

# **FSEMC Terms of Reference**

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

## **1. Purpose**

- 1.1. The FSEMC 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. 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.
- 1.3. 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. FSEMC Members**

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

## **3. FSEMC Steering Committee**

- 3.1. The FSEMC Steering Committee shall oversee activities of FSEMC by formulating and implementing policies and procedures consistent with these Terms of Reference. The Steering Committee will provide guidance to ensure the efficient operation of the annual Flight Simulator Engineering and Maintenance Conference. The Steering Committee will authorize the FSEMC technical work program and rule on the adoption of proposed ARINC Standards and supplements to existing ARINC Standards.
- 3.2. The FSEMC Steering Committee shall be composed of the voting representatives of the FMOs elected to the Steering Committee, a non-voting secretariat provided by ARINC IA, and non-voting liaison representatives from other groups invited by the Steering Committee. FMOs represented on the Executive Committee shall be elected by the FMOs.
- 3.3. The Steering Committee shall comprise eighteen voting representatives of FMOs distributed as follows: representatives of ten commercial air carrier FMOs, representatives of two other users of flight simulators FMOs, one representative of a commercial aircraft manufacturer FMO, one representative of a full-flight simulator manufacturer FMO, and four representatives from any FMO category, including simulator suppliers.
- 3.4. To ensure global air carrier representation, the ten commercial air carrier FMOs elected to the Steering Committee should include at least one FMO from each of the following regions: North America; Caribbean, Central, and South America; Europe; Africa and Middle East; and Asia Pacific.

- 3.5. No FMO shall have more than one voting representative on the Steering Committee.
- 3.6. FMOs serving on the Steering Committee shall designate an individual as their Steering Committee representative. Upon election to the Steering Committee, FMOs shall identify their intended Steering Committee representative stating the qualifications of that individual for review and concurrence by the Steering Committee. Steering Committee representatives should have the ability to contribute to the objectives of FSEMC through technical expertise and experience in flight simulator engineering and maintenance and commit to regularly attend FSEMC Steering Committee meetings and the annual Flight Simulator Engineering and Maintenance Conference.

#### **4. FSEMC Officers**

- 4.1. The FSEMC Chairman shall be elected from the voting representatives on the FSEMC Steering Committee. The FSEMC Chairman will preside at FSEMC Steering Committee meetings and the annual Flight Simulator Engineering and Maintenance Conference; will assist the Steering Committee to provide oversight for FSEMC activities—including coordination with the FSEMC Executive Secretary; and may represent FSEMC in other industry activities.
- 4.2. The FSEMC Vice Chairman shall likewise be elected from among the voting members of the FSEMC Steering Committee. The Vice Chairman shall assume the duties of the Chairman in the Chairman's absence and may conduct other duties designated by the Chairman.

#### **5. FSEMC Executive Secretary and Staff**

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

#### **6. Standards Documents**

- 6.1. FSEMC 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. FSEMC
  - 7.1.1. The FSEMC Steering Committee shall be elected by the FMOs in accordance with procedures approved by the FSEMC Steering Committee and available to all FMOs.
- 7.2. FSEMC Steering Committee
  - 7.2.1. The quorum for an FSEMC Steering Committee meeting requires the participation of over one-half of the voting representatives or duly authorized alternates. An FSEMC

Steering Committee member may designate an Alternate in accordance with procedures established by the Steering Committee. A simple majority of those participating will be required for FSEMC Steering Committee actions, except for the adoption of ARINC Standards. A two-thirds majority of those participating and voting will be required for adoption of ARINC Standards. An Abstention is not considered a vote.

- 7.2.2. FSEMC Steering Committee action by mail or electronic ballot will require a two-thirds majority of the representatives voting.

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

### 8.1. Meetings

- 8.1.1. FSEMC will convene annually at the Flight Simulator Engineering and Maintenance Conference. Other meetings may be scheduled by the Steering Committee.
- 8.1.2. The FSEMC Steering Committee will meet, as required, to plan the annual Flight Simulator Engineering and Maintenance Conference; to review and approve the FSEMC work program; to review the FSEMC 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; and to consider other matters brought to the attention of the Steering Committee.
- 8.1.3. Task Groups may be established by the Steering Committee and will advance their tasks consistent with the work program approved by the Steering Committee.

### 8.2. Notices

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

### 8.3. Records

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

## **9. Administrative, Budgetary, and Regulatory Aspects of the FSEMC**

- 9.1. Administrative, budgetary, and regulatory aspects of FSEMC will be developed collaboratively between the FSEMC Steering 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 Steering Committee of the resources available to support the FSEMC.