



FLIGHT SIMULATION GROUP

INTERNATIONAL COMMITTEE ON FLIGHT SIMULATION TRAINING DEVICE QUALIFICATION (ICFQ)

TERMS OF REFERENCE AND CONSTITUTION

1. **Aim.** The Royal Aeronautical Society (RAeS) 'International Committee on FSTD Qualification' (ICFQ) aims to provide the focus internationally on behalf of the RAeS Flight Simulation Group (FSG) for all aspects relating to the qualification of those fixed and rotary wing training devices specified in ICAO Manual 9625 'Manual of Criteria for the Qualification of Flight Simulators'. It also seeks continually to review the spectrum of FSTDs thus specified and recommend changes as appropriate.

Principal Objectives. The ICFQ shall position itself to work impartially internationally at the forefront of the maintenance and further development of the technical criteria and standards used by regulatory authorities around the world for the use and qualification of flight simulation training devices (FSTDs). It will also promote its existence and make itself available to represent the flight simulation community where required on these matters.

Principal Outputs. The ICFQ shall facilitate informed discussion and research that seeks to study, publicise and encourage the development, regulation, evaluation and use of FSTDs. Its output shall be technical criteria and handbooks issued through an international authority such as has already been achieved with the ICAO 9625 Manual of Criteria for the Qualification of Flight Simulators and other RAeS and IATA documents.

Principal Issues. The principal issues shall include

- assessing feedback from recognised organisations on the extant authorised technical criteria,
- oversight of the training analysis described in Volume II of the ICAO 9625 rev.3 Document,
- monitoring the implications to training criteria of new training programmes such as MPL,
- reviewing the impact of technical and training developments in all fields of FSTD manufacture and use, including such aspects as the simulated environment including air traffic management.

It shall also act to facilitate the establishment of mutual recognition between national and multi-national authorities.

2. **Steering Committee.** The ICFQ Steering Committee (ICFQSC) shall constitute the ICFQ executive and shall report to the FSG as an agenda item of its AGM. The ICFQSC shall comprise a Chairman and up to three other members all of who are, or who have been, members of the RAeS FSG Committee. The aim is for the expertise of these four members to span, so far as practical, the four disciplines of simulator manufacturer, aircraft operator, training provider, and regulator. Full details are at Annex A.

2.1 **Election.** The ICFQSC members shall be elected by registered FSG members at the FSG AGM. Nominations shall be proposed and seconded by registered members of the FSG who are also members of the Society and shall be submitted to the FSGC Chairman no later than ten working days before the AGM. Only registered members of the FSG may vote, and the ballot shall require that they list the names of their preferences up to a maximum of the number of vacancies. When returns are counted, in the event of a tie for the last place available, the FSG Chairman shall use a casting vote.

2.2 **ICFQ Chairman and Vice-Chairman.** The ICFQ Chairman and Vice-Chairman shall be elected by full members of the FSGC. Nominations for the office of Chairman and Vice-Chairman shall be proposed and seconded by full members of the FSGC, and shall be received by the FSG Committee Chairman immediately after the election of ICFQSC

members is complete. Voting for the role of Chairman shall precede voting for the role of Vice-Chairman.

3. **Committee Structure**

3.1 **Membership.** Membership shall be by invitation from the Steering Committee only and typically consist of approximately 15 representatives from all sectors of the flight simulation community, see Annex A. Other members may be co-opted or invited to attend as required. It is not essential that members be members of the RAeS.

3.2 **Term of Membership.** There is no limit to the term of membership, but the composition of the ICFQ shall be reviewed annually by the ICFQSC and adjustments made as necessary to reflect the ICFQ's programme of work.

3.3 **Meetings.** The ICFQ shall meet in plenary session at least once each year, more if deemed necessary, and shall appoint sub-committees and working groups to make recommendations on specific aspects of its programme of work, the organisation of conferences, other events and special topic areas.

3.4 **Quorum.** A quorum shall be six full members, one of whom shall be the Chairman or Vice-Chairman. Exceptionally, when specifically agreed by the Chairman, another member of the Steering Committee shall deputise for him or her.

4. **Strategic Plan and Annual Report.** The ICFQ shall develop annually, and subsequently keep under review, a Strategic Plan in line with the ICFQ's aim, which shall include a programme covering proposed ICFQ activities for the subsequent 24 months. The Strategic Plan shall be submitted in draft annually to the Flight Simulation Group Committee (FSGC) in time for consideration at the February meeting. The ICFQ shall take account of FSGC comments in drawing up a revised Strategic Plan for submission to the FSG AGM. The ICFQ Chairman shall also submit an Annual Report on the ICFQ's activities to the FSG membership. Both the Strategic Plan and Annual Report shall be published at least one month ahead of the FSG AGM and shall be the subject of agenda items at the AGM.

5. **Annual Review.** These Terms of Reference and Constitution shall also be reviewed on an annual basis.

6. **Communication.** Communication is the responsibility of every member of the ICFQ. The ICFQ Web-site Forum shall be used pro-actively with a view to completing as much business as possible between ICFQ meetings.

P THARP
Chairman
Flight Simulation Group Committee, Royal Aeronautical Society
21ST February 2008

Annex A: International Committee on FSTD Qualification.

International Committee on FSTD Qualification (ICFQ)

1. **Chairman**. In addition to chairing ICFQ meetings and the AGM, the Chairman shall represent the ICFQ on the RAeS Flight Simulation Group (FSG) Committee.

2. **Office Holders**. ICFQ members, who may hold more than one office concurrently, shall be appointed by the ICFQ as follows:
 - 2.1 **Business Manager and Meetings Secretary**. The Business Manager shall be responsible for setting the agendas for ICFQ meetings in discussion with the Chairman. In principle, as much business as possible shall be conducted ex-Committee. As Meetings Secretary, the office holder shall be responsible for compiling the minutes of each ICFQ meeting and ensuring that a copy is submitted to the FSG.

 - 2.2 **Webmaster and Forum Administrator**. The Webmaster and Forum Administrator shall be responsible for maintaining the ICFQ website pages and the Discussion Forum and the links with the RAeS FSG website. He or she shall work closely with the FSG Webmaster.

 - 2.3 **IFSC Members**
 - 2.3.1 As stated previously membership, apart from the ICFQSC, shall consist of approximately 15 members and shall be by invitation only, representing all sectors of the flight simulation community. It is envisaged that the following sectors will be represented:
 - Fixed wing airplane manufacturer
 - Rotary wing aircraft manufacturer
 - Simulator manufacturer
 - Part-task device manufacturer
 - Visual systems manufacturer
 - Regulatory authority
 - Training service provider
 - Airlines representative
 - Rotary wing operator
 - Pilot body representative

These sector nominations shall represent impartially the interests of all organisations in their sector. Also the ICFQ shall recognise the relevance and applicability of the ICAO 9625 document to military organisations and interests and make due allowance for their involvement. The Business Manager and the Webmaster shall be elected from the ICFQ membership.

 - 2.3.2 Together with the four members of the Steering Committee, the maximum number of full members of the ICFQ shall be approximately 19.

3. **Business Process**. The ICFQ shall exploit the internet, ICFQ Website, Website Discussion Forum and electronic mail as far as possible to effect routine work ex-Committee so that meetings may be utilised for discussing and deciding on prepared important matters that require face-to-face interaction using the intellectual skills and industry expertise of ICFQ members.

4. **Communication**. It is incumbent upon all ICFQ members both to ensure that the Committee has all appropriate information and to seek to correct any time-expired, incorrect or misplaced information.

5. **Annual General Meeting**. This shall consist of one item in the FSG AGM Agenda when the ICFQ Chairman shall present his or her report and the ICFQ Strategic Plan for the FSG AGM's

consideration. The FSG AGM shall normally take place at the conclusion of the conference session on the penultimate day of the annual FSG Spring Flight Simulation Conference.

6. **Committee Meetings.** Reports shall be tabled, including when the reporting member is not able to attend a meeting, such that all Committee members have sufficient information before a meeting to enable informed decisions to be taken and to ensure that those who cannot be present are equally informed and have time to express their views should they so wish.

6.1 **Agenda.** The agenda shall be issued in draft at least four weeks before the meeting. Items proposed for addition are to be submitted to the Chairman at least three weeks before the meeting, with appropriate supporting material. The finalised agenda shall be issued two weeks before the meeting. The member placing an item on the agenda shall circulate all relevant documentation ten working days before the meeting to inform the discussion. Each document for consideration at the meeting, and subsequently attached to the minutes, shall be given an appendix number which cross-refers to the agenda item number.

6.2 **Reports.** Reports on agenda items shall be circulated no later than ten working days before the meeting. In the main, the ICFQ shall be invited to verify and accept the majority of a report; however, novel and contentious matters shall be discussed and the way forward agreed. Additional information to clarify an issue, or which was not to hand when a report was circulated, shall be issued as soon as possible after the meeting, and the Chairman shall decide how best to deal with the matter with a view to achieving speedy resolution.

6.3 **Deadline Dates.** Deadline dates for circulating material to be considered during a meeting shall be published in the list of meeting dates and confirmed in the minutes of the preceding meeting.

7. **Conferences and Events.** These shall be the responsibility of the FSG, following inputs from the ICFQ Steering Committee and planned in accordance with the RAeS Conference Policy and best practice.

8. **Liaison.** The ICFQ shall maintain a close working relationship with and contribute to industry and other national and international organisations in the field, such as flight simulation training device and synthetic environment manufacturers; prime aircraft manufacturers and sub-contractors; the airlines, training centres and other organisations delivering synthetic training; national and multi-national aviation authorities and other regulatory bodies; IATA, ICAO, AIAA, FSEMC and other professional bodies; and universities and research organisations. The IFSC shall meet, when appropriate or requested, with National and Multi-national Aviation Authorities to explore areas of mutual interest and to agree mechanisms for further regulatory development and mutual recognition.

9. **Voting Procedures.** For voting on matters when the ICFQ is in session, regardless of whether a quorum is present, the ICFQ shall agree whether it is appropriate to proceed to a vote or whether the matter requires an e-mail (or postal) vote by the entire ICFQ subsequent to the meeting. Where a single decision is to be made in Committee, voting shall be by a show of hands and all ICFQ members shall be eligible to vote. The Chairman shall have a vote and, in the event of a tied vote, shall have a second vote. An e-mail from an authorised and identifiable source shall be deemed to constitute a signed voting input. A simple majority shall be conclusive.