

LARAC MANAGEMENT CHARTER AND PROCEDURES

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LARAC MANAGEMENT CHARTER AND PROCEDURES

DIVISION I – MANAGEMENT CHARTER

1. INTRODUCTION

The Lebanese Aviation Regulation Advisory Committee (LARAC) was established to increase public access and participation in the rule making process; to discuss and debate issues from various viewpoints; to bring the various rule making proposals to the notice of senior management at an earlier stage; and to facilitate harmonization with other national aviation jurisdictions. The Committee is sponsored by the Director General of Civil Aviation (DGCA).

LARAC is composed of representatives from the aviation community, DGCA and other interested parties thus providing a consultation forum for the Civil Aviation regulatory program.

The basic structure of LARAC, as illustrated in Appendix 2, consists of the following:

- A LARAC Plenary, which is a general assembly of all members of the Committee, whose role and responsibilities are to be the custodian of the *LARAC Management Charter and Procedures*. The Plenary is responsible for establishing and amending, as required, the LARAC's rules and procedures regarding consultation, in accordance with the provisions established herein.
- A Civil Aviation Regulatory Board (CARB), composed of the respective Senior Executives representing all functional authorities of DGCA, whose role and responsibilities are to recommend final regulatory decisions to the Minister. As part of this process, the CARB has the responsibility, on behalf of the Minister, to identify and prioritize regulatory issues and to consider, approve and direct the implementation of recommendations made by the LARAC Technical Committees.
- Technical Committees, representing each part of the *Lebanese Aviation Regulations (LARs)*, whose role is to review and analyze assigned issues and make regulatory recommendations. These Technical Committees consist of representatives from DGCA, the aviation community and other interested parties.
- Working Groups (WG) comprising of representatives from the aviation community, the government and other interested parties. Their mandate is to develop proposals and recommendations in accordance with the assigned tasks. Working Groups will be formed by, and report to, Technical Committees on an as-required basis only.
- A Secretariat, whose role and responsibilities are to provide support and management to LARAC on behalf of the CARB.

With the coming into force of the LARs on 1/6/2002, the LARAC consultative process was firmly established as part of the regulations under LAR 103.01(2) requiring consultation for standards incorporated by reference. It states that:

“The Minister shall not make a standard or an amendment to a standard unless the Minister has undertaken consultations with interested persons concerning the standard or the amendment in accordance with the procedures specified in the publication entitled *LARAC Management Charter and Procedures*”.

In addition, as a matter of policy DGCA has decided to use LARAC for consultation on all aspects of its rule-making activities.

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2. DGCA MISSION AND VISION

DGCA's mission is to develop and administer policies, regulations and services for the best possible aviation system for Lebanon and its citizens. Its role is to develop up-to-date and relevant air transportation policies and legislation and to maintain the highest level of safety and security possible.

DGCA's measures of success in contributing to DGCA's vision of having the world's safest air transportation system are:

- the continued improvement of the high level of aviation safety in Lebanon; and
- a high level of public confidence in the Civil Aviation program.

3. GOVERNING PRINCIPLES

Accordingly, the governing principle of LARAC is to fulfill the commitment to maintain or improve Lebanon's high safety standards. Therefore, in cases other than those involving ministerial public interest issues, recommendations for changes to the aviation regulatory system will be made with a view to maintain or improve aviation safety in Lebanon. New proposals are judged on the safety and efficiency that would result from their implementation.

LARAC activities typically consist of two phases, and in many cases, these two phases are conducted concurrently:

- a study/evaluation phase; and
- an implementation phase.

Each LARAC member organization should be represented by a delegate appointed by the member organization, and that delegate should be authorized by the member organization to act on its behalf. In addition, each member organization may designate one or more alternates for its appointed delegate.

4. OBJECTIVES

LARAC's prime objective, which is to assess and recommend potential regulatory changes through co-operative rule-making activities, is accomplished as follows:

- Identifying critical and contentious issues that indicate a need to examine and revise, where necessary, existing regulations, policies, standards or procedures to maintain or improve aviation safety in Lebanon.
- Ensuring aviation industry needs are identified and fully considered through direct involvement and consultation.
- Eliminating, wherever possible, constraints to system safety and efficiency through regulations and standards in order to reduce complexity, increase productivity and simplify the overall system.
- Minimizing the regulatory burden where safety is not compromised.
- Maximizing, to the extent practicable, the compatibility of the Lebanese regulatory system with that of other regulatory authorities (e.g., FAA, EASA) where safety or efficiency benefits can be derived. However, efficiency benefits must not compromise safety.

5. ORGANIZATIONAL STRUCTURE – RESPONSIBILITIES AND RELATIONSHIPS

LARAC is a joint undertaking of government, the aviation community and the interested public. Participation is sought through a large number of organizations and individuals so that the overall viewpoint of the aviation community and the interested public is represented. These include management and labor organizations representing operators, manufacturers and professional associations. The LARAC organizational structure is outlined below and is illustrated in Appendix 2 “LARAC – An Organizational Overview”.

5.1 Mandate of the LARAC Plenary

As part of maintaining the LARAC process, the CARB charges the Secretariat with scheduling and organizing LARAC Plenary meetings. The LARAC Plenary is scheduled as directed by the CARB. The time between meetings should not exceed a two-year period.

5.1.1 Membership of the LARAC Plenary

The LARAC Plenary is open to LARAC members as well as to anyone interested in civil aviation matters.

5.2 Mandate of the Civil Aviation Regulatory Board (CARB)

The CARB’s mandate is to recommend final regulatory decisions to the Minister. As part of this process, CARB has responsibility, on behalf of the Minister, to:

- Identify rule-making needs;
- Establish rule-making priorities;
- Assign rule-making issues to Technical Committees for study, where required;
- Consider and approve Technical Committee reports and recommendations;
- Direct regulatory development and the implementation of recommendations;
- Provide advice to the Minister.

5.2.1 Membership of the Civil Aviation Regulatory Board (CARB)

The CARB consists of a Chair; DGCA Directors who may also serve as Technical Committee Executive Directors, and the Secretariat, as follows:

Chair: Director General of Civil Aviation (DGCA)

DGCA Departments: Director of Flight Safety Department
Chief of Air Navigation Department
Airport Deputy Manager(s)
Airside Safety Service
Chief of Airport Maintenance Service
Chief of Maintenance Equipment Department
Chief of Meteorological Department

Secretariat Services: FSD Secretariat

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5.3 Mandate of Technical Committees

The mandate of Technical Committees is to provide advice, recommendations and, if required, draft rules with respect to regulatory issues. There are nine standing Technical Committees that generally relate to the *Lebanese Aviation Regulations* Parts I to VIII as follows:

Technical Committee Title	LAR Part
General	I
Identification, Registration & Leasing of Aircraft (IRLA)	II
Aerodromes & Airports (A & A)	III
Personal Licensing & Training (PL & T)	IV
Aircraft Certification (AC)	V
Aircraft Maintenance & Manufacturing (M & M)	V
General Operating & Flight Rules (GO & FR)	VI
Commercial Air Services Operations (CASO)	VII
Air Navigation Services & Airspace (ANS & A)	VIII

5.3.1 Membership and Management of Technical Committees

To ensure the LARAC process receives the best possible advice in all matters relating to civil aviation, attendance at Technical Committee meetings is open to the interested aviation community and public.

It is noted that DGCA endeavors to ensure that all relevant personnel participate in these meetings. The main purpose for this participation is to ensure that officers responsible for an issue understand the discussions and recommendations being made by the Committee, thus providing for an implementation process that is as seamless as possible. Notwithstanding, CARB recognizes that this can result in the expression of diverging views. Accordingly, prior to any issue (e.g., NPAs) being formally introduced to a Technical Committee, adequate internal review and coordination will be ensured.

Technical Committees consist of a Chair, an Executive Director representing the DGCA (FSD) regulatory functional area and its members, including:

- Aviation community representatives and interested members of the public;
- Working Group Chairs; and
- DGCA Representatives.

Technical Committee Chairs are appointed by the DGCA pursuant to the procedures described herein. All appointments are for a one-year period and may be extended.

5.4 Mandate of Working Groups

Working Groups are established, as required by Technical Committees, to address specific issues set out in the approved Working Group Terms of Reference.

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5.4.1 Membership and Management of Working Groups

The existence of Working Groups will normally be limited to the period required for them to complete the assigned task. Membership of Working Groups will consist of representatives from the aviation community and DGCA. Generally, a Working Group will be limited to not more than five individuals with specialized technical knowledge who intend to participate actively in Working Group discussions. Appointment of a nominee to a Working Group by the Technical Committee is made in consideration of the individual organization or member's experience to identify and discuss technical issues. A reasonable effort shall also be made by the Technical Committee to ensure that the membership of the Working Group fairly represents the points of view of those potentially affected by its work.

A Working Group Leader and its members will be selected by the Technical Committee in accordance with the Working Group procedures provided in Section 2.4 of Division II.

5.5 Mandate of Executive Director

The Executive Director is the DGCA Director responsible for a given functional area. In his capacity as DGCA Director, the Executive Director will, on behalf of the CARB Chair, assess proposals from the aviation community before they are assigned to a Technical Committee, in accordance with the Request for Regulatory Action procedures provided in Section 3 of Division II.

Should the Executive Director not be available to attend a Technical Committee meeting, the Director may appoint a representative who shall clearly state to attendees that he/she is acting on the Executive Director's behalf. The appointed representative will have the same authorities as the Executive Director.

In addition to his departmental responsibility noted above, the Executive Director's mandate within LARAC is:

- to ensure that the mandate of DGCA personnel, as described in Section 5.6, is met;
- to be the liaison between DGCA and LARAC members;
- to be the focal point for the Secretariat regarding LARAC affairs;
- to develop the regulatory work plan for the regulations and standards within the Executive Director's functional area in coordination with the Secretariat;
- to perform the procedural responsibilities identified herein;
- to ensure that proposed agenda items are appropriately analyzed before being added to the Technical Committee's agenda; and
- to coordinate proposals or other discussions within DGCA before LARAC meetings in coordination with the Secretariat.

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5.6 Mandate of DGCA Personnel

The DGCA Functional Branches will be responsible for:

- providing representation on the various Technical Committees and Working Groups at the discretion of the Executive Director;
- nominating and committing expert resources as members of Technical Committees or Working Groups;
- ensuring that the Technical Committees and Working Groups receive relevant and substantiated information that may assist in their deliberations and the ensuring development of recommendations;
- reviewing and providing timely feedback on options and recommended proposals as developed by Working Groups;
- participating in Technical Committee discussions, unless the discussion items is an Notice of Proposed Amendment (NPA) under review;
- implementing approved proposals and initiatives as directed by CARB for regulations and the Executive Director for standards; and
- providing implementation progress reports to the Secretariat.

5.7 Mandate of the Secretariat

The foundation of LARAC is established and maintained by the LARAC Secretariat, hereinafter called Secretariat, on behalf of the CARB. The Director of the Secretariat shall be the Director of the Flight Safety Department. The Secretariat is responsible for managing the activities of LARAC and is the focal point for all communications on regulatory development issues within DGCA.

6. PRESENTATIONS TO THE CIVIL AVIATION REGULATORY BOARD

LARAC members are not allowed to make direct representations to CARB. Therefore, dissents or other representations should be made to the appropriate Technical Committee. It is noted that written dissents can also be sent to the LARAC Secretariat. All dissents will be forwarded to CARB for consideration.

7. EXTRAORDINARY CONSULTATION

LARAC may also be used for extraordinary consultation to provide a framework for gathering information and processing public interest issues, where safety may or may not be the primary issue. Findings from such a process will be used to establish if any further actions should be undertaken, such as regulations, standards or advisory material.

Regulatory action would normally not be taken by DGCA before local consultation with all affected publics has been completed, and only when non-regulatory options have been examined and have been determined to be unsuitable to resolve, such issues would be processed in the following manner:

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7.1 Initiating Official

The Initiating Official shall ensure that:

- the issue to be solved is clearly identified;
- the public affected by the issue is clearly identified;
- alternative courses of action to resolve the issue have been identified and analyzed in consultation with the affected public; and
- the impact of the proposed courses of action on all parties, including the aviation community has been identified. (The Secretariat can provide assistance in the form of benefit / cost analysis).

The initiating official will co-ordinate the proposal with the appropriate DGCA Functional Branch Head and then submits a report to the Secretariat covering the foregoing and a proposed course of action.

7.2 Secretariat

The Secretariat will, on behalf of CARB, send the report and proposed course of action to the appropriate Technical Committee(s), DGCA Managers and the affected public for discussion and comment, as well as to the Minister's office for information.

7.3 CARB Review

In reviewing these comments, CARB will:

- recommend a course of action to the Minister, if the issue has been adequately addressed; and
- request that additional consultation be undertaken, if it is determined that there are affected members of the public other than those identified in the study or if there are impacts that had not previously been identified.

7.4 Development of a Notice of Proposed Amendment (NPA)

When the recommended course of action is accepted, the CARB will task the DGCA functional authority to develop an NPA for review by the appropriate Technical Committee using the NPA procedures provided in Section 3.6 of Division II.

8. CONSENSUS IN LARAC

Intrinsic in LARAC's objective of assessing and recommending potential regulatory changes through co-operative rule-making activities is the concept of achieving these results through consensus-building. Accordingly, LARAC members are requested to strive to achieve consensus on issues submitted for consultation.

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9. DISSENTS

Whether or not an agreement is reached during discussions, each LARAC member has the right to have an objection considered. Should the member request it, the objection will be formally added to the record as a dissent. Dissents are to be presented in writing to the Secretariat following the meeting so that they can be submitted to the CARB for consideration. The dissenter and the Chair of the Technical Committee will agree on a target date, during the meeting, for providing the written dissent to the Secretariat.

CARB will review the written dissent relative to the issue and decide on the course of action to be taken. The Executive Director or the Secretariat, as appropriate, will also ensure that the dissenter is advised of the CARB decision. The Secretariat will endeavor to respond to any written dissent within 30 days of CARB meeting. The response will contain a summary of the CARB's decision.

After CARB has closed an issue, dissents and a summary of its disposition will also be provided to the members of the appropriate Technical Committee as an Appendix to the agenda and/or Decision Record for the information.

10. AMENDING THE LARAC MANAGEMENT CHARTER AND PROCEDURES

10.1 General

Amendments may be proposed by any LARAC member through the LARAC Secretariat. These amendments will then be discussed at the LARAC Plenary to confirm their inclusion in this Charter. Amendments will be made available to the LARAC members on the DGCA web site.

10.2 Amendment Procedures

Following receipt of a proposal to amend the Charter, the Secretariat will acknowledge receipt and advise CARB at its next meeting. The Secretariat will then prepare a Notice of Charter Amendment (NCA) for discussion at the next scheduled Plenary Meeting. The NCA will include the following information;

- Reference;
- Title;
- Sponsor;
- Issue;
- Justification for Change;
- Current Text; and
- New Text (current text shown with revision marks to indicate new text to facilitate review).

As indicated in Section 8, of Division I, LARAC members are requested to strive to achieve consensus on the amendments proposed. When reviewing NCAs, consensus is achieved when there are no formal objections raised at the Plenary either in person or in writing by at least two interest groups. Objections raised by individuals will be noted but will not prevent the approval of the NCA. However, objections raised by at least two interest groups will require reconsideration of the proposed amendment. An interest group is defined as an organization representing the aviation community and includes DGCA personnel.

Following the Plenary Meeting, the Secretariat will either proceed to amend the Charter if the NCA is accepted or it will close the file. The Secretariat will also advise the sponsor of the Plenary's decision.

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11. COMMUNICATION

Comprehensive and timely communications are given top priority. The extensive participation of representatives from the aviation community and from with DGCA in every facet of LARAC is expected in order to ensure a high level of communication with the aviation community.

The Secretariat's communication strategy is proactive and includes the following:

- Distribution of information, newsletters and reports (as appropriate);
- A web site; and
- Preparation of Minister's briefing notes, as required.

12. LARAC MEETINGS

12.1 General

To ensure full and equal access to LARAC meetings by its members and the aviation community, the Secretariat maintains a LARAC calendar. Accordingly, the purpose of the calendar is to maintain a record of planned LARAC meetings and to ensure that meetings do not overlap, as much as is practicable.

Only one Technical Committee meeting will be scheduled per day. While Working Groups should also strive to meet the same guideline, Leaders may arrange to have more than one meeting scheduled on a given day.

To add meetings to the calendar, Technical Committee Chairs, Executive Directors or Working Group Leaders should advise the Secretariat directly. The following information will be added to the calendar:

- Title of the meeting;
- Dates of the meeting;
- Contacts person and telephone number;
- Location

The calendar will be available to members upon request from the secretariat. The Secretariat also maintains a copy of the calendar on the DGCA web site.

DIVISION II – PROCEDURES

1. GENERAL PROCEDURES

1.1 Conduct of the Process

To ensure that LARAC functions effectively, the procedures contained herein will guide its conduct. As previously state, LARAC activities are conducted based on two phases of work, a *study/evaluation phase* and an *implementation phase*.

1.2 Study/Evaluation Phase

The study/evaluation phase of a LARAC task assignment includes the following:

- Issue identification;
- LARAC consideration and referral to appropriate Technical Committee;
- Technical Committee assessment;
- Formation of Working Groups and selection of participants, as required;
- Development of Working Group Terms of Reference, when working group is established;
- Working Group orientation of the LARAC process and familiarization with the assigned task(s), if required;
- Development of work plan (detailed activities and schedules);
- Identification of problem areas;
- Analysis of recommendations and identification of options for improvement;
- Risk and impact assessments;
- Development and submission of proposal (preferred option);
- Formal consultation of Working Group final report with members of the Working Group;
- Submission of progress reports to the Technical Committee;
- Technical Committee review and development of recommendations;
- CARB review and approval;
- Consideration of benefit, competitive impact, environmental impact, implementability, and consideration of equitability issues and the effect on technology/business innovation;
- Development of implementation plans for approved proposals;
- Consultation with notices sent to the aviation community; and
- Monitoring and reporting on implementation activities.

1.3 Implementation Phase

The implementation phase will consist of monitoring and reporting on the disposition of recommendations, proposals and implementation action plans and schedules.

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1.4 Defining and Assigning LARAC Tasks

Tasks approved for assignment to a Technical Committee typically consist of NPAs and Discussion Items. The definition of a LARAC task will include the following:

- the objective of the task (e.g. a description of what the Technical Committee is requested to review) including references to specific regulations, standards and advisory material, if appropriate;
- a definition of what the final product is expected to be;
- a date by which the Technical Committee must review it and advise the CARB that it will undertake the task as defined; and
- a date by which the Technical Committee must complete the task.

The Technical Committee may choose to accept the task, modify it or reject. If the Technical Committee proposes any significant changes to the task's scope or subject matter, CARB must approve the changes before the Technical Committee may proceed. If the Technical Committee rejects the task, no further LARAC activity takes place and DGCA may then consider proceeding with the project internally. In such cases, however, the Technical Committee shall provide an explanation or dissents, in writing, to the CARB for not accepting the task.

1.5 Provision of Information

The Secretariat will ensure that all relevant information is made available to members of the aviation community before they are discussed at a Technical Committee meeting. As a general rule only information contained in the submission, as provided in the notice of meeting, will be open for discussion at a meeting. If it is acceptable to Technical Committee members, materials may be distributed for formal discussion at a later meeting. Accordingly, a notice of meeting will be published containing the following:

- a formal announcement of the meeting;
- the agenda; and
- a copy of all relevant information to be discussed.

1.6 Public Notification

The Secretariat must ensure that LARAC members are properly notified on all relevant issues. To achieve this goal, a LARAC member database has been developed and is maintained by periodically asking members to update the information contained therein. Nonetheless, LARAC members should advise the Secretariat of any changes as they occur to ensure that material is properly distributed. The database comprises the following information (refer to Appendix 1):

- Name;
- Title;
- Organization;
- Address;
- Telephone and Fax numbers;
- E-mail Address; and
- Identification of the area(s) of interest (e.g., Commercial Air Services, Aircraft Certification) in which the member would like to participate and the type of membership sought.

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2. COMMITTEE PROCEDURES

2.1 Civil Aviation Regulator Board

In accordance with CARB's mandate, the following procedures apply to CARB:

2.1.1 CARB Chair Responsibilities

The chair is responsible for the oversight of LARAC's activities, including:

- presiding at meetings of the LARAC Plenary;
- presiding at meetings of the CARB;
- appointing Technical Committee Chairs;
- with the assistance of the Secretariat, assessing LARAC policies pertaining to membership and its work program and, as necessary, proposing changes for consideration by the CARB; and
- certifying the accuracy of CARB and LARAC Plenary meeting Decision Records.

2.1.2 CARB Agenda

The Secretariat will:

- obtain CARB meeting agenda material from CARB members and prepare the agenda as required;
- ensure that all materials provided are supported by a written submission;
- confirm with the Technical Committee Executive Directors that dissents have been received for issues being placed on the agenda; and
- ensure that, further to section 3.3 of Division II, appeals submitted by persons having requested a regulatory change are placed on the agenda.

2.1.3 CARB Meetings

The CARB will:

- meet as required;
- be restricted to its members or their designated representatives; and
- review, in the conduct of its meetings, as required and set priorities for:
 - a) the regulatory work plan; and
 - b) the LARAC work plan, including the formation of Working Groups.

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2.1.4 CARB Decision Records

The CARB shall advise the Director of Civil Aviation and the Minister, as required, of rule making activities and priorities.

Decision Records shall be kept at each CARB meeting and shall include the time and place of the meeting; a list of meeting attendees; a summary of matters discussed and decisions made; copies of reports received, issued or approved by CARB.

CARB Decision Records will be published on the DGCA web site on a timely basis.

2.2 Technical Committee Chairs – Selection Process

The CARB Chair is responsible for appointing the Technical Committee Chair in accordance with the following process:

2.2.1 Appointment

CARB reviews the list of candidates and makes recommendations to the CARB Chair.

The CARB Chair formally appoints the Executive Director as Chair of the Technical Committee.

2.3 Technical Committees

Pursuant to the Technical Committees' mandate, the following procedures apply to Technical Committees:

2.3.1 Technical Committee Responsibilities

2.3.1.1 TECHNICAL COMMITTEE GENERAL RESPONSIBILITIES

- scheduling meetings as required;
- aiming for consensus during their deliberations;
- making provision for the statement of dissenting positions, where consensus cannot be achieved;
- making recommendations to CARB regarding preferred regulatory options;
- forming the appropriate Working Groups on an as-required basis and assigning tasks in accordance with the CARB mission statement;
- tracking the activities of the Working Groups and reporting to CARB through the Executive Director;
- providing guidance to the Working Groups on the development of implementation options; and
- reviewing and approving Working Group proposals regarding assigned tasks;

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2.3.1.2 TECHNICAL COMMITTEE MEMBERS' RESPONSIBILITIES

- attending meetings, as required;
- striving for consensus during deliberations; and
- nominating and committing knowledgeable representatives from their respective organizations to serve as members of Working Groups.

2.3.1.3 TECHNICAL COMMITTEE CHAIRS' RESPONSIBILITIES

- presiding at Technical Committee meetings;
- coordinating with the Executive Director to ensure proper flow of issues being discussed. In particular, the Chair will ensure that the Technical Committee does not reopen issues where consensus has been previously obtained unless new information is presented that would result in a recommendation being changed or re-evaluated;
- coordinating with the Executive Director when consensus is not achieved to ensure that all dissenting views are well recorded for future consideration by CARB;
- coordinating with the Executive Director and the Secretariat to set meeting schedules and establish agendas;
- coordinating with the Executive Director to establish appropriate Working Groups;
- coordinating with the Executive Director to appoint Leaders of Working Groups;
- coordinating with the Executive Director and the Working Group Leader to appoint Working Group members;
- coordinating with the Executive Director to ensure that Working Groups are balanced in membership;
- monitoring the progress of Working Groups;
- conducting in-depth reviews of Working Group reports;
- certifying the accuracy of Technical Committee meeting Decision Records; and
- keeping the LARAC Secretariat informed of the activities of the Technical Committee and its Working Groups.

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2.3.1.4 EXECUTIVE DIRECTORS' RESPONSIBILITIES

The Executive Directors will act as representatives of their DGCA Functional Area and of the CARB. They are responsible for:

- maintaining liaison with the Technical Committee Chairs;
- serving as the DGCA's spokesperson for all Technical Committee activities and meetings in the particular interest area;
- being the focal point for all communications between the CARB and the Technical Committee;
- ensuring recognition of the Technical Committee's role in aviation rule-making and enhancing its effectiveness;
- updating CARB on Technical Committee activities;
- requesting legal, benefit and drafting assistance from the Secretariat;
- coordinating with the Technical Committee Chair when consensus is not achieved, to ensure that all dissenting views are well recorded for future consideration by the CARB;
- ensuring that each task is properly coordinated before it is presented to the Technical Committee;
- coordinating with the Technical Committee Chair to establish appropriate Working Groups;
- coordinating with the Technical Committee Chair to appoint Leaders of Working Groups;
- coordinating with the Technical Committee Chair to ensure that Working Groups are balanced in membership;
- coordinating with the Technical Committee Chair and the Secretariat to set meeting schedules and establish agendas; and
- keeping the LARAC Secretariat informed of the Working Groups' activities and members.

2.3.2 Technical Committee Agenda

The Secretariat will:

- obtain meeting agenda material from Technical Committee members and prepare the agenda, as required;
- ensure that all materials provided are supported by a written submission (refer to Section 3 of Division II and to Appendix 3 for a sample agenda). To be considered at the meeting, suggested agenda items from the aviation community will be provided to the Secretariat no later than 4 weeks before the scheduled meeting date. These items will include details as described in Section 3.5 of Division II;

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- contact the Technical Committee Chairs and Executive Directors to ascertain if any items, such as Working Group recommendations, are ready for review by the Technical Committee and should be placed on the agenda; and
- ensure that agenda materials are distributed two weeks before the meeting date. If the deadline cannot be met, the Executive Director must then defer the meeting or, under urgent circumstances, seek the DGCA's approval to proceed.

2.3.3 Technical Committee Meetings

Technical Committees will normally meet on a quarterly basis. Announcement of the meetings shall be published on the DGCA web site or by e-mail.

2.3.4 Technical Committee Decision Records

Decision Records shall be kept for each Technical Committee meeting and shall be distributed to members on a timely basis. They will include the time and the place of the meeting; a list of meeting attendees; a summary of matters discussed and conclusions reached; and copies of reports received, issued or approved by the Technical Committee; (refer to Appendix 4 for an example of a Technical Committee Decision Record format);

Final reports shall be transmitted to the CARB Chair by written submission through the Secretariat; and

Technical Committee members are urged not to disseminate draft reports until they have been discussed by the Technical Committee. Reports shall be marked "DRAFT" until discussed at a Technical Committee Meeting.

2.4 Working Groups

2.4.1 Establishment of Working Group

Once a Working Group is established by a Technical Committee, each member of the Working Group contributes his particular knowledge or experience to task completion and subsequent formulation of alternative recommendations to the Technical Committee. The Technical Committee evaluates Working Group contributions and, when satisfied, makes recommendations to CARB. Working Groups function under the administrative control of an appointed Working Group Leader, who reports to the Technical Committee.

2.4.2 Appointment of a Working Group Leader

The Technical Committee Chair and the Executive Director must appoint a Working Group Leader. The Leader should possess technical expertise in the specific area.

2.4.3 Working Group – Eligibility

To become a Working Group member and to meet the associated responsibilities, the prospective member should:

- have aviation knowledge and expertise in the area being analyzed;
- be available to attend meetings and actively participate in the process; and
- be willing to coordinate with constituents to gain their input as required.

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2.4.4 Working Group – Member Selection Process

The Technical Committee Chair, the Executive Director and the Working Group Leader should select the Working Group members based on their eligibility and ensure that the desired balance has been reached.

The Working Group Leader will then advise the individuals who have been selected to be members of the Working Group.

2.4.5 Working Group Responsibilities

2.4.5.1 WORKING GROUP - GENERAL RESPONSIBILITIES

- reviewing and analyzing all information relating to the assigned task;
- developing and evaluating options, and formulating proposals;
- identifying, documenting and raising issues that need attention or resolution;
- identifying the impact of proposals;
- conducting confirmation / validation studies as required or as directed by the Technical Committee or CARB;
- discussing and clarifying each member's role and expectations early in the process to avoid misunderstandings;
- fostering full and complete discussion and resolution of all technical, legal and policy issues; and
- keeping key individuals within his/her respective organization fully and completely advised and informed of decisions reached, unresolved issues and planned action to resolve issues.

2.4.5.2 WORKING GROUP – MEMBERS' RESPONSIBILITIES

- Ensuring availability to attend periodic Working Group meetings;
- Contributing their respective aviation knowledge and expertise to the task(s) assigned to the Working Group;
- Taking an active part in representing the public interest in making contributions to the rule-making process; and
- Coordinating with constituents to gain their input early in process.

2.4.5.3 WORKING GROUP – LEADERS' RESPONSIBILITIES

Further to the above, Working Group Leaders are responsible for the general oversight and administrative of the Working Group. Addition information of these responsibilities is provided in Appendix 5.

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The role of the Leader is to facilitate discussions and activities of the Working Group as it strives to reach consensus. In circumstances where the consensus is not attainable, the Leader is responsible for preparing a report containing a summary of the proceedings and a series of recommendations for discussion by the Technical Committee. In such cases, the report will contain any dissents or views presented by Working Group members in order to provide the Technical Committee with as clear an outline of the issues as possible. The Working Group Leader is also responsible for ensuring that the Working Group members are fully consulted on the contents of a final report and for enclosing dissents that result from this review.

The Leader will contact the Secretariat to ensure that he/she has all relevant information needed to perform the function of a Working Group Leader.

2.4.6 Working Group Meetings

The Working Group Leader, in consultation with Working Group members, establishes the date, time and location of the initial Working Group meeting and will notify Working Group members. Subsequent meetings will be scheduled by mutual agreement of members. Guidance on the general conduct of Working Group meetings is provided in Appendix 6.

When appropriate and with the approval of the Working Group Leader, Working Group members may invite technical advisor other than Working Group members to speak directly to a Working Group and to participate in its discussions. However, these invited persons are not members of the Working Group and have no voice when consensus is sought.

2.5 Secretariat

On behalf of CARB, the Secretariat is responsible for the establishment, implementation and maintenance of all systems required to all the proper functioning of LARAC. The Secretariat is managed by the DGCA. As the focal point for all communications between and among the various Technical Committees, the Secretariat:

- monitors and administers LARAC activities from the study/evaluation phase to full implementation by the DGCA functional branches, or until the CARB is satisfied that the intent of the assigned task has been met;
- prepares Technical Committee and CARB meeting agendas and the associated background materials;
- reports to CARB on the status of the LARAC activities and seeks decisions and direction, as required;
- ensures that the LARAC membership is well informed of its activities through such media as the internet, or any other way considered appropriate;
- announces the formation of Working Groups;
- prepares programming and approval documents related to the resource or contractual needs of LARAC;
- provides technical or logistical support to the CARB and the Technical Committees respecting facility management and the communication aspects of LARAC proceedings;

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- establishes and maintains secure systems of records and data management for all essential documents related to LARAC, as well as a project tracking system to monitor and report on the various activities within LARAC;
- establishes and maintains a quality control function for all material being prepared for submission to the CARB and Technical Committees; and
- maintains the LARAC Management Charter & Procedures on behalf of the Plenary;

3. REQUESTS FOR REGULATORY ACTION (INVOKING LARAC)

3.1 General

Anyone may request the LARAC to consider issuing, amending or revoking a regulation, standard or advisory material.

Anyone wishing to “Invoke LARAC” shall do so, in writing to:

Director General of Civil Aviation,
Directorate General of Civil Aviation,
Rafic Hariri International Airport – Beirut
Att.: Director of Flight Safety Department

Requests are to be accompanied by appropriate documentation in order to ensure a prompt and concise review of the proposal. The following details the information that should be provided:

- historical and technical background;
- the advantages and disadvantages of the proposal containing any information, views or arguments available to the petitioner to support the action sought, including reasons why the granting of the request would be in the interest of aviation safety or the public;
- the expected impact on aviation safety and the environment;
- where possible, consideration of the approach of other aviation authorities to the same issue;
- any other related material.

3.2 Secretariat

For each request received, the Secretariat, on behalf of CARB, will:

- acknowledge receipt of the request and forward it to the Executive Director who has functional authority for the issue within DGCA.

3.3 Executive Director

Upon receipt of a request provided by the Secretariat, the Executive Director will:

- determine the proposal’s merit by reviewing the documentation provided;
- determine the proposal’s compatibility with existing regulations, standards or advisory materials;

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- obtain technical inputs from specialists on specific issues; and
- notify the petitioner(s) of the subsequent proposed actions with respect to the request within 15 days.

As a result, the Executive Director may:

- direct his staff to generate an NPA for Technical Committee consideration, where there is departmental agreement with the request;
- add the request as an agenda item for Technical Committee discussion. The Technical Committee can then recommend that an NPA be prepared to process the change, the issue be referred to a Working Group, an alternative or non-regulatory solution be developed or the request be denied;
- request CARB to consider the request, especially in cases when new policies or unusual circumstances may result; or
- deny the request by the petitioner to have the proposal considered by the Technical Committee.

3.4 Civil Aviation Regulatory Board (CARB)

In cases where an issue is submitted for consideration, the CARB may:

- direct the Executive Director to instruct his staff to generate an NPA for Technical Committee consideration, where there is general agreement with the request;
- direct the Executive Director to add the request as an agenda item for Technical Committee discussion. Should the Technical Committee recommend that the request be denied, the petitioner may not request that CARB reconsider the Technical Committee recommendation unless new information is provided;
- direct the Executive Director to develop or implement an alternative or non-regulatory solution; or
- direct the Executive Director to advise the petitioner that the request has been denied.

3.5 Discussion Items

When a decision is made to place a request, as a discussion item, on a Technical Committee's agenda, the Executive Director will provide a summary of the request to the Secretariat. In addition, a preliminary analysis of the proposal in the request should also be provided to the Secretariat. The summary will include (refer to Appendix 7):

- the regulatory reference;
- the subject title;
- the name of petitioner;
- a description of the general nature of the request;
- a justification (as presented in the request for instituting rule-making procedures);
- the DGCA position in respect of the request;
- the current text; and
- the proposed new regulatory text to meet intent of the change (where possible).

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3.6 Notice of Proposed Amendment (NPA)

If it is determined that an (NPA) is to be prepared, the Executive Director will provide details of the request to the Secretariat. The (NPA) is DGCA's administrative tool to formally announce regulatory change proposals to regulations and standards to the aviation community and, in particular, to the LARAC. NPAs will contain the following information and be presented, as illustrated in Appendix 8:

- Reference;
- Title;
- Sponsor;
- Issue;
- Justification for Change (this section should, where applicable, refer to the impact of different options or provide relevant regulatory text or references found in other national regulations);
- Current Text; and
- New Text (current text shown with revision marks to indicate new text to facilitate review).

3.7 Establishment of Working Groups Following a Request for Regulatory Action

If the Technical Committee recommends the establishment of a Working Group as a result of a Request for regulatory action, then the normal Working Group procedures in Section 2.4 of Division II will be followed.

3.8 Acceptance or Denial of Request for Regulatory Action

Requests for regulatory action assigned to LARAC, for which a recommendation for regulatory action is made by the Technical Committee and accepted by CARB, will be forwarded to the appropriate Executive Director for final drafting and submission into the regulatory process.

Requests for regulatory action assigned to LARAC, for which the Technical Committee recommends or CARB determines, after consideration, that the request does not justify instituting regulatory action; the Executive Director shall advise the Secretariat to notify the petitioner accordingly. A summary of the specifics of the denial should include the following:

- reference of the request;
- the name of the petitioner; and
- the disposition of the request (reason for not pursuing the request).

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DIVISION III – APPENDICES

APPENDIX 1 – DATABASE OF LARAC MEMBERS

Name: _____

Title: _____

Organization: _____

Address: _____

Mobile: _____

Telephone Number: _____

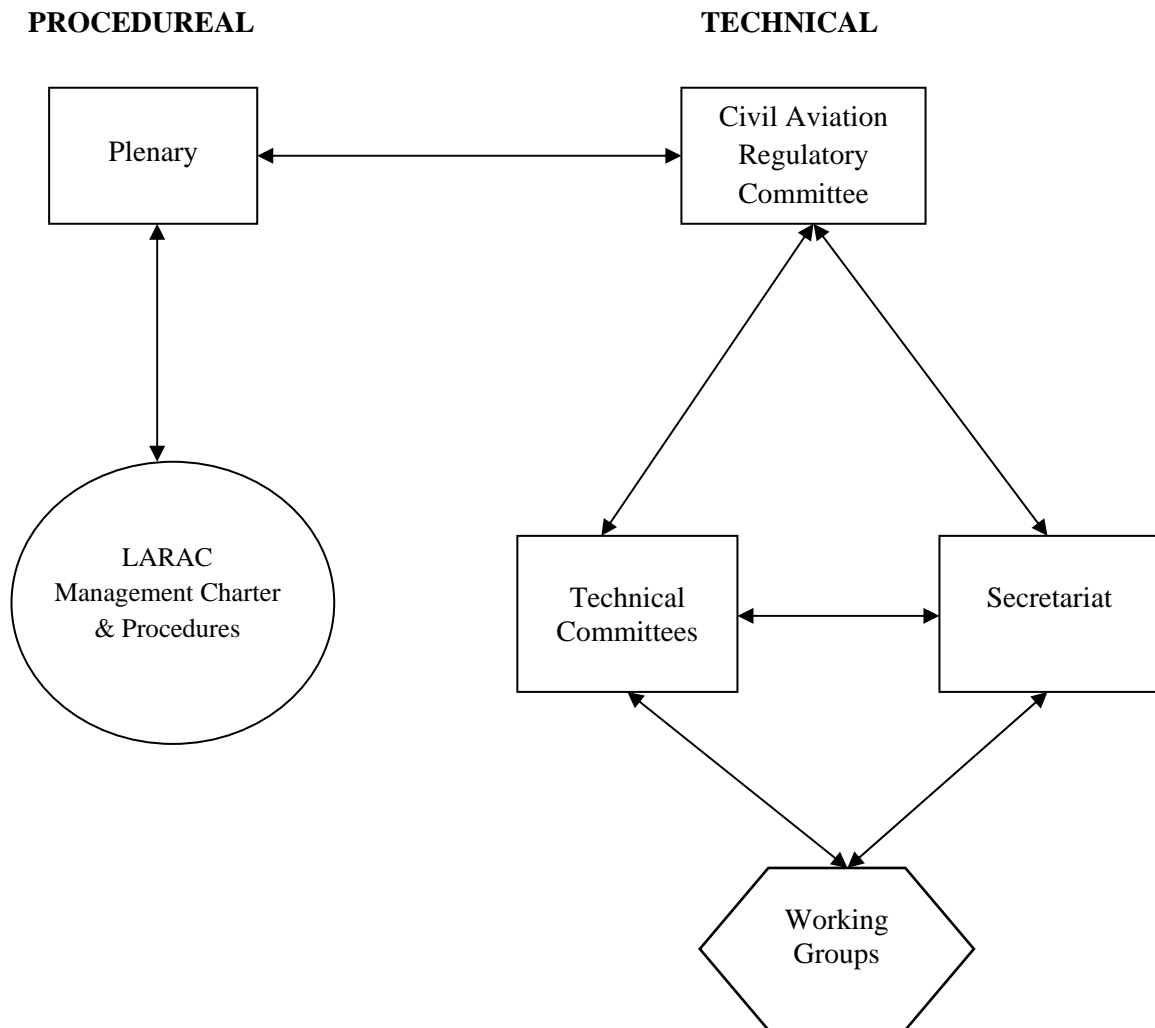
Fax numbers: _____

E-mail: _____

Identification of the area(s) of interest: *(e.g., Commercial Air Services, Aircraft Certification ...)* in which the member would like to participate and the type of membership sought.

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APPENDIX 2 – LARAC – AN ORGANIZATIONAL OVERVIEW



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APPENDIX 3 – TECHNICAL COMMITTEE AGENDA (SAMPLE)

Name of Technical Committee: _____

Date: _____

Location: _____

Meeting Start Time: _____

Technical Committee Agenda

Item No.	Agenda Item	Presenter
1.	Review of previous Decision Record	
2.	Review of Proposed Work Plan (as required)	
3.	Review of Working Group Terms of Reference(s) (as required)	
4.	Status of Working Group(s) (as required)	
5.	Review of Working Group Final Report(s) (as required)	
6.	Review of Notices of Proposed Amendment (NPA)	
7.	Requests for Regulatory Action (non-NPA)	
8.	Other Issues	

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APPENDIX 4 – DECISION RECORD (SAMPLE)

Name of Technical Committee: _____

Date: _____

Meeting Decision Record

Item	Agenda Item	Decision	Action
	Opening Remarks		
1.	Review of Previous Decision Record		
2.	Working Group Status Report or Working Group Final Report		
3.	Review of Notices of Proposed Amendment (NPA)		

Decision Record prepared by:

LARAC Secretariat

Date

Decision Record approved by:

Executive Director, Technical Committee

Date

Chair, Technical Committee

Date

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APPENDIX 4 – NPA REVIEW RESULTS (SAMPLE)

DECISION RECORD ITEM NO.: _____

NPA Number	Title and Status	Originator and Comments	Action

APPENDIX 5 – WORKING GROUP LEADER RESPONSIBILITIES

The Leader is responsible for the general overview and administration of the activities of the Working Group as follows:

- The Technical Committee Chair, the Executive Director, and the Working Group Leader should select the Working Group members based on their eligibility and to ensure that the desired balance has been reached;
- The Working Group Leader is responsible to advise all individuals who have expressed an interest in being a Working Group member as to the final membership selection;
- Develop a work plan, providing a time schedule and resource requirements required to complete the task;
- Preside at meetings of the Working Group;
- Compile agenda items and distribute an agenda prior to each Working Group meeting;
- Ensure that each suggestion is given due consideration by the team;
- Obtain Technical Committee agreement concerning the conceptual solution the Working Group plans to pursue;
- Identify issues to be addressed by the Technical Committee;
- Strive towards consensus and, if it is not achievable, ensure that all dissenting views are well recorded for future consideration at the Technical Committee meetings;
- If an issue arises that requires legal input, seek assistance from the Secretariat;
- Ensure that supporting documentation (notes, suggestions, decisions/consensus) and justification for each decision made and action recommended are maintained and available for future use and ensure traceability of the activities of the Working Group;
- Certify the accuracy of Decision Records;
- Submit information about future Working Group meetings to the Technical Committee Chair and to the Secretariat;
- Provide copies of relevant materials to Working Group members well in advance of the meeting;
- Ensure all Working Group documents are marked “DRAFT” and that they should not be released to the public until they are ready to be presented to a Technical Committee;
- Submit progress reports to the Technical Committee Chair for discussion at the Technical Committee regarding decisions reached and next actions, including schedules and unresolved issues;
- Ensure that sufficient time is provided to fully discuss issues.

APPENDIX 6 – WORKING GROUP MEETING GUIDELINES

- An open discussion and identification of issues should first be completed.
- Proposals should then be sought and entertained from any source (DGCA or aviation community). To ensure proper consideration, proposals should be provided in writing (e.g., the exact wording of the change being proposed including any supporting arguments or data) two (2) weeks prior to the next meeting of the Working Group for distribution purposes.
- During the Working Group meeting, full and open discussion of the proposals can then take place. Advantages and disadvantages of proposals discussed should be recorded for the information of the Technical Committee.
- If consensus on one proposal can be achieved, the Working Group Leader drafts formal recommendations for use in the final report.
- Where consensus on a proposal cannot be reached, all views must be properly recorded so as to allow the Working Group Leader to make recommendations to the Technical Committee on those issues. Dissenting views must be included with the recommendations in the report.
- The Working Group Leader then presents the final report, to the LARAC Secretariat for inclusion at the next Technical Committee meeting where the proposal and supporting arguments will be discussed.
- Where no agreement is reached by either the Working Group or the Technical Committee, the issue is referred to CARB for discussion and action.

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**APPENDIX 7 – REQUESTS FOR REGULATORY ACTION – TECHNICAL
COMMITTEE DISCUSSION ITEM (SAMPLE)**

File Number	
Regulatory Reference	
Subject Title	
Sponsor or Petitioner	

Description:

Justification for Change:

Departmental Analysis (as appropriate):

Current Regulatory Text:

Text of Proposed Regulatory Change:

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APPENDIX 8 – NOTICE OF PROPOSED AMENDMENT (NPA) (SAMPLE)

Reference	
English Title	
Sponsor	

Issue:

Justification for Change:

Current Text:

New Text (use current text with revision marks turned on to indicate new text):