



SUBJECT: Minutes of the 46th International Organization for Standardization (ISO) Technical Committee (TC) 20 Subcommittee (SC) 13 on Space data and information transfer systems (Formal) Meeting.

LOCATION: Hosted by JISC/JAXA, Nagano, Japan

DATE: 20 May 2015 (Wednesday, 13:45 to 15:45 h)

ATTENDANCE:

P-Member countries and attendance

SECRETARY: Mike W. Kearney (ANSI/U.S.A.)

CHAIRMAN: Eduardo W. Bergamini (ABNT/BRAZIL)

HODs AND DELEGATES:

BRAZIL (ABNT)	Eduardo Bergamini, HoD
CHINA (SAC)	(No Delegation from SAC) Yonghui Huang (CAS-Observer)
FRANCE (AFNOR)	Jean-Marc Soula, HoD
GERMANY (DIN)	Oswaldo Peinado, HoD
INDIA (BIS)	
ITALY (UNI)	
JAPAN (JISC)	Tsutomu Shigeta, HoD (Via telecon)
RUSSIAN FEDERATION (GOST R)	
UKRAINE (DTR)	
UNITED KINGDOM (BSI)	Peter Allan, HoD
UNITED STATES (ANSI)	James Afarin, HoD (USTAG13) Nick Tongson, Member and Support to Secretariat Wallace Tai, Member

Legend: HoD-Head of Delegation

O-Member countries and attendance

ARGENTINA (IRAM)

FINLAND (SBS)

KAZAKHSTAN (KAZMEMST)

KOREA, REPUBLIC OF (KATS)

POLAND (PKN)

ROMANIA (ASRO)

SWEDEN (SIS)

Attendance of Liaison

No attendance by any Liaison

1. Opening of the meeting

The meeting was opened by the Secretary, Mr. James Afarin (USA), and the Chair, Mr. Eduardo Bergamini (Brazil) at 13:45h. Both welcomed all the delegates to the SC 13 meeting and thanked JISC/JAXA for hosting.

2. Roll call of delegates

Each of the attendees introduced himself. **Attachment 01** reproduces the attendance list of the meeting.

3. Approval of the 46th Meeting Agenda (N1508)

The approved AGENDA (N1508), which is fully reproduced in **Attachment 02**, is summarized by the following items:

- *Opening of the meeting.*
- *Roll call of delegates.*
- *Appointment of the drafting committee.*
- *Approval of the 46th meeting Agenda (N1508).*
- *Approval of the previous, 45th Meeting Package (Minutes - N1479).*
- *Presentation of Member Report by Delegates.*
- *Report of the Secretary on the last version of the Program of Work.*
- *Report on the 28th ISO/TC20 Plenary held in Bremen, DE, 6-8 Oct. 2014.*
- *Report on the cooperation initiative between CCSDS - ISO TC20/SC13 and ISO TC20/SC14.*
- *Review and update of the Resolutions and Action Items.*
- *Other Business and Planning for the (informal) 47th meeting.*
- *Adjourn*

4. Appointment of the drafting committee

In his role as responsible for secretariat support to the Subcommittee, Mr. Nick Tongson was appointed to the drafting committee.

5. Approval of the previous, 45th Meeting Package (Minutes – Ref. N1479)

The 45th Subcommittee Meeting Package was approved. The package is headed by the MINUTES (N1479), presented in **Attachment 03**, also includes the complete set of Attachments related to the meeting and the RESOLUTIONS (N1480) and ACTION ITEMS (N1481). All these items of the package can be consulted in one of the following two Web (clickable) URLs: 1) That of the Subcommittee in ISO Livelink Website, and; 2) In the ISO TC20/SC13 Subcommittee Web page of the CWE CCSDS Website.

6. Presentation of Member Reports by Delegates

Reports were presented by P-Members only. The presented Reports of members, in alphabetical order, are:

- Report by ABNT (**Brazil**) was presented by Mr. Eduardo Bergamini in written format, as reproduced in **Attachment 04**;
- Report by AFNOR (**France**) was presented by Mr. Jean-Marc Soula in written format, as reproduced **Attachment 05**;
- Report by DIN (**Germany**) was presented by Mr. Osvaldo Peinado in written format, as reproduced in **Attachment 06**;
- Report by JISC (**Japan**) was presented by Mr. Tsutomu Shigeta in written format, as reproduced in **Attachment 07**.
- Report by BSI (**U.K.**) was presented by Mr. Peter Allan in written format, as reproduced in **Attachment 08**;
- Report by ANSI (**U.S.A.**) was presented by Mr. James Afarin in written format, as reproduced in **Attachment 09**.

7. Report of the Secretary on the last version of the Program of Work

Report on the status of the Subcommittee work was addressed on behalf of the Secretary, by Mr. Nick Tongson, on behalf of the Secretary, addressed the most recent, the *MARCH 2015 issue* of the Subcommittee *Program of Work*, reproduced in **Attachment 10** of these minutes. Mr. Tongson reported that all of the CCSDS documents that need to be processed through ISO have been submitted. Mr. Tongson explained the difference between documents circulated by ISO Central Secretariat (DIS stage) and those originated directly from the SC13 Secretariat (Committee Internal Ballot –CIB). However, the process within the National Member Body should be the same. Mr. Tongson also explained the role of Technical Advisory Groups (TAGs) in the U.S. and that of the mirror committees in other National Bodies, also in the U.S.

8. Report on the 48th ISO/TC20 Plenary held in Bremen, DE, 6-8 Oct. 2014

Mr. Bergamini that Mr. Tongson and he attended the 48th ISO/TC20 Plenary and that the annual ISO TC20/SC13 Report to ISO/TC20 was presented, at the occasion. The report is presented as **Attachment 11** of the minutes of this meeting. Mr. Bergamini mentioned that the annual ISO TC20/SC13 Reports are available in both Websites, ISO and CCSDS of CCSDS. Mr. Tongson reported that at the same occasion took the final decision to create two new subcommittees, namely: 1) SC16, on Unmanned Aircraft Systems (UAS) and; 2) SC17, on Airport Infrastructure.

9. Report on the cooperation initiative between CCSDS - ISO TC20/SC13 and ISO TC20/SC14

Mr. Afarin reported on the current status of this cooperation. He reported that Mr. Peter Shames, representing CCSDS-SC13 and Mr. Fred Slane, representing SC14, are coordinating this effort. It was mentioned that common ground associated to System Architecture Reference Models are playing an important motivation in the effort of this cooperation.

10. Review and update of the Resolutions and Action Items

Derived from the 45th meeting, the RESOLUTIONS and ACTION ITEMS were reviewed. The result of the review and update of both documents are presented in the two following attachments: a) Reference **N1510** for the RESOLUTIONS, as presented in **Attachment 12**; b) Reference **N1511** for the ACTION ITEMS, as presented in **Attachment 13**.

In view of the terminating term of Mr. E. Bergamini coming 31 December 2015 of the current chair of the Subcommittee, the attendants to the meeting were asked if they had any proposal for consideration as a new chair. No proposal was presented by the attendants. As a consequence, Mr. E. Bergamini was asked by the Secretary if he would be willing to concur as a candidate for a subsequent term. Mr. E. Bergamini accepted the proposal. Then, Mr. N. Tongson informed ISO TC20/SC13 that a resolution had to be taken to propose the extension of Mr. E. Bergamini as the chair, after 31 December 2015. This Resolution was accepted by the attendants to the meeting. As a result the SC13 Secretariat will be taking the Action Item to circulate the proposed resolution for approval by all the subcommittee Members. If approved, then, this resolution will be submitted to the ISO Technical Management Board (TMB) for confirmation of the approval by the Members.

11. Other Business and Planning for the (informal) 47th Meeting

The subcommittee agreed to meet informally in Darmstadt in November 2015 during the CCSDS management meetings.

12. Adjourn

There being no other business to discuss, the meeting was adjourned at 15:15 h.

FINAL OBSERVATION: These minutes were prepared by E. Bergamini and subsequently reviewed by the Secretary, Mr. James Afarin and by Mr. Nick Tonson, in charge of secretariat support to the Subcommittee. E. Bergamini wishes to thank Mr. N. Tongson for the valuable notes he took from the discussions held in the 46th ISO TC20/SC13 meeting, in Nagano, Japan, which made possible to enrich the elaboration of these current minutes.

ANNEX: List of Attachments

- Attachment 01 - LIST OF ATTENDANCE** to the 45th Meeting;
- Attachment 02 - AGENDA** of the 45th Meeting (Ref. N1508);
- Attachment 03 – MEETING PACKAGE** of the 45th Meeting (Minutes with Ref.N1479);
- Attachment 04 - ABNT (Brazil) REPORT**, presented by Mr. Eduardo Bergamini;
- Attachment 05 - AFNOR (France) REPORT**, presented by Mr. Jean-Marc Soula;
- Attachment 06 - DIN (Germany) REPORT**, presented by Mr. Martin Pilgram;
- Attachment 07 - JISC (Japan) REPORT**, presented via telecon, by Mr. Tsutomu Shigeta;
- Attachment 08 - BSI (U.K.) REPORT**, presented by Mr. Peter Allan;
- Attachment 09 - ANSI (U.S.A.) REPORT**, presented by Mr. James Afarin;
- Attachment 10 - MARCH 2015** issue of the Subcommittee **PROGRAM OF WORK**;
- Attachment 11 – SC13 ANNUAL REPORT** to 48th ISO/TC20 Plenary in Bremen, DE;
- Attachment 12 - RESOLUTIONS** compiled from the 46th meeting (Ref. N1510);
- Attachment 13 - ACTION ITEMS** compiled from the 46th meeting (Ref. N1511);