**IOAG Mini-Meeting (IOAG 12.a)**
**13 May, 2009/Huntsville, AL**
**Minutes**


<u>Attendance</u>

**Chair:** Jean-Marc Soula
**Member Participants (in person and telecon):** ASI/Luca Salotti and Claudio Canu; CNES/Jean-Marc Soula; DLR/Martin Pilgram and Rolf Kozlowski; ESA/Klaus-Juergen Schulz ; JAXA/Kaneaki Narita; NASA/Jim Costrell
**Observer Participants (telecon):** BNSC/Peter Allan
**Secretariat**:  Barbara Adde

<u>Agenda</u>

1.  **Approval of the revised Terms of Reference:** By email, ASI, CNES, DLR, ESA, ISRO, NASA, and RFSA approved the Terms of Reference, with two additional comments received from DLR and NASA. JAXA approved by voice vote. NASA questioned the removal of the organizational chart from the previous version. The Chair explained that it had been moved to the Procedures document. NASA accepted this disposal. DLR asked about including a formal relationship between the IOAG and both the International Lunar Network (ILN) and the International Space Exploration Coordination Group (ISECG). The Chair responded that the ILN is a project, rather than an organization, and therefore, there is no relationship possible at this time. The relationship with ISECG is preliminary at this stage and is covered in the Work Plan. DLR accepted this disposal.
    **Resolution 12a-1:** Revised Terms of Reference has been endorsed by the full IOAG membership.
    **Action 12a-1:** The Secretariat will publish the revised Terms of Reference on the public IOAG website within one week. [ACTION COMPLETED:  20 May, 2009)

2.  **Approval of the Procedures Manual:** By email, ASI, CNES, DLR, ESA, ISRO, NASA, and RFSA approved the Procedures manual, with comments provided by DLR and NASA. JAXA approved by voice vote. NASA recommended grammatical modifications which were accepted by the members.
    **Resolution 12a-2:**  Revised Procedures Manual has been endorsed by the full IOAG membership.
    **Action 12a-2:** The Secretariat will make the approved modifications and publish the final revised version of the Procedures Manual on the public IOAG website within one week. [ACTION COMPLETED:  20 May, 2009]

3.  **Approval of the 2009 Work Plan:** By email, ASI, CNES, DLR, ESA, ISRO, NASA, and RFSA approved the 2009 Work Plan. JAXA approved by voice vote.
    **Resolution 12a-3:** The 2009 Work Plan has been endorsed by the full IOAG membership.

**Action 12a-3:** The Secretariat will publish the 2009 Work Plan on the public IOAG website within one week. [ACTION COMPLETED: 20 May, 2009]

4. **Queries from SISG:**
    a. **IOAG Service Catalogue #1 (reference IOP-2 Resolution 4):** ASI, CNES, DLR, ESA, JAXA, and NASA agree that Service Catalogue # 1 should be under an IOAG Working Group. ASI notes that it approves the idea but cannot contribute at this time. ESA offered to lead this activity. JAXA noted its appreciation of ESA's offer. NASA agrees with both of ESA's proposals and is glad to participate. CNES, DLR, and JAXA also will support the review of this action. No comment was provided by RFSA or ISRO.
    **Resolution 12a-4:** The IOAG resolves that the Service Catalogue #1 will be developed under an IOAG activity.
    **Action 12a-4:** ESA will take editorial responsibility and submit a 5-page document before IOAG-13 for endorsement. **Due Date:** ESA will send draft by email no later than 4-6 weeks before IOAG-13 for review.

    b. **CCSDS Response to R 12.9.1:**
        i. **CCSDS Standards and Best Practices:** ASI, CNES, DLR, ESA, JAXA, and NASA approved the CCSDS approach to the SSI architecture. RFSA and ISRO did not indicate a preference on this issue. As SISG co-chair, Mr. Schulz provided background regarding the discussion on internetworking architecture held at the SISG and CCSDS meetings. ESA acknowledged the CCSDS interpretation of R 12.9.1 and accepted that equal priority is given to the development of Cross Support Transfer Service (CSTS) specifications and the transition to an EtE networked architecture. All present agencies agreed to the three proposed standardization activities.

        ii. **Priority Objectives for the CMC:** ESA noted that the Blue Book for ground file transfer CSTS shall cover all types of file transfers, i.e., for the single ground/space link and for the single space/space link. It shall also cover the file transfers for the single space/space link for the purpose of Emergency Commanding/Essential Telemetry. CNES and DLR supported ESA on the file transfer precisions.

        iii. **Lowest Priority Objectives and Ancillary Data Standards:** ASI, CNES, DLR, ESA, JAXA, and NASA agreed to prepare agency positions on the lowest priority objectives and ancillary data standards for the IOAG-13 meeting.
        **Action 12a-5:** The Chair will compile a spreadsheet with a matrix of priorities that will include ESA's inputs and CESG data. **Due Date:** 15 June, 2009.

        ASI agreed with the ESA position that this should be clearly represented as a SISG proposal, with IOAG endorsement and submission to the CCSDS. CNES proposed for IOAG to make a direct reply to the CCSDS Management Council (CMC); DLR, ESA, JAXA, and NASA concurred with CNES' recommendation.

> **Action 12a-6:**  Secretariat to draft a response for review by the Heads of Delegation before submitting to the CMC. **Due Date:** 30 May, 2009. [Draft distributed: 2 June 2009]

5.  **Mission Model and Other Tables:**  The Secretariat has called for contributions by all members. Not all have been provided. The public website will reflect the most current information and old data will be moved to the restricted archive section. ESA proposed that Earth and Mars relay satellites be taken into account in a different format. NASA and JAXA were asked to provide the same data in this new format. NASA noted that it is working on a new tracking assets model and will work with ESA and JAXA on this table to include the flying relay satellites around the Earth, Moon, and Mars. JAXA already submitted its tracking assets and mission models, but agreed to include data relay satellites in its tracking assets table. ASI queried about the regularity of updates; it was agreed that members may provide updates to the Secretariat at any time so that it becomes a permanent action.
    **Action 12a-7:**  Agencies will provide updated tables to the Secretariat for inclusion on the public website. The Secretariat will check status of these tables before each IOAG meeting. [PERMANENT ACTION]

6.  **Website and Logo:** The Secretariat presented an overview of the new IOAG website. BNSC recommended making a clear indication on the screen when a user is logged into the restricted section of the site. ESA expressed its appreciation for the improved website. A new logo must be selected before the website can be completed. Of the six logos designs provided, each agency voted on different preferences. It was agreed to have a final vote on two finalists.
    **Action 12a-8:**  Secretariat to provide a detailed brief by videoconference to the Chairman for his comments and approval on 20 May, 2009. [ACTION COMPLETED: 20 May, 2009]

    **Action 12a-9:** Secretariat to email heads of delegation with two finalist logos with a one-week voting period. After approval of logo and final modifications to website, the Secretariat will email the heads of delegation when the website goes live. The webmaster will email each head of delegation with the new userid and password. This user-id will be the same as for the IOP website. **Due Date**: 30 June, 2009. [Logo 4 selected; Heads of Delegation notified: 2 June 2009]

7.  **IOAG Meetings**
    a.  **IOAG-13:**  ASI, CNES, DLR, ESA, JAXA, and NASA approved the date and location for IOAG-13. The meeting will be held September 22-24, 2009 in Malindi, Kenya. Mr. Canu briefed the members on travel logistics. He requested that each Head of Delegation inform both Mr. Salotti and himself on the members of its agency's delegation, and each delegate should complete the form he provided by email. He also strongly suggested that participants arrive one day prior to the meeting in order to adjust to African time. It is also important that ASI know when each person will be arriving so that a driver can be waiting at the airport. Mr. Canu also suggested that everyone stay in the same hotel in order to get a special rate for that time period. No vaccinations are required for this visit.
        **Action 12a-10:** All Heads of Delegation to provide delegation lists, completed forms and itineraries to ASI for IOAG-13. **Due Date**: 15 June, 2009.

b. **IOAG-14:** Discussion focused on the possibility of a joint meeting with CCSDS. DLR stated it is happy to work through the liaisons. CNES replied that it would like periodic meetings with the CMC. The CMC will be meeting in Brazil in June 2010 and in the U.K. in November 2010. Because Brazil is not a member of the IOAG and above all the early meeting date it was decided to eliminate the Brazil meeting option from planning, and to defer discussion on this topic to the IOAG-13 meeting.
**Action 12a-11:** Secretariat to put joint CCSDS-IOAG meeting as a topic on the IOAG-13 agenda. **Due Date:** IOAG-13.
The Chair and Secretariat will coordinate with BNSC after IOAG-13, as appropriate.

The Chairman adjourned the meeting by thanking all the participants for the extra effort in preparations prior to the meeting, and suggesting that future videoconference meetings be held in order to move the IOAG agenda forward. Minutes and actions will be provided by the Secretariat in two weeks. NASA thanked the Chairman for an efficient meeting with much accomplished.

## Resolutions

**12a-1:** Revised Terms of Reference has been endorsed by the full IOAG membership.
**12a-2:** Revised Procedures Manual has been endorsed by the full IOAG membership.
**12a-3:** The 2009 Work Plan has been endorsed by the full IOAG membership.
**12a-4:** The IOAG resolves that the Service Catalogue #1 will be developed under an IOAG activity.

## Actions

- **12a-1:** The Secretariat will publish the revised Terms of Reference on the public IOAG website within one week. [ACTION COMPLETED:  20 May, 2009)
- **12a-2:** The Secretariat will make the approved modifications and publish the final revised version of the Procedures Manual on the public IOAG website within one week. [ACTION COMPLETED:  20 May, 2009]
- **12a-3:** The Secretariat will publish the 2009 Work Plan on the public IOAG website within one week. [ACTION COMPLETED:  20 May, 2009]
- **12a-4:** ESA will take editorial responsibility and submit a 5-page document before IOAG-13 for endorsement. **Due Date:** ESA will send draft by email no later than 4-6 weeks before IOAG-13 for review.
- **12a-5:** The Chair will compile a spreadsheet with a matrix of priorities that will include ESA's inputs and CESG data. **Due Date:** 15 June, 2009.
- **12a-6:** Secretariat to draft a response for review by the Heads of Delegation before submitting to the CMC. **Due Date:** 30 May, 2009. [Draft distributed: 2 June 2009]
- **12a-7:** Agencies will provide updated tables to the Secretariat for inclusion on the public website. The Secretariat will check status of these tables before each IOAG meeting. [PERMANENT ACTION]

- **12a-8:** Secretariat to provide a detailed brief by VITS to the Chairman for his comments and approval on 20 May, 2009. [ACTION COMPLETED: 20 May, 2009]
- **12a-9:** Secretariat to email heads of delegation with two finalist logos with a one-week voting period. After approval of logo and final modifications to website, the Secretariat will email the heads of delegation when the website goes live. The webmaster will email each head of delegation with the new userid and password. This user-id will be the same as for the IOP website. **Due Date**: 30 June, 2009. [Logo 4 selected; Heads of Delegation notified: 2 June 2009]
- **12a-10:** All Heads of Delegation to provide delegation lists, completed forms and itineraries to ASI for IOAG-13. **Due Date**: 15 June, 2009.
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