



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 14

Plenary Meeting Minutes

	Date	Name	Signature
Approved			
Reviewed			
Prepared	29/09/2023	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 #14 was hybrid, with on site attendance at RTCA in Washington D.C., USA. The meeting was scheduled for one day, 23 June 2023 and detailed in the Meeting #14 calling notice sent via e-mail. The virtual meeting was held via WebEx. Prior to beginning the plenary, 3 days were spent in working sessions working resolutions from the recently closed RAC period.

23 June 2023

1. Welcome, Introductions – R. Uthe, B. Ata

The 14th plenary called to order by Russ Uthe at 9:02AM EST. The chairs provided opening statements and in person and virtual 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 Policies - R. Morrison and T. Nguyen

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 of Membership Policy - R. Morrison and T. Nguyen

No questions, comments, or actions were raised during this section.

4. Motion to approve agenda - R. Uthe

The proposed agenda for Plenary #14 was adopted without objection.

Motion to approve the agenda was made by T. Snider and seconded by K. Grady.

5. Review of the Tor - R. Morrison

The following thematic discussions were had during the discussion of the TOR:

- Whether this is the right moment to update title (incorporation vs integration) based on group concurrence.
 - The group needs this solidified by 9/1 for Sept PMC meeting.
- How the TOR should be reflecting the initial expectation that Service History would also be addressed in the current supplement, which has been overcome by events
- There were a number of changes identified during the review in plenary and resulting discussion: an additional short, virtual plenary was decided upon to allow the group a final opportunity to review the TOR modifications prior to the PMC meeting regarding them.

6. Status of RAC 2 – C. Marchand

The following general points were raised during this discussion.

- Members need to be more responsive to those co-working section updates in the documents.
- We need more people engaged in the mini-groups which have formed for issue resolution from the RAC
 - If you do not participate in relevant mini-groups to areas of interests, you will not see potential updates until they are ready for comment closure or for re-integration into the major document.
- Entry into FRAC is still a major driving milestone for this document, with commitments made to the standards organizations in 2023.

7. Review of Actions Captured During This Plenary

- Kat Grady to provide update minutes from Jan plenary and have ready for next plenary.
- Group leadership to determine cadence of extended WG meetings for comments with broad impact or controversial resolution
- Actions for the Chairs In Updating the TOR:
 - New title needs consensus from group.
 - Virtual plenary: to be determined if needed in support of TOR updates and, if so, when
 - Updates needed:
 - Title
 - Timeline
 - Service history - out of Rev A, into report.
- FRAC: Does the group want to start enumerating things we may be willing to enter with (eg: need for an editorial scrub)

8. Next Meetings, Meeting Closure

Date of next meeting: October is set for next full plenary the week of 10/16. There will be an additional virtual plenary in August for the group to review the modifications to the TOR prior to the PMC meeting.

Discussion of follow on plenaries: Potentially the week of February 26th, April 15th,
The chairs requested any other business: none was raised.

The 14th plenary adjourned at 11:43 AM EST.

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.

Term	Usage	See Also; Context
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)	

ATTACHMENT A

WG-117/SC-240 Meeting 10 Attendance –

Surname	First name	Organization
Ata	Burak	Volocopter
Auzary	Odile	Safran
Bath	Patty	Avista
Bernard	Maurizio	Leonardo
Blankenberger	Martha	Rolls Royce
Bolduc	Carole	General Dynamics
Bourdeau	Julien	Aviadal
Chelini	Jim	Verocel
Conner	Blake	Rockwell Collins
Darwin	Keith	Garmin
Dietmar	FREESE	EASA
Dutle	Aaron	NASA
Ekberg	Wendy	FAA
Ghimire	Ritesh	FAA
Guillaume	SOUDAIN	EASA
Hartl	Andreas	Telcoadvice
Hoog	Ed	GE
Kakamu	Hiroyuki	SCLabAir
Lillis	Mark	
Louis	FABRE	Airbus
Machette	Steve	GE
Marchand	Cyril	Thales
Meyers	Scott	Rockwell Collins
Minor	Chuck	Pratt and Whitney
Morrison	Rebecca	RTCA
Nakagawasai	Taku	SCLabAir
NGUYEN	Thuc	EUROCAE
Palma	Diego	ANAC
Rai	Malkit	General Atomics
Sakugawa	Benedito	ANAC
Snider	Tom	Honeywell
Uthe	Russ	Rockwell Collins
van de Sluis	Edwin	Netherlands Research Lab
Vukas	Mike	FAA

1. Records and control of the document

Revision	Description of changes	Author	Location	Comments
1.0	Initial version	Kat Grady		