**CONFIRMED MINUTES**

**FEBRUARY 21, 2017**

**NEW ORLEANS, LA**

**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 21, 2017**

# OPENING COMMENTS

## Call to Order / Quorum Check

The Nadcap Management Council (NMC) Metrics Committee was called to order at 10:50 a.m., 21-Feb-2017 (prior meeting ran over).

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

The chair recognized Mark Clark, Shelly Lawless, and Michael Roberts as guests.

A quorum was established with the following representatives in attendance:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Tomohiko | Ashikaga | Mitsubishi Heavy Industries |  |
| \* | Pascal | Blondet | Airbus |  |
| \* | Richard | Blyth | Rolls Royce plc | Chair |
| \* | Craig | Bowden | BAE Systems - MAI |  |
| \* | Jeff | Cerre | Textron Aviation |  |
| \* | David | Cianfrini | BAE Systems Inc |  |
|  | Mark | Clark | The Boeing Company |  |
| \* | Russell | Cole | Northrop Grumman |  |
| \* | Steve | Dix | Eaton Aerospace |  |
| \* | Bertrand | Fath | Airbus Helicopters |  |
| \* | Troy. D | Grimm | Spirit Aerosystems |  |
| \* | Robert | Koukol | Honeywell |  |
| \* | Frank | Mariot | Triumph Group |  |
| \* | Frank | McManus | Lockheed Martin |  |
| \* | Roger | Merriman | Textron Aviation |  |
| \* | Mark | Rechtsteiner | GE Aviation |  |
| \* | Per | Rehndell | GKN Aerospace Sweden AB |  |
|  | Michael | Roberts | Gulfstream Aero Corp. |  |
| \* | Norberto | Roiz-Lafuente | Airbus Defence and Space |  |
| \* | Davide | Salerno | Leonardo Aircraft |  |
| \* | Victor | Schonberger | Israel Aerospace Industries |  |
| \* | Scott | Severson | Rockwell Collins |  |
| \* | Lindsey | Shaw | Raytheon |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Shelly | Lawless | Meyer Tool,Inc. |  |
| \* | Gary | White | Orbit Industries, Inc. |  |
| \* | Wilfried | Weber | PFW Aerospace GmbH |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Mark | Aubele |
| Scott | Klavon |
| Jim | Lewis |
| Bob | Lizewski |
| Shariq | Parvez |
| Glenn | Shultz |
| Jon | Steffey |

## 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

Minutes were approved during the Subscriber Accreditation Meeting since the action was over looked in the Metrics meeting. Motion made by Jeff Lott and seconded by Frank Mariot to approve the minutes from 24-Oct-2016 as written. Motion passed unanimously.

# Review Metrics Committee Charter, Current membership status

The attached NMC Metrics Committee Charter was reviewed. Shelly Lawless and Michael Roberts will be added to the NMC Metrics Committee. Kevin Knox will be removed.

Richard presented the metrics training that is scheduled for every February meeting. The team agreed that we should continue presenting this training every February.



# RAIL

The attached Rolling Action Item List (RAIL) was reviewed. Action Items MCA-82 and MCA-83 were closed based on actions 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.

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



# DOCUMENT Ballot METRIC UPDATE (MCA-77)

Richard Blyth and Glenn Shultz presented an update on the metric to measure NMC ballot participation and Task Group ballot participation. Glenn submitted an eAuditNet enhancement for this metric. However, after the scope of work analysis was completed it was decided that the benefit of the enhancement did not justify the cost. Therefore, the scope of the project was scaled back to the original intention which was to just measure NMC ballot participation. This metric will be reviewed at each NMC Metrics Meeting. MCA-82 is now closed.



# Current METRICS REView and Potential new metrics for 2018 update [MCA-81]

Richard Blyth reported that the sub-team met on 20-Feb-2017 to review the current metrics and explore any areas that need metrics. The team agreed that the current metrics are useful and should be continued. The team also, identified people and quality as two areas that should be considered for additional metrics. The plan is to develop a single metric for each of these areas (one for people and one for quality) that could detect a need for investigation or other action. The team will meet again in March.



# NADCAP UPDATE

The team reviewed Scott Klavon’s Nadcap Update presentation.



# Nadcap EFFECTIVENESS & CUSTOMER SATISFACTION 2017 Survey Update

The 2017 Nadcap Effectiveness and Customer Satisfaction Survey was released 28-Jan-2017 and will be open until 28-Apr-2017. Everyone was encouraged to provide their feedback.



# NEW BUSINESS REVIE

Lindsey Shaw has accepted the position of Vice Chair for the NMC Metrics Committee

# NEW ACTION ITEMS

New action items were reviewed and will be added to the RAIL.

# MEETING FACILITATION FEEDBACK

There were no suggestions to improve the meeting.

# ADJOURNMENT – 21-FEB-2017

Meeting was adjourned at 12:00 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: |
|  |  |  |