



EUR 215-20 / WG-121-02
247-20/SC241-003

Saint-Denis, 24 Aug. 2020

EUROCAE WG-121 / RTCA SC-241 Aircraft Cleaning

Meeting #01 Minutes

<i>Date</i>	<i>20.08.2020</i>
<i>Place</i>	<i>WebEx</i>
<i>Venue</i>	<i>WebEx</i>
<i>Hosted by</i>	<i>EUROCAE / RTCA</i>

Agenda

1. Welcome
2. Introductions – *tour de table*
3. Introduction of SC-241 leadership and determination of EUROCAE WG-121 Chair and Secretary
4. Summary presentation of EUROCAE and RTCA and WG/SC process
5. Participants' presentations of background, experience and expectations
6. Review of WG/SC objectives and ToR
7. Review of existing material & context
8. Development of draft Work Plan, schedule, deliverables & task allocation
9. Date of next meetings
10. AOB
11. Adjourn



1 Welcome

The meeting was opened by Christian Schleifer (CS), Secretary General of EUORCAE and Terry McVenes (TM), RTCA president and CEO. Both highlighted the special circumstance require standards outside the usual range of activities, however, EUROCAE and RTCA are flexible during this emergency situation and will support the aviation branch wherever needed.

After the welcome, the EUROCAE and RTCA staff was introduced, the proposed agenda was presented and the EUROCAE / RTCA IPR policies were read out loud.

Membership

Special membership conditions apply for this activity.

RTCA does not charge any membership fees for this committee.

EUORCAE encourages to sign up as "Candidate Member". This enables access for 3 months but will be extended in case more time is needed.

2 Introduction

A tour the table was done to identify all participants attending the meeting. After the introduction / election of the SC/WG leadership (see 2.1 and 2.2), the two organisations were introduced by Al Secen (AS) and Anna von Groote (AvG), as well as the process of WG/SC by Sebastian Reschenhofer (SR).

The OC/FRAC was reduced to 28 days for this activity.

2.1 Introduction of RTCA leadership

Chair: Chloe Morosetti, United Airline
Secretary: TBD
GAR: Jeff Gardlin, FAA

2.2 Election of EUROCAE leadership

Chair: Manfred Mohr, IATA
Secretary: TBD

The proposed chair was elected as proposed without any objections.

The secretary positions will remain free for the time being and will be provided by EUROCAE/RTCA until defined/elected. It is suggested to define the same Secretary for both organisations.

2.3 Participants Presentation

2.3.1 SAE presentation

Judith Ritchie (JR) presented their current work in Aircraft disinfection. **Slides are available at the workspace.**

2.3.2 IATA presentation

Elected chair, Manfred Mohr (MM), Iva Pluhackovai (IP) and Stephania Tomasini presented the current IATA baseline, which will be a main baseline for the deliverable. The paper is available at the workspace.

3 Review of WG/SC objectives and ToR

EUROCAE and RTCA ToR have been shown to the WG/SC without any objections.



4.2 Deliverable

Committee/ Working Groups	Document Name and EUROCAE Identifier and Title	RTCA TOR date FRAC closed and committee approved	EUROCAE Target date for submission to OC	EUROCAE Target Publication Date	RTCA Publication Date
SC121-241 WG-	Guidance Document for Cockpit and Cabin cleaning	Nov 17	October 2020	December 2020	Dec 17

5 Task allocation

Some inputs:

- Ambitious timeframe, work on topics as defined in ToR
- IATA document will be shared (already available at the workspace)
- Avoid duplications, review of existing material
- Global authority for chemicals?
 - EPA for United States
 - All chemicals used must be approved and listened by EPA
 - Counterpart in Europe?
 - Action EUROCAE to ask EASA
- Template available at the workspace
- Boeing docs available for careful use with chemicals in flight deck
- Guidance Document

Agreed document editor: Steve Jangelis (SJ) from Delta.

IATA document was explained by IP:

- IATA disinfection method is not allowed in US
- Brainstorm session will be needed to solve this issue

Agreed on 3 Subgroups:

- [Document Review](#)
- [Compatibility of Chemicals](#)
- [Non-Chemical](#)

SG-1 Document Review		
Name	Organisation	Position
Iva Pluhackovai	IATA	Chair
Chris Schultheis	Midwest Pathogen Services	Contributor
Nobuyo Reinsch	Regional Airline Association	Contributor
Ashraf Sherif	Collins Aerospace	Contributor
Stephania Tomasini	IATA	Contributor
Chad Johnson	Transport Canada	Contributor
Paul McGraw	A4A	Contributor

SG-2 Compability of Chemicals		
Name	Organisation	Position
Douglas Pauls	Collins Aerospace	Contributor
Bryan Moran	Boeing	Contributor

Stephen Yates	Honeywell	Contributor
Chris Schultheis	Midwest Pathogen Services	Contributor
Henning Baron	Airbus	Contributor
Paul McGraw	A4A	Possible Chair
James Sampica	?	Contributor
Scott Harris	?	Contributor
Eric Straw	Collins Aerospace	Contributor
John Taylor	UAL and ALPA	Contributor

SG-3 Non-Chemical		
Name	Organisation	Position
Hal Adams	AviGlobal Group	Contributor
Lucien Bourlegat	Embraer	Contributor
Stephen Yates	Honeywell	Contributor
Ashley Obrien	Delta	Contributor
Eric Straw	Collins Aerospace	Contributor

6 Workspace

Both, EUROCAE and RTCA, highlighted that the workspace is the only working platform allowed (no private or company clouds, etc.). No documents are allowed outside the platform, please use links and do not attach any documents to email.

The editing software is MS Word, Version 2003 or higher (.docx file). No other format (e.g. Latex) will be accepted. All graphics in the document must be editable.

RTCA workspace was selected as primary and will contain the “truth”, EUROCAE workspace will be mirroring all pertinent material (CN, minutes,...).

To obtain an RTCA account, please contact AI (asecen@rtca.org)

To obtain an EUROCAE account, please contact Sebastian (Sebastian.reschenhofer@eurocae.net)

7 Next meetings

Selected dates as follows:

- 18 September (8am to 2pm EDT / 14:00 – 20:00 CEST)
- 5 October (8am to 2pm EDT / 14:00 – 20:00 CEST)



ATTACHMENT A

WG-121/SC-241 - Meeting #01 Attendance

Name	Organisation	E-mail	Attendance
Adam Novish	AFA		WebEx
Al Secen	RTCA		WebEx
Andy Cebula			WebEx
Anna von Groote	EUROCAE		WebEx
Ashley Obrien	Delta		WebEx
Ashraf Sherif	Collins Aerospace		WebEx
Bernd Ohlendorf			WebEx
Bill Tyson	Honeywell		WebEx
Bryan Moran	Boeing		WebEx
Candace Kolander	ALPA		WebEx
Ceiley Buchanan	Alaska Airlines		WebEx
Chad Balentine	ALPA		WebEx
Chad Johnson	Transport Canada		WebEx
Chloe Shen Morosetti	UAL		WebEx
Chris Schulteis	Midwest Pathogen Services		WebEx
Christian Schleifer	EUROCAE		WebEx
Craig Schiffereder	UAL		WebEx
Dan White	Collins Aerospace		WebEx
Di Reimold	FAA		WebEx
Dinkar Mokadam	Association of Flight Attendants		WebEx
Douglas Pauls	Collins Aerospace		WebEx
Eric Straw	Collins Aerospace		WebEx
Hal Adams	AviGlobal Group		WebEx
Henning Baron	Airbus		WebEx
Iva Pluhackovai	IATA		WebEx
James Motley			WebEx
James Sampica			WebEx
Jami Ference			WebEx
Jeff Demsmore	Raytheon		WebEx
Jeff Gardlin	FAA (RTCA GAR)		WebEx



Jeff Owens	FAA		WebEx
Jerry Wright	ALPA		WebEx
John Coffey			WebEx
John Taylor	UAL and ALPA		WebEx
Joseph Suidan	IATA		WebEx
JP Floyd	Aero HygenX		WebEx
Judith Ritchie	SAE		WebEx
Lucien Bourlegat	Embraer		WebEx
Manfred Mohr	IATA		WebEx
Maurice Garnier	Airbus		WebEx
Michael Krenz	Ratheyon		WebEx
Nancy Colditz	Bundeswehr		WebEx
Nobuyo Reinsch	Regional Airlines Association		WebEx
Patrick K. Guerin	UAL		WebEx
Paul McGraw	A4A		WebEx
Scott Gandy	FAA		WebEx
Scott Harris			WebEx
Sebastian Reschenhofer	EUROCAE		WebEx
Shohreh Safarian	FAA		WebEx
Stacey Bechdolt			WebEx
Stephania Tomasini	IATA		WebEx
Stephen Yates	Honeywell		WebEx
Steve Jangelis	Delta and ALPA		WebEx
Terry McVenes	RTCA		WebEx
Usmaan Javed	Aircraft Certification		WebEx

1. Records and control of the document

Revision	Description of changes	Author	Location	Comments
1.0	Approved, editorial finalization	von Groote, Anna	<u>Y:\generalsecretariat\Shared Documents\QMS Project\Process 3 ED Development (EDEV)</u>	
0.9	Initial version	von Groote, Anna	<u>Y:\generalsecretariat\Shared Documents\QMS Project\Process 3 ED Development (EDEV)\previous versions</u>	