



**SUBJECT:** Minutes of the Twenty-ninth International Organization for Standardization (ISO/Technical Committee (TC) 20/Subcommittee (SC) 13 Meeting

**LOCATION:** ASRC Aerospace Corporation, Reston, VA, USA

**DATE:** 27 October 2005

### **Attendance**

<b><u>Country</u></b>	<b><u>Name</u></b>
Brazil	Eduardo Bergamini
Canada	Leo Hartman
France	Jean-Marc Soula
Germany	Martin Pilgram
Japan	Nobuhiro Yagi Yoshitaka Tanomaru
United Kingdom	Peter Allan
United States	John Kelley Adrian Hooke Sandra Moore Neil Dissinger

### **1. Opening of the Meeting**

Dr. John Kelley called the meeting to order.

### **2. Roll Call of the Delegates**

The following nations were represented at the meeting: Brazil, Canada, France, Germany, Japan, the United Kingdom and the United States. Representatives from China, Italy, Russian Federation, and Ukraine were not present.

### **3. Adoption of the Agenda**

The agenda for the meeting was approved as presented and is provided as [Attachment 01](#).

### **4. Appointment of a Drafting Committee**

In compliance with the ISO requirement to appoint a drafting committee, the subcommittee resolved that Mr. Neil Dissinger, in support of the TC20/SC13 Secretariat, would be responsible for drafting and distributing the meeting minutes.

## 5. Report of the Secretariat

### a. Approval of Draft Minutes of the 2005 Spring Meeting

Draft minutes from the previous meeting for 2005 Spring were approved by the attendees without comment or correction.

### b. Review of ISO TC20/SC13 Programme of Work

Mr. Dissinger presented information on the current status of the ISO TC20/SC13 Programme of Work. (See [Attachment 02.](#))

### c. Review and Status of Action Items from 2005 Spring: See [Attachment 03.](#)

## 6. Report of Delegates

### a. Brazil – See [Attachment 04.](#)

### b. France – See [Attachment 05.](#)

### c. Germany – See [Attachment 06.](#)

### d. Italy – See [Attachment 07.](#)

### e. Japan – See [Attachment 08.](#)

### f. Russian Federation – See [Attachment 09.](#)

### g. United Kingdom – See [Attachment 10.](#)

### h. United States – See [Attachment 11.](#)

## 7. Report of TC20/SC13 Liaison Activities

The TC20/SC13 Secretariat received correspondence from Mr. Hans Hofman of TC46/SC11 concerning a liaison relationship. TC46/SC11 develops standards for the management of records and archives. The correspondence was forwarded to Mr. Don Sawyer, chair of the CCSDS Data Archives Working Group. Mr. Sawyer stated that a liaison consisting of document and status report exchange will be enacted between the two groups. The Secretariat will also add TC46/SC11 to the TC20/SC13 mailing list. (Resolution and Action Item SC13-0510-1.)

It was reported that Mr. Mario Merri, chair of the CCSDS Spacecraft Monitor and Control Working Group, is working with TC20/SC14 WG3 – Operations and Ground Support.

## 8. New Business – Status of TC99

Dr. Kelley reported that TC20 did not approve the proposed creation of a new Technical Committee for Space Systems. Both TC20/SC13 and SC14 produce a large portion of the standards within TC20 and the chair did not want the subcommittees to transition to a new TC. Further discussions concerning the status of the planned TC in Space Systems will be held at the next TC20/SC14 meeting in Colorado Springs, USA, 15-20 May 2006. Ultimately, the ISO Technical Management Board (TMB) will make the final decision on the formation of a new TC for Space Systems.

## 9. Future Meetings

The following schedule was agreed for the 2006 Spring ISO TC20/SC13 meeting:

- 29 June 2005 – Moscow, Russia

The following tentative schedule was agreed for the 2006 Fall/2007 Winter CCSDS meeting:

- 25 January 2007 Pasadena, California, USA (Also could be hosted by NASA HQ or Kennedy Space Center).

## 10. Review and Approval of Resolutions and Action Items

Mr. Adrian Hooke recommended that instead of issuing resolutions for approvals of CCSDS documents at the TC20/SC13 meetings, they should have their submission approved by means of the regular, pre-meeting CCSDS Management Council e-polling process. The Secretariat was issued an action item to develop a process that submits CCSDS documents to ISO after their e-poll approval (Resolution and Action Item SC13-0510-2). The following CCSDS documents were approved for forwarding to ISO Central for DIS review:

- CCSDS 727.0-B-3 *CCSDS File Delivery Protocol (CFDP)* (update of ISO 17355:2004)
- CCSDS 122.0-B-1, *Image Data Compression* (new)
- CCSDS 135.0-B-2, *Space Link Identifiers* (update of PRF 22647)
- CCSDS 910.4-B-2, *Cross Support Reference Model--Part 1: Space Link Extension Services* (update of ISO 15396:1998)

The draft Resolutions and Action Items were reviewed (Attachments [12](#) and [13](#)).

## 11. Adjournment

Dr. Kelley adjourned the TC20/SC13 meeting.