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ESCIES ACCREDITATION AND REGISTERED USER

PROCEDURE

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1. **INTRODUCTION**

This document specifies the ESCIES accreditation procedure and the management of Registered Users of the system.

The SCSB sets the ESCIES accreditation policy and participation criteria and determines the eligibility of applicant organisations.

An applicant organisation must both meet the criteria for eligibility and commit to fulfilling the participation requirements in order to become accredited as an ESCIES Participant.

Each Participant is responsible for the management of its Registered Users. Administration of Registered Users is carried out by the ESCIES Secretariat.

The procedures for the management of ESCIES and for ESCIES data contribution are described in ESCC 12200 and ESCC 12202 respectively.

2. **SCOPE**

This document defines requirements and gives guidance for:

- Accreditation of ESCIES Participants.
- Management of Registered Users.

This document applies to the SCSB, PSWG, Participants, Coordinators, Registered Users, the Executive and the ESCIES Administration Team.

3. **DEFINITIONS & ABBREVIATIONS**

3.1 **DEFINITIONS**

Account	Access for a Registered User to the private data area of ESCIES.
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
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

4. RELATED DOCUMENTS

4.1 APPLICABLE DOCUMENTS

The following documents are applicable to the extent specified herein:

ESCC 11102	Complaints and Appeals Procedure
ESCC 12200	ESCIES Management Procedure
ESCC 12202	ESCIES Data Contribution Procedure

4.2 REFERENCE DOCUMENTS

ESCC 00000	Charter of the European Space Components Coordination
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5. RESPONSIBILITIES

5.1 SCSB

The SCSB shall:

- Set ESCIES accreditation policy and associated criteria. Periodically review the policy and amend as necessary.
- Determine eligibility of applicant organisations on a case by case basis.
- Act on advice from the PSWG in regard of accredited organisations failing to meet their participation obligations. Remove accreditation as necessary.

5.2 PSWG

The PSWG shall:

- Advise the SCSB on ESCIES accreditation and participation criteria.
- Monitor Participants to ensure continued compliance with participation criteria.
- Advise the SCSB of organisations failing to meet the participation criteria together with recommendations for action.

5.3 ESCIES PARTICIPANTS

Participants shall:

- Appoint a Coordinator.
- Ensure continued compliance with the ESCIES participation criteria.

5.4 ESCIES COORDINATORS

Coordinators shall:

- Act as the focal point for ESCIES in the participating organisation.
- Promote the use of ESCIES within the organisation.
- Manage Registered Users.
- Coordinate data contributions.
- Interface with the ESCIES Administration Team as required.

5.5 EXECUTIVE

The Executive shall:

- Support the process for the accreditation of organisations and support the ESCIES Administration Team with regard to the administration of Registered Users.
- Bring any problems arising between accredited organisations and the ESCIES Administration Team to the attention of the PSWG for resolution.

5.6 ESCIES ADMINISTRATION TEAM

The Administration Team shall:

- Maintain an on line registration facility.
- Process requests for registration.
- Maintain an on line listing of accredited organisations, their Coordinators and Registered Users.
- Communicate with Coordinators as necessary concerning registration requests and any abuses of registration privileges by Registered Users.
- Draw any problems arising with accredited organisations to the attention of the Executive for resolution.

6. ACCREDITATION POLICY

Accreditation to ESCIES provides an organisation with access to the shared data, contributed by Participants, which are restricted from completely public access. The underlying principle is that the economic benefit provided to Participants by the totality of shared data exceeds the cost of any contribution by a single Participant. The shared data are intended to provide an economic advantage to the participating community.

6.1 POLICY ITEMS

The SCSB accordingly sets the following policy for accreditation of Participants:

- Participation shall be restricted to European organisations active in the provision and/or utilisation of EEE parts intended for space use.
- As a basis, an European organisation shall be taken to mean a company or organisation where the relevant space activities are based within a country either within the European Union or an ESA member state or a country with a cooperation agreement with ESA.
- Determining whether an applicant organisation is eligible for accreditation shall be on a case by case basis. The SCSB will make such determinations so as to represent the best interests of the ESCC members.
- Determination of eligibility shall be based on the application received, community knowledge of the organisation in question and taking specific note of recommendations

from those ESCC members representing the relevant area of interest, e.g. Eurospace for the user industry.

- A decision to accredit any particular organisation shall not be considered to set a precedent and reference to an existing Participant may not be used by an applicant as part of their application and associated rationale for accreditation.
- All Participants shall be listed together with all their Registered Users in the private area of ESCIES so that visibility of who has access is provided equally to all Participants.

6.2 APPLICANT UNDERTAKING

Further, in order to be eligible the SCSB has determined that an applicant shall undertake to:

- Appoint a Coordinator in accordance with the role defined in Appendix A.
- Manage their own Registered Users.
- Contribute data.
- Respect the privacy of the shared data.
- Promote the use of ESCIES.

7. ACCREDITATION PROCEDURE

7.1 GENERAL

An organisation seeking ESCIES accreditation may apply to the SCSB. Where this is an organisation already invited by the SCSB to participate the process will be purely administrative. Where the organisation has not received a prior invitation the application will be considered by the SCSB. In either case the applicant submits an application to the Executive Secretariat for processing.

7.2 APPLICANT ORGANISATION

The applicant shall submit an application which:

- Requests consideration for ESCIES accreditation.
- Refers to an SCSB invitation to participate, where applicable.
- Outlines the organisation's interest in EEE parts in relation to their activities in the space sector.
- Establishes their European credentials.
- Agrees to appoint a Coordinator, naming the individual proposed and providing their contact details including an email address. (Where the applicant organisation has more than one geographical location the locations for which the Coordinator is proposed shall be identified. An applicant organisation may appoint more than one Coordinator so as to effectively support separate locations.)

- Agrees to contribute data directly or indirectly to add to the shared information base, indicating the typical data types to be provided.
- Agrees to manage their Registered Users.
- Agrees at an organisational level to maintain the confidentiality of the data to which accreditation provides access.

The applicant may approach the Executive Secretariat for advice or assistance in preparing the application. Current contact details may be found publicly in the ESCC section of the ESCIES web site.

7.3 EXECUTIVE SECRETARIAT

The Secretariat shall:

- Support applicants for ESCIES accreditation by advising on the information to be provided.
- Acknowledge receipt of applications.
- Process applications from organisations invited to participate by the SCSB. Verify the invitation is valid. Verify the information provided is complete. Provide ESCIES access (userid and password), via the Administration Team, to the Coordinator and advise the SCSB of completion.
- Review applications from uninvited organisations for completeness. Where information is insufficient or missing advise the applicant and request a revised application. Submit complete and valid applications to the SCSB Chair for acceptance or rejection. Inform the applicant of the outcome. For accepted applications provide ESCIES access (userid and password), via the Administration Team, to the Coordinator and advise the SCSB of completion.

7.4 SCSB

The SCSB shall:

- Periodically identify organisations eligible for participation in ESCIES and invite them to participate in the system.
- Approve or reject requests for participation in ESCIES providing accreditation to organisations accepted. Minute decisions and instruct the Executive Secretariat to advise the organisation appropriately.

In order to respond promptly to requests for accreditation the SCSB Chair shall:

- Receive applications from the Executive Secretariat and provide a decision on behalf of the board. Add such disposed applications to the agenda of the next SCSB meeting for confirmation by the Board.
- Defer any applications neither in accordance with the established policy nor aligned with the existing spectrum of ESCIES Participants for decision by the next SCSB meeting.

7.5 ESCIES ADMINISTRATION TEAM

For applications approved by the SCSB and notified by the ESCIES Secretariat, the Administration Team shall:

- Create a userid and password for the new Coordinator and provide them to the Coordinator.
- Add the new organisation to the list used for the on line registration system.
- Add the new organisation and the Coordinator to the list of participating organisations and Registered Users displayed in the private area of ESCIES.

8. ACCREDITATION MONITORING AND REMOVAL PROCEDURE

8.1 PSWG

The PSWG shall:

- Monitor ESCIES with regard to the Participants and the Registered Users.
- Determine if Participants are utilising ESCIES in the intended manner particularly with regard to the contribution of data.
- Take note of any problems brought to their attention by the Executive directly or on behalf of the Administration Team.
- Approach Participants who are considered to be misusing or failing to appropriately support ESCIES and seek a resolution.
- Advise SCSB if a Participant is considered to be misusing or failing to appropriately support ESCIES and has failed to respond to requests from the Executive and PSWG. Recommend a course of action including, when deemed appropriate, removal of accreditation.

8.2 EXECUTIVE AND ADMINISTRATION TEAM

The Administration Team shall:

- Monitor ESCIES logs to detect misuse of the system.
- Maintain communications with Coordinators and seek to resolve any operational difficulties directly.
- Involve the Executive in any unresolved problems.
- Disable or delete Registered User accounts and registered organisation details when so instructed by the Executive.

The Executive shall:

- Respond to Administration Team concerns and where these are not resolved bring them

to the attention of the PSWG for review.

- Fast track serious issues, copying the PSWG Chair, directly to the SCSB Chair for action.
- With the support of the Administration Team respond to any concerns raised directly by the PSWG in their monitoring of ESCIES to provide corroborating and supporting data when required.
- Implement SCSB instructions with regard to removing accreditation rights.

8.3 SCSB

The SCSB shall:

- Respond to accreditation issues brought to their attention by the PSWG.
- When deemed necessary strip accreditation from a Participant either on a temporary or permanent basis.
- When accreditation is removed instruct the Executive to disable or delete as appropriate all the Participants Registered User accounts and dispose of contributed data as deemed appropriate.

For fast track problems the SCSB Chair shall:

- Respond to the accreditation issues brought to his/her attention.
- When deemed necessary instruct the Executive to disable some or all of the Participants Registered User accounts.
- Instruct the Executive to inform the Participant of the decision and place the matter on the SCSB agenda as a priority item.

9. REGISTERED USER PROCEDURE

9.1 GENERAL

A member of personnel in a participating organisation may submit a registration request to become a Registered User of ESCIES and thereby access the private data collection. The request is approved or refused by the Coordinator of that person's organisation, thus making access rights an internal matter for the participating organisation. The ESCIES Secretariat merely processes the applications and issues userids and initial passwords to new Registered Users when instructed to do so by the pertinent Coordinator. An ESCIES registration is personal and any individual who receives an account shall ensure that they understand the restrictions which apply, as documented herein and augmented on the ESCIES web site, and comply with them. If an individual is unwilling to do so then the account should be closed forthwith by advising both their Coordinator and the ESCIES Secretariat.

9.2 ESCIES USER

An User, wishing to become a Registered User shall:

- Enter his/her details in the on line registration form, selecting his/her organisation from the list provided, and submit the form. If the organisation is not a Participant with an appointed Coordinator then the User cannot register but may follow the on line directions and either contact the ESCIES Secretariat for further information or initiate an application from his/her organisation for an ESCIES accreditation.

On receipt of an userid and password the User becomes a Registered User and shall:

- Read the on line information concerning the use of ESCIES private data and respect the guidelines provided.
- Establish who their Coordinator is. Consult the list of Participants and Registered Users in ESCIES for this purpose.
- Keep their ESCIES userid and password secure and confidential.
- Change their password periodically.
- Not allow their userid and password to be used by others. An ESCIES account is personal and a Registered User shall encourage colleagues with a need for ESCIES data to register in their own right.
- Not pass ESCIES private data to a company or organisation that is not an accredited and registered ESCIES Participant. Consult the list of Participants and Registered Users in ESCIES for this purpose.
- Ensure that any ESCIES private data passed to another individual within their own organisation or to an individual within another ESCIES accredited organisation are treated as confidential by the recipient and that it is understood that the data are not to be further distributed.
- Contribute data to ESCIES, where appropriate, in accordance with ESCC 12202.
- Submit feedback to augment and correct data and to indicate their usefulness.
- Submit feedback to report observed software bugs and errors such as broken links.
- Comply with ESCIES data caveats and copyright requirements.
- Inform the ESCIES Secretariat or Webmaster promptly with regard to change of email address within the participating organisation.
- Inform the ESCIES Secretariat or Webmaster promptly with regard to change or cessation of employment within the participating organisation so that the account may be cancelled.

9.3 ESCIES SECRETARIAT

On receipt of an on line application to become a Registered User, the Secretariat shall:

- Acknowledge receipt of the application.
- Forward the application to the Coordinator of the specified organisation for verification and approval.

- Upon receipt of a Coordinator's approval, issue the new userid and initial password to the applicant. Inform the Coordinator that the new account has been provided. Add the new Registered User to the list of Registered Users on ESCIES.
- Upon receipt of a Coordinator's rejection inform the applicant and indicate the reason given and provide contact information should the person wish to dispute the decision.
- Should a Coordinator not respond send a reminder after two weeks together with an apology to the applicant. If after a further week there is no response bring the matter to the attention of the Executive for resolution. Respond to the applicant as instructed by the Executive.

Periodically, or as required, the Secretariat shall:

- Verify with Coordinators the continued validity of all their Registered User accounts.
- Remove Registered Users at the request of the Registered User concerned or at the request of the Coordinator.

9.4 ESCIES COORDINATOR

Coordinators shall:

- Promptly verify and approve, where appropriate, requests for Registered User status when submitted to them by the ESCIES Secretariat.
- Monitor the status of their Registered Users and instruct the ESCIES Secretariat when a Registered User account should be cancelled.
- Support their Registered Users with regard to access to ESCIES and in resolving any problems of use encountered. Promote appropriate usage and take steps to ensure their Registered Users are complying with the conditions of their registration.
- Inform the ESCIES Secretariat or Webmaster promptly with regard to:
 - Change of the participating organisation, e.g. new name, new corporate affiliation or entity etc.
 - Change of email address of the Coordinator or any Registered User within the participating organisation.
 - Change of Coordinator within the participating organisation. Do this by introducing the replacement and indicating whether or not the Coordinator stepping down is remaining as a Registered User.
 - Cessation of employment of the Coordinator or any Registered User within the participating organisation so that the account may be cancelled.
 - Change of employment, of the Coordinator or any Registered User within the participating organisation, for which access to ESCIES is no longer required so that the account may be cancelled.

Note that the failure of an incumbent Coordinator to introduce his or her replacement may lead to the temporary disabling of all the participating organisation's accounts and may necessitate

a new accreditation before accounts are re-enabled.

10. COMPLAINTS AND APPEALS

An applicant organisation may appeal a decision to refuse accreditation. A Participant may appeal a decision to remove accreditation.

A User applying to become a Registered User may not appeal a refusal as this is an internal matter for the participating organisation.

Any Registered User, including Coordinators, may register a complaint concerning the operation and administration of the accreditation and Registered User procedures.

Any complaint or appeal shall be made in accordance with ESCC 11102.

11. RECORDS AND REPORTING

11.1 RECORDS

The following records shall be retained:

Record	Responsibility	Retention Period
Register of Participants (accredited organisations)	Executive via the ESCIES Secretariat	Ongoing
Register of requests to participate in ESCIES	SCSB	5 Years
Register of ESCIES Coordinators	Executive via the ESCIES Secretariat	Ongoing
Registered Users, userids and email details	ESCIES Webmaster	Ongoing
Register of ESCIES Data Providers	Coordinator and ESCIES Secretariat	Ongoing

Note that a record of Participants, Coordinators and Registered Users which withdraw from ESCIES shall be maintained for 5 years from the date the corresponding userids are cancelled.

11.2 REPORTING

ESCIES Secretariat

- Periodic progress and problem reports for accreditations and User accounts to the Executive. (This may be a section of a general ESCIES report.)

APPENDIX A: ROLE OF AN ESCIES COORDINATOR

A Coordinator shall:

- Promote ESCIES within his/her organisation by:
 - Encouraging appropriate colleagues to use ESCIES and to become Registered Users.
 - Facilitating data contributions from the Registered Users, inter alia, by obtaining agreements to do so at all necessary operational and managerial levels.

- Negotiate specific data contributions, on a case by case basis, with the Webmaster to identify the Data Provider within his/her organisation and to agree the procedure to be routinely followed to transfer, update or remove data. (Data contributions may be directly from the Coordinator or from one or more contributors authorised by the Coordinator and identified to the Webmaster as a Data Provider.)

- Manage Registered Users by:
 - Verifying and approving or rejecting applications forwarded by the ESCIES Secretariat.
 - Routinely checking on the continued status of all his/her Registered Users and promptly advising the ESCIES Secretariat of changes to registration details and of accounts which should be terminated.

- Monitor his/her organisation's utilisation of ESCIES and reflect the organisation's views on its utility, shortcomings and required improvements. (This is expected to be both directly in communication with the Webmaster and in fora, such as workshops or working groups, which may be organised from time to time.)

- Be conversant with the use of the web, email, ftp, etc. as well as common means of presenting documents and/or relational data in forms suitable for web dissemination so as to facilitate interaction between him/herself and the Webmaster.

- In the event that he/she ceases to be a Coordinator ensure that the successor is introduced to the Executive and ESCIES Secretariat in due time.