

CHAPTER 3—EXECUTIVE COMMITTEE

PURPOSE

This chapter provides Executive Committee members with specific information to enable them to participate effectively in the Aviation Rulemaking Advisory Committee (ARAC) process.

EXECUTIVE COMMITTEE ORGANIZATION

The Executive Committee provides the overall administrative oversight of ARAC activities, including all full committee and issue area activities.

The Executive Committee consists of the—

- Chair,
- Vice chair,
- Executive director (Director of the Office of Rulemaking),
- Assistant chairs,
- Representatives from public interest and advocacy groups,
- Joint Aviation Authorities (JAA) representative,
- Director of the Office of Aviation Policy and Plans, and
- Assistant Chief Counsel for Regulations from the Office of the Chief Counsel.

The ARAC chair leads all Executive Committee activities.

EXECUTIVE COMMITTEE RESPONSIBILITIES

Executive Committee members are responsible for—

- Attending Executive Committee meetings.
- Providing management oversight of ARAC activities.
- Discussing the status of each issue area.
- Addressing problems and concerns.
- Updating general and administrative information on ARAC.
- Performing the same role as an issue area for working groups that report directly to the Executive Committee.

EXECUTIVE COMMITTEE PROCESS

Overview

The Executive Committee participates in the ARAC process as follows. For special circumstances, see the second table.

Phase	Action
Task phase	Reviews the task. Accepts the task. Decides where to assign the task.
Working group formation phase	Takes no action.
Work plan/concept paper phase	Takes no action.
Recommendation development phase	Takes no action.
Federal Aviation Administration (FAA) action phase	Takes no action.

A working group can report to the Executive Committee in special circumstances. If a working group has been formed to report directly to the Executive Committee, the Executive Committee participates in the ARAC process as follows:

Phase	Action
Task phase	Reviews the task. Accepts the task.
Working group formation phase	Appoints a working group chair. Selects working group members.
Work plan/concept paper phase	Discusses the work plan and concept paper. Reaches consensus on the work plan and concept paper.
Recommendation development phase	Discusses the recommendation document and reviews working group products. Reaches consensus on the recommendation document. Accepts the recommendation document. Prepares a letter to the FAA and transmits the document.
FAA action phase	Takes no action.

Task phase

The FAA sends the Executive Committee a description of the task. The Executive Committee—

- Requests clarification on or modifications to the task, if necessary, before deciding to accept the task.
- Reaches consensus on whether to accept the task. (See chapter 8 for information on reaching consensus.)
- Decides which issue area and working group should be assigned the task.

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Note: ARAC may only undertake tasks approved by the FAA and published in the Federal Register. In addition, ARAC may not modify a task without prior FAA approval.

Working group formation phase

The Executive Committee selects the working group chair and the working group members using the selection criteria described below.

Appointing a working group chair

The ARAC chair and the executive director should ensure the working group chair—

- Possesses technical expertise in the specific task area.
- Is capable of organizing and leading the working group.
- Possesses facilitation skills.
- Has a balanced perspective on the issue(s).
- Is available to participate fully in the working group activities.

Note: The working group chair does not have to be a representative of any of the ARAC member organizations but usually is a representative from the aviation industry.

Selecting working group members

The ARAC chair, along with the executive director and the working group chair, selects working group members by reviewing the list of individuals interested in participating in the working group. Using the criteria listed below, the team appoints qualified individuals from the list and ensures the working group has a balanced membership in the representation of interests.

Working group members should be selected based on their—

- Technical expertise in the task area, and
- Availability to participate fully in the working group activities.

In addition, working group members—

- Should include a diverse and balanced representation of the aviation industry capable of providing a thorough examination of the issues in completing the assigned task.
- Do not need to be representatives of any of the ARAC member organizations represented on the full committee.
- Should be selected from interested parties, such as aviation-related manufacturers, operators, associations, unions, and public interest and advocacy groups; airports; air traffic services; and the general public, who petitioned in response to the Federal Register notice to be working group members.

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Work plan/concept paper phase

To accept a work plan and concept paper from a working group, the Executive Committee members—

- Discuss the work plan and concept paper at an Executive Committee meeting.
- Deliberate at the Executive Committee meeting to reach consensus on whether to accept the work plan and concept paper or to have the working group revise the work plan and/or concept paper for resubmission.

Note: The Executive Committee must accept the concept paper for the working group to request FAA drafting assistance.

Recommendation development phase

Accepting the recommendation document

To accept a working group’s final recommendation document, the ARAC chair—

- Reviews the recommendation document before the public meeting where the document is presented. (Typically, the ARAC chair receives the recommendation document 30 days before the meeting.)
- Discusses the recommendation document with the other Executive Committee members during the meeting.
- Deliberates with the other Executive Committee members to reach consensus on whether to accept the working group’s recommendation document before it is submitted to the FAA.
- Deliberates to resolve any issues if the Executive Committee does not reach consensus and returns the document to the working group for appropriate action.

Transmitting the recommendation document

After the Executive Committee reaches consensus on the working group’s recommendation, the ARAC chair prepares a cover letter addressed to the Associate Administrator for Regulation and Certification that accompanies the recommendation document to the FAA. The ARAC chair sends the formal hard copy of the document to the FAA through the Associate Administrator for Regulation and Certification. The assistant chair also provides the Office of Rulemaking transportation industry analyst assigned to the issue area with an electronic copy of the letter and document.

EXECUTIVE COMMITTEE COMMUNICATION PROTOCOL

Person to Contact	How to Contact That Person
Issue area member	Contact the issue area member directly.
Working group member	Contact the ARAC chair.