



**SUBJECT:** Minutes of the 36<sup>th</sup> International Organization for Standardization (ISO) Technical Committee (TC) 20 Subcommittee (SC) 13 on Space data information transfer systems Meeting

**LOCATION:** ESA – ESTEC, Noordwijk, The Netherlands

**DATE:** 3 November 2009

**SECRETARIAT:** USA (ANSI)

**ATTENDANCE:**

**Country/P-Members Name**

|                |  |
|----------------|--|
| Brazil         | Eduardo Bergamini (Chairman)<br>Mauricio Ferrera   |
| Canada         | Leo Hartman  |
| France         | Jean-Marc Soula  |
| Germany        | Martin Pilgram   |
| United Kingdom | Peter Allan  |
| United States  | Mike Kearney (Secretary)<br>Erin Cliggett Kahn (CCSDS Support Staff)<br>Michele Dominiak (CCSDS Support Staff) |

**ISO Liaison Name**

|               |   |
|---------------|---|
| ISO TC20/SC14 | David Finkleman<br>(Ch. WG3 & ISO TC20/SC14 Liaison ) |
| JTC 1/SC29    | David S. Berry  |

**Other Liaison Name**

|       |                               |
|-------|-------------------------------|
| CCSDS | Mike Kearney (Gen. Secretary) |
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### **1. Opening of the Meeting**

Mr. Mike Kearney, the Secretary, welcomed all the attendants and opened the meeting.

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

The following P-Member countries were represented at the meeting: Brazil, Canada, France, Germany, the United Kingdom and the United States. P-Member representatives from: China, Israel, Italy, Japan, Russia, and Ukraine were not present. There was no O-Member attendance to this meeting. In respect to liaisons: a) Dr. David Finkleman, Chairman of ISO TC20/SC13/WG3 attended the meeting due to the existing internal liaison with ISO TC20/SC14; b) Mr. Mike Kearney represented the naturally existing liaison with CCSDS. The current P and O Membership of ISO TC20/SC13 Subcommittee is provided in [Attachment 01](#).

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

The agenda for the meeting was reviewed and approved. The approved agenda is reproduced in [Attachment 02](#).

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

In compliance with the ISO requirement of a drafting committee, the Secretary of ISO TC20/SC13 Subcommittee, Mr. Mike Kearney, requested this secretariat support to Ms. Michele Dominiak (stand in for Mrs. Erin Kahn), who accepted this appointment. Mrs. Kahn participated of this meeting via teleconference and will also be caring for the distribution of the meeting minutes.

### **5. Report of the Secretariat**

During the spring 2009 meeting, it was discussed that the term for the current Chairman of the Subcommittee, Mr. Eduardo Bergamini, expires on 31 December 2009. Mr. Eduardo Bergamini expressed his interest and willingness to continue in his position, naturally, if his continuation is ratified by the Subcommittee members. The Secretariat notified the members' bodies of the end of Mr. Eduardo Bergamini term via e-mail. No additional nominations or comments were received regarding Mr. Bergamini's appointment, therefore at this meeting, he accepted another term as Chairman of the Subcommittee.

#### **5.1 Approval of Draft Minutes, Resolutions & Action Items resulting from the 35th Meeting**

The Draft Minutes, Resolutions and Action Items from the previous (35<sup>th</sup>) meeting, held in Colorado Springs were approved by the attendees, after their review.

#### **5.2 Review Program of Work with ISO**

The current status of the Programme of Work of the Subcommittee was presented by Mrs. Erin Cliggett Kahn. See [Attachment 03](#).

#### **5.3 Report on ISO Systematic Review Process**

Mrs. Erin Kahn presented the list of ISO documents currently undergoing systematic review and those that are planned to begin their systematic review, by July 2010. This

will include all documents in 2007. This will also be the third version for the listed documents 94-98, which are presenting their original publication date.

Considering that CCSDS will be following the same systematic review as the ISO process, Mr. Eduardo Bergamini will be reminding the member attendees of the concurrent CCSDS-CMC about it for their awareness on the upcoming review process of CCSDS.

Mr. Peter Allan (U.K.) requested to see the listing of ISO TC20/SC13 documents which were cancelled at the last meeting in Colorado Springs. In response, right afterwards, Mrs. Kahn, provided the requested list, which was reviewed by the attendees of the meeting.

Mr. Mike Kearney asked if there was feedback from ISO on the Magenta book submitted by CCSDS. Mrs. Kahn responded and confirmed that ISO has reviewed the document and that it will be published by ISO, with no technical changes.

## **6. Report of Delegates**

- a. **Brazil** – See **Attachment 04**
- b. **Canada** – See **Attachment 05**
- c. **France** – See **Attachment 06**
- d. **Germany** – See **Attachment 07**
- e. **United Kingdom** – See **Attachment 08**
- f. **United States** – See **Attachment 09**

## **7. Report and discussions on the current status of Resolutions and Action Items**

The Resolutions and Action Items (AIs) which resulted from the previous (35<sup>th</sup>) meeting in Colorado Springs were reviewed and discussed by Mr. Bergamini with the Plenary.

Mr. Kearney requested an update on the China representative. Mrs. Kahn indicated that she believed that Mr. Cheng Wang (CNSA) may become the delegate for China, before ISO TC20/SC13. Mr. Mike Kearney asked for formal documentation regarding this possible appointment. Mrs. Kahn will investigate and report to the Plenary on any result to this pendency.

Mr. Bergamini provided several updated (see **Attachment 10**) Website views of the current paths to the ISO TC20/SC13 Subcommittee information on the CCSDS Website and on the ISO Livelink Website. He believes that correspondence and interface for ISO TC20/SC13 between both Websites, can be enhanced. Michael Kearney noted that CCSDS does not have control over the ISO Livelink Website. However, he made the following suggestions for the CCSDS Website: 1) To have an ISO TC20/SC13 link under on the CCSDS Home page under the existing title of “Related Organization”; 2) Add a tab for ISO TC20/SC13 on the CMC Home page.

Concerning Action-Item SC13-A-2008-10-6: Extend it to the next meeting, while waiting for a response, as per Mrs. Kahn. Mr. Mike Kearney believing that need exists for

verification with OMG, will take himself an informal action to see if everything is fine with OMG. Opportunely, Mr. Kearney will inform the Committee about his conclusion on the inquiry.

Mr. Martin Pilgram (Germany) will identify items that are obsolete in the ISO TC20/SC13 folder and will work with Mrs. Kahn to determine what documents can be deleted.

## **8. Report and discussions regarding SC13 liaison activities**

### **8.1 Overall review of ISO TC20/SC13 and ISO TC20/SC14 cooperation activities – See Attachment 11**

After inquiry regarding CCSDS - ISO TC20/SC14/WG3, CCSDS - ISO 26900 document vote status: Mrs. Kahn indicated that the ISO has not yet started the ballot process, but it has been sent in to be initiated. Mrs. Kahn will follow up with Mr. Tyler.

### **8.2 ISO/IEC JTC1/SC29 Internal Liaison**

David S. Berry reminded the plenary to be mindful of the overlap between CCSDS and ISO TC20/SC14 and JTC1/SC29 (potential, new liaison).

## **9. New Business**

The CCSDS MOIMS Digital Repository and Certification (RAC) Working Group is proposing that the final CCSDS and ISO (TC and SC t.b.d.) reviews be simultaneous. The CCSDS RAC WG proposes that in the case where CCSDS final review end up with comments (RIDS) that they may be held until the ISO review has also been completed. CCSDS - CESG did not reach any conclusions about this proposal yet, and asked that the CCSDS - CMC consider the proposal. To be reconsidered in the next Subcommittee meeting.

## **10. Planning of the 37<sup>th</sup> ISO TC20/SC13 and the nature of future meetings**

It was agreed that the ISO TC20/SC13 Subcommittee will be holding, in principle, on an alternative basis, meetings of two natures: a formal meeting followed by an informal one. The informal Subcommittee meeting may become a formal one, provided it may be reasonably justified, in advance. Naturally, it may also be possible that justifiable emergency related to one or more penceis of the Subcommittee may eventually be solved in between formal and informal meetings, be it via e-mail or via teleconference. In principle, meetings held in the U.S. would be the informal ones, due to visa concerns. The formal meetings would then, in principle, be those held external to the U.S. ISO requires at least one formal meeting on annual basis and, additional ones in the same year, if properly justified, in advance.

For the reason that the next Subcommittee meeting will be held in Brazil, in a specific day of the 8 to 11 of June of 2010 period and, due to the nature of pendencies which are under consideration, it will be held as formal meeting. In the coming meeting it will be decided if the subsequent one to be held, in principle, in Europe (London, UK) will be a formal one, or not.

## **11. Adjournment**

Mr. Eduardo Bergamini adjourned the ISO TC20/SC13 meeting, after expressing thanks from the Subcommittee to the ESA-ESTEC representative (Luciano Balestra) and to the staff of the ESA-ESTEC facilities. A formal letter will be sent by the Secretariat to Mr. Luciano Balestra for thanking ESA-ESTEC for the excellent hosting of this meeting, in Noordwijk, NE.