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ORGANISATION AND BASIC RULES OF THE SCSB

ESCC 10100

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1. **INTRODUCTION**

The Charter defines the structure of the ESCC and the responsibilities and tasks of the SCSB. It also details the rules regarding ESCC members representation at the SCSB and provides rules and guidance on the arrangement and conduct of meetings.

2. **SCOPE**

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

3. **DEFINITIONS AND ABBREVIATIONS**

3.1 **DEFINITIONS**

A 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
ESA	European Space Agency
ESCC	European Space Components Coordination
Executive	ESCC Executive
PSWG	Policy and Standards Working Group
SCSB	Space Components Steering Board

4. **RELATED DOCUMENTS**

4.1 **APPLICABLE DOCUMENTS**

ESCC 00000	Charter of the European Space Components Coordination
ESCC 10000	ESCC Organisation, Membership and Decision Process
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
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5. RESPONSIBILITIES

The responsibilities of the SCSB are given in the ESCC Charter. This includes responsibilities for the overall direction and management of the ESCC programme of work and the establishment of SCSB basic rules of procedure.

6. PROGRAMME OF WORK

The SCSB shall be responsible for setting its own tasks and projects. The SCSB shall combine these with the approved proposals of its subordinate bodies into a coordinated programme of work. This SCSB programme shall be set to achieve the objectives and policy of the ESCC as defined in the Charter.

At the end of each calendar year the SCSB shall publish a combined annual plan for the forthcoming year as a part of the longer term overall programme of work.

6.1 PROGRAMME MANAGEMENT

The SCSB shall approve, and where necessary assign priorities for, tasks and projects proposed by the subordinate bodies and the Executive for inclusion in the SCSB programme. The Board shall ensure that sufficient information is available for each proposal to facilitate informed decisions regarding its approval and priority.

Annual plans are a prerequisite for the formulation and maintenance of the overall SCSB programme. They shall be provided by the SCSB itself, each subordinate body, and the Executive, and shall detail all the proposed contributions to the SCSB programme, together with any supporting information. This information shall include the objectives of the proposed task or project and the contribution which it may be expected to make to the goal of the SCSB. Where applicable, an outline work plan for the management of the proposed task or project shall be provided, showing relevant time scales, milestones and decision points. Proposals regarding the use of task groups or specialists teams shall also be included. As far as possible, annual plans shall also provide information regarding work that is separately funded, either by the subordinate bodies or by their individual members.

6.2 IMPLEMENTATION

The responsibility for the implementation of tasks and projects approved by the SCSB and

incorporated into the programme shall be delegated appropriately, but the Board shall retain overall responsibility. The main tasks of the SCSB in meeting this responsibility shall be to:

- Satisfy itself that appropriate management and control procedures are defined and applied to each task or project.
- Conduct, with specialist assistance if necessary, an overall programme review on, at least, a two yearly basis.
- Ensure that the necessary reports are produced.
- Resolve observed problems.

Information arising from the programme implementation, which needs to be promulgated urgently, shall be made the subject of an SCSB directive which shall be distributed to each representative of each subordinate body and to the Executive. Such directives shall be valid for up to one year and shall be incorporated appropriately into the system documentation.

ESA retains responsibility for the implementation of the Executive tasks but the SCSB will maintain a watching brief upon the Executive's overall performance and compliance with documented rules and procedures. The SCSB shall bring observed problems to the attention of ESA for resolution.

6.3 CUSTODY AND MANAGEMENT OF THE ESCC SPECIFICATION SYSTEM

In setting the objectives for the ESCC Specification System, the SCSB shall take account of:

- Changes and trends in other, similar systems.
- Changes and trends in EEE component markets.
- The overall resources available including the applicable manpower resources.
- The current user needs and their trends.
- Component technology developments.
- Developments in EEE component quality assurance and reliability verification methods.
- The CTB and PSWG programmes.

The SCSB shall ensure that the rules and guidelines set for the operation of the ESCC Specification System provide for these considerations and are in line with international standards. The SCSB shall also ensure that the rules principally provide for the following:

- Requirements for certification of components and manufacturers, giving preference to competitive European sources.
- Acceptance of manpower and resources.
- Use of existing relevant information when approving certifications and specifications.
- Quality assurance methods for components certified within the system.

7. SYSTEM PROMOTION

In its external relationships, the SCSB shall be alert to any opportunities for promoting the ESCC objectives and policy. This may be achieved through forging links with organisations that could assist with the achievement of its overall goal. The Board shall consider the need to define such links in a formal agreement. When creating such agreements, the Board shall consider the following:

- The clear identification of the objectives of the agreement and its benefits to the work of the SCSB.
- The appointment and detailed responsibilities of the SCSB representatives to the cooperating organisations.
- The identification of interactive tasks that are necessary in support of the agreement.
- The identification of any relevant resource implications.
- The administrative and working arrangements required by the implementation of the agreement.
- The periodic review of the working of the agreements.

The promotional activities are detailed in the ESCC 11300 series of documents.

8. SCSB BASIC RULES

8.1 DOCUMENTATION

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

8.2 INTERNAL AUDITS

The SCSB, its subordinate bodies, and the Executive shall employ internal auditing as described in ESCC 11100.

The SCSB shall conduct a regular examination of the internal audit work and findings of the subordinate bodies and the Executive. In addition, the SCSB shall formally assess the extent to which it has achieved the objectives of the SCSB and, in particular, the success of the ESCC Specification System. SCSB, CTB and PSWG audits may be carried out on a rolling basis in consecutive years.

8.3 COMPLAINTS AND APPEALS

The SCSB shall operate a system for dealing with complaints and appeals that are received relating to its work or responsibilities. The SCSB shall also deal with unresolved complaints and appeals which are forwarded to it by the subordinate bodies or the Executive.

The rules and guidelines for the operation of a complaints and appeals facility are given in ESCC 11102.

8.4 PERFORMANCE METRICS

Appropriate performance metrics shall be set by the SCSB, the subordinate bodies, and by the Executive. Those for the subordinate bodies and the Executive shall be approved and monitored by the SCSB, in support of its overall performance target.

Overall efficiency shall be indicated by the degree to which all performance metrics are met.

The rules and guidelines for applying performance metrics to the work of the ESCC are given in ESCC 11103.

8.5 MEETINGS

The rules concerning the composition of the SCSB are provided in the Charter. Rules for the participation of representatives, advisors and guests in SCSB meetings and the conduct of meetings shall follow those given in the Charter and those given in document ESCC 10000.

Secretarial support in SCSB meetings shall be provided by the ESCC Secretariat.

8.6 AD HOC WORKING GROUPS

The SCSB 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.

9. APPROVALS

The SCSB is the approving authority for the following ESCC activities:

Activity	Responsibility	Submitting Body
ESCC Procedures (Level 1)	SCSB Chairman	PSWG
Basic and Generic Specifications (Level 2 and 3)	SCSB Chairman	PSWG
Strategic Plans	SCSB Chairman	CTB
Annual Plans	SCSB Chairman	CTB, PSWG, Executive
Internal audit programmes and results	SCSB Chairman	Technical Secretary
Complaints and Appeals results	SCSB Chairman	Technical Secretary
Ad hoc Working Groups for ESCC Bodies	SCSB Chairman	CTB, PSWG, Executive
Promotional Activities	SCSB Chairman	CTB, PSWG, Executive
SCSB Meeting Minutes	SCSB Chairman	ESCC Secretariat

10. RECORDS AND REPORTING

10.1 RECORDS

The following records shall be maintained:

Record	Responsibility	Retention Period
Representative lists	Technical Secretary	5 years
Meeting minutes	ESCC Secretariat	5 years
Annual reports	ESCC Secretariat	5 years
Performance Metrics	ESCC Secretariat	5 years
Annual plans	Technical Secretary	5 years
Internal audit programmes and results	Technical Secretary	5 years
Complaints and Appeals	Technical Secretary	5 years
Promotional Agreements	Technical Secretary	5 years

10.2 REPORTING

The SCSB shall issue an annual report that summarises major activities and achievements during the reporting period. This shall summarise similar reports from subordinate bodies, ad hoc working groups, and the Executive, throughout the period. The report shall also contain an outline of the major plans for the future. Copies of the report shall be made freely available to all sectors of the European space community.