



---

**To** EFTeG **Date** August 26, 2015

**From** Scott L. Smith **Reference** 15-999/SMA-908a klp  
scott.smith@sae-itc.org  
tel +1 443-221-8372

**Subject** **Meeting Announcement**  
**EASA FSTD Technical Group (EFTeG)**

**Chairman** **Stefan Nowack, Lufthansa Flight Training**

**Who to Attend** The meeting should be attended by training device managers, simulator engineers, general managers of smaller organizations, simulator evaluators, and simulator industry suppliers that are involved with qualification and certification of FSTDs.

The format is an informal, round table, open forum discussion.

**When** November 19-20, 2015  
0900 to 1700

**Where** Meeting Location  
**European Aviation Safety Agency**  
Ottoplatz 1  
Koeln, Germany 50679

The meeting site is about 15 kilometers from the Cologne/Bonn (CGN) Airport.

**Instruction** Meeting Registration

Please notify ARINC Industry Activities of your intention to attend by registering online at: <http://www.aviation-ia.com/events/>.

**Registering for the meeting is important as seating is limited to 28 participants.** The registration will also allow EASA security to build the meeting access list.

**Note:** Attendees should arrive to the EASA building at **0830** to allow sufficient time for security processing.

**Hotel Information**

EASA has preferred rates at several area hotels. Visit the travel website [www.ehotel.com/easa](http://www.ehotel.com/easa) to search for Cologne area hotels with an EASA rate.

## Meeting Instructions

Comments or questions regarding any of the agenda items are invited. If you wish any material to be circulated prior to the meeting, please submit your proposals via e-mail to Scott Smith by **November 6, 2015**.

The meeting is open to all, with a primary audience of flight simulation device operators who are subject to EASA qualification and certification requirements. Individuals requesting time on the agenda should contact Scott Smith. The agenda will be finalized one week prior to the meeting.

## Meeting Objectives

The EASA FSTD Technical Group (EFTeG) was chartered as a result of feedback from recent FSEMC conferences. The flight simulation industry perceived a need for a forum for simulator operators that are subject to EASA regulations to discuss technical issues. This forum is also intended for EASA flight simulation regulatory representatives to discuss regulatory qualification and compliance questions with operators.

The format is an informal, round table open forum. All are invited to openly speak and discuss topics with your peers in the industry. The schedule and agenda can be expected to be fluid. A list of topics is outlined below:

Current Industry Issues	New devices, facility moves, personnel training, future organizational plans, etc.
Technical Issues	Discuss operators' experiences and challenges
Simulator Quality Management Issues	Discuss operators' experiences with compliance with SQM regulations from EASA or regional NAA's.
Simulator Qualifications and Evaluations	Discuss operators' experiences recent technical evaluations (motion, visual, configuration, QTGs, etc.).
FSEMC Activities	Discuss activities of the FSEMC Conference, Working Groups, and ARINC Standards
Regulatory Q&A	Open dialogue with regulators

The FSEMC welcomes presentations relevant to regulatory, engineering, and maintenance issues. This includes topics that will or may affect our collective future and could need regulatory input to move towards a positive outcome for the industry.

To request time on the agenda for a presentation, contact Scott Smith at [scott.smith@sae-itc.org](mailto:scott.smith@sae-itc.org) by **November 1, 2015**.

To allow sufficient time for research on submitted agenda items, the ARINC Industry Activities staff will collect topics for discussion for integration into a final agenda. Also requested are specific regulatory questions or issues for EASA representatives.

Please submit your items as soon as convenient. The ARINC Industry Activities staff will present a list of preliminary questions to EASA one week prior to the meeting.

**Meeting  
Schedule**

The following schedules are tentative, and may change prior to the meeting.

Thursday

<b>Time</b>	<b>Agenda Item</b>	<b>Attendees</b>
0900	Introductions Recent Organizational Activity	Airlines Training Centers Other Operators Airframers Suppliers  EASA Representatives
1030	<i>BREAK</i>	
1045	Round table discussion	
1200	<i>LUNCH</i>	
1330	Current issues, common practices, EASA discussion items, open forum	
1530	<i>BREAK</i>	
1545	Presentation(s) Finalize agenda for Day 2	
1700	<i>ADJOURN</i>	

Friday

<b>Time</b>	<b>Agenda Item</b>	
0900	Industry only session – Current issues	Industry Only
1030	<i>BREAK</i>	
1045	FSEMC Recent Activities	All
1200	<i>LUNCH</i>	
1330	Continue discussion with EASA	All
1530	<i>BREAK</i>	
1545	Meeting Feedback	All
	<i>ADJOURN</i>	

**Travel  
Information**

The meeting site is about 15 kilometers from the Cologne/Bonn (CGN) Airport. Please arrange your own air and ground transportation, as well as your hotel accommodations.

**cc**

FSEMC Steering Committee