CCSDS Management Council
Draft Action Items
05 November 2003

CMC-F03-A1. Approve the technical charters in the CCSDS Working Group Charters document and provide named human resources (and their fractional time commitment) to each Working Group that the Agency intends to support. Resources are especially necessary to draft a Security Green Book and a TC Channel Coding Green Book, and participate in a Time Services BOF (SEA).
Assignee: All agencies
Due Date: 01 December 2003
Status: Working Group charters approved. Resource commitment matrix was sent to Mr. Hooke identifying NASA’s support for the Working Groups.

CMC-F03-A2. Create on-line voting system for the CMC. Also provide capability to record and publish CMC resolutions from the voting system.
Assignee: Secretariat
Due Date: 31 November 2003
Status: A new on-line CMC voting system, with the capability to record and publish resolutions, will be designed and implemented on the new CCSDS server. NASA did procure a new server and the associated software and is currently gathering the requirements for the new implementation. The voting system will be made accessible through the redesigned CCSDS web site.

CMC-F03-A3. Re-establish NASA funding, or identify an alternate source of funding, for NASA participation in the MOIMS IPR and DAI Working Groups.
Assignee: NASA
Due Date: 31 November 2003
Status: At this point NASA did not establish additional funding for the DAI and IPR efforts. Negotiations continue with respective Enterprises in NASA to provide for funding thru the projects they support. There is still a residual funding for contractors to support this effort until the end of fiscal year.
As for IPR, there is enough funding to carry the editor and prototype developer thru the Spring meetings.
CMC-F03-A5. Update CCSDS glossary with inputs from the WGs and coordinate the use of consistent terminology with the Systems Architecture WG.

Assignee: Secretariat
Due Date: 30 April 2003
Status: This action item is still open. Due to the transition of the contractor in support of the Secretariat functions it was not possible to work this issue. It is under discussion and will be closed by the time 2004 Fall meetings take place.

CMC-F03-A7. Improve method of identifying important correspondence that requires a response when using CCSDS e-mail lists.

Assignee: CESG and Secretariat
Due Date: 31 November 2003
Status: A new, much improved e-mail list mechanism will be implemented in the new CCSDS server, which NASA is planning to put on line by this Fall. This action item will be closed as a result of this upgrade.

CMC-F03-A8. Evaluate relationship between CCSDS and ECSS standards and attempt to improve allocation of resources by focusing technical standards work towards CCSDS.

Assignee: ESA, CNES, DLR
Due Date: 30 April 2004

CMC-F03-A9. Create study group to evaluate proposals for participation with the OMG and the new ISO Technical Committee for Space Systems and provide recommendations to the CMC. A memorandum of agreement between OMG and CCSDS should be drafted for CMC approval. Additionally, the SC14 proposal to form a new Technical Committee should be reviewed and if appropriate, revised to include SC13.

Assignee: NASA, ESA, CNES, BNSC, INPE
Due Date: 31 January 2004

Closed. Memorandum of Understanding was drafted and after voting adopted by CCSDS CMC and OMG management.

Business Plan describing the proposed structure and workings of the new TC was drafted. It is now being reviewed and will be presented for discussion to the CMC members for comments prior to the 2004-Spring meetings in Montreal.
Submit invitation to IOAG to attend a joint session with the CMC at the Spring 2004 meeting in Montreal, Canada.

**Assignee:** Secretariat  
**Due Date:** 31 December 2003  
**Status:** An invitation to IOAG was issued. IOAG Chair did contact the Chairman of CCSDS Secretariat and indicated that due to an existing arrangement with their member agency, IOAG decided to hold the already scheduled meeting in Japan. Based on that it was decided that the 2004 Fall meeting in Toulouse will be the first joint session between CMC and IOAG.