



# 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 15

### Plenary Meeting Minutes

	Date	Name	Signature
Approved			
Reviewed			
Prepared	04/10/2023	Kat Grady	

**MINUTES**  
**Monday 28 August 2023**  
**0900 EST (UTC-5)**

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 #15 was virtual on 28 August 2023, and detailed in the Meeting #15 calling notice sent via e-mail. The virtual meeting was held via WebEx.

**28 August 2023**

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

The 15th plenary called to order by Russ Uthe at 9:05AM EST. The chairs provided opening statements and participants introduced themselves.

Rebecca reminded the group 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**

During this section, R. Uthe requested volunteers for a second secretary for the committee. No volunteers were identified. This call remains open.

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

**4. Motion to approve agenda - R. Uthe**

The proposed agenda for Plenary #15 was adopted without objection.

Motion to approve the agenda was made by B. Ata and seconded by T. Snider.

**5. Review of TOR Updates - R. Uthe, B. Ata**

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

- There is concerns among the general membership on the ability to meet the call for inclusion of higher software assurance levels in future revisions of the documents.
  - Leadership noted that this change in scope had not been previously discussed with the PMC/TAC and would likely delay approval of a TOR update. It was agreed to leave the scope in the TOR at this time and continue to discuss the concerns.
- The title of the initial supplement was addressed, specifically in relation to the inclusion of Product Service History.

- The group used the opportunity to receive clarification on the incorporation of the FAS into SC-240
- Various contextual and editorial updates were made in real time to the TOR draft and captured by R. Uthe.
- Various group members vocalized concerns related to the timing and expectations of various deliverables – these will be maintained by the group for the time being as scope, timing changes are presently unknown and will need to be reflected in future updates if they come to fruition.
- Subgroup discussion was removed from the TOR. The organization within the committee can be determined by the committee and does not need to be part of the TOR.

After the working session, motion to approve the TOR was made by K. Grady and seconded by M. Lillis.

No additional actions were captured related to the issuance of the TOR.

## **6. Next Meetings, Meeting Closure**

Date of next meeting: October is set for next full plenary the week of 10/16.

Discussion of follow on plenaries: Dates for early 2024 plenaries will be surveyed among the membership. Potential hosts should also vocalize their interest.

The chairs requested any other business: none was raised.

The 15<sup>h</sup> plenary adjourned at 10:47 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.

<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)	

## ATTACHMENT A

### WG-117/SC-240 Meeting 15 Attendance –

<b>Surname</b>	<b>First name</b>	<b>Organization</b>
Ata	Burak	Volocopter
Auzary	Odile	Safran
Bath	Patty	Avista
Blankenberger	Martha	Rolls Royce
Bolduc	Carole	GD MS
Bourdeau	Julien	Aviadal
Cucuron	Christophe	Airbus
Dietmar	FREESE	EASA
Ekberg	Wendy	FAA
Eliahoo	Sharon	Elbit Systems
Fabre	Louis	Airbus
Ghimire	Ritesh	FAA
Grady	Kat	Joby
Guillaume	SOUDAIN	EASA
Hartl	Andreas	Telcoadvice.
Holman	Jeremy	Garmin
Kakamu	Hiroyuki	SCLABAIR
Lillis	mark	
Machrouh	Joseph	Thales
Marchand	Cyril	Thales
Matchett	Steve	GE
Meyers	Scott	Collins
Momberg	Martin	Airbus
Morrison	Rebecca	RTCA
NGUYEN	Thuc	EUROCAE
Palma	Diego	ANAC
Sakugawa	Benedito	ANAC
Snider	Tom	Honeywell
Tomasello	Filippo	EUROUSC-Italia
Uthe	Russ	Collins
Vukas	Mike	FAA

### Attachment B – Record of the Chat

from Louis FABRE airbus H to everyone: 6:32 AM  
No objection  
from Louis FABRE airbus H to everyone: 6:34 AM  
Fine with the title  
from Patty Bath - AVISTA to everyone: 6:36 AM  
Comma after software?  
from Filippo Tomasello EuroUSC Italia to everyone: 6:37 AM  
supplement to.... 109A, to incorporate COTS and open source

from Andreas Hartl - telcoadvice to everyone: 6:39 AM  
 I vote for sticking with "incorporation" in the title.  
 from Odile Auzary - Safran to everyone: 6:40 AM  
 Incorporation is important because activities are also for the SW that incorporates COTS and OSS  
 from Patty Bath - AVISTA to everyone: 6:55 AM  
 Since we haven't had detailed discussions on it, I think we should leave it for now.  
 from Rebecca Morrison (RTCA) to everyone: 7:09 AM  
 correct. Subgroups aren't listed in the TOR  
 from Rebecca Morrison (RTCA) to everyone: 7:13 AM  
<https://www.rtca.org/wp-content/uploads/2022/05/SC-240-TOR-Rev-3-Approved-2022-05-12.pdf>  
 from SOUDAIN Guillaume to everyone: 7:17 AM  
 I support removal, it is clearer  
 from Louis FABRE airbus H to everyone: 7:20 AM  
 Agree CNS/ATM and DO-278/ED-109 should be considered also  
 from Cyril Marchand to everyone: 7:22 AM  
 Yes, good catch, Andreas :)  
 from Andreas Hartl - telcoadvice to everyone: 7:23 AM  
 There should be a comma after "e.g.", right?  
 from Martha Blankenberger to everyone: 7:39 AM  
 Are we still meeting in person in October?  
 from Christophe Cucuron to everyone: 7:39 AM  
 I have to go. Thanks all.  
 from Rebecca Morrison (RTCA) to everyone: 7:39 AM  
 Yes  
 from Rebecca Morrison (RTCA) to everyone: 7:39 AM  
 we are meeting in person  
 from Martha Blankenberger to everyone: 7:43 AM  
 Is it in the US?  
 from Martha Blankenberger to everyone: 7:47 AM  
 SG2 is still meeting right?  
 from SOUDAIN Guillaume to everyone: 7:47 AM  
 Thank you all!

**1. Records and control of the document**

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