

Electronic Flight Bag Users Forum Procedure Guide

(coordination draft)

Purpose: The purpose of this procedure guide is to outline the general operating principles of the Electronic Flight Bag (EFB) Users Forum (UF) of the Airlines Electronic Engineering Committee (AEEC) and International Air Transport Association (IATA). This Procedure Guide describes the scope of the activity, election of the EFB Users Forum Chairmen, the functioning and structure of the EFB Leadership Team and the organization of EFB UF conferences. This document provides organization detail beyond that stated in the AEEC governing document APIM 09-009A (latest version).

Goal: The EFB UF provides a venue where interested parties can exchange information, present challenges and resolve issues being confronted by the industry. The goal is to coordinate development of EFBs among airlines, airframe manufacturers, EFB suppliers, system integrators and regulators. The Forum will also identify operational and technical trends for the purpose of finding standardized solutions while improving EFB services. In combination with coordinated development, this will help achieve the ultimate goal of a wider range of products, harmonized regulations, expanded capabilities and lower cost for the benefit of all.

Scope: The EFB UF was chartered by its original APIM 09-009 in October, 2009.

This activity will produce a unified forum for airlines, EFB system integrators, EFB hardware providers, EFB application providers and other interested parties to present, discuss and find solutions for topics of interest to the EFB user community. This includes but is not limited to EFB topics as follows:

- regulatory issues
- installation issues
- operational issues
- communication interfaces (incl. media, provider, connectivity)
- data input devices, terminals, displays, interactive devices
- application software
- electrical interfaces, including power

Deliverables: The EFB UF shall prepare reports that summarize the EFB UF conference presentations, related discussion and conclusions. The EFB UF is not intended to create any new standards. Should the need for a new standard be identified it will be directed to the appropriate AEEC body.

Election of EFB Users Forum Chairmen: The EFB UF is co-chaired by two AEEC member airline representatives, preferably from different continents (i.e.: one from Europe and one from North America). The chairmen hold their positions for a minimum period of two years. They are re-elected by the EFB Leadership Team and have no limit on consecutive terms. The nomination and self-nomination of the EFB UF chairmen may come from any AEEC member airline. The parties nominated are elected by the EFB Leadership Team and approved by the AEEC Executive Committee. To ensure continuity, no more than one change in chairmanship should take place in one year.

EFB Leadership Team: The EFB Leadership Team will consist of two EFB UF Chairmen, the EFB Subcommittee chairman, one member of each airline represented on the AEEC Executive Committee, and one Supplier Organization (AEEC Corporate Sponsor) liaison designated by the airline representatives of the EFB Leadership Team. ARINC/AEEC staff representatives and IATA representatives will participate in a facilitating role. Guest attendees are welcome at the pleasure of the EFB Leadership Team and could include host organizations, speakers and session leaders. The EFB Leadership Team is a consensus-based organization. Individual input is invited to shape this consensus. The EFB UF Chairmen are expected to announce the consensus of the EFB Leadership Team. Under rare circumstances where no consensus is reached and a vote is required, the results of the vote will be confirmed by the AEEC Executive Committee.

The EFB Leadership Team will organize EFB UF conferences, determine their dates and locations, select general discussion topics, designate session leaders and set the general direction of the EFB UF within its designated scope. This is accomplished by internal consensus, direction from the AEEC Executive Committee and input from the EFB Users Community.

EFB UF Conferences: EFB UF conferences are organized by the EFB Leadership Team. This can be accomplished through teleconferences, email chains or informal meetings as the committee deems appropriate. The first EFB UF conferences have established a successful two day Forum format. The EFB UF conferences are organized by the EFB Leadership Team, with locations preferably determined six months in advance. Announcements are normally made 90 days in advance in standard AEEC format. The EFB Leadership Team should strive to alternate locations between continents to assure global participation. While early User Forum conferences alternated between the Americas and Europe, future conferences may be held in other continents as the EFB Leadership Team deems appropriate.

Organization of the EFB UF conference includes defining the agenda. Typically, each EFB UF conference will contain four session topics which run for approximately one half day each. A Session Leader is designated for each Session. Session Leaders can be volunteers designated by the EFB Leadership Team, and can be qualified airline, host, supplier or AEEC/IATA members. The Session Leader's primary responsibility is to secure speakers for his or her session and to review proposed presentations for appropriate length and content. Nevertheless, it is desirable for all participants of the EFB Leadership Team to identify and secure qualified speakers. Presentations generally should be 20-30 minutes in length with time for questions afterward (panel discussions can also be utilized). Presentations should be objective and refrain from marketing of the presenter's product or service. Alternatives to the above noted two day format are at the discretion of the EFB Leadership Team.

The EFB UF conference is intended to attract the maximum number of attendees and to assure diverse views among the participants. AEEC Member Organizations, AEEC Corporate Sponsors, and IATA Members bear the cost of these events. The EFB UF conference is open to non-member guests. Given the difficulty of obtaining free meeting space for a group of this size, it may not always be possible to continue this practice. However, every attempt should be made to do so, and where not feasible, costs should be borne equally among those in attendance, including non-member guests. Non-member guests are invited to become a Member organization (airlines) or Corporate Sponsor (suppliers/others). The EFB UF conference is a non-commercial activity and will be conducted in accordance with other ARINC activities.

EFB EXPO: The EFB Expo is a supplier event organized with the approval of the EFB Leadership Team as a desirable adjunct to the EFB UF. Attendees gain the benefit of viewing the latest products and services suppliers have to offer, while suppliers gain direct exposure to EFB decision makers at airlines. It is mandatory that the EXPO not conflict with the UF. The Supplier representative on the EFB Leadership Team provides input as to desires of the supplier community. He or she also coordinates establishment and format of the EXPO with the EFB Leadership Team. Charges are borne solely by those suppliers that have requested exhibition space. The Expo is open to all individuals and is intended to encourage users, suppliers and others to engage in activities at the EXPO site. The EFB EXPO is typically announced with the EFB UF conference.

EFB Subcommittee: The EFB Subcommittee may elect to meet before or after the EFB Users Forum. Many members of the Subcommittee are attendees to the Users Forum, speakers or suppliers. The intent of this is to minimize travel expenses for those involved in both activities. The decision to coordinate an EFB Subcommittee meeting with the EFB UF conference is at the discretion of the EFB Subcommittee and the AEEC staff at ARINC.

Related Activities: Other EFB related activities may be established before, during or after the EFB UF conference. The decision to notify the EFB UF conference participants of these activities is at the discretion of the EFB Leadership Team.