



Pages 1 to 10

**ORGANISATION AND BASIC RULES OF THE
POLICY AND STANDARDS WORKING GROUP**

ESCC 10300

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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 AND ABBREVIATIONS</u>	<u>5</u>
3.1	Definitions	5
3.2	Abbreviations	5
<u>4.</u>	<u>RELATED DOCUMENTS</u>	<u>5</u>
4.1	Applicable Documents	5
4.2	Reference Documents	6
<u>5.</u>	<u>RESPONSIBILITIES</u>	<u>6</u>
5.1	Policy and Standards	6
5.2	Supervision of ESCIES	7
5.3	Supervision of the EPPL	7
<u>6.</u>	<u>PROGRAMME OF WORK</u>	<u>7</u>
6.1	Input to the SCSB Programme	7
6.2	Annual Plans	7
6.3	Implementation	8
<u>7.</u>	<u>SYSTEM PROMOTION</u>	<u>8</u>
<u>8.</u>	<u>PSWG BASIC RULES</u>	<u>8</u>
8.1	Documentation	8
8.2	Internal Audits	8
8.3	Complaints and Appeals	8
8.4	Performance Metrics	9
8.5	Meetings	9
8.6	Ad Hoc Working Groups	9
<u>9.</u>	<u>APPROVALS</u>	<u>9</u>
<u>10.</u>	<u>RECORDS AND REPORTING</u>	<u>10</u>
10.1	Records	10
10.2	Reporting	10

1. **INTRODUCTION**

The Charter defines the structure of the ESCC and the responsibilities and tasks of the Policy and Standards Working Group (PSWG). It also details the rules concerning the PSWG liaison with, and representation at, the SCSB.

2. **SCOPE**

This document amplifies the responsibilities and tasks of the PSWG given in the Charter.

3. **DEFINITIONS AND ABBREVIATIONS**

3.1 **DEFINITIONS**

An EEE part or component is taken to mean any item or device determined by the SCSB to be treated as a component within the ESCC framework, in line with the definitions found within ECSS-Q-60.

3.2 **ABBREVIATIONS**

The following abbreviations are used in this document:

Charter	Charter of the European Space Components Coordination
CTB	Components Technology Board
ECSS	European Cooperation for Space Standardisation
EEE	Electrical, Electronic and Electro-mechanical
EPPL	European Preferred Parts List
ESA	European Space Agency
ESCC	European Space Components Coordination
ESCIES	European Space Component 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
ESCC 10100	Organisation and Basic Rules of the SCSB
ESCC 11100	Internal Audit Procedure for the ESCC System
ESCC 11102	Complaints and Appeals Procedure
ESCC 11103	Performance Metrics Procedure
ESCC 12001	The ESCC Documentation System

4.2 REFERENCE DOCUMENTS

ECSS-Q-60	Space Product Assurance Electrical, Electronic and Electromechanical (EEE) Components
ECSS-Q-60-01	European Preferred Parts List (EPPL) and its Management

5. RESPONSIBILITIES

5.1 POLICY AND STANDARDS

The primary responsibility of the PSWG shall be the preparation and harmonisation of policy, standards and specification proposals for SCSB approval.

The detailed aims within these broad objectives shall include the identification of the policies and standards that best reflect the requirements of the European space community. They shall also include the identification of the means of ensuring the cost competitiveness of the space components available through the ESCC Specification System, and achievement of the required level of harmonisation with world wide systems.

The following responsibilities are emphasised:

- Provide assistance to the CTB with the selection of components for evaluation and qualification.
- Provide the necessary links with the ESCIES and EPPL functions.
- Formulate and elaborate measures which ensure the maximum use of existing space component data in setting policy.
- Propose performance metrics for the ESCC Specification System.
- Prepare ESCC Procedures.
- Prepare ESCC Basic and Generic specifications.
- Prepare component related ECSS standards.

The PSWG shall also assist with the implementation of SCSB policy and with its overview of

the ESCC Specification System.

5.2 SUPERVISION OF ESCIES

The PSWG shall be responsible for the supervision of the European Space Components Information Exchange System (ESCIES) which is managed and maintained by the Executive. In this supervisory role the PSWG shall work closely with the Executive to ensure the smooth running of ESCIES by defining the policy for user access and data content of ESCIES.

5.3 SUPERVISION OF THE EPPL

The PSWG is responsible for the supervision of the European Preferred Parts List (EPPL). The EPPL is managed and maintained by a Technical Authority staffed by experts nominated by the SCSB. The PSWG will define the policy for the EPPL through the maintenance of the ECSS-Q-60-01 standard.

6. PROGRAMME OF WORK

6.1 INPUT TO THE SCSB PROGRAMME

The PSWG shall formulate a programme of work and submit it to the SCSB for approval. The criteria used for the selection of proposals for inclusion in the programme of work and their associated priorities shall be defined by the PSWG and approved by the SCSB.

The PSWG shall produce written procedures for the management of its tasks and projects approved by the SCSB for inclusion in the SCSB programme. In addition, the procedures and methods adopted by the Group shall make provision for the following:

- Planning of the tasks and projects.
- Submission of plans and proposals to the SCSB.
- Use of task groups or specialists teams.
- Regular review of the methods and findings of the work in progress.
- Methods for progress and final reporting.

6.2 ANNUAL PLANS

Annual plans are a prerequisite to the formulation and updating of the programme of work. The PSWG shall provide an annual plan of work, detailing all the achievements intended within the coming year, for the approval of the SCSB. This shall be submitted in a time frame consistent with the SCSB publishing the combined annual plan by the end of the preceding calendar year. In addition to policy items the annual plan shall identify monitoring activities such as:

- Measurement of the use of the ESCC Specification System.
- Internal auditing activities.

- The setting of performance metrics, either for the PSWG or for the Executive.

6.3 IMPLEMENTATION

The PSWG shall apply its control and management procedures to its work and, in particular, to the tasks and projects it carries out in support of the SCSB programme.

Regular reviews shall be conducted, which take account of relevant progress and results from related tasks and projects, to confirm the continued case for the current major work elements and the priorities assigned to them.

The reporting of work progress and findings shall be checked and kept under review to ensure that the SCSB is kept adequately informed.

7. SYSTEM PROMOTION

The PSWG shall devise, elaborate and implement campaigns which promote ESCC aims and objectives. Promotional programmes shall have the prior approval of the SCSB.

Within a framework agreed by the SCSB, the members of the PSWG shall consult widely with the European and international space communities in the course of their work. The rules and guidelines governing the SCSB links with external groups shall be applied, as appropriate, to these PSWG activities.

8. PSWG BASIC RULES

8.1 DOCUMENTATION

All ESCC documentation produced under the authority of the PSWG shall be in accordance with the procedures given in ESCC 12001.

8.2 INTERNAL AUDITS

The PSWG shall document methods and publish plans for its internal auditing activities. These shall fulfil the rules and guidelines defined in ESCC 11100.

8.3 COMPLAINTS AND APPEALS

The PSWG shall operate a system for dealing with complaints and appeals that are received relating to its work or responsibilities. Complaints and appeals that remain unresolved four months after the date of their receipt shall be referred to the SCSB.

The rules and guidelines for dealing with complaints and appeals are given in ESCC 11102.

8.4 PERFORMANCE METRICS

Performance metrics shall be defined and applied in line with the rules and guidelines given in ESCC 11103. The performance metrics shall cover the full range of the PSWG responsibilities and shall be approved by the SCSB.

The PSWG shall act as the user of the Executive’s service and shall set the metrics to be applied to the related tasks of that service. The SCSB shall endorse the performance metrics set for the Executive.

8.5 MEETINGS

The rules concerning the membership of the PSWG are provided in the Charter. Rules for the election of Members of the PSWG and the conduct of meetings shall follow those given in the Charter for the SCSB and those given in ESCC 10000.

The PSWG shall make its own provisions for secretarial support at meetings. The ESCC Secretariat shall prepare and distribute the formal minutes of meetings.

With the prior approval of the Chair advisors may attend meetings for specific purposes.

8.6 AD HOC WORKING GROUPS

The PSWG may use ad hoc groups to assist in its work. Such groups shall have terms of reference with defined outputs, time scales and reporting requirements, and they shall have an intended life of not more than two years. The rules of the PSWG, including the use of performance metrics, shall be applied, as appropriate, to the work of task groups.

9. APPROVALS

The PSWG Chair is responsible for approving the following activities prior to the submission of pertinent outputs, as required by the Charter and ESCC 10100, to SCSB:

Activity	Responsibility	Submitting Body
Programme of Work	PSWG Chair	PSWG
Annual plans	PSWG Chair	PSWG
Generic Specifications	PSWG Chair	PSWG
Basic Specifications	PSWG Chair	PSWG
ECSS component related standards (final draft)	PSWG Chair	PSWG
Internal Audit Programme and Results	PSWG Chair	PSWG
Complaints and Appeals	PSWG Chair	PSWG
Ad Hoc Working Groups for ESCC Generic and Basic Specifications	PSWG Chair	PSWG
Performance Metrics	PSWG Chair	PSWG

Activity	Responsibility	Submitting Body
Promotional Activities	PSWG Chair	PSWG
Meeting Minutes	PSWG Chair	ESCC Secretariat
Annual Reports	PSWG Chair	PSWG

10. RECORDS AND REPORTING

10.1 RECORDS

The following records shall be maintained:

Record	Responsibility	Retention Period
Membership Lists	PSWG Chair/ Technical Secretary	5 years
Meeting Minutes	PSWG Chair/ESCC Secretariat	5 years
Annual Reports	PSWG Chair/ESCC Secretariat	5 years
Performance Metrics	PSWG Chair/ESCC Secretariat	5 years
Annual plans	PSWG Chair/ Technical Secretary	5 years
Internal Audit Programme and Results	PSWG Chair/ESCC Secretariat	5 years
Complaints and Appeals	PSWG Chair/ESCC Secretariat	5 years

10.2 REPORTING

In addition to reports that are provided for its meetings and as especially directed by the SCSB, the PSWG shall issue an annual report that summarises its activities and achievements throughout the period. Additionally, the PSWG shall provide the information required for the Executives' collation of the annual report on the ESCC Specification System to the SCSB.