**CMC Draft Minutes**

**Midterm Telecon**

**28 August 2019**

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

Stephen Townes called the meeting to order and welcomed the CMC members to the midterm meeting.

1. **Roll Call of Delegates**

CMC Attendees were:

1. ESA – Nicholas Bobrinsky

2. DLR – not present

3. JAXA – Tsutomu Shigeta

4. NASA – Stephen Townes

5. INPE – Eduardo Bergamini

6. UKSA – not present

7. CNES – Jean-Marc Soula

8. CSA – Siamak Tafazoli

9. ASI – not present

10. CNSA – Yonghui Huang

11. ROSCOSMOS – not present

12. CESG - Margherita di Giulio, Wallace Tai

12. Secretariat – Michael Blackwood, Thomas Gannett

1. **Agenda Review and Approval** ([August\_2019\_Draft\_CMC Agenda mid-term telecon 20190827](https://cwe.ccsds.org/cmc/_layouts/15/WopiFrame.aspx?sourcedoc=/cmc/Private/Mid-Term%20CMC%20Telecons/2019-08%20Aug%20Telecon/August_2019_Draft_CMC%20Agenda%20mid-term%20telecon%2020190827.doc&action=default))

The CMC reviewed the agenda of the meeting and unanimously approved of it.

1. **CESG Chair Report** ([CESG Report to CMC mid term telecon 28 August 2019](https://cwe.ccsds.org/cmc/_layouts/15/WopiFrame.aspx?sourcedoc=/cmc/Private/Mid-Term%20CMC%20Telecons/2019-08%20Aug%20Telecon/CESG%20Report%20to%20CMC%20mid%20term%20telecon%2028%20August%202019.pptx&action=default))

Margherita di Giulio noted that she had only returned from leave the day before and presented the CESG Chair’s Report.

* 1. **Progress since the last meeting (reviews, polls, etc.) (slides 2-3)**

M. di Giulio noted that she would be reporting progress since the CMC’s meeting earlier this year, in June, and that quite good progress had been made in these two (2) and a half months. Six (6) Blue Books and one (1) Magenta book had been published during this time. The charter for the Time Management Working Group had been approved by the CESG and was currently in CMC polling. At that time there were no outstanding CESG polls.

* 1. **On-going CESG activities and CESG discussion topics (slides 4-5)**

M. di Giulio noted that different Areas of CCSDS often have similar need inn modelling information. There existed a commonality between the Management Information Bases Electronic Data Sheets (EDS: SOIS), the Functional Resource model (FR: CSS), and network management aspects (SIS). Jonathan Wilmot (SOIS Area Director) would be presenting on this topic at the CESG next meeting, 5 September 2019.

1. **IOAG Liaison Report**

S. Townes noted that he only had a few topics to report on. IOAG-23 was scheduled for 16-19 September 2019. S.t Townes noted he would attend. M. di Giulio reported that she would be unable to attend in person, but she would be joining remotely whenever able especially during S. Townes’ presentation. J.M. Soula confirmed he would be attending as well. The IOAG had established an interface with lunar exploration and would like to refer to CCSDS for subject matter expertise.

1. **Secretariat Report**
	1. **Action Item Status (only open items)**
* CMC-A-2019-02-05 - The CMC directs the Secretariat to complete the transition of CCSDS Contacts to the SANA Registries.
	+ M. Blackwood reported that the Secretariat and SANA had completed the transition of CCSDS Contacts to the SANA Registries and the contacts page of the public website now referenced the SANA registry upon loading. The CMC agreed to close this Action Item.
* CMC-A-2019-06-01 - The CMC resolves that the CCSDS Secretariat (website operator) shall provide the current Organization, HoD, and PoC information in a form that can be ingested into the SANA Organization registry. The SANA registry shall be used as the authoritative source after this initialization.
	+ M. Blackwood reported that the Organization, HoD, and PoC had been provided to SANA and that the contact on the CCSDs public website now reference the SANA registry. The CMC agreed to close this Action Item.
* CMC-A-2019-06-02 - The CMC directs the Secretariat to contact the owners of sites in the SSA registry who do not have an assigned Agency Representative and:
	+ - ask permission for this data to remain in the SSA Registry (this data will be visible to CWE users);
		- determine who shall perform updates for these sites.
		- M. Blackwood reported that he had not yet begun this action.
* CMC-A-2019-06-03 - The CMC directs the Secretariat to send letters of appreciation to CSA and NASA Ames Research Center for the excellent support provided in hosting the CCSDS Spring Technical Meetings and CMC Meeting.
	+ M. Blackwood reported that the letter of thanks had been provided to CSA and the letter to NASA Ames Research Center would be sent shortly.
* CMC-A-2019-06-04 - The CMC directs the Secretariat to remove the Telerobotics Working Group from the front page of the CWE.
	+ M. Blackwood reported that the Telerobotics Working Group had been removed from the main page and MOIMS Area page in the CWE. All of the Working Group documents and folders were retained. The CMC agreed to close this Action Item.
* CMC-A-2019-06-05 - The CMC asks that Peter Shames report to the CMC the process for reassigning SCID frequency bins.
	+ M. Blackwood reported that this action had not yet been completed.
* CMC-A-2019-06-06 - The CMC asks Peter Shames to report to the CMC when the SCID frequency bins in SANA have been updated.
	+ M. Blackwood reported that this action had not yet been completed.
* CMC-A-2019-06-07 - The CMC directs the CCSDS Liaison to IOAG to convey these messages to IOAG:
	+ - CCSDS is prepared to assist IOAG in convincing Lunar Gateway project to adopt those standards they have selected but may not fly (USLP, Optical Communications, DTN, SLE);
		- CCSDS is prepared to assist IOAG in advertising other CCSDS standards to Lunar Gateway (MO Services, Service Management).
		- S. Townes reported that he had conveyed this message to the IOAG. The CMC agreed to close this Action Item.
* CMC-A-2019-06-08 - The CMC directs the Secretariat to confirm the CMC member’s availability for the proposed dates of the spring 2020 CMC Meeting, 9-11 June 2020. In the event CMC members are unavailable for these dates, the Secretariat will confirm availability for the other dates proposed by JAXA. The Secretariat will provide this information to JAXA.
	+ M. Blackwood reported that all three sets of dates had been provided to the CMC members. The dates of 16-18 June 2020 were selected as these were the only dates when all of the CMC members would be able to attend. Tsutomu S. reported that a meeting room had been reserved by JAXA. The CMC agreed to close this Action Item.
* CMC-A-2019-06-09 - The CMC directs the Secretariat to extend an invitation to the Chair of the IOAG to attend a session of the fall 2019 CMC meeting in Darmstadt, Germany. The Secretariat will draft a meeting agenda and include an agenda item for the IOAG on the second or third day of the meeting.
	+ S. Townes reported that he had extended an invitation to Michael Schmidt, IOAG Chairman, in person and M. Blackwood reported that he had also extended an invitation by email and was coordinating with Hr. Schmidt to develop and agenda. The CMC agreed to close this Action Item.
* CMC-A-2019-06-10 - The CMC directs the CCSDS Liaison to IOAG to inquire if any actions (inputs to ICPA, extension of mission operations to onboard) will be requested from CCSDS in Service Catalogue 3.
	+ S. Townes replied that this action had not yet been completed.
* CMC-A-2019-06-11 - The CMC directs the Secretariat to schedule the mid-term CMC meeting for 28 August 2019 and send a meeting invite to the CMC members.
	+ M. Blackwood reported that the meeting had been scheduled. The CMC agreed to close this Action Item.
* CMC-A-2019-06-12 - The CMC asks that all CMC members participating in Lunar exploration engage with their Lunar project management in advocating the proposed USLP infusion approach and report to the CMC.
	+ M. Blackwood reported that this action was not yet due and asked that CMC members consider the action.

**CMC-A-2019-08-01** The CMC asks that the IOAG Liaison, S. Townes, distribute the initial draft of Service Catalogue 3 to the CMC members after it has been published.

Due Date: 31 December 2019

* 1. **Status of IT Projects**

M. Blackwood reported that CCSDS Tech Support had begun a project to redesign the CCSDS public website. The current design had been created more than ten (10) years previously and no longer conformed to many of the best practices for web design. Among the intended improvements were a reactive design and improved performance on mobile browsers. The effort would be interrupted by support for the fall 2019 CCSDS meeting cycle.

* 1. **Status of Documents**

T. Gannett noted that he had uploaded a current Document Status file to the CWE the day previous, 27 August 2019. T. Gannett noted that several CESG polls would be opened the following week.

1. **Meeting Planning**
	1. **Fall 2019 Technical Plenary & CMC Meetings (ESA-ESOC)**

N. Bobrinsky reported that planning for the fall 2019 meetings, technical, CESG, and CMC, was continuing to plan and that he was excited to welcome everyone to ESOC. M. di Giulio noted that a few individuals had been invited to the opening plenary of the technical meetings, Michael Schmidt from the IOAG, Walt Downing from Southwest Research Institute, and Jochen Partsch, the Lord Mayor of Darmstadt. M. di Giulio also noted that she would provide the agenda for the plenary to the Secretariat shortly.

* 1. **Spring 2020 Technical Plenary (NASA, USA)**

M. Blackwood reported that there was no further news on the spring 2020 technical meetings since the CMC’s June 2019 meeting. The contract with the Westin Huntsville had still not been signed.

* 1. **Spring 2020 CMC (JAXA, Japan)**

Tsutomu S. reminded CMC members that the dates 16-18 June 2020 had been chosen for the meeting of the CMC. Tsutomu S. recommended that attendees of the meeting make hotel reservations soon as the 16th of June will be only 39 days before the opening of the Summer 2020 Olympic Games. At this time, the Akihabara Washington Hotel was accepting reservations. The remm Akihabara would begin accepting reservations only six (6) months before the meeting. Tsutomu S. recommended making reservations elsewhere now, and later changing reservations to the remm Akihabara should attendees wish to stay there. Tsutomu S. stated that he would send a reminder email to the CMC in December 2019 about hotel reservations.

* 1. **Fall 2020 Tech Plenary & CMC (CNES)**

J.M. Soula reported that there was no new information to report since the CMC’s spring meeting and that he expected to have finalized dates and additional information to report at the CMC’s next meeting in Darmstadt.

* 1. **Spring 2021 Tech Plenary (NASA, USA)**

M. Blackwood reported that NASA had not yet chosen a location for the spring 2021 meeting, but was considering locations in Houston, Texas and Boulder, Colorado among others.

* 1. **Spring 2021 CMC (INPE, Brazil)**

E. Bergamini confirmed that he was consulting with his rectorship and expected to present some initial details for the meeting at the CMC’s meeting in Darmstadt. He continued that INPE may host the meeting at their campus in Sao Jose dos Campos as they had previously.

1. **CMC Review of Resolutions and Action Items**

**CMC-A-2019-08-01** The CMC asks that the IOAG Liaison, S. Townes, distribute the initial draft of Service Catalogue 3 to the CMC members after it has been published.

Due Date: 31 December 2019

S. Townes noted that the CMC Poll for approval of the Time Management Working Group was scheduled to close the next day, 29 August 2019 and asked that any CMC members who had not yet done so to please consider their response.

1. **Any other business**

J.M. Soula asked if the dates for the spring 2020 CCSDS Technical meetings had been finalized yet. M. Blackwood responded that NASA was reviewing a contract with the Westin Huntsville in Huntsville, Alabama. The proposed dates for the technical meeting were 4-8 May 2020 and it was proposed that the CESG would meet on Monday, 11 May 2020 at an alternate location that had not yet been finalized. M. Blackwood noted that as soon as the contract with the Westin had been finalized, he would announce the dates to the CCSDS-All mailing list.

M. di Giulio noted that Mrs. Angelika Slade (ESA, Angelika.Slade@esa.int) was organizing the meetings in October, as she had the fall 2015 meetings and that should any CMC members require assistance, they should contact A. Slade directly.

1. **Adjournment**

M. Blackwood thanked the members of the CMC for their contributions. S. Townes also thanked the CMC members and noted that he looked forward to seeing everyone again in Darmstadt. S. Townes adjourned the meeting.