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**To** EFTeG **Date** July 12, 2017

**From** Sam Buckwalter **Reference** 17-999/SMA-019 kpp  
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**Subject** **Meeting Announcement**  
**EASA FSTD Technical Group (EFTeG)**

**Chairman** **Stefan Nowack, Lufthansa Aviation 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** December 11-12, 2017 (Monday-Tuesday)  
0900 to 1700

**Where** Meeting Location  
**Jugendherberge**  
**Youth Hostel, Cologn-Deutz**  
Siegessstr. 5  
50679 Cologne, Germany  
  
Meeting Room  
Meeting room "Turin" on the second level.  
  
Hotel Information  
There is a good selection of hotels available within walking distance of the Youth Hostel to suit your budget and comfort needs.

**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.**

## 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 Sam Buckwalter by **November 16, 2017**.

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 Sam Buckwalter or Stefan Nowack. 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 NAAs
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 Stefan Nowak at [stefan.nowack@lat.dlh.de](mailto:stefan.nowack@lat.dlh.de) or Sam Buckwalter at [sam.buckwalter@sae-itc.org](mailto:sam.buckwalter@sae-itc.org) by **November 16, 2017**.

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 two weeks prior to the meeting.

**Meeting Schedule**

The following is a generic agenda depicting tentative timing. A detailed agenda will be sent to all attendees a couple of weeks prior to the meeting.

Tuesday

Time	Agenda Item	Attendees
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>	

Wednesday

Time	Agenda Item	
0900	Current issues	
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**

Cologne-Deutz City Hostel is a 17-minute walk from the Cologne Hauptbahnhof (Main Train Station), which is a 2-minute walk from the Cologne Cathedral.

Downtown hotels are accessible by taxi or train from the airport.

**Note:** Parking in the downtown area is expensive and difficult to find.

Please make your own air and ground transportation arrangements.

**cc**

FSEMC Steering Committee