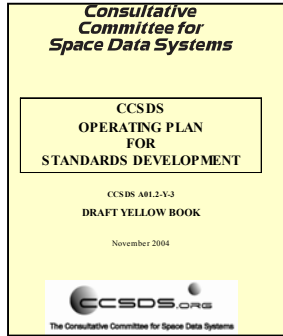
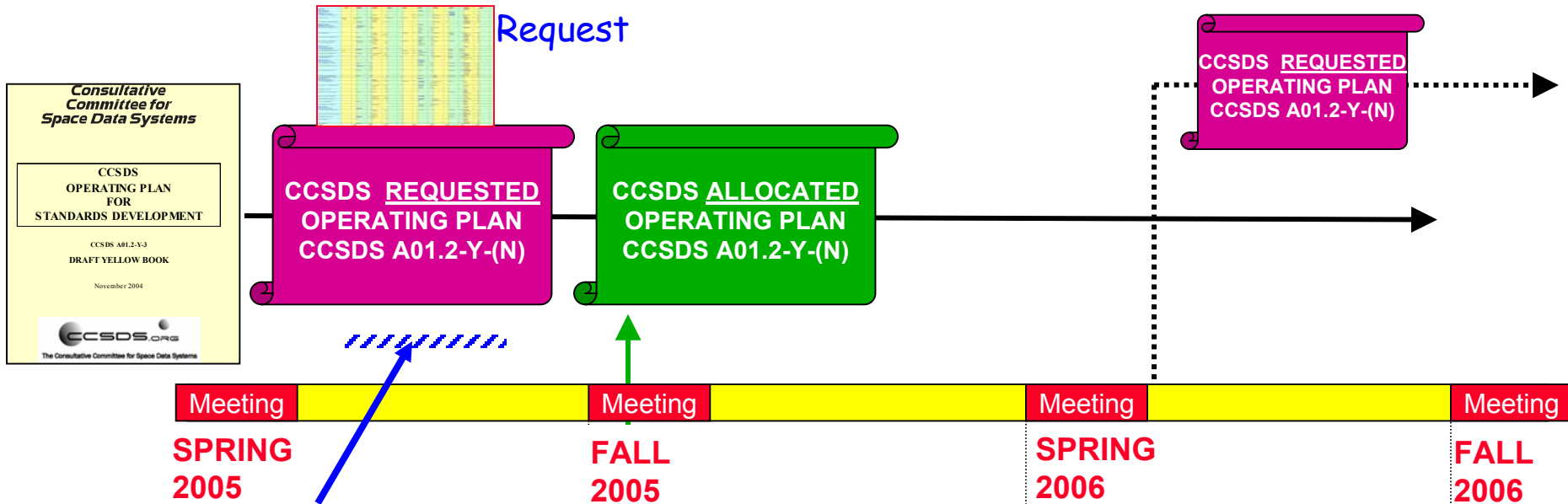


CESEG Closing Meeting

15 April 2005
Athens, Greece

- **Quick overview: process and schedule for generating updated post-meeting Area Reports, and for capturing and discussing Resolutions and Actions.**
- **Quick overview: process and schedule for updating the WG charters and producing the new Operating Plan**
- **5-minute "quick summary" by ADs of the results of the week.**
 - **MOIMS**
 - **SEA**
 - **CSS**
 - **SOIS**
 - **SIS**
 - **SLS**

- **18-20 April:** update your “going-in” Area Reports to reflect the results of the Athens week and upload them to:
<http://www.ccsds.org/docu/dscgi/ds.py/View/Collection-694>
- **20-22 April:** across your whole Area, and organized by WG and BOF, prepare an integrated list of all of the Resolutions and recommended Action Items that you propose to advance to the CESH; send integrated list to CESH chair
 - ONLY bring forward those items that are immediately ready for CESH action as a result of this meeting. DO NOT bring forward items that need more work: hold them until they are ready, and then advance them at the appropriate time
- **25-26 April:** CESH polls will be set up and Resolution/Action item discussions on will be initiated on cesg@mailman.ccsds.org
- **10 May:** CESH polls close; RIDs will be sent back for Area/WG action on all non-agreed items.
- **13 May:** CESH Spring 2005 Area Reports and agreed Resolutions will be sent to the CMC



- By mid-May CESC will assemble a high quality Requested plan + associated resource matrix and send to CMC
- By mid-June CMC will submit their resource response
- By end-July CESC and CMC will negotiate the Allocated plan
- The Allocated plan will be the basis for the Fall 2005 – Fall 2006 progress assessment



- **18-19 April:** Secretariat will announce an on-line location where the current Operating Plan is available for download
- **19-20 April:** Area Directors must disseminate the current WG/BOF charters to the responsible chairs for revision to reflect current planning.
- **20 April - 06 May:** WG/BOF chairs must update all charters to reflect the current planning and resource needs. Area Directors must approve the updated charters.
 - The Charters will contain GOALS, SCHEDULE, AND DELIVERABLES and RISK MANAGEMENT STRATEGY (Technical Risks, Management Risks)
 - The Resource Matrix will capture the requested FTE funding levels
- **09 May:** deadline for ADs to send redlined updated WG/BOF charters and Area Resource Matrix to Secretariat
- **16 May:** Secretariat publishes Requested Operating Plan + Requested Resource Matrix. CESG transmits to CMC.

- **16 May – 13 June:** CMC members will respond to the Requested Operating Plan + Requested Resource Matrix by sending back with their Allocated Resource Matrix .
- **13 June – 18 July:** CESG and CMC negotiate changes to reflect actual resource allocations:
 - Charters will be updated accordingly
 - If necessary, WGs and BOFs will be terminated or suspended to reflect resource reality.
- **25 July:** Allocated Operating Plan published: this is the baseline for future work through Fall 2006 meeting.
- **12 – 16 September:** Fall 2005 meeting: progress measured against Allocated Operating Plan