MEETING SUMMARY

ENCASIA WORKING GROUP 5 (PEER REVIEWS)

BRUSSELS, ON 29-30 APRIL 2014

WG5 met on 29-30 April 2014 to continue the work on "Peer Reviews". The United Kingdom chaired the meeting with the participation of Germany, France, Iceland, Italy, the Netherlands, EASA and DG MOVE. Cyprus and Malta could not attend. Belgium and Denmark joined the meeting for the discussions on the logistical aspects.

The Chairman explained that the priority of the meeting was to launch the peer review process, agree on the administration and content of the training programme, and agree a position on the handling of the peer review data.

The following SIA (Denmark, Estonia, France, the Netherlands, UK and Iceland) have offered to provide investigators to carry-out the peer reviews. They will be split in two Panels. The four SIAs to be reviewed should be Austria, Croatia, Slovenia and the UK. Denmark and France are in reserve.

It was agreed that the peer review training, which would take place at Farnborough on 15 to 17 September 14, would be split into two aspects: logistics and programme.

The training programme would be run by the Peer Review Working Group. The aim of the training is to instruct experienced investigators on how to undertake a peer review in a SIA. It was agreed that the training would be based on understanding the questions and guidance material; however the intention is that the instructors would not address every point, but instead would give an overview of the material. The Group finalised the training programme and the names of the individuals who would lead each session. The Group also agreed that the session leaders would provide the Chairman with the training objects and the reference of any documents that the trainees are required to be familiar with prior to attending the course.

The Working Group developed a list of principles regarding the handling of peer review data and information. It was agreed to prepare a non-disclosure agreement that all individuals who handle peer review information / data would be required to sign. WG5 also finalised the template for the final report. An example report that included solutions that could be undertaken both inside and outside the SIA was agreed and would be used at the peer review training session.

Iceland presented some work on the advantages of using an on-line questionnaire. The estimated cost would be around Euro 20k to 30k. It was agreed to continue developing this proposal with a view to submitting it at the next ENCASIA meeting.
