



our date  
09 October 2003

our reference  
N313

your date

your reference

TO: Principle Delegates, ISO/TC20/SC13  
FROM: ISO/TC20/SC13 Secretariat  
SUBJECT: Materials for the ISO/TC20/SC13 Meeting of 06 November 2003

The twenty-fifth meeting of the ISO/Technical Committee 20/Subcommittee 13 will be hosted by the National Aeronautics and Space Administration (NASA) in Arlington, Virginia, USA on 06 November 2003. This meeting will be held in conjunction with the meeting of the Consultative Committee for Space Data Systems Management Council. Logistics information can be found on the CCSDS Home Page at:

[http://www.ccsds.org/meeting/2003fall/logistics\\_arlington.html](http://www.ccsds.org/meeting/2003fall/logistics_arlington.html)

The Secretariat's package is provided for your consideration at the following url:

<http://www.ccsds.org/docu/dscgi/ds.py/View/Collection-351>

The Secretariat's package consists of the following:

- a. Action Item status from the Spring 2003 meeting.
- b. A draft agenda. This agenda will be finalized at the meeting.
- c. Consolidated Procedures for the Technical work of ISO. Please refer to paragraph 1.5 of this document for an explanation of the procedures for establishing a new Technical Committee. This procedure is associated with the agenda item concerning the proposal to create a new Technical Committee for Space systems.
- d. Presentations from the TC 20 39<sup>th</sup> Plenary
- e. ISO TC20/SC13 directory.

The minutes from the Spring 2003 meeting at Matera, Italy can be found at:

<http://www.ccsds.org/docu/dscgi/ds.py/View/Collection-282>

Further, please be reminded that all presenters are requested to provide the Secretariat with an electronic version of any materials presented at the SC13 meeting. These materials can either be provided at the meeting or e-mailed to [jkelly@hq.nasa.gov](mailto:jkelly@hq.nasa.gov) or [dissinger@gst.com](mailto:dissinger@gst.com).

Sincerely,

A handwritten signature in black ink that reads 'John D. Kelley'.

John Kelley  
ISO TC20/SC13 Secretary