

SUBJECT: Minutes of the Twenty-fourth International Organization for Standardization (ISO)/Technical Committee (TC) 20/ Subcommittee (SC) 13 Meeting

PLACE: Centro di Geodesia Spaziale (CGS), Matera, Italy

DATE: 10 April 2002

1. ATTENDANCE

<u>Organization</u>	<u>Name</u>
ASI	Loredana Bruca
BNSC/RAL	Peter Allan
CNES	Geneviève Campan François Forestier
DLR	Hubertus Wanke
ESA	Jean-François Kaufeler
INPE	Eduardo Bergamini
ISAS	Takahiro Yamada
NASA	Andy Downen Adrian Hooke Linda Kezer Neil Dissinger
NASDA	Mikio Sawabe

2. OPENING OF MEETING

Mr. François Forestier convened the meeting at 1100 hours on 10 April 2003.

3. ROLL CALL

Mr. Forestier conducted a roll call; representatives from Canada, China, Ukraine, and the Russian Federation were not in attendance.

4. ADOPTION OF THE AGENDA

The agenda was approved as presented. The agenda is shown in [Attachment 01](#).

5. APPOINTMENT OF DRAFTING COMMITTEE

In compliance with the ISO requirement to appoint a drafting committee, TC20/SC13 resolved that Mr. Neil Dissinger, in support of the TC20/SC13 Secretariat, would be responsible for drafting and distributing the meeting minutes.

6. REPORT OF THE SC13 SECRETARIAT

The minutes of the October 2002 meeting were approved. Mr. Dissinger presented the Programme of Work ([Attachment 02](#)). Mr. Forestier's term as chairman has ended and the appointment of Dr. Eduardo Bergamini was approved. Brazil is currently an O-member in TC20/SC13, but has submitted a request to ISO Central to change their membership to P-member. Comments were received from a review of the ISO TC20/SC13 Strategic Plan. These comments will be incorporated and resubmitted for the TC20 plenary in June 2003.

7. REPORT OF DELEGATES REGARDING ACTIVITY RELATING TO SC 13

Brazil. Dr. Bergamini provided his report in [Attachment 03](#). The Brazilian Association of Technical Standards (ABNT) has officially requested to ISO to change their status from 'O' to 'P' membership in order to take a more active role in TC20/SC13.

Canada. There was no representative or report from Canada.

China. There was no representative or report from China.

France. Mr. Forestier reported that CNES has informed TC20/SC13 that they will no longer provide French translations of all CCSDS documents that are submitted to ISO. The majority of organizations involved with space data communications utilize the English version of these documents. French translations will only be provided when CNES determines a need for a specific document, which typically might occur outside of the space data communication community. CNES implementation and documentation activities are shown in [Attachment 04](#).

Germany. No report.

Italy. No report.

Japan. No report.

United Kingdom. Dr. Peter Allan reported that part of the CCSDS and BSi standards work is funded by BNSC. At the time of the last meeting, a new person had just been appointed at BNSC with the responsibility of overseeing standards development. This person is now involved in all the relevant technical panels and so has a good view of where funding is needed. The UK report is shown in [Attachment 05](#).

United States. Mr. Adrian Hooke reported that in May 2002 the Society of Automotive Engineers announced that it would no longer act as the US Secretariat for certain TC20 activities including USTAG13 which is the US technical advisory group to TC20/SC13. During the past 6 months, negotiations have been completed and the American Institute of Aeronautics and Astronautics (AIAA) is now under contract to NASA as the new USTAG13 Secretariat. The United States Report is shown in [Attachment 06](#).

8. REPORT OF DELEGATES REGARDING SC13 LIAISON ACTIVITIES

Mr. Andy Downen stated that CCSDS has requested a liaison with TC20/SC14 for their participation with the CCSDS Spacecraft Onboard Interface Services Plug and Play BOF. The Secretariat will draft a memorandum requesting TC20/SC14 participation (Action Item SC-S03-A01).

9. ANY OTHER BUSINESS

The CCSDS Management Council submitted documents for consideration by TC20/SC13. These items were approved and are included in the Resolutions.

The CCSDS Panel 1 has restructured and renumbered their space data link documentation (telemetry and telecommand documents). The technical content remains the same, but the documents have been reorganized to correspond with the OSI reference model. These documents will supersede existing CCSDS and ISO TC20/SC13 documents. The new document numbers will affect references that refer to superseded documents. To assist the transition to the new series of documents it was suggested to develop a matrix showing the relationship between the restructured document numbers and the superseded document numbers. The Secretariat was issued an action item to create the matrix and to contact ISO about how best to transition the existing ISO documents to the new restructured documents. (Action Item SC-S03-A02).

10. REQUIREMENTS CONCERNING A SUBSEQUENT MEETING

The next TC20/SC13 meeting was set for 6 November 2003 in the United States and is to be contiguous with the CCSDS Management Council meeting.

11. APPROVAL OF RESOLUTIONS

The resolutions and action items were approved.

12. ADJOURN

Mr. Forestier adjourned the meeting.

**ISO TC20/SC13
Draft Resolutions
10 April 2003**

SC-S03-R01. In compliance with the ISO requirement to appoint a drafting committee, TC20/SC13 resolves that Mr. Neil Dissinger will be responsible for drafting and distributing the 10 April meeting minutes.

SC-S03-R02. TC20/SC13 resolves to register CCSDS 651.0-R-1 *Producer Archive Interface Methodology Abstract Standard* (AWI needs to be assigned) for ISO DIS review.

SC-S03-R03. TC20/SC13 resolves to register CCSDS 135.0-B-1 *Space Link Identifiers* (AWI 22647) for DIS review.

SC-S03-R04. TC20/SC13 resolves to appoint Dr. Eduardo Bergamini as successor to Mr. François Forestier as chairman of TC20/SC13.

SC-S03-R05. TC20/SC13 thanks the Centre National d'Etudes Spatiales (CNES) for providing the chairmanship since the inception of TC20/SC13.

SC-S03-R06. TC20/SC13 thanks the Agenzia Spaziale Italiana (ASI) for providing excellent facilities, efficient logistical support, and for being a most gracious host for the Spring 2003 meeting.

**ISO TC20/SC13
Draft Action Items
10 April 2003**

SC-S03-A01. Issue invitation to TC20/SC14 to request their participation in the CCSDS Spacecraft Onboard Interface Services Plug and Play Concepts Birds-of-a-Feather (BOF).

Actionee: Secretariat
Due Date: 9 May 2003

SC-S03-A02. Create matrix that shows relationship between the restructured Space Link Services documentation that will supersede existing CCSDS Panel 1 documentation and determine how to transition to ISO.

Actionee: Secretariat
Due Date: 30 September 2003