



## PREPARATION OF NEWSLETTERS

### ESCC 11301

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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
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.

### 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 Editorial Board.

## 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 ESCIES.
- have an editorial content approved in outline by the SCSB, and put together in detail by an Editorial Board with representation from each ESCC organisational body.

### 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.
- Appoint members of the Editorial Board with representation from each ESCC organisational body.
- 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 Editorial Board, 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
- 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, to the Editorial Board 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 Editorial Board, where appropriate, material publicising the results of their work for inclusion in the Newsletter.

#### 6.2.4 The Editorial Board

The Editorial Board shall:

- Be in charge of the newsletter style, format and copyright.
- Implement the Newsletter editorial policy provided by the SCSB.
- Establish a publication schedule with the necessary deadlines and communicate this appropriately 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 The Executive

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 ESA. In conjunction with ESA, establish and maintain a distribution list for the electronic copy distribution.
- Submit to the Editorial Board, where appropriate, material publicising the results of their work for inclusion in the Newsletter.

The Executive Manager shall review and approve each issue of eurocomp prior to its release.

#### 6.2.6 Space Component Manufacturers and Users

Manufacturers and Users shall:

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

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

### 7.1 PROCEDURE

#### 7.1.1 Editorial Board

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

- Contact authors to obtain Newsletter articles.
- Review draft articles and agree their contents with the authors.
- Prepare periodic Newsletter progress and problems reports to the SCSB.

The Editor shall:

- Facilitate the work of the Editorial Board.



- Collate articles provided by authors and submit them for review by the Editorial Board.
- Liaise between the Board and ESA and bring any problems arising to the Board's attention.
- Provide a file for each Newsletter issue to the Executive for archive purposes.

#### 7.1.2 Executive

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

- Publish the electronic copy of the published Newsletter on ESCIES.
- Archive Newsletter material.

The Executive Manager shall review and approve each issue of eurocomp prior to its release.

#### 7.1.3 Authors

Authors, in accordance with the publishing deadlines, shall:

- Prepare articles as invited to do so by 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.

## 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 Editorial Board

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