

CHARTER FOR THE U.S. TECHNICAL ADVISORY GROUP  
FOR ISO/TC20 (AIRCRAFT AND SPACE VEHICLES)

1. GENERAL

- 1.1 INTRODUCTION: All activities shall be conducted pursuant to the provisions of this Charter, which is based on the Model Operating Procedures for U.S. Technical Advisory Groups prepared by the American National Standards Institute.
- 1.2 AUTHORITY: ANSI has authorized the formation of the U.S. Technical Advisor Group for ISO/TC20, Aircraft and Space Vehicles, herein referred to as the TAG, for coordination with the International Organization for Standardization (ISO). The Society of Automotive Engineers, Inc. (SAE) has been appointed as Administrator. The SAE Aerospace Council has been designated by SAE as the body responsible for this function.
- 1.3 OBJECTIVE: The objective of the TAG is to manage the U.S. participation in ISO aerospace matters to achieve effective representation of the U.S. Aerospace Community.\*

2. FUNCTIONS AND RESPONSIBILITIES

- 2.1 MEMBERSHIP: The functions and responsibilities of the TAG membership are:
- a) Recommend registration of U.S. as a member of an ISO subcommittee or recommend a change in U.S. membership status on an ISO technical committee or subcommittee.
  - b) Initiate and approve U.S. proposals for new work items for the technical committee or subcommittee.
  - c) Initiate and approve U.S. working drafts for submittal to ISO technical committee.
  - d) Determine the U.S. position on an ISO draft international standard, draft technical report, draft proposal, ISO questionnaires, draft reports of meetings, etc.
  - e) Provide adequate U.S. representation for ISO technical committee meetings, designate heads of delegations and members of delegations, and ensure compliance with the "Guide for U.S. Delegates to ISO Meetings."

\*The term "Aerospace Community" shall include the manufacturers, users, and regulators of airplanes, missiles, spacecraft, propulsion units, propellers, their component parts, related accessories and equipment.

**August 1995**

- f) Determine U.S. positions for agenda items of ISO technical committee meetings and advise the U.S. delegation of any flexibility it may have on these positions.
- g) Nominate U.S. technical experts to serve on ISO working groups.
- h) Provide assistance to U.S. secretariats of ISO technical committees or subcommittees upon request, including resolving comments on draft international standards, draft technical reports, and draft proposals.
- i) Identify and establish close liaison with other U.S. technical advisory groups in related fields, or identify ISO or IEC activities that may overlap the TAG's scope.
- j) Recommend acceptance of ISO technical committee or subcommittee secretariats.
- k) Recommend that ANSI invite the ISO technical committees or subcommittees to meet in the United States.
- l) Recommend to ANSI U.S. candidates for the chair of ISO technical committees or subcommittees and U.S. conveners of ISO working groups.

2.2 TAG ADMINISTRATOR: The TAG administrator shall have the responsibilities described below:

- a) Submit the list of U.S. technical advisory group members for ANSI review annually by the Executive Standards Council (ExSC) or its designated standards board.
- b) Determine that the representatives on the technical advisory group participate actively.
- c) Provide for administrative services, including arrangement for meetings, timely preparation and distribution of documents related to the work of the U.S. technical advisory group, and maintenance of appropriate records.
- d) Transmit U.S. proposals and U.S. positions, as developed and approved by the U.S. technical advisory group, to ANSI.
- e) Establish a procedure to hear appeals of actions or inactions of the U.S. technical advisory group.
- f) Submit reports on status of work to the ExSC or its designated standards board at least annually.
- g) Ensure compliance with the applicable ANSI and ISO procedures, as appropriate.

3. MEMBERSHI

3.1 **ELIGIBILITY:** Membership shall be open to all U.S. national persons (organizations, companies, government agencies, individuals, etc. domiciled in the U.S.) who indicate that they are directly and materially affected by the activity of the TAG.

3.2 **APPLICATION:** A request for membership shall be addressed to the SAE Aerospace Council. The request shall indicate the applicant's direct and material interest in the TAG's work, qualifications and willingness to participate actively. If the applicant is an organization, company, or government agency, the representative shall be identified and an alternate named if desired.

3.3 **RECOMMENDATION:** In determining appropriate action on applications for membership, the Aerospace Council shall consider in conjunction with the TAG chairperson the:

- a) Eligibility for membership by each interest.
- b) Potential for dominance by a single interest category.
- c) Extent of interest expressed by the applicant and the applicant's willingness to participate actively.
- d) The qualification of the applicant.

The Aerospace Council may consider reasonable limits on TAG size.

3.4 **DIVERSE INTERESTS:** If distinct divisions of an organization can demonstrate independent interest and authority to make independent decisions in the area of the activity of the TAG, each may apply for membership.

3.5 **COMBINED INTERESTS:** When appropriate, the Aerospace Council may recommend that the applicant seek representation through an organization which is already a member and represents the same or similar interest.

3.6 **OBSERVERS:** Individuals and organizations having an interest in the TAG's work may request listing as observers. Observers shall be advised of the TAG activities, may attend meetings, and may submit comments for consideration, but shall not vote.

- 3.7 **TECHNICAL CONSULTANTS:** Individuals may be appointed by the TAG chairperson to assist the TAG in particular fields or specific subjects. Technical consultants shall be advised of the TAG activities, may attend meetings, and may vote.
- 3.8 **REPRESENTATION OF INTERESTS:** All directly and materially affected persons (organizations, companies, government agencies, individuals, etc. domiciled in the U.S.) shall have the opportunity for fair and equitable participation without dominance by an single interest. Dominance means a position or exercise of dominant authority leadership, or influence by reason of superior leverage, strength, or representation. The requirement implicit in the phrase "without dominance by any single interest" normally will be satisfied if a reasonable balance among interests can be achieved. Unless it is claimed by a directly and materially affected person that a single interest dominated the standards development process to the exclusion of fair and equitable consideration or other viewpoints, no test for dominance is required.
- 3.9 **MEMBERSHIP ROSTER:** The Aerospace Council shall maintain a roster of TAG members, observers, and technical consultants. The administrator shall submit the roster list for ANSI review, annually.
- 3.10 **REVIEW OF MEMBERSHIP:** The Aerospace Council shall review the membership list annually with respect to the criteria of 3.3. Members are expected to fulfill attendance, voting, correspondence, and other obligations. Where a member is found in habitual default of these obligations, the Aerospace Council shall direct the matter to the TAG for appropriate action, which may include termination of membership.
4. **ORGANIZATION**
- 4.1 **OFFICERS**
- 4.1.1 **CHAIRPERSON:** The Chairperson shall be appointed by the Aerospace Council Chairperson with consent of a majority of the Council members. The TAG shall submit to the Council their recommendations for a TAG Chairperson. The TAG Chairperson shall be initially appointed to a three-year term, followed by annual Council review. The Chairperson shall perform the following duties:
- a) Assure that the provisions of this Charter are carried out.
  - b) Call and preside over meetings of the TAG.
  - c) Plan and direct the operations of the TAG and maintain administrative and managerial control of the technical work performed by the TAG.
  - d) Serve as Chairperson of the U.S. delegation at international meetings of ISO/TC20 or appoint a member of the TAG to serve in this capacity.

- e) Obtain and reconcile the views of TAG members in order to develop a U.S. position on all matters being considered. When appropriate, the Chairperson shall consult with others substantially concerned and competent in specific items under consideration including American National Standards Committees and other organizations developing comparable national standards.
  - f) Formulate the text of the U.S. position and voting instructions to reflect the position of the TAG.
  - g) Advise the TAG, and others having substantial concern, of the text and voting instructions as transmitted to the Institute. In the event the Chairperson recommends action without formal TAG review, he shall inform the TAG of the cause and nature of his action.
- 4.1.2 VICE CHAIRPERSON: The Vice-Chairperson shall be appointed by the Council Chairperson with consent of a majority of the Council members. The Vice-Chairperson shall be responsible to the Chairperson for the conduct of assigned duties and shall act for the Chairperson when absent at national or international meetings.
- 4.1.3 SECRETARY: The Secretary shall be appointed by the Aerospace Council and perform the following duties in addition to the regular administrative duties of the office and such other duties as shall be requested by the TAG Chairperson:
- a) Advise the TAG of policies or procedures enunciated and actions taken by ANSI, the General Secretary of ISO and the Secretariat of ISO/TC20 that affect the TAG's actions.
  - b) Assure that actions and projects undertaken by the TAG are executed in accordance with ANSI operating procedures.
  - c) Assure that Draft ISO documents prepared by, or submitted to, the TAG are circulated by letter ballot.
  - d) Receive and summarize the results of Draft ISO surveys for the review and action by the TAG.
- 4.2 PROJECT GROUPS: The TAG is authorized to make the following assignments:
- 4.2.1 AD HOC GROUPS: Establish temporary ad hoc subordinate groups from the membership for such purposes as preparing drafts of proposed ISO projects and providing representation for TC20 Working Groups. Such groups are authorized to utilize the services of any established Industry Committee or other qualified government or nongovernment technical organization to assist in the preparation of the technical content of the proposed project.

- 4.2.2 **SPECIAL ASSIGNMENTS:** Assign to an appropriate member the responsibility to conduct a survey, make a study, or perform other special tasks pursuant to the work of the TAG.
- 4.2.3 **DELEGATIONS:** Select and organize the delegates or teams to attend international meetings to present and support the United States position on the ISO draft document. The delegation shall be selected from those who are deemed qualified to discuss the specific subject on the agenda and are able to attend the meeting.
- 4.2.4 **SCAG'S:** Establish Subcommittee Advisory Groups (SCAG'S) as appropriate for established ISO/TC20 Subcommittees.
- a) The TAG Chairperson shall nominate for Aerospace Council approval a Chairperson for each SCAG who shall, unless otherwise decided by the TAG chairperson, concurrently become a member of the TAG.
  - b) The SCAG Chairperson shall be responsible for inviting qualified technical individuals to serve on his SCAG in accordance with the Operating Procedures for the International Standards Committee of ANSI and this Charter.
  - c) The SCAG Chairperson shall perform the same duties for the SCAG as the TAG Chairperson performs for the TAG (defined by paragraph 4.1.1). An exception is that Draft International Standards (DIS's) require approval of the TAG.
  - d) The SCAG shall report its activities to the TAG at each TAG meeting.

## 5. OPERATION

### 5.1 MEETINGS

- 5.1.1 **SCHEDULING:** The TAG will work as much as possible by correspondence. When necessary, a meeting of the TAG will be called by the Chairperson and arranged by the Secretary. A quorum shall consist of one-half of the members (excluding observers and technical consultants). If a member cannot attend a meeting, the member may notify the Chairperson of a designated alternate; the designated alternate has the right to vote.
- 5.1.2 **OPENNESS:** Meetings of the TAG shall be open to all members and others having direct and material interest. At least four weeks' notice of regularly scheduled meetings shall be given by the administrator in SAE AEROSPACE ENGINEERING or in other media designed to reach directly and materially affected interests. The notice shall describe the purpose of the meeting and shall identify a readily available source for further information. An agenda shall be available and shall be distributed in advance of the meeting to members and to others expressing interest.
- 5.1.3 **RESOLUTION LOG:** All substantive decisions made by the TAG will be developed as TAG Resolutions and maintained in a TAG Resolution Log.

5.1.4 "N"-LOG: All substantive TAG related documents not already assigned "N" numbers by another ISO group will be assigned TAG "N" numbers.

## 5.2 CRITERIA FOR APPROVAL OF U.S. POSITIONS

5.2.1 TRANSMITTAL: Implicit in the transmittal of U.S. positions on international standards activities to ANSI is the verification that the requirements of this document have been met and that consensus in support of the U.S. position has been established.

5.2.2 CONSENSUS: Consensus for a U.S. position is established when substantial agreement has been reached by directly and materially affected U.S. national interests. Substantial agreement means much more than a simple majority, but not necessarily unanimity. Consensus requires that all views and objections be considered, and that a concerted effort be made toward their resolution.

5.2.3 U.S. PROPOSALS OF DOCUMENTS AS THE BASIS FOR THE INITIATION OF INTERNATIONAL STANDARDS: Formal U.S. proposals for the initiation of international standards shall be based on appropriate U.S. national aerospace standards (SAE, AIA, DOD, etc.), when they exist. In the absence of U.S. national standards, other appropriate, generally accepted standards may be proposed provided those standards have been announced for review and comment in appropriate industry media. Views and objections shall be considered in accordance with 5.3.8.

## 5.3 VOTING

5.3.1 VOTING RIGHTS: Only members and technical consultants shall vote. Observers shall not vote, but shall participate as described in paragraph 3.6.

5.3.2 VOTING OPTIONS: Each member shall vote one of the following positions:

- a) Affirmative.
- b) Affirmative with comment.
- c) Negative with reasons. (The reasons for a negative vote shall be given and if possible should include specific wording or actions which would resolve the objection.)
- d) Abstain with reason.

5.3.3 VOTE OF ALTERNATE: An alternate's vote is counted only if the principal representative fails to vote.

5.3.4 VOTING PERIOD: The voting period for letter ballots shall be established to allow for timely response to international time limits. An extension may be granted at the option of the chairman or administrator when warranted (e.g. when the requirements for approval or disapproval specified by 5.3.6 or 5.3.7 are not achieved).

### 5.3.5 VOTING BY LETTER BALLOTS

5.3.5.1 All ISO documents submitted to the TAG for comment/approval for the purpose of establishing a United States position shall be submitted to the TAG membership and any other materially affected individuals, companies and organizations.

5.3.5.2 Reasonable effort shall be made to obtain the vote of all voting members and to resolve the comments from all recipients of the letter ballot. However, the TAG may consider a document approved four weeks after the date of circulation if no negative ballots have been returned.

5.3.6 **ACTIONS REQUIRING APPROVAL BY MAJORITY:** The following actions require a letter ballot or an equivalent formal recorded vote with approval by at least a majority of the membership:

- a) Confirmation of officers appointed by the Administrator.
- b) Formation of a subgroup, including its procedures, scope, and duties.
- c) Disbandment of subgroup.

5.3.7 **ACTIONS REQUIRING APPROVAL BY TWO-THIRDS OF THOSE VOTING:** The following actions must be approved by a least two-thirds of those voting by letter ballot, excluding abstentions, or if at a meeting, by two-thirds of those present, excluding abstentions, provided that a majority of the total voting membership of the TAG is present. If a majority is not present, the vote shall be confirmed by letter ballot:

1. Adoption of TAG procedures, categories of interests, or revisions thereof.
2. Approval of recommendation to change the TAG scope.
3. Approval of U.S. position on a draft international standard.
4. Approval of recommendation to terminate the TAG.

5.3.8 **CONSIDERATION OF VIEWS AND OBJECTIONS ON LETTER BALLOTS:** The administrator of the TAG shall forward the views and objections received to the chairman of the TAG, or his designee. The chairman shall determine whether the expressed views and objections shall be considered by telephone, correspondence, or at a meeting. As a precept in formulating U.S. positions, technical integrity shall not be compromised.

5.3.8.1 Prompt consideration shall be given to the expressed views and objections of all participants including those commenting on the draft international standard (DIS) listing in STANDARDS ACTION. A concerted effort to resolve all expressed

objections shall be made, and each objector shall be advised of the disposition of the objection and the reasons therefor.

5.3.8.2 Substantive changes required to resolve objections, and unresolved objections, shall be reported to the TAG members to afford all members an opportunity to respond, to reaffirm, or to change their position within the appropriate time limits.

5.3.9 REPORT OF FINAL RESULT: The final result of the voting shall be reported to the TAG.

5.3.10 SUBMITTAL OF U.S. POSITION: Upon completion of the procedures for voting, consideration of views and objections, and appeals, the U.S. position shall be submitted to ANSI by the TAG administrator.

5.3.11 INFORMATION SUBMITTED: The information supplied to ANSI shall include:

- a) Title and designation of the document.
- b) Indication of the type of action requested (that is, approval of a new draft international standard or reaffirmation, revision, or withdrawal of an existing draft international standard, questionnaire, etc.).
- c) Status of any appeal action related to approval of the proposed U.S. position.
- d) A summary of the voting and TAG member responses.
- e) Identification of all unresolved views and objections, names of the objector(s), and a report of attempts toward resolution.

## 6. ADMINISTRATIVE

6.1 TERMINATION OF TAG: A proposal to terminate a TAG may be made by a direct and materially affected interest. The proposal shall be submitted in writing to ANSI and to the TAG administrator and shall include the reasons why the TAG should be terminated. Action shall be taken by the TAG in accordance with 5.3.7.

6.2 COMMUNICATIONS: Correspondence of TAG officers and the administrator should preferably be on "Committee Correspondence" letterhead. External communications such as inquiries relating to the TAG, should be directed to the TAG administrator, and members should so inform individuals who raise such questions. All replies to inquiries shall be made through the TAG administrator.

6.3 APPEALS: Directly and materially affected persons who believe they have been or will be adversely affected by an action or inaction of the TAG or its administrator shall have

the right to appeal. The appeal procedure is defined in the SAE Technical Board Rules and Regulations.

- 6.4 AMENDMENTS: The TAG may recommend the revision of this charter by a three-quarter vote of the TAG membership provided there are no negative votes. All revisions of the TAG charter must be approved by the Aerospace Council.