

# Electronics (ETG) Task Group Meeting Agenda

5-Jun-2017 to 8-Jun-2017

Estrel Hotel & Convention Centre

Berlin, Germany

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| **AC7119 Printed Boards** | **AC7119/2 Flexible & Rigid-Flexible Printed Boards** |
|  | **AC7119/3 High Density Interconnect Printed Boards** |
|  | **AC7119/4 Printed Board Personnel Qualification** |
| **AC7120 Circuit Card Assemblies** | **AC7120/1 Printed Board Assemblies Personnel Qualifications** |
|  | **AC7120/2 General Soldering of Circuit Card Assemblies** |
|  | **AC7120/3 Plated Through-Hole Technology (PTH)** |
|  | **AC7120/4 Surface Mount Technology (SMT)** |
|  | **AC7120/5 Mixed Metallurgy BGAs** |
|  | **AC7120/6 Lead Free Soldering** |
|  | **AC7120/7 Conformal Coating of Circuit Card Assemblies** |
|  | **AC7120/8 Encapsulation** |
|  | **AC7120/9 Programming** |
|  | **AC7120/10 Final Testing** |
|  | **AC7120/11 Repackaging** |
| **AC7121 Cable & Harness Assemblies** | **AC7121/1 Cable & Harness Asssemblies Personnel Qualifications** |

The Electronics (ETG) Task Group covers

the following processes:

***Notice 1: All times are approximate and subject to change. Please contact PRI for updated information.***

***Notice 2: At the beginning of each day, the meeting will start with Opening Comments consisting of: Call to Order, Verbal Quorum Check, Introductions (as needed), Routing of the Attendance List (as needed)***

***Notice 3: Please bring your agenda with you to the meeting. Copies will not be available on-site.***

***Best Practices: 1) Start all meetings on time. 2) Follow the agenda. 3) No long-winded discussions***

**Caution: Restricted Export Controlled (e.g. ITAR, EAR) material is prohibited from presentations. It is the responsibility of the presenter to ensure that this material is not included.**

**Presentations should not contain proprietary information without the approval of the organization which owns the information.**

**Any non-Nadcap agenda topics require approval by the Director, Nadcap Program and Aerospace Operations.**

***RECORDING POLICY:***

***Audio or video recording of Nadcap meetings is prohibited unless formal approval is received from all attendees and recorded in the minutes. Violators of this policy will be asked to stop recording. Failure to stop recording or repeated attempts to record may result in expulsion from the meeting and/or the Nadcap program.***

Monday, 05-JUN-2017

9:00 am – 10:00 am

Supplier Support Committee Leadership Team Opening Reception

10:00 am – 1:00 pm

New Supplier Information Session – New Suppliers are encouraged to attend, and all Suppliers are welcome

9:00 am

1.0 OPENING COMMENTS (DAILY)

9:15 am

2.0 REVIEW AGENDA

9:30 am

3.0 REVIEW DELEGATION STATUS

10:00 am

4.0 MISC AUDITOR INFORMATION (as necessary)

10:30 am

5.0 AUDITOR CANDIDATE TEST QUESTION REVIEW (AS NEEDED)

11:30 am

6.0 REVIEW SUBSCRIBER MATRIX (AS NECESSARY)

11:45 am

7.0 TECHNICAL DISCUSSIONS

1:00 pm – 2:00 pm

LUNCH BREAK

2:00 pm

1.0 Opening Comments (daily)

2:10 pm

8.0 PRESENTATION MATERIAL (AS NECESSARY)

2:30 pm

9.0 NEW BUSINESS

4:30 pm

10.0 EAUDITNET TRAINING FOR NEW SUBSCRIBER VOTING MEMBERS (AS NECESSARY)

6:00 pm

ADJOURNMENT

Tuesday, 06-JUN-2017

9:00 am

1.0 Opening Comments (daily)

9:30 am

11.0 Review and/or Accept

11:00 am

12.0 Voting Member Updates & Compliance with Voting Requirements

11:15 am

13.0 Review of Procedure Changes

11:30 am

14.0 Supplier Support Committee (SSC) Meeting Notification

12:00 pm

15.0 Review Sub-Team listing

12:15 pm

16.0 Comment Resolution for any ballot

1:00 pm – 2:00 pm

Lunch Break

2:00 pm

1.0 Opening Comments (daily)

2:15 pm

17.0 bfrm review discussion

4:30 pm

ADJOURNMENT

5:00 pm – 7:00 pm

**Supplier Support Committee Meeting** - All suppliers are encouraged to attend.

Wednesday, 07-JUN-2017

9:00 am

1.0 Opening Comments (daily)

9:15 am

18.0 Presentations

10:30 am

19.0 Breakout Sessions

1:00 pm – 2:00 pm

Lunch Break

2:00 pm

1.0 Opening Comments (daily)

2:05 pm

20.0 Breakout Sessions (cont.)

4:00 pm

20.0 Report out from Breakout Sessions

4:30 pm

ADJOURNMENT

5:00 pm – 7:00 pm

**NMC Planning & Ops Meeting –** Task Group Chairs & Staff Engineers are required to attend.

Thursday, 08-JUN-2017

9:00 am – 11:00 am

**Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting.

11:20 am

1.0 Opening Comments (daily)

11:25 am

21.0 Any updates to bfrms

1:00 pm – 2:00 pm

Lunch Break

2:00 pm

1.0 Opening Comments (daily)

2:05 pm

22.0 Various Report Outs

2:45 pm

23.0 Voting Member Updates & Compliance with Voting Requirements

3:00 pm

24.0 New Business

4:00 pm

25.0 Meeting Closure Items

5:00 pm

ADJOURNMENT

Monday, 05-JUN-2017

(quorum must be verbally established DAILY at the beginning of each meeting)

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| 9:00 am – 10:00 am |  | Supplier Support Committee Leadership Team Opening Reception | |
| 10:00 am – 1:00 pm |  | New Supplier Information Session – New Suppliers are encouraged to attend, and all Suppliers are welcome | |
| 9:00 am | **CLOSED** | 1. OPENING COMMENTS (DAILY)    * 1. CALL TO ORDER/VERBAL QUORUM CHECK         + VERIFY ONLY SUBSCRIBER MEMBERS ARE IN ATTENDANCE         + INTRODUCTIONS      2. SAFETY INFORMATION:         + REVIEW FIRE EXITS IN MEETING ROOM         + INFORM PRI STAFF PERSON OF ANY EMERGENCIES      3. REVIEW CODE OF ETHICS (REF: ATTENDEES’ GUIDE) AND MEETING CONDUCT      4. PRESENT THE ANTITRUST VIDEO (ONLY @ THE FIRST OPEN AND FIRST CLOSED MEETING OF THE WEEK FOR EACH TASK GROUP) | ROY GARSIDE |
| 9:15 am | 1. REVIEW AGENDA | STAFF ENGINEER |
| 9:30 am | 1. REVIEW DELEGATION STATUS | STAFF ENGINEER |
| 10:00 am | 1. MISC AUDITOR INFORMATION (as necessary)    * 1. OP 1118 AUDIT OBSERVATIONS      2. AUDITOR STATISTICS | SCOTT MEYER |
| 10:30 am | 1. AUDITOR CANDIDATE TEST QUESTION REVIEW (AS NEEDED) | STAFF ENGINEER |
| 11:30 am | 1. REVIEW SUBSCRIBER MATRIX (AS NECESSARY) | STAFF ENGINEER |
| 11:45 am | 1. TECHNICAL DISCUSSIONS    * 1. AUDIT PACKAGES      2. NCR CONCERNS      3. SUPPLIER DISCUSSION (IF REQUESTED) | SUBSCRIBERS |
| 1:00 pm – 2:00 pm |  | LUNCH BREAK |  |
| 2:00 pm | **CLOSED** | 1. Opening Comments (daily)    * 1. Call to Order/Quorum Check         + Introductions | ROY GARSIDE |
| 2:10 pm | 1. PRESENTATION MATERIAL (AS NECESSARY)    * 1. NMC TASK GROUP REPORT OUT      2. P&O REPORT OUT | ROY GARSIDE  STAFF ENGINEER |
| 2:30 pm | 1. NEW BUSINESS    * 1. EXTENSIONS REQUIRED         + 176564 with July 31,2017 expiration, now on Aug21-24,2017         + 176360 with July 31,2017 exp, now on Oct9-12,2017         + 176714 with July 31,2017 exp, now on Oct2-5,2017         + 174808 with Oct. 31,2017 exp, now on Oct30-Nov2,2017 | ANY SUBSCRIBER  STAFF ENGINEER |
| 4:30 pm | 1. EAUDITNET TRAINING FOR NEW SUBSCRIBER VOTING MEMBERS (AS NECESSARY) | STAFF ENGINEER |
| 6:00 pm | ADJOURNMENT |  |

Tuesday, 06-JUN-2017

(quorum must be verbally established DAILY at the beginning of each meeting)

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| 9:00 am | **OPEN** | 1. Opening Comments (daily)    * 1. Call to Order/Quorum Check         + Introductions      2. Safety Information:         + Review Fire Exits in Meeting Room         + Inform PRI Staff person of any emergencies      3. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct      4. Present the Antitrust Video (only @ the first open and first closed meeting of the week for each Task Group) | ROY GARSIDE |
| 9:30 am | 1. Review and/or Accept    * 1. Review Agenda      2. Acceptance of Previous Meeting Minutes      3. Sucession Plan (as applicable)      4. Status of Ballots (as applicable)      5. Audit Observations Status (OP 1118)      6. RAIL      7. Call for New Business      8. Audit Effectiveness | ROY GARSIDE |
| 11:00 am | 1. Voting Member Updates & Compliance with Voting Requirements | STAFF ENGINEER |
| 11:15 am | 1. Review of Procedure Changes    * 1. Review any changes to General Operating Procedures since the last meeting      2. Review any changes to your specific OP 1114 and OP 1116 Appendices since the last meeting | STAFF ENGINEER |
| 11:30 am | 1. Supplier Support Committee (SSC) Meeting Notification | DOUG SCHUELLER or JEREMY NEEDS |
| 12:00 pm | 1. Review Sub-Team listing | ROY GARSIDE |
| 12:15 pm | 1. Comment Resolution for any ballot    * 1. AC7121 rev E 18.1 AC7120/11 repackaging | ALL ATTENDEES |
| 1:00 pm – 2:00 pm |  | Lunch Break |  |
| 2:00 pm | **OPEN** | 1. Opening Comments (daily)    * 1. Call to Order/Quorum Check      2. Introductions | ROY GARSIDE |
| 2:15 pm | 1. bfrm review discussion    * 1. AC7121 rev E | STAFF ENGINEER |
| 4:30 pm | ADJOURNMENT |  |
| 5:00 pm – 7:00 pm |  | **Supplier Support Committee Meeting** - All suppliers are encouraged to attend. |  |

Wednesday, 07-JUN-2017

(quorum must be verbally established DAILY at the beginning of each meeting)

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| 9:00 am | **OPEN** | 1. Opening Comments (daily)    * 1. Call to Order/Quorum Check      2. Introductions | ROY GARSIDE |
| 9:15 am | 1. Presentations    * 1. Subscriber findings      2. Status on Jet Printing and De-paneling      3. Gold Removal      4. AC7120/1 Update | SUBSCRIBERS  ROGER BLOOMFIELD  VIJAY KUMAR  NATHALIE LEFEVRE |
| 10:30 am | 1. Breakout Sessions    * 1. AC7119 Handbook      2. AC7120 Handbook      3. AC7121 vs. IPC/WHMA-A-620 C | ALL PARTICIPANTS |
| 1:00 pm – 2:00 pm |  | Lunch Break |  |
| 2:00 pm | **OPEN** | 1. Opening Comments (daily)    * 1. Call to Order/Quorum Check      2. Introductions | ROY GARSIDE |
| 2:05 pm | 1. Breakout Sessions (cont.)    * 1. AC7119 Handbook      2. AC7120 Handbook      3. AC7121 vs. IPC/WHMA-A-620 C | ALL PARTICIPANTS |
| 4:00 pm | 1. Report out from Breakout Sessions | SUB TEAM LEADS |
| 4:30 pm | ADJOURNMENT |  |
| 5:00 pm – 7:00 pm |  | **NMC Planning & Ops Meeting –** Task Group Chairs & Staff Engineers are required to attend. |  |

Thursday, 08-JUN-2017

(quorum must be verbally established DAILY at the beginning of each meeting)

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| 9:00 am – 11:00 am |  | **Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting. | | |
| 11:20 am | **OPEN** | 1. Opening Comments (daily)    * 1. Call to Order/Quorum Check      2. Introductions | ROY GARSIDE |
| 11:25 am | 1. Any updates to bfrms    * 1. 7119 | ALL ATTENDEES |
| 1:00 pm – 2:00 pm |  | Lunch Break |  |
| 2:00 pm | **OPEN** | 1. Opening Comments (daily)    * 1. Call to Order/Quorum Check      2. Introductions | ROY GARSIDE |
| 2:05 pm | 1. Various Report Outs    * 1. AQS Liaison      2. SSC      3. Planning & Ops      4. IPC | Gilbert Shelby  Doug Schueller  Roy Garside  Scott Meyer |
| 2:45 pm | 1. Voting Member Updates & Compliance with Voting Requirements | STAFF ENGINEER |
| 3:00 pm | 1. New Business    * 1. New Technologies | ALL ATTENDEES |
| 4:00 pm | 1. Meeting Closure Items    * 1. Future Working Session Topics      2. Review Priority List      3. Review Membership      4. Review Sub team list      5. RAIL Review      6. Review Action Items      7. Set Agenda for Next Meeting | ALL ATTENDEES |
| 5:00 pm | ADJOURNMENT |  |