

**SUBJECT:** Minutes of the 33rd International Organization for Standardization (ISO) Technical Committee (TC) 20 Subcommittee (SC) 13 on Space data information transfer systems Meeting

**LOCATION:** JAXA – Tsukuba, Japan

**DATE:** 17 June 2008

**SECRETARIAT:**USA (ANSI)

**MEMBERSHIP:**

<b>P-Members:</b>	Brazil (ABNT)	<b>O-Members:</b>	Argentina (IRAM)
	Canada (SCC)		India (BIS)
	China (SAC)		Korea (KATS)
	France (AFNOR)		Poland (PKN)
	Germany (DIN)		Sweden (SIS)
	Israel (SII)		
	Italy (UNI)		
	Japan (JISC)		
	Russian Federation (GOSTR)		
	Ukraine (DSSU)		
	United Kingdom (BSI)		
	United States (ANSI)		

**ATTENDANCE:**

<u>Country</u>	<u>Name</u>	<u>Country</u>	<u>Name</u>
Brazil	Eduardo Bergamini (Chairman)	Russia	Vladimir Grishin Alexey Mutafyan
Canada	Leo Hartman	United Kingdom	Peter Allan
France	Jean-Marc Soula	United States	Mike Kearney (Secretary) Adrian J. Hooke(ANSI)
Germany	Martin Pilgram		Craig Day (Secretariat Staff)
Japan	Toshimitsu Uehara Kaneaki Narita Tatsuya Mukai Ikuo Nohara Ryo Suzuki Shigekatsu Horii Yoshimichi Morino Satoshi Inoue	<b><u>Observers (Non-O-Members)</u></b>	
		ESA(Europe)	Jean-François Kaufeler Nestor Peccia
		CNSA(China)	Cheng Wang

## **1. Opening of the Meeting**

After the opening welcome of the meeting by Mr. Mike Kearney, the Secretary, Mr. Eduardo Bergamini, the Chairman, called the meeting to order and conducted it to proceed with the proposed Agenda, which naturally included its submission to approval.

## **2. Roll Call of the Member Delegates**

The following P-Member nations were represented at the meeting: Brazil, China, Canada, France, Germany, Japan, Russia, the United Kingdom and the United States. P-Member representatives from China, Italy, Israel, and Ukraine were not present. There was no O-Member attendance to this meeting.

The Secretary, Mr. Kearney addressed the observer attendant, Mr. Cheng Wang (CNSA), HoD to CMC-CCSDS, and asked for his special attention in contacting China's SAC in respect to the formalization of China's HoD appointment to the Subcommittee meetings.

## **3. Adoption of the Agenda**

The agenda for the meeting was approved as presented. See [Attachment 01](#).

## **4. Appointment of a Drafting Committee**

In compliance with the ISO requirement to the appointment of a drafting committee, the subcommittee requested to Mr. Craig Day, who accepted, in support to the TC20/SC13 Secretariat, to act as the responsible for drafting and for distributing the meeting minutes.

## **5. Report of the Secretariat**

### **5.1 Approval of Draft Minutes and of the Resolutions and Action Items resulting from the 32<sup>nd</sup>. Meeting (Darmstadt)**

The Draft Minutes, Resolutions and Action Items from the previous meeting for 2007 Fall, held in Darmstadt, were approved by the attendees with the change to correct the spelling of Mr. Narita's name.

A conclusion on the evaluation by CCSDS-SC13 on the possible use of ISO NWI Process, after the recommendation given by Mr. François Abram, in the 32<sup>nd</sup> Meeting will be recorded in the 34<sup>th</sup> meeting.

A continuing action by SC13 Secretariat refers to the regular post of the ISO TC20/SC14 Program of Work status report (N250) in the CMC-CCSDS CWE site, on a monthly basis.

In another action, the SC13 Secretariat is also committed to probe ISO Central Secretariat to determine what has been the cause of the monthly warning messages that have been addressed to the Subcommittee, in relation to its Program of Work.

As part of a continuing action, the Secretariat is maintaining the follow up and the on the status of the Subcommittee and reporting it back to ISO Central Secretariat and to the Subcommittee, as well.

## 5.2 Review Program of Work with ISO

The current status of the Programme of Work of the Subcommittee was presented by Mr. Craig Day. See [Attachment 02](#).

## 6. Report of Delegates

- a. **Brazil** – See [Attachment 03](#)
- b. **Canada** – See [Attachment 04](#)
- c. **France** – See [Attachment 05](#)
- d. **Germany** – See [Attachment 06](#)
- e. **Japan** – See [Attachment 07](#)
- f. **Russia** – See [Attachment 08](#) (report pending)
- g. **United Kingdom** – See [Attachment 09](#)
- h. **United States** – See [Attachment 10](#)

## 7. Report and discussions on the current status of Resolutions and Action Items

The Resolutions and Action Items (AIs) which resulted from the previous (32<sup>nd</sup>) meeting (Darmstadt) were reviewed by Mr. Bergamini with the plenary attendands.

Mr. Bergamini also called attention to AIs SC13-A-2007-10-4 and 5 by saying that the pertinent actions were taken via e-mail, in Feb. 9, 2008, addressed to CCSDS-CMC and CCSDS-CESG. The mentioned e-mail was addressed by CCSDS secretariat as the result of a corresponding CMC-CCSDS AI from the Oct. 2008, Darmstadt meeting, for which the actionee was Mr. Bergamini. This e-mail also attached the re-addressing, after its initial presentation in the Darmstadt meeting, of the proposed (AI SC13-A-2007-10-5) “CCSDS-ISO TC20/SC13 Basic Policy for Cooperation with ISO TC20/SC14” (v. 17.Aug.2007). The preparation of the mentioned CMC-CCSDS AI, associated to SC13-A-2007-10-4 AI was carried out after a joint review of Mr. Bergamini with Mr. M. Kearney, acting as the Chairman of CMC-CCSDS. The CCSDS-SC13 AI A-2007-10-4 resulted in a set of schemes that fundament a basic methodology being suggested for use as a guidance for actions that may be required in CCSDS-SC13 liaisons. The suggested set of schemes also included the exemplification in the use of the methodology applied for possible use in the on going CCSDS-SC13 liaison with SC14. Mr. Bergamini mentioned that no response was received from any of the addressees by the Feb. 9, 2008 e-mail, in this case. See the

schemes of the proposed methodology and terms proposed for the “CCSDS-ISO TC20/SC13 Basic Policy for Cooperation with ISO TC20/SC14” in [Attachment 11](#). After being questioned about it, Mr. Bergamini explained that the suggested methodology is intended to serve only as a basic guidance in the conduction of CCSDS-SC13 liaisons. That is, the methodology is not intended to serve as a model to be followed in any case of liaison, be it CCSDS and or SC13. Mr. Bergamini explained that the motivation for the proposal of this guiding methodology was derived from the actual experience which is being acquired from the actual, on going CCSDS-ISO TC/SC13 liaison with ISO TC2-/SC14, so far, in the Orbit Data Messages (ODM) related cooperation work.

## **8. Report and discussions regarding SC13 liaison activities**

### **8.1 Overall review of ISO TC20/SC13 and ISO TC20/SC14 cooperation activities**

In addition to the related aspects discussed with the plenary attendants, as expressed in the preceding item of these minutes, Mr. Bergamini noticed that the next natural step of the current cooperation work under this liaison requires the CCSDS-SC13 invitation to SC14 to participate in the CCSDS stage of “Red Book” review of the Orbit Data Messages (ODM) document, departing from its current version CCSDS 502.0-P-1.1. The expected result of this invitation is to have SC14 participating with all other Member Agencies of CCSDS in the review process that is expected to lead to the final, CCSDS 502.0-B-2, Recommended Standard. It was also recalled to the attending plenary that CCSDS 502.0-B-2 is expected to be submitted to ISO TC20/SC14 in the same way other CCSDS Blue Books are submitted to ISO TC20/SC13 for entering in the proper ISO track of documentation to become ISO 26900 Standard, at the end of this standardization process, as expressed by the involved parties in their SC13/SC14 correspondences N404/N529 and N405/N530.

### **8.2 Proposed Methodology of Work for combined CCSDS&SC13 and SC14 liaisons**

This subject had already been discussed under Item 7 of these minutes. Mr. Day wishes to express that it may be better to have a very general cooperation agreement in place and allow particular projects to be coordinated at the technical expert level rather than attempt to define a highly structured reporting process. Mr. Bergamini made it clear to the plenary that the proposed schematics of the methodology is just a suggestion intended to serve as a basic inspiring guide for the conduction of CCSDS-SC13 liaisons. He clearly expressed that, in a case-by-case basis, only parts of the suggested schematics of methodology may be applicable. However, it may serve as a source of inspiration, based on previous experience, like the one provided by the on going CCSDS-SC13 and SC14 liaison. All HoDs of CCSDS and SC13 were tasked to review the proposal circulated by Dr. Bergamini and to return any comments by 14 July.

### **8.3 Invited report by ISO TC20/SC14**

Mr. Day, as the representative of the TC20/SC14 Secretary, spoke on behalf of Mr. Larry Schultz, Chairman of TC20/SC14. Mr. Day reported that the SC14 meetings in Rome in May were conducted successfully. SC14 expressed their commitment to the joint work item on Orbit Data Messages and looks forward to the upcoming review opportunity. SC14 has asked that, rather than conduct a separate review of the draft CCSDS document, they be notified of the initiation of the CCSDS Agency Review and that they coordinate with their CCSDS/SC13 counterparts within their country to ensure that SC14 RIDs are included in the final review submission. The SC13 HoDs/CCSDS Agency representatives in attendance agreed with this approach and indicated that they were comfortable coordinating with their SC14 colleagues in this manner. Mr. Craig Day also reported that the SC14 Heads of Delegations have agreed to initiate a process to define an updated strategic and business plan to guide the ongoing work of the subcommittee. See [Attachment 12](#).

### **8.4 Input from ISO JTC 1/SC29 liaison, originated from its WG11 on coding of Moving Pictures and Audio**

It was noted that CCSDS recently received a liaison request from ISO JTC1/SC29/WG11 (MPEG). Mr. Mike Kearney, also acting as the Secretary to CCSDS and Chairman of CMC-CCSDS has been working to identify the correct CCSDS WG for liaison with this group. At this time Rodney Grubbs (MIA WG Chair) is appointed to be the CCSDS liaison Point-of-Contact for the interface with the SC29/WG11 group. So far, the need for a formal liaison agreement between CCSDS and/or SC13 with SC29/WG11 is not under consideration, although it may become necessary, eventually.

## **9. Considerations on other possible liaison(s)**

At the moment, no other liaisons exist or are under consideration.

## **10. New Business**

Mr. Craig Day presented a new process being followed by ISO to conduct committee systematic reviews as outlined in [Attachment 13](#). The SC13 Secretariat was tasked to investigate the impact of this new process on the CCSDS periodic review process. The Secretariat was also tasked to present all documents that will be forthcoming for systematic review in the next 12 months at each future SC13 meeting.

After express inquiry by Mr. Bergamini to the plenary, no comments for any new business were expressed by all the attendants.

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### **11.Planning of the 34<sup>th</sup> ISO TC20/SC13 meeting**

The next meeting of SC13 is tentatively scheduled for P.M. of 20 October 2008 in Berlin, Germany at the DIN facilities. The meeting will be held in the afternoon following the CESG-CCSDS morning (A.M.) session .

### **12.Updating of Resolutions and Action Items (Draft)**

At the closing of the meeting, Mr. Bergamini indicated that he would be reviewing the draft Action Items preliminarily produced by Mr. Craig Day and he would also derive the associated Resolutions, to be circulated with the inclusion of the minutes of the meeting among the attending HoDs. See [Attachment 14](#) for the draft Resolutions and [Attachment 15](#) for the draft Action Items which resulted from Mr. Bergamini review.

### **13.Adjournment**

Mr. Bergamini adjourned the ISO TC20/SC13 meeting, after expressing thanks from the Subcommittee to JAXA representative and to the Japanese JISC standardization body delegation for the excellent facilities, support and pleasant hosting that made this meeting possible. A formal letter will be sent by the Secretariat to thanks JAXA for the excellent hosting of this meeting.