**CMC Draft Minutes**

**December Optical Update & Draft Project Review**

**13 December 2016**

1. **Call to Order – Welcome/Opening Remarks**

James Afarin, CCSDS Management Council (CMC) Chair, called the meeting to order at 0900h and welcomed everyone to the CMC December Optical Update and Draft Project Review. J. Afarin initiated the roll call of delegates after the brief introduction.

1. **Roll Call of Delegates**

Introductions followed. CMC Attendees were:

1. ESA –Nestor Peccia

2. DLR – Martin Pilgram, Osvaldo Peinado

3. JAXA – Tsutomu Shigeta

4. NASA - Wallace Tai, Dr. James Afarin

5. INPE – Not Present

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

1. **Agenda Review and Approval (**[**December 2016 CMC Draft Agenda Winter 2016v2**](http://cwe.ccsds.org/cmc/Private/Mid-Term%20CMC%20Telecons/2016-12%20Winter%20Teleconference/December%202016%20CMC%20Draft%20Agenda%20Winter%202016v2.doc)**)**

The CMC agenda was reviewed and approved by the CMC members.

1. **Discuss Optical Working Group Progress (**[**CMC Report on OPT WG**](http://cwe.ccsds.org/cmc/Private/Mid-Term%20CMC%20Telecons/2016-12%20Winter%20Teleconference/CMC%20Report%20on%20OPT%20WG.pptx)**)**

N. Peccia provided an update on the progress of the Optical Working Group. Per the results of CMC poll CMC-P-2017-12-001, N. Peccia confirmed that he had updated the charter of the SLS Optical Working Group. N. Peccia then reviewed two (2) projects, Optical Communications Physical Layer Issue 1 for High Photon Efficiency and Optical Communications C&S Issue 1 for High Photon Efficiency, which were in the process of re-approval by CMC poll. N. Peccia also reviewed two (2) new draft projects, Optical Communications Physical Layer Issue 2 adding Low Complexity (LC) and Optical Communications C&S Issue 2 adding Low Complexity (LC). N. Peccia then briefly reviewed two (2) new Orange Books, one ESA/DLR led option and one NASA led option, to be defined once their respective Concept Papers have been drafted and approved by the OPT WG. Dr Afarin questioned the NASA resources provided for the Optical Communications C&S Issue 1 for High Photon Efficiency; NASA had been listed twice. N. Peccia answered that resources had been committed by two (2) separate NASA centers. Dr. Afarin then asked if estimated completion dates were available for any of the projects listed. N. Peccia provided that dates had not yet been set, but should be finalized prior to the CMC Mid-Term Meeting scheduled for 13 February 2017.

1. **Discuss SIS Area Director**

The CMC discussed the nomination of Scott Burleigh (NASA-JPL) to succeed Keith Scott as the Area Director for the Space Interworking Services (SIS) Area. No objections were voiced and Dr. Afarin proposed that the typical thirty (30) day waiting period preceding a formal poll be waived in light of the forthcoming holiday season. No objections were brought forward and the action was passed.

***Resolution 2016-12-01:***

***The CMC agrees to waive the 30 day candidate nomination period for the SIS Area Directorship and will allow Scott Burleigh’s (NASA-JPL) nomination to go directly to CMC Poll for approval.***

As the action passed, the CMC instructed the Secretariat to publish a poll for the approval of Scott Burleigh (NASA-JPL) as the SIS Area Director.

**AI-CMC-A-2016-12-01 The CMC requests the Secretariat to immediately publish a poll for the approval of Scott Burleigh (NASA-JPL) as the SIS Area Director.**

1. **Review Draft Project Priorities (**[**Draft Projects 12-13-2016**](http://cwe.ccsds.org/cmc/Private/Mid-Term%20CMC%20Telecons/2016-12%20Winter%20Teleconference/Draft%20Projects%2012-13-2016.xlsx)**)**

Dr. Afarin began discussion of Draft Project Priorities by asking if anyone wished to discuss a particular project. N. Peccia responded that CCSDS Authentication Credentials, responsibility of 1.02 Security Working Group, was currently in polling for approval. J.M Soula confirmed that CNES was providing prototype 2 of the book in question. N. Peccia also asked if it would be possible for NASA to provide resources for the Mission Planning and Scheduling Blue Book, responsibility of the 2.07 Mission Planning and Scheduling Working Group. Dr. Afarin confirmed that Mission Planning and Scheduling Blue Book was a Priority 3, low priority, for NASA. N. Peccia and M. Pilgram confirmed that their respective agencies would be providing prototypes 1 and 2. Consulting the latest revision of the Draft Projects file, it was confirmed that CNES, CNSA, and UKSA had designated the Mission Planning and Scheduling Blue Book a Priority 2, medium priority project. T. Shigeta confirmed that JAXA had also designated the Mission Planning and Scheduling Blue Book as a Priority 3, low priority project.

**7. Spring 2018 Meeting Planning**

The CMC discussed the proposed dates for the Spring 2018 Technical Meetings distributed to the CMC as an informal poll; 9-13 April 2018 followed by the Meeting of the CESG on 16 April and 16-20 April 2018 followed by the meeting of the CESG on 23 April. N. Peccia stated that he had put forward the proposed dates to the CESG members and had found no conflict for either of the proposed dates. Dr Afarin noted that, at this time, the first option, 9-13 April, had been approved by four (4) agencies; CNES, CNSA, DLR, and NASA. N. Peccia added that the International Telecommunication Union (ITU) had not yet set dates for their April 2018 meetings. Dr. Afarin proposed that the Spring 2018 meetings occur 9-13 April and noted that this may cause a slight, but not significant, conflict for American participants as annual individual tax returns will be due on April 17, 2018. No objections were put forward and the action was passed.

***Resolution 2016-12-02:***

***The CMC agrees to hold the Spring 2018 Technical Meeting Series, hosted by NASA, on 9 – 13 April 2018. The CESG meeting will follow the meeting series on 16 April 2018. (As a note, the technical meetings will be held at the National Institute of Standards and Technology in Gaithersburg, MD).***

1. **Any other business**

The CMC as a whole reflected on the need to review Draft Project Priorities on a more regular basis. Following consensus of all members present, the CMC requested that the Secretariat add a recurring agenda item to review Draft Project Priorities at all meetings of the CMC. No objections were brought forward and the action was passed.

**AI-CMC-A-2016-12-02 The CMC requests the Secretariat to add a recurring agenda item to review the Draft Project priorities at all CMC meetings. (1/2 hour agenda item)**

1. **Adjourned**

The meeting was adjourned at 0942 Eastern Standard Time.