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## **ESCC ORGANISATION, MEMBERSHIP AND DECISION**

### **PROCESS**

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## **FOREWORD**

The goal of the ESCC is to improve the availability of strategic EEE space components with the required performance and at affordable costs for institutional and commercial space programmes. Responsibility for the realisation of the ESCC objectives is placed with the SCSB which heads up a unique partnership in Europe between the space component users, manufacturers, suppliers, and national/international space agencies. The principles of the ESCC are formalised in the Charter of the European Space Components Coordination, ESCC 00000 (hereafter referred to as the Charter).

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## 1. **INTRODUCTION**

This document describes the basis of the ESCC organisational structure and provides a link between the Charter and the ESCC documentation addressing specific subjects concerning the ESCC organisation, its roles, responsibilities and activities. Where necessary it also amplifies specific topics covered in the Charter.

## 2. **SCOPE**

This document details the organisation and rules common to all ESCC bodies. These elements are applicable to the Members of the SCSB, CTB, PSWG, and the Executive.

## 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
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**

The following documents are applicable to the extent specified herein:

ESCC 00000	Charter of the European Space Components Coordination
ESCC 10100	Organisation and Basic Rules of the SCSB
ESCC 10200	Organisation and Basic Rules of the Executive
ESCC 10300	Organisation and Basic Rules of the Policy and Standards Working Group
ESCC 10400	Organisation and Basic Rules of the Components Technology Board
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. THE ESCC CHARTER

The Charter defines the objectives, policy, organisation and management of the ESCC and the responsibilities and tasks of its organisational bodies. It details the primary rules concerning ESCC members representation within the organisation and provides common rules and guidance on the arrangement and conduct of meetings.

The Charter also provides the requirements for the documentation architecture, resources, liability, assignment of rights, modifications, settlement of disputes, entry into force, termination and the terms of reference for the ESCC Secretariat, headed by a Technical Secretary.

#### 6. ORGANISATION OF THE ESCC

The organisation and structure of the ESCC is described in the Charter and is composed of the following organisational bodies responsible for two overall tasks: the Harmonisation Task (SCSB, CTB, PSWG) and the Executive Task (Executive)

Further details concerning these bodies are provided in the documents also referenced below:

ESCC 10100	SCSB
ESCC 10300	PSWG
ESCC 10400	CTB
ESCC 10200	Executive

## **7. ESCC DOCUMENTATION ARCHITECTURE**

The ESCC System is supported by administrative documentation that describes its organisation, responsibilities, tasks, rules of procedure and by technical documents that allow for the specification, approval and certification of components and manufacturers for space applications.

An overview of the level structure is provided in Appendix A and the ESCC documentation system is described in detail in ESCC 12001.

## **8. ESCC MEMBERSHIP AND REPRESENTATION**

The Charter and ESCC 10100, ESCC 10300 and ESCC 10400 provide the basic requirements for ESCC membership and representation at SCSB, PSWG and CTB meetings.

ESCC members are defined as those organisations that are signatories to the ESCC Charter. Current signatories are listed in Appendix B. The ESCC members nominate representatives who will attend SCSB, PSWG and CTB meetings to act on their behalf.

In addition, other non-member organisations cooperating with the ESCC may request attendance as an observer at meetings by writing to the Chair of the appropriate body. The ESCC observers nominate representatives who will attend meetings to act on their behalf. Observers will not have a vote during the proceedings but may express their opinion.

The ESCC Secretariat is responsible for compiling and maintaining up to date lists of representatives (members and observers) nominated to attend SCSB, PSWG and CTB meetings. Copies of the lists shall be maintained by the ESCC Secretariat on the ESCC web site and shall be made freely accessible to all representatives.

Records of membership and representation at ad hoc working groups shall be compiled and maintained by the respective Chair and the ESCC Secretariat.

## **9. SCSB, PSWG AND CTB MEETINGS**

### **9.1 GENERAL**

The basic requirements concerning the arrangement and conduct of meetings and the election of the Chair and vice Chair of the SCSB, PSWG and CTB are given in this document and in the Charter.

The additional requirements of 9.2 to 9.6 below apply.

### **9.2 VENUE AND DATE**

The SCSB and its subordinate bodies shall set the venue and date of its next meeting at the end of each of its meetings. An exceptional meeting may be convened by the Chair, should circumstances so require, with a two week prior notice to all representatives who shall also receive a draft agenda.



### 9.3 RESPONSIBILITY OF THE CHAIR AND THE VICE CHAIR

The respective Chairs of the SCSB, PSWG, and CTB shall have, subject to the provisions of the rules of the ESCC, control over the proceedings of their meetings.

The Chair shall maintain the objective of reaching balanced, timely decisions and the exercise of judgement without bias. To aid in the decision process voting may be employed by the Chair in accordance with the Charter and this document. In conjunction with the Technical Secretary the Chair shall ensure progress against programme targets, including work proceeding outside the formal meetings.

In certain circumstances the Chair may speak on behalf of the Board or its subordinate body.

The Chair's usual duties at meetings will be as follows:

- Declare the opening and closing of each meeting.
- Agree the agenda taking members' inputs into account.
- Direct the discussions and, if necessary, sum them up.
- Ensure observance of the rules given in this document and the Applicable Documents.
- Accord or withdraw the right to speak.
- Decide points of order.
- Facilitate and record decisions of the members reached during the meeting.

### 9.4 RESPONSIBILITY OF REPRESENTATIVES

Representatives are responsible to the organisation which nominated them. They shall therefore provide a consolidated, informed and balanced view representative of that organisation and shall avoid personal views unless specifically requested by the Chair. Member and observer organisations shall provide an adequate briefing and debriefing of each of their representatives in order to achieve a consistent and balanced view.

Representatives attending SCSB, CTB and PSWG meetings shall respond to the direction of the Chair. In usual circumstances a representative will attend all meetings of the SCSB or subordinate bodies as appropriate. Deputies may attend meetings with prior agreement of the Chair. If unable to attend a meeting or nominate a deputy the representative shall inform the ESCC Secretariat.

### 9.5 PROPOSALS AND PAPERS FOR DISCUSSION

The usual conventions for submission of proposals and papers shall apply. Chair, vice-Chair and representatives to the SCSB, PSWG and CTB may submit papers, proposals and discussion documents within the scope of the relevant ESCC body.

Papers intended for discussion or decision should be received by the Technical Secretary or appropriate PSWG/CTB Chair no later than 4 weeks before the meeting date to allow time for circulation to representatives and inclusion on the agenda. Papers received after this time may only be considered at the discretion of the Chair.

## 9.6 MINUTES AND AGENDA

The Chair of the SCSB, CTB or PSWG shall draw up an agenda which will be circulated to members before each meeting. Invitations, draft agendas and accompanying documentation, indicating points for decision, discussion and information, shall be circulated to representatives at least 3 weeks in advance of meetings.

For an unplanned matter raised by a member of a board, the member shall issue to the board Chair, 4 weeks in advance, a document dealing with the subject and providing full reasons as to why the matter should be considered.

The Chair will decide on the information received whether or not to implement this matter in the agenda and to distribute to all members the subject matter, 3 weeks in advance of the board meeting.

Other items may be added later to the agenda or raised during the course of the meeting, but may only be taken to a decision with the agreement of all representatives present.

Subsequent to each meeting the Technical Secretary, or minute secretary where appropriate, shall produce Minutes of Meeting recording the substance of the main discussions, the conclusions reached, and the actions placed. The Minutes produced shall be approved at the following meeting. The draft minutes shall be distributed within 2 weeks of the end of the meeting with a copy to the ESCC Secretariat.

## 10. DECISION PROCESS

### 10.1 SCSB

Decisions shall be reached by consensus or by the voting procedure defined in the Charter.

### 10.2 PSWG AND CTB

In reaching decisions the PSWG or CTB shall attempt to achieve a consensus. When this is not possible the Chair shall summarise the majority and minority viewpoints of the members and this shall appear in the meeting record. The Chair may call for a vote to aid in the preparation of the summary of the differing viewpoints and to indicate the diversity of opinion amongst the members. The PSWG or CTB may record a decision on an agenda item even when there is a minority view.

All decisions are open to scrutiny by the SCSB. The SCSB may instruct the PSWG or CTB when their decisions are considered to deviate from the SCSB's established policies. In addition the PSWG or CTB, through their respective Chairs, may refer any item or decision, particularly in the case of dissent within the membership, to the SCSB for review, advice or decision.

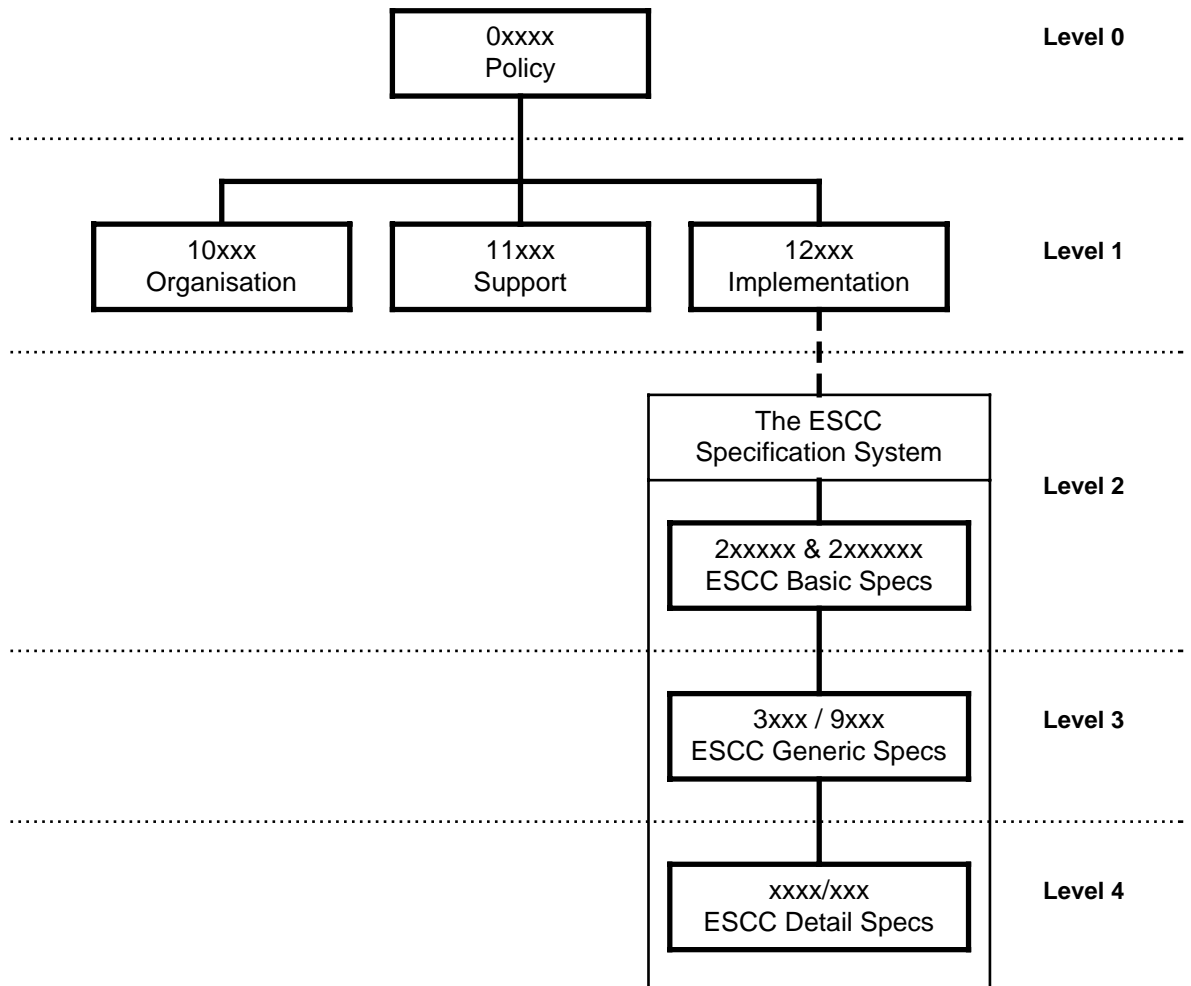
## 11. AVAILABILITY OF ESCC DOCUMENTATION AND SPECIFICATIONS

See ESCC 12001.



**12. RECORDS AND REPORTING**

Not applicable.

**APPENDIX A****European Space Components Coordination (ESCC) Documentation Architecture Overview**

**APPENDIX B**

**List of ESCC Members and Observers**

A signatory to the Founding Act, Accession Agreement or Observer Agreement is indicated together with the date of entry into force.

ESCC Members		
Member Organisation	Signatory	Date
Agenzia Spaziale Italiana	Mr S. Vetrella	08 October 2002
British National Space Centre	Mr C. Hicks	08 October 2002
Centre National d'Etudes Spatiales	Mr A. Bensoussan	08 October 2002
Deutsches Zentrum für Luft und Raumfahrt	Mr S. Wittig	08 October 2002
European Space Agency	Mr A. Rodotà	08 October 2002
Gallium Arsenide Manufacturers	p.p. Mr P. Huguet	08 October 2002
Silicon Manufacturers	p.p. Mr A. Guennoun	08 October 2002
Hybrid Manufacturers	p.p. Mr O. Remondière	08 October 2002
Eurospace (Component User Industry)	Mrs P. Sourisse	08 October 2002

ESCC Observers		
Observer Organisation	Signatory	Date
Instituto Nacional de Tecnica Aeroespacial	Mr J. Torres Riera	26 February 2003
Enterprise Ireland	Mr J. Howley	26 February 2003