



Pages 1 to 12

MANAGEMENT OF THE ESCC WEB SITE

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TABLE OF CONTENTS

<u>1.</u>	<u>INTRODUCTION</u>	<u>5</u>
<u>2.</u>	<u>SCOPE</u>	<u>5</u>
<u>3.</u>	<u>DEFINITIONS & ABBREVIATIONS</u>	<u>5</u>
3.1	Definitions	5
3.2	Abbreviations	5
<u>4.</u>	<u>RELATED DOCUMENTS</u>	<u>6</u>
4.1	Applicable Documents	6
4.2	Reference Documents	6
<u>5.</u>	<u>RESPONSIBILITIES</u>	<u>6</u>
5.1	SCSB	6
5.2	ESA	6
5.3	Executive	7
5.4	PSWG	7
5.5	CTB	7
<u>6.</u>	<u>ESCC WEB SITE POLICY</u>	<u>7</u>
6.1	Policy	7
6.2	Procedure	8
6.2.1	SCSB	8
6.2.2	ESA	9
6.2.3	Executive	9
<u>7.</u>	<u>ESCC WEB SITE OPERATION</u>	<u>9</u>
7.1	Executive	9
7.2	ESCC Web Site Manager	9
7.3	ESCC Web Site Registered Users	10
<u>8.</u>	<u>RECORDS AND REPORTING</u>	<u>10</u>
8.1	Records	10
8.2	Reporting	11
8.2.1	ESCC web site Manager	11
8.2.2	Executive	11
	APPENDIX A ORGANISATION OF THE ESCC WEB SITE	12

1. **INTRODUCTION**

This document describes the ESCC web site “spacecomponents.org”.

The ESCC web site exists to provide a public interface for communicating and publicising the products and services arising from ESCC activities. In addition, it supports the work of the ESCC organisational bodies (SCSB, PSWG, CTB, the Executive and ad hoc groups). In this role it provides a means of communicating information amongst the system participants as well as providing an interactive tool for document and activity review.

It is considered as being complementary to ESCIES where ESCIES itself is a product of ESCC activities.

2. **SCOPE**

This document states the ESCC web site policy and describes the review and maintenance of the policy. It describes the operation of the ESCC web site, the provision of supporting resources and the responsibilities and interrelationships of those using and contributing to the system. It is intended for the attention of the ESCC Members and Observers, the ESCC Organisational Bodies, ESA, Space Component Manufacturers and Component User Industry.

3. **DEFINITIONS & ABBREVIATIONS**

3.1 **DEFINITIONS**

The following definitions are used in this document:

Administration Team	A collective term describing the team responsible for the management and implementation of the ESCC web site.
Group	A group of registered users with access to a specific part of the private area of the ESCC web site.
Registered User	A user of the ESCC web site with access to the private and public areas.
User	A user of the ESCC web site with access to the public area only.

3.2 **ABBREVIATIONS**

The following abbreviations are used in this document:-

Charter	Charter of the European Space Components Coordination
CTB	Components Technology Board
EPPL	European Preferred Parts List
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 00000	Charter of the European Space Components Coordination
ESCC 10000	ESCC Organisation, Membership and Decision Process

4.2 REFERENCE DOCUMENTS

ESCC 12200	ESCIES Management Procedure
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5. RESPONSIBILITIES

5.1 SCSB

The SCSB shall:

- Set the overall policy for the ESCC web site, including its intended use, target audience and management.
- Ensure that the policy adopted is complementary to that set for the ESCIES web site.
- Secure the financing and resources necessary for the operation of the ESCC web site.
- Utilise the ESCC web site facilities to support the SCSB programme of work.
- Encourage and, where deemed appropriate, direct the subordinate bodies and ad hoc groups to use the ESCC web site to support their activities.

5.2 ESA

ESA shall:

- As agreed in the SCSB, provide finance and resources for the operation of the ESCC web

site.

5.3 EXECUTIVE

The Executive shall:

- Manage and administer the ESCC web site through a specific manager and administration team.
- Structure the web site in accordance with SCSB policy.
- Store, load, amend and dispose of associated data.
- Provide a focal point for enquiries concerning access to and use of the ESCC web site, i.e. a “Webmaster”.
- Report progress and problems to the SCSB.
- Utilise the ESCC web site facilities to support their programme of work in accordance with the policy set by the SCSB.

5.4 PSWG

The PSWG shall:

- Utilise the ESCC web site facilities to support their programme of work in accordance with the policy set by the SCSB.
- Encourage and, where deemed appropriate, direct PSWG ad hoc groups to use the ESCC web site to support their programmes of work.

5.5 CTB

The CTB shall:

- Utilise the ESCC web site facilities to support their programme of work in accordance with the policy set by the SCSB.
- Encourage and, where deemed appropriate, direct CTB ad hoc groups to use the ESCC web site to support their programmes of work.

6. ESCC WEB SITE POLICY

6.1 POLICY

The SCSB sets the following policy for the ESCC web site which shall:

- Support ESCC general publications, publicity material and work in progress of the ESCC Bodies and associated working groups.
- Provide a public area to communicate ESCC information to an unrestricted web audience.
- Provide a secure private area for use by ESCC Members and Observers to communicate and exchange information.
- Identify private data so that it is distinct from public data.
- Utilise an interface harmonised with the ESCIES interface.
- Utilise appropriate protocols (e.g. certificates, encryption etc.) to assure the integrity of the data received on client systems.
- Provide for feedback from Users and Registered Users regarding the information presented.
- Employ measures to protect Registered Users' personal data, e.g. email addresses, from unauthorised access.
- Provide for appropriate internal and external links to the pertinent information and data.

Public Area

- Provide a general on line introduction to the ESCC and the resources of the web site.
- Provide for the presentation of ESCC publicity material including the Eurocomp Newsletter.
- Publish the ESCC Founding Act, Charter and the issued supporting ESCC procedures at their latest issues. (Documents of Level 0 and 1 per the documentation architecture defined in the Charter.) Publish the associated approved DCRs.
- Provide links to ESCC products to include, inter alia, ESCIES and the EPPL.

Private Area

- Provide for privacy at the level of a defined individual or group of people.
- Associate a group owner for each group with responsibility for group membership.
- Provide for the visibility of group members to all members in the group.
- Provide an on line review system for posted documents.
- Provide for joint access to SCSB, PSWG and CTB minutes of meeting by the members of each of these groups.
- Provide membership listings of the SCSB, PSWG and CTB per the requirements of ESCC 10000.

6.2 PROCEDURE

6.2.1 SCSB

The SCSB shall:

- Monitor the operation of the ESCC web site with regard to its effectiveness, performance and the satisfaction of User and Registered User expectations. As a result, consider and refine the policy, as defined by this document, as and when required.
- Respond to suggestions for policy change as proposed by the PSWG, CTB and the Executive.
- Promote the ESCC web site to the European space community.

6.2.2 ESA

ESA shall:

- Finance and resource the ESCC web site to the extent agreed with the SCSB.

6.2.3 Executive

The Executive shall:

- Operate the ESCC web site implementing the policy set by the SCSB.

7. **ESCC WEB SITE OPERATION**

7.1 EXECUTIVE

The Executive shall:

- Appoint a web site manager.
- Monitor the web site and report progress and problems to the SCSB.
- Ensure requests and directions from the SCSB are agreed and communicated to the web site manager.
- Support the creation of appropriate groups and verify the correct ownership.

7.2 ESCC WEB SITE MANAGER

The ESCC web site manager shall:

- Control and operate the ESCC web site to provide continuous availability within normal operational constraints.
- Establish an internal working procedure to document the operation of the web site.
- Implement procedures for:
 - Controlling access to the private area.

- Adding, modifying and removing Registered Users and Groups.
- Adding, modifying and removing data content.
- Data security, back up and restore.
- Controlling the web server hardware and software configuration.
- Handling of queries, problems and complaints, including the provision of on line feedback to the “Webmaster”.
- Interfacing with Users, Registered Users and Group owners.
- Reporting to the Executive Manager.

7.3 ESCC WEB SITE REGISTERED USERS

ESCC web site Registered Users shall:

- Observe the requirements for access to the system.
- Maintain the privacy of the groups to which they belong.
- Communicate suggestions and problems to the Webmaster and to contributors and group owners as appropriate.

8. RECORDS AND REPORTING

8.1 RECORDS

The following records shall be retained:

Record	Responsibility	Retention Period
Hardware log	Executive through the ESCC web site manager	Ongoing
Software log	Executive through the ESCC web site manager	Ongoing
ESCC web site data back up	Executive through the ESCC web site manager	Ongoing
Registered User account information	Executive through the ESCC web site manager	5 Years
ESCC web site statistical information	Executive through the ESCC web site manager	5 Years
Reports to Executive Manager	Executive through the ESCC web site manager	5 Years

8.2 REPORTING

8.2.1 ESCC web site Manager

The ESCC web site manager shall produce:

- Periodic progress reports to the Executive Manager.

8.2.2 Executive

The Executive shall produce:

- Progress reports to SCSB at a frequency compatible with SCSB meetings.
- A section in the Annual report to SCSB reporting on the ESCC web site.

APPENDIX A ORGANISATION OF THE ESCC WEB SITE

Illustration of the ESCC web site organisation and its relationship to ESCIES.

