



STANDARDS BOARD CONSTITUTION

1. Board members

- 1.1 The chairman of the AviationADR Standards Board (“**the Board**”) shall be Sir Eric Peacock until 1st September 2018 (“**the Chairman Term**”).
- 1.2 At the expiry of the Chairman Term the Board members, not including the chairman, shall vote in favour of:
 - a) the re-appointment of Sir Eric Peacock as chairman for a further three-year term; or
 - b) the appointment of a new chairman.
- 1.3 The Board shall consist of a minimum of four and a maximum of ten members.
- 1.4 No more than 20% of the total number of Board members shall be employed in the aviation industry by either an airline or airport (“**Industry Members**”).

2. Meetings

- 2.1 The Board shall convene at least once every two months.
- 2.2 Meetings shall require a quorum of at least 3 members (including the chairman), on the basis that at no time no more than 1/3 of those presents are Industry Members.

3. Remuneration/Expenses

- 3.1 Board members shall not be remunerated.

3.2 The Company shall cover all reasonable expenses of the Board members, including travel and subsistence in relation to Board meetings.

4. Chief Adjudicator

4.1 The Board shall have responsibility for appointing and monitoring the appointment of the Chief Adjudicator.

4.2 The Chief Adjudicator shall be appointed for five year terms (where possible).

4.3 Nothing in this constitution shall prohibit the Board from re-appointing the Chief Adjudicator for further terms.

5. Annual Budget, Strategy & Report

5.1 The Board shall review and approve the annual budget ("**Budget**") and strategy ("**Strategy**") of AviationADR.

5.2 The Board shall review and approve i) quarterly reports supplied to the CAA and ii) an annual report submitted to the CAA.

6. Complaint reviews

6.1 The Board shall review a random cross section of complaints on a monthly basis ("**Complaints Review**").

6.2 During the Complaints Review the Board shall review:

6.2.1 a selection of complaint handler recommendations; and

6.2.2 a selection of Adjudicator determinations.

6.3 In carrying out the Complaints Review the Board shall consider:

6.3.1 whether the recommendations and determinations have been made on a fair, independent and impartial basis.

6.3.2 whether the recommendations and determinations have been made in accordance with the Terms of Reference, and Code of conduct.

6.3.3 whether the recommendations and determinations have been made in accordance with the principles of natural justice.

- 6.3.4 whether the recommendations and determinations have been based on sound judgement and have been justified adequately in writing.

Note: The Board shall not comment on the actual decision made and where such decision was legally correct.

7. Competent Authority

- 7.1 The Board shall ensure that the Company and Chief Adjudicator observes and abides by the criteria and rules set out by the CAA and under the ADR Regulations at all times.
- 7.2 In the event that the Company or Chief Adjudicator continually fails to observe the CAA and/or ADR Criteria, the Board shall report such breach to the CAA.

8. Miscellaneous

The Board has no powers to review the progress or outcome of individual complaints and cannot respond to individual parties about complaints.

1st February 2018