1. The purpose of this communication is to publish the agenda for our meeting and provide guidance for each agenda item.
2. Meetings begin at 0900 on Wednesday. For those staying in Noordwijk, I will have an automobile and can provide transportation to and from ESTEC for a select few.
3. We will review and amend or approve minutes from the spring plenary. The minutes have been distributed.
4. We will address each of the following items of interest to all working groups in due course, but not necessarily in this order.
	1. A review for all of Kato-san's document for spacecraft design for a debris environment. There are several operational matters included, some of which conflict with existing work items.
	2. Small satellite operations. A study has been organized under the International Academy of Astronautics. Terminology is the first issue. We will review study suggestions so far and discuss how to determine which elements of existing work items and standards apply to small satellites and which should not.
	3. Work items related to satellite drag and aerodynamic forces. The first element is determining essential elements of information (data and metadata) for informing others of the manner in which such forces were treated in orbit estimation and propagation.
	4. Launch site related items will be reviewed, and we will discuss consolidating related work within a comprehensive work category. Mr. Glazychev’s item will be reviewed. I do not know whether it passed. There is also a WG5 proposed work item that conflicts with some of our launch site event reporting standards.
	5. Booster disposal must be discussed. The judgment that all “disposal” work items be consolidated was unexecutable, since no delegation or member was willing to accept responsibility.
5. We will review the current work program. The program from last June was distributed because I found it impossible to download anything more recent.







1. Issues from the fall meeting remain.
	1. Terminology: Despite Dr. LaCroix diligence and action items distributed in November, there has been no progress. This item has languished for four years. It is up to the Secretariat and SC14 Chairman to assure and enforce action. (An action was assigned for all to review Dr. LaCroix’ suggestion and approve it for use throughout WG3 and eventually SC14.)
	2. Lack of participation in developing standards beyond the principal author and delegation despite sufficient participants having been designated from other delegations during ballot.
	3. 16699: Disposal of Orbital Launch Stages. This item could not be considered in Guildford because no one present was able to speak to it. Likely no one will be present again.
	4. 18146: Design & Operation Manual for S/C in Debris Environment. Dr. Finkleman and others provided extensive comments. Most dealt with elements included for which there were no standards or work items.
	5. NWIP: Small Satellites Best Practices for Operations and Development. This did not pass by one vote, which was an abstention since the responses were not completed within the deadline. It should be resubmitted.
	6. NWIP: Design Requirements for Residual Propellant Venting of LVs: The scope was to be modified and presented at this meeting. Nothing has been received yet.
	7. NWIP: Guidance and Best Practices for Representing Aerodynamic Forces on Satellites. A session was held at the American Astronautical Society in Santa Fe, NM, USA, in February 2014. An NWIP was submitted.
2. Please submit any other items that you wish to discuss. Other WG chairs are requested to inform us of desires for joint meetings. Both should be accomplished immediately.

Academician Dave Finkleman, PhD

Convenor, ISO TC20/SC14/WG3