***Radio Technical Commission for Maritime Services***

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April 24, 2018

Dear RTCM SC-134 Members and Invited Guests:

This letter is to inform you of the first Plenary Meeting of RTCM Special Committee (SC) 134, *Integrity Monitoring of High Precision Applications*, which will be held June 20-21 in Rome, Italy. The meeting will be held at Sogei facilities; Room TC04, Via Mario Carucci 99, 00143 Rome, Italy.

Normally, SC-134 meetings will be held in close date and venue connection with SC-104 meetings. However, for a variety of reasons the first SC-134 meeting could not be held in connection with SC-104. Therefore, for this meeting I request that if you plan to attend, please send me an e-mail (kferguson@rtcm.org) so that we can ensure facilities to accommodate the expected attendance. If you are unsure of your attendance, please send me an e-mail indicating such.

Attached is the Meeting Notice and Tentative Agenda. I intend to keep the agenda fluid throughout this first meeting. Thus, if you have a recommended agenda item or wish to offer a presentation that you feel is pertinent to SC-134, please send me an e-mail with appropriate details. Also, please be aware that certain agenda items are assigned to a specific person who is simply leading the discussion and/or debate topics under that agenda item.

The main objectives of the meeting will be the following:

1. Review the Terms of Reference that formed SC-134
2. Determine initial/focused goals
3. Determine short and long-term technologies and extents covered by SC-134
4. Operating committee framework/processes
5. Determining partner and/or members of other organizations
6. SC-134 Membership items

Please review the documents listed in the Meeting Notice and bring them with you along with other relevant documents. I would suggest that you check the RTCM SC-134 papers page for new or updated document postings prior to the meeting; the address of this web page will be announced through another e-mail.

Sincerely,

Kendall Ferguson

RTCM SC-134 Chair

kferguson@rtcm.org

+1-540-446-8982**Meeting Notice**

**RTCM Special Committee No. 134**

**Integrity Monitoring for High Precision Applications**

 Time/Date: 9:00 AM – 5:00 PM, Wednesday, 20 June 2018

9:00 AM – 5:00 PM, Thursday, 21 June 2018

Location: Sogei

Room TC104, Via Mario Carucci 99

00143 Rome, Italy

***NOTE:*** *If you are attending the meeting, please bring one electronic copy of any new document you produce. Key documents which you should have for use at the meeting include:*

* RTCM Paper [043-2018-SC134-003](http://rtcm.info/sc134/043-2018-SC134-003.docx) (Meeting Notice for May 20-21, 2018 - this document)\*
* RTCM Paper [188-2017-SC134-001](http://rtcm.info/sc134/188-2017-SC134-001.docx) (SC-134 Terms of Reference)
* RTCM Paper [225-2013-BD-508](http://rtcm.info/225-2013-BD-508.docx) (Bylaws of RTCM)
* RTCM Paper [226-2013-BD-509](http://rtcm.info/226-2013-BD-509.pdf) (RTCM Standards Development Policies)

*\* Check for updates to these documents and additional document postings prior to the meeting*

There may be other documents generated between now and the meeting, so please check the web site (URL to be announced) for papers before you leave for the meeting.

### Open Action Items from the April 2018 Officer Meeting

| **Action Item** | **Description** | **Responsibility** | **Review Date** |
| --- | --- | --- | --- |
| SC134-1 | Send RTCM Members SC-134 announcement letter. | Bob Markle (RTCM President) | June 2018 |
| SC134-2 | Establish an RTCM SC-134 papers page and post SC-134 TOR to that page. | Bob Markle (RTCM President) | June 2018 |
| SC134-3 | Agenda for kick-off plenary meeting | Kendall Ferguson, Roberto Capua, and Joe Sass | May 2018 |

### RTCM SC-104 Plenary Meeting

# 9:00 AM – 5:00 PM, Wednesday, 20 June 2018

# 9:00 AM – 5:00 PM, Thursday, 21 June 2018

## TENTATIVE AGENDA

1. Welcome and Opening Remarks – Roberto Capua, SC-134 Vice Chair
2. Introduction of Attendees – Kendall Ferguson, SC-104 Chair
3. Goals and Agenda – Kendall Ferguson, SC-104 Chair
4. SC-134 Establishment – Kendall Ferguson, SC-104 Chair
5. SC-134 Terms of Reference – Kendall Ferguson, SC-104 Chair
6. Review of SC-104 Integrity WG Concepts – Roberto Capua, SC-134 Vice Chair
7. Existing RTCM Processes – Kendall Ferguson, SC-104 Chair
8. Patent Disclosure – Kendall Ferguson, SC-104 Chair

Chairmen of Special Committees will ask, at an appropriate time in each meeting, whether anyone has knowledge of their own or other organizations’ patents, including published pending patents, the use of which may be required to practice or implement the standard being considered. The fact that the question was asked shall be recorded in the meeting summary record, along with any affirmative responses.

1. SC-134 Technologies and Extent – Kendall Ferguson, SC-104 Chair
2. SC-134 Initial Focus – Kendall Ferguson, SC-104 Chair
3. SC-134 Short-Term and Long-Term Goals – Kendall Ferguson, SC-104 Chair
4. SC-134 Specific Framework, Processes, and Working Methodologies – Kendall Ferguson, SC-134 Chair
5. Possible SC-134 Name Change – Kendall Ferguson, SC-134 Chair
6. Interfacing with other Standards Bodies and International Initiatives – Kendall Ferguson, SC-134 Chair
7. Interfacing with Regulation and Certification Bodies (e.g. FAA, FRA, FHWA, ERA, US DoT, etc.) – Roberto Capua, SC-134 Vice Chair
8. Potential SC-134 Membership Dues – Kendall Ferguson, SC-134 Chair
9. Next Meeting (date and venue) – Roberto Capua, SC-134 Vice Chair
10. Other Business – Roberto Capua, SC-134 Vice Chair
11. Meeting Action Items Review – Kendall Ferguson, SC-104 Chair