

**ISO TC20/SC13 Draft ACTION ITEMS** from the **34th** International Organization for Standardization (ISO) Technical Committee (TC) 20 Subcommittee (SC) 13 on Space data information transfer systems **Meeting – DIN, Berlin, Germany 21 October 2008:**

SC13-A-2008-06-1	<p>Consult with Standardization Administration of China (SAC) to formalize Head of Delegation appointment, in consultation with CNSA representative to CCSDS.</p> <p><b>Actionee:</b> Cheng Wang  <b>Due Date:</b> Fall 2008 Meeting – CLOSED, but being re-addressed under a new Action Item</p>
SC13-A-2008-06-2	<p>The Subcommittee and CCSDS to issue a formal invitation to ISO/TC20/SC14 to participate in the review process that departs from document CCSDS 502.0-P-1.1 and will lead to the final, CCSDS 502.0-B-2 Recommended Standard on Orbit Data Messages.</p> <p><b>Actionees:</b> Secretariat and Chairman  <b>Due Date:</b> July 14, 2008 – CLOSED, Ref. N425, as of Aug. 25, 2008.</p>
SC13-A-2008-06-3	<p>Regular post of the TC20/SC14 monthly work program status report (N250) to the CMC CWE site for coordination purposes.</p> <p><b>Actionee:</b> Erin C. Kahn, SC13 Secretariat  <b>Due Date:</b> 2008 Fall meeting - CLOSED</p>
SC13-A-2008-06-4	<p>Follow up with ISO Central Secretariat to determine the cause of monthly warning messages related to the Subcommittee work program.</p> <p><b>Actionee:</b> Secretariat  <b>Due Date:</b> 31 July 2008 - CLOSED</p>
SC13-A-2008-06-5	<p>After the closing of the previous AIs SC13-A-2007-10-4 and 5, re-address e-mail message regarding the proposal scheme that may serve as a basic orientation for CCSDS-ISO TC/SC13 liaisons processes, including the existing liaison process with ISO TC20/SC14.</p> <p><b>Actionee:</b> Secretariat  <b>Due Date:</b> 07 July 2008 - CLOSED</p>
SC13-A-2008-06-6	<p>Return any comments or feedback on proposed scheme that may serve as a basic orientation for CCSDS-ISO TC/SC13 liaisons processes, including the existing liaison process with ISO TC20/SC14.</p> <p><b>Actionees:</b> Heads of Delegation  <b>Due Date:</b> 14 July 2008 - CLOSED</p>

SC13-A-2008-06-7	<p>Investigate impact of new ISO systematic review process on CCSDS review cycle and present recommendation at the next Subcommittee and CCSDS-CMC-SC13 meetings.</p> <p><b>Actionee:</b> Secretariat  <b>Due Date:</b> Fall 2008 meeting – CLOSED, but reconsidered under a new approach and under a corresponding Resolution and Action Item.</p>
SC13-A-2008-06-8	<p>Send letter of thanks to JAXA for the excellent hosting of the 33<sup>rd</sup> ISO TC20/SC13 meeting held at the Tsukuba Space Center.</p> <p><b>ACTION:</b> Secretariat  <b>Due Date:</b> 14 July 2008 - CLOSED</p>
SC13-A-2007-10-1	<p>Maintain a follow up and record on the status of Systematic Review Votes for ISO TC20/SC13 and report them back to Central Secretariat and to the Subcommittee.</p> <p><b>Actionee:</b> Erin C. Kahn, SC13 Secretariat  <b>Due Date:</b> Fall 2008 meeting - CLOSED</p>
SC13-A-2008-10-1	<p>ISO TC20/SC13 will be requesting CCSDS Secretariat to consider and propose a possible solution for synchronizing the first review cycle of CCSDS existing documents with the new ISO systematic review process for existing documents which requires that the first review of a document should be made under a three years cycle. ISO TC20/SC13 will be forwarding to ISO Central Secretariat its position, in consideration to the expected CCSDS proposal on this respect.</p> <p><b>Actionee:</b> Secretariat  <b>Due Date:</b> Spring 2009 Meeting</p>
SC13-A-2008-10-2	<p>Consult with CNSA representative to CCSDS for his support in the formalization of a Head-of-Delegation by Standardization Administration of China (SAC) to ISO TC20/SC13.</p> <p><b>Actionee:</b> Secretariat  <b>Due Date:</b> Spring 2009 Meeting</p>
SC13-A-2008-10-3	<p>Update on the monthly ISO TC20/SC14 program-of-work status report (N250) to the CCSDS CMC CWE site in support to the cooperation effort of CCSDS and ISO TC20/SC13 with the mentioned Subcommittee.</p> <p><b>Actionee :</b> Secretariat  <b>Due Date:</b> 2009 Spring meeting</p>
SC13-A-2008-10-4	<p>Post the reviewed status report to CCSDS CWE and to ISO CENTRAL Secretariat of the ISO Systematic Review Votes prior its reporting to each coming ISO TC20/SC13 meeting.</p> <p><b>Actionee:</b> Secretariat  <b>Due Date:</b> Spring 2009 Meeting</p>
SC13-A-2008-10-5	<p>Gradual study, identification and implementation of additional ISO TC20/SC13 Web related information contents, departing from its current status, with the purpose of benefitting its access by the pertinent community.</p>

	<p><b>Actionee:</b> Chairman (coord.) and Secretariat (implement.)</p> <p><b>Due Date:</b> Spring 2009 meeting – Phase I</p>
SC13-A-2008-10-6	<p>Given that the OMG related CCSDS 660.0-B-1 XTCE document is approved by CCSDS in a form that also contains XML files, the Secretariat of ISO TC20/SC13 is requested to define with ISO if they can accept the publication of these files as part of the XTCE document, after its planned submission to ISO TC20/SC13.</p> <p><b>Actionee:</b> Secretariat</p> <p><b>Due Date:</b> February 2009</p>
SC13-A-2008-10-7	<p>Send letter of thanks to DIN and DLR for the excellent hosting of the 34th ISO TC20/SC13 meeting held at DIN facilities, in Berlin, Germany.</p> <p><b>Actionee:</b> Secretariat</p> <p><b>Due Date:</b> November-December 2008</p>