

AVIATION WORKING GROUP TERMS OF REFERENCE

Role and responsibilities

The purpose of the Aviation Working Group is to:

- i. Provide industry input and guidance for the Aviation maintenance skills pathways workforce project
- ii. Oversee the update to Unit of Competency MEA362: *Maintain aircraft vapour cycle air conditioning systems*

The Working Group will provide recommendations and advice on the progress and outcomes of the projects to Manufacturing Alliance. If required, the Working Group can also provide advice directly to the Strategic Industry Taskforce (SIT) and Board.

The SIT has been established to provide high level industry input to support the work of Manufacturing Alliance, including identifying overarching priorities and issues for discussion with government and overseeing key deliverables. Please see the attached SIT Terms of Reference for further detail.

Timeframe, meeting schedule and proxies

The Working Group will operate from its establishment and meet until the conclusion of both projects.

It is anticipated that the Working Group will meet a minimum of 4 times.

Proxies will not usually be accepted but will be considered on a case-by-case basis by the Chair.

Membership

Members will be drawn from Manufacturing Alliance's SIT and external experts that have relevant industry experience and knowledge.

Relationships

The Working Group will report progress and satisfactory finalisation of projects to the Board through the SIT as required.

It is expected that contributors to the work of the Manufacturing Alliance work ethically, fairly, responsibly, and collaboratively.

In the event of the work not meeting the Working Group's expectations, or in the event of disputes, then this will be referred to the SIT for their consideration and action.

Chair

The Working Group will be chaired by Graeme Russell, Chair of SIT.

Secretariat Support

Manufacturing Alliance will provide the Working Group with secretariat support, including the management of agendas and records of meetings, alongside support to the Chair as required.

Conflicts of Interest

Members must ensure compliance with the Conflict of Interest (Advisory Committees) Policy, this includes disclosing any material personal interests or material personal associations that could give



rise to an actual, potential or perceived conflict with their obligations to act in the best interests of the Manufacturing Alliance and objectives of the JSC Program.

An interest or association will be considered to give rise to a 'material' conflict if it has a reasonable possibility of influencing, or as reasonably being seen to influence, the decision or actions of the relevant individual. In order for the interest to be considered material it must be of some substance or significance, and not merely a slight or low value interest.