



SUBJECT: Minutes of the 35th International Organization for Standardization (ISO) Technical Committee (TC) 20 Subcommittee (SC) 13 on Space data information transfer systems Meeting

LOCATION: Penrose House – Colorado Springs, Colorado, USA

DATE: 27 April 2009

SECRETARIAT: USA (ANSI)

ATTENDANCE:

Country/P-Members Name

Brazil Eduardo Bergamini
(Chairman)

Canada Leo Hartman

France Jean-Marc Soula

Germany Martin Pilgram

Japan Kaneaki Narita
(telecon)

Tatsuya Mukai
(telecon)

Ryo Suzuki (telecon)
N. Nomura(telecon)

Country/P-Members Name

United Kingdom Peter Allan

United States Mike Kearney
(Secretary)
Erin Cliggett Kahn
(Secretariat Staff)
Rodger Williams
(Secretariat Staff)

ISO Liaison Name

ISO TC20/SC14 David Finkleman
(Ch. WG3 & ISO TC20/SC14 Liaison)

Other Liaison Name

CCSDS Mike Kearney
(Gen. Secretary)

1. Opening of the Meeting

Mr. Mike Kearney, the Secretary welcomed all the attendants and opened the meeting.

2. Roll Call of the Member Delegates

After observing the list of ISO TC20/SC13 P-Members and O-Members, as in [Attachment 01](#), it was found that the following P-Member countries were represented at the meeting: Brazil, Canada, France, Germany, Japan (via telecon), the United Kingdom and the United States. P-Member representatives from China, Israel, Italy, Russia, and Ukraine were not present. There was no O-Member attendance to this meeting. In respect to liaisons: a) Dr. David Finkleman, Chairman of ISO TC20/SC13/WG3 attended the meeting due to the existing internal liaison with ISO TC20/SC14; b) Mr. Mike Kearney represented the naturally existing liaison with CCSDS. The resultant list with signatures with attendance to the meeting is appended in [Attachment 02](#).

3. Adoption of the Agenda

The agenda for the meeting was discussed and it was reminded by Mr. Mike Kearney that a discussion of the term of the Chairman of the ISO TC20/SC 13 Subcommittee needed to be added to the agenda. The approved agenda is reproduced in [Attachment 03](#).

4. Appointment of a Drafting Committee

In compliance with the ISO requirement of a drafting committee, the Secretary of ISO TC20/SC13 Subcommittee, Mr. Mike Kearney, requested this support to Mrs. Erin Cliggett Kahn, who accepted this appointment. The drafting support also includes the responsibility for drafting and for distributing the meeting minutes.

5. Report of the Secretariat

5.1 Approval of Draft Minutes and Resolutions and Action Items resulting from the 34th Meeting (Berlin)

The Draft Minutes, Resolutions and Action Items from the previous meeting held in Berlin were approved by the attendees, after their review. It was requested that the Secretariat review the listing of P and O members to ensure that they are complete and to replace the reference to Korea with Republic of Korea.

5.2 Review Program of Work with ISO

The current status of the Programme of Work of the Subcommittee was presented by Mrs. Erin Cliggett Kahn. See [Attachment 04](#).

It was requested by the Head of the Delegation from the United Kingdom that the Secretariat send to the members of the Subcommittee a listing of the withdrawn documents, including the dates of the documents that were withdrawn, so that national listings of ISO standards could be updated as found to be necessary. The Secretariat noted that the CCSDS originated ODM document to be transformed to ISO 26900 was not listed on the program of work because, based on the a previous, existing liaison agreement between the Subcommittee and the ISO TC20/SC14 Subcommittee, the last one is the Subcommittee in charge of the mentioned transformation. However, it was

decided that the ISO 26900 document will also be added to the SC13 Program of Work as well, because it is a document of shared interest between the two mentioned Subcommittees.

The Head of Delegation from France also requested that, associate to the Program of Work, the Secretariat may also provide a listing of CCSDS documents that are in the process of or that are planned to be submitted to ISO for becoming ISO standards.

5.3 Report on ISO Systematic Review Process

Mrs. Kahn presented the list of ISO document currently undergoing systematic review and those that are planned to begin their systematic review, by July 2010. Members of the Subcommittee were encouraged to begin discussing those documents and formulating a national position.

6. Report of Delegates

- a. **Brazil** – See [Attachment 05](#)
- b. **Canada** – See [Attachment 06](#)
- c. **France** – See [Attachment 07](#)
- d. **Germany** – See [Attachment 08](#)
- e. **Japan** – See [Attachment 09](#)
- f. **United Kingdom** – See [Attachment 10](#)
- g. **United States** – See [Attachment 11](#)

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

The Resolutions and Action Items (AIs) which resulted from the previous (34th) meeting (Berlin) were reviewed and discussed by Mrs. Kahn with the plenary. Mr. Eduardo Bergamini, Chairman of ISO TC20/SC13, commented on the still pending action item SC13-A-2008-10-5, intended for offering increased visibility and access to ISO TC20/SC13 related information. It is expected that advance on the implementation may be obtained till the next Fall 2009 meeting of the Subcommittee. It was also requested that the Secretariat provide additional details regarding the inclusion of XML into ISO documents in follow up to the closure of SC13-A-2008-10-6.

8. Report and discussions regarding SC13 liaison activities

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

Dr David Finkleman, ISO TC20/SC 14 Working Group 3 Chairman and ISO TC20/SC14 liaison to CCSDS liaison provided a liaison report. The status of the CCSDS ODM document which is being jointly developed with his ISO TC20/SC14 Working Group 3

was also discussed at the occasion. The ODM-Orbit Data Messages document is the one that is planned to be submitted by ISO TC20/SC14 for becoming standard ISO 26900. Dr. Finkleman also considered the possibilities of new work items for possible cooperation that may also be of interest of CCSDS MOIMS NAV WG, with possible consequences in liaison activities with ISO TC20/SC13 Subcommittee, as well. The two committees continue to have success in their collaborative efforts and there is interest in pursuing other areas of interest including XML code and uncooperative objects. There was also discussion as to whether or not the CCSDS SANA function could also provide useful information to SC14. Mr. Bergamini suggested that the Secretariat may ensure that the SC14 liaison report be shared with the members of the CMC and CESG. The ISO TC20/SC14 liaison report is attached to the minutes. See [Attachment 12](#).

Mr. Eduardo Bergamini also observed the need for updating ISO TC20/SC13 list of liaisons in the ISO site, for instance for including the existing internal, still informal liaison with ISO/IEC JTC1/SC29 – Coding of Audio, Picture, Multimedia and Hipermedia Information Subcommittee. He was also noted that the ISO TC20/SC13 internal liaison relationship with SC14 was not yet reflected on the ISO TC20/SC13 ISO Web page. Secretariat will be caring for ensuring that this information may be updated. .

8.2 ISO/IEC JTC1/SC29 Internal Liaison

No report. A formal exchange of e-mails is still pending to obtain a formal confirmation of the internal ISO liaison. Mr. Eduardo Bergamini will be contacting the Chairman of ISO/IEC JTC1/SC29 for formalizing this internal liaison.

9. New Business

As a point of clarification, Mr. Eduardo Bergamini discussed with the Secretariat the potential for Green Books to become ISO Technical Reports. Mrs. Kahn said that, in principle, this is a possibility under ISO rules. The Secretariat agreed that this was something that could be pursued should there be interest from the part of CCSDS. It was proposed that CCSDS technical body may get acquainted with this concrete possibility.

During the new business agenda item, it was discussed that the term for the current Chairman of the Subcommittee, Mr. Eduardo Bergamini, expires on 31 December 2009. Mr. Eduardo Bergamini expressed his interest and willingness to continue in his position, naturally, if his continuation is ratified by the Subcommittee members. However, Mr. Eduardo Bergamini also encourages that other delegations may consider submitting the names of other interested candidates. It was determined that the Secretariat should take an action to notify the members bodies of the end of Mr. Eduardo Bergamini term via e-mail and that a final decision regarding the chairmanship of the Subcommittee may be taken at the next meeting, in the Fall of 2009.

10. Planning of the 34th ISO TC20/SC13 meeting

The next meeting of SC13 is tentatively scheduled for the week of November 2 to 6 of 2009, to be held at ESTEC, in Noordwijk, Holland. The final meeting date and time will be discussed in coordination with the CCSDS CMC, during its meeting later in the week of the current meeting. The members of ISO TC20/SC 13 discussed that it is preferred that the

meeting take place during the early part of the week to facilitate a major participation of its members. ISO TC20/SC13 delegates will be apprised of the final schedule in a first opportunity, by the Secretariat.

The delegates resolved that the future, annual ISO TC20/SC13 meetings will consist of a formal plenary in the Fall and a more casual progress meeting in the Spring. It was understood that the progress (Spring) annual meetings will focus on the Secretariat's Report and on particular progress of the action items. Because there will be no quorum requirement in the progress (Spring) annual meetings, they will not deal with votes and with formal decisions.

The Subcommittee also dedicated its time to recognize the many contributions made to the ISO/TC20SC13 community by Mrs. Loredana Bruca on behalf of Italy affiliation, and passed a resolution that recognizes her many years of service with the Subcommittee.

11. Adjournment

Mr. Eduardo Bergamini adjourned the ISO TC20/SC13 meeting, after expressing thanks from the Subcommittee to the NASA representative and to the staff of the Penrose House for the excellent facilities, support and pleasant hosting that made this meeting possible. A formal letter will be sent by the Secretariat to thank NASA and the staff of the Penrose House for the excellent hosting of this meeting.