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| **#** | **Items** | **Action (e.g**  **for vote**  **for discussion**  **for information)** | **N-Doc Number\*** | **Time allocated (min)** |
|  | Opening of the meeting  Sami Asmar |  |  | **10** |
|  | Welcome from host  INPE |  |  | **10** |
|  | Roll call of delegates  Amber recorded delegates in attendance |  |  | **10** |
|  | Work environment: [Presentation](https://isotc.iso.org/livelink/livelink?func=ll&objId=20762572&objAction=Open&nexturl=%2Flivelink%2Flivelink%3Ffunc%3Dll%26objId%3D20094274%26objAction%3Dbrowse%26viewType%3D1) on the ISO Code of Ethics and Conduct  Direct [link](https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100011.pdf) to the ISO Code of Ethics and Conduct  Read through PDF to review code of ethics – all agreed | **For information** |  | **15** |
|  | Adoption of the agenda  No suggested changes |  |  | **5** |
|  | Appointment of the resolution drafting committee  Will review resolutions |  |  | **5** |
|  | Report of the Committee Manager/Chair  Agreed to accept ISO guidelines regarding cover sheets and graphics. Backlog holding up overall process (secretariat). | **For information** |  | **15** |
|  | Update on CCSDS-ISO TC20/SC13 Liaison activities.  No updates from CMC regarding liaison activities.  Suzuki-san questions for ISO officer regarding TC20 emails he has been receiving – SC13 specific actions. | **For discussion** |  | **15** |
|  | Approval to adopt recently published CCSDS Documents as ISO Standards under the Fast Track Process  All approved |  |  | **15** |
|  | Recognition of documents through SANA Registry  Summary of Peter/Monica’s comments regarding SANA registry; there is a SANA WG working to clear documents through SANA and ISO process. Agreed that CCSDS is responsible for SANA.   * Replacement needed for Peter – SANA Steering Comm WG   Question: how will this be put into effect? The action is for Monica now that an agreement has been reached (goal is to be complete within 6months). | **For discussion** |  |  |
|  | Liaison reports  No updates/reports from SC46/SC14 |  |  | **15** |
|  | Review of liaisons (to be done at least every 2 years or at every committee meeting) and confirmation of Liaison Representatives |  |  | **5** |
|  | Status of all items of the portfolio and actions to be taken   * Current work programme * Update on target dates for work in progress * Confirmation or withdrawal of items on which no progress has been made * Systematic review results |  |  | **5** |
|  | Items for future work |  |  | **5** |
|  | Communication (updating of Committee website (if any), Press -releases on publication, etc.) |  |  | **15** |
|  | Next TC, SC and WG meetings  Nov 13 or Nov 14, 2024 |  |  | **10** |
|  | Any other business |  |  | **10** |
|  | Approval of resolutions  All agreed |  |  | **10** |
|  | Closure of the meeting  *6/27/24 10:20AM* |  |  | **5** |
|  | \* N-doc to be circulated |  |  |  |

Addendum – Item 12 Review of Liaisons, added to Resolutions

