

## **Terms of Reference - Environment requirements for STARS**

### **Mandate:**

The creation of a business aviation sustainability label (S.T.A.R.S.) - which would integrate into existing IS-BAO and IS-BAH standards and additionally be available standalone for non-operator or handling organisations - will address pressing social & environmental issues by raising awareness, providing educational resources, building partnerships and introducing initiatives to benefit business aviation companies, customers, communities and society at large.

The aim of this Environment Working Group is to contribute to the successful creation of a 3-tiered set of Environmental best practices and requirements that can be integrated in IS-BAO for business aircraft operators, IS-BAH for FBO and Handling organizations, and available standalone for other types of business aviation service organizations.

### **Scope of Work:**

The Environmental Standards Working Group will be responsible for

- Defining/articulating the *business case* for why industry must address social issues (the ‘what’s in it for me’?) and how it adds value to the business.
- Defining the environmental requirements for each tier of the STARS
  - o Defining what issues we want to tackle and find the areas that need to improve
  - o Defining achievable requirements for each tier, which are applicable to all services within business aviation
    - Requirements for operators (to be integrated into IS-BAO)
    - Requirements for handling/FBOs (to be integrated into IS-BAH)
    - Requirements for “other organizations” – administrative and maintenance (to be available standalone)
  - o Setting measurable targets for each requirement
  - o Providing measurement methodologies for each requirement, in line with existing best practices, if applicable
- Collecting/drafting supporting materials such as guidance/best practices/case studies to help participants achieve the STARS environmental requirements
  - o Deciding on guidance content and format
  - o Providing examples, studies, documents, guidelines

- Identifying and establishing (in collaboration with the partnership team) partnerships with environmental experts (Training organizations, offset specialists, NGOs, etc...) who can help members of industry achieve the requirements
- Defining training solution(s) for IS-BAO/IS-BAH auditors, to include:
  - Who can provide training
  - How can training be implemented
- Promoting the environmental requirements included in the STARS and building awareness around the STARS (in collaboration with the STARS marketing team)

### **Composition:**

**The STARS Environment Working Group** will be composed of 10 industry professionals with both subject matter and ideally advocacy experience. The Working Group will be balanced in terms of geographical distribution to reflect European business aviation key markets and various business areas. The duration of the first mandate of the Working Group will be two years (the “**Term**”).

The Working Group may be split into small subgroups to work on specific topics.

**The Working Group Members** will be selected by the STARS Project Team through an open call for expression of interest. The composition of the Working Group will be validated by the EBAA Board of Governors.

For the first Term, the **Chairperson** and the **Vice Chairperson** will be a member of the STARS Project Team. Thereafter, the Chairperson and Vice Chairperson are elected by the Working Group Members.

A **Secretary/Timekeeper** is elected by the Working Group Members, by a show of hands majority vote.

**The Board of Governors** is the body validating or rejecting STARS requirements. Board Members are not allowed to sit in the Working Group.

### **Meetings:**

**The Working Group will meet four times a year** physically, two of these meetings may be held in the framework of the AGM (mid-March) and EBACE (second half of May) and two meetings in September and December in Brussels or any other central and well-connected European location if a meeting can be hosted by a Working Group Member.

In addition to those physical meetings, 30min-1h conference calls may be organised as necessary to follow-up on physical meetings and keep everyone informed and engaged. Ideally, these phone calls will be regular and set in advance.

In order to gather technical expertise in each specific area the Working Group may invite external individuals to attend a meeting or a conference call as guests. Such an invitation may be repeated.

#### **Responsibilities of the Working Group Members:**

Working Group Members will be actively involved in the activities of the Working Group. Any Working Group Member who misses two consecutive physical meetings will lose his/her seat within the Working Group.

In addition to the physical meetings, Working Group Members will commit to dedicate sufficient time in the preparation of the meetings and the activities of the Working Group. This will include joint drafting exercises aiming at producing industry requirements and guidance.

#### **Responsibilities of the Chair:**

The Chair will lead each meeting. Tasks include:

- Coordinating the discussion, following the agenda in place;
- Making sure all the topics are addressed;
- Coordinating votes.
- Routinely reporting Working Group progress to the STARS Project Leader.

#### **Responsibilities of the Vice Chair:**

The Vice Chair will set up and organise the meetings. Tasks include:

- Arranging logistics for meetings and calls;
- Setting the agenda in collaboration with the Chair and disseminating the agenda at least 10 days prior to the meeting;

- Assisting in the conduct of meetings as necessary;
- Temporarily assuming the role of Chair in the absence of the Chair.

### **Responsibilities of the Secretary/Timekeeper:**

The Secretary will take notes during the meetings, provide documents and track follow-up actions. Tasks include:

- Distributing preparatory documents and working papers;
- Presenting status of follow-up actions from the previous meeting, to include pre-sharing a copy of that report at least 10 days prior to the meeting;
- Drafting meeting minutes and summary of conclusions and sharing them with the Chair, Vice Chair and Working Group Members.

### **Decision Making Process:**

Decisions by the Working Group shall be taken by consensus. A simple majority of members present at a meeting ( a vote by show of hands) will suffice to make a decision regarding the definition of a requirement, a target or a measurement. All minutes shall be recorded in a shared folder and access shall be granted to all Working Group Members and the STARS Project Leader.

A draft of the STARS recommended requirements for the environment, proposed by the Working Group, will be validated or rejected by EBAA's Board of Governors. If a position is rejected by the Board of Governors, a comment will be provided to the Working Group to amend the position or to withdraw it if the Board of Governors considers that a position even amended would be detrimental to the industry.

The final draft of the STARS recommended requirements for the environment will then be reviewed, validated or rejected by IBAC for inclusion in its standards. If a position is rejected by IBAC, a comment will be provided to the Working Group to amend the position or to withdraw it if IBAC considers that a position even amended would be detrimental to the industry.