



## ESCIES MANAGEMENT PROCEDURE

**ESCC 12200**

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DCR No.	CHANGE DESCRIPTION
958	Document is upissued to implement changes per DCR.

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## 1 **INTRODUCTION**

An objective of the ESCC, as stated in the Charter (ESCC 00000), 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.

## 3 **DEFINITIONS AND 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.
User:	A person with free access to ESCIES data.

### 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

### 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 THE SCSB SHALL:

- Set the overall policy for ESCIES, including within the policy measures for its resources, implementation, content, availability, usage and management.
- 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.

### 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.
- 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 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

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 by promoting its use to others with an interest in space EEE components.

## 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 inclusion of component engineering, design, selection, specification, quality assurance, reliability and availability information.
- The management of the information to ensure accuracy and relevance.
- The integration of the information to facilitate queries and searches.

### 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.

## 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.



### 7.2.2 Financial

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.

## 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](#).

## 9 **RECORDS AND REPORTING**

### 9.1 RECORDS

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.