



INTERAGENCY OPERATIONS ADVISORY GROUP

IOAG-14a Minutes

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**Prepared by: Barbara Adde, Secretariat
Date: December 2010**

**IOAG-14 Debrief Teleconference
2 December, 2010**

Final Draft

Chair: Jean-Marc Soula/CNES

Participants: Luca Salotti/ASI, Martin Pilgram/DLR, Michael Schmidt/ESA, Hiroshi Inoue/JAXA, Phil Liebrecht/NASA, John Rush/NASA, Les Deutsch/NASA, Jim Costrell/NASA

Excused: S. Ahn/KARI, P. Allan/UKSA

Secretariat: Barbara Adde/NASA

Agenda:

1. Summary of meetings, main results
2. Finalization and approval of IOAG-14 actions and resolutions
3. Status of action items with due dates in 2010
4. Confirmation and agenda of the next IOAG teleconference (29 March, 2011)

1. Summary of Meetings, Main Results

The Chair called the meeting to order and reviewed today's agenda, focusing on approving the IOAG-14 actions and resolutions and agreeing on plans and agenda for the March 2011 teleconference. Draft minutes from IOAG-14 should be available for the Chair to review next week. Mr. Soula noted the main achievements of IOAG-14: better alignment on common objectives of CCSDS and IOAG; Solar System Internetwork (SSI); and, analysis of IOAG priorities for Service Catalogues #1 and #2. He also noted the new topics of optical links and mission operations, and the creation of study groups on those subjects.

Members agreed that the meeting had been very constructive in developing a good common understanding of priorities, enabling the two organizations to move forward together more effectively.

2. Finalization and approval of IOAG-14 actions and resolutions

3. Status of action items with due dates in 2010

The Chair and Heads of Delegations reviewed the draft IOAG-14 actions, noted current progress, and made minor corrections as noted below:

14-01: The Chair requested all agencies to provide any content input to the Work Plan and/or Annual Plan, if interested.

14-02: No changes.

14-03: It was agreed that the aggregated tables will include only current data (that provided for the IOAG-14). The Secretariat will place the tables on the public website today.

14-04: Chair to review letters drafted by the Secretariat. Heads of delegations waived the requirement to review the letters before the Chair distributes.

14-05: In progress; due 30 December.

14-06: After discussion regarding the common definition of "commercial" and maintenance of the providers table, the members agreed to change the due date from 15 March to 14 January,

and to add a new action to all agencies to provide a list of providers and their contact information to the Chairman. Due date: 16 December.

14-07: The Secretariat was requested to inform the SFCG liaison when the aggregated models are available on the public website.

14-08: The Chairman reviewed his report on the ISECG, which closed this action. The Secretariat will place all ISECG, CCSDS, SFCG, and ICG meetings on the IOAG calendar, for member awareness.

14-09: ASI and NASA requested additional time to review the proposed naming convention. The Secretariat will trigger an e-vote in two weeks with a vote due on 14 January.

14-10: For IOAG-15.

14-11: For IOAG-15.

14-12: For IOAG-15.

14-13: Mr. Rush reported that the co-leads reviewed the CCSDS white book and determined that while it is a very good reference, additional information is needed for the study. The Chair asked the co-leads to develop a schedule to meet the objectives in the Terms of Reference. DLR reminded participants of their comments provided at IOAG-14. The revised Terms of Reference will be provided at the next teleconference.

14-14: Names provided in comment section of action on website. Nominee from ASI to be provided. Secretariat to contact RFSA representative at IOAG-14 regarding a nominee for this study group. The final product will be a report.

14-15: The co-leads are working with the Secretariat website managers to create a separate work area on the website for this study group. Due in January.

14-16: The co-chairs have established a schedule of meetings. Next telecon is scheduled for 14 December.

14-17: Chair's response was provided by email and also in comment field of action 14-17 on the website. ESA will confirm concurrence of text. Chair to send letter to CCSDS by 10 December.

14-18: Documents in formal review process at NASA and will be placed on public website once cleared. Due date changed from 2 December to 17 December.

14-19: Due in January.

14-20: Service Catalogue #2 is available on the IOAG website for the CCSDS liaison. Action closed.

14-21: In progress.

14-22: Pending completion of action item 14-21.

14-23: After review of Chair's response submitted by email and on the website, discussion focused on forming a common definition of criticality and urgency for standards (based on actual implementation for a mission vs. for demo flights, preparations, etc). This definition will also be needed for infusion of standards and top 10 priorities in each agency. The Secretariat was requested to open a new action for all delegations to review and comment on this and provide rewording of text, as necessary. Due date: 16 December.

14-24: Names have been provided by email and are listed within the action on the website. A nominee from ASI will be provided. The team will not have regular meetings since it is not a formal group. A report will be presented at IOAG-14a. Action closed.

14-25: For IOAG-14a.

14-26: Due in January.

14-27: For IOAG-14a.

14-28: Proposed template provided as attached file to action in website for approval.

14-29: ESA withdrew its proposal, which was provided in the case that there were no other offers. It was agreed that CNES will be the host of IOAG-15 in Toulouse in December 2011.

14-30: For IOAG-14a.

14-31: Chair to review draft provided by Secretariat.

14-32: Recently added action from draft CCSDS actions, for report to IOAG by CCSDS liaison, who has accepted the action.

14-33: New action (see 14-06). All heads of delegations to provide names and points of contact for commercial providers of which they are aware to the Chair for inclusion in the commercial provider table. Due date: 16 December. The Secretariat will add this to the website.

14-44: New action (see 14-23). All heads of delegations to review and comment on the Chair's proposed levels of priorities for IOAG-CCSDS ICD. Due date: 16 December. The Secretariat will add this to the website.

All participants approved the resolutions without change.

4. Confirmation and agenda of the next IOAG teleconference (29 March, 2011)

At the request of Mr. Schmidt, the meeting date was changed to 30 March. In order to better accommodate the Asian delegations, the meeting time was moved up one hour (12:00 noon to 3:00 pm UTC). The Secretariat will send an Outlook notice as well as email invitation to all heads of delegations, the CCSDS and SFCG liaisons, and study group co-leads.

The agenda for IOAG-14a, as approved:

- 1) Status of action items
- 2) Optical Links Study Group report
- 3) Mission Operations co-leads report
- 4) Liaison report
 - a. CCSDS (feedback from IOAG-14/CCSDS joint meeting)
 - b. SFCG (action item 14-07)
 - c. Discussion of any response from ICG to letter of invitation for liaison relationship
- 5) SC #1 and SC#2 priorities
- 6) IOAG Top 10 priorities
- 7) Next Chairman nomination
- 8) Preparation for IOAG-14b mini-meeting (2 June in Stockholm)

The Chairman adjourned the meeting.