## Open Action Items (12 December 2012)

### Action Items from November 2010 Meeting

**CMC-A-2010-11-02** | [CLOSED] It is understood that Gian Paolo Calzolari will consolidate the list of CCSDS project priorities (using the services defined in Service Catalogs 1 and 2) and then submit it to IOAG for comment. And further, the IOAG will then forward their comments to the CCSDS Liaison (Adrian Hooke). Adrian Hooke will then consult with the CESG community to determine appropriate priorities.

- **Action:** CESG Chairs
- **Due Date:** Fall 2012 midterm telecon
- **Status:** Closed at October 2012 midterm telecon

<table>
<thead>
<tr>
<th>Agency</th>
<th>Draft sent</th>
<th>Redlines back</th>
<th>Final OK from CCSDS rep</th>
<th>Final sent to agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASI</td>
<td>6 Dec 2010</td>
<td>Y</td>
<td>2 Feb 2011</td>
<td>23 Feb 2011</td>
</tr>
<tr>
<td>CNSA</td>
<td>5 April 2011</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSA</td>
<td>30 Mar 2011</td>
<td>12 Sep 2011</td>
<td>13 Sep 2011</td>
<td>15 Sep 2011</td>
</tr>
<tr>
<td>DLR</td>
<td>4 Apr 2011</td>
<td>3 May 2011</td>
<td>5 May 2011</td>
<td>6 May 2011</td>
</tr>
<tr>
<td>ESA</td>
<td>4 Apr 2011</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FSA</td>
<td>4 April 2011</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INPE</td>
<td>4 April 2011</td>
<td>18 April 2011</td>
<td>19 April 2011</td>
<td>29 April 2011</td>
</tr>
<tr>
<td>JAXA</td>
<td>4 April 2011</td>
<td>13 April 2011</td>
<td>13 April 2011</td>
<td>14 April 2011</td>
</tr>
<tr>
<td>NASA</td>
<td>2 Feb 2011</td>
<td>Y</td>
<td></td>
<td>7 Mar 2011</td>
</tr>
</tbody>
</table>

### Action Items from November 2011 Meeting

**CMC-A-2011-11-04** | [CLOSED] CESG will review SC 13 liaisons to other groups in order to identify appropriate CCSDS individuals with technical expertise to fill the liaison role to the following groups: ISO/TC 46/SC 4 (Technical Interoperability), ISO/TC 46/SC 11 (Archives/Records Management), ISO/TC 211 (Geographic Information/Geomatics), and JTC 1/SC 32 (Data Management and Interchange).

- **Action:** CESG
- **Due Date:** Fall 2012 midterm telecon
- **Status:** Closed at October 2012 midterm telecon

### Action Item from February 2012 Telecon

**CMC-A-2012-02-01** | Secretariat will review and reorganize the list of CCSDS Liaisons in the same manner that the list of SC13 Liaisons was recently reviewed and reorganized. The final result will be an integrated and updated list of both SC13 and CCSDS Liaisons that has been confirmed with the Liaison organizations. Explore approach of combining contacts to CCSDS & SC 13

- **Action:** Secretariat
- **Due Date:** Fall 2012 CMC meeting
- **Status:** Open

### Action Items from April 2012 Meeting

**CMC-A-2012-04-01** | [CLOSED] The Secretariat was requested to look into the possibility of getting a WebEx account that could provide webconference capabilities to CCSDS working groups.

- **Action:** Secretariat
- **Due Date:** Fall 2012 midterm telecon
- **Status:** Open
CMC-A-2012-04-02 CMC requested the CESG to convene a “one-meeting SIG” to consider whether an application level middleware standard would be of standardization interest to CCSDS. As a minimum, it should evaluate the Data Exchange Message (DEM), Packet Utilization Standard (PUS), and SM&C for overlap/conflict. The SIG should convene at the Fall 2012 meeting and propose a recommendation. The “one-meeting” designation is intended to reflect the CMC concern that this activity should require approval of the CMC before persisting more than one meeting cycle.

Action: CESG
Due Date: Spring 2013 Meeting
Status: Open

CMC-A-2012-04-03 [CLOSED] CMC agreed with the CESG (and ISO) recommendation to issue a communiqué to the ITU that if leap seconds are removed, then “UTC” must be called something else besides “UTC”. The CESG will draft the communiqué to ITU for CMC approval.

Action: CESG
Due Date: Fall 2012 Meeting
Status: Closed at October 2012 midterm telecon

CMC-A-2012-04-04 [CLOSED] In support of CMC-A-2012-04-03, the Secretariat to contact the ITU Secretariat to initiate formal communications with this body, and ask the ITU if it would consider a Liaison relationship with the CCSDS.

Action: Secretariat
Due Date: Fall 2012 CMC Meeting
Status: Closed at October 2012 midterm telecon

CMC-A-2012-04-05 CMC instructed the Secretariat to document any changes to the CCSDS procedures at the Fall 2012 meeting, based on the new online resources framework system.

Action: Secretariat
Due Date: Fall 2012 CMC Meeting
Status: Open

CMC-A-2012-04-06 [CLOSED] CMC members are to confirm or revise their prior inputs on Nestor Peccia’s resource table for cross support projects (Service Management and Transfer Services), to include agency resources/support for book captains and prototyping. Member agencies should respond even if to indicate that they will not provide any resources.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Response Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASI</td>
<td>30 May (no resources)</td>
</tr>
<tr>
<td>CNES</td>
<td>30 May (Dec 2011 info confirmed)</td>
</tr>
<tr>
<td>CNSA</td>
<td>29 May (L. Hartman: 0.05 FTE)</td>
</tr>
<tr>
<td>CSA</td>
<td>27 June (Dec 2011 info confirmed)</td>
</tr>
<tr>
<td>DLR</td>
<td>31 May (Dec 2011 info confirmed)</td>
</tr>
<tr>
<td>ESA</td>
<td>5 July (no resources)</td>
</tr>
<tr>
<td>FSA</td>
<td>4 June (2.0 &amp; 1.2 agency support/yr)</td>
</tr>
<tr>
<td>INPE</td>
<td>31 May (Dec 2011 info confirmed)</td>
</tr>
<tr>
<td>NASA</td>
<td>30 May (Dec 2011 info confirmed)</td>
</tr>
<tr>
<td>UKSA</td>
<td>30 May (no resources)</td>
</tr>
</tbody>
</table>

Action: CCSDS Member Agencies
Due Date: May 31, 2012
Status: Closed at October 2012 midterm telecon

CMC-A-2012-04-07 CMC instructs the CESG Chairs and Area Directors to review the current strategic plan and update as necessary to include strategic planning for each area, an overview of
CCSDS activities, how the Area/WG activities are “wired” (interdependent) and how they support other activities. There should be an emphasis on the capabilities that result from the activities of the areas, in order to support decisions about starting new work or continuing existing work.

Action: CESG  
Due Date: Spring 2013 Meeting (status update at Fall 2012 CMC meeting, with examples)  
Status: Open

**CMC-A-2012-04-08**  
[CLOSED] The Secretariat is requested to update the Framework Resource View presentation from this meeting to reflect decisions made. The Secretariat will then forward it to the CESG to be used to brief the WG chairs on the new resources processes.

Action: Secretariat  
Due Date: May 11, 2012  
Status: Closed at October 2012 midterm telecon

**CMC-A-2012-04-09**  
The CESG will submit to the WG chairs the information on the Framework Resources View tool, with instructions to begin using it for normal operations. The WG Chairs shall populate all of the participation data for existing projects, and will populate the resources estimates fields with quantified (FTE or MM) figures when proposing new work.

Action: CESG  
Due Date: Fall 2012 CMC meeting  
Status: Open

**CMC-A-2012-04-10**  
Secretariat will contact all SC13/CCSDS liaisons to confirm their interest in maintaining the liaison relationship based on the work already initiated by the SC13 Chair.

Action: Secretariat  
Due Date: Fall 2012 CMC Meeting  
Status: Open

**CMC-A-2012-04-12**  
[CLOSED] Secretariat to update the infusion table template with the most current CCSDS books and circulate to the agencies for them to populate.

Action: Secretariat  
Due Date: Fall 2012 CMC meeting  
Status: Closed [e-mail sent to CMC members on 15 November 2012]

**CMC-A-2012-04-13**  
Secretariat will provide to the CMC members a better template for the agency investment in each CCSDS WG contained in the agency report.

Action: Secretariat  
Due Date: 1 November 2012  
Status: Open

**CMC-A-2012-04-14**  
CMC member agencies to provide updated MACAO contact points, or confirmation of existing ones, to Peter Shames.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Action Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASI</td>
<td></td>
</tr>
<tr>
<td>CNES</td>
<td>17 September 2012 (to Secretariat)</td>
</tr>
<tr>
<td>CNSA</td>
<td></td>
</tr>
<tr>
<td>CSA</td>
<td></td>
</tr>
<tr>
<td>DLR</td>
<td>20 August 2012 (to P. Shames)</td>
</tr>
<tr>
<td>ESA</td>
<td></td>
</tr>
<tr>
<td>FSA</td>
<td></td>
</tr>
<tr>
<td>INPE</td>
<td></td>
</tr>
<tr>
<td>JAXA</td>
<td>20 November 2012 (to Sec. &amp; P. Shames)</td>
</tr>
<tr>
<td>NASA</td>
<td></td>
</tr>
<tr>
<td>UKSA</td>
<td></td>
</tr>
</tbody>
</table>

Action: CMC Members
### Action Items from October 2012 Telecon

**CMC-A-2012-10-01**  
As a follow-up to the action item to develop a letter thanking agencies for past participation and encourage future participation, which was closed at the October 2012 mid-term telecon, the Secretariat was instructed to draft a cover letter for the distribution of the CCSDS brochure.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Draft sent</th>
<th>Final OK from CCSDS rep</th>
<th>Final sent to agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASI</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CNES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CNSA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DLR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FSA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INPE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JAXA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NASA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UKSA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Action: Secretariat  
Due Date: Spring 2013  
Status: Open

**CMC-A-2012-10-02**  
As a follow-up to the online software library action item, the Secretariat was instructed to provide a recommendation to the CMC on where this library should be maintained.

Action: Secretariat  
Due Date: Fall 2012 CMC meeting  
Status: Open

### Action Items from December 2012 Meeting

**CMC-A-2012-12-01**  
The Secretariat was instructed to obtain the Point of Contact (PoC) for all software listed for download in the software library that currently does not have a PoC.

Action: Secretariat  
Due Date: Spring 2013  
Status: Open

**CMC-A-2012-12-02**  
Peter Shames was asked to provide the Secretariat an update on information received regarding the MACAO PoC Action Item [CMC-A-2012-04-14] and for him to develop a CMC poll to move maintenance of the MACAO information from the World Data Center (WDC) to SANA.

Action: Peter Shames  
Due Date: 31 January 2013  
Status: Open

**CMC-A-2012-12-03**  
Tom Gannett was asked to provide a list to the Secretariat of Working Group chairs that have yet to attend the CCSDS Boot Camp. This list will be circulated to the CESG and CMC for future action.

Action: Tom Gannett  
Due Date: 31 January 2013  
Status: Open

**CMC-A-2012-12-04**  
The CESG was instructed to contact the WG chairs to encourage all book editors that have not yet attended a Boot Camp to attend the next one available.

Action: CESG  
Due Date: 31 January 2013
<table>
<thead>
<tr>
<th>Status: Open</th>
<th></th>
</tr>
</thead>
</table>
| **CMC-A-2012-12-05** | All CMC representatives to identify an agency contact person to address the XML issue and submit the name to the Secretariat for forwarding to the group working the issue.  
Action: CMC Member Agencies  
Due Date: 31 January 2013  
Status: Open |
| **CMC-A-2012-12-06** | CMC member agencies will be surveyed to determine if there is any capability to provide prototyping resources for the SDLS protocol Blue Book. Responses go to the Secretariat.  
Action: CCSDS Member Agencies  
Due Date: Spring 2013  
Status: Open |
| **CMC-A-2012-12-07** | The CESG was asked to consider developing guidelines for the establishment of BoFs and new Working Groups to help mitigate overlapping issues between projects.  
Action: CESG  
Due Date: Spring 2013  
Status: Open |
| **CMC-A-2012-12-08** | The CMC instructed the Secretariat to develop procedures for the new resources framework, specifically rules for adding projects to charters.  
Action: Secretariat  
Due Date: Spring 2013 (status update at mid-term telecon)  
Status: Open |
| **CMC-A-2012-12-09** | Juan Miro volunteered to create the structure of the “Big Picture” roadmap with the help of Jean-Marc Soula, Peter Allan, Tsutomu Shigeta, James Afarin, and at least one Area Director and one Working Group chair. This group should consider the input from the strategic plan action item CMC-A-2012-04-07.  
Action: Juan Miro, Jean-Marc Soula, Peter Allan, Tsutomu Shigeta, James Afarin  
Due Date: Spring 2013  
Status: Open |
| **CMC-A-2012-12-10** | CMC agreed that, at the Spring 2013 Bordeaux meeting, the group would like to review the draft CCSDS presentation to IOP-3 and instructed the CESG Chairs to provide the draft at the Bordeaux meeting.  
Action: CESG Chairs  
Due Date: Spring 2013 (status update at mid-term telecon)  
Status: Open |
| **CMC-A-2012-12-11** | At the request of Eduardo Bergamini, the Secretariat was instructed to draft a letter to INPE management advising them of future committee plans, specifically the hosting by INPE/Brazil of the Fall 2015 CMC meeting.  
Action: Secretariat  
Due Date: Spring 2013  
Status: Open |
| **CMC-A-2012-12-12** | For future reports on project schedule slips, sort the list based on total delay time.  
Action: Secretariat  
Due Date: Spring 2013  
Status: Open |
| **CMC-A-2012-12-13** | Secretariat was instructed, as part of the development of the new profile system, to have an acknowledgment of the code of conduct for anyone that has access to the CWE. The Secretariat will also distribute the code of conduct to the CWE users.  
Action: Secretariat  
Due Date: Spring 2013 |
<table>
<thead>
<tr>
<th>Status: Open</th>
<th></th>
</tr>
</thead>
</table>
| CMC-A-2012-12-14 | Secretariat was instructed to add to the hosting guidelines the requirement to have a networking area for the attendees.  
Action: Secretariat  
Due Date: 31 January 2013  
Status: Open |
| CMC-A-2012-12-15 | Secretariat was instructed to draft a letter to thank Tiffany Fairley and her team for hosting the CMC meeting at Kennedy Space Center.  
Action: Secretariat  
Due Date: 31 January 2013  
Status: Open |