



# EUROCAE WG-117 / RTCA SC-240 WG meeting minutes

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## EUROCAE WG-117 / RTCA SC-240 Topics on Software Advancements (TOSA) Plenary Meeting 13 WG meeting minutes

	Date	Name	Signature
Approved			
Reviewed			
Prepared	23/08/2023	Kat Grady	

**MINUTES**  
**Tuesday 17 January 2023**  
**0900 CEST (UTC+2)**

EUROCAE WG-117/RTCA SC-240 Topics on Software Advancement (TOSA).

EUROCAE workspace URL: <https://join.eurocae.net/WorkspaceSelector>

RTCA workspace URL: <https://aeropus.i3cloudservices.com/>

Plenary #13 was hybrid, with on site attendance at EUROCAE in St. Denis, FR. The meeting was scheduled for two days, 17 January 2023 and 20 January 2023 and detailed in the Meeting #13 calling notice sent via e-mail on 7 December 2022. The virtual meeting was held via WebEx. On 17 January 2023, beginning after the adjournment of the plenary, through 19 January 2023, RTCA and EUROCAE held a workshop for members of sub-group 2 to continue work on resolution of comments from the recently closed Review and Comment (RAC) period.

## **17 January 2023**

### **1. Welcome, Introductions**

Burak Ata opened the meeting and welcomed the attendees. Burak and Russ introduced themselves as the co-chairs of WG-117 and SC-240.

The participants introduced themselves.

Rebecca informed the group that WebEx chat has been turned off and online users should use the “raise hand” function to speak.

### **2. Review of RTCA and EUROCAE Policies and Expectations**

Rebecca Morrison and Thuc Nguyen reviewed the RTCA and EUROCAE policies and expectations to all present. This included:

- RTCA Anti-Trust Policy
- RTCA Proprietary Information Policy
- EUROCAE IPR Policy (intro, ownership)
- RTCA Committee Participation Membership Policy
- EUROCAE Membership and Participation Policy
- EUROCAE GDPR and Privacy

There were no questions or additional discussion regarding the RTCA and EUROCAE policies and expectations.

### **3. Review and Adoption of Agenda**

The proposed agenda for Plenary #13 was adopted without objection. It was highlighted that the RAC process will be introduced and there will be time to discuss any concerns about the SG2 document.

Cyril Marchand made a motion to approve the agenda, Tom Snider seconded.

### **4. Review of minutes of previous meeting/s and status of action items**

Rebecca to share the draft of the minutes for approval on Friday 20 January 2023

## 5. Status of WG-1

Ross Hannan updated the group that EASA has communicated current state of document is not what is expected, but group will continue attempting to both meet the group and the regulator's needs.

## 6. Status of WG-2 and RAC

Cyril Marchand provided an overview status of the group, including:

- Activities since Plenary 11
- Breakdown of comments received in RAC by classification, section, etc.
- An overview of the previous plenary and major objectives for the group coming into the next major revision
- Current scope of the supplement

Rebecca Morrison stressed during the presentation that the focus of the meeting was making the current document as technically clean as possible, prioritizing updates outside of the editorial realm.

The presentation given is embedded here:



## 7. Review of Actions, Date of Next Meeting, Any other Business

No actions assigned during initial plenary.

No closing commentary given.

Plenary to resume at end of week.

**20 January 2023**

### 1. Welcome, Introductions, Call to Order

Burak Ata opened the meeting and welcomed the attendees. Burak and Russ introduced themselves as the co-chairs of WG-117 and SC-240.

Participants not in attendance to the 17 January 2023 plenary introduced themselves.

Rebecca reminded the group that WebEx chat has been turned off and online users should use the "raise hand" function to speak.

## **2. Review of the Minutes**

Presentation of the minutes - Russ Uthe

Opened the floor for comments. No comments.

Kat Grady moved to approve the May minutes, Martha seconded.

October minutes:

No comments.

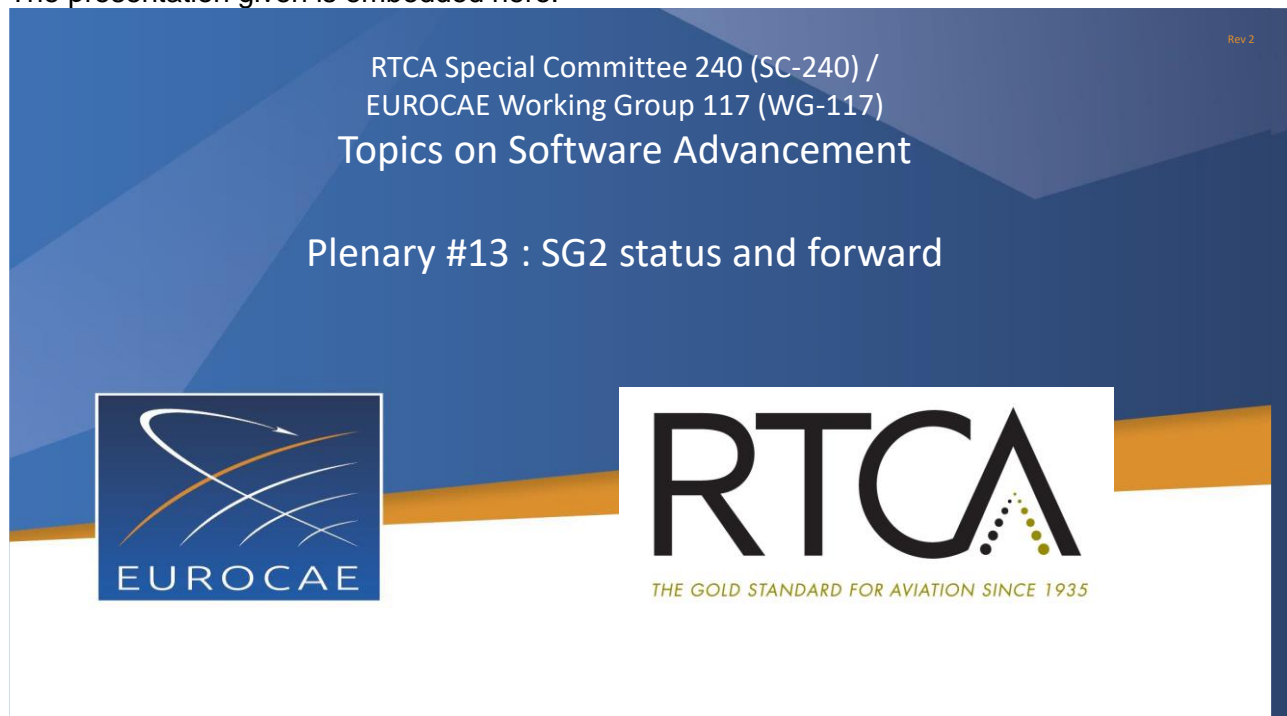
Burak Ata moved to approve the minutes, Tom Snider seconded.

## **3. Review status of comments from WG-2 RAC**

Cyril Marchand presented a debrief of the work accomplished over the week. The following points were made during that conversation:

- The group is ready to release an initial v5 version of the document. Martha Blankenberger will provide the roll up document to Patty Bath for an editorial review and posting the week after the plenary
- Burak Ata requested support from the group for extended (approximately 4h) meetings over upcoming weeks to expedite RAC comment resolution progress
- Plenary 14 to be scheduled in Washington.

The presentation given is embedded here:



## **4. Consider a motion to enter Final Review and Comment/Open Consultation on the WG-2 Document or initiate an additional Review and Comment Cycle**

The group determined that given the extent of incoming changes to resolve the initial RAC that it would be inappropriate to consider at FRAC at this time. The group decided that a RAC 2,

commencing in March is the current plan of record, to be concluded by the next plenary session midyear.

**5. Review of Actions**

- Patty B. and Martha B. to create initial v5 and publish to the group via Aeropus
- Rebecca M. to work with SG2 leadership to establish extended Monday meetings.
- SG2 to consider and define initial entry criteria for FRAC per R. Morrison

**6. Date of Next Meeting/s**

The next meeting will be held in June at the RTCA offices in Washington DC USA

**7. Any other business**

Ross Hannan: SG1 created a plan in October to create a version that was heavily dependent on the text of 178C. That was done and presented to the PMC and TAC. The TAC and PMC have provided mixed feedback and is seeking additional feedback in February. We will share the decision from the TAC and PMC in the April working group and will hopefully have a clear path of what's going on.

**8. Close**

Russ Uthe moved to adjourn at 4:35 AM PST.

## **GLOSSARY OF TERMS, ABBREVIATIONS, AND ACRONYMS**

This table is intended as quick reference only for minutes and does not supersede respective authoritative sources.

SC-240/WG-117 SG-1/SG-2 developed a Common Glossary available in the SG-1 workspace.

<b>Term</b>	<b>Usage</b>	<b>See Also; Context</b>
AL	Assurance Level	DO-278A/ED-109A
COTS	Commercial off-the-shelf	
DAL	Design Assurance Level	DO-178C/ED-12C
GA	General Aviation	
EASA	European Union Aviation Safety Agency	
EASA SORA	EASA Specific Operations Risk Assessment	
FAA	Federal Aviation Administration	
FAA MOSAIC	FAA Modernization of Special Airworthiness Certification	
FAS	RTCA/EUROCAE Forum for Aeronautical Software	
FRAC	RTCA Final Review and Comment	
HLR	High-Level Requirement	
IP	Information Paper	
IPR	Intellectual Property Rights	
ISRA	Inter-Special Committee Requirements Agreement	
LLR	Low-Level Requirement	
OC	EUROCAE Open Consultation	
OTS	Off-the-shelf	
PDI	Parameter Data Item	DO-178C/ED-12C
PMC	Program Management Committee	
RAC	Review and Comment	
SC	Special Committee (RTCA)	
SG	Subgroup	
SW	Software	
TOSA	Topics on Software Advancement	
WG	Working Group (EUROCAE)	

