

CMC Draft Minutes Mid-Term Telecom 13 February 2017

1. Call to Order – Welcome/Opening Remarks

James Afarin, CMC Chair, called the meeting to order at 0800h and welcomed everyone to the CMC mid-term telecom. J. Afarin initiated the roll call of delegates after the brief introduction.

2. Roll Call of Delegates

Introductions followed. CMC Attendees were:

1. ESA – Juan Miro, Nestor Peccia
2. DLR – Osvaldo Peinado
3. JAXA – Tsutomu Shigeta
4. NASA - Wallace Tai, Dr. James Afarin
5. INPE - Eduardo Bergamini
6. UKSA – Christopher Perry
7. CNES - Jean-Marc Soula
8. CSA – Not Present
9. ASI – Not Present
10. CNSA –Yonghui Huang
11. ROSCOSMOS – Not Present
12. Secretariat - David Ross, Michael Blackwood, Thomas Gannett, Brian Oliver

3. Agenda Review and Approval ([13 February 2017 Final CMC Agenda mid-term telecom](#))

The CMC agenda was reviewed and approved with no substantive changes to the order of presentations or content.

4. CESG Chair Report

4.1 Progress since the last meeting (reviews, polls, etc...)

N. Peccia provided an overview of the polls and reviews that have occurred since the November CMC meeting in Rome, Italy. N. Peccia noted that there were five (5) polls open at the time of his report. An additional three (3) polls had conditions raised during CESG polling and will move to CMC polling once the conditions were met.

4.2 Project Status (behind schedule, etc...)

N. Peccia indicated that there are currently 88 projects and 23 of those projects are currently identified as behind schedule. He indicated that the CESG has asked the WG chairs to update their schedules. N. Peccia also indicated that there are currently 54 draft projects. N. Peccia continued to review New Work Items and reported that three of the listed projects had been approved; MOIMS P&S Mission Planning and Scheduling BB, MOIMS SM&C Mission Operations Services Concept, and SEA SEC CCSDS Authentication Credentials. N. Peccia expected the remaining six (6) projects to be approved in the coming months.

4.3 Status of ICPA

N. Peccia indicated two (2) items of note. IOAG Service Catalogue 1 version 2.1 was under IOAG approval and the changes from the previous version had been distributed to the CESG for comments. IOAG Draft Service Catalogue 3 was expected to be completed by the Spring technical plenary and MOIMS SM&C will continue with its work plan; no ICPA update was planned.

4.4 IOAG Liaison report

N. Peccia discussed IOAG coordination efforts and the IOAG response. N. Peccia noted that the IOAG Chairman reminded all that an approved update of IOAG service catalog 2 (SC#2) was expected by Q2 2017 but that no ICPA update was planned by this date.

4.5 Other CESG status

N. Peccia provided an overview of other CESG activities and issues.

J. Miro requested, on behalf of ESA, that the Telerobotics working group remain in a dormant state. J. Miro stated that no resources were available at this time and he was unsure what dormancy would entail, but ESA may have resources to commit in the future. J. Afarin confirmed that NASA has committed no resource to the working group and that he approved of dormancy. N. Peccia stated that the CESG would need to discuss the issue. J. Miro stated that ESA may have resources to commit later this year or the next.

J. Afarin asked N. Peccia if estimated completion dates for Optical Communications Books were available yet. N. Peccia replied that the Blue Books were scheduled for January 2019 and December 2020 and that the Orange Books did not yet have a timeline. N. Peccia confirmed that these dates are represented on the CWE.

5. Discussion of Projects with Disproportionate Delays

N. Peccia stated that the Secretariat had not delivered the file in question. D. Ross requested B. Oliver reply. B. Oliver stated that previously, the Projects with Disproportionate Delays report was generated for physical meetings and by request at mid-term teleconferences. J. Afarin stated that the report would be generated and distributed at all meetings, two weeks prior to the meeting, going forward.

6. Agency Resource Priorities Review

O. Peinado provided an updated listing of Agency Priorities. J. Afarin stated that Forward Frame was a priority for NASA and W. Tai confirmed that the prototype had not yet been completed. N. Peccia noted that NASA had yet to confirm support for both prototypes. W. Tai replied that an assessment was expected in March.

J. Miro mentioned that there were four (4) agencies with no green priorities listed, most green priorities were from ESA and NASA. J. Afarin suggested that agencies are maximizing their priorities with the funding that is available to them and that the CMC should continue encouraging others to commit resources and participate as they are able. J. Miro suggested that ESA and NASA consider shifting priorities to fill needed resources and recommended further discussion in St. Petersburg.

7. CCSDS Liaisons Discussion

J. Afarin reviewed the Procedures Yellow Book and cited a need to strengthen the section the roles and responsibilities of liaisons. J. Afarin also noted a need for more robust communications with liaisons to IOAG and OMG and a more detailed description of the process through which liaisons are selected. N. Peccia stated that previously, the most representative member was selected to fill liaison roles and agreed that the procedures should strictly define the role of the liaison. J. Afarin suggested discussing the matter further at the CMC's meeting in St. Petersburg.

AI-CMC-A-2017-02-01 The CMC requests that J. Afarin propose to the CESG updated liaisons text for the CCSDS Procedures Yellow Book prior to the CESG's 20 March 2017 meeting.

8. CMC Meeting Topics

J. Afarin Opened the discussion by indicating that the CMC should consider limiting the number of people coming to the CMC, noting that there are specific topics that are strictly for the CMC. The CMC discussed that for those times when the management council is meeting in Europe, it would be appropriate to excuse the Area Directors to hold an executive session with the member agencies and the CESG Chair and Deputy Chair present only. N. Peccia supported this notion as CESG Chair, noting that the CESG has always held their meetings as an executive private meeting only for the technical leads and the Chief Technical Editor (CTE). J. Miro asked if this should be discussed further in St. Petersburg, and the group noted that in St. Petersburg, the CMC will be mostly executive level anyways, as the meeting does not coincide with the technical meetings. After further discussion of the item, the CMC agreed to present any issues with having only one representative from each agency present at the CCSDS Management Council meetings by the end of March. Otherwise, the CMC will plan to move forward with having one representative from each Agency present in June in Saint Petersburg.

AI-CMC-A-2017-02-02 The CMC instructs the Secretariat to engage CMC Executive membership to determine if there are any objections to CMC Member agencies being represented by a single person at all CMC meetings.

9. Secretariat Report

9.1 Action Item Status (only open items)

D. Ross reviewed the currently open action items and provided status updates of currently open action items. The following action items were revised:

[Red = Action Overdue]

[Orange = Action Due Date Within 6 Months]

[Blue = Action Due Date Greater than 6 Months]

[Green = Action Completed or Closed]

- **CMC-A-2013-04-03**: Requesting the Secretariat to add a capability to the CCSDS Management Framework for tracking provisions related to polls and an online input capability for resolutions, B. Oliver stated that this Action Item was currently in progress, the due date was revised to 6 November 2017.
- **CMC-A-2014-11-01**: Requesting P. Shames to draft a formal memorandum from CCSDS to ISO/TC 20/SC 14 to describe the needed coordination on RASDS, the due date was revised to 8 May 2017.
- **CMC-A-2015-11-05**: Requesting the Secretariat to explain “on schedule/behind schedule” of Project Statuses in the Management Framework, B. Oliver stated that existing logic errors had been resolved, but the Action Item should remain open for an observation period, the due date was revised to 12 May 2017.
- **CMC-A-2016-02-01**: Requesting CMC members to send priority inputs to O. Peinado for integration was *closed by the CMC*.
- **CMC-A-2016-04-01**: Requesting all member agencies to return or indicate they will keep identified SCIDs, J. Afarin stated that this will need to be a recurring Action Item, the due date was revised to 30 June 2017.
- **CMC-A-2016-05-02**: Requesting J. Afarin to review intellectual property of SANA was *closed by the CMC*.
- **CMC-A-2016-05-04**: Requesting the Secretariat to upload via the strategic plan additional materials to resolve any documents without a project on the CWE was *closed by the CMC*.
- **CMC-A-2016-05-05**: Requesting the Secretariat to change the size of font for the Operating Procedures page was *closed by the CMC*.
- **CMC-A-2016-05-07**: Requesting ESA and NASA to respond to the recovery request from SANA for spacecraft ID, the due date was revised to 8 May 2017.
- **CMC-A-2016-05-09**: Requesting the Secretariat provide the CMC the estimated completion date report two weeks prior to the next CMC meeting was *closed by the CMC*.
- **CMC-A-2016-06-01**: Requesting N. Peccia review expected dates for fall 2018 meetings and report any conflicts was *closed by the CMC*.
- **CMC-A-2016-06-02**: Requesting the Secretariat provide an updated list of upcoming meeting dates was *closed by the CMC*.
- **CMC-A-2016-06-03**: Requesting the Secretariat deliver CESG comment on projects with large delays was *closed by the CMC*.
- **CMC-A-2016-10-01**: Requesting M. Merri clarify the CNES conditions placed upon the re-entry data message project was *closed by the CMC*.
- **CMC-A-2016-10-02**: Requesting the SM&C WG propose new name for MAL binding to ZeroMQ transport was *closed by the CMC*.
- **CMC-A-2016-10-03**: Requesting ESA to confirm the resources to complete the CFDP v1 review, the due date was revised to 28 February 2017.
- **CMC-A-2016-10-05**: Requesting NASA confirm the 2017 resources for the DOT Green Book was *closed by the CMC*.
- **CMC-A-2016-10-06**: Requesting ESA confirm 2017 resources for XML Specification EDS Blue Book was *closed by the CMC*.
- **CMC-A-2016-10-07**: Requesting the Secretariat to allow more than one prototype in the resource column was *closed by the CMC*.
- **CMC-A-2016-10-08**: Requesting N. Peccia contact IOAG about OID addition to RF assets in SANA database was *closed by the CMC*.
- **CMC-A-2016-10-09**: Requesting P. Shames put draft XML guidelines as a draft project on SEA SAWG was *closed by the CMC*.

- **CMC-A-2016-10-10:** Requesting the Secretariat delete the XML SIG and archive information was *closed by the CMC*.
- **CMC-A-2016-10-11:** Requesting the Secretariat to add a WebEx only registration button and the possibility for de-registration, the due date was revised to 6 September 2017.
- **CMC-A-2016-10-13:** Requesting the Secretariat to propose to the CMC request to amend the Procedures Yellow Book with criteria for joining working group mailing lists, the due date was revised to 28 February 2017. (Completed – currently with CESG).
- **CMC-A-2016-10-14:** Requesting CMC members to review New Work Item priorities and determine resource availability was *closed by the CMC*.
- **CMC-A-2016-10-15:** Requesting N. Peccia send an email to the CMC indicating definitions of each priority was *closed by the CMC*.
- **CMC-A-2016-10-16:** Requesting the Secretariat add mid-term agenda item to review Agency resource priorities was *closed by the CMC*.
- **CMC-A-2016-10-17:** Requesting G. P. Calzolari confirm with Op Comm WG the agencies providing resources for two blue books was *closed by the CMC*.
- **CMC-A-2016-12-01:** Requesting the Secretariat publish a poll for approval of Scott Burleigh as SIS Area Director was *closed by the CMC*.
- **CMC-A-2016-12-02:** Requesting the Secretariat add a recurring agenda item to review draft project priorities at all CMC meetings was *closed by the CMC*.

AI-CMC-A-2017-02-03 The CMC instructs the Secretariat to make CMC-A-2016-10-14 a continuously recurring Action Item.

9.2 Status of IT projects

B. Oliver provided an overview of the ongoing work to transition the Collaborative Work Environment (CWE) to SharePoint 2013 on ASTS servers. Beginning on 23 February 2017, the CWE was to be placed in read only mode for five (5) business days while migration is completed. An email would be sent to the CCSDS-All mailing list with additional details. B. Oliver confirmed that all users will maintain their usernames, but would be required to use a twelve (12) character password minimum complexity that must be updated every sixty (60) days. All current users would have access with their current eight (8) character passwords, but would be required to abide by the twelve (12) character rule sixty (60) days after the deployment of the new site. B. Oliver stated that a tool had been created that would allow users to update their passwords independent of CCSDS Tech Support.

9.3 Status of documents

T. Gannett provided a current status of the documents in the editor's queue and fielded questions regarding specific document statuses. N. Peccia stated that the Optical Communications books were a high priority for completion prior to the Spring 2017 Technical Plenary in San Antonio. T. Gannett replied that Red Books more often than not receive conditional approvals and that any such conditions may delay publishing, but that the Red Books would remain a top priority. J. Afarin requested any additional questions and none were put forward.

10. Meeting Planning

10.1 Spring 2017 Technical Plenary (SwRI/USA – San Antonio)

J. Afarin stated that meeting planning for the Spring 2017 Technical Plenary was proceeding as scheduled and that, at this time, no issues or problems have been encountered.

10.2 Spring 2017 CMC (FSA/Russia)

No discussion was held, ROSCOSMOS was not present.

AI-CMC-A-2017-02-04 The CMC instructs the Secretariat to check the status of Visa Letter of Invitation for the June 2017 CMC meeting in St. Petersburg, Russia (Complete)

10.3 Fall 2017 Technical Plenary & CMC (ESA/Noordwijk)

Following some confusion as to the locations for the Fall 2017 Technical Plenary and CMC meetings, J. Miro clarified that the Fall 2017 Technical Plenary would be held in The Hague, Netherlands, the CESG meeting in Noordwijk, Netherlands, and the CMC meetings in Darmstadt, Germany. N. Peccia stated that a list of hotels for the meetings would be forthcoming and meeting planning was proceeding normally.

10.4 Spring 2018 Technical Plenary & CMC (Gaithersburg, MD, USA/China)

J. Afarin confirmed that the National Institute of Standards and Technology (NIST) in Gaithersburg, Maryland would host the Spring 2018 Technical Plenary meetings and that as the meeting dates approach, more information would become available. J. Afarin stated that to his recollection, the CMC meeting were to be hosted by CNSA during Spring 2018. Y. Huang indicated that the CNSA had begun initial preparations to host the CMC meetings. Specific meeting dates are to be determined.

10.5 Fall 2018 Technical Plenary & CMC (DLR)

J. Afarin stated that the Fall 2018 Technical Plenary and CMC meetings would be hosted in Berlin, Germany. O. Peinado added that he would provide details of the location and meeting rooms available as well as confirm the dates presently.

10.6 Spring 2019 Technical Plenary & CMC (NASA/CSA)

D. Ross began the conversation stating that the Spring 2019 Technical Plenary meetings would be hosted by NASA and the CMC meeting is scheduled to be hosted by the Canadian Space Agency. CSA is currently verifying this and will confirm at the next CMC Meeting.

11. Any other business

J. Afarin mentioned that he and E. Bergamini attended the Global Space Congress in the United Arab Emirates (UAE) and participated of a Panel on the subject “Enabling Space-Faring Nations To Work Together As A Team. The Consultative Committee For Space Data Systems (CCSDS)”. J. Afarin met, in passing, with representatives of the Mohammed Bin Rashid Space Centre (MBRSC) who expressed interest in increasing their participation in CCSDS as a Member Agency. J. Afarin stated that an application had been provided to the CCSDS by MBRSC and the Secretariat has submitted approval for MBRSC’s inclusion as an Observer Agency.

D. Ross reviewed the Action Items and Resolutions that were generated during the teleconference and asked if there were any additional Action Items or Resolutions that had not been recorded and reported. No additional Action Items or Resolutions were raised.

12. Adjourned

The meeting was adjourned at 1004 Eastern Standard Time.