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## **ESCIES MANAGEMENT PROCEDURE**

**ESCC 12200**

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## 1. **INTRODUCTION**

An objective of the ESCC, as stated in the Charter (ESCC 0000), is to “establish an information exchange system with component data provided on a voluntary basis by the Participating Organisations and with access for Industry”.

To this end, ESCIES (pronounced s-keys) is implemented as an on-line system utilising a server on the World Wide Web which is accessed as a web site with the URL <https://escies.org>. By means of this server, members of the European space community can share EEE component information in a controlled and secure environment. ESCIES is thus intended to improve competitiveness and provide support to European Industry involved in space projects.

The SCSB sets the ESCIES policy. They are advised by the PSWG who in turn monitor ESCIES and its effectiveness as a community tool. ESA provides the ESCIES infrastructure and ESCIES is operated by the ESCC Executive.

## 2. **SCOPE**

This document outlines the policy and specifies the responsibilities and management requirements for the operation of ESCIES. It defines requirements and gives guidance for:

- The setting of the general ESCIES policy and the management, development and operation of ESCIES.
- Accreditation to and participation in ESCIES.
- The contribution of data to ESCIES and the subsequent management of the data.

This document applies to the ESCC Organisational Bodies, ESA, Space Component Manufacturers and the User Industry. It serves additionally as a reference to the operation of ESCIES for any ESCIES User.

## 3. **DEFINITIONS & ABBREVIATIONS**

### 3.1 **DEFINITIONS**

Administration Team	The functional group operating ESCIES including a manager, Webmaster and Secretariat.
Coordinator:	A person appointed in a participating organisation who acts as an ESCIES focal point, coordinates Data Providers within the organisation, authorises data submitted by a Data Provider and approves Registered User accounts within the organisation.
Data Provider:	A Registered User in a participating organisation who, under the authority of the Coordinator, contributes, withdraws or amends ESCIES public or private data. A User who contributes, withdraws or amends ESCIES public data.

Participant:	An organisation, eligible to participate in the ESCIES private data domains, which has either been invited by or has applied to the SCSB to participate in the system, has been duly accredited to do so and which has accepted the associated responsibilities.
Registered user:	A person in a participating organisation who is registered in ESCIES and issued with an userid and password (an account) to provide access to the ESCIES private data area.
User:	A person with free access to ESCIES public data.
UserId:	A Registered User's unique user name for ESCIES log in purposes.

### 3.2 ABBREVIATIONS

The following abbreviations are used in this document:

EEE	Electrical, Electronic and Electro-mechanical
ESA	European Space Agency
ESCC	European Space Components Coordination
ESCIES	European Space Components Information Exchange System
Executive	ESCC Executive
PSWG	Policy and Standards Working Group
SCSB	Space Components Steering Board
URL	Universal Resource Locator

## 4. RELATED DOCUMENTS

### 4.1 APPLICABLE DOCUMENTS

The following documents are applicable to the extent specified herein:

ESCC 11102	Complaints and Appeals Procedure
ESCC 12201	ESCIES Accreditation and Registered User Procedure
ESCC 12202	ESCIES Data Contribution Procedure

## 4.2 REFERENCE DOCUMENTS

ESCC 00000	Charter of the European Space Components Coordination
ESCC 11300	Management of the ESCC Web Site

## 5. RESPONSIBILITIES

### 5.1 SCSB

The SCSB shall:

- Set the overall policy for ESCIES, including within the policy measures for its resources, implementation, content, availability, usage and management.
- Invite eligible organisations to participate in ESCIES.
- Determine the accreditation of Participants and approve or reject applications.
- Enter into mutual data exchange agreements, beneficial to the Participants, with other national or international organisations as circumstances permit.
- Act as the final arbiter in any complaints or appeals related to the operation of ESCIES.
- Task the PSWG with the supervision of ESCIES.
- Task the Executive with the operation of ESCIES.

### 5.2 PSWG

The PSWG shall:

- Advise the SCSB on ESCIES policy and management.
- Advise the Executive with regard to ESCIES implementation and operation.
- Promote the use of ESCIES amongst ESCC participants and the broader European space community.
- Monitor ESCIES use and its utility.
- Ensure a balance between data consumption and data contribution for each Participant.
- Advise the SCSB on questions of accreditation.

### 5.3 ESA

ESA shall:

- As a result of agreement at the SCSB, provide resources necessary for the operation and

management of ESCIES to include a server, supporting infrastructure and personnel.

#### 5.4 EXECUTIVE

The Executive shall:

- Manage and operate ESCIES through a specific Administration Team.
- Develop and operate ESCIES in accordance with SCSB policy.
- Utilise appropriate data protection and security measures.
- Load, amend and remove data and provide this facility to Data Providers.
- Provide a focal point for enquiries concerning access to and use of ESCIES.
- Promote and encourage the use of ESCIES.
- Report progress and problems to the PSWG.

#### 5.5 ADMINISTRATION TEAM

The Administration Team shall:

- Develop and operate ESCIES as a secure server resource on the World Wide Web.
- Provide a primary interface to the user community through a Webmaster and ESCIES Secretariat.
- Provide and support processes for organisation accreditation and user registration.
- Provide and support processes for data entry and data management by the space community.
- Provide operational reports to the Executive reflecting the use of the server on the World Wide Web.
- Report progress and problems to the Executive.

#### 5.6 USERS AND REGISTERED USERS

Users and Registered Users shall:

- Use ESCIES in line with its intended purpose adhering to the applicable rules and guidelines.
- Contribute to ESCIES, where possible, by the provision of feedback and data contributions and by promoting its use to others with an interest in space EEE components.



## 5.7 PARTICIPANTS

Participants shall accept the responsibilities of accreditation. In particular a Participant shall:

- Appoint a Coordinator.
- Promote the use of ESCIES within the company or organisation.
- Ensure appropriate use by their Registered Users.
- Contribute data, and resources to manage the data, to ESCIES which are beneficial to the user community.
- Contribute to the development of ESCIES by communicating needs appropriately to the Administration Team, Executive and PSWG.

## 6. POLICY

The SCSB has determined that this document shall be used as the basis for the ESCIES policy, augmented by the current implementation and associated functionality of the ESCIES web site.

The SCSB sets the policy to meet the following objectives:

- The establishment of an information exchange system for component data provided by the Participants.
- The inclusion of component engineering, design, selection, specification, quality assurance, reliability and availability information.
- The sharing of the component data among European industrial users involved in space projects to foster European competitiveness on the world market.
- The establishment of a components knowledge base providing an European “corporate memory” to thus support improvements in the “state of the art” and avoidance of known problems.
- The use of electronic data capture and exchange to avoid duplicate data entry and to reduce the use of paper based documentation and records and their exchange in paper form.
- The management of the information to ensure accuracy and relevance.
- The integration of the information to facilitate queries and searches by the Participants.

### 6.1 POLICY CRITERIA

The SCSB defines the following policy criteria:

- ESCIES shall contain information and data which pertain to EEE components, related materials and processes and the application of such components in the space field.
- ESCIES is a community resource supporting the participants in ESCC. Accordingly it is open to participation by all European space component manufacturers, user industries and European national and international public space organisations.

- Accreditation of a Participant shall be in accordance with the policy set by the SCSB and given in ESCC 12201.
- Participation shall be on a no exchange of funds basis. Participation shall require data contribution to offset the data consumption.
- The equitable contribution of data shall be judged by the PSWG. If a Participant is adjudged as failing to meet their obligations the PSWG may recommend and the SCSB confirm that the Participant's accreditation shall be rescinded.
- Data categories and data contribution, management and security shall be in accordance with the policy set by the SCSB and given in ESCC 12202.
- ESCIES data shall be organised so as to be a coherent collection which can be queried by search terms to provide results which are neither spurious nor incomplete. This shall be achieved by the detailed policy given in ESCC 12202.

## 7. **PROCEDURE**

### 7.1 **POLICY**

The PSWG shall monitor ESCIES and shall review its status in the course of their meetings. As a result the PSWG shall:

- Report policy items to the SCSB as necessary.
- Advise the Executive of policy concerns and provide advice on policy interpretation.
- Prepare, review, discuss with the Executive and approve policy DCRs as necessary to the ESCIES procedures.

The SCSB shall review and approve changes to the ESCIES policy prepared by PSWG and reflect this by approving the associated ESCIES procedures for issue.

The Executive and in turn the Administration Team shall implement ESCIES in accordance with the established policy. Any problems arising shall be brought to the attention of the PSWG for consideration. The Executive shall raise policy DCRs for the ESCIES procedures, if so required in the course of operating ESCIES, for submission to PSWG.

### 7.2 **MANAGEMENT**

#### 7.2.1 **General**

ESCIES shall be managed on a day to day basis by the Executive. The Executive shall establish an Administration Team comprising the necessary technical expertise to manage all aspects of ESCIES operation. The team shall include:

- An ESCIES Manager.
- A Webmaster.

- A Secretariat.
- Engineering support.

The functions provided shall include:

- Web site management (coordination, analysis, reporting).
- Server system administration (operating system, web server, security, back up).
- Software development (web site style, functionality, underlying data bases).
- Data deployment and management (loading and removing content, provision of facilities for Data Providers).
- Routine administration (Webmaster feedback, on line registration processing).

The Administration Team shall ensure that:

- ESCIES is available via the World Wide Web on a continuous basis.
- ESCIES is structured, has functionality and contains data in accordance with the policies established by the SCSB.
- ESCIES is documented with regard to the hardware and software configurations and their operation.
- Feedback to the Webmaster is promptly responded to and that feedback to a Data Provider is routed successfully to the appropriate email address.
- Operational issues including security concerns, backups and hardware or software failures are promptly attended to.
- Planned server downtime is notified to users via an appropriate notice in ESCIES.
- Server logs are routinely checked, analysed and reports produced.
- ESCIES reports are produced and provided to the Executive for onwards transmission to the PSWG.
- Management problems arising are brought initially to the attention of the Executive Manager and, where appropriate and dependent upon the issue, drawn to the attention of either ESA or the PSWG or both for consideration.

Coordinators shall contribute to the day to day management of ESCIES by ensuring that their control of their Registered Users and their data contributions are in line with the policies established by the SCSB. Further, they shall support the Administration Team by drawing the Manager's or Webmaster's attention to any observed problems in the management of ESCIES. This shall be with regard to their contributed information and any observed issue with other content or the supporting infrastructure and functionality.

#### 7.2.2 Financial

Participants shall contribute to ESCIES by making the necessary internal resources available to:

- Support the promotion of ESCIES within their own organisation.

- Manage their Registered Users.
- Contribute and manage data within ESCIES.

ESCC Members and Observers may contribute directly to the financial management of ESCIES in a manner to be agreed in the forum of the SCSB. Inter alia this may include the direct funding of a particular activity, the output of which is published in ESCIES.

ESA, per an agreement with the SCSB, provides and manages the finances necessary to support the basic operation of ESCIES. This includes the physical server, its accommodation and its connection to the World Wide Web. Additionally ESA contributes the financial backing to provide for labour to fulfil the ESCIES management role within the Executive and for the provision of the Administration Team.

ESA shall review the operational costs on an ongoing basis and bring to the attention of the SCSB any limitation in resources. In particular, recognising that as ESCIES expands in size (increasing data content) the operational costs will also increase, ESA shall advise the SCSB when:

- The ceiling of the ESA contribution is reached.
- There is a shortfall in the Executive and Administration Team's ability to either manage the existing infrastructure or to manage continued data content expansion.

Under these circumstances the SCSB shall adjust the content and implementation policy for ESCIES and the financial arrangements to match. The SCSB shall make appropriate agreements within ESCC or externally to secure the necessary funding to operate ESCIES in a manner commensurate with the content and implementation policy set. The ESCIES procedures shall be updated by PSWG accordingly.

### 7.2.3 Accreditation and Registered Users

In accordance with ESCC 12201.

### 7.2.4 Data Contribution and Maintenance

In accordance with ESCC 12202.

## 8. **COMPLAINTS AND APPEALS**

A complaint against the policy, management or operation of ESCIES or an appeal against a decision arising in the course of ESCIES operation may be made in accordance with ESCC 11102.

The processes for complaints and appeals associated with accreditation and registered users or with data contribution are dealt with in greater detail in ESCC 12101 and 12102 respectively.

## 9. RECORDS AND REPORTING

### 9.1 RECORDS

The records required for accreditation and Registered Users and for data contribution are specified in ESCC 12201 and 12202 respectively. In addition the following records shall be retained:

Record	Responsibility	Retention Period
ESCIES configuration (hardware and software)	Executive	Ongoing
Web server statistical reports	Executive	5 Years

### 9.2 REPORTING

#### ESCIES Secretariat

- Periodic progress and problem reports to the Executive Manager.