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PREPARATION OF NEWSLETTERS

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1. **INTRODUCTION**

This document describes the publication of a Newsletter, titled Eurocomp, by the SCSB.

This represents one aspect of an established SCSB policy to keep the European Space Community informed of the ESCC activities performed under its auspices and those of its subordinate bodies.

The objective of the Newsletter is to promote the availability and use of EEE Components in European Space Programmes. To this end the Newsletter publicises ESCC programmes, results and publications.

The Newsletter is directed at those involved in EEE space component provision, procurement and use world wide and specifically European component manufacturers, user industries and space agencies.

2. **SCOPE**

The scope of this document covers the setting of Newsletter policy, the establishment of Newsletter contents and the management of Newsletter preparation, publication and distribution. It is intended for the attention of the ESCC Organisational Bodies and authors contributing material for publication.

3. **DEFINITIONS & ABBREVIATIONS**

3.1 **DEFINITIONS**

None

3.2 **ABBREVIATIONS**

The following abbreviations are used in this document:-

Charter	Charter of the European Space Components Coordination
CTB	Components Technology Board
EEE	Electrical, Electronic and Electro-mechanical
ESA	European Space Agency
ESCC	European Space Components Coordination
Executive	ESCC Executive
Newsletter	Eurocomp, the SCSB Newsletter
PSWG	Policy and Standards Working Group
SCSB	Space Components Steering Board
TOC	Table of Contents

4. RELATED DOCUMENTS

4.1 APPLICABLE DOCUMENTS

None

4.2 REFERENCE DOCUMENTS

ESCC 00000	Charter of the European Space Components Coordination
ESCC 10100	Organisation and Basic Rules of the SCSB

5. RESPONSIBILITIES

5.1 SCSB

The SCSB shall:

- Set the policy, financing and resourcing arrangements for the Newsletter.
- Appoint an Editorial Board.
- Approve the outline content for each issue.
- Retain overall responsibility for the Newsletter.

5.2 PSWG

The PSWG shall:

- Oversee the work of the Editorial Board on behalf of the SCSB.
- Set the content of each issue in advance and ensure that the input material is provided to the Editorial Board.

5.3 ESA

ESA shall:

- As a result of agreement at the SCSB, provide resources necessary for the management, preparation, publication and distribution of the Newsletter.

5.4 ESCC PARTICIPANTS

All ESCC Participants shall:

- Support the Newsletter by proposing and providing content to the PSWG.

6. NEWSLETTER POLICY

6.1 GENERAL POLICY

The SCSB sets the following policy for the Newsletter. The Newsletter shall:

- meet the promotional and mutual recognition aims and objectives of the Charter and as they are elaborated in ESCC 10100.
- be a periodic publication.
- be made available as a hard copy distribution and electronically on the ESCC Web Site.
- 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.
- be published, under an agreement between the SCSB and ESA, by the ESA Publications Division.

6.2 PROCEDURE

6.2.1 SCSB

The SCSB shall:

- 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.
- Set the general editorial policy.
- Undertake overall responsibility for the Newsletter and its editorial content.
- Secure the financing and resources necessary for the publication and distribution of the Newsletter.
- Approve the Editorial Board appointments from the PSWG, CTB and Executive.
- Appoint the ESCC Technical Secretary to the Editorial Board as the representative of the SCSB.
- Set Newsletter media and the frequency of publication.
- Submit to the PSWG Chairman, where appropriate, material publicising their work for inclusion in the Newsletter.

6.2.2 PSWG

The PSWG shall:

- Appoint a representative to the Editorial Board.
- Agree (with the assistance of the ESA Publications Division) Newsletter style, format, distribution and copyright.
- Monitor Newsletter readership.
- Monitor Newsletter readership feedback and respond as necessary.
- 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 improvements.
- Provide, where appropriate, material publicising the results of their work for inclusion in the Newsletter.

6.2.3 CTB

The CTB shall:

- Appoint a representative to the Editorial Board.
- Submit to the PSWG, where appropriate, material publicising the results of their work for inclusion in the Newsletter.

6.2.4 The Editorial Board

The Editorial Board shall:

- Implement the Newsletter editorial policy provided by the SCSB.
- Establish a publication schedule with the necessary deadlines and communicate this appropriately to PSWG and identified contributors and authors.
- Actively encourage and compile contributions to meet Newsletter publication schedules.
- Meet at intervals consistent with the frequency of publication of the Newsletter.

6.2.5 ESA

ESA shall:

- Provide staff, facilities and material resource necessary for the management, publication and distribution of the Newsletter.

The Executive shall:

- 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 ESA Publications Division.

- Prepare internal working procedures sufficient to control the activities of the Editorial Board and its supporting activities, for approval by the Board.
- In conjunction with the ESA Publications Division establish and maintain a distribution list for the hard copy distribution.
- Submit to the PSWG, where appropriate, material publicising the results of their work for inclusion in the Newsletter.

The ESA Publications Division shall:

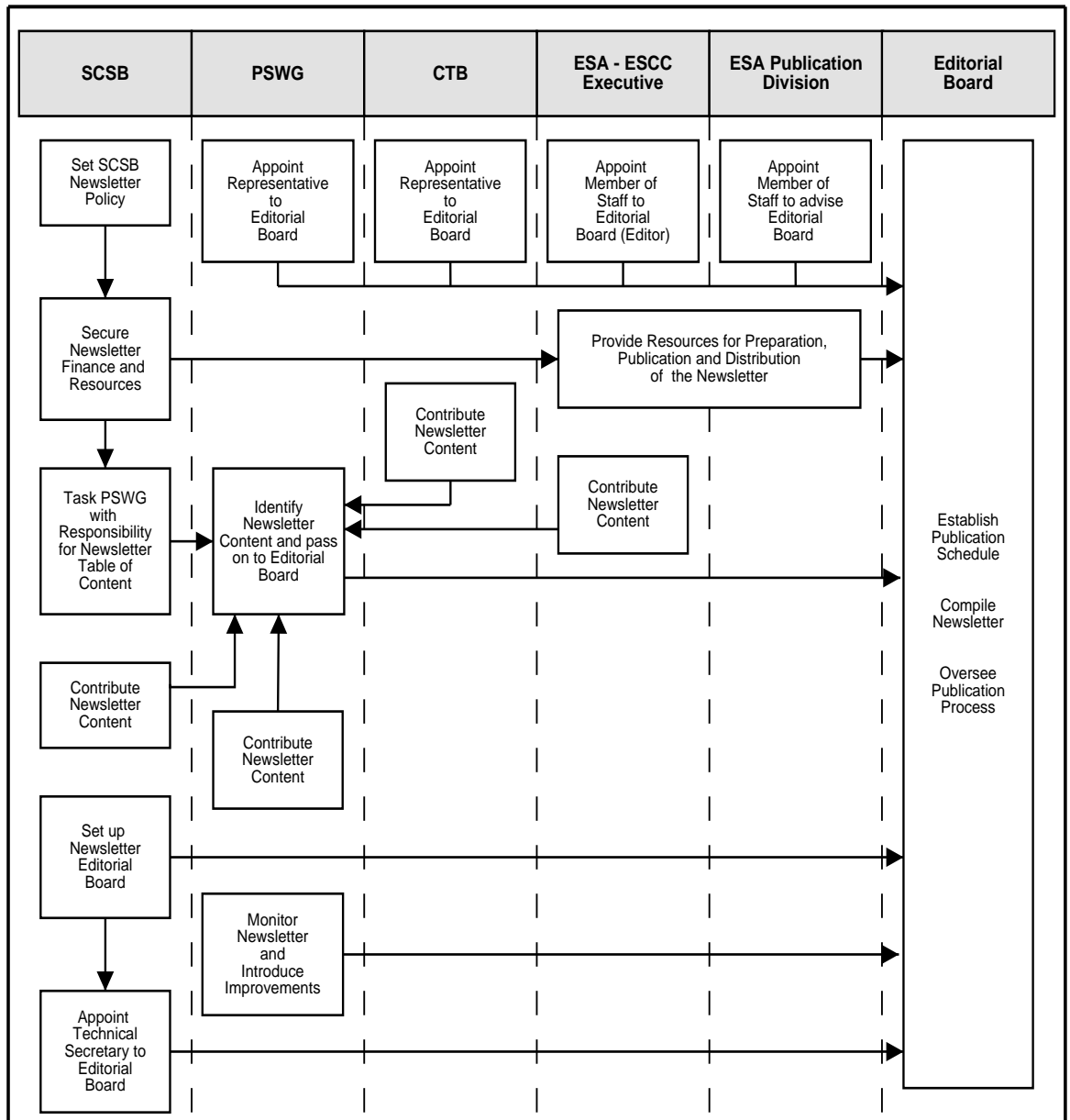
- Support the preparation and publication of the Newsletter both as hard copy and in electronic form for the ESCC Web Site.
- Undertake the distribution of the Newsletter providing the PSWG with distribution data.
- Appoint a member of staff to advise the Editorial Board.

6.2.6 Space Component Manufacturers and Users

Manufacturers and Users shall:

- Submit to the PSWG, where appropriate, material publicising their work for inclusion in the Newsletter.

6.3 IMPLEMENTATION FLOWCHART



7. **NEWSLETTER PREPARATION, PUBLICATION AND DISTRIBUTION**

7.1 PROCEDURE

7.1.1 SCSB

The SCSB, in accordance with the publishing deadlines, shall:

- Review the Newsletter TOC provided by the PSWG Chairman.
- Notify the PSWG Chairman of acceptance or of required changes.

7.1.2 PSWG

The PSWG, in accordance with the publishing deadlines, shall:

- Provide the Editorial Board with draft TOCs.
- Provide the Editorial Board with the list of authors for each proposed TOC.
- Agree the Newsletter TOC, formalised by the Editorial Board, for presentation to the SCSB by the PSWG Chairman.
- Amend the TOC as directed by the SCSB and instruct the Editorial Board accordingly.
- Prepare periodic Newsletter progress and problems reports to the SCSB.

The PSWG Chairman, in accordance with the publishing deadlines, shall:

- Submit the proposed TOC for the next Newsletter to the SCSB, together with the initial draft TOC for the succeeding issue.

7.1.3 Editorial Board

For each Newsletter, the Editorial Board, in accordance with the publishing deadlines, shall:

- Refine each draft TOC and submit it to the PSWG for agreement.
- Contact authors, identified by the PSWG, to obtain Newsletter articles.
- Review draft articles and agree their contents with the authors.
- Forward final articles to the ESA Publications Division for layout design and editing.
- Agree Newsletter distribution requirements with the ESA Publications Division.
- Publish the Newsletter on the ESCC Web Site via the Executive.

The Editor shall:

- Facilitate the work of the Editorial Board.
- Collate articles provided by authors and submit them for review by the Editorial Board.
- Check Newsletter proofs provided by the ESA Publications Division and authorise final printing.
- 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.
- Provide a file for each Newsletter issue to the Executive for archive purposes.

7.1.4 Executive

The Executive, in accordance with the publishing deadlines, shall:

- Place the electronic copy of the published Newsletter on the ESCC Web Site.
- Archive Newsletter material.

7.1.5 The ESA Publications Division

The ESA Publications Division, in accordance with the publishing deadlines, shall:

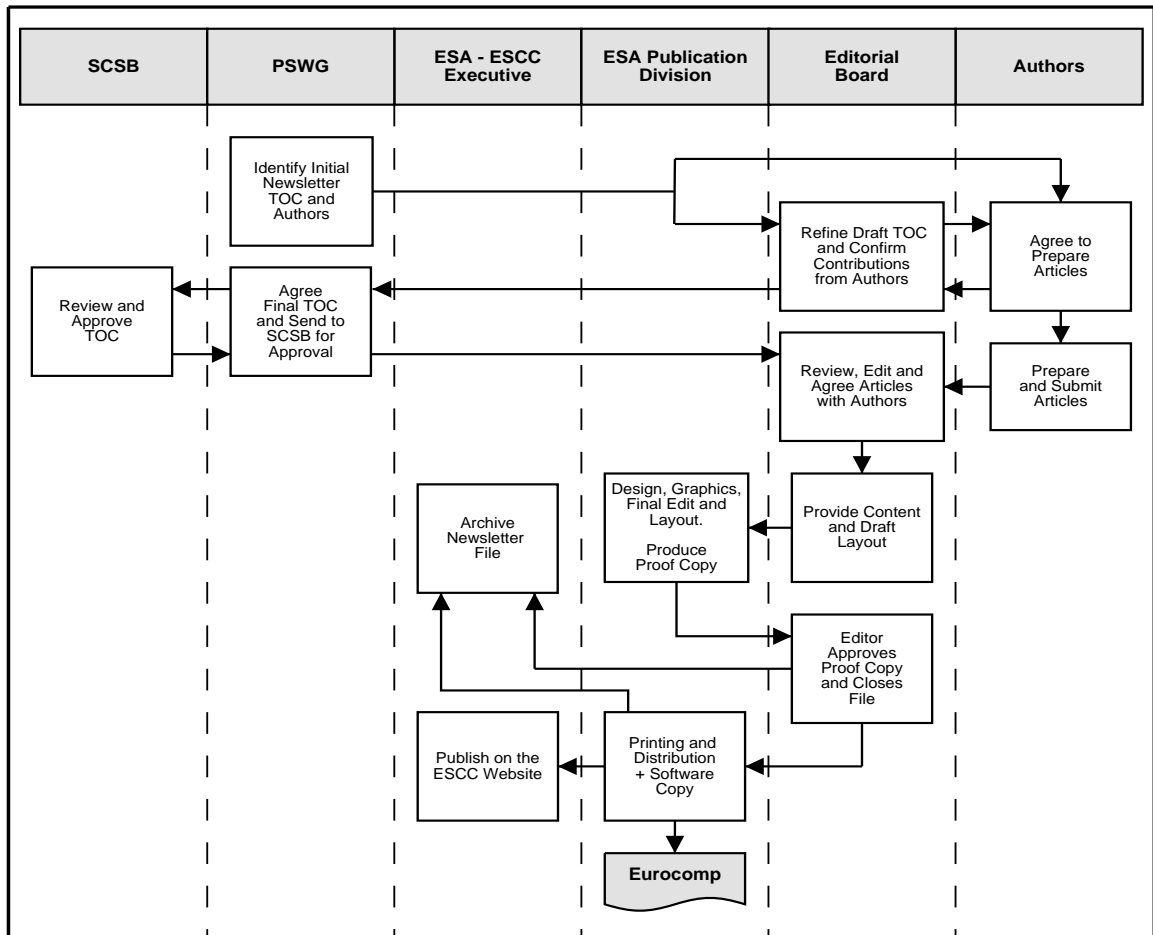
- Provide artistic design layout and publication support to the Newsletter Editorial Board.
- Prepare Newsletter layouts and perform final editing.
- Prepare Newsletter proofs for review and authorisation by the Newsletter Editor.
- Print the required number of copies for hard copy distribution.
- Distribute the Newsletter as agreed with the Editorial Board.
- Provide an electronic copy for publication on the ESCC Web Site.

7.1.6 Authors

Authors, in accordance with the publishing deadlines, shall:

- Prepare articles as invited to do so by the PSWG and agreed with the Editorial Board.
- Deliver articles to the Newsletter Editor in agreed formats.
- Agree editorial changes required by the Newsletter Editor for reasons of space, clarity, consistency with other articles etc.

7.2 PUBLICATION FLOWCHART



8. RECORDS AND REPORTING

8.1 RECORDS

The following records shall be prepared by the Newsletter Editor and retained by the Executive:

Record	Responsibility	Retention Period
Newsletter draft content and Editorial Board correspondence per issue.	Editor and Executive Manager	5 years
Published Newsletter per issue.	Editor and Executive Manager	5 years

8.2 REPORTING

8.2.1 PSWG

The PSWG shall report to the SCSB as necessary concerning Newsletter problems, proposed improvements and other relevant items. The PSWG shall include the Newsletter as a topic in its annual report to SCSB.

8.2.2 Editorial Board

The Editorial Board shall report to the PSWG, as necessary, concerning Newsletter problems, proposed improvements and other relevant items. It shall provide an annual input to the PSWG to support the Newsletter topic in the PSWG's annual report to SCSB.