**CONFIRMED MINUTES**

**FEBRUARY 23, 2016**

**MADRID, SPAIN**

**These minutes are not final until confirmed by the Committee in writing or by vote at a subsequent meeting. Information herein does not constitute a communication or recommendation from the Committee and shall not be considered as such by any agency.**

**TUESDAY, FEBRUARY 23, 2015**

# OPENING COMMENTS

## Call to Order / Quorum Check

The Nadcap Management Council (NMC) Metrics Committee was called to order at 11:30 a.m., 23-Feb-2016.

The meeting was restricted to Committee members as well as NMC members and invited guests.

It was noted that Steve Dix from Eaton Aerospace was attending as a guest.

A quorum was established with the following representatives in attendance:

***Subscriber Members/Participants Present (\* Indicates Voting Member)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Latchezar | Anguelov | SAFRAN Group |  |
| \* | Pascal | Blondet | Airbus |  |
| \* | Richard | Blyth | Rolls-Royce | Chairperson |
| \* | Craig | Bowden | BAE Systems - MAI |  |
| \* | Jeff | Cerre | Beechcraft |  |
| \* | David | Cianfrini | BAE Systems Inc |  |
| \* | Russell | Cole | Northrop Grumman |  |
|  | Steve | Dix | Eaton Aerospace |  |
| \* | Hidekazu | Furugori | Mitsubishi Aircraft Corp. |  |
| \* | Jason | Jolly | Cessna Aircraft | Vice Chairperson |
| \* | Masahiro | Kawamoto | MHI |  |
| \* | Kevin | Knox | Rockwell Collins |  |
| \* | Bob | Koukol | Honeywell Aerospace |  |
| \* | Jeff | Lott | The Boeing Company |  |
| \* | Frank | Mariot | Triumph Group |  |
| \* | Jean Philippe | Mathevet | SAFRAN |  |
| \* | Frank | McManus | Lockheed Martin |  |
| \* | Ana Cristina | Ottani dos Santos | Embraer S.A |  |
| \* | Scott | Porterfield | Triumph Group |  |
| \* | Fabrizio | Quadrini | AgustaWestland |  |
| \* | Mark | Rechtsteiner | GE Aviation |  |
| \* | Per | Rehndell | GKN Aerospace Sweden AB |  |
| \* | Norberto | Roiz-Lafuente | Airbus Defence and Space |  |
| \* | Angela | Vitale | Finnmeccanica SpA – Settore Aeronautica |  |

***Other Members/Participants Present (\* Indicates Voting Member)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
| \* | Wilfried | Weber | PFW Aerospace GmbH |  |
| \* | Jim | Cummings | Metal Finishing Company |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Mark | Aubele |
| Bob | Lizewski |
| Scott | Klavon |
| Jim | Lewis |
| Glenn | Shultz |
| Jon | Steffey |
|  |  |
|  |  |
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## Safety Information was reviewed.

## Code of Ethics, Anti-Trust & Conflict of Interest was reviewed by Richard Blyth.

## The NMC Metrics Meeting Agenda was reviewed.

## Approval of Previous Meeting Minutes

Motion made by Jason Jolly and seconded by Frank Mariot to approve the minutes from 19-Oct-2015 as written. Motion passed unanimously.

# Review Metrics Committee Charter, Current membership status

The attached NMC Metrics Committee Charter was reviewed. Kevin Knox will be added to the NMC Metrics Committee.

Richard Blyth presented the included Metrics training presentation. It was agreed that this training should be reviewed annually at the February meeting and emailed to the NMC members.



ACTION ITEM: Richard Blyth and Glenn Shultz to review available balloting data and propose a metric. (Due Date: 30-Jun-2016)

ACTION ITEM: Glenn Shultz will provide the training presentation to Kellie O’Connor to email to the NMC members. (Due Date: 11-Mar-2016)

# RAIL

The attached Rolling Action Item List (RAIL) was reviewed. Action Items MCA-69, MCA-73, MCA-74, MCA-75, and MCA-76 were closed based on activities and confirmation at this meeting.



# **Review NMC/Board Of Director’s (BOD) Metrics**

The attached BoD Metrics were reviewed. All metrics are “green”.



# Task Group Metrics Summary Review [MCA-64]

Richard Blyth reported that he and Glenn Shultz have been continually reviewing the monthly task group metrics. There were a few red metrics in October, November, December, and January. These were investigated and found to mostly be related to supplier cycle time in commodities that had a low number of certs issued in the month. Also it was noted that the total number of metrics that are included in the task group metrics summary was reduced from 119 to 68 due to the combining of the Initial and Reaccreditation Cycle Time metrics.

Richard and Glenn will continue to review the task group metrics monthly and request explanations for any red metrics. Richard reminded members that task group metrics and summaries are located in eAuditNet under the Metrics application and in the NMC Work Area.



# AUDIT CONSISTENCY METRIC PROPOSAL (MCA-73)

Mark Rechtsteiner reported that the Audit Effectiveness Committee is trying to develop a metric to measure if audits are becoming more effective. Many criteria have been considered but nothing has been settled since this a very difficult thing to measure since many criteria are subjective or considered confidential by the subscribers. The NMC Metrics Committee will support the Audit Effectiveness Committee with this project as needed.

# NADCAP UPDATE

The team reviewed Scott Klavon’s Nadcap Update presentation.



# Nadcap EFFECTIVENESS & CUSTOMER SATISFACTION UPDATE (MCA-74, MCA-75)

The attached Nadcap Effectiveness and Customer Satisfaction presentation was presented by Russell Cole. Russ summarized that communication was the leading opportunity for improvement. The Nadcap Strategy was one topic of particular interest. Jeff Lott will lead the team of Richard Blyth, Russ Cole, Scott Klavon, and Jean-Philippe Mathevet to review the Nadcap Strategy to determine if there is a better way to communicate this topic.

Russ’s team will meet to investigate the 6 key areas to determine what activities are currently being done to address concerns, discover any gaps, and report back at the June 2016 meeting.



ACTION ITEM: Jeff Lott will lead the team of Richard Blyth, Russ Cole, Scott Klavon, and Jean-Philippe Mathevet to review the Nadcap Strategy to determine if there is a better way to communicate this topic. (Due Date: 30-Jun-2016)

ACTION ITEM: Russ Cole’s team will meet to investigate the 6 key areas to determine what activities are currently being done to address concerns, discover any gaps, and report back at the June 2016 meeting. (Due Date: 30-Jun-2016)

# Subscriber Supplier List Activity Update (MCA-70)

The team reviewed Richard Blyth’s Subscriber Supplier List Activity Update presentation. Richard reported that 44% (up from 30% - June 2015) of the Subscribers that have supplier lists in eAuditNet are actively maintaining those lists.



# NEW BUSINESS REVIEW

There were no additional business items to be discussed at this time.

# NEW ACTION ITEMS

New action items were reviewed and added to the RAIL.

# MEETING FACILITATION FEEDBACK

There were no suggestions to improve the meeting.

# ADJOURNMENT – 23-Feb-2016

Meeting was adjourned at 1:04 pm.

Minutes Prepared by: Glenn Shultz [gshultz@p-r-i.org](mailto:gshultz@p-r-i.org)

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| --- | --- | --- |
| \*\*\*\*\* For PRI Staff use only: \*\*\*\*\*\*  Are procedural/form changes required based on changes/actions approved during this meeting? (select one)  YES\*  NO  \*If yes, the following information is required: | | |
| Documents requiring revision: | Who is responsible: | Due date: |
|  |  |  |