



Secretariat of ISO/TC 20/SC 13

our date
27 August 2003

our reference
N308

your date

your reference

TO: Principal Delegates, ISO/TC 20/SC 13

FROM: ISO/TC 20/SC 13 Secretariat

SUBJECT: Announcement of ISO/TC20/SC13 Meeting of 6 November 2003

The twenty-fifth meeting of the ISO/TC20/Subcommittee 13 will be hosted by the National Aeronautics and Space Administration (NASA) and held in Annapolis, Maryland USA on 6 November 2003. This meeting will be held in conjunction with the meeting of the Consultative Committee for Space Data Systems Management Council. Logistics information will be provided in the future.

Attached for your consideration is the Draft Agenda for this meeting. Please provide your comments at the earliest opportunity. Supplemental documentation related to item 9 of the agenda is available at:

<http://www.ccsds.org/docu/dscgi/ds.py/View/Collection-351>

Please refer to Resolution 788 in the 'TC20 39th Plenary Resolutions' document concerning the status of the proposal for the creation of a new Technical Committee on Space Systems. Additional information and explanation will be provided prior to the November TC20/SC13 meeting.

Sincerely,

A handwritten signature in black ink that reads 'John D. Kelley'. The signature is written in a cursive, flowing style.

John D. Kelley
ISO/TC20/SC13 Secretary

Attachment

**25th Meeting of ISO/TC 20/SC 13
National Aeronautics and Space Administration (NASA)
Annapolis, Maryland USA
6 November 2003**

DRAFT AGENDA

1. Opening of the meeting
2. Roll call of delegates
3. Adoption of the agenda (ISO/TC 20/SC 13/N308)
4. Appointment of drafting committee
5. Report of the secretariat
 - Approval of Draft Minutes of the Spring 2003 Meeting
 - Review Program of Work
 - Status of Open Action Items
6. Report of delegates regarding activities relating to SC 13
7. Report of delegates regarding SC13 liaison activities
8. Consideration of new projects/endorsement of existing standards from non-ISO bodies
9. New business:
 - Proposal for a Technical Committee on Space Systems
 - Initial Resolution of the Proposal
 - Evaluation after the last TC20 Plenary, in June 2003
 - Resolution on a Basic Plan of Work
 - Updated Resolution of the Proposal
 - Other(s)
10. Requirements concerning a subsequent meeting
11. Approval of resolutions and action items
12. Adjourn