



ISO TC20/SC13 Draft ACTION ITEMS from the **33rd** International Organization for Standardization (ISO) Technical Committee (TC) 20 Subcommittee (SC) 13 on Space data information transfer systems **Meeting – JAXA, Tsukuba Space Center, Japan 17 June 2008:**

SC13-A-2008-06-1	<p>Consult with Standardization Administration of China (SAC) to formalize Head of Delegation appointment, in consultation with CNSA representative to CCSDS.</p> <p>Actionee: Cheng Wang Due Date: Fall 2008 Meeting</p>
SC13-A-2008-06-2	<p>The Subcommittee and CCSDS to issue a formal invitation to ISO/TC20/SC14 to participate in the review process that departs from document CCSDS 502.0-P-1.1 and will lead to the final, CCSDS 502.0-B-2 Recommended Standard on Orbit Data Messages.</p> <p>Actionees: Secretariat and Chairman Due Date: July 14, 2008</p>
SC13-A-2008-06-3	<p>Regular post of the TC20/SC14 monthly work program status report (N250) to the CMC CWE site for coordination purposes.</p> <p>Actionee: Erin C. Kahn, SC13 Secretariat Due Date: 2008 Fall meeting</p>
SC13-A-2008-06-4	<p>Follow up with ISO Central Secretariat to determine the cause of monthly warning messages related to the Subcommittee work program.</p> <p>Actionee: Secretariat Due Date: 31 July 2008</p>
SC13-A-2008-06-5	<p>After the closing of the previous AIs SC13-A-2007-10-4 and 5, re-address e-mail message regarding the proposal scheme that may serve as a basic orientation for CCSDS-ISO TC/SC13 liaisons processes, including the existing liaison process with ISO TC20/SC14.</p> <p>Actionee: Secretariat Due Date: 07 July 2008</p>
SC13-A-2008-06-6	<p>Return any comments or feedback on proposed scheme that may serve as a basic orientation for CCSDS-ISO TC/SC13 liaisons processes, including the existing liaison process with ISO TC20/SC14.</p> <p>Actionees: Heads of Delegation Due Date: 14 July 2008</p>



SC13-A-2008-06-7	<p>DUE Date: Fall 2008 Meeting</p> <p>Investigate impact of new ISO systematic review process on CCSDS review cycle and present recommendation at the next Subcommittee and CCSDS-CMC-SC13 meetings.</p> <p>Actionee: Secretariat Due Date: Fall 2008 meeting.</p>
SC13-A-2008-06-8	<p>Send letter of thanks to JAXA for the excellent hosting of the 33rd ISO TC20/SC13 meeting held at the Tsukuba Space Center.</p> <p>ACTION: Secretariat Due Date: 14 July 2008</p>
SC13-A-2007-10-1	<p>Maintain a follow up and record on the status of Systematic Review Votes for ISO TC20/SC13 and report them back to Central Secretariat and to the Subcommittee.</p> <p>Actionee: Erin C. Kahn, SC13 Secretariat Due Date: Fall 2008 meeting</p>
SC13-A-2007-10-3	<p>Evaluation by SC13-CCSDS on the possible use of the ISO NWI Process, after recommendation given by Mr. François Abram (ISO), in the 32nd. Meeting of the Subcommittee.</p> <p>Actionee: Erin C. Kahn, SC13 Secretariat Due Date: Closed Final Status: New CCSDS charter and project online system will allow better distribution of NWI announcements to interested parties. Until the final system is fully operational we will distribute new project announcements via email to the relevant CCSDS mailing lists.</p>
SC13-A-2007-10-4	<p>Propose to ISO TC20/SC14 a methodology for processing of the liaison work among the three, CCSDS, ISO TC20/SC13 and SC14 organizations, that may be validated and adopted as a practical procedure for instrumenting the terms already celebrated by the three mentioned parties under Ref. N405/SC13-N530/SC14, as of August 2007, entitled “Agreement for Definition of a Joint Work Procedure for Identification and Exploration of Liaison Work Related to ISO Standards in Space Systems”.</p> <p>Actionees: E. Bergamini (Ch. SC13) and M. Kearney (Sec. SC13, Sec. and Ch. CMC CCSDS) Due Date: March 31, 2008 – Closed Final Status: Action now reconsidered under SC13-A-2008-06-2.</p>



SC13-A-2007-10-5	<p>Define a common ISO TC20/SC13 and CCSDS policy that may enable a consolidated and effective cooperative action in their liaison with ISO TC20/SC14.</p> <p>Actionees: E. Bergamini (Ch.SC13) and M. Kearney (Sec. SC13, Sec. and Ch. CMC CCSDS)</p> <p>Due Date: May 15, 2008 – Closed</p> <p>Final Status: Action now reconsidered under SC13-A-2008-06-2.</p>
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