TECHNICAL STANDARDS COMMITTEE BEST PRACTICES

From use...to development...to corporate support...successful aerospace companies and engineering professionals are involved with SAE technical standards.

1,800+

The average number of SAE standards used in the development of a typical aircraft.
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DEAR TECHNICAL COMMITTEE MEMBER:

At SAE International, we understand that it is people who advance mobility engineering technology. And, your most valued engineering staff and managers—those you count on to keep your company technically superior in a highly competitive marketplace—are the very people we count on to continue the great global cooperative that is SAE International.

The SAE Technical Standards Development Program is the organization’s flagship aerospace program. This program encompasses industry’s most important, most fundamental, and most complete library of technical documents and is authored by its best and brightest engineers, the working members of SAE Technical Committees.

As a technical committee member, you have many valuable opportunities to benefit from participation in the SAE Standards Development Program including:

• writing/developing standards relative to your industry segment by providing your valuable input
• providing a forum for resolving common issues faced by industry
• working with other aerospace professionals, industry groups and government regulatory bodies
• personal growth/leadership development by becoming a document sponsor or by taking on a committee leadership position
• staying abreast of current activities in your industry
• developing key customer contacts

In addition to the above benefits, SAE’s global presence provides the opportunity for international participation to improve product performance and safety; promote global market acceptance of new technologies; reduce costs; and decrease time to market.

It is the voluntary service of professionals just like you – whose work places them firmly in the realm of daily design and procurement challenges – that make up SAE committees. Charged with the development and publication of industry’s technical standards, SAE committee members ultimately set and drive industry’s technical agenda. Because of you, SAE has been able to provide nearly 9,000 standards to the global market.

On behalf of the industries we serve and the mobile public we help keep safe, we are most grateful for your dedicated service to the SAE International Technical Standards Development Program.

Sincerely,
SAE International Aerospace Standards Team
WHAT IS THE FUNCTION OF A TECHNICAL STANDARDS COMMITTEE?
Standards from SAE International are used to advance mobility engineering throughout the world. The SAE Technical Standards Development Program is now—and has been for a century—among the organization’s primary provisions to those mobility industries it serves: aerospace, automotive, and commercial vehicle. Today’s SAE standards product line includes more than 11,000 documents created through consensus standards development by more than 400 SAE Technical Committees with 350+ subcommittees and task groups. These works are authorized, revised, and maintained by the volunteer efforts of more than 25,750 engineers, and other qualified professionals from around the world.
MEETING RECOMMENDATIONS

PICK A GOOD LOCATION
• Make it easy for a lot of members to attend (plant location, geographical location, access to major airports, locations where there are many employees who might attend, etc.).
• Consider hosting an event to increase participation.
• Combine with SAE conferences, other industry conferences, or relevant committee meetings.

START YOUR MEETING PLANNING EARLY
• Locations should be selected at a minimum of 12-18 months in advance.
• Meeting details, including a draft agenda, hotel information and tour information (where applicable), should be posted on Standards Works 3-6 months in advance so it is easier for participants to make travel arrangements.
• Hosted meetings should follow the same recommendations as SAE hosted meetings.

SCHEDULE STEERING COMMITTEE MEETINGS
• By WebEx one month prior to face-to-face meeting to finalize agenda items.
• On-site at face-to-face meetings to address any committee issues and future meeting agendas.

SECURE DATES FOR REGULAR/RECURRING VIRTUAL MEETINGS FOR PROGRESS UPDATES, WITH GLOBAL TIME ZONES IN MIND.

“SAE International relies on its committees to develop excellent Standards. With many committees covering diverse areas of standardization, it is important that best practices are captured and shared so that all can benefit.”

Andy Pickard—SAE Aerospace Council Chair
MANAGING PARTICIPANT INTERACTION

• Encourage a meeting environment where every idea is valued.
• Remind participants to attack the issue, not the person.
• Ensure only one person is speaking at a time (the presenter has the floor.)
• Stay focused on the topic at hand.
• Remind committee members that they are participating as individuals and not agents or representatives of any organization.
• Request that all cellular phones are set to silent mode.
• Encourage social events during face-to-face meetings
• Tell some jokes – have some fun!
• Encourage new attendees to participate in discussions and documents

STANDARDS WORKS
Standards development at your fingertips!

Access to:
• Resources needed to lead your committee.
• Upcoming Meeting information and registration to know where you are going next.
• Minutes and Presentations to stay updated on past minutes and presentations.
• Work In Progress (WIP) areas to watch the document go through the development process.
• Documents list to see all the documents your committee maintains.
• Committee Work Area for the committee to upload related information.
• Roster of those who are participating on the committee and updated frequently.
• Ballots to see open and closed ballots of documents.
• Email feature to contact your committee without leaving the site.

For a complete overview, contact your staff representative!

works.sae.org
AGENDAS

Create a specific meeting agenda and plan, and include items that should be part of every meeting.

- Agendas should be posted at a minimum of 6 weeks prior to the meeting.
- Include clear start/end dates and times.
- Assign firm speaker and session times in the agenda.
- If your meeting includes a training curriculum/tour, consider placing it at the beginning of the event or the day before.
- If appropriate, make an awards presentation part of the meeting or event.
- Ensure each agenda item has someone present to report out.

Consider offering a mix of speaking and presentation formats:

- Lecture
- Group discussion
- Question and answer session
- Breakout groups
- Panel discussions

Use the most current SAE agenda template.

Ask participants for future topic suggestions and other feedback.

The minutes of a meeting add value for committee members, beyond the typical gathering of attendance and posting the agenda. By capturing details of conversations, readers can refresh their memories, can conduct research on past proceedings or remember the context of an action item.

Joe Norton—SAE G-33 Committee Secretary

MINUTES

Minutes are to include first initial and last name of participants. No full names or company names should be included.

Maintain open action log with immediate and future tasks; Capture responsible name and due date for each action item.

Use the most current SAE minutes template.

Provide draft meeting minutes to your SAE staff representative within one week after meeting ends.

RECOGNITION

Consider spotlighting one member per meeting – interesting facts, unique hobbies, etc.

Recognize meeting host, if applicable.

Recognize sponsors when documents are published.

Encourage committee members to nominate individuals for SAE Awards.
**DOCUMENT MANAGEMENT**

Prepare list of standards due for five-year review and assign sponsors for each.

Manage WIPs older than five years by assigning co-sponsors to each document to assist.

Utilize reaffirmations and stabilizations for documents that do not require immediate technical revisions.

Documents are best worked on by a small group of people.

Utilize the Work Area associated with each WIP during the development process to keep all related document work in one location.

*When revising a document:*

- Ensure that the Word file provided by SAE Content Management is the ONLY document used by the sponsor.
- The ‘Track Changes’ feature should be turned on and should reflect all changes made within a document (both editorial and technical).

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**COMMITTEE MANAGEMENT**

Develop a clear plan of succession for leadership positions.

Committee leadership should work to bring in new members and maintain balance.

Ensure the committee charter and scope is kept current.

Remind Committee members about the resources available on Standards Works and explain how to use them.

Perform regular roster maintenance to ensure active Voting Member participation.
VOTING IS A PRIVILEGE. VOTING MEMBERS ARE EXPECTED TO RESPOND TO ALL BALLOTS. QUORUM IS REQUIRED FOR A VALID BALLOT.

BALLOTTING

Sponsor/Chair should send follow-up emails to Voting Members who have not responded to the open ballots.

Utilize the ‘Add Reply’ function within the ballots on Standards Works to address ballot comments. This can be completed during the balloting process or following the close of the ballot.

DEVELOPING NEW IDEAS

Build strong relationship/engagement with regulatory agencies and ask for regular updates on their needs and technical direction.

Seek out industry and academia for topics of interest to them – and translate into new projects for SAE committees.

Facilitate group conversation (brainstorming) at meetings. Create subcommittee(s) to further develop ideas.

PRESENTATIONS

Encourage your presenters to:

• Avoid “selling” from the podium. Commercialism is not permitted.

• No discussion of cost, pricing plans, pricing policies, marketing plans or any related topics. This would be a violation of SAE’s Anti-trust policy.

• Use well-designed PowerPoint slides that include more graphics and visuals than text.

• Focus on the outcome or benefits to members when planning the content of the presentation.

• Get the audience to participate by asking questions and encouraging dialogue.

• Stay on topic.

• Ensure presentations are approved for public distribution and forwarded for posting on Standards Works.

• Presentations should be related to or support the development or maintenance of SAE Technical Reports.

• Tell stories and anecdotes that illustrate key points. Use humor when appropriate.
INCREASING COMMITTEE PARTICIPATION

Invite members from other SAE Technical Committees with crossover interest to attend your event.

Have committee leadership provide an overview of committee processes and procedures to new participants.

Ask first-time attendees to stand and introduce themselves with areas of interest. Assign a “mentor” on the committee to keep them engaged.

Promote your committee activities and upcoming meetings.

Provide your staff representative with committee news and announcements. Highlight successes and special projects or accomplishments. SUCCESS BREEDS SUCCESS.

Provide potential members with information highlighting the benefits of participation on the technical committee.

Use testimonials from members about how they benefited from previous programs. Ask them for permission to use their quote, name and company in SAE marketing materials (Newsletter/Update) and provide to your staff representative.

Ask members to:
• Invite their supervisors to the meeting.
• Tell their supervisors that meetings are a primary source of technology and information dissemination. Not attending a meeting is a missed opportunity, and a missed opportunity translates into lost profit.
• Link your supervisor’s values and objectives to the content of the meeting.

Encourage attendees to talk with their supervisors and managers following the meeting.
• Explain what was learned and what ideas will be implemented.
• Explain the immediate and long-term value to their organization.

Prominently cite the documents of the committee in your company’s internal specifications or requirements.

Development of success stories articulating the importance and value of a particular standard to the industry.
“Working with SAE Technical Committees has broadened my experience by contact with engineers from all sides of the industry. It has been a good challenge to write standards that create a solid foundation to move the industry forward and that can be understood by all.”

Kevin J. Walsh—SAE Aircraft SEAT Committee Secretary