

To TPS Working Groups **Date** December 9, 2016

From Sam Buckwalter **Reference** 16-999/SMA-983 klp
sam.buckwalter@sae-itc.org
tel +1 443-454-0584

Subject **Meeting Announcement**
Test Program Set (TPS) Quality Working Group

When March 21-22, 2017, from 0900 to 1700
March 23, 2017, from 0900 to 1400

Chairman Ted Patmore, Delta Air Lines

Where Meeting Location
SPHEREA Test & Services
5 Avenue de Guynemer
31772 Colomiers, France

The meeting will be held at the SPHEREA Test & Services facility. Participants should show up at least 15 minutes before starting times as they need to go through security. The following information is required for security processing by March 6, 2017:

- Passport Information
- Job Title
- Company

Please send this information to Patrick's assistant, Emmanuelle Darzacq. The email contact is: emmanuelle.darzacq@spherea.com.

Hotel Hotel Information

There are a wide variety of hotels in Toulouse to suit your budget and comfort needs. The recommendation is to stay close to Place Wilson. The bus will be picking up close to that location. The attached document contains hotels recommended by SPHEREA along with contracted rates.

Transportation SPHEREA Test & Services will arrange transportation to and from the Place Wilson to their facility. The pickup point and time will be announced via the TPS List Server closer to the time ~~to~~**of** the meeting.

Meeting Objectives Original Equipment Manufacturers (OEMs) often deliver a Technical Support and Data Package (TSDP) that contains a cornucopia of documents. The relevant Test Specification data is obscured and difficult to ascertain within the large amount of data that is not relevant to the Test Specification.

The aim of this project is to update ~~the~~ ARINC Report 625-3 to emphasize the importance that the OEM provides a Test Specification that is intelligible, unobscured, and complete as possible.

The role of the TSDP is to provide the minimal amount of data required to fully understand and implement the Test Specification. Only data that is pertinent to the Test Specification should be provided. It should be separate and independent of all non-pertinent data.

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

Dress code for this meeting is business casual.

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 March 6, 2017. After that date, if you have new material, it may only be introduced on the agenda with the approval of the chairman and formal consensus of the group.

The meeting is open to all interested parties. Individuals requesting time on the agenda should contact Sam Buckwalter. The agenda will be finalized one week prior to the meeting.

cc AMC Steering Group, PT

Hotel Accommodation – AMC TPS Working Groups in Toulouse 21-23 March 2017

OURS BLANC Victor Hugo 2 **

25, Place Victor Hugo

31000 Toulouse

Phone : +33 (0)5 61 23 14 55

E-mail : victorhugo@hotel-oursblanc.com

10 rooms pre-booked for this event until February 20th 2017

Credit card guarantee, Guest pays directly at the hotel

Possibility of cancellation without expenses up to 48 hours arrival day

HRS Reservation number : 91972445

Single : €78 incl. VAT

Breakfast : Included

OURS BLANC CENTRE 3 ***

14, Place Victor Hugo

31000 Toulouse

Phone : +33 (0)5 61 21 25 97

E-mail : centre@hotel-oursblanc.com

10 rooms pre-booked for this event until March 6th 2017

Credit card guarantee, Guest pays directly at the hotel

Possibility of cancellation without expenses up to 1 week arrival day

HRS Reservation number : 91780373

Single : €93.20 incl. VAT

Breakfast : Included

OURS BLANC WILSON 4 ****

2, Rue Victor Hugo

31000 Toulouse

Phone : +33 (0)5 61 21 62 40

E-mail : Wilson@hotel-oursblanc.com

10 rooms pre-booked for this event until February 27th 2017

Credit card guarantee, Guest pays directly at the hotel

Possibility of cancellation without expenses up to 48 hours arrival day

HRS Reservation number : 91780651

Single : €120.20 incl. VAT

Breakfast: Included

NOVOTEL TOULOUSE CENTRE WILSON 4 ****

15, Place Wilson

31000 Toulouse

Phone : +33 (0)5 61 10 70 70

E-mail : H8505@accor.com

10 rooms pre-booked for this event until February 20th 2017

Credit card guarantee, Guest pays directly at the hotel

Possibility of cancellation without expenses up to 1 week arrival day

HRS Reservation number : 170928378

Single : €150 incl. VAT

Breakfast: Included