The purpose of this document is to 1) address the questions often asked by those that are not familiar with the A-10 Committee; and (2) to help them determine if they might be interested in participating in the A-10 Committee meetings and activities.

1. INTRODUCTION

The SAE A-10 Aircraft Oxygen Equipment Committee addresses topics related to aircraft oxygen equipment, which may include design, maintenance, and in-service experience. The committee may also define the needs for research in the area of aviation physiology as it relates to respiratory functions and oxygen equipment performance. The group assembles data and information from the aeronautical oxygen field for the purpose of creating, preparing, and maintaining relevant specifications, standards, and requirements for aviation oxygen equipment.

2. PARTICIPANTS

Participants in the SAE A-10 Committee include OEMs, suppliers, aviation oxygen equipment companies, consulting firms, government, military, medicine & science, airlines, and others across the aerospace and defense industries.

The primary classifications of participants include: Voting Member, Liaison, and Mailing List Recipient.

2.1 Voting Member

Voting members contribute to the work of the A-10 Committee, vote on technical document ballots, and maintain active participation on the committee. Individuals who have interests and expertise in the activities of the A-10 committee can request voting membership in accordance with the committee charter (reference Section 4).

2.2 Liaison

Liaisons coordinate with parallel activities occurring in the government, other associations, related SAE Technical Committees, and may serve in an advisory capacity on specific projects. Liaisons receive technical document ballots and may provide comments; however, they do not have an approval/disapproval vote. Comments provided by Liaisons on technical document ballots are addressed in the same manner as a Voting Member.

Individuals who have interests in becoming a Liaison can submit their request to the SAE Staff Representative (reference Section 4).
2.3 Mailing List Recipient

Mailing list recipients receive information on A-10 Committee meetings and communications that are sent to the entire A-10 roster. They do not receive information related to technical document ballots. Individuals who have interests in becoming a mailing list recipient can submit their request to the SAE Staff Representative (reference Section 4).

3. MEETINGS

The A-10 committee meets twice a year, once in the spring (typically April/May) and once in the fall (typically September/October/November), and the meetings are open to the public. The majority of meetings are located within the United States, however, meetings may be located in Europe as well as other locations as it pertains to the interest of the committee or in conjunction with co-located events. Co-located events may include, but are not limited to, the SAE Aerotech Congress & Exhibition, Aerospace Medical Association (AsMA), SAFE Association, and the National Business Aviation Association (NBAA) Business Aviation Convention & Exhibition.

Interested individuals can register for upcoming meetings by contacting SAE Customer Service at 1-877-606-7323 (1-724-776-4970 outside the U.S. and Canada) or by email: customerservice@sae.org.

3.1 Meeting Announcement

Notices of meetings are issued by an SAE Representative and made available on the SAE website. A copy of a meeting announcement may be requested to the SAE Representative. Meeting announcements typically provide the following information, but may vary depending on each meeting’s logistics:

- Dates and Location
- Recommended hotel information, room rate, and any associated cut-off date
- Meeting registration and associated registration fees

3.2 Meeting Agenda

Meeting agendas are provided to the committee roster, including voting members, liaisons, and mailing list recipients, and is also made available on the SAE website. A copy of a meeting agenda may be requested to the SAE Representative. Topics typically included in the meeting agenda include, but are not limited to:

- Ad Hoc sessions
- Memberships
Approval/confirmation of minutes from the previous meeting
SAE staff report
Action Item List review
Regulatory reports
Documents review
Future meetings
Presentations (reference Section 3.3)
Tracking of status of new and old technologies
Identification/Invitation of guest speakers
Identification of potentially new documents
Educational opportunities
Old and new business

3.3 Presentations

Presentations may be given at meetings that are consistent with the interest of the committee and associated activities.

3.4 Meeting Minutes

The minutes of the meeting will be made available on the SAE website with limited access to voting members and liaisons. All others should contact the SAE representative to request a copy of the meeting minutes.

4. FURTHER INFORMATION

Further information regarding the A-10 Committee can be found on the following SAE website: http://www.sae.org/servlets/works/committeeHome.do?comtID=TEAA10. Information that may be obtained from this website that may be useful to interested individuals include:

Resources Section

- A-10 Committee Charter
- A-10 Membership Form
- Working Group Leadership and Document Sponsorship Guideline
- Prelude to the SAE Committee A-10 Aircraft Oxygen Equipment
- Reference Tools
- Participation Request
- Aerospace Council Organization and Operating Guide
- FAQs
Upcoming Meetings Section

- Any released meeting announcements

The SAE Staff Representative for the A-10 Committee is also located below the Resources Section with a hyperlinked email address. Further questions should be communicated to this individual.