



**SUBJECT:** Minutes of the 38<sup>th</sup> International Organization for Standardization (ISO) Technical Committee (TC) 20 Subcommittee (SC) 13 on Space data and information transfer systems Meeting

**LOCATION:** BSI, London, UK

**DATE:** 5 November 2010

**SECRETARIAT:** USA (ANSI)

**ATTENDANCE:**

**Participating countries (P-Members)**

BRAZIL	Eduardo Bergamini (Chairman, ABNT)
CANADA	Leo Hartman (SCC)
CHINA	Lu Jing (SAC) Zhou Yuxia (SAC) Cheng Wang (observer)
FRANCE	Jean-Marc Soula (AFNOR)
GERMANY	Martin Pilgram (DIN)
INDIA (BIS)	
ISRAEL (SII)	
ITALY (UNI)	
JAPAN	Hiroshi Inoue (JISC) Ryo Suzuki (observer) Tsutomu Shigeta (observer)
KAZAKHSTAN (KAZMEMST)	
RUSSIAN FEDERATION (GOST R)	
UKRAINE (DSSU)	
UNITED KINGDOM	Peter Allan (BSI)
UNITED STATES	Mike Kearney (Secretary, ANSI) Adrian Hooke (ANSI) Nick Tongson (Secretariat, ANSI)

**Observing countries (O-Members)**

ARGENTINA (IRAM)

KOREA, REPUBLIC OF (KATS)

NEW ZEALAND (SNZ)

POLAND (PKN)

ROMANIA (ASRO)

SWEDEN (SIS)

**1. Opening of the meeting**

At 15:30, the meeting was called to order by the Chairman, Mr. Eduardo Bergamini (BR), in combination with the Secretary, Mr. Mike Kearney (USA). It was reminded that this 38<sup>th</sup> meeting of the Subcommittee was intended to be an informal one and that, for this reason, in principle, no reports from the attending national bodies were expected to be presented, at the occasion.

**2. Roll call of delegates**

Each of the attendands who are cited in the above listing under ATTENDANCE could introduce themselves. A copy of the corresponding, signed LIST OF ATTENDANCE to the meeting is available in **Attachment 1**.

**3. Adoption of the 38<sup>th</sup> Meeting Agenda**

The approved and adopted agenda of the meeting is reproduced in **Attachment 2 (N462)**.

**4. Appointment of the drafting committee**

Mr. Nick Tongson, who supports the secretariat of the Subcommittee, accepted to act as the rapporteur of the meeting.

**5. Approval of Draft Minutes of the 37<sup>th</sup> meeting (São José dos Campos, Brazil)**

The draft minutes of the 37<sup>th</sup> meeting were approved as presented and are provided in **Attachment 3 (N452)**, in this case, without inclusion of the associated Attachments. However, a complete package of the minutes and of the associated Attachments is provided in the Subcommittee ISO Livelink Website and in the ISO TC20/SC13 associated Web pages of the public CWE CCSDS Website.

**6. Report of the Secretariat**

Mr. Nick Tongson presented the Report of the Secretariat (see **Attachment 4**) which provides account of the status of the CCSDS originated Subcommittee documents which have been processed and which are under consideration in the ISO domain, for due processing in the domain of that organization.

## **7. Brief Presentation of the Report on the Program of Work with ISO**

Two items were presented by Mr. E. Bergamini:

### **7.1 Subcommittee Monthly Program of Work Report**

A first, monthly issue, as of October 2010 (see **Attachment 5**) of the ISO TC20/SC13 **Subcommittee Monthly Program of Work Report** document was presented to the Subcommittee. The mentioned document incorporates: 1) The regular Program of Work which is maintained by ISO in the Livelink Website of the Subcommittee; 2) The CCSDS documents which are related to each of the ISO associated documents; 3) The International harmonized stage codes which are used by ISO in the processing of standard related documents. Other information which may be considered of importance in the context will be eventually added to the context of this document or, if the case, deleted from its contents.

Mr. E. Bergamini mentioned that the purpose of the Subcommittee Monthly Program of Work Report is to make, as possible, available to all involved with the Subcommittee, a clear view of the status of all the associated documents and of their relationship to other aspects which are considered of importance, by the Subcommittee.

It was also mentioned by E. Bergamini that this monthly Report is intended to serve as an important input in the preparation of the Subcommittee periodical Status Report to the ISO/TC20 Committee. He informed that this was already the case, in the preparation of the Subcommittee Status Report that was going to be presented in the next few days after this meeting, at the 44<sup>th</sup> ISO/TC20 Committee Plenary meeting.

Mr. E. Bergamini asked Mr. Nick Tongson and all attendees to the meeting to make their comments on the Monthly Program of Work Report which was being presented to them.

### **7.2 Subcommittee 2010 Fall Report to ISO/TC20 Committee**

It was presented to the Subcommittee the ISO TC20/SC13 Status Report that had been submitted and that was going to be presented to the ISO/TC20 (see **Attachment 6**) 44<sup>th</sup> ISO/TC20 Committee Plenary meeting that was going to be held in Paris, France, from November 8 to 10.

It was also mentioned that the Subcommittee Monthly Program of Work Report was a fundamental source of information in the preparation of the ISO TC20/SC13 Status Report to the 44<sup>th</sup> ISO/TC20 Committee Plenary meeting.

## **8. Brief Presentation of the Report on ISO Systematic Review Process**

Mr. Nick Tongson also provided in the form of “ISO/TC20/SC13: Secretariat Report” (see **Attachment 7**), a brief summary of important aspects related to the ISO Systematic Review Process, including an account on the corresponding DIS/Draft-International-Standard, FDIS/Final-Draft-International-Standard and on the Maintenance/Systematic-Review (SR) process. Mr. Tongson informed that the ISO process typically takes a few months longer than the CCSDS process. He also observed that the ISO FDIS stage can, case-by-case, be eventually skipped if no substantive comments are made at the DIS stage and if all voting ISO members approve this type of simplification in the typical sequence of stages.

Besides his updating presentation on the Systematic Review Process, Mr. Tongson also reminded the attending National Bodies on the need for their maintenance of the regular processing of the documents which are sent out to them, for systematic review.

### **9. Brief Presentation of any Report the delegates may wish to add to the minutes**

Although reports from attending delegates of national bodies were not expected in this informal meeting, two reports were effectively presented, at the occasion:

#### **9.1. Report by JAPAN (JISC)**

Mr. Hiroshi Inoue presented a written report that would have been presented by Mr. Kaneaki Narita, who could not attend the meeting. See the written version of the Report in [Attachment 8](#).

#### **9.2. Report by GERMANY (DIN)**

Mr. Martin Pilgram presented a report providing information related to the joint preparation of DIN and DLR (German Space Agency) for the realization of the CCSDS technical and management meetings, besides those of ISO TC20/SC13 and SC14, including the joint ISO TC20/SC13-14 meetings to be held at DIN, in Berlin, May 2011. See the written version of the Report in [Attachment 9](#).

#### **9.3. Related discussions**

**FRANCE (AFNOR)** requested the posting of National Body Reports in the Subcommittee ISO TC20/SC 13 Livelink pages and in the CCSDS-CWE Web pages, so that other members of the Subcommittee can review and distribute them, as found to be needed. The package which is now being prepared in the form of a folder, for each of the Subcommittee meetings is already including the suggested National Body Reports in its file contents, in the form of Attachments.

In view of the new work item topic **Conjunction Assessment Message (CAM)** that is under consideration by the CCSDS Navigation (NAV) WG, it was noted that a corresponding update of the WG Charter is in process. Associated discussions concluded that, when completed, the work item will be forwarded by CCSDS to ISO TC20/SC13 for due processing in the ISO domain. It was noted that ISO TC20/SC14 is expected to be kept closely appraised of the progress of this work item.

Mr. E. Bergamini noted a recent discussion, originated by Dr. D. Finkleman in ISO/TC20/SC14, opposing a change related to removing leap seconds from the UTC time reference. Being aware that the issue has a relationship **with CCSDS program of work**, Mr. E. Bergamini asked the U.S. Delegate (Mr. A. Hooke, also the CCSDS CESG Chairman), to provide a brief background on issues related to this matter. Mr. A. Hooke noted that since ISO TC20/SC14 position appears to be contrary to formal positions expressed by both NASA and the U.S. Department of Defense, a conclusion on this matter should be referred back to the U.S. community for the development of a consensus U.S. position.

## **10. Review and update of the Resolutions and Action Items**

The list of RESOLUTIONS, Ref. N473, derived from the meeting is found in **Attachment 10**. The resulting list of ACTION ITEMS, Ref. N474, is presented in **Attachment 11**.

In respect to **Action Item SC13-A-2008-10-2**, represented by SAC, China attended the meeting. At the occasion, it was reported that CASI may be expected to have representatives in the Subcommittee, as well. However, it is yet to be confirmed if CASI participation will be joint with SAC (Standardization Administration of China).

The work related to **Action Item SC13-A-2008-10-5** was reported. Mr. E. Bergamini mentioned that: 1) Contacts were made with ISO Livelink related authority, who provided explanation on the limits of what can be modified in the ISO Livelink pages of the Subcommittee. The ISO authority provided valuable information, among others, on the very limited possibility of different cross-pointings between the Subcommittee Livelink Web site pages and other Web sites, therefore, CCSDS CWE Web site included; 2) Decision has been made to create and maintain a set of CATEGORIES of folders that may permit, each of them, to aggregate category related information in the form of files which are considered to be of importance, in this way, justified by a specific, practical meaning for the Subcommittee Members. This is the case of categories which have already been identified, adopted and implemented, like: MEETING PACKAGE, SUBCOMMITTEE MONTHLY PROGRAM OF WORK, ISO TC20/SC13 STATUS REPORT TO ISO/TC20 COMMITTEE. As a result, a TABLE OF CONTENT, listing all the CATEGORIES and, as possible, their corresponding web page related pointers, are expected to be made available for the Subcommittee Members. It was also commented that the contents associated to the many CATEGORIES that are being build up and made available in the ISO TC20/SC13 Subcommittee Livelink pages, are also expected to be made available in the CCSDS CWE ISO TC20/Sc13 associated Web site pages, to the extent that Web cross-pointings may not be implementable or allowed by ISO, for the purpose. As possible and applicable, cross-pointings between the two: CCSDS CWE Web site and ISO Subcommittee Livelink Web site will, therefore, be under consideration. It was reminded that a better access to ISO TC20/SC13 contents, as possible, from the CCSDS Web site Home page, continues to be under consideration. The work related to this Action Item continues.

Associated to **Action Item SC13-A-2009-04-3** the liaisons of the Subcommittee will be reviewed and updated, to the best possible extent, correlated to those of CCSDS.

**Action Item SC13-A-2010-11-2** is being considered for the creation of an INTERNAL MEMBER LIST OF ISO TC20/SC13 SUBCOMMITTEE which is expected to contain: 1) The information listed in the corresponding ISO LIVELINK MEMBER LIST OF ISO TC20/SC13 SUBCOMMITTEE, which is regularly maintained by ISO; 2) Other information which may be considered to be useful for the Subcommittee Members. For instance, this seems to be the case in relation to the names of the delegates who attended the last Subcommittee meeting, including their corresponding e-mails. The INTERNAL MEMBER LIST OF ISO TC20/SC13 SUBCOMMITTEE is expected to be updated each quarter (3 months).

## **11. Eventual New Business**

No new business was proposed by the Subcommittee members.

**12. Planning of the (formal) 39th meeting, at DIN, Berlin, Germany**

The first Subcommittee meetings of 2011 are planned to be held at DIN facilities, in Berlin, Germany, in two parts: 1) A joint meeting with ISO TC20/SC14, is tentatively planned to be held in the morning of May 23, a Monday; 2) The 39<sup>th</sup> ISO TC20/SC13 meeting is tentatively planned to be held in the afternoon of May, a Tuesday.

**13. Adjourn**

The meeting was adjourned at 16:30. Mr. E. Bergamini and Mr. Mike Kearney expressed their thanks to the BSI Head of Delegation, Dr. Peter Allan (UK Space Agency) and to Ms. Christine Daws, Program Manager of BSI for all the excellent arrangements and facilities made available for this meeting.

**ANNEX: List of Attachments**

**Attachment 01** - List of Attendance to the 38<sup>th</sup> Subcommittee Meeting

**Attachment 02** - Subcommittee 38<sup>th</sup> Meeting Agenda, Ref. N462

**Attachment 03** - Draft Minutes of the 37<sup>th</sup> Meeting, Ref.N452

**Attachment 04** - Report of the Secretariat to the 38th meeting, by N. Tongson

**Attachment 05** - Subcommittee Monthly Program of Work, Oct.2010

**Attachment 06** - ISO TC20/SC13 Status Report to 44<sup>th</sup> ISO/TC20 Plenary Meeting

**Attachment 07** - ISO/TC20/SC13: Secretariat Report to the 38th meeting, by N. Tongson

**Attachment 08** - Report by Japan (JISC) to the 38<sup>th</sup> meeting

**Attachment 09** - Report by Germany (DIN) to the 38<sup>th</sup> meeting

**Attachment 10** - Resolutions from the 38<sup>th</sup> meeting, Ref. N473

**Attachment 11** - Action Items from the 38<sup>th</sup> meeting, Ref. N474