



Minutes of NTN Forum Kick off	
Meeting date:	5th July 2024, 15:00 – 17:00 (CET)
Document Ref.:	ESA-SCS-SG-MIN-0001

Participants

NTN Forum members

Agenda

1. NTN Forum Introduction – Antonio Franchi (AF)
2. NTN Forum Objectives – Maria Guta (MG)
3. NTN Forum Governance – Severin Klinkmueller (SK)
4. NTN Forum Steering Board and Working Groups– Maria Guta (MG)
5. Q/A Open Discussion
6. Next steps

#	Subject	Answer (A) / Statement (S) / Action Point (AP)
1	NTN Forum Introduction	
	<p>AF opened the meeting by welcoming participants to the NTN forum kick off, highlighting the forum's role in uniting terrestrial and non-terrestrial network stakeholders to enhance global connectivity. He emphasized the importance of the forum in gathering diverse contributions and voices from around the world.</p> <p>AF expressed satisfaction with the wide participation from various countries and organizations, indicating a strong global interest in the convergence of terrestrial and non-terrestrial networks. He noted the significance of the NTN Forum in facilitating discussions and collaborations on a global scale.</p> <p>AF highlighted the European Space Agency's commitment to integrating satellite capabilities into the 5G and 6G digital economy, aiming for seamless, ubiquitous connectivity. This integration is seen as crucial for driving future economic and societal progress.</p> <p>He mentioned the ESA's program called 'Space for 5G and 6G and sustainability' aiming to support the global development</p>	

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	of integrated NTN/TN network products and services that contribute to the global economy.	
2	NTN Forum Objectives	
	<p>MG presented that the NTN Forum is created as an open platform encouraging collaboration, knowledge sharing, and collective efforts among industrial, verticals, service providers, research centres and academic stakeholders to promote the integration of Non-Terrestrial Networks (NTNs) in the evolving 5G Advanced and 6G networks.</p> <p>MG emphasized that NTN Forum aims to provide a collaborative framework for relevant stakeholders interested in NTN solutions to discuss their needs, including the consolidation of vertical market requirements for NTN services, to foster viable infrastructure developments and deployments of combined natively integrated TN/NTN services in a harmonious, reasonable, non-discriminatory, and market-driven manner.</p>	
3	NTN Forum Governance	
	<p>SK explained the governance structure of the NTN forum, which comprises the General Assembly, Steering Board, and Working Groups.</p> <p>SK elaborated on the role of the Steering Board (SB) as the main administrative body, responsible for establishing Working Groups, approving Terms of Reference per Working Group, and taking necessary decisions for the proper operations of the Forum. He also mentioned the importance of reflecting the diversity of stakeholders in the Steering Board's membership.</p> <p>He explained the Terms & Conditions as well as the proposed rules of the organisation of the NTN Forum.</p>	
3	NTN Forum Steering Board and Working Groups proposal	
	MG presented the ESA proposal for the Steering Board (SB) Composition. The seats on the Steering Board have representation from the following groups:	AP1 Nominated Steering Board members to confirm acceptance of their membership to SB.

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	<p>Network Operators (MNO, SNO) System Integrators Technology Providers Research Institutes (Academia) 'Micro' companies ESA</p> <p>With this SB composition a balance in presence of all stakeholders is provided and a balance between GEO/NGSO operators with interested in NR- and NB-IOT deployments. The membership in SB is two years.</p> <p>Three Working Groups (WG) and chairs are proposed:</p> <ul style="list-style-type: none"> - WG#1 Pre-standardisation – Nicolas Chuberre chair/Xavier Pons Masbernat co-chair - WG#2 Consolidation of Vertical Needs for NTN – Thierry Berisot / Luca Lodigiani - WG#3 NTN Experimentation – Maria Guta <p>Main outputs of Working Groups are standards/technology explainers, whitepapers, position papers.</p>	<p>AP2 Nominated chairs/cochairs to confirm their acceptance of chairmanship to WGs.</p> <p>AP3 registrants are invited to subscribe to desired WGs by replying to NTN-Forum@esa.int.</p> <p>AP4 WG Chairs to detail terms of reference of respective WGs</p>
4	Appointed remarks	
	<p>Several representatives of associations and industry expressed their interest and collaboration opportunities with NTN-Forum (including GSOA, GSMA, EBU-5G-MAG, SES, Airbus, TAS, Eutelsat)</p>	
5	Q&A Open Discussion	
	<p>(Q) Sivaram Kurapati (MDA Space) raised concerns about the commercial viability of NTN solutions, questioning how the forum plans to address the costs associated with research, standardisation, and licensing to make NTN accessible for underserved communities.</p> <p>(A) The topic is within the remit of NTN Forum; registrants are invited to express their views and propose actions for discussion and exchange within the WGs</p>	

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	<p>(S) Barry Evans (University of Surrey) stressed the importance of embracing the terrestrial mobile community within the NTN Forum to address convergence, suggesting the potential for a Working Group focused on this area to explore future markets and technologies.</p> <p>(S) ESA pointed out that Terrestrial stakeholders are invited and registered in NTN Forum. NTN Forum is an open collaborative platform inviting co-creation, co-development, co-deployment actions.</p> <p>Another point relevant on this question is the collaboration of NTN Forum with associations such as GSMA who also created the NTN Community to create awareness about NTN and investigate commercial viability.</p>	
6	Next Steps	
	<p>MG lists the following immediate next steps to operationalise the Forum's activities.</p> <p>ESA will create news item on creation of NTN-Forum. In view of summer period news item to be published early September to guarantee visibility.</p> <p>News item will remain generic without nominating to specific companies (if companies are nominated specific permission is necessary).</p> <p>Individual companies can prepare own press releases if they wish following ESA news item.</p> <p>A flat structure of Sharepoint is proposed to provide access to all members.</p>	<p>AP5 ESA to schedule first meeting of SB.</p> <p>AP6 ESA to schedule first meetings of WGs.</p> <p>AP7 ESA to create news item and distribute to all registrants before early September.</p> <p>AP8 ESA to create an NTN Forum Sharepoint and provide access to registrants.</p> <p>AP9 ESA to host the NTN Forum website.</p>
7	Close at 17:00 (CET)	

Conclusions

Minutes of Meeting sent to registrants.

ESA kick off presentation attached.

Action Points List

AP #	Action Item	Due	Status	Comments
1	AP1 Nominated Steering Board members to confirm acceptance of their membership to SB.	12.07.2024	Closed	Confirmed
2	AP2 Nominated chairs/co-chairs to confirm their acceptance of their participation to WG.	01.09.2024	On-going	
3	AP3 registrants are invited to subscribe to desired WGs by replying to NTN-Forum@esa.int .	Open	On-going	
4	AP4 WG Chairs to detail terms of reference of respective WGs.	07.07.2024	On-going	
5	AP5 ESA to schedule first meeting of SB.	07.07.2024	Closed	Took place on 12/07/2024. MoMs uploaded to Sharepoint.
6	AP6 ESA to schedule first meetings of WGs.	30.07.2024	On-going	WG#1 scheduled 2 meeting during summertime. Registrants to WG#1 are invited. WG#2, WG#3 meetings are to be scheduled in September.
7	AP7 ESA to circulate the news item to registered companies before early September.	01.09.2024	Open	
8	AP8 ESA to create an NTN Forum Sharepoint and provide access to registrants.	01.09.2024	Open	
9	AP9 ESA to host the NTN Forum website.	01.09.2024	Open	