SAE G-12 AIRCRAFT GROUND DEICING COMMITTEE
CHARTER AND OPERATING PROCEDURES

RATIONALE

This document defines the specific operating procedures of the SAE G-12 Aircraft Ground Deicing Committee, its Subcommittees and Workgroups.

FOREWORD

The Aerospace Council Organization and Operating Guide (§4.1.1) recommends for technical committees to have charter/guideline that define specific operating procedures. This document was drafted to set such charter and operating guidelines for the SAE G-12 Aircraft Ground Deicing Committee. It is meant to apply to the Steering Committee, all Subcommittees and Workgroups.

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1. MISSION AND OBJECTIVES OF THE G-12 AIRCRAFT GROUND DEICING COMMITTEE

1.1 The mission of the G-12 Aircraft Ground Deicing Committee is to improve worldwide safety in matters related to aircraft ground deicing.

1.2 The objectives of the SAE G-12 Aircraft Ground Deicing Committee are:

a) To develop high quality standards and recommended practices in the area of aircraft ground deicing
b) To promote the global use of those standards and practices
c) To provide an authoritative and competent forum where issues related to aircraft ground deicing can be addressed and resolved

1.3 Areas covered by the G-12 Aircraft Ground deicing committee are:

a) New aircraft ground deicing and anti-icing technology
b) Standards for ice detection equipment
c) Standards for facilities where aircraft deicing and anti-icing is performed
d) Standards for equipment to perform aircraft deicing and anti-icing
e) Standards for aircraft deicing and anti-icing fluids, runway deicing fluids and related testing procedures
f) Processes and testing procedures for the development of holdover times
g) Methods to deice and anti-ice aircraft on the ground
h) Standards for training and quality control of aircraft ground deicing

2. MEMBERSHIP IN G-12 AIRCRAFT GROUND DEICING STEERING COMMITTEE

2.1 The G-12 Steering Committee shall have one chair, two vice-chairs (to allow for better regional representation) and one secretary.

2.2 Co-chairs of the G-12 Subcommittees are *ex officio* members of the G-12 Aircraft Ground Deicing Steering Committee (Steering Committee).

2.3 To achieve competent and authoritative representation, the chair shall aim to achieve an equitable balance of representation by region (North America, Europe and Asia) and interest (users, regulators, airframe manufacturers, suppliers).

2.4 As the Steering Committee is the administrative and charter setting body for G-12 , and in order to maximize its effectiveness, the chair should keep the number of members to an optimum size, subject to sections 2.2 and 2.3.

2.5 The chair shall review the membership roster annually.

3. MEMBERSHIP IN SUBCOMMITTEES

3.1 The G-12 Subcommittees shall have two co-chairs and one secretary.

3.2 *Ex officio* Members. To ensure proper supervision by officers of the Steering Committee of the subcommittees, as is required by the Aerospace Council Organization and operating Guide, the chair and the two vice-chairs of the Steering Committee shall be *ex officio* members of all the G-12 subcommittees.

3.3 *Ex officio* Liaison or Member. To ensure and encourage proper supervision by Steering Committee members of the subcommittees and since there is no balloting at the Steering Committee level, Co-chairs of the G-12 Subcommittees, in addition to being co-chairs of their committee, shall be *ex officio* liaison of all the other G-12 Subcommittees. If they do regularly attend the subcommittee meetings and have the expertise, they should request to become member. To become member, they shall notify the G-12 Steering committee chair who shall inform the Subcommittee co-chairs and direct the SAE Staff to make the roster change.

3.4 Becoming a Subcommittee Member. Individuals who have interests and expertise in the activities of a subcommittee can request membership. Requests should be submitted to the Subcommittee co-chairs who determine the membership classification (member, alternate, liaison, mailing list recipient) and notifies SAE staff.

4. MAINTAINING MEMBERSHIP IN SUBCOMMITTEES

4.1 Mandatory Annual Review. Co-chairs of each subcommittee shall review their subcommittee membership at least once annually for the purpose of retaining only those who actively contribute to the effectiveness of the subcommittee work. To achieve competent and authoritative representation, the co-chairs of each subcommittee shall continuously aim to achieve an equitable balance of representation by region (North America, Europe and Asia) and interest (users, regulators, airframe manufacturers, suppliers).

4.2 Attendance. Co-chairs of each subcommittee shall change the membership status of a member to liaison if the member fails to attend three consecutive subcommittee meetings unless the co-chairs determine that other circumstances warrant retention. The co-chairs should inform the member and direct the SAE staff to make the roster change.

4.3 Mandatory Response to Ballots. Co-chairs of each subcommittee shall change the membership status of a member to liaison if the member fails to respond to three consecutive ballots from the same subcommittee. The co-chairs should inform the member and direct the SAE staff to make the roster change.

5. LEVEL OF BALLOTING

5.1 There are two levels of required balloting and they are:

a) G-12 Committee Level Ballot: Approval shall be done by the members of the G-12 Subcommittee where the document originates from. The Subcommittee members shall review the document for technical content. To be clear, the document shall not be balloted to the G-12 Steering Committee.

b) Aerospace Council Level Ballot: Aerospace Council Members will review the document for technical content, adherence to SAE policies, and the overall impact to the aerospace community and the public.

6. WORKGROUPS

6.1 Subcommittee co-chairs may establish workgroups to work under their direction of the subcommittee. The subcommittee co-chairs appoint the chairs(s) of the workgroup.

6.2 Subcommittee co-chairs appoint members to the workgroup after consultation with the subcommittee and the chair of the workgroup.

6.3 For highest effectiveness, it is recommended that the number of participants in a workgroup not exceed ten (10).

6.4 Upon termination of the task of the workgroup, the Subcommittee co-chairs shall dissolve the workgroup.

7. CONDUCT OF MEETINGS

7.1 The following are general recommendations to Subcommittee co-chairs for committee conduct:

a) No commercialism. Prior to the meeting, Subcommittee co-chairs should ensure that presentations are not meant to promote specific products. Stick to technical issues and never endorse or belittle specific products.

b) Ask participants to set cellular phones on silent mode.

c) Only one person speaking at any given time.

d) Use microphones at all times in large rooms – for presenters and for those asking questions.

e) Allow sufficient time for breaks and lunches. Informal discussions during breaks often facilitate resolution of issues.

f) Be on time… returning from breaks and lunches.

g) Encourage candidness and discourage silent skepticism.

h) Do not allow anyone to dominate discussions.

i) Do not allow individuals to be attacked. Allow participants to tackle the issue, not the person.

j) Strive for an open atmosphere that promotes a free-flowing interchange of technical information

k) If issues are too complex or take too long to be resolved at the subcommittee level, create workgroups to resolve issues.

l) Never allow discussions of cost, pricing policies, product usage surveys, marketing plans.

m) Stay focused on the meeting. Follow the agenda or other legitimate direction agreed to by the Subcommittee.

n) Strive for high quality standards and recommended practices that improve safety and benefit all stakeholders: users, air frame manufacturers, regulators, vendors and the industry as a whole.

o) Strive to post presentations on the subcommittee web site no later than 3 days after the meeting.

p) Strive to post unconfirmed minutes of meetings within 6 weeks of the meeting.