



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Air Traffic Organization Policy

ORDER
JO 1240.12

Effective Date:
07/25/2011

SUBJ: ATO's Process for Selecting U.S. Members To Serve on ICAO Panels,
Study Groups, and Task Forces

1. Purpose of This Order. This order describes how the Air Traffic Organization (ATO) selects, elects, and revalidates a U.S. Member to serve on an International Civil Aviation Organization (ICAO) panel, study group, or task force. It also outlines roles and responsibilities of a U. S. Member.

2. Audience. This order is for senior management of ATO business/service units and support offices. This includes senior vice presidents, vice presidents, and directors whose business impacts, or is impacted by, the work of the ICAO panels, study groups, or task forces.

3. Where to Find This Order. You can find this order on the MyFAA employee website. Select "Tools & Resources," then select "Orders and Notices."

4. ICAO Panels, Study Groups, and Task Forces.

a. ICAO is a specialized agency of the United Nations. ICAO sets international standards and develops harmonized procedures for the safety, security, efficiency, and regularity of air transport. ICAO achieves this largely through panels, study groups, and task forces, which contribute to the publication of International Standards and Recommended Practices (SARPs) and Procedures for Air Navigation Services (PANS).

b. The ATO supports select ICAO panels, study groups, and task forces by providing an ATO representative to serve as a U.S. Member. (See *Appendix A* for a list of ATO employees and their representation on ICAO panels, study groups, and task forces.)

5. Some Terms We Use in This Order.

- a.** International Civil Aviation Organization – ICAO
- b.** Interagency Group on International Aviation – IGIA
- c.** FAA's Office of International Affairs – API
- d.** The ATO Strategy and Performance International Office - ATO International
- e.** Lines of business - LOBs

Distribution: Electronic

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6. Selecting, Electing, and Revalidating Members. The following is a summary. More detailed steps are below in paragraphs 8. through 10.

a. Selection. API notifies FAA LOBs and other U.S. government agencies of the need for a U.S. Member. If FAA and other US Government Agencies decide the ATO is to provide the U.S. member, then ATO International solicits nominees and helps select the representative.

b. Election. The ATO nominee is vetted through the IGIA process, which formalizes the election of a person to be a U.S. Member to an ICAO panel, study group, or task force by gaining concurrence from all the IGIA members. The IGIA consists of U.S. government agencies and FAA LOBs.

c. Revalidation. ATO International confers with API and the U.S. Air Navigation Commissioner at ICAO each year to determine whether it will extend a U.S. Member's participation for another year.

7. How Does the Selection Process Begin? The process begins when:

a. ICAO Headquarters announces a new panel, study group, or task force in a specific area (for example, aeronautical communications) and asks Contracting States for support/membership,

or:

b. A sitting U.S. Member is no longer able or available to support the ICAO panel, study group, or task force due to change of office, retirement, or scope of work.

8. Selection Process.

a. API sends a memo to FAA LOBs and other U. S. government agencies notifying them of the need for a U.S. Member to an ICAO panel, study group, or task force.

b. ATO International, representing the ATO, collaborates with other FAA LOBs and U.S. government agencies to determine which FAA LOB or U.S. government agency should represent the U.S. as a Member.

c. If it is the ATO, ATO International notifies ATO business/service units and support offices and asks for nominees for the position of U.S. Member to an ICAO panel, study group, or task force.

d. ATO International will select the ATO representative after conferring with the ATO service/business units and staff offices that have identified nominees.

e. ATO International then submits the nominee to API for concurrence through the IGIA process.

9. Election Process.

- a. API initiates the IGIA process to gain U.S. approval of the nominee.
- b. Once API receives concurrence from IGIA members, API officially notifies the U.S. Mission at ICAO of the election of the U.S. Member. The U.S. Mission notifies the ICAO Secretariat.
- c. After the new U.S. Member assumes their role, they are expected to make every effort to work with and represent the ATO, FAA LOBs, and the U.S. government. For example, the U.S. Department of Defense might have an interest in the outcome of a panel, study group, or task force.

10. Revalidation Process.

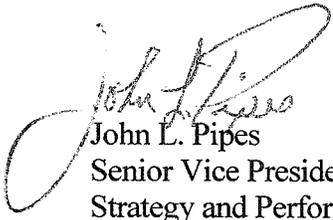
- a. ATO International holds an annual meeting with each of the ATO U.S. Members and a separate meeting with his/her management to discuss the contributions of the Member to the panel, study group, or task force during the past year.
- b. ATO International, working with the U.S. Member's management, determines whether to extend the Member's participation for another year. The criteria for an extension include:
 - (1) The panel or study group remains active and has open deliverables.
 - (2) The Member's management is able and willing to continue sponsorship of the Member.
 - (3) There have been no problems or issues identified that would lead the ATO to recommend replacement of the existing Member.

11. Roles and Responsibilities of a U.S. Member. The U.S. Member:

- a. Leads the U.S. delegation at each meeting of the panel, study group, or task force while acting as the subject matter expert, at both formal and informal ICAO meetings.
- b. Has a duty to contribute substantially to the work of a panel, study group, or task force.
- c. Bears the responsibility of coordinating all working papers and U.S. positions through the IGIA approval process.
- d. Is nominated for the life of a panel, study group, or task force. If a Member cannot continue to serve, the sponsoring unit must nominate an acceptable replacement, unless ATO International determines, in consultation with ATO business/service units, that it is more beneficial to open the solicitation of nominees to the ATO.

12. Distribution. This Order is distributed to all ATO business/service units and directorates.

13. Definitions. See *Appendix B*.

A handwritten signature in cursive script, appearing to read "John L. Pipes".

John L. Pipes
Senior Vice President
Strategy and Performance

Appendix A. ATO U.S. Members to ICAO Panels, Study Groups, and Task Forces
(as of 4/20/11)

U.S. Member	ATO Supporting Organization	ICAO Panel, Study Group, or Task Force
Steven Albersheim	AJP	Aerodrome Meteorological Observation and Forecast Study Group (AMOFSG)
Brent Phillips	AJP	Aeronautical Communications Panel (ACP)
Gregory Pray	AJR	Aeronautical Information Services to Aeronautical Information Management Study Group (AISAIMSG)
Robert Nichols	AJE	Aeronautical Surveillance Panel (ASP)
Richard Jehlen	AJR	Air Traffic Management Requirements and Performance Panel (ATMRPP)
Doug Arbuckle	JPDO	Airborne Surveillance Task Force (ASTAF)
Keith Dutch	AJE	Aircraft Type Designator Study Group (ATDSG)
Steven Albersheim	AJP	International Airways Volcanic Watch Operational Procedures Study Group (IAVWOPSG)
Steven Albersheim	AJP	International Volcanic Ash Task Force (IVATF)
Steven Albersheim	AJP	Meteorological Warnings Study Group (METWSG)
Leo Eldredge	AJW	Navigations Systems Panel (NSP)
Gregg Anderson	AJW	Operational Data Link Panel (OPLINKP)
Steven Lang	AJR	Wake Turbulence Study Group (WTSG)

Appendix B. Definitions

International Civil Aviation Organization (ICAO) – a specialized agency of the United Nations that sets international standards and develops harmonized procedures for the safety, security, efficiency, and regularity of air transport. ICAO is the facilitator for cooperation in all fields of civil aviation among its 190 Contracting States. The United States, as a signatory to the Convention on International Civil Aviation (Chicago Convention), is a Contracting State.

ICAO Panel, Study Group, or Task Force Member – a subject matter expert nominated from an accredited ICAO Contracting State or international organization. (See **11.b.** above.)

Panel – a formal technical group of qualified experts formed by the ICAO Air Navigation Commission to advance, within specified time frames, the solution of specialized problems that cannot be solved adequately or expeditiously by the established facilities of ICAO. The use of panels has evolved from the need to bring together the best available experts to examine specialized problems and find technically feasible solutions that are acceptable to Contracting States as a whole.

Study Group – a small group of experts made available by states and international organizations to assist the ICAO Secretariat, in a consultative capacity, in advancing progress on technical tasks.

Task Force – a small group of experts formed by the ICAO Air Navigation Commission to advance, within specified time frames, the solution of specialized problems that cannot be solved adequately or expeditiously by an ICAO panel or study group.

Interagency Group on International Aviation (IGIA) – a process that ensures coordination and approval of U.S. policy, positions, and working papers on international aviation, particularly ICAO international standards. All U.S. government agencies are obligated to follow IGIA recommendations and processes. IGIA was originally established by interagency agreement in 1960 at the direction of the President by Executive Order 10883 (amended by E.O. 11382). IGIA is responsible for providing coordinated recommendations on international aviation matters to the Department of State (DOS).