

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

**Location:** Toulouse, France

**Date:** 8 December 2004

### 1. Attendance

The following people attended the meeting on 8 December:

<u>Country</u>	<u>Name</u>
Brazil	Eduardo Bergamini
Canada	Leo Hartman
France	Jean-Marc Soula
Germany	Martin Pilgram
Japan	Kaneaki Narita Junjiro Nakahara
Russian Federation	Valery Simonov Georgy Tkachenko
United States	John Kelley Andrew Dowen Linda Kezer Stephen Harris

### 2. Opening of the Meeting

Dr. Eduardo Bergamini called the meeting to order and it was agreed among the participants to waive a formal roll call of members due to the fact that the parties present had also been in attendance for a previous Consultative Committee for Space Data Systems (CCSDS) Meeting.

The following nations were represented at the meeting: Brazil, Canada, France, Germany, Japan, the Russian Federation, and the United States. Representatives from China, Italy, United Kingdom, and Ukraine were absent; however, Mr. Peter Allan of the United Kingdom provided a presentation documenting his nation's current work on the subcommittee.

### 3. Adoption of the Agenda and Approval of the Previous Meeting's Minutes

The agenda for the meeting was approved as presented and is provided here as Attachment 1.

Draft minutes from the previous meeting spring 2004 were approved by the attendees without comment or correction.

#### 4. Appointment of a Drafting Committee

In compliance with the ISO requirement to appoint a drafting committee, the subcommittee resolved that Mr. Stephen Harris, in support of the TC20/SC13 Secretariat, would be responsible for drafting and distributing the meeting's minutes (refer to Resolution SC-F04-R01).

#### 5. Report of the SC13 Secretariat

Mr. Harris presented the current status of the SC13 Programme of Work (refer to Attachment 2)

At this point, the attendees were briefed on the current status of SC13 resolutions and action items. Status was reported as follows:

##### SC-F03-A01

Continue contacts and consultancies with ISO Directorship of Standards Development and Production toward the elaboration of a Business Plan for a new ISO/TC-999 dedicated to space systems.

##### Comments:

**25 May 2004** – A meeting has been tentatively scheduled for September 2004 with Messrs. Abram and Smith of ISO and Messrs. Kelley and Downen of ISO TC20/SC13.

**4 November 2004** – Work is progressing on this issue. Several iterations and reviews of a proposed TC-999 Business Plan have been completed. Mr. Andrew Downen met with ISO representatives in Geneva, Switzerland in early September to discuss issues related to the possible creation of a new TC.

A review of the current version of the TC-999 Business Plan is in progress.

Through face-to-face meetings and continuing communication, the activities required by this action have been taken. This action item is considered closed.

**Actionees:** Andrew Downen/SC13 and Gael Squibb/SC14

**Current Disposition:** Closed

##### SC-F03-A02

Continue with the elaboration of a new version of the Business Plan for a new ISO/TC-999 dedicated to space systems.

**Observation** – A planned third version of the document will serve as the basis for the expected September 2004 meeting with Mr. Francois Abram and Mr. Mike Smith of ISO Directorship of Standards Development and Production. This meeting will address the protocol to be followed and the ability of TC20/SC13 and TC20/SC14 to secure ISO Technical Management Board's (TMB) approval for the formation of a new TC. Naturally, it is expected that a fourth version of the Business Plan will result from the September 2004 meeting. The fourth version is expected by 29 October 2004.

##### Comments:

**25 May 2004** – The first version was reviewed by Mr. Downen, Dr. Kelley, and Mr. Bergamini, and comments were provided to Mr. Squibb of ISO TC20/SC14.

The revised version of the Business Plan will be provided to members of ISO TC20/SC13 for review and comment once it is received by the Secretariat.

**4 November 2004** – Another iteration of the document is expected for review on 29 November 2004.

**16 November 2004** – The Secretariat considers that the activities required by this action item are now part of SC-S04-A01 and this action is considered closed.

**Actionees:** Andrew Downen/SC13 and Gael Squibb/SC14 (supported by the SC13 Secretariat)

**Current Disposition:** Closed

#### SC-S04-A01

After receiving from ISO TC20/SC14, provide a copy of the revised TC 999 Business Plan to the ISO TC20/SC13 Heads of Delegation for review and comment.

**Comments:**

**4 November 2004** – Multiple iterations of this document have been worked and reviewed by Messrs. Downen, Bergamini, and Squibb. When a version is considered ready, it will be sent to the ISO TC20/SC13 Heads of Delegation for review and comment.

**16 November 2004** – An updated version of the document will be made available to Heads of Delegation at the upcoming TC20/SC13 meeting on 8 December 2004.

**8 December 2004** – Review copies of the current draft TC999 Business Plan were made available to the Heads of Delegation at the TC20/SC13 meeting. This action item is considered closed.

**Actionees:** SC13 Secretariat

**Current Disposition:** Closed

#### SC-S04-A02

Based on the terms of ISO TC20/SC13 Ref. N-320 letter, as of 03 May 2004, Heads-of-Delegation are required to consult with their respective ISO TC20 Delegates about their support to the Subcommittee resolution to move to a new ISO TC dedicated to space systems and provide the pending answer to the Secretariat prior to the meeting with ISO in early September (currently scheduled September 1-3).

**Comments:**

**26 August 2004**– Responses received from JAXA and Ukraine.

**8 December 2004** – It was agreed that the necessity for input on this issue had passed and that the action item is considered closed.

**Actionees:** SC13 Heads of Delegation

**Current Disposition:** Closed

#### SC-S04-R02

TC20/SC13 resolves to register AWI 20652 (CCSDS 651.0-B-1) *Producer-Archive Interface Methodology Abstract Standard* (PAIMAS) for ISO DIS review. The PAIMAS document was approved for CCSDS Recommended Standard (Blue Book) status at the 24 May 2004 CMC meeting.

**Comments:**

**17 September 2004** – ISO Form 8A and a cover letter requesting AWI status for this document were sent to Francois Abram/ISO. Both MS Word and .pdf (Acrobat 4.0) versions of this document were posted to a new folder in the SC13 work area of the ISO Tcserver.

**Actionees:** SC13 Secretariat

**Current Disposition:** Closed

## **6. Report of Delegates Regarding Activity Relating to SC13**

### **Brazil**

Dr. Bergamini reported that the first two Brazilian standards documents derived from CCSDS Recommended Standards and Reports have been approved by ABNT/Brazil (CCSDS 121.0-B-1, CCSDS 120.0-G-1, and CCSDS 320.0-B-3). Nine other documents are currently being prepared for publication as ABNT standards.

Regarding the proposed consolidation of SC13 and SC14 into a new TC for Space-related activities, Dr. Bergamini reported that Brazil approves of this effort and asks that the ABNT be kept informed of progress. To review a copy of Brazil's report, please refer to Attachment 3.

### **Canada**

Representing Canada's interest on SC13, Mr. Leo Hartman reported that the Canadian Standards Organization and the Canadian Space Agency are looking for a permanent representative to fill their nation's absence on SC13. Synchronization efforts between the two interested parties are still being worked. In addition, Mr. Hartman reported that Canada is looking toward its commercial sector for support in this area.

### **China**

No representative from China was present, nor was a report provided.

### **France**

Mr. Jean-Marc Soula reported that France has not yet finalized its position on the proposed SC13-SC14 consolidation. France's firm position on this issue is expected in the near- future.

In terms of France's resource allocation to SC13 work, Mr. Soula reported that there has been no change in status. He also emphasized that he is France's representative to SC13 (replacing Ms. Genevieve Campan who previously held the position).

Mr. Soula provided a report to the subcommittee which detailed the review of CCSDS documents being routed through the ISO Standards process.

Mr. Soula's report to the subcommittee is provided with these minutes as Attachment 4.

### **Germany**

Mr. Martin Pilgram reported that the review of ISO documents in the publication process is ongoing. He noted that five CCSDS Space Link Extension documents approved for publication should now be passed to ISO for their eventual adoption as ISO Standards. The subcommittee approved this course of action and resolved that the documents in question be submitted by the subcommittee to ISO as DIS documents.

Mr. Pilgram reported that although Germany's formal position on the proposed SC13-SC14 consolidation is not yet set, the German Standards Board has been somewhat resistant to the effort because they do not want to split aircraft industry interests away from the subcommittee.

### **Italy**

No representative from Italy was present, nor was a report provided.

**Japan**

Mr. Kaneaki Narita provided a brief presentation detailing Japan's current efforts related to the subcommittee's work (refer to Attachment 5).

Mr. Narita reported that Japan's standards organization is reviewing the most recent TC999 Business Plan that details the proposed consolidation of SC13 and SC14. He reported that the National Committee concurs with this proposed action.

Mr. Narita's report concluded with an overview of ISO documents that have been recently reviewed by Japan's standards organization.

**Russian Federation**

Mr. Georgy Tkachenko provided a status report that was read to the attendees by Dr. Kelley.

The Russian Federation reaffirmed its commitment to provide resources to SC13 work and noted that ISO standards play an increasingly significant role within the Federal Space Agency's projects. In the future, the Federal Space Agency hopes to increase its participation with SC13.

Mr. Tkachenko stated that although the Federal Space Agency supports the TC999 consolidation proposal, a final Russian position on the matter will come from "Gosstandart," Russia's standards organization.

To review the Russian Federation input, please refer to Attachment 6.

**Ukraine**

No representative from the Ukraine was present, nor was a report provided.

**United Kingdom**

Although no representative from the United Kingdom could be present, a report detailing ISO status was provided by Dr. Peter Allan (please refer to Attachment 7).

**United States**

Mr. Andrew Downen speaking for the United States, reaffirmed his nation's support for the proposed consolidation of SC13 and SC14 into a new Technical Committee ("TC999") for space-related interests. He reported that while working this project, he attended a September meeting with ISO management in Geneva, Switzerland. Through the subcommittee's Secretariat, Mr. Downen continues to direct the preparation of a proposed TC999 Business Plan.

Mr. Soula asked that the subcommittee's members be given a copy of the minutes from the SC13-SC14 meeting with ISO management in Geneva. Mr. Downen stated that the minutes would be distributed with the next review of the TC999 Business Plan.

**7. Report of Delegates Regarding SC13 Liaison Activities**

No Liaison organization representatives were present at the meeting, nor were any Liaison reports provided.

In response to a query regarding the incorporation of Liaison interests in the TC999 Business Plan under development, it was noted that although CCSDS has just established a formal liaison relationship with the National Archives and Records Administration (NARA), there has been no

move to invite NARA into a Liaison with SC13. Mr. Downen accepted an action item to look into this situation (refer to Action Item SC-F04-A01).

### **8. Ongoing Activities of SC13 Related to the Formation of a New ISO Technical Committee (“TC999”) for Space Systems**

Another updated draft version of the TC999 Business Plan is expected to be sent out to the subcommittee’s P-members for review and comment shortly. Mr. Downen encouraged all recipients to review the document carefully and provide comments. The aim is move the document through ISO’s Technical Management Board (TMB) process as quickly as possible.

As previously stated throughout these minutes, P-members nations are beginning to solidify positions regarding the proposed new TC999. Currently, Germany is the only P-member to express possibly serious reservations regarding the proposal, but no definitive position has been reached.

### **9. New Business**

#### **Documents Proposed as New ISO Standards**

Members in attendance approved a resolution promoting five recently approved CCSDS Space Link Extension documents to become ISO Standards. The Secretariat will take the actions necessary to submit the following documents to ISO as DIS versions: CCSDS 911.1-B-2; CCSDS 911.2-B-1; CCSDS 911.5-B-1; CCSDS 912.1-B-2; and CCSDS 912.3-B-1 (refer to Resolution SC-F04-R02).

#### **Possibility of the Subcommittee’s O-Members Becoming P-Members**

Mr. Soula suggested the possibility that the subcommittee look toward asking its current O-members to increase their level of participation in the effort by becoming P-members. Mr. Downen noted that being a P-member implies a commitment of resources, and that any O-member wishing to elevate their status must take this into consideration. As Mr. Downen put it, “O-members must bring something to the table” if they wish to become P-members.

The Secretariat accepted an action item to draft a letter inviting the subcommittee’s current O-members to consider becoming P-members (refer to Action Item SC-F04-02).

### **10. Requirements Concerning a Subsequent Meeting**

The next ISO TC20/SC13 meeting is scheduled to be held on 13 April 2004 in Athens, Greece, in conjunction with the CCSDS Management Council’s meeting.

### **11. Approval of Resolutions and Action Items**

The resolutions and action items were read and approved. To review this material, please refer to the end of these minutes.

### **12. Conclusion of the Meeting**

After the members approved a resolution thanking CNES for providing facilities and logistics support (refer to Resolution SC-F04-R03), Dr. Bergamini thanked the attendees and adjourned the meeting.

Minutes drafted and submitted by:  
Stephen Harris/ISO TC20/SC13 Secretariat

**ISO TC20/SC13**

**Draft Resolutions – 8 December 2004  
Toulouse, France**

**SC-F04-R01**

In compliance with the ISO requirement to appoint a draft committee, TC20/SC13 resolves that Mr. Stephen Harris will be responsible for drafting and distributing the 8 December meeting minutes.

**SC-F04-R02**

TC20/SC13 resolves to register the following CCSDS documents for ISO DIS status:

CCSDS 911.1-B-2. Space Link Extension – Return All Frames Service Specification. Blue Book. Issue 2. November 2004.

CCSDS 911.2-B-1. Space Link Extension – Return Channel Frames Service Specification. Blue Book. Issue 1. November 2004.

CCSDS 911.5-B-1. Space Link Extension – Return Operational Control Fields Service Specification. Blue Book. Issue 1. November 2004.

CCSDS 912.1-B-2. Space Link Extension – Forward CLTU Service Specification. Blue Book. Issue 2. November 2004.

CCSDS 912.3-B-1. Space Link Extension – Forward Space Packet Service Specification. Blue Book. Issue 1. November 2004.

These documents were approved as CCSDS Recommended Standards shortly before the fall 2004 meeting.

**SC-F04-R03**

TC20/SC13 resolves to thank the Centre National d'Etudes Spatiales (CNES) for providing facilities and logistics support for the fall 2004 meeting.

**ISO TC20/SC13  
Draft Action Items – 8 December 2004  
Toulouse, France**

**SC-F04-A01**

Mr. Andrew Downen and the SC13 Secretariat Support Office will investigate how the U.S. National Archives and Records Administration (NARA) can be invited into a formal ISO liaison relationship with SC13 with the understanding that ISO Central governs liaisons with Technical Committees and subcommittees. NARA has recently become formed a Liaison with CCSDS. Mr. Downen will report his findings to the Secretariat.

**Actionee:** Andrew Downen/SC13 Secretariat Support Office

**Due Date:** 01 March 2005

**SC-F04-A02**

Mr. Andrew Downen and the SC13 Secretariat Support Office will draft and transmit a letter inviting the subcommittee's current O-members to consider becoming P-members with an understanding that P-member status involves the firm commitment of resources.

**Actionee:** Andrew Downen/SC13 Secretariat Support Office

**Due Date:** 01 March 2005

**ISO TC20/SC13  
Old Action Items Identified as "Open"**

No previously drafted TC20/SC13 action items remain open.