

AEEC Terms of Reference

Approved by the ARINC Board of Directors, November 15, 2006

1. Purpose

- 1.1. The AEEC is an aviation industry activity organized by ARINC Incorporated to assist aviation interests in cooperating to develop shared technical solutions and to establish technical standards.
- 1.2. 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.
- 1.3. Technical standards developed by AEEC are intended for use as the basis for design, engineering, development, investment, acquisition, life-cycle support, and related decisions.

2. AEEC Members

- 2.1. The membership of AEEC shall consist of those organizations that enter in to an agreement for AEEC membership with ARINC Industry Activities (ARINC IA) and pay an annual fee appropriate to their size and category. These organizations are referred to as AEEC Member Organizations (AMOs).
- 2.2. The membership of AEEC shall be drawn from the following categories of organizations: commercial air carriers, airframe manufacturers, general aviation, and military aviation.

3. AEEC Executive Committee

- 3.1. The AEEC Executive Committee shall oversee activities of the AEEC. It may formulate and implement policies and procedures consistent with these Terms of Reference. The Executive Committee shall develop documented procedures for AEEC Executive Committee membership and elections; authorize the AEEC technical work program; and rule on the adoption of proposed ARINC Standards and supplements to existing ARINC Standards.
- 3.2. The AEEC Executive Committee shall be composed of voting representatives of the AMOs elected to the Executive Committee, a non-voting secretariat provided by ARINC IA, and non-voting liaison representatives from other groups invited by the Executive Committee. AMOs represented on the Executive Committee shall be elected by the AMOs. The Executive Committee shall include representatives of all categories of AMOs and shall endeavor to include commercial air carrier voting representatives from AMOs based in the ICAO Regions or combinations thereof as established by the Executive Committee.
- 3.3. AMOs elected to the Executive Committee shall designate an individual as their Executive Committee representative. Upon election to the Executive Committee, AMOs shall identify their intended Executive Committee representative stating the qualifications of that individual for review by the Executive Committee. Executive Committee representatives should have the technical expertise and experience in airborne electronics to contribute to the technical objectives of AEEC and a demonstrated willingness and capability to personally participate in the exercise of the responsibilities and work of the AEEC Executive Committee.

4. AEEC Officers

- 4.1. The AEEC Chairman must be a voting representative on the Executive Committee. The AEEC Chairman will preside at all AEEC Executive Committee meetings and the annual AEEC general session; will assist the Executive Committee to provide oversight of AEEC activities—including

coordination with the AEEC Executive Secretary; and may represent AEEC in other aviation industry activities.

- 4.2. The AEEC Chairman-Elect shall be elected from among the voting representatives on the AEEC Executive Committee. The Chairman-Elect shall assume the duties of the Chairman in the Chairman's absence and may conduct other duties designated by the Chairman. The AEEC Chairman-Elect will assume the office of AEEC Chairman upon the completion of the Chairman's term of office.

5. AEEC Executive Secretary and Staff

- 5.1. An Executive Secretary will be appointed by ARINC IA to support AEEC and its Executive Committee.
- 5.2. The Executive Secretary shall be responsible for the ongoing operational, technical, and administrative services that support the AEEC; will keep the Chairman advised of all matters requiring AEEC attention; will maintain technical liaison with other organizations; and may perform other duties requested by the Chairman with the concurrence of ARINC IA.
- 5.3. ARINC IA will provide staff support to the AEEC, as budgeted.

6. Standards Documents

- 6.1. AEEC will initiate, develop, adopt and publish voluntary, consensus-based industry technical standards in accordance with the ARINC Standards Development Document.
- 6.2. The ARINC Standards Development Document (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 ARINC Incorporated.

7. Voting

7.1. AEEC

- 7.1.1. The AEEC Executive Committee shall be elected by the AMOs in accordance with procedures approved by the AEEC Executive Committee and available to all AMOs.

7.2. AEEC Executive Committee

- 7.2.1. The quorum for an AEEC Executive Committee meeting requires the participation of over one-half of the voting representatives or duly authorized alternates. An AEEC Executive Committee member may designate an Alternate in accordance with procedures established by the Executive Committee. A two-thirds majority of those participating and voting will be required for AEEC actions, including adoption of ARINC Standards. An Abstention is not considered a vote.
- 7.2.2. AEEC Executive Committee action by mail or electronic ballot requires a two-thirds majority of the representatives voting.

8. Meetings, Notices, and Records

8.1. Meetings

- 8.1.1. AEEC will normally convene annually in a general session. Other meetings may be scheduled by the Executive Committee.

- 8.1.2. The AEEC Executive Committee will meet, as required, to review and approve the AEEC work program; to review the AEEC standards development efforts, including assessing the status of ongoing subcommittee and working group activities; to review and approve new projects; to rule on the adoption of new standards and supplements to existing standards; to plan the General Session; and to consider other matters brought to the attention of the Executive Committee.
- 8.1.3. Subcommittees and Working Groups may be established by the Executive Committee and will advance their tasks consistent with the work program approved by the Executive Committee.

8.2. Notices

- 8.2.1. As the secretariat for the Executive Committee, ARINC IA shall provide adequate and timely public notice of AEEC Executive Committee actions to initiate, adopt, revise or withdraw standards.
- 8.2.2. As the secretariat for the Executive Committee, ARINC IA shall provide adequate and timely public notice of standards development meetings of the AEEC and its Subcommittees or Working Groups.

8.3. Records

- 8.3.1. ARINC IA shall maintain the records of activities of AEEC. Technical records of AEEC standards-setting and aviation industry activities, including the Terms of Reference of AEEC, shall be available for review by all interested parties on a reasonable basis at the ARINC IA office.
- 8.3.2. The copyright and other intellectual property rights in all AEEC-generated publications and other documents will be held by ARINC IA.

9. Administrative, Budgetary, and Regulatory Aspects of the AEEC

- 9.1. Administrative, budgetary, and regulatory aspects of AEEC will be developed collaboratively between the AEEC Executive Committee and ARINC IA, subject to review and supervision by ARINC Incorporated.
- 9.2. ARINC IA will enter in to agreements, receive revenues, maintain financial data, and inform the Executive Committee of the resources available to support the AEEC.