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# **ORGANISATION OF THE EUROPEAN SPACE COMPONENTS**

## **CONFERENCE**

**ESCC 11302**

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## 1. **INTRODUCTION**

The Charter places the SCSB in charge of organising at regular intervals the European Space Components Conference (ESCCON).

ESCCON provides a forum for the exchange of information and ideas concerning space component related activities, technologies, environments and global component technology developments.

ESCCON, while being a European Conference and closely associated to the ESCC activities, is also an international event at the world wide level welcoming and attracting participation from all countries undertaking Space activities.

## 2. **SCOPE**

This document describes the formulation of and states the ESCCON policy arrived at by the SCSB. It defines the processes involved in agreeing conference themes, hosts, locations, financing and appointment of organising and programme committees. Its contents are for the attention of the SCSB and its subordinate bodies, ESCC Member and Observer Organisations, Space Component Manufacturers and Users and any other interested party.

The policy and organisation of ESCC Symposia, Colloquia and Special Interest Groups are covered in ESCC 11303.

## 3. **DEFINITIONS & ABBREVIATIONS**

### 3.1 **DEFINITIONS**

ESCCON Calendar	Conference calendar comprising all events from conference announcement to post conference close out.
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### 3.2 **ABBREVIATIONS**

The following abbreviations are used in this document:

Charter	Charter of the European Space Components Coordination
EEE	Electrical, Electronic, and Electro-mechanical
ESB	ESCCON Steering Board
ESCC	European Space Components Coordination
ESCCON	European Space Components Conference
Executive	ESCC Executive
SCSB	Space Components Steering Board

#### **4. RELATED DOCUMENTS**

##### **4.1 APPLICABLE DOCUMENTS**

ESCC 00000 Charter of the European Space Components Coordination

##### **4.2 REFERENCE DOCUMENTS**

ESCC 11303 Organisation of Symposia, Colloquia and Special Interest Groups

#### **5. RESPONSIBILITIES**

##### **5.1 SCSB**

The SCSB shall:

- Initiate the organisation of the ESCCON at regular intervals.
- Set the ESCCON policy and terms of reference.
- Undertake the role of or establish an ESB.
- Solicit undertakings from ESCC Members and Observers to organise the conference, on behalf of SCSB, on a rotational basis.

##### **5.2 ESB**

The ESB shall:

- Implement the SCSB policy and terms of reference for ESCCON.
- Develop the ESCCON image and scope.
- Develop international recognition and encourage participation from the world space community, component manufacturers and users.
- Establish outline parameters for core activities to include conference themes, technical sessions, poster and oral presentations.
- Establish outline parameters for supporting activities to include colloquia, tutorials, round tables and exhibits.
- Establish terms of reference for organising and programme committees.
- Establish the ESCCON calendar to give the conference period and duration and key milestones for the planning and implementation by the organiser.
- Establish guidelines for ESCCON venues, conference participant numbers, financial policy

and a social programme.

- Negotiate, on behalf of SCSB, with ESCC members or observers, offers to organise an ESCCON.
- Support each ESCCON organiser and bring any major problems, arising during the ESCCON calendar, to the attention of the SCSB.

### 5.3 ESCC MEMBERS AND OBSERVERS

Members and Observers shall:

- Consider offering to host, finance and organise an ESCCON either individually or in consortium with one or more other members or observers.
- Consider supporting each ESCCON by participation in the programme committee.
- Consider participation in each ESCCON as a contributor to the conference programme.
- Consider supporting each ESCCON by sending conference participants.

### 5.4 ESCCON ORGANISER

Each ESCCON organiser shall:

- Follow the policy and guidelines provided by the ESB.
- Develop and execute a detailed conference plan.
- Underwrite the conference for any financial shortfall.

### 5.5 COMPONENT MANUFACTURERS AND USERS

An ESCC component manufacturer or user shall:

- Consider supporting each ESCCON by participation in the programme committee.
- Consider participation in each ESCCON as a contributor to the conference programme.
- Consider supporting each ESCCON by sending conference participants.

### 5.6 OTHER INTERESTED PARTIES

Any interested party external to ESCC may in principle participate in an ESCCON. The party shall initially enter into an agreement with the ESB which shall be approved by the SCSB. The party may then:

- Consider supporting an ESCCON by participation in the programme committee.
- Consider participation in an ESCCON as a contributor to the conference programme.

- Consider supporting an ESCCON by sending conference participants.

(Note: At the individual level, ESCCON is open to paper submissions and conference attendance without restriction.)

## 6. **ESCCON POLICY**

The Charter sets the SCSB the task of organising the ESCCON at regular intervals. To this end the SCSB has determined that:

- The conference shall be biennial.
- The conference language shall be English.
- Each conference shall move to a new venue, repeating venues only when deemed appropriate by the ESB.
- The choice of venue shall be at the discretion of the organiser taking into consideration the economics for access to the venue by the conference participants.
- The conference scope and form shall be determined by a standing ESCCON Steering Board, the ESB, responsible to the SCSB.
- Organisers shall be sought from amongst the ESCC Members and Observers either singly or in partnership.
- The conference shall be run on a break even financial basis.
- Conference fees shall be based on a policy of past fees plus inflation. Any additional increase shall be approved by the SCSB. The organiser shall underwrite or arrange for the underwriting of conference costs so that each ESCCON is completed with neither a surplus or deficit to be carried forward.
- The conference shall be announced on the ESCC web site with appropriate updates aligned to milestones on the ESCCON calendar. Any use of other web servers shall be appropriately linked to the ESCC site so that the ESCC site remains the focal point for the ESCCON web presence.
- The conference shall be predominantly a technical conference. Conference papers shall be original.
- The conference may be supported by an exhibition.
- The main conference programme of technical presentations may be supported by colloquia, tutorials, round tables etc.
- The conference shall require presenters to provide written papers which shall be published as a conference proceedings. The proceedings shall be in hard copy or soft copy form (e.g. CD-ROM) or both and shall conform to the style of previous ESCCON proceedings. Any significant changes shall be approved by the SCSB. A copy of the proceedings shall be included in the conference fee. The papers shall also be published in ESCIES and made freely available to ESCIES subscribers. In general the conference proceedings shall be published within four months of the end of the conference. Conference participants shall be provided with an abstract book at the start of the conference to support the published programme.
- The copyright of the conference proceedings shall be vested in ESA, in line with other

ESCC publications, unless otherwise agreed with the SCSB by the organiser.

- The ESCCON calendar shall be established so that ESCCON conflicts to the minimum possible extent with other major EEE parts conferences.
- The ESCCON calendar shall ensure that there is sufficient time from the first announcement to the conference dates, so as to enable the submission and selection of a technical programme of the appropriate quality.
- Each ESCCON shall have a theme and associated set of sessions. The theme and sessions may change or remain the same from one ESCCON to the next but core conference content shall be maintained over a succession of conferences.
- The ESB and the organiser shall monitor the conference and assess participant satisfaction and report on the success of the conference to the SCSB. The ESB shall advise the SCSB on evolutionary steps, as they are required, to keep the conference pertinent to the European Space Community.

## **7. ESCCON PROCEDURE**

### **7.1 OVERALL MANAGEMENT**

#### **7.1.1 SCSB**

The SCSB shall:

- Review the ESCCON policy, as set by this document, after each conference and amend it as deemed necessary.
- Review the ESB's terms of reference after each conference and amend them as deemed necessary.
- Respond to any policy issues brought to the attention of the Board by the ESB.

#### **7.1.2 ESB**

The ESB shall:

- Provide a documented baseline for use by each ESCCON organiser.
- Review the documented baseline after each conference and amend it as deemed necessary.
- Monitor the effectiveness and practicality of the ESCCON policy set by the SCSB and advise the SCSB of any areas deemed to require improvement or revision.
- Monitor the utility and community view of successive conferences and propose policy changes to the SCSB when deemed necessary to improve or maintain the relevance and effectiveness of the conference.



## 7.2 INDIVIDUAL CONFERENCE

### 7.2.1 SCSB

For each ESCCON the SCSB shall:

- Formally accept the offer to organise the conference.
- Review and approve the conference theme and scope.
- Respond to any policy issues or problems brought to their attention by the ESB. In the case of a dispute between the Organiser and the ESB, the SCSB shall determine and impose a resolution.
- Assess the conference results and acknowledge conference close out to the organiser upon receipt of reports from the ESB and organiser.

### 7.2.2 ESB

For each ESCCON the ESB shall:

- Obtain and respond to offers to organise the conference.
- Select an offer and obtain the SCSB's acceptance.
- Develop the conference theme and scope and obtain the SCSB's approval.
- Provide the organiser with the documentary baseline to plan and execute the conference.
- Monitor the conference organisation providing support (including the expression of concerns) to the organiser and approving key outputs as required.
- Assess the conference result and report in writing to the SCSB including the organiser's conference report. Provide a copy to the Executive for retention.
- Provide a file of pertinent ESCCON correspondence to the Executive for retention.

### 7.2.3 ESCCON Organiser and Organising Committee

An ESCCON organiser shall:

- Establish an organising committee at the outset. The committee shall comprise at a minimum a Chair and a conference editor. The Chair shall act as the responsible person for the organising entity and hence as the focal point for all communications between the organiser, the ESB and SCSB. The editor shall be responsible for the conference proceedings.

An ESCCON Organiser, through the organising committee and supporting resources shall:

- Review and accept the documentary baseline including the terms of reference provided by the ESB.
- Review the standard ESCCON Calendar and adapt it to the timeline for the present conference checking for variations in public holidays and the schedules of other major EEE

parts conferences etc. Send the adapted calendar to the ESB for information.

- Select a venue defining the major infrastructure elements to include the conference and exhibition facility, hotel accommodation, local transportation, international access (primarily air transportation and transfer), local amenities for accompanying partners of participants, suitable venues for the conference dinner or other planned social events. Provide an overview document to the ESB for agreement.
- Develop a financial plan to include, conference fees, social programme cost and accommodation costs for participants to thus indicate likely cost per participant and direct conference income. Establish conference costs and appropriate measures to avoid either a shortfall in funding or a funding surplus. Provide an overview document to the ESB for agreement.
- Expand on the conference theme and scope provided by the ESB to set a preliminary plan for the conference including the supporting activities.
- Establish a programme chair and committee appropriate to the conference theme, scope and planned sessions. Obtain agreement to the chair and committee from the ESB.
- Establish via the programme committee an initial viability assessment that a sufficient range and number of abstracts will be forthcoming from ESCC member and observer organisations to enable the technical programme to be realised. Determine sources for invited or keynote papers. Advise the ESB of the assessment.
- Publish a first announcement and call for papers in appropriate media, including the ESCC web site, and to a general and targeted distribution. Repeat the announcement as deemed necessary prior to the abstract submission deadline.
- Arrange for the reception of abstracts and their appropriate dissemination to the programme committee.
- Establish a uniform assessment method for abstracts and the selection of papers to fit the intended conference theme and sessions. Report the programme committee's results together with the resultant outline conference programme to the ESB.
- Inform abstract authors of their results and provide author instructions, to those selected for the conference, with the submission deadline.
- Invite and confirm session chairs as recommended by the programme committee.
- Establish and promulgate the exhibition parameters.
- Finalise the logistical arrangements to include conference hotel reservations and rates and local transportation arrangements etc.
- Select an opening speaker and plan conference opening and closing sessions.
- Prepare a second announcement including the conference programme, registration, fees and hotel details and associated deadlines. Obtain agreement from the ESB and publish as per the first announcement.
- Prepare the Abstract Book and conference kit for participants.
- Make registration arrangements and provision for support personnel during the conference. This shall include general help for participants, technical support for the audio visual technology employed, help for speakers and provision for recording and summarising (for inclusion in the proceedings) the results of any interactive sessions, such as a round table.

- Conduct the conference, communicating notices, reminders, changes etc. to the participants as required.
- Perform a satisfaction survey among the participants during the conference.
- Prepare and issue the conference proceedings.
- Prepare a conference report to include general statistics, a list of participants and their affiliations, highlights and problems, the final programme presented including the supporting activities, a summary of financial results, the results of the satisfaction survey and conclusions and recommendations. The latter shall address any lessons learned and improvements proposed for the next ESCCON. Provide the report to the ESB.
- Retain a record of the conference organisation including programme committee records.

#### 7.2.4 Programme Committee

The programme committee shall:

- Respond to the instructions and advice of the conference organising committee.
- Develop a programme and plans in compliance with the conference theme and scope set by the SCSB.
- Provide support to the organising committee with regard to the technical content for the first announcement and call for papers.
- Be instrumental in assessing the conference viability at the planned dates against the background of Space component activities, leading to probable papers, since the preceding ESCCON. Advise the organising committee accordingly.
- Collectively and individually promote ESCCON and actively seek the contribution of papers from the organisations the committee members represent and from organisations with which the members have professional links.
- Adopt the assessment method for abstracts proposed by the organising committee and determine a division of labour by specialisation for abstract review.
- Review abstracts and select papers to be presented at the conference.
- Fit the selected papers to the conference programme.
- Provide the programme committee results, in the form of a report listing all abstracts received and reviewed together with their disposition and the resultant conference programme, to the organising committee for implementation.
- Propose session chairs to the organising committee.
- Provide the programme committee records to the organising committee for retention.

#### 7.2.5 Contributors/Authors

Contributors shall:

- Prepare abstracts, presentations and papers in accordance with the conference themes and scope and the advice and instructions of the conference organising and programme committees.

- Present their papers to the conference according to the published timetable.
- Provide copy for the Proceedings and ESCIES publication in the required formats by the stipulated deadline.

## 8. **RECORDS AND REPORTING**

### 8.1 **RECORDS**

For each ESCCON the following records shall be retained for future consultation by the SCSB, ESB and future conference organisers:

Record	Responsibility	Retention Period
Organising and Programme Committee notes, papers and ESCCON announcements etc.	Organising Entity	5 Years
ESB records	ESB and Executive	5 Years
ESB conference report (including the organiser's report)	Executive	5 Years
Conference Papers in ESCIES	Executive	10 Years

(Note: The Executive provides for the retention of the records stipulated. The organising entity may transfer their records to the Executive for retention if they so wish.)

### 8.2 **REPORTING**

The following formal reports shall be generated and delivered as indicated:

Programme Committee results to the Organising Committee.

Organising Committee conference report to the ESB.

ESB conference report to the SCSB.