



SUBJECT: Minutes of the 47th International Organization for Standardization (ISO) Technical Committee (TC) 20 Subcommittee (SC) 13 on Space data and information transfer systems (Informal) Meeting.

LOCATION: Hosted by ESOC/ESA for DIN, Darmstadt, Germany

DATE: 17 November 2015 (Tuesday, 13:30 h)

ATTENDANCE:

P-Member countries and attendance

SECRETARY: James Afarin (ANSI/U.S.A.)

CHAIRMAN: Eduardo W. Bergamini (ABNT/BRAZIL)

HODs AND DELEGATES:

BRAZIL (ABNT)	Eduardo Bergamini, HoD
CHINA (SAC)	Wang Weijia, HoD - SAC
FRANCE (AFNOR)	Jean-Marc Soula, HoD
GERMANY (DIN)	Oswaldo Peinado, HoD
INDIA (BIS)	
ITALY (UNI)	
JAPAN (JISC)	Tsutomu Shigeta, HoD
RUSSIAN FEDERATION (GOST R)	Dmitry Barannikov (Observer/Tsniimash)
UKRAINE (DTR)	
UNITED KINGDOM (BSI)	
UNITED STATES (ANSI)	James Afarin, HoD - USTAG13 Nick Tongson, Delegate - USTAG13 and Rapporteur Wallace Tai, Member – USTAG13

Legend: HoD-Head of Delegation

O-Member countries and attendance

ARGENTINA (IRAM)
FINLAND (SBS)
IRAN, ISLAMIC REPUBLIC OF (ISIRI)
ISRAEL (SII)
KAZAKHSTAN (KAZMEMST)

KOREA, REPUBLIC OF (KATS)

POLAND (PKN)

ROMANIA (ASRO)

SWEDEN (SIS)

Attendance of Liaison

ESA-ISO TC20/SC13 Liaison

Juan Mirò (ESOC/ESA)

1. Opening of the meeting

The meeting was opened by the Secretary, Mr. James Afarin (USA), and the Chair, Mr. Eduardo Bergamini (Brazil) at 13:30h. All the delegates were welcomed to the SC 13 meeting. Thanks were expressed to ESOC/ESA which, on behalf of DIN provided the excellent facilities for the meeting.

2. Roll call of delegates

The attendees to the meeting introduced themselves. The attendance list of the meeting is found in **Attachment 01** to these minutes.

3. Approval of the 47th Meeting Agenda (N1528)

The AGENDA (N1528) that was approved for this meeting is found in **Attachment 02** to these minutes and is summarized in the following list of items:

- *Opening of the meeting.*
- *Roll call of delegates.*
- *Appointment of the drafting committee.*
- *Approval of the 47th meeting Agenda (N1528).*
- *Approval of the previous, 46th Meeting Package (See [*], Minutes - Ref. N1509).*
- *Presentation of Member Report by Delegates.*
- *Report of the Secretary on the last version of the Program of Work.*
- *Report on the 49th ISO/TC20 Plenary held in Beijing, CN, 14-15 Oct. 2015.*
- *Report on the cooperation initiative between CCSDS - ISO TC20/SC13 and ISO TC20/SC14.*
- *Formal Proposal of Liaison by ISO TC46/SC4 (New item!)*
- *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

Mr. Nick Tongson, in his role as responsible for secretariat support to the Subcommittee, accepted to act on behalf of the drafting committee for this meeting.

5. Approval of the previous, 46th Meeting Package (Minutes – Ref. N1509)

The 46th Subcommittee Meeting Package was approved. The package is headed by the MINUTES (N1509), which are presented in **Attachment 03**, and also includes the complete set of Attachments related to the meeting, besides the corresponding RESOLUTIONS (N1510) and ACTION ITEMS (N1511). 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 SAC (**China**) was presented by Mr. Wang Weijia in written format, as reproduced in **Attachment 05**; It was noted that some CCSDS standards are translated into Chinese but are not made public available;
- Report by AFNOR (**France**) was presented by Mr. Jean-Marc Soula in written format, as reproduced **Attachment 06**;
- Report by JISC (**Japan**) was presented by Mr. Tsutomu Shigeta in written format, as reproduced in **Attachment 07**; It was noted that some CCSDS standards are translated into Japanese but only in the form of a summary.

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

The OCTOBER 2015 issue of the Subcommittee Program of Work, which is reproduced in **Attachment 08** of these minutes, was presented by Mr. Nick Tongson at the meeting. It was commented that the Program of Work has not gone through much change in its recent issues. However, it was also commented that there is a fairly high number of new documents which will be flowing from CCSDS to Subcommittee domain in the next few months.

8. Report on the 49th ISO/TC20 Plenary held in Beijing, CN, 14-15 Oct. 2015

Mr. Nick Tongson attended the 49th ISO/TC20 Plenary meeting held in Beijing in the preceding month. The annual ISO TC20/SC13 Report to ISO/TC20 was presented, at the occasion, by Mr. Tongson, as reproduced in **Attachment 09** to these minutes. Mr. Tongson also reported and mentioned many aspects related to the progress in the activities of the two new Subcommittees of ISO TC20, which are: 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

Peter Shames, Area Director of CESG/CCSDS on Systems Engineering Architecture and Chairman to Systems Architecture Working Group – SAWG, reported on the current activities between the two Subcommittees. He mentioned that, till then, no agreement had been reached between both sides on how to work over a reference architecture of common interest. The plan to consider the issuing of a Memorandum of Understanding - MoA between SC13 and SC14 is still under discussion.

10. Review and update of the Resolutions and Action Items

The RESOLUTIONS and ACTION ITEMS derived from the 46th meeting were reviewed. The reviewed and updated version of both documents are found in the attachments to these minutes: a) Under Reference **N1553** for the RESOLUTIONS, as **Attachment 10**; b) Under Reference **N1554** for the ACTION ITEMS, as **Attachment 11**.

E. Bergamini commented at the meeting on the letter of proposal for liaison he had received from ISO TC46/SC04 Subcommittee Secretary, Mrs. Kari Heiskanen and that, subsequently, he was also

addressed by Subcommittee Chairman, Mr. Juha Hakala. Mr. Bergamini mentioned that, in response, he addressed Mr. Hakala, with Mrs. Heiskanen and Dr. James Afarin in Cc., that he would have to wait for the 47th meeting of ISO TC20/SC13 Subcommittee, that was going to be held in Darmstadt, that same November, 2015, to be in a condition to respond on the proposed liaison by ISO TC46/SC04 (Technical interoperability Subcommittee). The letter of proposal for liaison received from Mrs. Heiskanen mentions two OBSERVERS from ISO TC46/SC04 who would serve as liaisons to ISO TC20/SC13. Before responding to ISO TC46/SC04, it was decided in the meeting that Dr. Mario Merri, as CCSDS Area Director for MOIMS/CESG/CCSDS, who attended this meeting, would be getting in contact with Dr. David Giaretta, Chairman of MOIMS Data Archive Ingestion Working Group (DAI WG) in order to determine the interest of CCSDS-ISO TC20/SC13 on the mentioned ISO TC46/SC04 proposal and, then, consider the nomination of a CCSDS-ISO TC20/SC13 liaison, in this case. After receiving an answer from CCSDS DAI WG the Subcommittee will respond to ISO TC46/SC04 on their proposal for a liaison. The correspondence that Mr. Bergamini exchanged with Mrs. Kari Heiskanen and with Mr. Juha Hakala is presented in **Attachment 12** to these minutes. The letter of proposal for liaison sent by ISO TC46/SC04 to ISO TC20/SC13 is presented in **Attachment 13** to these minutes.

Concerning the extension of the term of office of ISO TC20/SC13 current Chairmanship (E. Bergamini), already approved by the Subcommittee Members, Mr. Nick Tongson provided a status report on the current plans associated to the corresponding request for extension which was submitted by the Secretariat to ANSI (American Technical Standards Institute) and to ISO CS (Central Secretariat) for consideration by ISO TMB (Technical Management Board). The Secretariat now waits for the resolution to be taken by ISO TMB on the request that was submitted to its consideration.

P-Member attendees at the meeting were reminded that ISO TC20/SC13 INFORMAL meetings, as the one to be held in the Fall of 2016, are not expected to present a report at the meeting.

Agreement was made with the Secretariat that a new letter would be sent to the Standards Council of Canada (SCC), the Canadian standardization body before ISO, requesting them to consider their re-engagement as a P-Member of ISO TC20/SC13 Subcommittee. The letter would note to the SCC authorities that the Head of Delegation of Canadian Space Agency (CSA) to CCSDS has been attending the CCSDS Management Council (CMC) management meetings which are traditionally held in collocation with the ISO TC20/SC13 Subcommittee meetings where other CMC HoDs have also been representing their national bodies for standardization in the Subcommittee meetings, as well. A copy of the mentioned letter will be sent to Dr. Siamak Tafazoli, HoD of CSA to CMC/CCSDS.

11. Other Business and Planning for the (formal) 48th Meeting

The subcommittee agreed to hold the next meeting, a formal one, in INPE, in São José dos Campos, SP, Brazil, in April 2016, collocated with the CCSDS management (CMC) meetings.

12. Adjourn

Considering that there was no other business to discuss, the meeting was adjourned at 14:40 h.

FINAL OBSERVATION: These minutes were prepared by E. Bergamini and subsequently reviewed by the Secretary, Dr. 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 47th ISO TC20/SC13 meeting, in Darmstadt, Germany, which did enrich the elaboration of these current minutes.

ANNEX: List of Attachments

- Attachment 01 - LIST OF ATTENDANCE** to the 47th Meeting;
- Attachment 02 - AGENDA** of the 47th Meeting (Ref. N1528);
- Attachment 03 - MEETING PACKAGE** of the 46th Meeting (Minutes with Ref.N1509);
- Attachment 04 - ABNT (Brazil) REPORT**, presented by Mr. Eduardo Bergamini;
- Attachment 05 - SAC (China) REPORT**, presented by Mr. Wang Weijia;
- Attachment 06 - AFNOR (France) REPORT**, presented by Mr. Jean-Marc Soula;
- Attachment 07 - JISC (Japan) REPORT**, presented by Mr. Tsutomu Shigeta;
- Attachment 08 - OCTOBER 2015** issue of the Subcommittee **PROGRAM OF WORK**;
- Attachment 09 - SC13 ANNUAL REPORT** to 49th ISO/TC20 Plenary in Beijing, CN;
- Attachment 10 - RESOLUTIONS** compiled from the 47th meeting (Ref. N1553);
- Attachment 11 - ACTION ITEMS** compiled from the 47th meeting (Ref. N1554);
- Attachment 12 - CORRESPONDENCE** on Liaison with ISO TC46/SC04;
- Attachment 13 - INVITATION LETTER** for Liaison, from ISO TC46/SC04.