



## DOCUMENT CHANGE REQUEST

DCR number 679

Changes required for: General

Originator: Fernando Martinez

Date: 2014/01/22

Date sent: 2011/09/15

Organisation: ESTEC

Status: IMPLEMENTED

Title: Preparation of Newsletter

Number: 11301

Issue: 1

Other documents affected:

Page:

several, see attachment

Paragraph:

several, see attachment

Original wording:

see attachment

Proposed wording:

see attachment

Justification:

General update, a simplified approach is proposed with more autonomy for the Editorial Board and a shift in responsibility w.r.t. edition, publication and distribution

Attachments:

dcr\_to\_escc\_11301\_issue\_1\_of\_october\_2004.pdf, 11301.docx, 11301\_issue\_2c.docx, null

Modifications:

N/A

Approval signature:

Date signed:

2014-01-22

**DCR to ESCC 11301 issue 1 of October 2004. FM, QES, 15-09-11**

Original text in red is proposed for deletion.

Page	Para.	Original text	Proposed text	Reason for change
6	5.2 PSWG	<p>The PSWG shall:</p> <ul style="list-style-type: none"> <li>– Oversee the work of the Editorial Board on behalf of the SCSB.</li> <li>– Set the content of each issue in advance and ensure that the input material is provided to the Editorial Board</li> </ul>	<p>The PSWG shall:</p> <ul style="list-style-type: none"> <li>– Oversee the work of the Editorial Board on behalf of the SCSB.</li> </ul>	Provide autonomy to the Executive and the Editorial Board
7	6.1 General policy	<p>6.1 GENERAL POLICY</p> <p>The SCSB sets the following policy for the Newsletter. The Newsletter shall:</p> <ul style="list-style-type: none"> <li>– meet the promotional and mutual recognition aims and objectives of the Charter and as they are elaborated in ESCC 10100.</li> <li>– be a periodic publication.</li> <li>– be made available as a hard copy distribution and electronically on the ESCC Web Site.</li> <li>– have an editorial content approved in outline by the SCSB, developed and overseen by the PSWG and put together in detail by an Editorial Board with representation from each ESCC organisational body.</li> <li>– be published, under an agreement between the SCSB and ESA, by the ESA Publications Division.</li> </ul>	<p>6.1 GENERAL POLICY</p> <p>The SCSB sets the following policy for the Newsletter. The Newsletter shall:</p> <ul style="list-style-type: none"> <li>– meet the promotional and mutual recognition aims and objectives of the Charter and as they are elaborated in ESCC 10100.</li> <li>– be a periodic publication.</li> <li>– be made available as a hard copy distribution and electronically on the ESCC Web Site.</li> <li>– have an editorial content approved in outline by the SCSB and put together in detail by an Editorial Board</li> </ul>	<p>Provide autonomy to the Executive and the Editorial Board</p> <p>Leave the composition of the Editorial Board to the discretion of the SCSB</p>

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7	6.2.1 SCSB	<p>The SCSB shall:</p> <ul style="list-style-type: none"> <li>– Monitor the Newsletter with regard to its effectiveness. As a result, consider and refine the policy, as defined by this document, as and when required.</li> <li>– Set the general editorial policy.</li> <li>– Undertake overall responsibility for the Newsletter and its editorial content.</li> <li>– Secure the financing and resources necessary for the publication and distribution of the Newsletter.</li> <li>– Approve the Editorial Board appointments from the PSWG, CTB and Executive.</li> <li>– Appoint the ESCC Technical Secretary to the Editorial Board as the representative of the SCSB.</li> <li>– Set Newsletter media and the frequency of publication.</li> <li>– Submit to the PSWG Chairman, where appropriate, material publicising their work for inclusion in the Newsletter.</li> </ul>	<p>The SCSB shall:</p> <ul style="list-style-type: none"> <li>– Monitor the Newsletter with regard to its effectiveness. As a result, consider and refine the policy, as defined by this document, as and when required.</li> <li>– Set the general editorial policy.</li> <li>– Undertake overall responsibility for the Newsletter and its editorial content.</li> <li>– Secure the financing and resources necessary for the publication and distribution of the Newsletter.</li> <li>– Appoint members of the Editorial Board at its discretion.</li> <li>– Appoint the ESCC Technical Secretary to the Editorial Board as the representative of the SCSB.</li> <li>– Set Newsletter media and the frequency of publication.</li> <li>– Submit to the Editorial Board, where appropriate, material publicising their work for inclusion in the Newsletter.</li> </ul>	<p>Remove potential tasks or discussions from the other bodies of ESCC; as the eurocomp is the newsletter of the SCSB, leave them the freedom to make appointments to the Editorial Board</p> <p>Provide more autonomy to the Executive and the Editorial Board</p>
8	6.2.2 PSWG	<p>The PSWG shall:</p> <ul style="list-style-type: none"> <li>– Appoint a representative to the Editorial Board.</li> <li>– Agree (with the assistance of the ESA Publications Division) Newsletter style, format, distribution and copyright.</li> </ul>	<p>The PSWG shall:</p> <ul style="list-style-type: none"> <li>– Consider Newsletter improvements and submit them to the SCSB for information or for review and approval when they affect the policy set for the Newsletter. Instruct the Editorial Board appropriately to implement</li> </ul>	<p>Provide more autonomy to the Executive and the Editorial Board</p> <p>Leave the Editorial Board nominations to the SCSB</p> <p>Make the PSWG Chairman co-</p>

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		<ul style="list-style-type: none"> <li>– Monitor Newsletter readership.</li> <li>– Monitor Newsletter readership feedback and respond as necessary.</li> <li>– Consider Newsletter improvements and submit them to the SCSB for information or for review and approval when they affect the policy set for the Newsletter.</li> <li>Instruct the Editorial Board appropriately to implement improvements.</li> <li>– Provide, where appropriate, material publicising the results of their work for inclusion in the Newsletter.</li> </ul>	<p>improvements.</p> <ul style="list-style-type: none"> <li>– Provide, where appropriate, to the Editorial Board material publicising the results of their work for inclusion in the Newsletter.</li> </ul> <p>The PSWG chairman shall review and approve each issue of eurocomp prior to its release.</p>	responsible of the review and approval of each issue in delegation from the SCSB
8	6.2.3 CTB	<p>The CTB shall:</p> <ul style="list-style-type: none"> <li>– Appoint a representative to the Editorial Board.</li> <li>– Submit to the PSWG, where appropriate, material publicising the results of their work for inclusion in the Newsletter.</li> </ul>	<p>The CTB shall:</p> <ul style="list-style-type: none"> <li>– Submit to the Editorial Board, where appropriate, material publicising the results of their work for inclusion in the Newsletter.</li> </ul>	Leave the Editorial Board nominations to the SCSB
8	6.2.4	<p>The Editorial Board shall:</p> <ul style="list-style-type: none"> <li>– Implement the Newsletter editorial policy provided by the SCSB.</li> <li>– Establish a publication schedule with the necessary deadlines and communicate this appropriately to PSWG and identified contributors and authors.</li> <li>– Actively encourage and compile contributions to meet Newsletter</li> </ul>	<p>The Editorial Board shall:</p> <ul style="list-style-type: none"> <li>- be in charge of the newsletter style, format and copyright</li> <li>– Implement the Newsletter editorial policy provided by the SCSB.</li> <li>– Establish a publication schedule with the necessary deadlines and communicate this appropriately to PSWG and identified contributors and authors.</li> <li>– Actively encourage and compile</li> </ul>	Provide more autonomy to the Executive and the Editorial Board

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		<p>publication schedules.</p> <p>– Meet at intervals consistent with the frequency of publication of the Newsletter.</p>	<p>contributions to meet Newsletter publication schedules.</p> <p>– Meet at intervals consistent with the frequency of publication of the Newsletter.</p>	
8-9	6.2.5	<p>6.2.5 <b>ESA</b></p> <p>ESA shall:</p> <p>– Provide staff, facilities and material resource necessary for the management, publication and distribution of the Newsletter.</p> <p>The Executive shall:</p> <p>– Appoint a representative to the Editorial Board who shall undertake the role of the Newsletter Editor. The Editor shall act as the coordinator and interface for the Editorial Board towards authors and the <b>ESA Publications Division</b>.</p> <p>– Prepare internal working procedures sufficient to control the activities of the Editorial Board and its supporting activities, for approval by the Board.</p> <p>– In conjunction with the <b>ESA Publications Division</b> establish and maintain a distribution list for the hard copy distribution.</p> <p>– Submit to the <b>PSWG</b>, where appropriate, material publicising the results of their work for inclusion in the Newsletter.</p> <p>The <b>ESA Publications Division</b> shall:</p> <p>– Support the preparation and</p>	<p>6.2.5 <b>The Executive</b></p> <p>ESA shall provide staff, facilities and material resource necessary for the management, publication and distribution of the Newsletter. In this context, the <b>ESA Components Standardisation and Specification Section</b> shall:</p> <p>– Support the preparation and publication of the Newsletter in electronic form for the ESCC Web Site.</p> <p>– Undertake the distribution of the Newsletter providing the PSWG with distribution data</p> <p>The Executive shall:</p> <p>– Appoint a representative to the Editorial Board who shall undertake the role of the Newsletter Editor. The Editor shall act as the coordinator and interface for the Editorial Board towards authors and the <b>ESA Components Standardisation and Specification Section</b>.</p> <p>– In conjunction with the <b>ESA Components Standardisation and Specification Section</b> establish and maintain a distribution list for the electronic copy distribution.</p> <p>– Submit to the <b>Editorial Board</b>, where appropriate, material publicising the results of their work for</p>	<p>Provide more autonomy to the Executive and the Editorial Board</p> <p>Make the ESTEC Components Standardisation Section take over responsibilities previously assigned to the Publications Division implicitly simplifying the overall process.</p> <p>No IWP seems to exist and would be possibly unnecessary if the overall process is simplified as proposed.</p> <p>Electronic publishing a .pdf, to be posted in ESCIES, would be preferred. Distribution could be a simple e-mail with a link to the relevant web page in ESCIES</p> <p>Make the Executive Manager co-responsible for review and approval in delegation of the SCSB</p>

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		publication of the Newsletter both <b>as hard copy and</b> in electronic form for the ESCC Web Site. – Undertake the distribution of the Newsletter providing the PSWG with distribution data. – <b>Appoint a member of staff to advise the Editorial Board.</b>	inclusion in the Newsletter.  The Executive Manager shall review and approve each issue of eurocomp prior to its release	
10	6.3	<b>IMPLEMENTATION FLOWCHART</b>	Delete paragraph completely	Flowchart becomes unnecessary if more autonomy is given to the Editorial Board and a simple review and approval step is implemented as proposed in the DCR
10	7.1.1	SCSB	Delete paragraph completely	The SCSB has no role in the actual preparation, publication and distribution as these tasks are organised and delegated as proposed in the DCR
11	7.1.2	PSWG The PSWG, <b>in accordance with the publishing deadlines</b> , shall: – <b>Provide the Editorial Board with draft TOCs.</b> – <b>Provide the Editorial Board with the list of authors for each proposed TOC.</b> – <b>Agree the Newsletter TOC, formalised by the Editorial Board, for presentation to the SCSB by the PSWG Chairman.</b> – <b>Amend the TOC as directed by the SCSB and instruct the Editorial Board accordingly.</b> – <b>Prepare periodic Newsletter</b>	PSWG The PSWG shall: – Prepare periodic Newsletter progress and problems reports to the SCSB.  The PSWG Chairman, <b>in accordance with the publishing deadlines</b> , shall review and approve each issue of eurocomp prior to its release	Provide more autonomy to the Executive and the Editorial Board  Make the PSWG Chairman responsible for review and approval in delegation of the SCSB

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		<p>progress and problems reports to the SCSB.</p> <p>The PSWG Chairman, <b>in accordance with the publishing deadlines</b>, shall:</p> <ul style="list-style-type: none"> <li>– Submit the proposed TOC for the next Newsletter to the SCSB, together with the initial draft TOC for the succeeding issue</li> </ul>		
11	7.1.3	<p>Editorial Board</p> <p>For each Newsletter, the Editorial Board, in accordance with the publishing deadlines, shall:</p> <ul style="list-style-type: none"> <li>– <b>Refine each draft TOC and submit it to the PSWG for agreement.</b></li> <li>– Contact authors, <b>identified by the PSWG</b>, to obtain Newsletter articles.</li> <li>– Review draft articles and agree their contents with the authors.</li> <li>– <b>Forward final articles to the ESA Publications Division for layout design and editing.</b></li> <li>– <b>Agree Newsletter distribution requirements with the ESA Publications Division.</b></li> <li>– Publish the Newsletter on the ESCC Web Site via the Executive.</li> </ul> <p>The Editor shall:</p> <ul style="list-style-type: none"> <li>– Facilitate the work of the Editorial Board.</li> <li>– Collate articles provided by authors and submit them for review by the Editorial Board.</li> <li>– <b>Check Newsletter proofs provided by</b></li> </ul>	<p>Editorial Board</p> <p>For each Newsletter, the Editorial Board, in accordance with the publishing deadlines, shall:</p> <ul style="list-style-type: none"> <li>– Contact authors to obtain Newsletter articles.</li> <li>– Review draft articles and agree their contents with the authors.</li> <li>– Publish the Newsletter on the ESCC Web Site via the Executive.</li> </ul> <p>The Editor shall:</p> <ul style="list-style-type: none"> <li>– Facilitate the work of the Editorial Board.</li> <li>– Collate articles provided by authors and submit them for review by the Editorial Board.</li> <li>– Liaise between the Board the ESA <b>Components Standardisation and Specification Section</b> and bring any problems arising to the Board's attention.</li> <li>– Provide a file for each Newsletter issue to the Executive for archive purposes.</li> </ul>	<p>Provide more autonomy to the Executive and the Editorial Board</p> <p>Make the ESTEC Components Standardisation Section take over responsibilities previously assigned to the Publications Division implicitly simplifying the overall process.</p>

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		<p>the ESA Publications Division and authorise final printing.</p> <p>– Liaise between the Board and the authors and the Board and the ESA Publications Division and bring any problems arising to the Board's attention.</p> <p>– Provide a file for each Newsletter issue to the Executive for archive purposes.</p>		
12	7.1.4	<p>The Executive, in accordance with the publishing deadlines, shall:</p> <p>– Place the electronic copy of the published Newsletter on the ESCC Web Site.</p> <p>– Archive Newsletter material</p>	<p>The Executive, in accordance with the publishing deadlines, shall:</p> <p>– Place the electronic copy of the published Newsletter on the ESCC Web Site.</p> <p>– Archive Newsletter material</p> <p>The Executive Manager shall review and approve each issue of eurocomp prior to its release</p>	As previously explained –see remarks above
12	7.1.5	The ESA Publications Division [...]	Delete paragraph completely	As previously explained –see remarks above
13	7.2	Publication Flowchart	Delete paragraph completely	No real need to re-iterate the simplified flow as proposed in the DCR.