



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

ORDER
1110.110D

Effective Date
7/29/09

SUBJ: Research, Engineering, and Development Advisory Committee

1. Purpose of This Order. This order revises the Research, Engineering and Development (R,E&D) Advisory Committee charter, as required under the provisions of the Federal Advisory Act (P.L. 92-463, Title 5 U.S.C., Appendix II).

2. Audience. This order applies to all members of the R,E&D Advisory Committee and director level organizations at the Washington, DC headquarters.

3. Where Can I Find This Order? You can find this order on the Directives Management System website: https://employees.faa.gov/tools_resources/orders_notices/.

4. Cancellation. This current order replaces Order 1110.110C, Research, Engineering and Development Advisory Committee, dated September 22, 2006.

5. Background. The Aviation Safety Research Act of 1988 (P.L. 100-591) required that “not later than 180 days after the date of the enactment of this subsection, the Administrator shall establish in the FAA a research advisory committee.” The law was signed November 3, 1988. In order to obtain the best possible R,E&D program within the constraints of the FAA’s available resources, it is appropriate that external organizations have a vehicle to participate in the FAA R,E&D program development and contribute their broad perspectives to the FAA’s R,E&D program. Therefore, an R,E&D Advisory Committee was established in the interest of obtaining advice and recommendations from an outside, balanced representative group of aviation-oriented organizations, associations, and academic interests. Legislative requirements enacted as part of P.L. 101-508, Federal Aviation Administration Research, Engineering and Development Authorization Act of 1990, further expanded the responsibilities of this committee, and is reflected in this revised charter.

6. Objective and Scope of Activities. The objective of the committee is to provide advice to the Administrator regarding the needs, objectives, plans, approaches, content, and accomplishments with respect to the aviation research program. In this capacity, the committee will consider aviation research, future technology, and the National Airspace System—present and future. The committee shall also assist in ensuring that such research is coordinated with similar research being conducted outside the FAA. In addition, the committee shall review and comment on the aviation research grants program and on the research and training to be carried out by air transportation centers of excellence.

7. Organization. The R,E&D Advisory Committee will be composed of not more than 30 members appointed by the Administrator. The membership of the committee shall be fairly balanced in points of view representative of the aviation community, including representatives from research centers of air transportation excellence, universities, corporations, user groups, associations, consumers, and other Government agencies. The R,E&D Advisory Committee membership does not allow for alternates or substitutes to participate in the place of the appointed members in its official meetings. FAA employees may not serve as members of the advisory committee, but may participate in the management of the advisory committee's affairs in ex officio capacities. The chair of the committee shall be designated by the Administrator. At the discretion of the Administrator, members and the chair may be asked to continue their service or retire. Members and the chair will have a review of service to determine eligibility after two years.

8. Administration. The Office of NextGen and Operations Planning Research and Technology Development will sponsor the committee and will designate an Executive Director (an FAA Designated Federal Official) of the committee to ensure that administrative support is provided. The committee shall not conduct any meeting in the absence of the Designated Federal Official.

a. The Executive Director of the committee is responsible for:

- (1) Formulating and approving the agenda for the meeting, in consultation with the Chair.
- (2) Establishing the date for the meeting. Meetings shall be held as the need rises. There will be a minimum of one meeting per year.
- (3) Notifying all members of the time, place, and agenda for the meetings.
- (4) Adjourning the meeting or closing discussion when in the public interest.
- (5) Maintaining all committee files and records.

b. Members of the committee who are full-time employees of the U.S. Government, academia, and consultants shall serve without compensation, but may be allowed transportation and per diem in lieu of subsistence and other expenses, in accordance with the Department of Transportation Civilian Travel Regulations.

c. Detailed minutes shall be kept of each advisory committee meeting. The minutes shall include:

- (1) The time and place of the meeting.
- (2) A list of advisory committee members, staff, and agency employees present at the meeting.
- (3) A complete summary of matters discussed and conclusions reached.

(4) Copies of all reports received, issued, or approved by the advisory committee.

(5) A description of the extent to which the meeting was open to the public.

(6) A description of public participation, including a list of members of the public who presented oral or written statements and an estimate of the number of members of the public who attended.

d. Committee meetings shall be open to the public, and timely notice of such meetings shall be published in the *Federal Register* at least 15 days before the meeting, except in emergency situations. The proposed agenda, as well as the time and location of the meeting, and information that the meeting will be open to the public should be included in the notice. The notice will be forwarded to the Office of Chief Counsel, Attention: Rules Docket, AGC-10, approximately 30 days before the meeting. Other forms of notice, such as press releases, are to be used to the extent practical.

e. Subcommittees or working groups may be established to provide advice on specific areas of research. Subcommittees are subject to all provisions of this order, P.L. 100-591, and the Federal Advisory Act. The chair of a subcommittee will be a member of the R,E&D Advisory Committee.

9. Estimated Costs. The direct annual operating cost of the committee and subcommittees, which includes travel costs of members and miscellaneous cost, etc., shall not exceed one-tenth of one percent of the annual research and development appropriation. No other limitations of funds available for obligation by or for the advisory committee shall be applicable. Direct staff support to the Committee shall be provided by the Office of NextGen and Operations Planning Research and Technology Development.

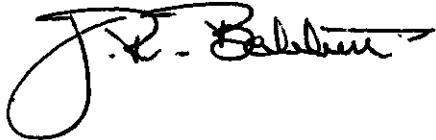
10. Compensation. Members of the committee who are not full-time employees of the U.S. Government, while attending meetings of the committee or otherwise engaged in the business of the committee, shall serve without compensation. Transportation and per diem expenses may be allowed in accordance with the Department of Transportation Civilian Travel Regulations and Section 5703 of Title 5, United States Code.

11. Public Participation. Each advisory committee meeting shall be open to the public, and interested persons shall be permitted to attend, appear before, or file written statements with the committee. Each meeting will be held at a reasonable time; in a place reasonably accessible to the public; and in a meeting room sufficiently large to accommodate the committee members, staff, and interested members of the public. Meetings may be closed to the public only as authorized by Section 10(d) of the Federal Advisory Act, 5 U.S.C. Appendix II, and applicable regulations.

12. Availability of Records. Subject to the conditions of the Freedom of Information Act, 5 U.S.C. (552), the records, reports, transcripts, minutes, and other documents that are made available to, or prepared for or by, the committee shall be available for public inspection and copying at the Office of NextGen and Operations Planning Research and Technology Development, 800 Independence Avenue, SW, Washington, DC 20591. Fees shall be charged for information furnished to the public in accordance with the fee schedule published in Part 7 of Title 49, Code of Federal Regulations.

13. Public Interest. The formation and use of the R,E&D Advisory Committee are determined to be in the public's interest in connection with the performance of duties imposed on the FAA by law. No other FAA advisory committee meets the requirements of P.L. 100-591.

14. Distribution. This order is distributed to the designated federal officials and selected organizations at Washington Headquarters.

A handwritten signature in black ink, appearing to read "J.R. Babbitt", with a large, stylized initial "J" and a horizontal line extending from the end of the signature.

J. Randolph Babbitt
Administrator