



**SUBJECT:** Minutes of the 41<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:** Darmstadt, Germany

**DATE:** 24 April 2012 (P.M.)

**SECRETARIAT:** USA (ANSI)

**ATTENDANCE:**

**P-Member countries and attendance**

BRAZIL (ABNT)	Eduardo Bergamini, Chairman and HoD/ABNT
CANADA (SCC)	
CHINA (SAC)	
FRANCE (AFNOR)	Jean-Marc Soula, HoD/AFNOR
GERMANY (DIN)	Martin Pilgram, HoD/DIN
INDIA (BIS)	
ISRAEL (SII)	
ITALY (UNI)	Massimo Calabrese, Observer to the meeting
JAPAN (JISC)	Yuta Kimura, HoD/JISC
KAZAKHSTAN (KAZMEMST)	
RUSSIAN FEDERATION (GOST R)	
UKRAINE (DSSU)	
UNITED KINGDOM (BSI)	Peter Allan, HoD/BSi
UNITED STATES (ANSI)	Mike Kearney, Secretary and HoD/ANSI Nick Tongson, Secretariat, Member of Delegation James Afarin, Observer to the meeting

*Legend:* HoD-Head of 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 a formal one, was opened by the Chair and Secretary. Thanks were expressed, addressed to ESOC/ESA for the very convenient facilities which were made available for the realization of this meeting, held in their center, in Darmstadt, Germany.

### **2. Roll call of delegates**

A copy of the LIST OF ATTENDANCE to the 41st. Meeting, containing the signatures of the attendees, is available in **Attachment 1**.

### **3. Adoption of the 41<sup>st</sup> Meeting Agenda (N501)**

The Draft Agenda of the meeting was proposed and was approved by the attendees as presented, to be adopted as the AGENDA, as reproduced in **Attachment 2 (N501)**.

### **4. Appointment of the drafting committee**

Mr. Nick Tongson was invited by the Secretariat and accepted the invitation for acting as the rapporteur of the drafting committee.

### **5. Approval of 40<sup>th</sup> Meeting Package with Minutes, held in Moscow, RU (N502)**

The draft minutes, as found in **Attachment 3 (N502)**, including the associated package of attachments (Resolutions, Action Items, Reports, etc.), derived from the 40<sup>th</sup> Subcommittee meeting, held in Moscow, Russia, in 16 November 2011, were approved. It is opportune to remind that the complete package of documents (minutes and attachments) derived from the 40<sup>th</sup> Subcommittee meeting is available in the following two Websites: 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 Program of Work**

Report on the status of processing of the Subcommittee documents was presented by Mr. Nick Tongson, referenced to the MARCH 2012 issue of the Program of Work of the Subcommittee, which is reproduced in **Attachment 4**. On a monthly basis, Members of ISO TC20/SC13 and SC14 Subcommittees continue to be methodically addressed by Mr. Nick Tongson for updating them on the Programs of Work of both Subcommittees. This methodical, monthly release of both Programs of Work to the Members of both Subcommittees is intended to facilitate their updated acquaintance on the status of work, including information on the status of the Systematic Review (SR) of documents, for each of both Subcommittees.

## **7. Presentation of Reports by the delegates**

- The ABNT (**Brazil**) Report was presented by Mr. Eduardo Bergamini and is available in **Attachment 5**;
- The SAC (**China**) Report was submitted by Ms. Li Qiong (CASI) and is available in **Attachment 6**;
- The AFNOR (**France**) Report was presented by Mr. Jean-Marc Soula of CNES and is available in **Attachment 7**;
- The DIN (**Germany**) Report, was presented by Mr. Martin Pilgram and is available in **Attachment 8**;
- The JISC (**Japan**) Report that was submitted by Mr. Tsutomu Shigeta, from JAXA and official Delegate from JISC; The Report was kindly presented at the meeting by Mr. Yuta Kimura, from SED/JAXA; The Report is available in **Attachment 9**;
- The BSi (**U.K.**) oral Report was presented by Mr. Peter Allan is available in **Attachment 10**;
- The ANSI (**U.S.A.**) Report, was presented by Mr. Mike Kearney and is available in **Attachment 11**.

## **8. Coffee Break**

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

The RESOLUTIONS (Ref. **N503**) derived from this meeting can be found in **Attachment 12**. The ACTION ITEMS (Ref. **N504**) which resulted from this meeting are found in **Attachment 13**.

The existing and planned Liaisons of the ISO TC20/SC13 Subcommittee that are under consideration and which were discussed in the meeting are found in **Attachment 14**. Departing from the current list of Liaisons, a Resolution and a corresponding Action Item are under consideration by CCSDS-ISO TC20/SC13 combined Secretariats with the objective of obtaining a conclusive list of Liaisons. Possibly, by next Subcommittee CMC/CCSDS meetings, a conclusive list with the actual status of Liaisons will be presented.

## **10. New Business and Planning for the (Informal) 42<sup>nd</sup> Meeting**

In view of the end of the current term of Eduardo Bergamini as the Chairman of the ISO TC20/SC13 Subcommittee, after the coming, 42<sup>nd</sup> meeting to be held in December 2012, he expressed his willingness to step down from his chairmanship should other Member candidates may present, at the occasion of the coming meeting, their intention to take up the Chairmanship of the Subcommittee. Otherwise, Eduardo Bergamini also expressed his willingness to be considered for a new term of chairmanship in the Subcommittee.

Mr. Mike Kearney announced that the next CMC/CCSDS management and (Informal) ISO TC20/SC13 Subcommittee meetings are planned to be held in Kennedy Space Center (KSC) of NASA, in Florida, U.S.A. in the 10-12 December 2012 time period.

## 11. Adjourn

After covering the whole Agenda, Mr. E. Bergamini and Mr. Mike Kearney adjourned the meeting at about 16:00 hours and reaffirmed their special thanks to Dr. Juan Mirò and Dr. Nestor Peccia from ESOC/ESA, Darmstadt, Germany for their excellent hosting facilities and to DIN, represented by Dr. Martin Pilgram for the sponsoring of the meeting which, altogether, permitted the realization of the 41<sup>st</sup> Meeting of ISO TC20/SC13 Subcommittee.

### ANNEX: List of Attachments

- Attachment 01** - Copy of the LIST OF ATTENDANCE to the 41<sup>st</sup> Meeting.
- Attachment 02** - AGENDA of the 41<sup>st</sup> Meeting (Ref. **N497**).
- Attachment 03** - Draft Minutes of the 40<sup>th</sup> Meeting (Ref. **N496**).
- Attachment 04** - MARCH 2012 issue of the Subcommittee Program of Work.
- Attachment 05** - ABNT (**Brazil**) Report, presented by Mr. Eduardo Bergamini.
- Attachment 06** - SAC (**China**) Report, submitted by Ms. Li Qiong (CASI).
- Attachment 07** - AFNOR (**France**) Report, presented by Mr. Jean-Marc Soula.
- Attachment 08** - DIN (**Germany**) Report, presented by Mr. Martin Pilgram.
- Attachment 09** - JISC (**Japan**) Report, submitted by Mr. Tsutomu Shigeta.
- Attachment 10** - BSi (**U.K.**) Report, presented by Dr. Peter Allan.
- Attachment 11** - ANSI (**U.S.A.**) Report, presented by Mr. Mike Kearney.
- Attachment 12** - RESOLUTIONS compiled from the 41<sup>th</sup> meeting (Ref. **N562**).
- Attachment 13** - ACTION ITEMS compiled from the 41<sup>st</sup> meeting (Ref. **N563**).
- Attachment 14** - ISO TC20/SC13 Subcommittee existing and planned Liaisons, Apr. 2012.