



U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
National Policy

ORDER  
NUMBER  
1110.77R

03/16/2007

**SUBJ: RTCA, INC. (UTILIZED AS AN ADVISORY COMMITTEE)**

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**1. PURPOSE.** This order renews and forms the charter for using RTCA Inc. (formerly Radio Technical Commission for Aeronautics) and some of its components as an advisory committee. The Federal Aviation Administration (FAA) and other Government members of RTCA would use parts of RTCA (for example, the Program Management Committee, Air Traffic Management Advisory Committee and Special Committees) as an Advisory Committee. The advisory committee functions under Section 3 (2) (C) of the Federal Advisory Committee Act, 5 U.S.C., Appendix 2, as amended (the Act).

**2. DISTRIBUTION.** The director level organizations in Washington headquarters and the Technical Center in Atlantic City, NJ, receive copies of this order.

**3. CANCELLATION.** This current order replaces Order 1110.77Q, RTCA, Inc. (Utilized as an Advisory Committee), dated April 4, 2005.

**4. BACKGROUND.**

a. RTCA was organized in June 1935 on the initiative of the Department of Commerce and by agreement of interested Government and non-Government organizations and membership groups. The original objective was to ensure efficient coordination of research efforts in the technical development of aeronautical radio aids.

b. From 1935 until 1991, RTCA continued to function in the form of an unincorporated association of Government agencies and industry organizations active in aeronautics. The Radio Technical Commission for Aeronautics was incorporated on November 14, 1991, when its name changed to RTCA, Inc. The objectives of the organization and use of the Program Management Committee, Air Traffic Management Advisory Committee, and Special Committees as Federal advisory committees remain unchanged. The current membership comprises over 290 domestic and international Government agencies, aviation industry associations, companies, and academic institutions. Through this membership, RTCA seeks solutions to problems involving applied electronics, computers, and telecommunications to aeronautical operations. RTCA also develops recommended operational concepts.

c. RTCA is incorporated under the New York Not-For-Profit Corporation Law and is authorized to do business in the District of Columbia. Its status as a tax-exempt organization is recognized by the Internal Revenue Service and the Government of the District of Columbia.

**5. SCOPE.** This order describes the extent and manner of use of RTCA as an advisory committee under the sponsorship of FAA. It does not describe the details of FAA's relationship to RTCA in other respects.

**6. CONSENT AND COMPLIANCE.** RTCA has consented to its "utilization" as an advisory committee as described in this order and, for activities covered by the Act, has pledged compliance with all requirements as prescribed in Order 1110.30C, Committee Management.

**7. OBJECTIVES AND SCOPE.** The objective of the advisory committee is to seek solutions to problems involving aeronautical concepts, requirements, the 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) Coalesce 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 issues that aviation 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 development of minimum operational performance standards for electronic systems and equipment that support aviation; and

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

b. The solutions are often about recommended minimum operational performance standards and guidance documents which are acceptable to Government, industry, and users. These standards ensure global interoperability and equivalent performance of the same generic equipment built by different manufacturers. Government regulatory and procurement practices reference or use RTCA standards (with or without change).

c. The advisory committee will not aid in the coordination or review of safety and certification issues which are inherently governmental. This does not preclude the procedures and standards work above or efforts to streamline government and industry processes.

**8. ORGANIZATION.** RTCA, Inc., comprises a general membership, a chair, vice chair, Board of Directors, Policy Board, Program Management Committee, a president, vice president, and a small staff.

a. The membership comprises over 290 domestic and international Government agencies, aviation industry associations, companies, and academic institutions. There are eight Government agencies: the Departments of Commerce, Army, Navy, and the Air Force; the FAA; the Volpe National Transportation Systems Center of the Department of Transportation; the National Center for Atmospheric Research; and the National Aeronautics and Space Administration. Private sector members include: Aeronautical Radio Incorporated (ARINC); Air Line Pilots Association; Air Transport Association of America; Aircraft Owners and Pilots Association; Airports Council International-North America; General Aviation Manufacturers Association; National Business Aviation Association and Regional Airline

Association. Domestic and International members include: various Civil Aviation Authorities: EUROCONTROL; EUROCAE; Airbus France, Airservices Australia, Pilatus Aircraft Limited and Swedish Defense Material Administration, just to name a few.

b. The Program Management Committee, using Special Committees, manages most of the Federal advisory committee-related business of RTCA. The Program Management Committee establishes Special Committees and the Policy Board establishes task forces and steering committees, as required, in response to an identified need by Government and industry. Sub-elements of Special Committees (that is working groups) report to the specific committee of which they are a part. The Program Management Committee approves the terms of reference for the special committee; approves the chairs; approves recommendations, reviews reports; and approves, modifies, sends back for additional work, or disapproves these reports. Program Management Committee meetings are open to the public and announced in the Federal Register.

c. Special Committees are the principal means for RTCA to carry out its mission. Membership on Special Committees is open to the public. Special Committees' duration depends on the assigned tasks. Special Committee meetings are open to the public. Notices, including details of the meeting agenda appear in the Federal Register.

## 9. ADMINISTRATION.

a. The FAA Air Traffic Organization Chief Operating Officer, and the Associate Administrator for Aviation Safety, serve as FAA "ex officio," nonvoting members of the RTCA Policy Board. Air Traffic Organization Chief Operating Officer Representatives serve as the designated Federal official (DFO) for general RTCA advisory committee business; other Federal employees serve in this role for the various Special Committee tasks.

b. 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 official for the various committees will determine appropriate FAA participation to ensure further understanding of the subject matter. FAA officials will not serve as chair or co-chair of any committee. Exceptions to this for Special Committees will require approval of the FAA members of the Program Management Committee.

c. 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. Appointed members of the RTCA Policy Board, Board of Directors, Program Management Committee, Air Traffic Management Steering Group and Air Traffic Management Advisory Committee, and chairpersons of Special Committees serve as "representative" members, representing a particular interest of his or her employment, education, experience, or affiliation with a specific aviation-related organization (reference DOT/FAA Order 1110.30C, Committee Management, para. 37.a.).

To identify clearly and provide proper disclosure of their specific affiliation or professional interest, appointed members will complete an Advisory Committee Candidate Biographical

Information Request, Form DOT F 1120.1 (as described in the DOT/FAA Order 1110.30C, para. 38.a.). A summary of the candidate's professional background and affiliations will also appear on the RTCA web page for each committee. RTCA provides a comment period of 2 weeks. Members must complete a new form DOT F 1120.1, when a change in affiliation occurs.

RTCA and FAA will review Air Traffic Management Advisory Committee and Program Management Committee membership yearly to ensure balanced representation for the points of view represented and the roles performed by the committees; that is, that it equitably represents, to the extent feasible, the aviation community.

d. The Program Management Committee meets approximately six times a year, as required, to carry out its responsibilities. The Air Traffic Management Advisory Committee plans to meet three times a year. Special Committees meet as required by their workload. The Program Management Committee, Air Traffic Management Advisory Committee, and Special Committee meetings shall comply with all applicable provisions of the Act, including:

(1) The Designated Federal Official or alternate must be present at a Program Management Committee, Air Traffic Management Advisory Committee, or Special Committee meeting. The FAA sponsor will appoint a full-time Government employee as the Designated Federal Official or alternate.

(2) The Designated Federal Official or alternate may adjourn any advisory committee meeting when, in coordination with the chairperson; it is in the public interest.

(3) Program Management Committee, Air Traffic Management Advisory Committee, 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 should include the name of the advisory committee, the time, place, purpose of the meeting (including a summary of the agenda), and information stating the meeting will be open to the public. The FAA may use other forms of notice, such as press releases. All RTCA advisory committees will follow the regular advisory committee process in making recommendations to the FAA, and will not make recommendations direct to FAA program offices.

(4) RTCA will publish minutes of each PMC, ATM Advisory Committee, and Special Committee meeting. The official minutes shall include: 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 chairperson shall certify the accuracy of the minutes. Meeting summaries are available to the public and posted on the RTCA internet at [www.rtca.org](http://www.rtca.org). Although the Air Traffic Management Steering Group is not required to hold public meetings, summaries will appear on the RTCA internet. All working groups report to the specific committee they represent.

e. Yearly, RTCA shall provide information to FAA on its committees, including, but not limited to: number of meetings of each committee; the total number of meetings; meeting attendance (including a breakdown of meeting days) 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.

f. This order complies with the requirements in section 9 (c) of the Act for charters for the Program Management Committee and Special Committees or other advisory committee task forces.

Appendix 1 provides a list of the current Special Committees. Assignment to an existing Special Committee of a new problem within its topical responsibility does not require a new charter action. These committees shall comply with all requirements and implementing regulations covered in Section 10 of the Act.

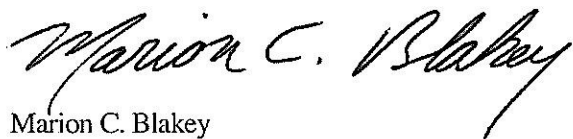
**10. PUBLIC PARTICIPATION.** Each advisory committee meeting shall be open to the public and anyone interested can attend and appear before the committee subject to reasonable limits of space and time. Meetings may be closed to the public only as authorized by section 10(d) of the Act and applicable regulations. Anyone interested may file written statements with the committee.

**11. AVAILABILITY OF RECORDS.** 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 at RTCA, Inc., 1828 L Street, N.W., Suite 805, Washington, D.C. 20036. Beginning in calendar year 2000, all new and a limited number of previously published RTCA documents are available on the internet at [www.rtca.org](http://www.rtca.org). Copies of FAA documents are available to the public according to the fee schedule published in part 7 of Title 49, Code of Federal Regulations.

**12. PUBLIC INTEREST.** 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.

**13. ESTIMATED COST.** The estimated average annual cost of FAA participation in the RTCA advisory committee process is \$400,000 (including proportional share of salaries of DOT employees). FAA estimates that sponsorship of RTCA, used as an advisory committee, requires about 0.12 employee years for administrative support.

**14. EFFECTIVE DATE AND DURATION.** Renewal of the charter of RTCA and its components, listed in Appendix 1, is effective 3/16/07, which is the filing date of the charter. Using RTCA as an advisory committee will continue until 3/16/09, unless sooner terminated or renewed by proper authority. The FAA may terminate the charter incorporated in this order if RTCA disbands; if the use of RTCA components by FAA ceases; if RTCA operations as covered by the Act do not comply with the Act or implementing regulations, and RTCA cannot, or will not, achieve compliance; if RTCA refuses membership to a qualified applicant; or if FAA determines that, as to important aspects of its operations, RTCA's role as an advisory committee cannot be upheld. 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 the Federal Advisory Committee Act.



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Administrator