U.S. DEPARTMENT OF TRANSPORTATION

FEDERAL AVIATION ADMINISTRATION

NextGen Organization

Charter for RTCA, Inc.

ORDER

1110.77U

Effective Date:
April 1, 2013

SUBJ: RTCA, Inc. (Utilized as an Advisory Committee)

---

1. Committee's Official Designation. RTCA, Inc. (Utilized as an Advisory Committee).

2. Authority. This order renews the charter for using RTCA, Inc. (referred to as RTCA throughout) and some of its components as an advisory committee in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended. Pub. L. 92-463, 5 U.S.C. App. 2. The RTCA benefits the public interest and supports the Federal Aviation Administration (FAA) in performing its duties and responsibilities under Subtitle VII, 49 U.S.C. § 40101.

3. Purpose of This Order. The Federal Aviation Administration and other Government members of RTCA would use components of RTCA (for example, the Program Management Committee (PMC), NextGen Advisory Committee (NAC), and Special Committees) as a Federal advisory committee. Other committees may be formed, as FAA deems necessary during the term of this charter. These advisory committees function under section 3(2)(C) of FACA.

4. Audience. This order applies to all members of the RTCA advisory committee and its sponsor agency.

5. Where to Find This Order. You can find this order on the http://www.faa.gov Web site under "Regulations & Policies" and select "Orders & Notices" or you can also find this order on the MyFAA Employee website. Use "Tools & Resources" and select "Orders & Notices" or directly at http://www.faa.gov/documentLibrary/media/Order/1110.77U.pdf.

6. This Order Cancels. FAA Order 1110.77T, RTCA, Inc. (Utilized as an Advisory Committee), Effective Date: 04/01/2012.

7. Objective and Scope of Activities. The objective of the advisory committee is to seek resolution of issues and challenges involving air transportation concepts, requirements, operational capabilities, and the associated use of technology and related considerations to aeronautical operations that impact the future Air Traffic Management System.

a. To achieve this, specific objectives include the following:

(1) Combine aviation system user and provider requirements in a manner that helps Government and industry meet their common objectives and responsibilities.

(2) Analyze and recommend solutions to the challenges that the aviation community faces as it continues to increase safety, security, system capacity, and efficiency.

(3) Develop consensus on relevant solutions to meet user and provider requirements, including the development of minimum operational performance standards and minimum acceptable system performance standards for electronic systems and equipment that support aviation.

(4) Aid in developing the appropriate material on which to base U.S. positions for the International Civil Aviation Organization and other international organizations, when requested.

(5) Provide a venue where FAA can solicit a single, consensus-based set of recommendations on issues that (A) are critical to the successful implementation of NextGen and Air Traffic Management System modernization and (B) require a commitment of resources and/or synchronized planning between Government and industry to achieve the intended outcome.

8. Description of Duties. Components of RTCA shall serve as an advisory committee performing the following duties under the RTCA operating structure and methodology described below:

a. RTCA provides the following two categories of recommendations:

(1) Broad-gauged policy and investment priority recommendations used by FAA when considering policy and program decisions.

(2) Minimum performance standards, reports, and guidance documents used by FAA in regulatory decisions and rulemaking. Government regulatory and procurement practices reference or use RTCA standards (with or without change). RTCA recommendations are used in the private sector as the basis for development, investment, and other business decisions.

b. The advisory committee will not aid in the coordination or review of safety and certification issues that inherently are governmental.

9. Agency or Official to Whom the Committee Reports. The RTCA Advisory Committee shall report to the Secretary of Transportation through the FAA Administrator.

10. Support. The FAA will provide support to the RTCA NAC, PMC, and any other Federal advisory committee established under this charter.

11. Estimated Annual Operating Costs and Staff Years. It is estimated that the annual operating costs (including the *pro rata* share of salaries of FAA and contract employees) is $715,000.00. Approximately 0.15 employee years is required for administrative support.

12. Designated Federal Officer. The FAA Administrator, on behalf of the Secretary, shall designate a DFO for the NAC as well as the FAA representative to serve as DFO for the PMC. Other Federal employees serve this role for Special Committees.

a. The DFO or alternate must be present at all PMC, NAC, and Special Committee meetings. The FAA sponsor will appoint a full-time Government employee as the DFO or alternate for each Special Committee.

b. In accordance with the FACA, the Designated Federal Officer (DFO) or alternate must be assigned to each committee to perform the following duties:

(1) Call and attend all committee and subcommittee meetings;

(2) Chair meetings when directed to do so by the Secretary of Transportation;

(3) Prepare and approve agendas;

(4) Ensure efficient operations;

(5) Maintain records for availability to the public, provide copies of committee reports to the Committee Management Officer for forwarding to the Library of Congress; and

(6) Adjourn any advisory committee meeting, in coordination with the chairperson, when so doing would be in the public interest.

13. Estimated Number and Frequency of Meetings. The PMC will meet approximately quarterly, as required, to carry out its responsibilities. The NAC will meet approximately three times a year to ensure continuity and good preparation for public decision-making meetings. Special Committees meet, as their workload requires. The PMC, NAC, and Special Committee meetings shall comply with all applicable provisions of the FACA, including the following:

a. The PMC, NAC, and Special Committee meetings shall be open to the public and a notice shall appear in the *Federal Register* at least 15 days before each meeting, except in emergencies. The notice shall include the name of the advisory committee, the time, place, purpose of the meeting (including a summary of the agenda), and a statement that the meeting will be open to the public. The FAA may use other forms of notice, such as press releases.

b. Anyone interested can attend meetings and appear before the committee subject to reasonable limits of space and time. Additionally, anyone interested may file written statements with the committee.

(1) Meetings may be closed to the public only as authorized by section 10(d) of the FACA and applicable regulations.

(2) All RTCA advisory committees will follow the regular advisory committee process in making recommendations to the FAA, and will not make recommendations directly to FAA program offices.

(3) The FAA has determined that continued use of RTCA and its components as an advisory committee is in the public interest for responsibilities imposed on FAA by law.

14. Duration: Continuing, subject to renewal in accordance with FACA.

15. Termination: This charter shall terminate 2 years after its effective date unless renewed in accordance with FACA and other applicable regulations.

a. In addition, FAA may terminate the charter incorporated in this Order if the following conditions occur:

(1) RTCA disbands;

(2) The use of RTCA components by FAA ceases;

(3) RTCA operations as covered by FACA do not comply with the FACA or implementing regulations, and RTCA cannot, or will not, achieve compliance;

(4) RTCA refuses membership to a qualified applicant; or

(5) FAA determines that, as to important aspects of its operations, the role of RTCA as an advisory committee cannot be upheld.

b. The FAA will give as much advance notice as possible of such action to RTCA and all participants. Such action by FAA would not prevent another Government Agency from chartering RTCA under FACA.

16. Membership and Designation: The RTCA PMC has approximately 19 members. The PMC members, with the exception of the RTCA President, are volunteers appointed by the RTCA President and serve with concurrence of their parent organization. Selection of PMC members is managed to ensure an appropriate balance of Government and industry perspectives and coverage for all disciplines expected to be addressed by Special Committees. The criteria for selecting a PMC member includes his or her ability to provide the requisite executive management and support of Special Committee activities.

a. The PMC, using Special Committees, manages most of the Federal advisory committee–related business of RTCA related to the development of minimum performance standards and guidance material. The PMC establishes Special Committees in response to an identified need by Government and industry. The RTCA President, in consultation with the FAA DFO, recommends the chair or co-chair for each committee. The PMC approves the terms of reference for the Special Committee; approves the chairs; approves recommendations; monitors progress; reviews reports; and approves, modifies, returns for additional work, or disapproves these reports. The PMC meetings are open to the public and announced in the *Federal Register*.

b. Special Committees along with policy committees, such as the NAC, are a principal means for RTCA to carry out its mission for the FAA. Membership of Special Committees shall be recruited from RTCA member organization by inviting organizations to name qualified persons to serve on the committee. Any organization materially affected by work of Special Committees shall be urged to participate to create a balanced membership. In addition, the chair of any Special Committee may invite non-members of RTCA having expertise in the subject matter to participate. The duration of the Special Committee depends upon the assigned tasks.

Plenary meetings are open to the public and notices to the public are advertised in the *Federal Register*.

c. The RTCA NAC has approximately 28 members. Committee membership includes representatives from the following stakeholders: Air Traffic Management Automation Providers, Aircraft Manufacturers, Airports, Avionics Manufacturers, Department of Defense, Environmental Interest, Finance, Labor, General Aviation, Air Carriers, Business Aviation, and the Transportation Security Administration. The FAA (NextGen Organization, Air Traffic Organization, Aviation Safety, Airports, and Policy, International Affairs and Environment), the MITRE Corporation, and RTCA are non-voting members of the committee.

d. Representatives of non-Government RTCA member organizations serve on the committees without Government compensation. Members serve in a representative capacity. The employing organization bears all costs related to its participation on such RTCA committees. Members of the RTCA Policy Board, Board of Directors, PMC, NAC, and chairpersons of Special Committees representing specific interests shall serve as representative members. Members appointed solely for their expertise shall serve as Special Government Employees.

e. The FAA Air Traffic Organization Chief Operating Officer, the Associate Administrator for Aviation Safety, and the Assistant Administrator of Policy, International Affairs and Environment, serve as FAA *ex officio*, nonvoting members of the RTCA Policy Board.

f. The FAA will keep participation in all levels of RTCA committees to a minimum, serving in an *ex officio* capacity as nonvoting members. The Designated Federal Officer (DFO) for the various committees will determine appropriate FAA participation to ensure further understanding of the subject matter. The FAA officials will not serve as chair or co-chair of any committee. Exceptions for Special Committees will require approval of the FAA members of PMC.

g. The RTCA President and FAA members of the RTCA Policy Board will review NAC and PMC membership yearly to ensure a balanced representation of the points of view and roles performed by the committees; that is, to ensure an equitable representation, to the extent feasible, of the aviation community. They will present recommended changes to membership to the full RTCA Policy Board for final approval.

h. Members must identify clearly and provide proper disclosure of their specific affiliation or professional interest. Members must inform FAA when a change in affiliation occurs.

17. Subcommittees. The U.S. Department of Transportation has the authority to create subcommittees. All RTCA advisory subcommittees or work groups must report back to the parent Federal advisory committee and must not provide advice or work products directly to the agency.

18. Recordkeeping. The RTCA will publish the minutes of each PMC, NAC, and Special Committee meeting. The official minutes shall include the following: time and place of the meeting; a list of all attendees, including members, staff, and public observers; a summary of

matters discussed and conclusions reached; reference to reports issued or approved by the committee; and a description of public participation, including verbal or written statements. The committee chair shall certify the accuracy of the minutes. Meeting summaries are available to the public and posted on the RTCA Web site at http://www.rtca.org.

a. RTCA shall provide information annually to FAA on its committees, including, but not limited to the following: the number of meetings of each committee; the total number of meetings; meeting attendance for FAA, other Government, and non-Government participants; the name and organizational affiliation of each RTCA committee member; report titles and dates; and dates of all meetings.

b. This order complies with the requirements in section 9(c) of the FACA for charters for PMC and Special Committees or other advisory committee task forces.

c. Appendix A provides a list of the current Special Committees. A new charter action is not required to assign a new tasking to an existing Special Committee so long as the new tasking is within its topical responsibility. These committees shall comply with all requirements and implementing regulations covered in section 10 of the FACA.

d. Records of PMC, NAC, and Special Committees, formally and informally established subcommittees, or other subgroups of the committee, shall be handled in accordance with General Records Schedule 26, Item 2, or other approved Agency records disposition schedule.

e. Subject to the conditions of the Freedom of Information Act, 5 U.S.C. § 552(b), records, reports, transcripts, minutes or meeting summaries, and other documents are available for public inspection or purchase from RTCA. Copies of FAA documents are available to the public according to the fee schedule published in title 49, part 7, of the Code of Federal Regulations.

19. Filing Date. Renewal of the RTCA charter and its components, listed in Appendix A, is effective April 1, 2013, which is the filing date of the charter. Using RTCA components as advisory committees will continue for 2 years, unless sooner terminated or renewed by proper authority.

Michael P. Huerta
Administrator

Appendix A. RTCA Special Committees

Paragraph 18b contains information on the Special Committees. The following is a list of RTCA Special Committees as of July 2012. The most current list of RTCA Special Committees is available at www.rtca.org.

SC-135	Environmental Testing
SC-147	Traffic Alert & Collision Avoidance System (TCAS)
SC-159	Global Positioning System (GPS)
SC-186	Automatic Dependent Surveillance-Broadcast (ADS-B)
SC-203	Unmanned Aircraft Systems
SC-206	Aeronautical Information Services (AIS) Data Link
SC-209	ATCRBS/Mode S Transponder
SC-213	Enhanced Flight Vision Systems/Synthetic Vision Systems (EFVS/SVS)
SC-214	Standards for Air Traffic Data Communication Services
SC-216	Aeronautical Systems Security
SC-217	Terrain & Airport Databases
SC-222	INMARSAT AMS(R)S for NESS
SC-223	Airport Surface Wireless Communications
SC-224	Airport Security Access Control Systems
SC-225	Small and Medium Sized Rechargeable Lithium Batteries & Battery Systems
SC-226	Audio Systems and Equipment
SC-227	Standards of Navigation Performance