Draft Minutes: 1 October 2012 CMC Mid-Term Telecon

The meeting was called to order by the CMC Chairman, Mike Kearney, at 0805 (ET – US). Attendees were:

1. M. Calabrese – ASI
2. J.-M. Soula – CNES
3. M. Pilgram – DLR
4. G. P. Calzolari – ESA
5. J. Miro – ESA
6. E. Bergamini – INPE
7. T. Shigeta – JAXA
8. M. Kearney – NASA
9. A. Hooke – NASA
10. P. Allan – UKSA
11. T. Gannett – Secretariat
12. N. Tongson – Secretariat

Not in attendance were CSA (Canada), CNSA (China), and FSA (Russia).

Adoption of the agenda
The draft agenda was approved as proposed by th chair, M. Kearney.

Secretariat Report
The CMC reviewed and updated the open action items from past meetings (for the revised and upated file, see Open Action Items - CMC – Oct2012v1). The Secretariat was instructed to send a reminder to agencies about action items that are due at the Fall 2012 CMC meeting at the Kennedy Space Center (KSC) in Cocoa Beach, Florida, USA. Open action item discussions included:

- CMC-A-2010-11-12: The CMC agreed to close this action item and open a new one that will instruct the Secretariat to draft a cover letter for the distribution of the CCSDS brochure.
- CMC-A-2011-05-12: The action item is closed but the CMC requested the Secretariat to recommend where the software library should be placed.
- CMC-A-2011-11-04: The CMC agreed with the CESG recommendation to cancel the action item because of the lack of resources.
- CMC-A-2012-04-01: N. Tongson explained the administrative process of adding working groups in ISO TC 20/SC 13 in order to obtain complimentary ISO WebEx accounts. The Secretariat is waiting for a response from ISO/CS on how to deal with the additions from DIN (German National Body to ISO). M. Pilgram will also inform DIN that this is an administrative process and no additional ISO WG members is envisioned.
- CMC-A-2012-04-07: The CMC agreed that the action item should be a brief high level strategic plan instead of a detailed one.
- CMC-2012-04-09: The CMC agreed that this action item should be part of the CESG report to the CMC at the Fall 2012 mtg.
- CMC-2012-04-12: The CMC instructed the Secretariat to re-distribute the revised infusion table to CMC members in preparation for the KSC meeting.

N. Tongson reported on the current registration for the Cleveland meeting. He also provided the results of the poll for the Darmstadt meeting minutes. J. Miro/ESA approved the minutes at this mid-term
The minutes were approved with conditions and N. Tongson will revise the minutes based on the comments from J.-M. Soula/CNES, E. Bergamini/INPE, and M. Pilgram/DLR. The revised draft minutes will be forwarded to the three individuals who provided comments for confirmation.

**CESG Report (see v1.0-CESG-report-01Oct12)**
A. Hooke highlighted the following activities in his report:

- **Conjunction Data Message (CDM) work update**: CMC agreed with A. Hooke and the WG recommendation not to go to a Red Book 2 review because all the RIDs have already been dispositioned on the first round of review. The CMC discussed the ISO process as it relates to the development of this document in CCSDS. The CMC unanimously agreed to allow the WG chair to proceed with publication.
- **Russia project**: A. Hooke provided some background information and asked if the IOAG should get involved because this could be an operations issue. The CMC agreed to add this question/issue on the joint CCSDS-IOAG agenda for the KSC meeting.
- **Proposal to appoint N. Peccia as the official CCSDS liaison to the IOAG**: The Secretariat was instructed to check and confirm all other CCSDS liaison contacts with other organizations.
- **DEM vs PUS**: The CMC was informed that the one meeting SIG will not be held at the Fall 2012 Cleveland meeting but rather at the Spring 2013 because there are no resources and no urgency at this point.
- **Leap Seconds**: The CMC agreed to cancel the action item based on the recommendation from A. Hooke.
- **Working Group chair nominations**: This issue will be discussed by the CESG at the Cleveland meeting.

M. Pilgram asked about the status of the Telerobotics BoF and A. Hooke responded that new material will be presented in Cleveland at the BoF meeting. A. Hooke will consult with L. Martinez for confirmation.

M. Pilgram clarified that the 4-day CCSDS Plenary meetings is at the discretion of the agency hosting the meeting.

**IT Projects (see Secretariat IT project status v2)**
M. Kearney provided the following highlights:

- **ICPA**: M. Kearney provided some background information and reminded the CMC that the current poll is for base-lining the ICPA. M. Kearney also provided a summary of the procedures for updating the ICPA. A review of the ICPA should be included in the regular CMC agenda (starting with the Fall 2012 KSC mtg).
- **Resource issues**: The CMC will review the resource issue at the KSC mtg. There was a discussion, initiated by M. Pilgram, on the question about risk in the development of charters and the submission of projects with the charters. The CMC agreed to defer further discussion until the CMC KSC meeting. It was suggested to allow BoFs to list projects in the goals section but that the CMC will be polled not on the approval of these projects but rather the whole charter. There was also a suggestion that when a BoF is formed, it should indicate in the charter/CWE, in a reasonable amount of time after its formation, what projects or documents they plan to develop in the future. Additionally, it was noted that several Blue Books in the resources matrix indicated that prototyping was not required. The Secretariat was instructed to solicit an explanation from WG chairs who indicated Blue Books where prototyping was not required.
- **RID System**: M. Kearney provided background information and informed the group that more details will be available after the Cleveland meeting.
Meeting Planning (see Meeting Planning Oct 2012)
Spring 2013 meeting: J.-M. Soula provided some preliminary information and said that Gilles Moury will provide more details at the Cleveland meeting. He informed the CMC that they are waiting for additional details from the meeting site. The CMC agreed that the plenary will be April 15-18 with the management council meeting the following week (April 22-24), as proposed by J.-M. Soula/CNES.

Future Meeting Planning: M. Kearney provided some background information regarding the CMC meeting at KSC. The Secretariat will send out another reminder to the CMC about security information for the KSC meeting.

Any Other Business
No other business identified.

Adjournment
There being no other business to discuss, the telecon was adjourned at 1056 (ET – US).