

## Approved Minutes: 9 July 2014 CMC Mid-Term Telecon

The meeting was called to order by the CMC Chairman, Mike Kearney, at 0805h (ET – US). Attendees were:

J.-M. Soula – CNES  
Y. Chen – CNSA  
Y. Huang – CNSA  
W. Xiong – CNSA  
S. Tafazoli – CSA  
O. Peinado – DLR  
M. Pilgram – DLR  
J. Miro – ESA  
N. Peccia – ESA  
E. Bergamini – INPE  
Y. Kimura – JAXA  
T. Shigeta – JAXA  
J. Afarin – NASA  
M. Kearney – NASA  
W. Tai – NASA  
K. Tuttle – NASA  
P. Allan – UKSA  
T. Gannett – Secretariat  
B. Oliver – Secretariat  
C. Sachs-Bustos – Secretariat  
N. Tongson – Secretariat

Not in attendance were ASI (Italy) and FSA (Russia).

### **Agenda Review and Approval** ([2014-07-09 CMC Agenda mid-term telecon v1](#))

The draft agenda was approved as proposed.

### **CESG Chair Report** ([CESG-Report-to-CMC-July-2014](#))

N. Peccia provided his report.

M. Kearney asked if the start date for projects is working well in the Management Framework. N. Peccia said that it was working well but that it still needs to be updated by the Working Group chairs. N. Peccia also explained his rationale for requesting a RIDs summary of statistics (will be considered by IT Support as a report on the future RIDs system).

N. Peccia also mentioned that the IOAG has been discussing a different approach to IOAG meetings to give more focus on interoperability and cross-support and less discussion about standards.

### **CCSDS Strategic Plan Status**

B. Oliver provided an update on the plan to place the CCSDS Strategic Plan online and showed a demonstration. He also mentioned that there will be links to approved published documents and documents under development, when appropriate. Once a new document is published, the Secretariat/IT Support, together with help from the Area Director, will provide the appropriate links.

The Secretariat will initially populate the online strategic plan and have the Area Directors (ADs) verify the information and instruct the ADs to maintain the site in the future. N. Peccia suggested that he and W. Tai will review it every six months.

The CMC and CESG will need to discuss whether they want the online CCSDS Strategic Plan to be a private site or publicly accessible. M. Kearney also suggested the possibility of having the public submit comments (if the decision is to have the site publicly accessible).

J. Miro provided an overview of the comments received ([CMC Response to AI CMC20140405](#)). Each of the Agencies having provided comments, namely CNES, DLR and JAXA, provided a summary of their comments that were responded with some clarification from N. Peccia. N. Peccia noted that Area Directors will only typically look ahead six months to a year in advance and rarely look towards projects with due dates in 2016 or 2017 and beyond, especially those with due dates that are impossible to achieve. There was also a discussion on closing/disbanding or "hibernation" of working groups but no decision was made. M. Kearney suggested that since the organization of Areas and Working Groups is largely based on the CCSDS end-to-end architecture, the WGs with no further work should be considered as "hibernating" or "suspended" rather than disbanded or cancelled, because when more work in that architecture area is found, then the same WG should be "awakened" rather than forming a new group, or forming a group not related to the end-to-end architecture. This left for future discussion at a future meeting.

J. Miro requested that the Secretariat should re-send the action item on this topic to the CMC members and request to provide comments on the substance and contents of the J. Miro presentation (which was simply a representation of the content of the Strategic Plan) using the comments from CNES/J.-M. Soula as an example. The presentation will be updated reflecting the comments received and the latest status of the framework by end July 2014 and the CMC should use the updated version as the basis for their comments for discussion at the London meeting. M. Kearney also added that the comment from J.-M. Soula about what to do with the roadmap should be included when the action item is re-sent to the CMC.

### **Secretariat Report**

- Action Items Status ([Open Action Items - CMC - June2014v2](#))  
The CMC agreed with the closed action items and discussed any open action items. Highlights: (CMC-A-2013-04-04) & (CMC-A-2013-12-04): N. Peccia noted that the CESG did not have sufficient time to address these action items and recommended changing the due dates to the Fall 2014 CMC meeting. (CMC-A-2013-12-07): M. Kearney clarified the changes to the action item concerning projects with missing resources and recommended keeping it open until 1 October so that other agencies can provide a response. The Secretariat will then consolidate responses, re-issue the action item with the updated template, and submit to N. Peccia after the deadline. (CMC-A-2014-04-05): M. Kearney recommended that he and J.-M. Soula (as well as J. Miro) help draft the message to the CMC members when this action item is re-issued (together with an update of J. Miro's presentation – due end of July) to remind the members to comment on the substance of the roadmap instead of the presentation itself, using the CNES response as an example. Revised due date is 30 September with new responses requested (previous responses will be voided). (CMC-A-2014-04-09): M. Kearney suggested providing the link to the rapporteurs list to help other agencies. (CMC-A-2014-04-11): M. Pilgram noted that DLR has confirmed its Associates list and also provided new ones. (CMC-A-2014-04-12): Closed. (CMC-A-2014-04-14): Closed (CESG will discuss a better way to present the status of each project rather than the status of each working group).

- Status of Registration for Fall 2014 Meeting ([IT Update CMC Telecon](#))  
B. Oliver provided a status of the online registration system for the Fall 2014 meeting in London.
- Status of CWE Profiles Transition ([IT Update CMC Telecon](#))  
B. Oliver provided an update on the CWE User Profile. B. Oliver clarified that the e-mail distribution list is separate and that individuals on that list will not be deleted if they do not have a CWE User Profile. M. Pilgram noted that the individuals on the e-mail distribution list that do not have a CWE User Profile would not have agreed to the CCSDS Code of Conduct. M. Kearney requested the Secretariat to send an e-mail to CESG-ALL to make them aware of who is on the e-mail distribution list and that some individuals on this list do not have a CWE User Profile. B. Oliver agreed but suggested that this action should be done after the deletion of the names that do not have a CWE User Profile. B. Oliver will send the notice out on July 16, a reminder on August 30, and deletion of names by September 16.

### **Meeting Planning** ([Meeting Planning July 2014 v2](#))

M. Kearney provided an update on the new meeting cycle.

- Fall 2014 Technical and Management Meetings: P. Allan provided the meeting information. The meetings will be held at BSI. It will be a 5-day technical meeting (10-14 November 2014) with the CESG meeting on 17 November and the CMC from 18-20 November. P. Allan reminded the CMC members to mention BSI when making their hotel reservations instead of the UK Space Agency (the Secretariat will also update the CCSDS meetings webpage to reflect this clarification). The group reviewed the draft agenda for the London meeting ([CMC Agenda London - Nov 2014 v2](#)). J. Miro suggested that more time should be allotted for the CCSDS Future Strategy discussion, which should cover the content of the Strategic Plan and Roadmap, CCSDS structure evolution, priorities and associated resources and be based on the answers received from the CMC members to Action (CMC-A-2014-04-05). N. Peccia suggested combining the discussion on project schedule and project resources on the first day. It was also decided to move the discussion on the online implementation of the Strategic Plan to the Secretariat Report. M. Kearney modified the draft agenda to accommodate this suggestion. M. Kearney also noted that there will be no ISO/TC 20/SC13 meeting in London.
- Spring 2015 Technical Meeting (NASA/JPL/CalTech): N. Peccia noted that the CESG will meet on 30 March 2015 (if needed, the CESG can meet at JPL instead of CalTech).
- Spring 2015 Management Meeting (Japan): T. Shigeta informed the group that there is an alternative site (Nagano) for the CMC meeting besides Tsukuba because of the possibility of a technical tour in Nagano. He provided the proposed logistics for the Nagano site. CMC members thought that Nagano would be a good alternate site and M. Kearney suggested extending the CMC meeting another day to accommodate the technical visit. M. Kearney noted the time difference for the Japan meeting and requested N. Peccia to provide the reports for Area Directors unable to join via telecon. A decision will be made concerning the Japanese venue at the London meeting.
- Fall 2015 Technical and Management meetings (Darmstadt, Germany): N. Peccia noted that plans have been initiated and contract signed for ESA to host the meetings.
- Any other future meetings: E. Bergamini briefly mentioned that the Spring 2016 CMC-SC13 meetings in São José dos Campos, Brazil are expected to be held pretty much the way the same meetings were held, in 2010. He asked that, from now on, future, formal or not, SC13 meetings, should count on **firm**, pre-scheduled time slots for their realizations, therefore, avoiding their eventual cancelations or last minute improvisations or accommodations so that, sufficiently ahead of time, as it has been for CMC meetings, ISO TC20/SC13, including those “ISO-only”,

Members and eventual Observers may also securely plan their possible attendances to the corresponding meetings, under deterministic conditions.

**Any Other Business**

P. Allan mentioned that he has hard copies of old CCSDS documents. He will either provide an electronic copy or mail hard copies to the Secretariat for posting online (as Silver documents).

**Adjourn**

There being no other business to discuss, the telecon was adjourned at 1125h (ET – US).