INTERAGENCY OPERATIONS ADVISORY GROUP

IOAG-17a Meeting

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IOAG Secretariat

Date: 4 June 2013

IOAG-17a Meeting Minutes
Teleconference
4 June 2013

In Attendance:
NASA: John Rush, Mike Kearney, Les Deutsch, Madeline Butler, Betsy Edwards, Greg Mann, Kim Cashin, AJ Oria, JJ Miller, Barbara Adde, Stephanie Wan
DLR: Martin Pilgram, Rolf Kozlowski
CNES: Jean-Marc Soula
ASI: Giovanni Valentini
JAXA: Tsutomu Shigeta, Takanori Iwata
UKSA: Peter Allan
ESA: Michael Schmidt, Klaus Jurgen Schulz, Nestor Peccia, Josep Rosello, Ricard Abello, Enrico Vassallo
KARI: Sang Il Ahn

Welcome and Opening Remarks:
The Chair opened up the IOAG-17a meeting noting that the meeting was to prepare for IOP-3.

IOP-3 Participation:
Mr. Valentini indicated that Luca Salotti will be ASI's IOP representative for their agency. The Chairman noted that IOAG is still waiting for a reply from ISRO, RFSA, and CSA. CSA responded that they will send someone, but there is no confirmation or name yet. There are two participants from ISRO who registered for SFCG; however, they have not confirmed their main IOP delegate yet; there needs to be a push to receive a final answer or else there may be problems with issuing a visa on time.

The Chair then commented that there is still no reply from RFSA despite the fact that Marina, ESA's translator, and Elena Marokov, of NASA's Moscow office, have both contacted them as well. There will be 6 or 7 RFSA delegates attending SFCG but since they are different participants from IOAG, they will probably not attend IOP. The Chair re-emphasized the need to get information soon or else it will be difficult for them to get a visa on time. While CSA does not need a visa, they may come as an observer. ISRO will require continued coordination to make sure they are able to attend. The Chair further noted that approximately a dozen CNES delegates still plans to register, so there should be a good group of delegations in Toulouse for IOP-3.

IOAG Membership:
The Chair emphasized that the agencies (RFSA and ISRO) that have not been attending meetings will be considered as observers. A question was raised whether to maintain CNSA as an observer and it was agreed that they will not have observer status. Furthermore, the IOAG-17 minutes and resolutions prior to IOP have tracked these decisions.

In responding to IOAG action items, AI 17-06 regarding ESA to look into hosting the IOP3 webex, is now closed because Mr. Schmidt provided the webex information. For AI 17-08 regarding finding alternative China organizations for IOAG membership, the action is now closed because ESA provided a response and has contacted CLTC. ESA recommended looking further into CLTC after IOP, and CNES noted that they will visit Toulouse in mid-July and may have more news at that time. For AI 17-12regarding the IOP-3 agenda, the Chair noted that agenda comments have been received, and the final version is ready to be sent to all IOP delegations, registered participants, co-chairs and liaisons. He further noted that Nestor Peccia will give the CCSDS presentation.

AI 17a-01: IOAG Secretariat to collect names of IOP participants (and their spouses) that plan to attend dinner.

Mr. Pilgram suggested that the summary of Day 1 on Wednesday could be less than 30 minutes. The summary of Day 1 will be adjusted on Day 2 according to how many were able to attend the first day.

The Chair further suggested the Drafting Committee will meet during a quick lunch in the meeting room, while the other participants will go to the on-site restaurant. At the conclusion of the meeting, each head of delegation will be asked to give his own conclusion and statement.

AI 17a-02: IOAG Secretariat to make the updates to the agenda and send to all attendees and invited delegations who have not responded.

Status of IOP Presentations/Resolutions/Executive Summary:

ICG Report
The ICG presentation did not receive any comments; the ICG liaison noted that the documents are on the 17a section of the website and he would gladly help provided clarification if needed. The wording in the resolution has been modified so that the presentation and summary are in line. Also, the last bullet on the summary was changed. Mr. Schmidt commented that he also went through the presentation with ESA/Stephan Wallner and there were no issues.

As for the resolutions, the text will go to the draft communiqué as a starting point for the drafting committee to prepare conclusions for IOP-3.

For 15c-05, which was due at the end of May, Dr. Oria noted that the updated GNSS inputs are included in the IOP briefing. The Chair commented that several agencies have provided input, and the aggregated final result should be created. Mr. Miller said that he would be in Vienna next week, and would be able to meet with ROSCOSMOS; he will try to continue to build on the database. The action will be kept open and reviewed again after the ICG meeting.

SISG Report:
Mr. Schmidt noted the SISG Executive Summary format was different from others (does not explain what it endorses), and the resolution may not be clear to the audience.
Mr. Schulz agreed to a request to update the summary with a condensed text consisting of the idea, its status, and its application. Mr. Rush noted that the summary will be updated and shared the following week for uploading.

Mr. Rush commented that changes have been made to the presentation. Mr. Schmidt noted that the documentation diagram showed SISG documents at the top and CCSDS at the bottom. This slide was recommended to be further reviewed with the CCSDS presentation. It was agreed that the final charts and executive summary would be provided the following Tuesday by the co-chairs, for upload to the IOP website.

OLSG Report:
Mr. Schulz noted that all the comments from the OLSG presentation have been incorporated into the latest update. The only comments recently received were from DLR with regards to agencies involved in various missions. DLR confirmed that their comment on who was the owner of the mission was included.
The OLSG co-chairs noted the summary was a little different because IOP has not been briefed on the study group, although SISG was discussed during IOP-2. Therefore the summary tries to introduce it in terms of IOAG over the past 3 years.

The Chair commented that the delegates should be aware of the decisions that will need to be taken. The Chair further noted the text needs to be agreed upon by all IOAG delegates. Mr. Rush agreed that the recommendations will be at the end, and reflect the same in the briefing. . The IOAG Secretariat will upload the files onto the IOP website by June 10, to allow for the IOP delegates to have sufficient time to review the documents.

AI 17a-03: OLSG chairs to confirm their presentation is approved and that the summary is updated to include the proposed resolutions.

26GHzSG Report:
The Chair noted the 26GHzSG executive summary has not received any comments yet. He recommended preparing proposed resolutions to the IOP and reducing the length of the presentation.
Mr. Abello will make the presentation via teleconference, as neither he nor Ms Edwards will attend IOP3 in person. The co-chairs will try to reduce to 15-18 slides and concentrate on what are the main findings and conclusions and proposals. It was agreed they would submit their final executive summary and presentation by the next day.

Ms. Edwards noted that there was a modification with removing the meteorological satellites from the presentation since it was not part of the recommendation. The issue was more towards the ITU and the use of space research versus meteorological band, and wanted to avoid confusion. The Chair commented the resolution will be part of a draft communiqué that the Secretariat will prepare from these presentations. Ms. Edwards noted that the final report would be available within the next two weeks.

The Chair re-iterated the IOAG-17 action item that the Secretariat will upload all the relevant documents on the IOP website, including the OLSG report, SISG report and Concept Operations, and Architecture documents, as well as the 26GHz report, by June 12. Mr. Schulz and the Chair offered that in the worst case scenario where neither 26GHz chairs could be available, they could present.

SFCG Report:
The Chair noted that there were no comments received for the SFCG Executive Summary. Mr. Vassallo noted the presentation was the same since IOAG-17.
The Chair mentioned that there will be a discussion after each presentation, with a wrap up summary on Day 2. Therefore, Mr. Vassallo, who will also be attending the SFCG meeting running parallel to the IOP-3, would not be needed on Day 2.

CCSDS Report:
The Chair noted that there were comments from Mr. Rush and other delegates about the CCSDS presentation, notably that the budget reductions bullet with the resource issue as the central message should be changed to something more acceptable. This was a message only shown in the CCSDS briefing, and since everyone has budget issues, this should not be a matter highlighted during IOP-3.

Mr. Kearney suggested adding MOIMS to the charter, as it is a data system intensive activity, and should not be excluded from the overview. The delegates concurred, and the Chair commented that the presentation should concentrate on the interface with IOAG, as it is the CCSDS introduction to IOP. It was also agreed that the "other subgroups" should be removed, and directly show the subgroups and their organizational inter-relationships. The IOAG delegates further provided additional improvements to the slides to further align the text with the chart title and liaison message. The Chair emphasized that the presentation should allow time for discussions, and requested Mr. Kearney relay this message to Mr. Peccia. The IOAG delegates encouraged the presentation to remain positive, and replace negative messages with text such as, "Introducing new resources to address technologies and initiatives is a challenge."

The Chair noted that all the resolutions will be aggregated into a draft communiqué to serve as the starting point for the drafting committee at IOP. While this document will not be distributed to the IOP delegates prior to the meeting, it will be sent to the IOAG delegates as it is their job to work with their agency to prepare for the final resolutions. The IOP delegates will only receive the agenda, executive summary, and copies of the presentations on the website.

Mr. Kearney pointed out that if the IOP delegates do not look at the presentations in advance, they will not see the resolutions unless their IOAG delegate brings it to them. The Chair responded that the executive summary should introduce the resolutions, and the resolutions will also be in the presentations.

Mr. Kearney agreed that after Ms. Wan sent the revised presentation with the IOAG comments incorporated to him, he will help Mr. Peccia with the necessary changes.

MOSCG Report:
Mr. Kearney noted that the MOSCG presentation only received a few comments, and the changes have been made. The delegates accepted the presentation for upload. Mr. Kearney noted that the executive summary needs to be updated before uploading to the IOP website.

ISECG Report:
The Chair noted that there were no comments received for the ISECG report. There were only small changes made to the presentation, mainly a reduced description of ISECG and formatting changes.

AI 17a-04: NASA to send NASA architecture to ISECG representative, NASA/Ms. Laurini.

AI 17a-05: Chair to send IOP-3 report to ISECG.

For the ISECG executive summary, the Chair commented that the ISECG text is the only user to provide a relationship with IOAG. He noted that the IOAG-ISECG relationship is very new and therefore he would report instead of the liaison.

IOAG report to IOP:
The IOAG delegates reviewed the IOAG presentation and Chair noted that some changes were made to adjust to the limited time on the agenda for 31 slides.

Status of Action Items:
The Chair reviewed the action items. AI 17-02, 17-18, 17-23 are now closed. With regard to the e-vote, the IOAG delegates noted that they did not receive an email notification about the e-poll being opened. The Secretariat commented that she will check on this with the web developer. She would further work with ESA to share the host webex information, therefore also closing AI 17-06.

The Secretariat confirmed that she will send the agenda and website access information to IOP and IOAG delegates, as well as announce the upcoming meeting on the IOP-3 website this week.

Since AI 17-19, 17-20, 17-24, 17-25, and 17-26 were currently in progress and would be completed within the next two weeks, they were kept open.

AI 17a-06: Secretariat to send IOAG delegates an email on travel plans in order for the Chair to organize the meeting.

Closing Summary:

The Chair concluded that the IOP appears to be in good shape, and that the IOAG-17a meeting accomplished a lot. Mr. Pilgram asked whether the IOAG wants to have a paper at SpaceOps next year, and consider arranging a topic. The Chair agreed to the idea, and suggested the topic be on the outcome of IOP-3, making a presentation on IOAG achievements and the work in preparation since last year's SpaceOps. There may be some coordination with CCSDS. He suggested further discussing this at the 24 June meeting in Toulouse, or at IOAG-17b on 9 July, and then prepare an abstract to meet the SpaceOps submission deadline. This was an action for the new Chairman and all members to consider.

Attachment 1

IOAG-17a Meeting / Teleconference
Tuesday, 4 June, 2013
13:00 – 16:00 UTC

AGENDA

Time (UTC)	Presenter	Agenda Item	Action Items to be addressed as part of the discussion#
13:00 – 13:10	Chair	1. Introduction/Opening	
13:10 – 13:30	Secretariat	2. IOP-3 Participation	AI 17-06, 17-08, 17-12, 17-13
13:30 – 13:50	Chair	3. IOAG Membership	
13:50 – 15:20	Chair	4. Status of IOP presentations - resolutions - executive summary 4.1. ICG 4.2. CCSDS 4.3. SFCG 4.4. ISECG 4.5. 26GHz LEO SG 4.6. MOSCG 4.7. SISG 4.8. OLSG	AI 17-14, 17-16, 17-17, 17-18, 17-21, 17-22, 17-23
15:20 – 15:50	Secretariat	5. Status of action items	AI 17-02, 17-03
15:50 – 16:00	Chair	6. Closing Summary	

Attachment 2

17a Action Items:

AI 17a-01: IOAG Secretariat to collect names of IOP participants (and their spouses) that plan to attend dinner.

AI 17a-02: IOAG Secretariat to make the updates to the agenda and send to all attendees and invited delegations who have not responded.

AI 17a-03: OLSG chairs to confirm their presentation is approved and that the summary is updated to include the proposed resolutions.

AI 17a-04: NASA to send NASA architecture graphic(?) to ISECG representative, Kathy Laurini

AI 17a-05: Chair to send IOP-3 report to ISECG.

AI 17a-06: Secretariat to send IOAG delegates an email on travel plans in order for the Chair to organize the meeting.