**MINUTES**

**JUNE 20, 2016**

**LONDON, UNITED KINGDOM**

**These minutes are not final until confirmed by the Sub-Team in writing or by vote at a subsequent meeting. Information herein does not constitute a communication or recommendation from the Sub-Team and shall not be considered as such by any agency.**

**MONDAY, JUNE 20, 2016**

# OPENING COMMENTS

## Call to Order / Quorum Check

The NMC Nadcap Meetings in Asia Sub-Team was called to order at 8:00 a.m., on 20-JUN-2016.

It was verified that only NMC Voting Members.

A quorum was established with the following representatives in attendance:

***Subscriber Members/Participants Present (\* Indicates NMC Voting Member)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Tomohiko | Ashikaga | Mitsubishi Heavy Industries |  |
| \* | Pascal  | Blondet | Airbus |  |
| \* | Craig | Bowden | BAE Systems – MAI (UK) |  |
| \* | Shaun | Brewin | Rolls Royce | Proxy for Richard Blyth |
| \* | David  | Cianfrini | BAE Systems |  |
| \* | Russ | Cole | Northrop Grumman |  |
| \* | Steven | Dix | Eaton, Aerospace Group |  |
| \* | Hidekazu | Furugori | Mitsubishi Aircraft Corporation |  |
| \* | Troy | Grim | Spirit AeroSystems |  |
| \* | Wendy | Jiang | COMAC |  |
| \* | Jeff | Lott | The Boeing Company |  |
| \* | Frank | McManus | Lockheed Martin Corp. |  |
| \* | Victor | Schonberger | Israel Aerospace Industries |  |
| \* | Scott | Severson | Rockwell Collins |  |
| \* | David  | Soong | Pratt & Whitney |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Mike | Graham |
| Scott | Klavon |
| Jim | Lewis |
| Bob | Lizewski |
| Kellie | O’Connor |

# Review Background of issues/team

Scott Klavon reviewed the background and presented data previously requested by the sub-team. A new development since the last Nadcap Meeting was an offer made by the Marriott Rive Gauche, which is the venue we used in June 2013. They made an offer for PRI to use their facility for essentially the same price in 2019 as in 2013. Due to the large attendance at that meeting and the positive feedback received on the venue from attendees, the decision was made (with approval from the team members) to move forward and accept the Paris offer. As a result, the next available time slot for a Nadcap Meeting in Asia is February 2020.

For more information, please see the attached presentation.



Following review of the presentation, the sub-team agreed that the best location choice was Shanghai.

# Immediate actions

It was suggested that there are a number of actions that the sub-team should take in the near future:

* Reconduct the NMC Survey with more specific information (including the proposed date and location) and try to obtain a larger response
* Conduct a survey for the Task Groups (facilitated by the Task Group Chairs) asking if they would plan to meet in Asia. All Task Groups would be included in the survey, and we would need to ask them to also consider how they will be impacted if the Board of Directors reduces the number of annual Nadcap Meetings to 2.

It was also suggested that PRI review the attendance records from the previous Nadcap Meetings in Asia.

# activities prior to a February 2020 meeting in shanghai

Scott Klavon asked the group what steps we should take prior to a successful meeting in the Asia region. The group agreed that the following steps would be a good approach:

* Modify current symposia (or conduct separate symposia) in Asia to include elements on how a Nadcap Task Group meeting operates and what attendees could expect.
* Perhaps have 1 day on the schedule for the Subscribers to explain their policies, etc.
* Create an education plan for Asian Suppliers, with specific targeted topics given during the upcoming years at symposia in the region.
	+ It may be useful to ask the suppliers if they have any ideas or suggestions for the meeting based on other conferences or meetings attended in the region. This may also be a useful question in the Task Group survey.

# things to consider moving forward

* What materials would be translated, and how could we overcome possible language barriers?
* If we include additional activities or translations, how will this affect the typical Nadcap Meeting schedule? Will we need to add an additional day?
* How do we move from the February 2020 Nadcap Meeting into a successful vision/strategy for adding Asia to the regular global rotation for meetings?

ADJOURNMENT – 20-Jun-2016 – Meeting was adjourned at 9:30 a.m.

Minutes Prepared by: Kellie O’Connor – koconnor@p-r-i.org

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| \*\*\*\*\* For PRI Staff use only: \*\*\*\*\*\*Are procedural/form changes required based on changes/actions approved during this meeting? (select one)YES\* [ ]  NO [x] \*If yes, the following information is required: |
| Documents requiring revision: | Who is responsible: | Due date: |
|  |  |  |
|  |  |  |