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ESCIES DATA CONTRIBUTION PROCEDURE

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1. **INTRODUCTION**

This document specifies the basis for the data content in ESCIES and the means by which data are contributed and maintained.

The SCSB sets the ESCIES data policy. They are advised by the PSWG who in turn monitor ESCIES and its effectiveness as a community tool.

As an information exchange system ESCIES is totally reliant on its Users and Registered Users for the contribution of the data it contains. With diverse data contribution it is essential that the data remains trustworthy and that the data collection remains cohesive; that is, that the data may be readily navigated and searched with logical results. Data contributors must therefore conform to certain criteria to ensure ESCIES remains a usable tool and avoids becoming an amorphous data repository of uncertain pedigree.

The procedures for the management of ESCIES and for ESCIES Accreditation and Registered User Management are described in ESCC 12200 and ESCC 12201 respectively.

2. **SCOPE**

This document defines requirements and gives guidance for:

- The contribution of data to ESCIES.
- The management of contributed data.

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

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.
User Community	The community made up of Users and Registered Users of ESCIES.

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

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 12201	ESCIES Accreditation and Registered User Procedure

4.2 REFERENCE DOCUMENTS

ESCC 00000 Charter of the European Space Components Coordination

5. RESPONSIBILITIES

5.1 SCSB

The SCSB shall:

- Set ESCIES data and data contribution policies and associated criteria.
- Periodically review the data and data contribution policies and amend them as necessary.
- Determine the course of action to be followed to resolve data related problems brought to the attention of the board either by the PSWG or the Executive.

5.2 PSWG

The PSWG shall:

- Advise the SCSB on ESCIES data and data contribution criteria.
- Monitor data consumption and data contribution and advise the SCSB of any major problems observed.
- Interact as necessary with the Executive and, via the Executive, the Administration Team in developing data deployment strategies.

5.3 ESA

ESA shall:

- Monitor the ESCIES provision of data.
- Prevent any community data deployment in ESCIES which could adversely affect ESA's ability to continue to make the ESCIES infrastructure available.
- Advise the SCSB of any data policy issues related to the continuing provision of the ESCIES infrastructure.

5.4 EXECUTIVE

The Executive shall:

- Support the ESCIES Administration Team with regard to the data contribution and data

management processes.

- Bring any problems arising between Participants or Users and the ESCIES Administration Team regarding data contribution and management to the attention of the PSWG for resolution, when these cannot otherwise be resolved.

5.5 ESCIES ADMINISTRATION TEAM

The Administration Team shall:

- Maintain on line information for data contribution and management aligned to the policy set by the SCSB.
- Develop and make available tools to support data contributors in placing their data in ESCIES and in subsequently managing the data.
- Communicate with Coordinators, Registered Users and Users appropriately concerning data contribution and management. Draw any unresolved issues to the attention of the Executive for resolution.
- In conjunction with the Executive enter into data deployment projects with contributors when the data in question require special treatment or exceed the current ESCIES capabilities.
- Reflect data contribution arrangements in documents agreed with individual Data Providers to define the separate responsibilities of the Administration Team and the Data Provider.

5.6 USERS

ESCIES Users shall:

- Approach the Administration Team with regard to contributing data to the public area of ESCIES.

5.7 ESCIES COORDINATORS

Coordinators shall:

- Act as the focal point for ESCIES data contribution and data management in the participating organisation.
- Promote, coordinate and authorise data contribution by their Registered Users.
- Identify Registered Users, where appropriate, to the Administration Team as authorised Data Providers.
- Interface with the ESCIES Administration Team as required.

5.8 DATA PROVIDERS

Each Data Provider whether a User, Registered User, or a Coordinator, shall:

- Provide data for which they are the owner or have been authorised by the owner to provide.
- Provide data that are of intrinsic value to the provider and with the intention that the data should provide similar value to the ESCIES User Community.
- Provide data that are in the public domain, i.e. not owned specifically or not restricted by copyright or other limitations, when it is considered valuable to do so as a benefit to the ESCIES users. This may be data that are otherwise difficult to locate or could be easily overlooked by other members of the ESCIES User Community.
- Accept that they will be identified as the Data Provider in ESCIES with the provision of an on line feedback mechanism for data consumers (other Users and Registered Users).
- Manage the contributed data to add, modify or delete data as required to promptly correct errors or to reflect changing data validity, obsolescence etc.
- Respond promptly to feedback from data consumers.
- Be prepared to enter into a data agreement with the ESCIES Administration Team, to reflect the respective responsibilities, when so required.

6. DATA POLICY, CRITERIA AND CATEGORIES

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

6.1 POLICY CRITERIA

The SCSB defines the following policy criteria:

- ESCIES shall provide for publicly accessible data.
- ESCIES shall provide for privately accessible data, accessible only by Registered Users.
- ESCIES shall provide for privately accessible data, accessible only by a defined group. Any such group, which by definition excludes a number of Registered Users, shall be approved by the SCSB prior to implementation.
- Access to ESCIES data which is not publicly accessible shall be protected by appropriate security measures. These shall include the use of userids and passwords, encryption of data traffic etc. Measures shall also be taken to prevent the inadvertent or malicious modification of data, both public and private.
- All data shall be attributable to the provider. The Data Provider shall be a named individual but shall be considered as representing his/her company or organisation.
- The Data Provider (company or organisation) shall be considered the data owner and be responsible for any legalities arising from the appearance of the data in ESCIES.
- Each Data Provider shall be reachable using his/her email address, thus supporting questions from data consumers. The email address shall be masked via a suitable on line

feedback mechanism to prevent its inappropriate use.

- Unless clearly indicated to the contrary all data in ESCIES shall be considered as without warranty of any kind so that the data consumer shall read and, if acting on the data presented, do so at his/her own risk.
- Data sets shall be subject to disclaimers and copyright statements.
- Copyright shall always permit the data consumer to make copies as a User, or as a Registered User for a private data area, for his/her own immediate use. Copyright may prevent a Registered User from passing on copies from a private data area to a third party. Data with more restrictive copyright provisions shall be excluded from ESCIES.
- Contributed data may be removed in part or entirety by the Data Provider at any time.
- Contributed data may be moved from the private to public area or vice a versa by the Data Provider at any time.
- When contributed data are to be removed the Data Provider shall endeavour to provide due notice, in ESCIES, to the User Community. This notice period shall be agreed with the Administration Team and generally shall be not less than six months. This provision does not apply to the removal of data items as part of the routine management and updating of a data set.
- Contributed data shall be removed when they become obsolete. Obsolescence shall be declared by the Data Provider. The period that obsolete data are retained in ESCIES before their removal shall be agreed between the Data Provider and the Administration Team. The Administration Team, supported by the Executive shall audit ESCIES for obsolete data and take steps to ensure their appropriate removal.
- In general if data have not been otherwise declared obsolete and been removed they shall be removed from ESCIES after twenty years. Data may be retained beyond twenty years on a case by case basis. Data older than ten years shall be reviewed for their continued relevance.
- ESCIES data content shall be monitored by the Executive. The Executive may veto the inclusion of data or may order the removal of data. This shall be only for exceptional reasons and under urgent circumstances. Any such occasion on which this policy is exercised shall result in the Executive promptly placing the rationale and decision at the disposal of the SCSB for discussion and resolution. This policy item is to recognise the limitations imposed by the provision of the ESCIES infrastructure by ESA and to protect the integrity of ESCIES and all ESCIES Participants from any form of detrimental data deployment.
- ESCIES shall have a unified search engine and accordingly contributed data shall be supported with appropriate meta data, such as keywords, to permit meaningful results from the search engine. Data Providers shall conform to the current meta data requirements, as set by the ESCIES Administration Team and generally reflected in the information published on ESCIES.
- Data shall be presented in such a manner that they may be viewed in standards compliant web browsers, on all popular computer operating systems, without recourse to commercial plug ins, helpers or application programmes. File types such as portable document format, for which there are free viewers for all popular computer operating systems, may be freely utilised. Where, for the convenience of some users, a proprietary commercial file format is used for a data item there must be an equivalent representation presented which may be freely viewed.

- The presentation style of ESCIES shall be consistent and Data Providers shall adhere to the style rules and guidelines set by the ESCIES Administration Team. Where the structure of ESCIES includes viewable source code this shall also conform to a consistent style and be free from advertising the use of commercial authoring tools.

6.2 DATA CATEGORIES

The SCSB defines the following list to represent the policy for data categories which are both eligible for and should be included in ESCIES. The list is inclusive and shall not be considered as excluding unlisted data categories which fall within the realm of EEE components or similar types of components utilised to realise space systems. Where a data category is included that is not strictly within the generally accepted domain of EEE components the policy shall be that it is of relevance to the component community, i.e. the engineering audience for ESCIES. The list is as follows:

- Component standards.
- Component specifications.
- Component selection data to include preferred parts lists and qualified parts lists.
- Component availability data to include stock lists.
- Component quality assurance data, to include reliability data, alerts and problem notifications, obsolescence, non-conformances, lessons learned.
- Component radiation data.
- Component evaluation and qualification data.
- Component analyses, to include constructional, destructive physical and failure analyses.
- Component manufacturers and suppliers data.
- Component usage data to include project declared component lists.
- Component application data to include design, handling and assembly information.
- Technical papers and presentations within the components field.

7. DATA CONTRIBUTION AND MAINTENANCE PROCEDURE

7.1 GENERAL

An ESCIES Participant has undertaken, through its application for accreditation, to contribute data. It is the responsibility of the appointed Coordinator to approach the Administration Team to agree data contributions and the means to effectively move data into the ESCIES domain and to maintain them there thereafter. Participants may contribute data by providing data which physically reside on the ESCIES server in the public or private areas or by providing data in the form of links to data resident on their own publicly accessible server. In the latter case the Participant shall take steps to enable the ESCIES search engine to effectively index the contributed data and only the contributed data.

An User who is either ineligible for ESCIES accreditation or who has chosen not to be a Participant may contribute data to the ESCIES public data area. This may be by placing data directly on the ESCIES server or by providing data in the form of links to data resident on their own publicly accessible server. In the latter case the data contributor (User) shall take steps to enable the ESCIES search engine to effectively index the contributed data and only the contributed data.

7.2 USERS

A User shall contribute data as follows:

- Consult ESCIES for current information on the data contribution process.
- Identify the existing data category under which the data to be contributed fits.
- Identify a new data category, when necessary, and consider how it might fit by an addition of an item to the existing menu structure.
- Verify that as a User the data may be contributed and that the data may be attributed to the User as the data owner. This entails obtaining necessary authorisation from the User's managerial hierarchy.
- Consider whether the data to be contributed should reside on the ESCIES server or the User's own server.
- Consider the meta data requirements for the data.
- Consider if the ESCIES server functionality is appropriate to the data to be contributed. That is whether the indexing, search, browse and data object capabilities are appropriate.
- Consider how the contributed data are to be managed and maintained over time.
- Approach the Administration Team with an offer/request to contribute data. In the first instance this may be by sending a brief on line feedback to the Webmaster providing contact details.

Once contacted by the Webmaster or Administration Team, the User shall enter into a dialogue to agree the data contribution.

Jointly the User and the Administration Team shall formulate a data contribution protocol to define the respective responsibilities. The User shall document this utilising a pro forma provided by the Administration Team.

The User shall then contribute and manage the data in accordance with the agreed protocol. Management shall include the correction, addition and removal of data items. Management shall also include responding to queries from the User Community and responding to the Administration Team on matters relating to the contributed data and the interface of the data to the operational framework of ESCIES.

7.3 PARTICIPANTS

A Participant shall contribute data as follows:

- The Coordinator shall identify the Data Provider(s) from amongst the Participant's

Registered Users.

- The Coordinator shall advise the ESCIES Administration Team via a feedback to the Webmaster, or by equivalent means, that a specific Data Provider is appointed with regard to a specific set of data to be contributed.

The appointed Data Provider shall contribute data as follows:

- Consult ESCIES for current information on the data contribution process.
- Determine if the data are to be contributed to the public or private data areas or alternatively split between the two.
- Identify the existing data category under which the data to be contributed fits.
- Identify a new data category when necessary and consider how it might fit by an addition of an item to the existing menu structure.
- Consider whether the data to be contributed should reside on the ESCIES server or the Registered User's or Participant's own server.
- Consider the meta data requirements for the data.
- Consider if the ESCIES server functionality is appropriate to the data to be contributed. That is whether the indexing, search, browse and data object capabilities are appropriate.
- Consider how the contributed data are to be managed and maintained over time.
- Approach the Administration Team with the proposal to contribute data with reference to the earlier notification from the Coordinator. In the first instance this may be via a feedback to the Webmaster or by equivalent means to establish contact.

Once contacted by the Webmaster or Administration Team, the Data Provider, supported by the Coordinator, shall enter into a dialogue to agree the data contribution.

Jointly the Data Provider and the Administration Team shall formulate a data contribution protocol to define the respective responsibilities. The Data Provider shall document this utilising a pro forma provided by the Administration Team.

The Data Provider shall then contribute and manage the data in accordance with the agreed protocol. Management shall include the correction, addition and removal of data items. Management shall also include responding to queries from the User Community and responding to the Administration Team on matters relating to the contributed data and the interface of the data to the operational framework of ESCIES.

7.4 ESCIES ADMINISTRATION TEAM

For any proposal to contribute data, the Administration Team, typically through the Webmaster, shall:

- Offer the Data Provider the maximum practical support.
- Endeavour to provide tools and training which support data contribution by personnel with limited computer and web server knowledge.
- Endeavour to ensure contributed data fit into ESCIES in such a manner that a data item is

easily found by browsing and searching.

- Endeavour to ensure contributed data fit into ESCIES with a presentation which conforms to the ESCIES style and keeps the user interface consistent.
- Discuss the proposed data contribution with the Executive with regard to its nature and the resources required from the Administration Team to ensure its successful deployment. Advise the Executive if required resources exceed those available or are considered as disproportionate in relation to other data contribution arrangements.
- Negotiate and support the documenting of the data contribution protocol. Provide the protocol to the Executive for approval and retention.

7.5 EXECUTIVE

For any proposal to contribute data, the Executive shall:

- Support the Administration Team as required.
- Negotiate with the Data Provider when the Administration Team is unable to provide sufficient resources for the data deployment or when the data are judged as being of insufficient benefit to the User Community to justify the resources required.
- Approve data contribution protocols and put them under configuration control via the Executive Secretariat. Periodically review the protocols for continued applicability.
- Draw unresolved problems or cases of proposed data contribution which depart from the SCSB policy, as set by this document and the existing ESCIES implementation and type of content, to the attention of the PSWG for resolution.

7.6 PSWG

For any proposal to contribute data referred to them by the Executive, the PSWG shall:

- Consider the problems or data policy questions raised and advise the Executive on a course of action.
- When deemed appropriate exert influence with the Data Provider to resolve the issue.
- Bring data policy issues to the SCSB for decision. When appropriate propose changes to the policy and the policy's reflection in this document to the SCSB.

7.7 SCSB

The SCSB shall respond to data contribution policy questions brought to their attention by the PSWG.

8. DATA REMOVAL

Data shall be removed from ESCIES when they fall under one or more of the data removal

policy items or are found subsequent to their deployment to contravene one or more policy items which would have excluded their initial contribution.

8.1 DATA PROVIDER

The Data Provider manages the data set over its life cycle by modifying, adding and removing data items appropriately. In addition the Data Provider shall:

- remove a data item if required to do so for legal reasons.
- remove a data item if it becomes obsolete.
- agree with the Administration Team the period for which the obsolete data should remain in ESCIES before removal and agree a suitable notification in ESCIES to the User Community.
- if removing the data, either wholly or in part, for other reasons, provide adequate notice to the User Community via ESCIES. Agree the period of notice with the Administration Team.

8.2 EXECUTIVE

The Executive shall:

- monitor the data in ESCIES for age and obsolescence.
- where not covered by the data contribution protocol, discuss with the Data Provider if data older than ten years are still relevant.
- establish a review matrix for data obsolescence including predicted data lifetimes and corresponding review points.
- for data not excluded by the review matrix, set a review that will automatically remove data older than 20 years unless a specific agreement with the Data Provider is made to retain them with an agreed extension period.

8.3 ADMINISTRATION TEAM

The Administration Team shall:

- provide the Executive with reports concerning the age of data in ESCIES.
- report to the Executive on data sets which show no sign of management activity for periods exceeding one year.
- remove data when instructed to do so by the Data Provider or by the Executive.
- Monitor logs for Data Provider activity resulting in the removal of data and advise the Executive when this occurs without prior knowledge or appropriate warning to the User Community.

9. COMPLAINTS AND APPEALS

Any User or Registered User may submit a complaint about inappropriate data. However, before doing so the User or Registered User shall have demonstrably contacted the Data Provider and sought the correction or removal of the offending data. The User or Registered User shall inform the Data Provider if a complaint is going to be lodged.

Any User or Coordinator may register a complaint concerning the contribution or management of their data. A Registered User shall only submit a complaint on this topic via the applicable Coordinator. However, before doing so the User or Coordinator shall have demonstrably contacted the Administration Team to resolve the problem. The User or Coordinator shall inform the Administration Team if a complaint is going to be lodged.

Any decision by the Administration Team or the ESCC Executive to refuse to deploy data or to remove data may be appealed by the Data Provider. Where the Data Provider is from a participating organisation the appeal shall be lodged by the Coordinator.

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

10. RECORDS AND REPORTING

10.1 RECORDS

The following records shall be retained:

Record	Responsibility	Retention Period
Data Contribution Protocols	Executive Secretariat	Ongoing (+ 5 years after cancellation)
Register of ESCIES Data Providers	Applicable Coordinator and ESCIES Secretariat	Ongoing

10.2 REPORTING

ESCIES Secretariat

- Periodic progress and problem reports for data contribution and data management to the Executive. (This may be a section of a general ESCIES report.)