LIFE CYCLE LOGISTICS SUPPORTABILITY COMMITTEE

Of the SAE Systems Management Council

Organization and Operating Procedures

*(R) symbol is for the convenience of the user in locating areas where revisions have been made to the previous issue of this guide. If the symbol is next to the title, it indicates a complete revision of the guide.

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1. **INTRODUCTION**

The purpose of this document is to set forth the organization, objectives, and procedures of the Life Cycle Logistics Supportability (LCLS) committee, sub-committees and working groups. The LCLS committee is a technical committee of the SAE Systems Management Council (SMC). The rules set forth in this document are subordinate to the SAE Technical Standards Board (TSB) Governance Policy SMC Organization and Operating Procedures. Where the rules of the LCLS committee are defined to be more stringent than the TSB Governance Policy or SMC Organization and Operating Procedures, the LCLS committee rules will take precedence. All suggested changes to the LCLS committee Organization and Operating Procedures should be sent in writing to the LCLS committee secretary. These suggestions will be saved and considered during the next major revision.

1.1 **References**

The following documents are incorporated into these procedures by reference and the latest version available shall apply. All referenced documents are available from SAE International.

- SAE International Technical Standards Board Governance Policy
- SAE Systems Management Council Organization and Operating Procedures
- SAE LCLS Committee Structure
2. **LIFE CYCLE LOGISTICS SUPPORTABILITY COMMITTEE**

The Life Cycle Logistics Supportability (LCLS) committee is responsible for the preparation, development, maintenance, and promotion of all relevant Technical Reports within the committee scope. The LCLS committee functions in accordance with SAE, TSB, SMC and committee policies and procedures.

2.1 **Scope**

The LCLS committee is responsible for developing, maintaining and evolving standards, coalescing industry positions and promoting the dissemination of best practices on logistics and supportability of products and systems. The committee is responsible for the maintenance and enhancement of product support analysis and logistics product data standards and handbooks listed as the committee’s Program of Work.

2.1.1 **Purpose**

The LCLS committee serves as an industry focal point for life cycle logistics and supportability through the application of solid product support analysis principles. The committee’s goal is to promote the standardization of processes and information related to product support analysis.

2.1.2 **Program of Work**

At a minimum, the LCLS committee is responsible for the following documents:

- SAE TASTD0017 Product Support Analysis
- SAE GEIASTD0007 Logistics Product Data
- SAE GEIAHB0007 Guide to Logistics Product Data
- SAE TAHB0007-1 Logistics Product Data Reports
- SAE AS1390 Level of Repair Analysis

The latest issues of the aforementioned publications are available from SAE, 400 Commonwealth Drive, Warrendale, PA 15096-0001, and Telephone: 877-606-7323 (inside USA and Canada) or 724-776-4970 (outside USA), Web address: http://www.sae.org.

2.1.3 **Charter and Guidelines**

As indicated in the SMC Organization and Operating Procedures, each Technical Committee shall have a charter which shall address scope, committee purpose and program of work. Technical Committees may also have guidelines that define any specific operating procedures. This document serves as the LCLS committee charter as well as the committee organization and operating procedures.

2.2 **Committee Composition**

The LCLS committee shall be composed of members who serve as technical experts and leaders from government, industry, regulatory agencies, and academia.

2.2.1 **Committee Officers**

The LCLS committee shall have a Chairperson, Vice-Chairperson, and Secretary.

2.2.1.1 **Chairperson**

The Chairperson shall serve a 2-year term of office, which is renewable two times (not to exceed a total service of 6 years). Re-nomination of chairpersons who have served the 6-year service maximum requires review and approval by SMC. Chairperson responsibilities include:

- Plan and conduct meetings in conjunction with SAE Staff
- Actively participate as a member of the SMC
- Manage and assign projects in order to balance and expedite the committee’s work
- Review the membership annually to maintain an active and balanced committee
- Manage the 5-year review process
- Recommend revisions of committee charter and guidelines as needed and submit all changes/additions to the SMC for review and approval
• Establish subcommittees, appoint their chairperson and supervise their operation
• Ensure the LCLS committee operates within its defined scope and according to SAE policies and procedures
• Coordinate with other committees on related projects
• Ensure that a quorum of Members is present when a voice vote on committee business is taken during a meeting
• Elevate issues, concerns, problems or opportunities to the SMC in a timely manner as needed
• Provide SAE with timely minutes of each meeting
• Ensure approval of minutes from the previous meeting
• Monitor Technical Committee ballots
• Actively collect, monitor and utilize SMC approved metrics to continuously improve the health and operation of the Technical Committee

2.2.1.2 Chairperson Selection Process
Chairpersons shall be nominated by the Committee and their nominations are forwarded to SMC for review and approval. The desired qualities of a LCLS committee Chairperson are:
• Significant industry experience and technical expertise
• Demonstrated leadership skills
• Commitment to serving
• Responsible and accountable
• High level of integrity
• Strong communication skills
• Willingness to make decisions yet lead through consensus
• Supportive of teaming approaches
• Global perspective of the industry
• One or more years of active committee participation, such as sponsoring draft Technical Reports or fulfilling the role of vice-chairperson or secretary
• Knowledge of the SAE processes

2.2.1.3 Vice-Chairperson
The Vice-Chairperson is appointed by the LCLS committee Chairperson to assist him/her in the management duties of the committee. The Vice-Chairperson is responsible for fulfilling the obligations of the Chairperson in his/her absence.

The Vice-Chairperson serves a 2-year term of office which is renewable two times (not to exceed a total service of 6 years). Vice-Chairpersons who have served the 6-year term 6-year service maximum requires review and approval by SMC. The Vice-Chairperson may continue to serve until the SMC disapproves, or stated otherwise.
2.2.1.4 Secretary
Appointed by the Chairperson, the Secretary is responsible for recording all meeting minutes and such other functions as may be directed by the Chairperson or Vice-Chairperson. The Secretary must also maintain the committee roster.

2.2.1.5 Training
SAE will provide training materials for both Chairpersons and Members that will assist them in fulfilling their roles on the Technical Committees. These materials may be provided either electronically, in hard copy or as formal training sessions.

2.2.2 Committee Participant Classifications
The primary classifications of participants include: Voting Member, Liaison, Consultant, and Mailing List Recipient.

2.2.2.1 Voting Member
Voting Members are to contribute to the work of LCLS committee, vote on all Technical Report ballots in a timely manner, and maintain active participation. Balance among the different interest groups of voting members (user, producer, general interest) shall be maintained in accordance with section 2.2.3.3. For guidance on becoming a voting member, reference section 3.2.3.1.

2.2.2.2 Liaison
Liaisons coordinate with parallel activities occurring in the government, other associations, and related SAE Technical Committees and may serve in an advisory capacity on specific projects. Liaisons receive Technical Report ballots and may provide comments; however, they do not have an approval/disapproval vote.

2.2.2.3 Consultant
Consultants are under contract to SAE and serve in an advisory capacity on specific projects. Consultants receive Technical Report ballots and may provide comments; however, they do not have an approval/disapproval vote.

2.2.2.4 Mailing List Recipient
Mailing List Recipients receive information on Technical Committee meetings. They do not receive information related to Technical Report ballots.

2.2.3 Qualification and Condition of Voting Membership
LCLS committee voting members must be competent and authoritative in the field(s) outlined by the committee scope/charter. In discharging their responsibilities, Members of the TSB, Councils, and Committees function as individuals and not as agents or representatives of any organization with which they may be associated. Governmental employees participate in accordance with government regulations. In order to carry out their work, Technical Committee Members are expected to have a computer, an e-mail address, and internet access.

2.2.3.1 Becoming a Committee Voting Member
To become a voting member, participants must attend three consecutive meetings as either a liaison or mailing list recipient. Once this condition is met, they must petition the Chairperson to become a voting member. Each participating organization or business unit is allowed at least one voting member on the committee. For requests from organization that already have a voting member, the Chairperson will consider the background and technical perspective of the requesting individual with a goal of maintaining the balance of users, producers, and general interest members. Balance among the different interest groups of voting members (user, producer, general interest) shall be maintained in accordance with section 2.2.3.3. Voting member names must be forwarded to the SMC for approval. Membership in SAE is encouraged of all LCLS committee members.

2.2.3.2 Maintaining Voting Membership
The Chairperson shall review their Committee Roster at least once annually for the purpose of retaining only those who actively contribute to the effectiveness of the committee work. Voting Members who are absent without alternate representation from three consecutive committee meetings may be dropped from Voting Membership unless the Chairperson determines that other circumstances warrant retention. Failure to respond to two ballots may also be considered cause for revoking Voting Membership. The chairperson should notify any Voting Member of a change in their Participant classification and direct SAE Staff to make the appropriate roster change. Liaison and Mailing List participants should also be reviewed and those who are not active or who fail to respond to participation surveys should be removed.
2.2.3.3 Voting Membership Balance
To ensure a competent and authoritative stature, the LCLS committee Chairperson shall continuously aim to achieve an equitable balance of representation by interest. Members on committees shall be classified into one of three classifications based on the organization from which they come, or the industry interest from which they will most draw their technical basis. The goal is that the members from no one classification dominate the others. The three classifications are:

- **Producer:** A member whose technical views are drawn from an organization that produces or sells materials, products, systems, or services covered in the committee or subcommittee scope.

- **User:** A member whose technical views are drawn from an organization that purchases or uses materials, products, systems, or services, other than for household use, covered in the committee or subcommittee scope, provided that the member would not also be classified as a producer as it relates to the work of the committee.

- **General Interest:** A member whose technical views are drawn from an organization that cannot be classified as either a Producer or a User (examples include members whose technical views are drawn from consumer interest, academic, regulatory, or laboratory communities, or who are individuals whose participation is not being sponsored in any way by any other interest).

2.3 Subordinate Committee Structure
Subordinate groups, such as subcommittees and working groups, may be organized under the LCLS committee. At least three participants of the LCLS committee must be willing to actively participate in the subordinate group for it to be formed. The subordinate group chairperson may recommend members for appointment to the group. The work of all such subordinate groups shall be subject to review and approval by the LCLS committee. The scope of the subordinate group shall be documented in the SAE LCLS Committee Structure document.

2.3.1 Subcommittee
A subcommittee is responsible for progressing the technical activities of a more narrowly defined aspect of the LCLS Program of Work. The Chairperson shall appoint the subcommittee chairperson and the title and scope of the subcommittee is defined by the LCLS committee. A subcommittee remains standing, but may be inactive, until it is dissolved by the LCLS committee.

2.3.2 Working Group
A working group is responsible for a single project or grouping of related projects. A working group may be formed under the LCLS committee or under a subcommittee. If the working group is formed under the LCLS committee, the LCLS chairperson shall appoint a leader of the working group and the title and scope of the working group is defined by the LCLS committee. If the working group is formed under a subcommittee, the subcommittee chairperson shall appoint a leader of the working group and the title and scope of the working group is defined by the subcommittee. A working group is disbanded once their work is complete.
3. **MEETINGS**

   The Chairperson shall preside at committee meetings and, if not present, the Vice-Chairperson or a member designated by the Chairperson shall preside.

   Meetings shall be conducted in accordance with all applicable SAE governing policies and procedures. Roberts Rules of Order shall be used to facilitate the conducting of business. All meetings shall be open, but the Chairperson shall have discretion as to the number of non-members who may be permitted to address the committee.

   Unless previously approved by the Chairperson, side bar meetings are not permitted during committee meetings. A request shall be submitted to the Chairperson and Secretary if subcommittee meetings or breakout sessions are necessary during regularly scheduled face to face meetings. With the Chairperson’s approval of the breakout session, the secretary will then work with SAE Staff to ensure all meeting space requirements are included with the facility request. Breakout sessions requested less than 6 month in advance may not be accommodated due to meeting space requirements.

3.1 **Meeting Logistics**

   Committee meetings shall be accomplished via virtual meetings and face to face meetings coincidental with SMC meetings. The Chairperson shall work with SAE Staff to plan future meeting locations and dates in compliance with SMC and SAE policies. All logistics related to the meeting planning, including hotel selection will be conducted by the SAE Staff. Committee Members are not permitted to enter into any type of negotiations with hotels/meeting facilities, nor enter into any legally binding agreements, nor act as agents of SAE.

3.2 **Meeting Notice/Announcement**

   Notices of meetings (including date, time, and location) should be issued no later than 8 weeks prior to the date of the meeting. When requested SAE Staff will send invitations to non-committee personnel (interested parties).

3.3 **Meeting Agenda**

   Draft agendas should be provided to the committee a minimum of 6 weeks prior to the meeting and final agendas no later than 1 week prior to the meeting.

3.3.1 **New Business**

   Requests for new business shall be submitted to the Chairperson and Secretary no later than 2 weeks prior to the meeting. New business discussions may be tabled for future meetings due to meeting time constraints. Existing business takes precedence over new business discussions.

3.3.1.1 **New Business Request Information**

   It is recommended all new business requests shall include the following information:
   - Problem Statement
     - A clear and concise description of the issue to be addressed
   - Problem Classification
     - Classify the issue as Technical, General Question, or Enhancement Proposal.
   - Background and Impact to Industry
   - Recommendation for Change

3.4 **Mandatory Topics to be covered during the Meeting**

   Topics to be covered at the beginning of each meeting include:

   - Self Introductions
   - Disclaimer Announcement – “SAE Technical Committee Members act as individuals and not as agents or representatives of their employers.”
   - Disclaimer Announcement – “Audio or video recording of meetings is not permitted.”
   - Agenda Approval
   - Circulation of Attendance Roster which shall include a statement of commitment to the SAE Intellectual Property (IP) policies
3.5 Committee Code of Conduct during the Meeting
Following are general items for committee conduct:

- No Commercialism – Stick to the Technical Issues and never endorse or belittle specific products
- Only one person speaking at any given time (presenter has the floor)
- Attack the issue, not the person
- Be on time ... returning from breaks/lunch
- Set all pagers and cellular phones on silent mode
- Respect all ideas and comments
- No silent skepticism, be candid
- Do not dominate discussions
- Stay focused on the meeting
- Avoid unauthorized or “private” meetings (discussions should be open and follow the agenda or other legitimate direction agreed upon by consensus of the committee)
- Never participate in discussions of cost, pricing plans, pricing policies, product usage surveys, marketing plans or any related topics (be aware of and follow ITAR and EAR rules and regulations governing export control)
- Participate as individuals and not as agents or representatives of any organization
- Secure staff advice as well as legal counsel when necessary
- Strive for an open atmosphere that promotes a free-flowing interchange of technical information
- Follow the processes, rules, and guidelines of the TSB Governance Policy, SMC Organization and Operating Procedures, and the LCLS Organization and Operating Procedures
- Strive for high-quality standards that benefit all stakeholders

3.6 Presentation Guidelines
Following are general items to consider when developing or permitting a presentation to a committee:

- No commercialism
- No discussion of cost, pricing plans, pricing policies, product usage surveys, marketing plans or any related topics
- Presentations must focus on technical issues (not on marketing aspects of products)
- Presentations should be related to or support the development or maintenance of SAE Technical Reports
- All presentations should be submitted in electronic format to the Chairperson prior to the meeting and a copy provided at that time for inclusion in the minutes (all presentations should be cleared by the presenter for public release and marked as such)

3.7 Preparation of Meeting Minutes
The minutes of the meeting shall be prepared by the Committee Secretary or an individual designated by the Committee Chairperson. The minutes will be released promptly (within two weeks of the conclusion of the meeting) and shall be subject to confirmation, with corrections if necessary, at the following meeting.

3.7.1 Unconfirmed Meeting Minutes
The standard note "Unconfirmed Minutes" will be above the title and date of each set of minutes. The following standard note will be located on the first page of each set of minutes:

"These minutes are for the use of the committee. Unless authorized by SAE, they should not be published or further circulated. Requests for corrections should be provided to SAE Headquarters within 3 weeks after receipt."

3.7.2 Confirmed Meeting Minutes
After meeting minutes have been distributed to the Committee Membership, a vote is taken at the next meeting to note any corrections to the Unconfirmed Minutes and declare them Confirmed noting any changes or corrections.

3.7.3 Minutes as Business Records
The minutes of the Technical Committee are considered business records of SAE and copies are not made available for public release. Copies of minutes will be provided only to: (1) Committee Voting Members, (2) non-voting participants on the committee roster, and (3) the SAE administrative bodies to which the committee reports. SAE Technical Committee minutes are open for public inspection and may be examined during business hours at SAE’s offices at 400 Commonwealth Drive, Warrendale, PA 15096. Persons examining committee minutes may not make photo copies or scan the documents. Minutes and other Business Records of the Technical Committees shall not be distributed beyond the committee membership without prior approval from SAE Staff.

3.7.4 Content of Minutes
The committee should elect a secretary to record minutes. Minutes should contain the following ‘minimum’ information:

- Name of committee
- Date and place of meeting
- Name of Chairperson or Acting Chairperson
- Presence of a quorum of Members (the name of the voting Members in attendance)
- Approval of previous meeting minutes
- Reports given
- Status of Technical Report Works in Progress
- Committee Decisions
- Committee Actions
- Adjournment

3.7.5 Meeting Minutes Considerations
The following items must be considered when preparing minutes:

- Committee Members participate as individuals and should not be affiliated with any company in the minutes (examples of where it is permissible to use company names include presentations, providing test data, and recognizing company hosts)
- Copyrighted material or trademarks should not be included without written permission from the respective company or trademark/copyright holder
- Minutes are to be submitted in an editable electronic format to the SAE Staff Representative for review and posting on SAE StandardsWorks
- Any attachments need to be provided to the secretary in an electronic format

3.8 Attendance at Meetings
Physical attendance at face to face meetings is the preferred method of attendance and committee participants are encouraged to attend meetings in person, if possible.

3.8.1 Virtual Attendance
In order to promote the greatest participation, committees are encouraged to provide the option for those participants unable to attend a meeting in person to participate via electronic means (which shall include both teleconference and internet meeting participation). A participant who is attending a meeting virtually shall be counted towards quorum for any votes or actions taken during the meeting.

3.8.2 Alternates

Committee members who are unable to attend a meeting in person and are unable to participate virtually may send an alternate in their place if:

- The participant has notified the committee chair in advance of the meeting, providing all contact information for the alternate
- The participant has pre-briefed the alternate on all topics, documents, and actions planned to be covered during the meeting so that the alternate is prepared to act in the participant’s stead
- The alternate is only representing the committee member who made the appointment (i.e., a committee member may not ask another committee member to represent both himself/herself and the member unable to attend)

Alternates are counted towards committee quorum and allowed to vote in the original member’s place.

3.9 Voting at Meetings (other than Technical Report ballots)

Decisions are reached by a majority (at least 51%) of the Voting Members in attendance, providing a quorum (50%) is present (voting on Technical Reports is covered elsewhere in these guidelines).

3.9.1 Proxy Voting

No granting of Proxies or participation in any committee meeting decisions, actions or votes by proxy is allowed. Members unable to attend in person have the option of attending virtually or sending an alternate. A strict one person – one vote policy shall be followed.

3.10 Termination of a Meeting

SAE Staff or the Chairperson may immediately terminate a Technical Committee meeting at any time if the discussion or actions violate SAE policy.

3.11 Electronic Communication

All communication between SAE, SMC and the LCLS committee shall be conducted via SAE StandardsWorks which provides the ability to share files and send e-mail. This includes meeting notices, agendas, and minutes.
4. **TECHNICAL REPORTS**

Reference SAE SMC Organization and Operating Procedures.
5. **TECHNICAL REPORT DEVELOPMENT PROCESS**
Reference SAE SMC Organization and Operating Procedures.