**CMC Draft Minutes**

**Mid-Term Telecon**

**22 September 2017**

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

James Afarin, CMC Chair, called the meeting to order at 0804h and welcomed everyone to the CMC mid-term telecon. J. Afarin initiated the roll call of delegates after the brief introduction.

1. **Roll Call of Delegates**

Introductions followed. CMC Attendees were:

1. ESA – Juan Miro

2. DLR – Osvaldo Peinado, Martin Pilgram

3. JAXA – Tsutomu Shigeta

4. NASA - Wallace Tai, James Afarin

5. INPE - Eduardo Bergamini

6. UKSA – Christopher Perry

7. CNES - Jean-Marc Soula

8. CSA – Siamak Tafazoli

9. ASI – Not Present

10. CNSA –Yonghui Huang

11. ROSCOSMOS – Not Present

12. Secretariat - David Ross, Michael Blackwood, Thomas Gannett, Brian Oliver

1. **Agenda Review and Approval** ([September\_2017\_Draft\_CMC Agenda mid-term telecon](https://cwe.ccsds.org/cmc/Private/Mid-Term%20CMC%20Telecons/2017-09%20Sep%20Telecon/September_2017_Draft_CMC%20Agenda%20mid-term%20telecon.doc))

The CMC agenda was reviewed and approved with no substantive changes to the order of presentations or content. J. Miro requested that a topic be added under “Any Other Business”, a meeting to discuss the future direction and strategy of the Spacecraft Monitor and Control Working Group (SM&C). With no objections, the topic was added to the agenda.

1. **CESG Chair Report** ([d1.0 CCSDS Report to CMC mid term telecom 25th Sep 2017](https://cwe.ccsds.org/cmc/Private/Mid-Term%20CMC%20Telecons/2017-09%20Sep%20Telecon/d1.0%20CCSDS%20Report%20to%20CMC%20mid%20term%20telecon%2025th%20Sep%202017.pptx))

As the CESG Chair, N. Peccia, was unable to participate in the telecon, the CESG Deputy Chair, W. Tai, presented the CESG Chair Report.

* 1. **Progress since the last meeting (reviews, polls, etc…)**

W. Tai provided an overview of the polls and reviews that have occurred since the June CMC meeting in St. Petersburg, Russia. W. Tai noted that there were no (0) polls open at the time of his report. An additional nine (9) polls had conditions raised during CESG polling and will move to CMC polling once conditions were met. W. Tai also noted that there were 6 books, 4 Blue and 2 Magenta, that were not able to proceed to Agency Review before the Fall 2017 CCSDS Technical Meetings. N. Peccia will analyze the poll conditions to determine why these books were not able to proceed to polling before the Fall Meetings and present his findings at the meetings.

W. Tai also provided an overview of current Agency Review Status. Three (3) Agency Reviews were ongoing. W. Tai noted the *XML Specification for Electronic Data Sheets* and *Specification for Dictionary of Terms Electronic Data Sheets* were delayed due to a lack of available resources from ESA.

* 1. **Project Status (behind schedule, etc…)**

W. Tai indicated that there were currently 81 projects and five (5) of those projects are currently identified as behind schedule. He also noted that Navigation Hardware Message was missing only one (1) P2 resource that could be provided by any agency except NASA. J. Afarin asked if there was a possibility that ESA could provide this resource. J. Miro replied that currently no resources were available, but they had been planned for 2018. W. Tai indicated that there were currently 55 draft projects.

W. Tai reviewed two (2) projects with resources provided that had encountered significant issues, *CCSDS File Delivery Protocol (CFDP)* and *XML Specification for EDS*. J. Afarin noted that NASA could not commit resources to these projects in 2017, but that there was a possibility of resources for 2018.

W. Tai continued to review New Work Items and reported that four (4) of the listed projects had been approved; MOIMS DAI Digital Archive Architectural Design Document, MOIMS NAV Navigation Events Message, SLS C&S TC Coding, and SLS SDLS Extended Procedures. W. Tai noted that CSS CSTS Service Control and CSS SM Service Package Data Format had not yet been submitted for CMC approval and were planned for later years.

* 1. **Status of ICPA & 4.4 IOAG Liaison Report**

W. Tai indicated that IOAG Service Catalogue 1 v2.1 had been approved and that there were no approved CCSDS projects for some of the services the catalogue describes. The CESG is awaiting final priorities from IOAG before taking any action. These priorities were expected prior to the CCSDS Fall 2017 Technical Meetings.

J. Afarin asked how priorities will be received by the Fall Meetings. J.M. Soula, who was involved in the IOAG priority determination, answered that all IOAG delegates were asked to update their agency priorities and to agree on the proposal for the ICPA. At the end of September 2017, responses will be consolidated and provided to the CCSDS Liaison before the Fall CCSDS Meetings. J. Afarin asked if another teleconference was planned before the CCSDS Fall Meetings. J.M. Soula responded that once replies from all agencies had been received, a telecom would occur if required. If all agencies agree, there would be no need for a telecom. J. Afarin inquired if a reply from NASA had been received. J.M. Soula answered that NASA’s response had not yet been received.

W. Tai continued stating that an update of IOAG Service Catalogue 2 was expected in Q3 2017. CCSDS has yet to develop time correlation, time synchronization, and time transfer standards. The SEA Birds of a Feather was planned to be reformed with all Areas participating. The CMC action on requirements for cross support of AOS uplink remained open. MOIMS SM&C will continue with its work plan; no ICPA update was planned.

* 1. **Other CESG status**

W. Tai provided an overview of other CESG activities and issues. The CCSDS Strategic plan was being reviewed by ADs and DADs and would be ready for the CMC by the end of October 2017. The SOIS-SIS Area future was planned for CESG discussion at their next telecom and the Fall Meetings. J. Miro stated that there were relatively few SOIS and SIS Area projects and that there have been discussions in the CESG and CMC about this issue in the past. W. Tai stated that wireless activities at Mars will need to be a factor in this discussion. W. Tai continued that the SIS area was discussed at the St. Petersburg Meeting and that a gantt chart depicting future projects was presented. J. Miro added that this chart is available in the Spring 2017 meeting folder.

W. Tai stated that the CESG has provided to the Secretariat a set of consolidated requirements for a RID system and that the development of a RID system has been put on hold due to a lack of development resources. Under the current system, only NASA RIDs are visible. Some members of the CESG would appreciate a more complete RID capability. For example, many users would like to see all RIDs made available online after agency review. Users would also appreciate RID disposition being made available following completion.

W. Tai noted that the CMC action on the Secretariat to add level of complexity to the IT Development Projects Queue remained open. D. Ross responded that the action has been closed and the queue is available at <https://cwe.ccsds.org/sec/Lists/dev/AllItems.aspx>.

1. **IOAG Joint Meeting & Fall CMC Agenda**

W. Tai presented a draft agenda for the joint meeting of the CMC and IOAG. On the first day of the meeting, the CESG report to the CMC will be presented. J. Afarin stated that during the St. Petersburg meeting, ADs and DADs did not attend. W. Tai suggested that ADs and DADs can participate remotely on Day 1. J. Miro concurred and suggested that any additional agenda items requiring AD or DAD input be scheduled for Day 1. J. Miro also noted that many of the agenda items on Day 2 are not appropriate for AD and DAD participation. J. Afarin agreed that ADs participate on Day 1 only. J. Afarin suggested that additional agenda items be presented on Day 1, such as the SANA report and that the meeting of ISO/TC 20/SC 13 can be held on Day 2. O. Peinado also voiced his agreement. The CMC agreed that for day 1 the AD’s will be available only via teleconference.

**AI-CMC-A-2017-09-01 The CMC instructs the Secretariat distribute a detailed schedule for the Fall 2017 CMC Meeting including for which sessions ADs will be required to attend. – *Completed – Draft Schedule Delivered to CMC and CESG 28 September 2017.***

J. Afarin raised a question regarding agenda item 1.3, IOAG – CCSDS Interaction, for the joint meeting. He questioned why more than N. Peccia and J.M. Soula were listed as topic leads. J.M. Soula responded ICPA and the interface between IOAG and CCSDS will be discussed so IOAG and CCSDS representatives are listed as leads.

1. **CCSDS Yellow Book Procedures Update**

W. Tai reviewed the Yellow Book Procedure Updates that were agreed during the Spring 2017 meeting. Working Group chairs were asked to remove extraneous members from their mailing lists and the Secretariat was instructed by the CMC to compare these condensed lists and CWE account list. D. Ross confirmed that the WG chairs had completed this action and the Secretariat will begin this task when registration for the Fall meetings has closed. W. Tai noted that the CMC also placed an action on the Secretariat to update the Liaison list on the CWE. D. Ross confirmed that this action had been completed.

W. Tai also noted an Action Item had been placed on the Secretariat to provide informational text on the Chief Technical Editor’s Document Queue Priority Handling with the CESG and CMC to review the text afterwards. T. Gannett added that the request by N. Peccia to prioritize the CTE’s Queue was an operating procedure and was not appropriate for inclusion in a high level document such as the procedures YB. W. Tai stated that there was not consensus among the CESG that said prioritization belonged in a YB and suggested that the CESG should continue to discuss. T. Gannett stated that for several years the CTE’s Queue had been available with a default prioritization scheme that had never been set in stone. Exceptions to the scheme have always been available at the request of WGs.

1. **RIDS Process/Procedures**

J. Afarin began the discussion of RIDS Process/Procedures stating that he had discussed the system development at length with the Secretariat and determine that such a system would require lengthy and costly development. He proposed that RIDs be compiled by spreadsheet with all inputs compiled by the Secretariat into a final spreadsheet. D. Ross noted that the International coordinator currently compiles RIDs. J. Afarin suggested that the format currently used by NASA to submit RIDs could be adapted for use by all. C. Perry, J. Miro, O. Peinado, and W. Tai agreed that a standardized RID format would be beneficial. J. Afarin stated that he would send the NASA format to N. Peccia and W. Tai for their comment by the Fall Meetings.

**AI-CMC-A-2017-09-02 The CMC requests that James Afarin send the NASA format for RIDs to CESG Chair, Nestor Peccia, and CESG Deputy Chair, Wallace Tai.**

1. **CESG Chair and Deputy Chair**

J. Afarin began discussion by stating that candidates for the roles of CESG Chair and Deputy Chair were needed. J. Afarin proposed W. Tai for the role of CESG Chair citing his exceptional performance and lengthy tenure as CESG Deputy Chair. J. Afarin noted that, in the case W. Tai was selected as CESG Chair, candidates for CESG Deputy Chair would also be required. J. Afarin inquired if any other members were prepared to submit a candidate. J. Miro stated his appreciation for W. Tai’s contributions to CCSDS and submitted Margherita Di Giulio for consideration stating her technical knowledge and management skills. O. Peinado stated that he was DLR’s candidate for CESG Chair. J. Afarin thanked O. Peinado and asked if there were any other candidates. No additional candidates were proposed. J. Afarin stated that he thought it best if a decision could be reached by the Fall Meetings as they would be the last for N. Peccia. J. Miro stated that more time may be required for member agencies to reach a decision and suggested that a brief biography or CV of each candidate be distributed. J. Afarin suggested an additional telecom for the CMC be scheduled prior to the Fall Meetings.

**AI-CMC-A-2017-09-03 The CMC instructs the Secretariat to schedule a supplemental CMC teleconference in November 2017 and distribute an invitation to the CMC representatives only.**

J. Afarin. Reviewed the candidates submitted thus far; W. Tai, M. di Giulio, and O. Peinado, and asked that any other candidates be submitted as soon as possible. He also noted that these candidates would also serve as the candidates for Deputy CESG Chair. J. Afarin then asked that all candidates send a CV to D. Ross for him to circulate to the CMC.

**AI-CMC-A-2017-09-04 The CMC instructs the Secretariat to distribute the CVs of the candidates for CESG Chair to the CMC**

T. Gannett noted that there may be a conflict of interest in a CMC representative serving as CESG Chair or Deputy Chair and respectfully requested that the CMC members take this under consideration.

1. **IOAG Liaison**

J. Afarin began conversation by stating that N. Peccia currently serves as the IOAG Liaison for CCSDS. J. Afarin suggested that the role of IOAG Liaison be taken up by the CMC starting with the CMC Chair and rotating to the other CMC members after a period of three years. J. Afarin came to the conclusion that the CMC is better suited to the Liaison role than the CESG after discussion with IOAG members. He then asked for the response of the other CMC members.

J. Miro supported the proposal, but stated he would appreciate additional information on the duties and role of the Liaison before coming to a final decision. Particularly of concern was nature of interactions, whether they are typically of a management of technical nature. O. Peinado responded that questions of a technical nature occasionally occur, but most interactions relate to management, J.M. Soula concurred. O. Peinado also stated that he supported the CMC serving as Liaison. J.M. Soula stated that he supported the proposal as well, but that it may be best to make the change after the Fall Meetings. J. Afarin clarified that it was not his intention for the change to occur immediately, but that he would like to have a finalized decision to present at the joint meeting of the CMC and IOAG and suggested that J. Miro consult N. Peccia or Michael Schmidt. J. Afarin suggested continuing the discussion at the proposed CMC teleconference in October.

**AI-CMC-A-2017-09-05 The CMC requests that James Afarin write a short statement on the CCSDS to IOAG liaison relationship and the responsibilities of the CCSDS Liaison. *Completed.***

1. **Secretariat Report**
	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, requires additional consideration now that an alternate method for RID tracking has been proposed.
* 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 *was closed by the CMC*.
* CMC-A-2016-04-01: Requesting all member agencies to return or indicate they will keep identified SCIDs *was closed by the CMC*.
* CMC-A-2016-10-04: Requesting NASA and DLR confirm with the ISS possibility of providing resources for the SOIS/WIR HDR book.
* 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 the Spring 2018 Technical Meetings.
* CMC-A-2016-10-12: Requesting N. Peccia find ways within the CESG to improve technical quality of documents, N. Peccia will present findings at Fall Meeting.
* 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 *was closed by the CMC.*
* CMC-A-2017-06-01: Requesting all members identify agency requirements for cross support of AOS uplink in the future, C. Perry requests this action remain open as UKSA s till in discussions regarding this topic.
* CMC-A-2017-06-02: Requesting the Secretariat add an agenda topic for the Fall CMC Meeting the consolidation of the SOIS and SIS programs of work.
* CMC-A-2017-06-03: Requesting the Secretariat cross check all WG mailing lists against the CWE user list and report the results, the Secretariat will begin this process immediately following the Fall meetings.
* CMC-A-2017-06-04: Requesting the Secretariat check whether an individual with a CWE account can access the private areas of a Working Group *was closed by the CMC*.
* CMC-A-2017-06-05: Requesting N. Peccia mind all Working Group Chairs to clean their Mailing Lists of extraneous members *was closed by the CMC*.
* CMC-A-2017-06-06: Requesting the Secretariat remove the Liaison from the following Organizations which do not have a CCSDS point of contact *was closed by the CMC*.
* CMC-A-2017-06-07: Requesting the Secretariat provide updated Yellow Book text to the CESG
* CMC-A-2017-06-08: Requesting each CMC member contact their respective agency to deter mine the best opportunity for discussing commercial participation with industry to see how CCSDS can engage more with industry partners to develop space data system standards. Responses were received from CNES, DLR, ESA, and JAXA. T. Shigeta provided a presentation of JAXA’s response to the CMC ([JAXA input to CMC\_telecon 0922](https://cwe.ccsds.org/cmc/Private/Mid-Term%20CMC%20Telecons/2017-09%20Sep%20Telecon/JAXA%20input%20to%20CMC_telecon%200922.ppt)). R. Ross stated he would insure an agenda item was included at the next CMC meeting to discuss this further.
* CMC-A-2017-06-09: Requesting the Secretariat determine a method for adding the strategic plan developed by Juan Miro to the CCSDS public website on the strategic plan webpage has been added to the IT Development Projects Queue and will be completed as resources are available.
* CMC-A-2017-06-10: Requesting the Secretariat draft letters of thanks to both ROSCOSMOS and Southwest Research Institute (SWRI) in San Antonio for their hosting of the latest CCSDs meetings *was closed by the CMC*.
* CMC-A-2017-06-11: Requesting the Secretariat provide Yellow Book text regarding a notation on the expected priorities of the CCSDS Technical Editor *was closed by the CMC*.
* CMC-A-2017-06-12: Requesting the Secretariat provide the list of IT Development Projects and their expected complexity to complete *was closed by the CMC*.
* CMC-A-2017-06-13: Requesting the CESG review the list of IT Development Projects provided by the Secretariat and to provide feedback to the Secretariat and the CMC General Secretary regarding prioritization of requests.
* CMC-A-2017-06-14: Requesting N. Peccia organize a meeting between the IT Support Team and the Agency Review Teams to discuss what modifications should be made to the RIDs system to make it a valuable resource for users *was closed by the CMC*.
* CMC-A-2017-06-15: Requesting the Secretariat provide a response to the CMC on the plan to complete the current 10 Blue Book publications in the document editor’s queue *was closed by the CMC*.
* CMC-A-2017-06-16: Requesting N. Peccia work with the IOAG liaison, Michael Schmidt, regarding the participation he wants from CCSDS regarding the IOP.
	1. **Status of IT projects** ([ITUpdate](https://cwe.ccsds.org/cmc/Private/Mid-Term%20CMC%20Telecons/2017-09%20Sep%20Telecon/ITUpdate.pptx))

B. Oliver began by stating that registration for the Fall 2017 CCSDS Technical Meetings on the CWE was open and progressing without issue and that at that time, over sixty (60) users had registered. As is typical, new user requests and password assistance requests have increased since registration opened. B. Oliver also briefly described a project, in collaboration with SANA, to integrate Mission Data into the CCSDs website. Presently, CCSDS mission are manually updated, duplicating data and at times the two sets of data are not in sync. Tech Support is also working with SANA to integrate the CCSDS Membership databases into their site.

D. Ross suggested that B. Oliver briefly discuss the Frequently Asked Questions (FAQ) Wiki page. B. Oliver stated that high level support issues with simple resolutions were identified and addressed. Following deployment, additions will likely be beneficial and the FAQs will evolve as CCSDS progresses.

* 1. **Status of documents**

T. Gannett provided a current status of the documents in the editor’s queue and fielded questions regarding specific document statuses. With no questions put forward, T. Gannett stated that his status report was available on the CWE.

1. **Meeting Planning**
	1. **Fall 2017 Technical Plenary & CMC (ESA, The Hague and Noordwijk, Netherlands; Darmstadt Germany)** ([CCSDS F17 CMC – IOAG meeting logistics\_upd](https://cwe.ccsds.org/cmc/Private/Mid-Term%20CMC%20Telecons/2017-09%20Sep%20Telecon/CCSDS%20F17%20CMC-%20IOAG%20meeting%20logistics_upd.pptx))

D. Ross began conversation by stating that J. Miro had prepared a presentation about the Fall Meetings. After presenting, J. Miro inquired if there was any interest in a social event on Sunday 12 November 2017 and that an email with details would be sent soon. J. Miro noted that the Tuesday 14 November 2017 dinner was scheduled as a farewell to N. Peccia and that a symbol of appreciation would be presented. J. Miro thanked J. Afarin for his help in preparing the gift. J. Miro also stated that although nothing was currently scheduled for the evening of Monday 13 November 2017, he would like to arrange a brief tour perhaps culminating at a local Persian restaurant. J. Miro stated he would send an email with the details of all three days and Sunday.

* 1. **Spring 2018 Technical Plenary (Gaithersburg, MD, USA)**

J. Afarin confirmed that a contract with the National Institute of Standards and Technology (NIST) would be signed in the coming weeks and that additional details will be available at the Fall Meetings. J. Afarin confirmed that 12 meeting rooms would be available and that this would be a 5 day technical meeting.

* 1. **Spring 2018 CMC (CNSA, Beijing, China)meeting to provide**

Y. Huang had no additional details of the Spring 2018 CMC Meeting.

* 1. **Fall 2018 Technical Plenary & CMC (DLR, Berlin, Germany)**

O. Peinado confirmed that DLR would host the Fall 2018 Technical Plenary in Berlin, Germany. Coffee breaks will be provided, but for those who choose to participate, a small fee will be charged for lunch. O. Peinado also suggested that a social excursion for the CMC could be arranged, potentially to Tempelhof airport.

* 1. **Spring 2019 Technical Plenary (NASA, USA)**

J. Afarin stated that NASA had yet to decide on the location of the Spring 2019 Technical Meetings although a few locations were currently being considered with more information to be available at the Fall 2017 meetings.

* 1. **Spring 2019 CMC (CSA, Montreal, Quebec, Canada)**

S, Tafazoli confirmed that CSA would host the Spring 2019 CMC Meeting at CSA Headquarters, the same location as the last CSA hosted meeting. S. Tafazoli stated that he would provide hotel suggestions and information on a potential social event at a later date.

* 1. **Fall 2019 Technical Plenary & CMC (ESA)**

J. Miro stated that ESA will host the Fall 2019 Technical Plenary possibly at ESOC, with dates yet to be determined.

1. **Action Item & Resolution Review**

The CMC reviewed all action items and resolutions and approved them for publication/distribution to the CESG and the CWE for tracking.

1. **Any other business**
	1. **Discussion of SM&C WG**

J. Miro stated that questions about the strategy for the SM&C WG regarding the technical direction of standards the WG develops had been raised. J. Miro suggested a teleconference for stakeholders be scheduled. CNES, ESA, NASA, and UKSA indicated they would like to participate in the meeting. J. Miro stated he would schedule the meeting

* 1. **ESTEC Funding Inquiry**

J. Afarin began discussion by stating that he had heard from NASA’s WG participants that ESTEC had informed them there was no remaining funding for activities in 2017. J. Miro stated that all confirmed ESA resources remain available through 2017. J. Miro asked which WGs had reported this. J. Afarin stated he would confirm the WGs in question and respond to J. Miro.

1. **Adjourned**

The meeting was adjourned at 1120 Eastern Standard Time.