



# **INTERAGENCY OPERATIONS ADVISORY GROUP**

## **IOAG-17b Meeting**

**Document Number: IOAG17b.A.MN.2013**

**Prepared by: Stephanie Wan, IOAG Secretariat (IOAG-17b)**

**Date: 9 July 2013**

**IOAG-17b Meeting Minutes**  
**Teleconference**  
**9 July 2013**

**Members:**

ASI: Giovanni Valentini

CNES: Jean-Marc Soula

DLR: Martin Pilgram, Rolf Kozlowski

ESA: Michael Schmidt, Klaus Jurgen Schulz, Gian-Paolo Calzolari

NASA: Phil Liebrecht, Barbara Adde, James Afarin, Madeline Butler, Kim Cashin, Les Deutsch, Mike Kearney, John Rush, Wallace Tai, Stephanie Wan

JAXA: Tsutomu Shigeta, Takanori Iwata

**Observers:**

UKSA: Peter Allan

CSA: Kenneth Lord

KARI: Sang-Il Ahn

**Liaisons:**

CCSDS: Nestor Peccia

SFCG: Enrico Vassallo

**1) Introduction/Opening:**

The Chair opened up the meeting, thanking everyone for their participation at the IOP. The IOAG delegates approved the IOAG-17b agenda.

**2) Review of IOP-3 Meeting:**

The Chair requested one final review of the IOP Communique prior to sending it out with the draft letters to RFSA, ISRO, and CNSA, and the delegates approved the document. The Chair noted that ESA HQ has been in contact with CNSA, and the agency noted they hoped to participate in future IOAG activities. They may also involve the China Satellite Launch and Tracking Control General (CLTC). Mr. Kearney requested a copy of the contact information for the CNSA representative to the IOAG, to share with the CNSA representative to the CCSDS.

**3) CCSDS Liaison Briefing:**

Mr. Peccia presented updated publication, agency reviews, and projects polls from the CESC and the CMC meeting. He highlighted that the last CCSDS meeting participation from RFSA

and CNSA increased; however there was a decline in NASA participation. He was concerned that there were no new resources being put into the working groups, and suggested that new resources be added. He furthermore noted that revisions had to be done on the priorities and requested the consolidated top 10 priorities inputs from IOAG. The Chair suggested that at the next telecon, the IOAG can finalize the priorities and what the need dates are. There are still certain activities that are ongoing and the final product is coming of IOAG and approved input is needed.

**AI 17b-01:** IOAG delegates to provide input on the revised list of priorities before the next IOAG meeting. [Assigned to: All Delegates; Due Date: 10 September, 2013]

**4) Actions Derived from IOP-3:**

The Secretariat displayed the list of IOP-3 action items located on the IOAG website. Ms. Barbara Adde noted that the AI IOP3-01 [Draft a letter for IOP delegates to sign to the 3 non-participating agencies, attaching the Communiqué] was currently in progress and will be shared.

Ms. Adde also commented that for AI IOP3-02, the Chair and Ms. Kathy Laurini have been in contact to update the IOAG text for the Global Exploration Roadmap and Ms. Laurini will need to consult with ISECG on approval.

As for AI IOP3-03, the discussion was still in progress for the IOAG to coordinate with CCSDS on the 26GHz modulation standard.

The Chair commented that AI IOP3-04 was now completed because ESA contacted the various parties involved and would be organizing a telecon discussion the following week. For AI IOP3-05, the MOSSG resources discussion was ongoing.

As for AI 17-04, Mr. Wallace Tai commented that he and Mr. Martin Pilgram needed re-alignment of the task, and suggested that the new due date be provided. The due date was changed to 2 August 2013.

**AI 17b-02:** Secretariat and Chair to distribute the updated GER to IOAG website and IOAG delegates. [Assigned to: Secretariat & Chair; Due Date: 15 July, 2013]

**5) Next Steps: Work Plan**

The Chair commented that he is currently in the process of drafting the workplan, and would be distributing it to the IOAG delegates for review by the end of the week.

**AI 17b-03:** M. Schmidt to provide a workplan draft by the end of the week and distribute. [Assigned to: Chair; Due Date: 16 July, 2013]

**AI 17b-04:** IOAG delegates to go through the Chair's draft Work Plan for review and comments. [Assigned to: All Delegates; Due Date: 30 July, 2013]

**6) Discussion on the Way Forward:**

The question about the future of IOAG Working Groups was raised. OLSG co-Chair, Mr. John Rush, provided a brief update on the OLSG working group. He proposed providing a final OLSG briefing during IOAG-17c to outline recommended guidance to CCSDS. He suggested disbanding OLSG after completing the CCSDS Guidance briefing; if needed the group can be recalled at a later time, similar to what was done with SISG. The delegates approved the working group's plans and putting OLSG in "hibernation" after IOAG-17c.

SISG co-Chair then provided a recommendation that SISG should be de-activated since the work has been completed. SISG would close at IOAG-17c and can be re-established if needed.

It was agreed that the LEO26SG would submit their final briefing at IOAG-17c and then be disbanded.

MOSSG needed to be formally created, and required participants, co-Chair, and terms of reference (refer to AI IOP3-05). Mr. Kearney volunteered to help with the transition, in particular to propose draft ToR's of the MOSSG, to be reviewed at the IOAG-17c teleconference.

Based upon the discussions at IOP-3, the location of IOAG-18 is currently to be determined either in Italy or Japan. JAXA commented that they required further internal discussions on whether they would be able to host the next meeting. Nonetheless, all the IOAG delegates agreed that with the new work plan post-IOP-3, another face to face meeting was needed in the February/March timeframe to follow up on all the actions and discussions following IOP-3.

**7) Other Items:**

The IOAG delegates asked about whether to submit an abstract for SpaceOps 2014. The delegates agreed that it would be valuable to report on the activities resulting from the IOP-3 discussions. Mr. Pilgram volunteered to take the lead in drafting the first draft, and Mr. Phil Liebrecht and Mr. Jean Marc Soula volunteered to provide support.

Some delegates requested that IOAG-17d telecon held on 19 November to start one hour later than usual (9:00 EST). All the IOAG delegates approved.

CSA is expected, within 3 to 4 weeks, to confirm interest in becoming Member of IOAG as an observer.

Barbara Adde confirmed that she will transition to the Science Directorate and has to terminate her support to IOAG. The Chair and all IOAG delegates expressed their warmest thanks for the dedicated and efficient support in her support as IOAG Secretary. The IOAG then welcomed Stephanie Wan who will take over from Barbara as from IOAG-17b.

**AI 17b-05:** DLR, with support from NASA and CNES, to prepare SpaceOps 2014 abstract. [Assigned to: DLR, NASA, CNES; Due Date: 30 July, 2013]

**AI 17b-06:** IOAG delegates to review the IOAG-17 minutes and provide comments by end of July. [Assigned to: All Delegates; Due Date: 30 July, 2013]

## Attachment 1

**IOAG-17b Meeting / Teleconference**  
**Tuesday, 9 July, 2013**  
**12:00 – 15:00 UTC**

**DRAFT AGENDA**

<b>Time (UTC)</b>	<b>Presenter</b>	<b>Agenda</b>	<b>Action Items to be addressed</b>
12:00 – 12:10	Chair	1. Introduction/Opening	
12:10 – 12:30	All	2. Review of IOP-3 Meeting	<a href="https://www.ioag.org/Public/Documents/FINAL_COMMUNIQUE_IOP3.pdf">https://www.ioag.org/Public Documents/FINAL COMMUNIQUE IOP3.pdf</a>
12:30– 12:45	N. Peccia	3. CCSDS Liaison Briefing	
12:45 –13:15	S. Wan	4. Actions derived from IOP	<a href="https://www.ioag.org/Lists/Actions/IOP3.aspx">https://www.ioag.org/Lists/Actions/IOP3.aspx</a>
13:15 – 13:45	Chair	5. Next steps --> Generation of Workplan	
13:45 – 14:45	All	6. Discussion on way forward (future planning)	
14:45 – 14:55	All	7. Other Items	
14:55 – 15:00	Chair	8. Closing Summary	

## **Attachment 2:**

### **IOAG-17b ACTION ITEMS**

**AI 17b-01:** IOAG delegates to provide input on the revised list of priorities before the next IOAG meeting. [Assigned to: All Delegates; Due Date: 10 September, 2013]

**AI 17b-02:** Secretariat and Chair to distribute the updated GER to IOAG website and IOAG delegates. [Assigned to: Secretariat & Chair; Due Date: 15 July, 2013]

**AI 17b-03:** M. Schmidt to provide a workplan draft by the end of the week and distribute. [Assigned to: Chair; Due Date: 16 July, 2013]

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**AI 17b-05:** DLR, with support from NASA, and CNES to prepare SpaceOps 2014 abstract. [Assigned to: DLR, NASA, CNES; Due Date: 30 July, 2013]

**AI 17b-06:** IOAG delegates to review the IOAG-17 minutes and provide comments by end of July. [Assigned to: All Delegates; Due Date: 30 July, 2013]

### **IOP-3 ACTION ITEMS**

**AI IOP3-01:** Draft a letter for IOP delegates to sign to the 3 non-participating agencies, attaching the Communiqué. [Assigned to: Secretariat; Due Date: Completed]

**AI IOP3-02:** Coordinate with ISECG/IAWG Chair K. Laurini on adding stronger wording in the GER2 regarding the importance of interoperability for space communication and navigation. [Assigned to: Secretariat & Chair; Due Date: Completed]

**AI IOP3-03:** IOAG to coordinate with the CCSDS on the due date for 26GHz modulation standard and include in the ICPA. [Assigned to: Chair & CCSDS; Due Date: Completed]

**AI IOP3-04:** ESA to contact the Human Space Operations Department to assess the suitability of the Mission Operation Services. [Assigned to: ESA; Due Date: Completed]

**AI IOP3-05:** IOAG to identify resources to be made available to MOSSG. [Assigned to: IOAG Members; Due Date: Ongoing]