the mailing list of Members in coordination with the President and the GDPR[1] officer. The Secretary distributes the newsletters and other documents to the members, keeps records of meeting minutes and ensures that ESASI complies with its obligations in relation to the keeping of, and provision of access to, registers of its members and charity Trustees.

Technical Member(s): The Technical Member(s) oversee the preparation of the technical programme for ESASI Seminars, Workshops and online webinars. They are supported by other committee members in this process. The approval of the final technical programme is achieved by consensus as far as possible.

Committee Member(s)*:* One Committee Member is the GDPR officer who ensures that ESASI's policy on data is consistent with the EU General Data Protection Regulation, the UK GDPR and ISASI's privacy policy. Collectively they support all ESASI activities, including the preparation of Newsletters.

ESASI Members:

Each ESASI Member should respect and adhere to the principles on which ESASI was founded and developed.

Each Member shall:

- Promote accident and incident investigation as a fundamental element in accident prevention.
- Assist other Members to carry out their accident and incident investigation tasks.
- Not use membership status for personal gain or favour
- Not represent the Society or imply a position of the Society without authority from the ESASI President.
- Seek advice of the Executive Committee when unsure whether contemplated activity is consistent with the aims of ESASI.
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[1] The EU General Data Protection Regulation ("GDPR") came into force on 25 May 2018. The new Regulation aims to standardise data protection laws and processing across the EU, giving people greater rights to access and control their personal information.

- Encourage uninhibited exchange of views among Members. However, any sensitive information gained shall not be made public or shared without clear approval of the person from whom the information was gained.

Seminars and webinars

The aim of the yearly ESASI seminar is to keep the European air safety investigation community abreast of current developments and to evolve best practice in aircraft safety investigation.

The seminar will include presentations on case studies, the European environment, challenges of modern air safety investigations and human factors in aircraft accidents and incidents.

ESASI also hosts a series of webinars, under the title 'FocusOn…', covering a range of aviation topics of interest to the safety investigation and wider air safety community.

Sharing of information

- Information from ESASI seminars and online webinars, is shared via the ESASI website **(www.ESASI.org)**.
- Permission is always sought from presenters to enable this distribution of presentation material and papers.

Review:

- The Executive Committee will review the relevance and value of its work and the terms of reference on a regular basis.

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