



our date
19 November 2004

our reference
N337

your date

your reference

TO: Principle Delegates, ISO/TC20/SC13
FROM: ISO/TC20/SC13 Secretariat
SUBJECT: Materials for the ISO/TC20/SC13 Meeting of 08 December 2004

The twenty-seventh meeting of the ISO/Technical Committee 20/Subcommittee 13 will be hosted by the Centre National d'Etudes Spatiales (CNES) and held in Toulouse, France, on 08 December 2004. This meeting will be held in conjunction with the meeting of the Consultative Committee for Space Data Systems (CCSDS) Management Council.

Please note that because of the fullness of the content to be covered, we anticipate 2 full days of meetings. It is recommended that you plan to be at the meeting until it concludes at 17:00 on 08 December.

Logistics information is provided at www.ccsds.org.

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

<http://www.ccsds.org/docu/dscgi/ds.py/View/Collection-609>

The Secretariat's package includes the following:

1. A Draft Agenda.
2. Action Item Status from the Spring 2004 meeting. (This may be updated again before the meeting. If so, the updated version will be located at the above URL.)
3. ISO TC20/SC13 Programme of Work. (This may be updated again before the meeting. If so, the updated version will be located at the above URL.)

The minutes from the Spring 2004 meeting in St-Hubert Quebec, Canada are at:

http://www.ccsds.org/docu/dscgi/ds.py/Get/File-1863/ISO_Meeting_Minutes.pdf

Please be reminded that all presenters are requested to provide the Secretariat with an electronic version of any materials presented at the meeting. Please e-mail these materials to linda.kezer@hq.nasa.gov and debbie.ronning@btas.com by November 26, 2004.

Sincerely,

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

John D. Kelley
ISO TC20/SC13 Secretary