



**SUBJECT:** Minutes of the 40<sup>th</sup> International Organization for Standardization (ISO) Technical Committee (TC) 20 Subcommittee (SC) 13 on Space data and information transfer systems (informal) Meeting.

**LOCATION:** Moscow, Russia

**DATE:** 16 November 2011 (13:30 – 17:30)

**SECRETARIAT:** USA (ANSI)

**ATTENDANCE:**

**P-Member countries and attendance**

BRAZIL (ABNT)	Eduardo Bergamini, Chairman and HoD
CANADA (SCC)	
CHINA (SAC)	
FRANCE (AFNOR)	Jean-Marc Soula, HoD
GERMANY (DIN)	Martin Pilgram, HoD
INDIA (BIS)	
ISRAEL (SII)	
ITALY (UNI)	
JAPAN (JISC)	Tsutomu Shigeta
KAZAKHSTAN (KAZMEMST)	
RUSSIAN FEDERATION (GOST R)	
UKRAINE (DSSU)	
UNITED KINGDOM (BSI)	Peter Allan, HoD
UNITED STATES (ANSI)	Mike Kearney, Secretary and HoD Nick Tongson, Secretariat, Delegation

**O-Member countries and attendance**

ARGENTINA (IRAM)  
KOREA, REPUBLIC OF (KATS)  
NEW ZEALAND (SNZ)  
POLAND (PKN)  
ROMANIA (ASRO)  
SWEDEN (SIS)

**1. Opening of the meeting**

This meeting, considered to be informal, was opened by the Chair and Secretary. Thanks were expressed, addressed to GOST R and TsNIIMash, for the provisioning of the excellent facilities provided for the realization of this meeting at D'Hotel, in Moscow.

**2. Roll call of delegates**

A copy of the LIST OF ATTENDANCE to the 40th. meeting with the corresponding signatures is available in [Attachment 1](#).

**3. Adoption of the 40<sup>th</sup> Meeting Agenda**

The Agenda of the meeting was proposed and approved without change and is presented in [Attachment 2](#) (N497).

**4. Appointment of the drafting committee**

Invitation was addressed to Mr. Nick Tongson, who supports the Secretariat of the Subcommittee, for acting as the rapporteur of the drafting committee. Mr. Tongson accepted the invitation.

**5. Approval of Draft Minutes of the 39<sup>th</sup> meeting, DIN, Berlin, DE**

The draft minutes and the associated package of documents (Resolutions, Action Items and other Attachments) of the 39<sup>th</sup> Subcommittee meeting, held at DIN, in Berlin, in May 2011, were approved. The mentioned minutes can be found in [Attachment 3](#) (N496). Also, the complete package of documents (minutes, etc.) of the 39<sup>th</sup> Subcommittee meeting is available in: 1) The Subcommittee ISO Livelink Website and; 2) In the ISO TC20/SC13 associated Web pages of the public CWE CCSDS Website.

**6. Report of the Secretary, including the Program of Work**

Mr. Nick Tongson reported on the processing of documents, based on the OCTOBER 2012 issue of the Program of Work of the Subcommittee, which is reproduced in [Attachment 4](#). Mr. Nick Tongson mentioned that he is circulating periodically the Program of work of Subcommittees ISO TC20/SC13 and ISO TC20/SC14 among their members, with the purpose of promoting and facilitating a better communication and coordination between the both Subcommittees. The Subcommittee Secretariat will be providing on a monthly basis the updated entries to the Program of Work, related to the Systematic Review (SR).

## **7. Eventual presentation of reports by delegates**

- The ABNT (**Brazil**) Report was presented by Mr. Eduardo Bergamini and is available in [Attachment 5](#);
- The AFNOR (**France**) Report was presented by Mr. Jean-Marc Soula of CNES and is available in [Attachment 6](#);
- The DIN (**Germany**) Report, was presented by Mr. Martin Pilgram and is available in [Attachment 7](#);
- The JISC (**Japan**) Report that was presented by Mr. Tsutomu Shigeta of JAXA is available in [Attachment 8](#);
- The BSi (**U.K.**) oral Report was presented by Mr. Peter Allan;
- The ANSI (**U.S.A.**) Report, was presented by Mr. Mike Kearney and is available in [Attachment 9](#).

## **8. Coffee Break**

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

Mr. Eduardo Bergamini performed a review over each of the RESOLUTIONS and of the ACTION ITEMS which, derived from the previous 39<sup>th</sup> meeting of the Subcommittee, can be found in the following attachments:

- 9.1.** The **RESOLUTIONS** (Ref. N 503) derived from the 40<sup>th</sup> Subcommittee meeting can be found in [Attachment 10](#).
- 9.2.** The **ACTION ITEMS** (Ref. N 504) derived from the 40<sup>th</sup> Subcommittee meeting can be found in [Attachment 11](#).

Two other Subcommittee actions were also executed and were reported by Mr. Eduardo Bergamini, under the following basic terms:

- 9.3.** The annual ISO TC20/SC13 Report that can be found in [Attachment 12](#) was prepared and had already been electronically submitted for oral presentation in the ensuing 45<sup>th</sup> Plenary of the ISO TC20 Committee that was going to be held in 28-30 Nov. 2011, at BSi, in London, U.K.
- 9.4.** The estimates of all the ISO TC20/SC13 liaisons that were under consideration and that served as the basis for the associated discussions held at the Subcommittee meeting for resolving and acting on the subject, in concert with CCSDS are listed in [Attachment 13](#).

## **2. New Business and Planning of the (formal) 41<sup>st</sup> meeting**

There was no proposal on new business by the Subcommittee members who attended the meeting.

Mr. Mike Kearney announced that the next CCSDS management meetings are planned to be held in Darmstadt, Germany, in the week of 23 to 27 April 2012. For this reason, the 41<sup>st</sup> (formal) ISO TC20/SC13 meeting was, in principle, scheduled for 24 April 2012 (P.M.), to be held at ESOC/ESA, in Darmstadt, DE.

### 3. Adjourn

Mr. E. Bergamini and Mr. Mike Kearney adjourned the meeting at about 15:40 and reaffirmed their special thanks to Mr. Alexey Mutafyan and his colleagues, representing GOST R and TsNIIMash for the excellent facilities which permitted the realization of the ISO TC20/SC13 40<sup>th</sup> meeting.

#### **ANNEX: List of Attachments**

**Note:** Each “**Attachment nn**” item listed below, if underlined, also serves as a direct pointer to the associated contents in a corresponding URL address.

[Attachment 01](#) - Copy of the List of Attendance to the 40<sup>th</sup> Subcommittee Meeting

[Attachment 02](#) - Subcommittee 40<sup>th</sup> Meeting Agenda (Ref. **N497**)

[Attachment 03](#) - Draft Minutes of the 39<sup>th</sup> Meeting, (Ref.**N496**)

[Attachment 04](#) - OCTOBER 2011 issue of the Subcommittee Program of Work

[Attachment 05](#) - ABNT (**Brazil**) Report, presented by Mr. Eduardo Bergamini

[Attachment 06](#) - AFNOR (**France**) Report, presented by Mr. Jean-Marc Soula

[Attachment 07](#) - DIN (**Germany**) Report, presented by Mr. Martin Pilgram

[Attachment 08](#) - JISC (**Japan**) Report, presented Mr. Tsutomu Shigheta

[Attachment 09](#) - ANSI (**U.S.A.**) Report, presented by Mr. Mike Kearney

[Attachment 10](#) - Resolutions derived from the 39<sup>th</sup> meeting (Ref. **N503**)

[Attachment 11](#) - Action Items derived from the 39<sup>th</sup> meeting (Ref. **N504**)

[Attachment 12](#) - ISO TC20/SC13 Report to ISO/TC20 45th Meet.,2011, London, U.K.

[Attachment 13](#) - ISO TC20\_SC13 Subcommittee estimates of liaisons, Nov. 16 2011