

# **AEEC, AMC, and FSEMC Terms of Reference**

February 2, 2010

## **1. Purpose**

- 1.1. The AEEC, AMC, and FSEMC are aviation industry activities organized by Aeronautical Radio, Inc. ("ARINC") to assist aviation interests in cooperating to develop shared technical solutions and to establish technical standards.
  - 1.1.1. AEEC seeks to improve cost effectiveness and reduce life-cycle costs by conducting engineering and technical investigations and developing voluntary engineering and technical standards for airborne electronics. Technical standards developed by AEEC are intended for use as the basis for design, engineering, development, investment, acquisition, life-cycle support, and related decisions.
  - 1.1.2. AMC seeks to reduce life-cycle costs for airborne electronics by promoting reliability and improving maintenance and support techniques through the exchange of engineering, maintenance, and associated technical information and the development of voluntary maintenance-related technical standards. A primary means of exchanging avionics maintenance information is the annual Avionics Maintenance Conference conducted under the auspices of the AMC.
  - 1.1.3. FSEMC seeks to reduce life-cycle costs, as well as to improve the operation of flight simulators and training devices by promoting reliability, better maintenance and support techniques through the exchange of engineering, maintenance, and associated technical information and the development of voluntary technical standards related to simulation and training. FSEMC also seeks to promote and advance the state of the art of the flight simulation and training industry to the mutual benefit of its members. A primary means of exchanging flight simulator technical information is the annual Flight Simulator Engineering and Maintenance Conference conducted under the auspices of the FSEMC.

## **2. AEEC, AMC, and FSEMC Members**

- 2.1. The membership of AEEC, AMC, and FSEMC shall consist of those Member Organizations that enter in to an agreement for the respective membership with ARINC Industry Activities (ARINC IA) and pay an annual fee appropriate to their size and category.

## **3. AEEC, AMC, and FSEMC Leadership**

- 3.1. The AEEC Executive Committee, AMC Steering Group, and FSEMC Steering Committee shall oversee activities of the AEEC, AMC and FSEMC respectively. Each of these Leadership Committees must formulate and implement policies and procedures consistent with the Terms of Reference. Each Leadership Committee shall develop documented procedures for membership and elections; authorization of the technical work program; and rule on the adoption of proposed ARINC Standards and supplements to existing ARINC Standards.
- 3.2. Each Leadership Committee shall be composed of voting representatives of the Member Organizations elected to the Leadership, a non-voting secretariat provided by ARINC IA, and non-voting liaison representatives from other groups invited by the Leadership Committee.

#### **4. AEEC, AMC, and FSEMC Executive Secretary and Staff Support**

4.1. An Executive Secretary will be appointed by ARINC IA to support AEEC, AMC and FSEMC and its leadership.

4.1.1. The Executive Secretary shall be responsible for the ongoing operational, technical, and administrative services that support the AEEC, AMC, and FSEMC; will keep the Chairman and Vice Chairman advised of all matters requiring attention; will maintain technical liaison with other organizations; and may perform other duties requested by the Chairman with the concurrence of ARINC IA.

4.1.2. ARINC IA will provide staff support to the AEEC, AMC, and FSEMC as budgeted.

#### **5. AEEC, AMC, and FSEMC Standards Documents**

5.1. AEEC, AMC, and FSEMC will initiate, develop, adopt and publish voluntary, consensus-based industry technical standards in accordance with the ARINC Standards Development Document (ASDD).

5.2. The ASDD describes the policies and procedures for developing and promulgating such technical standards. The ASDD is developed by ARINC IA in collaboration with the AEEC, AMC, and FSEMC leadership and is approved by Aeronautical Radio, Inc.

#### **6. Voting**

6.1. The AEEC, AMC, and FSEMC Leadership Committee shall be elected by the Member Organizations in accordance with procedures approved by the Leadership Committee (i.e., Organization and Procedures Guide for AEEC, AMC and FSEMC) and available to all Member Organizations.

6.2. Each Organization and Procedures Guide must include voting procedures for actions taken by the Leadership Committee.

#### **7. Meetings, Notices, and Records**

##### **7.1. Meetings**

7.1.1. AEEC, AMC, and FSEMC will convene annually at the General Session, Avionics Maintenance Conference, and Flight Simulator Engineering and Maintenance Conference respectively. Other meetings may be scheduled by the Leadership Committee.

7.1.2. The AEEC Executive Committee, AMC Steering Group, and FSEMC Steering Committee will meet, as required, to review and approve their respective technical work program; review the respective standards development efforts, including assessing the status of ongoing subcommittee, working group, and task group activities; review and approve new projects; rule on the respective adoption of new standards and supplements to existing standards; plan their annual meeting; and to consider other matters brought to the attention of the Leadership Committee.

##### **7.2. Notices**

7.2.1. ARINC IA shall provide adequate and timely public notice of each action to initiate, adopt, revise or withdraw ARINC Standards.

7.2.2. ARINC IA shall provide adequate and timely public notice of standards development meetings of each and its Subcommittees, Task Groups, and Working Groups.

7.3. Records

7.3.1. ARINC IA shall maintain the records of activities of AEEC, AMC, and FSEMC. Technical records of AEEC, AMC, and FSEMC standards-setting and aviation industry activities, including the Terms of Reference, shall be available on terms to be established by ARINC IA.

7.3.2. The copyright and other intellectual property rights in all AEEC, AMC, and FSEMC-generated publications and other documents will be held by ARINC IA.

**8. Administrative, Budgetary, and Regulatory Aspects of the AEEC, AMC, and FSEMC**

8.1. Administrative, budgetary, and regulatory aspects of AEEC, AMC, and FSEMC will be developed collaboratively between the Leadership Committees and ARINC IA, subject to review and supervision by Aeronautical Radio, Inc.

8.2. ARINC IA will enter into agreements, receive revenues, maintain financial data, and inform the Leadership Committees of the resources available to support the AEEC, AMC, and FSEMC.