Executive Summary

The joint RTCA SC-242 / EUROCAE WG-124 Plenary meeting was held on March 10, 2022. The meeting was held virtually due to existing travel restrictions.

- Briefings were presented on the following topics:
  - Summary Presentation of EUROCAE/RTCA and Working Groups/Special Committees Functioning Processes

  Briefings can be found at (link may need to be copied into browser):
  - EUROCAE Workspace: https://eurocae.sharepoint.com/sites/strato/143ce6de-838d-ec11-b400-000d3ab41693/ae2773f7-d38d-ec11-b400-000d3ab41693/SitePages/Documents.aspx

- Next Meeting:
  - April 20, 2022 (Virtual)
    - Joint RTCA SC-242 (Meeting 2) / EUROCAE WG-124 (Meeting 2) Plenary
Joint Plenary Meeting Summary

The joint RTCA SC-242 / EUROCAE WG-124 Plenary meeting was held on Thursday March 10, 2022. The meeting was held virtually due to existing travel restrictions.

Meeting materials can be found at (link may need to be copied into browser):
- EUROCAE Workspace: [https://eurocae.sharepoint.com/sites/strato/143ce6de-838d-ec11-b400-000d3ab41693/ae2773f7-d38d-ec11-b400-000d3ab41693/SitePages/Documents.aspx](https://eurocae.sharepoint.com/sites/strato/143ce6de-838d-ec11-b400-000d3ab41693/ae2773f7-d38d-ec11-b400-000d3ab41693/SitePages/Documents.aspx)

Thursday, March 10th Plenary
The Plenary convened at approximately 0900 EDT

1. Welcome
   - Initial welcome by Anna Guegan
   - Welcome and opening remarks by Terry McVenes, RTCA President and CEO, and Anna von Groote, EUROCAE Director General.
     - The changing spectrum environment and importance of this joint committee’s work were noted.
   - Anna Guegan and Karan Hofmann present mandatory slides on anti-trust, proprietary/intellectual property, committee participation membership, and GDPR privacy policies
     - John Mettrop notes ICAO has a similar Spectrum activity and asks for clarification whether content being developed for ICAO purposes can be shared with these committees. Anna and Karan request authors of such content coordinate with EUROCAE and RTCA in advance of sharing.
   - Laurent Azouli asks whether there is any policy about embargoed country participation / information sharing?
     - Karan Hofmann notes RTCA Board of Directors has voted to exclude any embargoed country participation and sharing. AerOpus and RTCA Store access has been suspended.
     - Anna Guegan notes EUROCAE Technical Advisory Committee (TAC) is currently voting on a similar policy.
     - RTCA and EUROCAE plan is to provide guidance to all committees.

2. Introduction – Tour de Table / Participants’ Presentations of Background, Experience and Expectations
   - Participants introduced themselves providing information relevant to their company, their position and other spectrum-related background, experiences and expectations.
   - A list of participants follows:
     - Ed Hahn, SC-242 Chair ALPA
     - John Micallef, WG-124 Chair EUROCONTROL
     - Clay Barber, SC-242 Secretary Garmin
     - Alan Schuster Bruce INMARSAT
     - Andrew Roy ASRI
     - Anna Guegan EUROCAE
3. Introduction of RTCA leadership and Determination of EUROCAE Leadership
   - Anna Guegan introduces Ed Hahn, Chair, and Clay Barber, Secretary, as SC-242 leadership team.
   - Anna Guegan introduces John Micallef as nominee for WG-124 Chair and asks for other nominations.
     - John is approved
• Ed, John, and Clay provide their perspective and expectations for the committees and their roles.
• John invites nominations for WG-124 Secretary. ACTION: Identify WG-124 Secretary.
• Anna invites nominations for document editors for work products. ACTION: Identify document editors.
• Jessie Turner asks whether a Government Authorized Representative (GAR) has been identified for SC-242. Mike Weiler noted FAA is currently discussing and expects a GAR will be identified and shared with RTCA soon.

4. Summary Presentation of EUROCAE/RTCA and Working Groups/Special Committees Functioning Processes
   • Rebecca Morrison presents overview of RTCA background and Special Committee processes.
   • Anna Guegan presents overview of EUROCAE background and Working Group processes.
   • Rebecca and Anna jointly present overview of EUROCAE Working Group/RTCA Special Committee processes.
   • Anna notes EUROCAE’s workspace will be used as the primary host. ACTION: Anna to send out instructions for creating a EUROCAE workspace account. ACTION: All to setup EUROCAE workspace account if necessary.

5. Review of WG/SC objectives and Finalization of TORs
   • Ed Hahn invites Andrew Roy to provide ICAO FSMP perspective about why the SC-242/WG-124 work is needed.
     o Andrew notes that while spectrum management requires engineering, much of spectrum management is politically and economically motivated. Aviation needs to be good spectrum tenants since spectrum is not owned, it is allocated for use.
   • John Micallef invites John Metrop to provide ITU WP 5B perspective about why the SC-242/WG-124 work is needed.
     o John Metrop notes ITU will want to see how aviation spectrum is used, expectation for TX and RX spectral masks consistency with ITU guidance, and justification for protection criteria including safety margins. John also noted aviation should treat itself in the same way that non-aviation users treat spectrum compatibility. John also noted a need to be aviation to be forward looking with respect to spectrum changes; i.e., changes are going to happen, and this effort should plan for them.
   • Ed leads effort to make real-time updates of TORs.
     o Anna Guegan notes RTCA and EUROCAE TORs do not need to be identical. Need to align Deliverables, Scope, etc.
     o Alan Shuster Bruce notes need to clarify tasking vs background vs deliverables in TOR. Much discussion followed with contributions from Laurent Azouli, Andrew Roy, Sai Kalyanaraman, Gerhard Berz, John Mettrop, Jessie Turner, and Dave Redman.
     o Ed Hahn noted we will not be able to close on TOR updates today. ACTION: Form ad hoc committee to come to closure on TOR content. Ed Hahn will send email requesting volunteers.

6. Development of draft Work Plan, schedule, deliverables & task allocation
• John Micallef suggests that since we are running out of time, we need a parallel effort to develop work plan, schedule, etc. that can be discussed at the next meeting. ACTION: Draft work plan proposal.

7. Date and venue of next meeting
   • Next plenary scheduled for Wednesday April 20, 2022 at 9 AM EDT as a virtual meeting.
   • The following table of future meeting dates / locations was discussed

<table>
<thead>
<tr>
<th>Meeting Dates</th>
<th>Locations (Hosts)</th>
<th>Releases / Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 20, 2022</td>
<td>Virtual</td>
<td>Discuss TOR updates and work plan/schedule</td>
</tr>
</tbody>
</table>

8. Any other business
   • None

9. Action Item Review
   • Clay Barber provided his list of actions captured while taking notes. Other actions were identified and included in the following table.
   • The current SC-242/WG-124 Plenary Action Item list
     o New Action Items identified during this Plenary are shaded in green in the following table

<table>
<thead>
<tr>
<th>#</th>
<th>Owner</th>
<th>Action</th>
<th>Date</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Anna Guegan / John Micallef</td>
<td>Identify WG-124 Secretary</td>
<td>Mar 10, 2022</td>
<td>Apr 20, 2022</td>
<td>Open</td>
</tr>
<tr>
<td>2</td>
<td>Ed Hahn / John Micallef</td>
<td>Identify subgroup leads and document editors</td>
<td>Mar 10, 2022</td>
<td>Plenary 3 (date TBD)</td>
<td>Open</td>
</tr>
<tr>
<td>3</td>
<td>Anna Guegan</td>
<td>Send instructions for creating EUROCAE workspace account</td>
<td>Mar 10, 2022</td>
<td>Apr 20, 2022</td>
<td>Closed</td>
</tr>
<tr>
<td>4</td>
<td>All</td>
<td>Create EUROCAE account if necessary</td>
<td>Mar 10, 2022</td>
<td>Apr 20, 2022</td>
<td>Open</td>
</tr>
<tr>
<td>5</td>
<td>Ed Hahn</td>
<td>Form ad hoc committee to come to closure on TOR content</td>
<td>Mar 10, 2022</td>
<td>Apr 20, 2022</td>
<td>Open</td>
</tr>
<tr>
<td>6</td>
<td>John Micallef</td>
<td>Draft work plan proposal</td>
<td>Mar 10, 2022</td>
<td>Apr 20, 2022</td>
<td>Open</td>
</tr>
</tbody>
</table>

10. Adjourn
    • The Plenary adjourned at approximately 1206 EDT on Thursday March 10, 2022.
CERTIFIED as a true and accurate summary of the meeting.

Clay Barber, SC-242 Secretary  
TBD, WG-124 Secretary

Ed Hahn, SC-242 Chair  
John Micallef, WG-124 Chair